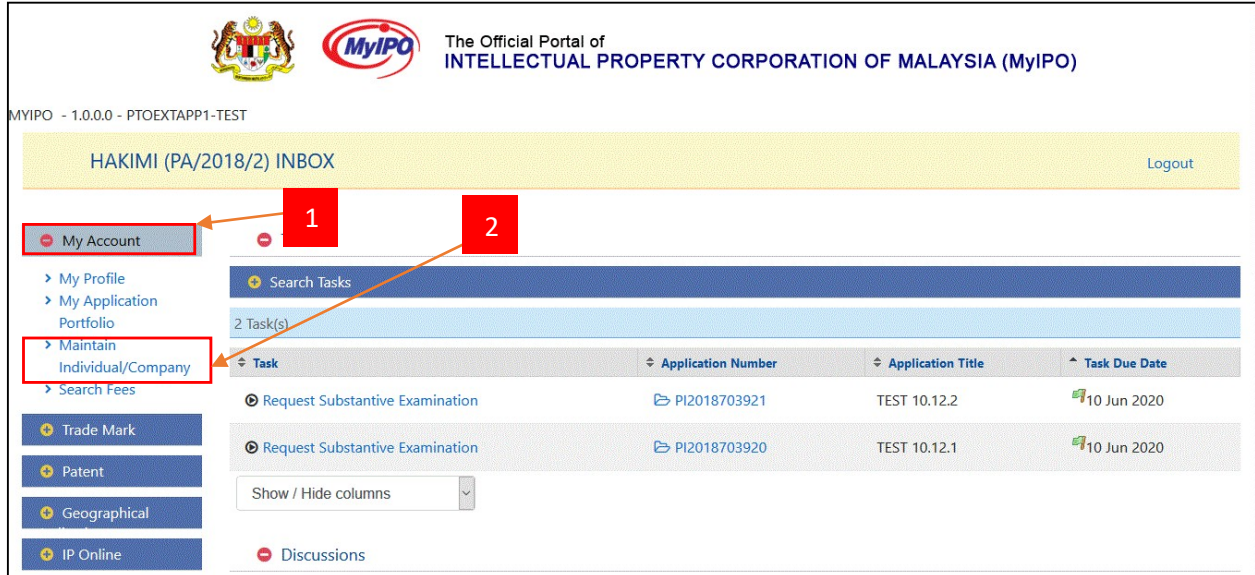
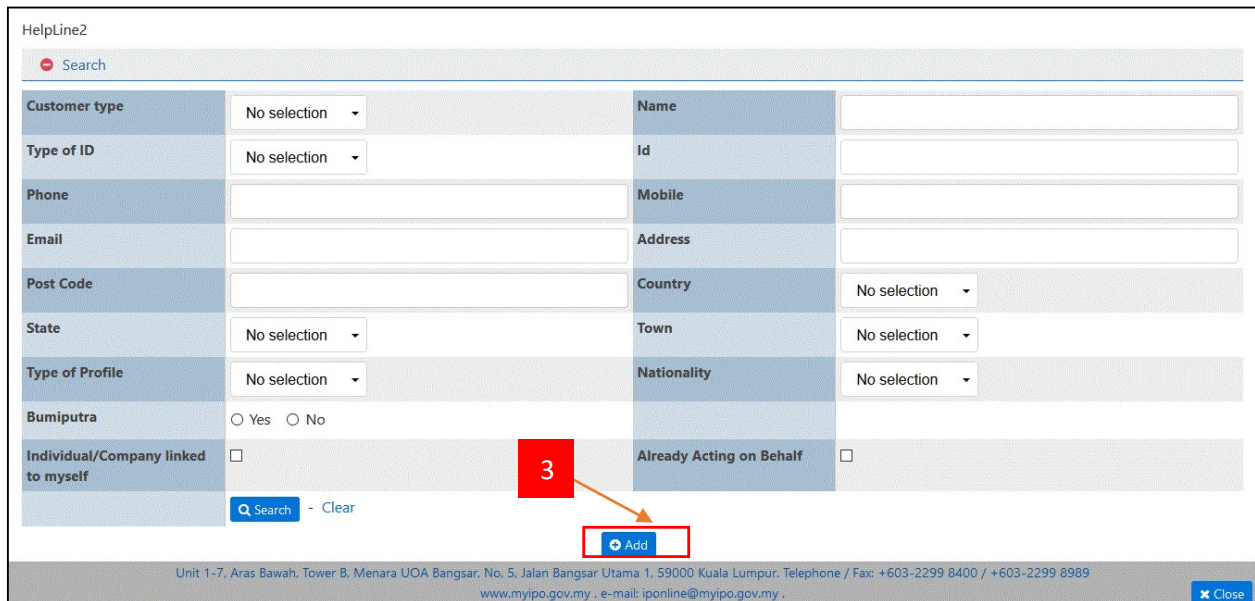


Add Client



The screenshot shows the MyIPO portal interface. At the top, there is the MyIPO logo and the text "The Official Portal of INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)". Below this, the user is logged in as "HAKIMI (PA/2018/2) INBOX". A sidebar menu on the left contains several options, with "My Account" and "Maintain Individual/Company" highlighted by red boxes and numbered 1 and 2 respectively. The main content area displays a table of tasks with columns for Task, Application Number, Application Title, and Task Due Date. Two tasks are listed, both for "Request Substantive Examination" with due dates of 10 Jun 2020.

1. Click "My Account" menu.
2. Click "Maintain Individual/Company".



The screenshot shows the "HelpLine2" form for adding a client. The form has a search bar at the top and a grid of input fields for customer information. A red box and the number 3 highlight the "Add" button at the bottom right of the form. The footer contains contact information for MyIPO.

Customer type	No selection	Name	
Type of ID	No selection	Id	
Phone		Mobile	
Email		Address	
Post Code		Country	No selection
State	No selection	Town	No selection
Type of Profile	No selection	Nationality	No selection
Bumiputra	<input type="radio"/> Yes <input type="radio"/> No		
Individual/Company linked to myself	<input type="checkbox"/>	Already Acting on Behalf	<input type="checkbox"/>

3. Click "Add" button.



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[INBOX >](#) MAINTAIN INDIVIDUAL/COMPANY

4

[Logout](#)

Edit Individual/Company

Type	Person
ID Type	ID Card
Individual/Company ID	900102146063
Name	Mohd Amir
Agent Company	Please only use this field if you are an agent.
Email	mohdamir@gmail.com
Email(2)	
Email(3)	
Phone	
Mobile	
Nationality	Malaysia
Kind of profile	Individual

Addresses

5

Edit Address

Address	38, Jalan seri Mewah 2	Country	Malaysia
Postcode	43000	State	Selangor
Town	Kajang	Entitlement Address	<input type="checkbox"/>
Default Address	<input checked="" type="checkbox"/>		

6

7

Edit

8

Specific Payment I decide not to pay online, and I'll pay at MyIPO office.

4. Fill in all client details.
5. Click "Add" button to add client address.
6. Fill in address information.

7. Tick checkbox button to set default client address.
8. Click “Save” button to save address information. Click “Cancel” button to cancel address information.

Edit Address

Address	38, Jalan seri Mewah 2	Country	Malaysia
Postcode	43000	State	Selangor
Town	Kajang	Entitlement Address	<input type="checkbox"/>
Default Address	<input checked="" type="checkbox"/>		

Edit

Specific Payment

Disclaimer I decide not to pay online, and I'll pay at MYIPO office.

Unit 1-7, Aras Bawah, Tower B, Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur. Telephone / Fax: +603-2299 8400 / +603-2299 8989
www.myipo.gov.my , e-mail: iponline@myipo.gov.my .

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9. Click “Set As Myself” if as a owner , and Click “Submit” button to add client. Click “Close” button to cancel add client.

Search

Customer type	No selection	Name	
Type of ID	No selection		
Phone			
Email			
Post Code		Country	No selection
State	No selection	Town	No selection
Type of Profile	No selection	Nationality	Malaysia
Bumiputra	<input type="radio"/> Yes <input type="radio"/> No		
Individual/Company linked to myself	<input type="checkbox"/>	Already Acting on Behalf	<input type="checkbox"/>

-

Info

Client successfully created.

10. Successful created client notification shown.
11. Click “OK” button.



MYIPO - 1.0.0.0 - PTOEXTAPP1-TEST

[INBOX >](#) SEARCH INDIVIDUAL/COMPANY

[Logout](#)

HelpLine1

HelpLine2

Customer type	No selection	Name	<input type="text"/>
Type of ID	No selection	Id	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Address	<input type="text"/>
Post Code	<input type="text"/>	Country	No selection
State	No selection	Town	No selection
Type of Profile	No selection	Nationality	Malaysia
Bumiputra	<input type="radio"/> Yes <input type="radio"/> No		
Individual/Company linked to myself	<input type="checkbox"/>	Already Acting on Behalf	<input type="checkbox"/>

-

12

1 Individual(s)/Company(ies)

Id	Name	Agent Number	Address(es)	
900102146063	Mohd Amir		38, Jalan seri Mewah 2 Kajang 43000 (MY)	<input type="button" value="Edit"/>

Show / Hide columns

12. Client information shown in the list.