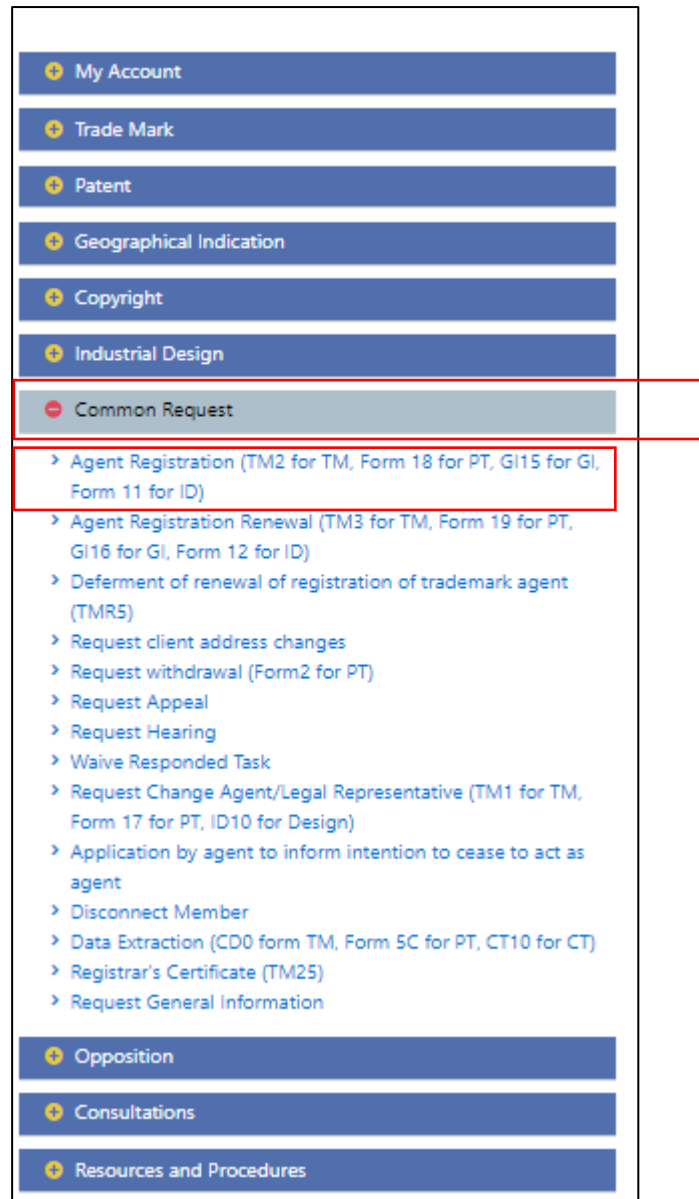


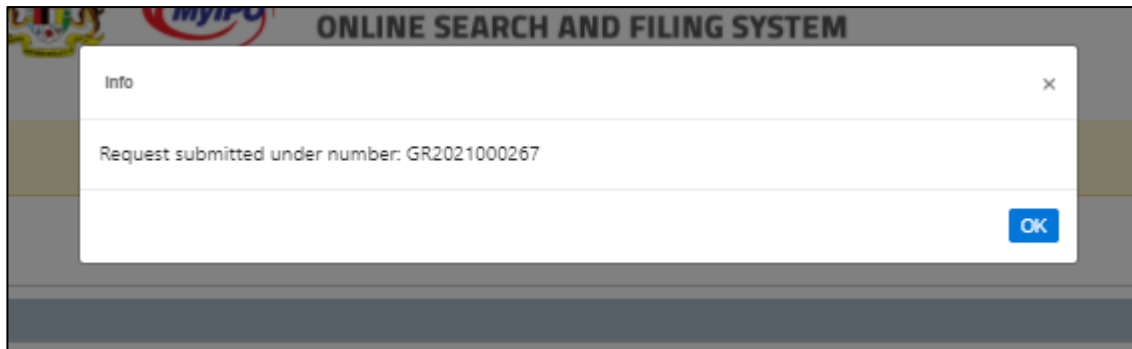
Apply ID 11



1. After Extra login, under Common Request module, choose “Agent Registration (Form 11 for ID)”.

2. Identity field, extra must choose in my own right.
3. Extra click search button to find agent to be registered.
4. For Domain, extra must tick Industrial Design.
5. Extra need to tick at least one Qualification.

6. The requestor submits his registration request with details of qualifications and experiences (Mandatory Statutory Declaration and Certificate of Agent documents, either Certificate of Success to Patent Agent Examination or Certificate of Exemption for ex-MyIPO Staff mandatory.), and pays the fee ID11 (RM 1280 Online / RM 1300 at Front Desk). Click add button to add the document.
7. Edit document page will appear and extra can Add all document that mandatory for this application based on type. Choose type after that can click browse button to find the document that need to be upload.
8. A task is created in Intra to accept, raise a query, or refuse the request.
9. If the request is accepted, the registration as an Agent becomes effective until the 31st December of the current year.
10. After extra user one fill all field, click Submit button.



11. System will be generated GR number.