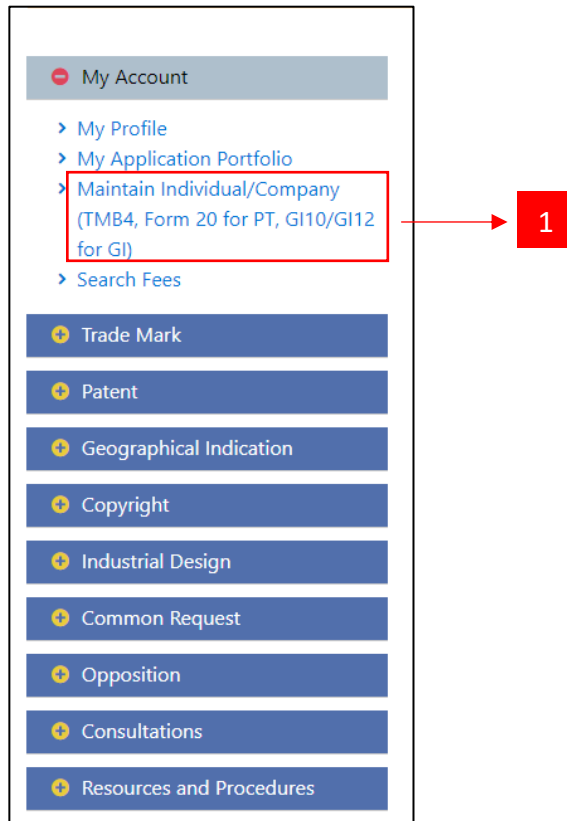


1 Add Client



1. After log in at Extra, click “Maintain Individual/Company” under My Account Tab.

The image shows a search form titled 'SEARCH INDIVIDUAL/COMPANY'. It includes a search bar, a checkbox for 'Individual/Company linked to myself', and various input fields for customer details. At the bottom of the form, there is a blue 'Add' button. A red box highlights the 'Add' button, and a red arrow points from it to a red box containing the number '2'.

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

2. Click Add button at the bottom of the page.

INBOX > MAINTAIN INDIVIDUAL/COMPANY Logout

Edit Individual/Company

Type: Company

Nationality: No selection

ID Type: No selection

Individual/Company ID:

Name:

Import Client:

Email:

Email(2):

Email(3):

Phone:

Mobile:

Kind of profile: No selection

Anonymous/Pseudonym/Pen Name: Remain Anonymous Wish to remain anonymous as an author

Is Dead: Death Date:

Addresses:

3. The page appeared such as above. You have the possibility to:
- Choose the **Type, Nationality, ID Type, Kind of Profile** of the applicant.
 - Fill in the **Individual/Company ID, Name, Email** and etc. (need to fill in all mandatory field)
 - Make sure to click “Set as Myself” to use this client as applicant later.

Contact

Identity: Identify who the applicant is for this application. If you or your organisation are the applicant then select that you are applying in your own right. If not then you are acting as an agent. Select whether you're acting for your own right, as an agent or as a legal representative, where appropriate addresses will be populated accordingly.

I am acting: In my own right As an Agent

Applicant

Id	Name	Agent Number	Address(es)
45673421	gov body 1		No. 7, Jalan Stesen Sentral 5, Wilayah Persekutuan 50623 Kuala Lumpur (MY)

Show / Hide columns

Search

Author: Author is an individual person, not a company. Search

Correspondent

All correspondence (Discussions and Tasks) relating to this application will be sent to the Contact Details specified.

Id	Name	Address	Town	Post Code	State	Country
45673421	gov body 1	No. 7, Jalan Stesen Sentral 5,	Wilayah Persekutuan	50623	Kuala Lumpur	MY

Search

Address for Service: Address for service for the current application. Default Address: No. 7, Jalan Stesen Sentral 5,, Wilayah Persekutuan, Kuala Lumpur 50623, Malaysia

Notification Method: Choose if you want to receive notifications by post or by email. Email Post

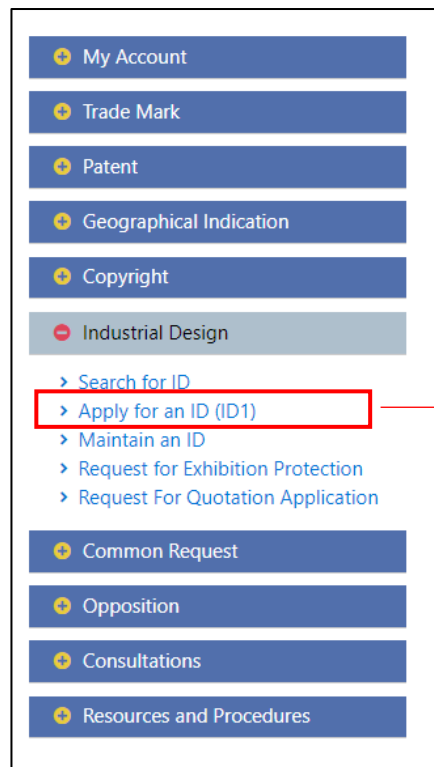
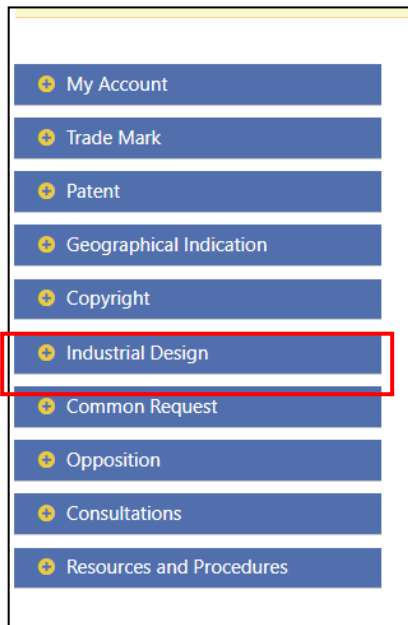
Statement Justifying Applicant's Right: Not Defined

Digitcert Signature

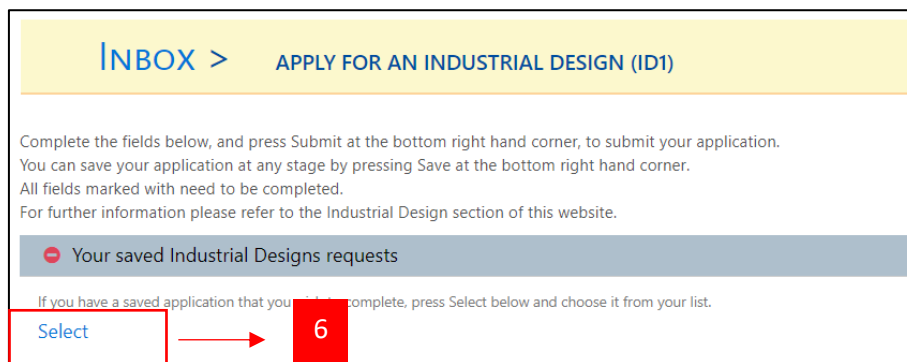
ID:

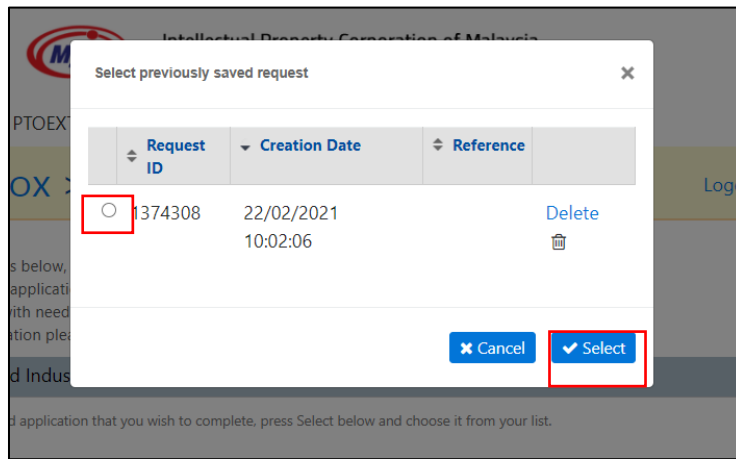
4. After completing the form, click the Submit button. The applicant information, Address for Service and Notification method will automatically generate on the field provided as above. The correspondent field will follow as applicant.

2 Apply for Industrial Design

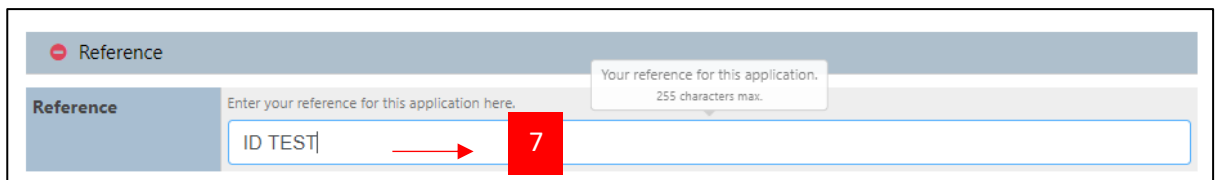


5. After log in at Extra, click “Apply for an ID (ID1)” under Industrial Design module.



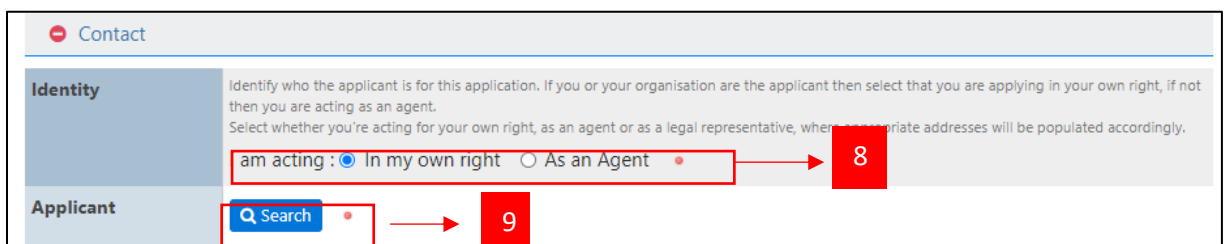


6. A form page appeared after click the menu as (1). Press the Select under the tab 'Your saved Industrial Designs requests' if there are saved application that wish to complete. A pop-up window will be appeared as above. User need to tick the application from the list and click Select button.



7. For tab "Reference", insert the reference for the application that need to be complete. (not mandatory, only for future reference)

2.1 In My Own Right



8. For Identity field which is under tab 'Contact', select which role did the applicant act for the application. If you or your organisation are the applicant then select 'In my own right', if not then select 'As an agent'.
9. After you select "In my own right". The Applicant field will automatically appear. Click button Search to search the applicant for the application.

INBOX > SEARCH INDIVIDUAL/COMPANY Logout

CustomerHelpText
Use the form below to search for clients.

Should you want to edit your own client, tick the checkbox "Individual/Company linked to myself".

To search for an exact match use speech marks around your name search eg. "John".
You can also use AND, OR and the wildcards * and ? to create more advanced search queries.
255 characters max.

Search	
Customer type	No selection ▾
Type of ID	No selection ▾
Agent Number	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Post Code	<input type="text"/>
State	No selection ▾
Type of Profile	No selection ▾
Death Date	from <input type="text"/> to <input type="text"/>
Bumiputra	<input type="radio"/> Yes <input type="radio"/> No
Individual/Company linked to myself	<input type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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.mypipo.gov.my | e-mail: pttechsupport@myipo.gov.my (Patent), lmtechsupport@myipo.gov.my (Trademark), ittechsupport@myipo.gov.my (Industrial Design)
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10. A page Search Individual/Company appeared on the screen as above. Search the applicant according to its **Customer Type** or **Type of ID** or **Name** or etc and click Search button.

<input type="checkbox"/>	Customer ID	Id	Name	Agent Number	Address(es)
<input type="checkbox"/>	4072958	784536276	author 1	MVA/2021/0009	BLOK 7-9-8 Bangsar 59200 Kuala Lumpur (MY)
<input type="checkbox"/>	4073174	67341377	GOV 12		No. 7A, Jalan Ks 3a & Seksyen 3, Bangsar 59200 Kuala Lumpur (MY)
<input type="checkbox"/>	4073000	45673421	gov body 1		No. 7, Jalan Stesen Sentral 5, Wilayah Persekutuan 50623 Kuala Lumpur (MY)

11. After you click Search, the list of applicants appeared as above picture. Select the applicant related and click Select button. (Make sure to check the details of the available applicants on the list. If there are different in address or other details, create new applicant).

2.2 As an Agent

The screenshot shows the 'Contact' form with the following sections and annotations:

- Identity:** 'I am acting : In my own right As an Agent' (Annotation 12 points to the 'As an Agent' radio button).
- Agent:** Search button (Annotation 13 points to the button).
- Applicant:** Search button (Annotation 13 points to the button).
- Author:** Search button (Annotation 13 points to the button).
- Correspondent:** Search button (Annotation 13 points to the button).
- Address for Service:** Select an address for service for the current application.
- Notification Method:** Email Post.
- Agent Authority:** POA Document, Add button (Annotation 15 points to the button).

12. After you select “As an Agent”. The Agent, Correspondent, Applicant, and agent Authority field will automatically appear.

13. Click button Search to search the agent for the application.

14. Same as the ‘In my own right’, a page Search Individual/Company appeared on the screen as above. Search the agent according to its Customer Type or Type of ID or Name or etc and click Search button. For the next step, followed as step in 1.1 In My Own Right.

15. This field required user to upload the document support for the agent authority.

The screenshot shows the 'Contact' form with search results for the Author field. The 'Author' field is highlighted with a red box. The search results table is as follows:

Id	Name	Agent Number	Address(es)
960409025982	Nurul Syazwani binti Saifuddin	MYA/2021/0006	blok d-4-13, ppr pantai ria,, jalan pantai dalam Bangs

Annotation 16 points to the Search button in the Author field.

16. For section Author, click button Search to search the author for the application.

INBOX > SEARCH INDIVIDUAL/COMPANY Logout

CustomerHelpText

Use the form below to search for clients.

Should you want to edit your own client, tick the checkbox "Individual/Company linked to myself".

To search for an exact match use speech marks around your name search e.g. "Acme".

You can also use AND, OR and the wildcards * and ? to create more advanced search queries. 255 characters max.

Search	
Customer type	Person
Type of ID	No selection
Agent Number	
Phone	
Email	
Post Code	
State	No selection
Type of Profile	No selection
Death Date	from to
Bumiputra	<input type="radio"/> Yes <input type="radio"/> No
Individual/Company linked to myself	<input type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Add"/>	

Unit 1-7, Aras Bawah, Tower B, Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur, Tele: 03-2299 8400 / +603-2299 8989
www.myipo.gov.my , e-mail: pttechsupport@myipo.gov.my (Patent), tmtechsupport@myipo.gov.my (Trademark), idtechsupport@myipo.gov.my (Industrial Design).
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17. A page Search Individual/Company appeared on the screen as above. Search the author according to it Customer Type or Type of ID or Name or etc and click Search button.

<input type="checkbox"/>	Customer ID	Id	Name	Agent Number	Address(es)
<input type="checkbox"/>	4072958	784536276	author 1	MYA/2021/0009	BLOK 7-9-8 Bangsar 59200 Kuala Lumpur (MY)
<input type="checkbox"/>	4073000	45673421	gov body 1		No. 7, Jalan Stesen Sentral 5, Wilayah Persekutuan 50623 Kuala Lumpur (MY)
<input type="checkbox"/>	4073128	121245784	government body		BLOK Y-7-18, JALAN TEMENGGUNG, Bangsar 59200 Kuala Lumpur (MY)

18. If the Search return no results. Click Add button at the bottom of the page.

INBOX > MAINTAIN INDIVIDUAL/COMPANY Logout

Edit Individual/Company

Type	Person		
Nationality	No selection		
ID Type	No selection		
Individual/Company ID	This field is mandatory for Malaysians only. Otherwise, please select a foreign nationality.		
Name	Name as per MyKad		
Agent Company	Please only use this field if you are an agent.		
Email			
Email(2)			
Email(3)			
Phone			
Mobile			
Kind of profile	No selection		
Anonymous/Pseudonym/Pen Name	Remain Anonymous	<input type="checkbox"/> Wish to remain anonymous as an author	
Is Dead	<input type="checkbox"/>	Death Date	
Addresses	Add		

Submit

19. The page appeared such as above. You have the possibility to:
- Choose the **Type, Nationality, ID Type, Kind of Profile** of the applicant.
 - Fill in the **Individual/Company ID, Name, Email** and etc.

Contact

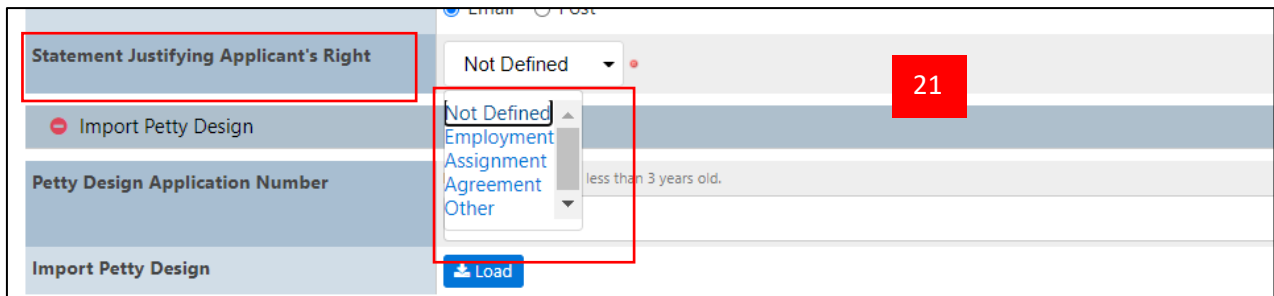
Identity

Identify who the applicant is for this application. If you or your organisation are the applicant then select that you are applying in your own right, if not then you are acting as an agent. Select whether you're acting for your own right, as an agent or as a legal representative, where appropriate addresses will be populated accordingly.

I am acting : In my own right As an Agent

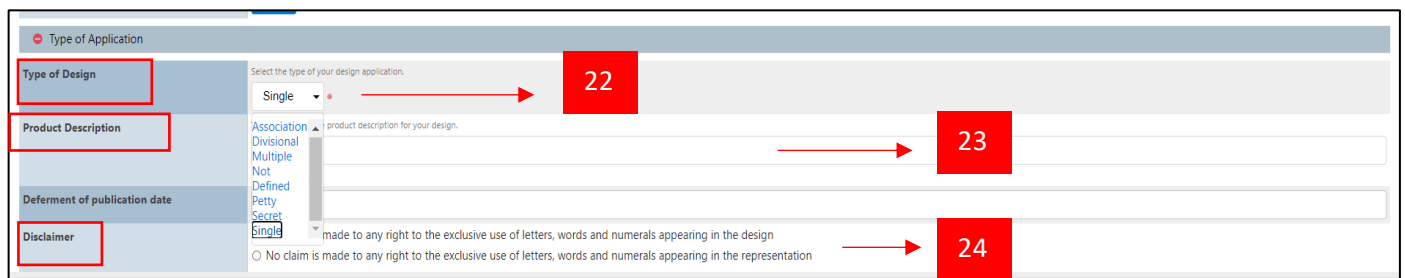
Applicant	Id	Name	Agent Number	Address(es)	
	960409025982	Nurul Syazwani binti Saifuddin	MYA/2021/0006	blok d-4-13, ppr pantai ria., jalan pantai dalam Bangsar 59200 Kuala Lumpur (MY)	Edit Remove
Show / Hide columns					
Search					
Author	Id	Name	Agent Number	Address(es)	
	784536276	author 1	MYA/2021/0009	BLOK 7-9-8 Bangsar 59200 Kuala Lumpur (MY)	Remove
Show / Hide columns					
Search					

20. After completing the form, click the Submit button. The author information, will automatically generate on the field provided as above.



21. If the applicant is not the author of the design, the applicant shall provide the “Statement Justifying Applicant’s Right (SJAR)” ; or by providing the statement themselves. The applicant shall choose the type of rights from the system. Below are the lists of SJAR:

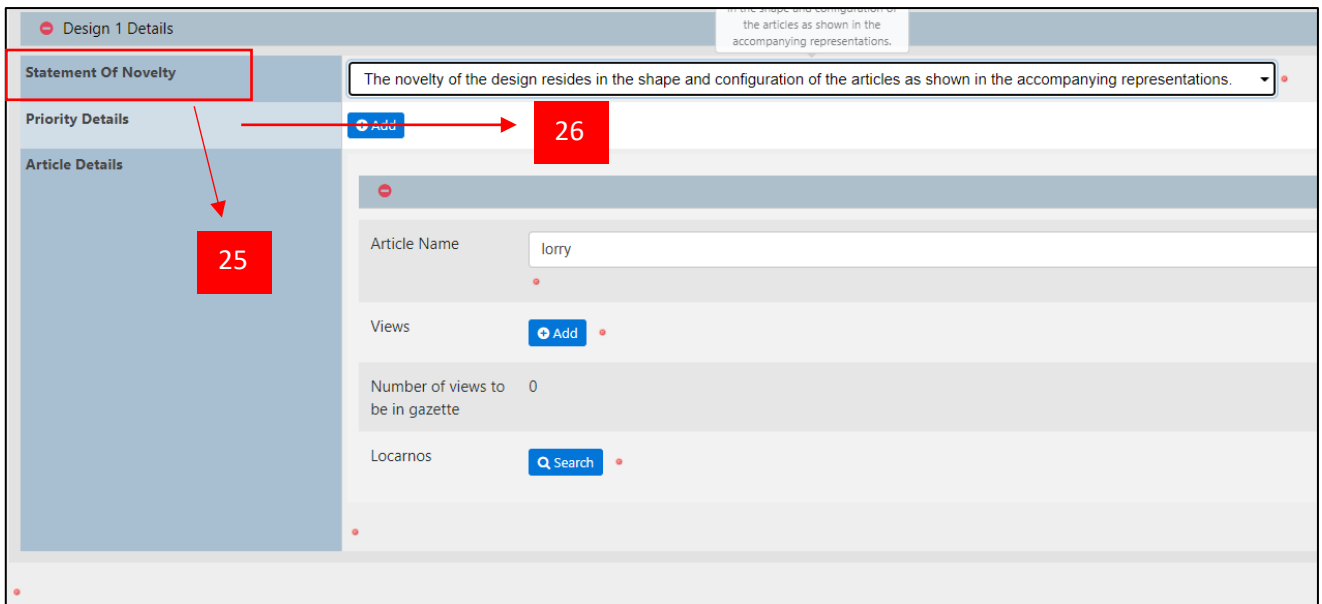
- a. Employment
- b. Assignment
- c. Agreement
- d. Others (to be describe by the applicant)



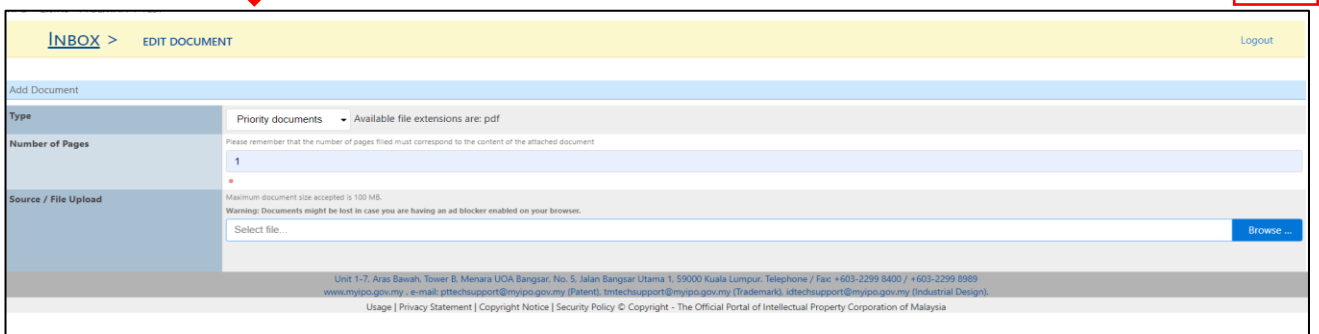
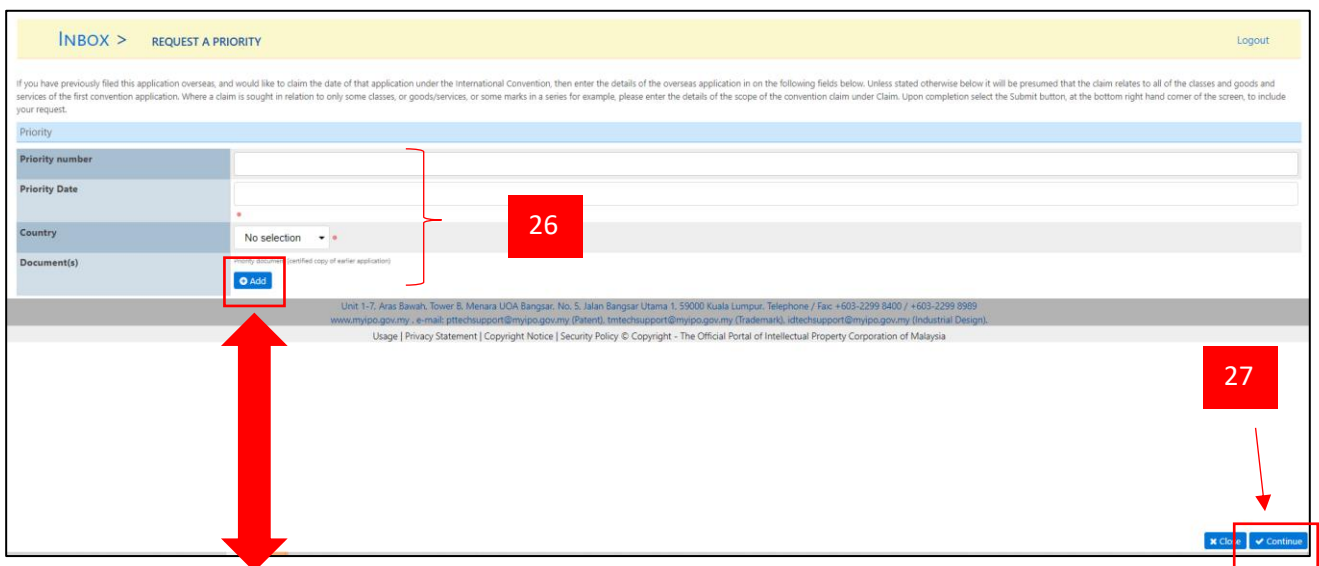
22. For field Type of application, the applicant can choose type of design based on what they want to apply.

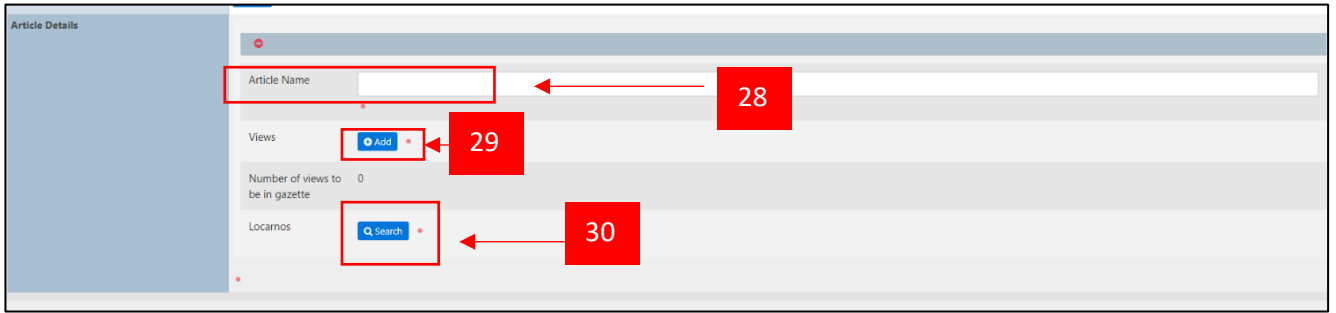
23. Applicant need to provide product description for their design. Each design shall have a product description. Product description can be a full description of the product, or a web link or a web video link that explain the product. (50 words max)

24. If the design contains letters, words or numeral, the applicant shall provide the “Disclaimer” for each design by choosing the type of disclaimer from the system.

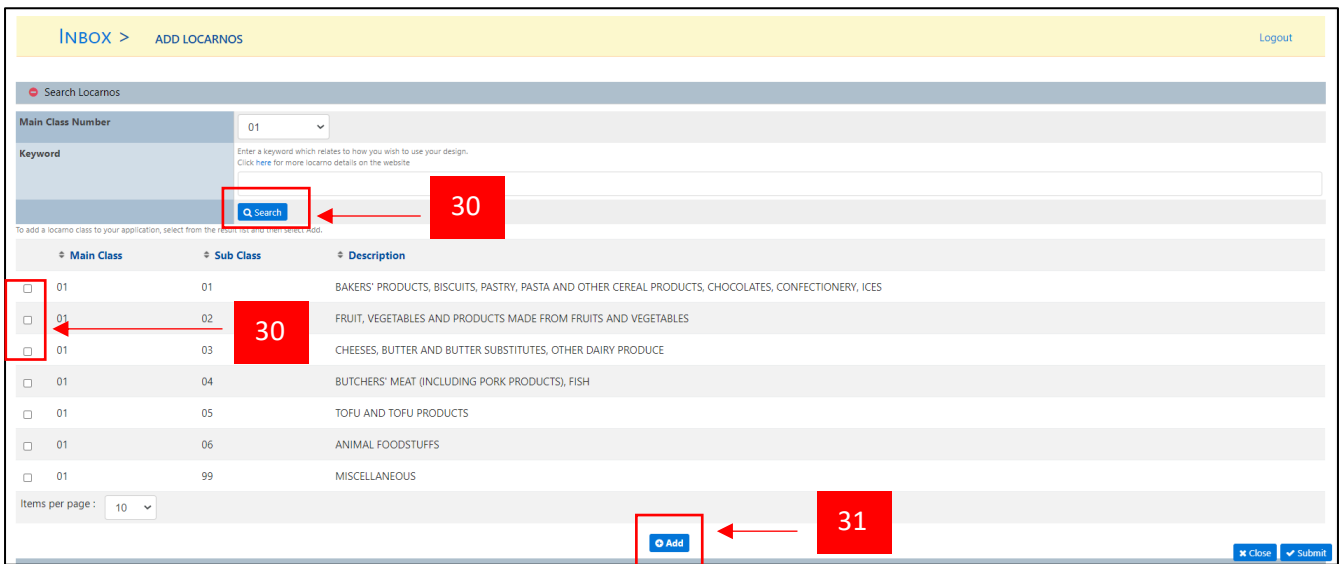
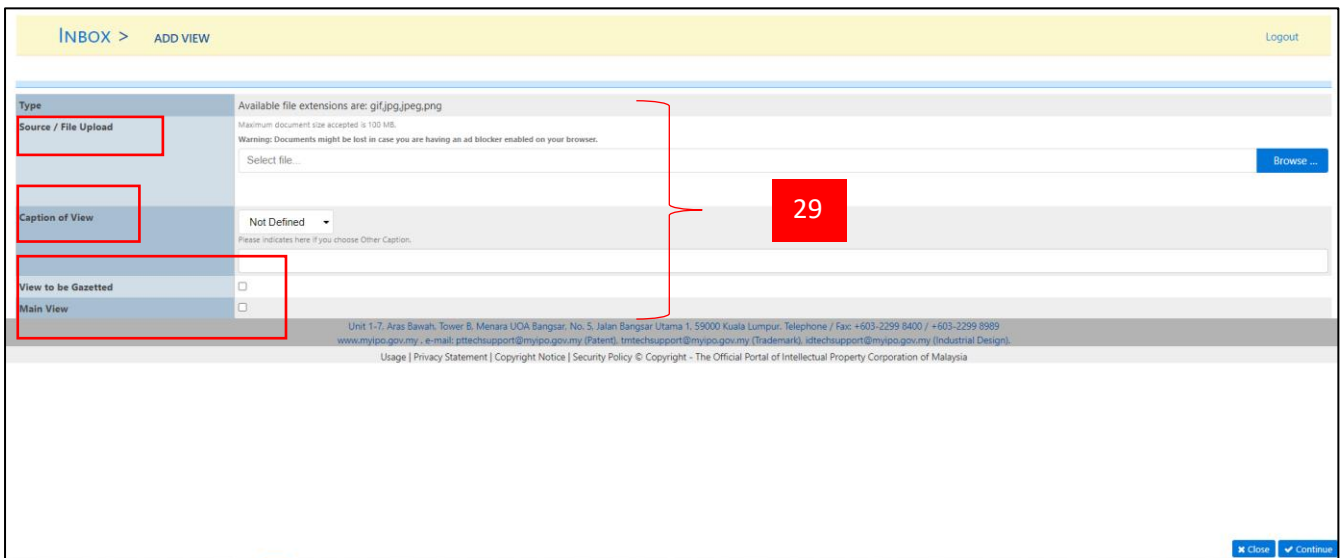


25. Applicant shall provide the “Statement of Novelty” for each design by choosing the type of statement from the system; or by providing the statement themselves.
26. Click Add button to add priority details. A Design shall have one (1) priority date claimed if applicable. A Design can have more than one Priority documents. (documents shall be uploaded). Applicant also need to choose one country.
27. Click Continue button after completing fill in the form. The Priority information will automatically generate in the field.





28. Each design shall have one (1) article name or an Indication of product, in which is the design is intended to be applied. The article name must clearly indicate the nature of the Article and allowed easy Identification of the classification based on the Locarno Classification.
29. Applicant need to tick View to be gazetted (if any) also need to tick Main View if the picture they want to add is the Main View. If the applicant has more than one view to add, applicant can repeat the process. One design can only have one Main View.



30. Click the Search button. The system will show the latest updated edition of Main Locarno Classification (Class and sub-class). A result list of Locarno is appeared as picture below.

31. After done choose Main Class Number or enter Keyword, to add a Locarno into the application, select from the result list and then select Add

32. Applicant shall accept the “Declaration” provided by the system as follows.

- a. “I/We declare that I am/we are the owner of the design applied.”
- b. “I/We declare the priority date claimed is the application made in the convention country and relies it is the first application made for registration.”

33. Applicant would be able to make payment on-line using payment gateway FPX. User can choose to pay using:

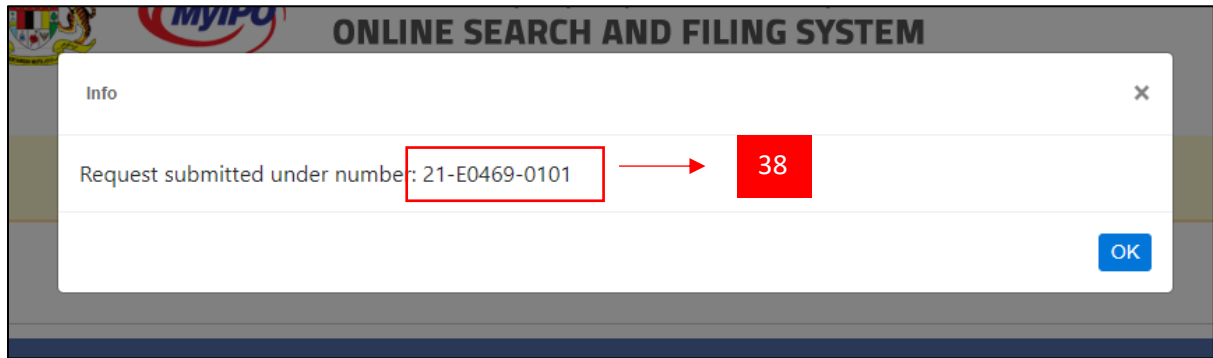
- a. Debit Card (Local Bank)
- b. Credit Card
- c. Local Order (for Government Agencies)
- d. Applicant require to login to the selected bank to make payment if method (a) or (b) selected.

34. For DigiCert Signature section, user is required to insert the ID which is the Identity Card or passport when applying the roaming certificate and DigiCert pin at the field provided. The function of DigiCert is as replacing the user’s signature.

35. Click Close button to close the application form.

36. Click Save button to save the application or if the user wishes to continue complete the form in next time.

37. Click the Submit button to submit the application into the system.



38. The applicant will be received application number.