

## 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 version "MYIPO - 1.0.0.0 - PTOEXTAPP1-TEST" is displayed. The main header area shows "HAKIMI (PA/2018/2) INBOX" and a "Logout" link. On the left, a navigation menu is visible with "My Account" highlighted by a red box and labeled "1". Under "My Account", the option "Maintain Individual/Company" is also highlighted by a red box and labeled "2". The main content area shows a "Search Tasks" section with a table of tasks. The table has columns for "Task", "Application Number", "Application Title", and "Task Due Date". Two tasks are listed, both for "Request Substantive Examination" with application numbers PI2018703921 and PI2018703920, and 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. Below it, there are several input fields and dropdown menus for customer information. The fields are: Customer type (No selection), Type of ID (No selection), Phone, Email, Post Code, State (No selection), Type of Profile (No selection), Bumiputra (Yes/No radio buttons), Individual/Company linked to myself (checkbox), Name, Id, Mobile, Address, Country (No selection), Town (No selection), Nationality (No selection), and Already Acting on Behalf (checkbox). A red box labeled "3" points to the "Add" button at the bottom right of the form. The footer contains contact information for MyIPO and a "Close" button.

3. Click "Add" button.



MYIPO - 1.0.0.0 - PTOEXTAPP1-TEST

INBOX > MAINTAIN INDIVIDUAL/COMPANY

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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

Add

5

Edit Address

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

6

Default Address

7

Save Cancel

Edit

Set As Myself

8

Specific Payment

Disclaimer  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.

Address: 38, Jalan seri Mewah 2  
Country: Malaysia  
Postcode: 43000  
State: Selangor  
Town: Kajang  
Entitlement Address:   
Default Address:

Save Cancel

Edit

Set As Myself

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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Close Submit

9. Click “Submit” button to add client. Click “Close” button to cancel add client.

Search

Customer type: No selection  
Name: No selection  
Type of ID: No selection  
Phone: No selection  
Email: No selection  
Post Code: No selection  
Country: No selection  
State: No selection  
Town: No selection  
Type of Profile: No selection  
Nationality: Malaysia  
Bumiputra:  Yes  No  
Individual/Company linked to myself:   
Already Acting on Behalf:

Search Clear

Info

Client successfully created.

OK

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



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[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	Already Acting on Behalf	<input type="checkbox"/>
Individual/Company linked to myself	<input type="checkbox"/>		

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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.