

Matters & Materials required for filing a Patent Application

A: GENERAL INFORMATION

1) Full name, address and nationality of the Applicant/s:

2) Full name/s, address/s and nationality of the inventor/s:

3) What is the relationship of the inventor with the applicant (employee/ consultant):

4) Address for correspondence with name of the contact person, his designation, telephone, fax and e-mail:

5) Payment details; Cheque / DD No: Bank: Dated:

B: DOCUMENTS REQUIRED:

- 1) Power of Attorney
- 2) Copy of Authorization/ Sanction from Company
- 3) Form II
- 4) Others

C) INVENTION DISCLOSURE:

- 1.What type of invention you wish to patent? Is it a product/process?
- 2) At what stage is the invention? Is it at the concept stage? Is it complete?
Has it been tested?
- 3) Has there been any disclosure of the invention? If so, how, when and where?
Please give details
- 4) Is the invention an improvement of an existing product/process?
- 5) Please supply information about the field to which the invention relates.
- 6) Have you carried out any patent/literature search for prior art?
If so, please give details.
- 7) What is the main feature of the invention? How does it solve problems of the prior art?
Please enumerate the advantages of the present technology over prior art.
- 8) For preparing the specification, please send write up of the invention and complete set of drawings
- 9) If it is a process patent, please provide a flow chart.