

**Compendium of Hearings & Mediation Department Circulars  
Amendment No. 2 of 2023  
23 November 2023**

**HMD Circular 2.1**

**2.1 Filing of documents**

**A. Introduction**

This Circular provides guidance on the use of the electronic online system (IPOS Digital Hub) to file documents in IPOS proceedings.

**B. References**

The rules referred to in this Circular are rules from the TMR.

The principles apply to equivalent provisions and concepts in the Patent Rules (Cap 221, 2007 Rev Ed), Plant Varieties Protection Rules (Cap 232A, 2006 Rev Ed) and Registered Designs Rules (Cap 266, 2002 Rev Ed).

Rule 7(1) TMR states:

(1) Where the Act or these Rules authorise or require any document to be given or sent to, filed with or served on the Registrar or the Registry, the giving, sending, filing or service must be effected on the Registrar or the Registry (as the case may be) by sending an electronic communication of the document using the electronic online system.

Rule 78A(2) TMR states:

(2) Unless the Registrar permits otherwise in a particular case, the electronic online system must be used by any person for giving or sending to, filing with or serving on the Registrar or the Registry any document (other than a notice or document to be served in proceedings in court).

**C. Default Filing Modes**

In general, a form or document should be filed via [IPOS Digital Hub](#). ~~However, where this option is not yet available on IPOS Digital Hub, FormSG may be used.~~ The following table sets out the **correct** links for e-filing with effect from 8 **August December** 2023:

S/No.	Item to be E-filed	Description of Form	E-File Via
1.	Hearing and Decision	Form HC1	<del>Designs, Trade Marks</del> - IPOS Digital Hub → Forms  <del>Other IP</del> - FormSG

2.	Request for Extension of Time to File Documents in Hearings and Mediation Proceedings	Form HC3	<del>Designs, Trade Marks – IPOS Digital Hub</del> → Forms  <del>Other IP – FormSG</del>
3.	Request for Hearing at which only the Party Making the Request is Present	Form HC4	FormSG
4.	Request for Grounds of Decision	Form HC5	FormSG
5.	CS	Form HC6	<del>Designs, Trade Marks – IPOS Digital Hub</del> → Forms  <del>Other IP – FormSG</del>
6.	NO	Form TM11	<del>IPOS Digital Hub</del> → Forms
7.	Application for Revocation/ Invalidation/ Rectification	Form TM28	<del>IPOS Digital Hub</del> → Forms
8.	Application for Revocation of a Patent	Form PF35	FormSG
9.	NO (Patents)	Form PF58	FormSG
10.	Application for Revocation of the Registration of a Design	Form D13	<del>IPOS Digital Hub</del> → Forms
11.	Notice of Objection or Opposition	Form GI13	FormSG
12.	Amended Forms	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Amended Form
13.	Amended Statement of Grounds	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Amended Statement of Grounds
14.	Amended CS	[None]	IPOS Digital Hub → Correspondence

			→ Attachment File Type: Amended Counter Statement
15.	Consent of other party	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Consent or Request for Consent
16.	Notification to Registrar	<del>[None]</del> Notification to Registrar	IPOS Digital Hub → Forms Correspondence → Attachment File Type: <ul style="list-style-type: none"> <li>• <del>Notification to Registrar by Initiator</del></li> <li>• Notification to Registrar by Respondent</li> </ul>
17.	SD	Evidence by Initiator Evidence by Respondent Evidence-In-Reply by Initiator	<del>Designs, Trade Marks</del> – IPOS Digital Hub → Forms  <del>Other IP - FormSG</del>
18.	Further SDs ("Further evidence" with leave under Rule 35 TMR)	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> <li>• Supplementary Evidence by Initiator</li> <li>• Supplementary Evidence by Respondent</li> <li>• Supplementary Evidence-In-Reply by Initiator</li> </ul>
19.	Re-executed SDs, including re-filed SDs following Registrar's directions	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: <ul style="list-style-type: none"> <li>• Evidence by Initiator re-executed</li> <li>• Evidence by Respondent re-executed</li> <li>• Evidence of Use or Reason for Non-Use by Proprietor re-executed</li> <li>• Evidence-In-Reply by Initiator re-executed</li> <li>• Supplementary Evidence by Initiator re-executed</li> <li>• Supplementary Evidence by Respondent re-executed</li> <li>• Supplementary Evidence-In-Reply by Initiator re-executed</li> </ul>

20.	Response to Registrar for Pre-hearing Review	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: Response to Registrar for PHR
21.	Written Submissions and Bundle(s) of Authorities	Written Submissions & Bundle of Authorities	<del>Designs, Trade Marks</del> – IPOS Digital Hub → Forms  <del>Other IP</del> – IPOS Digital Hub → Correspondence → Attachment File Type: • <del>Bundle of Authorities by Initiator</del> • <del>Bundle of Authorities by Respondent</del> • <del>Written Submissions by Initiator</del> • <del>Written Submissions by Respondent</del>
22.	Additional or Supplementary Written Submissions and Bundle(s) of Authorities	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: • Additional/Supplementary Bundle of Authorities by Initiator • Additional/Supplementary Bundle of Authorities by Respondent • Additional/Supplementary Written Submissions by Initiator • Additional/Supplementary Written Submissions by Respondent
23.	Rebuttal or Reply Written Submissions and Bundle(s) of Authorities	[None]	IPOS Digital Hub → Correspondence → Attachment File Type: • Rebuttal/Reply Bundle of Authorities by Initiator • Rebuttal/Reply Bundle of Authorities by Respondent • Rebuttal/Reply Written Submissions by Initiator • Rebuttal/Reply Written Submissions by Respondent
24.	Bill of Costs	[None]	IPOS Digital Hub

25.	Marked Bill of Costs	[None]	→ Correspondence → Attachment File Type: <ul style="list-style-type: none"> <li>• Bill of costs</li> <li>• Marked bill of costs</li> </ul>
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**D. E-filing documents which exceed 100 MB**

Part II Section 4 of the **prevailing** IPOS Digital Hub Practice Direction ~~No. 1 of 2023~~ applies.

In the event where the evidence comprises more than 1 item (for example, the evidence comprises the main SD as well as physical exhibits), the filing date to be accorded for the evidence will be the filing date of the last item filed. Parties are therefore encouraged to file their evidence on a single day instead, before the deadline expires.

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[End of HMD Circular 2.1]