

PATENT REGULATIONS, 1996 (LI 1616).

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IN exercise of the powers conferred on the Minister responsible for Justice by section 74 of the Patent Law, 1992 (P.N.D.C.L. 305A) these Regulations are made this 14th day of February, 1996.

PART I—FEES AND ANCILLARY MATTERS

Regulation 1—Fees and Forms.

(1) The fees to be paid in respect of any of the matters arising under the Law and these Regulations shall be those specified in the First Schedule to these Regulations; and, in any case where a form specified in that Schedule as the corresponding form in relation to any matter is required to be used, that form shall be accompanied by the fee specified in respect of that matter.

(2) The forms mentioned in these Regulations are those set out in Second Schedule to these Regulations and copies of the forms shall be obtainable from the Registrar.

Regulation 2—Language of Documents and Translation.

(1) All applications, submissions, requests, and written documents or texts filed with the Registrar pursuant to the Law or these Regulations which are in a language other than English shall be accompanied by an English translation verified to the satisfaction of the Registrar.

(2) When more than one copy of a document is required to be filed or sent, a corresponding number of copies of the translation shall accompany them.

Regulation 3—Address for Service.

Every person concerned in any proceedings to which these Regulations relate and every owner of a patent shall furnish the Registrar with an address for service in Ghana and that address shall be treated for all purposes connected with such proceedings or patent as the address of the person concerned in the proceedings or the owner of the patent.

Regulation 4—Particulars to be Supplied by Partnerships, Companies and Associations.

(1) Names of natural persons shall be indicated by the person's family name and given name, the family name being indicated before the given name, the names of legal entities shall be indicated by their full, official designations.

(2) Addresses shall be indicated in a way to satisfy the customary requirements for prompt postal delivery at the indicated address and shall consist of all the relevant administrative units, including the house number, if any; addresses shall also indicate telegraphic and telex addresses and telephone and facsimile numbers.

(3) Nationality shall be indicated by the name of the state of which a person is a national; legal entities shall indicate the name of the state under the laws of which they are constituted and the address of their registered office.

(4) Residence shall be indicated by the name of the state of which a person is a resident.

(5) A document purporting to be signed for or on behalf of—

(a) a partnership shall contain the names of all partners in full and shall be signed by all the partners or by any partner qualified to sign, stating that he signs on behalf of a partnership or by any other person who satisfies the Registrar that he is authorised to sign the document;

(b) a body corporate shall be signed by a director or by the secretary or other principal officer of the body corporate, or by any other person who satisfies the Registrar that he is authorised to sign the document and shall bear the seal of the body corporate;

(c) an association of persons shall be signed by any person who satisfies the Registrar that he is duly authorised; and

(d) the Registrar may, whenever he considers it necessary, request evidence of authorization to sign.

Regulation 5—Representation by Agent.

(1) The appointment of an agent under section 12 (2) of the Law shall be by a power of attorney which shall be signed by the applicant, or, if there is more than one applicant, by each applicant.

(2) The address of the agent shall, for all purposes connected with the Law and these Regulations, be treated as the address to which communications to the person or persons who appointed the agent shall be transmitted.

(3) The power of attorney shall be made on Form No. 1 and filed together with the application or within one month from its filing date.

(4) If the appointment is not made, and is not in accordance with this regulation, any procedural steps taken by the agent other than the filing of the application shall be considered not to have been taken.

PART II—APPLICATION FOR PATENTS

Regulation 6—Applications for the Grant of Patents.

(1) An application for the grant of patent shall be made in triplicate, accompanied with the payment of the prescribed fee, on Form No. 2 in the First Schedule[sic].

(2) The data concerning the applicant, inventor or agent shall include their full names, addresses and nationalities.

(3) The title of the invention shall be a short and a precise description and indicate the matter to which the invention relates.

Regulation 7—Description.

(1) The description shall, after stating the title of the invention—

(a) specify the technical field to which the invention relates;

(b) indicate the background art which, as far as the applicant knows, can be regarded as useful for the understanding, searching and examination of the invention, and, preferably, cite the documents reflecting the background art;

(c) disclose the invention as claimed so that the technical problem and its solution can be understood and state the advantageous effects of the invention with reference to the background art;

(d) briefly describe the figures in the drawings, if any;

(e) state the best mode known to the applicant for carrying out the invention by the inventor at the filing date or, where priority is claimed, the priority date of the application, this shall be done in terms of examples where appropriate and with reference to the drawings if any; and

(f) indicate explicitly, when it is not otherwise obvious from the description or nature of the invention, the way in which the invention is capable of industrial application or of other use.

(2) The contents of the description of the invention shall be presented in the order in which the contents are listed in sub-regulation (1), unless, because of the nature of the invention, a different order affords a better understanding and a more economical presentation.

Regulation 8—Micro-organisms.

(1) Where the contents of an application for a patent discloses an invention which requires for its performance the use of a microorganism which is not available to the public at its date of filing, its contents shall be treated as disclosing the invention in a manner which is clear and complete enough for the invention to be performed by a person skilled in the art if the following conditions are satisfied—

(a) a culture of the microorganism has been deposited in a culture collection not later than the date of filing the application;

(b) the application as filed gives the relevant information as is available to the applicant on the characteristics of the microorganism; and

(c) the name of the culture collection, the date when the culture was deposited and the accession number of the deposit are given in the description of the application.

(2) Where the information is given as specified in sub-regulation (1) that information shall be considered as constituting the unreserved and irrevocable consent of the applicant to the culture deposited being made available to any person who, on or after the date of the publication of the application, makes a valid request for the culture collection with which the microorganism is deposited.

(3) A request for the information shall be valid if it is accompanied by the Registrar's certificate authorizing the release of the sample to that person. An application for such a certificate shall be submitted to the Registrar, accompanied by the prescribed fee, on Form No. 3 in the First Schedule[sic] together with—

(a) an undertaking not to make the culture available to any other person until the application for the patent is refused or withdrawn or been considered to be withdrawn or, if a patent is granted, until it ceases to have effect without the possibility of renewal or restoration; and

(b) an undertaking to use the culture for experimental purposes only until the application is refused or withdrawn or deemed to be withdrawn or until the date of publication in the Gazette that the patent has been granted.

(3) The Registrar shall send a copy of Form No. 3 in the Second Schedule to the applicant or owner of the patent.

Regulation 9—Claims.

(1) Where an application contains several claims they shall be numbered consecutively in arabic numerals.

(2) The definition of the subject matter for which protection is sought shall be in terms of the technical features of the invention.

(3) Claims shall be written either—

(a) in two parts, the first part consisting of a statement indicating those technical features of the invention which are necessary in connection with the definition of the claimed subject matter and which in combination appear to be part of the prior art; the second part ("the characterizing portion"), introduced by the words "characterized in that," "characterized by," "wherein the improvement comprises," or other words to the same effect, consisting of a statement concisely indicating those technical features which, in combination with the features stated in the first part, define the subject matter for which protection is sought; or

(b) in a single statement containing a recitation of a combination of several elements or steps, or a single element or step, which defines the matter for which protection is sought.

(4) No claim shall contain, in respect of the technical features of the invention, references to the description or any drawings, for example, such references as: "as described in part ... of the description," or "as illustrated in ... of the drawings," unless such a reference is a necessary feature for the understanding of the claim or enhances the clarity or the conciseness of the claim.

(5) No claim shall contain any drawing or graph except tables and chemical or mathematical formulas.

(6) Where the application contains any drawing, any technical feature mentioned in any claim may, if the intelligibility of that claim can be enhanced, include a reference sign to that drawing or to the applicable part of that drawing; a reference sign shall be placed between square brackets or parentheses and shall not be construed as limiting the claim.

(7) A claim which includes all the features of one or more claims of the same category hereinafter referred to as a "dependent claim" or "multiple dependent claim," respectively shall preferably first refer to the other claim by indicating the serial number of the other claim or the serial numbers of the other claims and then state those features claimed that are additional to the features claimed in the other claim.

(8) Dependent claims or multiple dependent claims may depend on dependent claims or multiple dependent claims. Multiple dependent claims may refer in the alternative or in the cumulative to the claims on which they depend.

(9) All dependent claims referring to the same other claims and all multiple dependent claims referring to the same other claims, shall be grouped in the most practical way possible.

Regulation 10—Drawings.

(1) A drawing which forms part of an application for a patent shall be on sheets the usable surface area of which shall not exceed 26.2 cm by 17 cm. The sheets shall not contain frames round the usable or used surface. The minimum margins shall be as follows—

top 2.5 cm;

left side 2.5 cm;

right side 1.5 cm; and

bottom 1.0 cm.

(2) Drawings shall be executed as follows—

(a) without colouring in durable black ink, sufficiently dense and dark, uniformly thick and well-defined lines and strokes should be used to permit satisfactory reproduction;

(b) cross-sections shall be indicated by hatching which does not impede the clear reading of the reference signs and loading lines;

(c) the scale of the drawings and the distinctness of their graphical execution shall be such that a photographic reproduction with a linear reduction in size to two-thirds would enable all details to be distinguished without difficulty; and if the scale is given on a drawing, it shall be represented graphically;

(d) all numbers, letters and reference signs appearing in the drawings shall be simple and clear, brackets, circles and inverted commas shall not be used in association with numbers and letters;

(e) elements of the same figure shall be in proportion to each other, unless a difference in proportion is indispensable for the clarity of the figure;

(f) the height of the numbers and letters shall not be less than 0.32 cm and for the lettering of drawings, the latin and, where customary, the greek alphabets shall be used;

(g) the same sheet of drawings may contain several figures, where figures drawn on two or more sheets are intended to form one whole figure, the figures on the several sheets shall be so arranged that the whole figure that the whole figure can be assembled without concealing any part of the partial figures;

(h) the different figures shall be arranged without wasting space, clearly separated from one another and they shall be numbered consecutively in arabic numerals, independent of the numbering of the sheets;

(i) reference signs not mentioned in the description or claims shall not appear in the drawings, and vice versa, the same features, when denoted by reference signs shall, throughout the application, be denoted by the same signs;

(j) the drawings shall not contain textual matter, except, where required for the understanding of the drawings, a single word or words such as "water", "stream", "open", "closed", "section on AA" and in the case of electric circuits and block schematic or flow sheet diagrams, a few short catchwords;

(k) the sheets of the drawings shall be numbered in accordance with regulation 12 (9).

(3) Flow sheets and diagrams shall be considered to be drawings for the purposes of these Regulations.

Regulation 11—Abstract.

(1) An abstract shall commence with the title of the invention.

(2) An abstract shall contain a concise summary of the matter contained in the description of the invention which shall indicate the technical field to which the invention belongs, and be drafted in a way which allows a clear understanding of the technical problem to which the invention relates, the gist of the solution to that problem through the invention and the principle use or uses of the invention.

(3) Where appropriate, the abstract shall also contain the chemical formula which, among those contained in the specification, best characterizes the invention and shall not contain statements on the alleged merits or value of the invention or on its speculative application.

(4) An abstract shall normally not contain more than 150 words.

(5) Where the description of the invention contains any drawings, the applicant shall indicate on Form No. 2 in the Second Schedule the figure or exceptionally, the figures of the drawings which he suggests should accompany the abstract when published. The Registrar may decide to publish one or more other figures if he considers that they best characterize the invention.

(6) An abstract shall be so drafted that it constitutes an efficient instrument for the purposes of searching in a particular technical field, in particular by making it possible to assess whether there is a need to consult the description of the invention itself.

Regulation 12—Size and Presentation of Documents.

(1) A description, claim, drawing, abstract and any replacement sheets shall be filed in triplicate.

(2) All documents shall be so presented as to permit direct reproduction by photography, electrostatic processes, photo offset and micro-filming, in an unlimited number of copies. All

sheets shall be free from cracks, creases and folds. Only one side of the sheet shall be used, except in the case of the request for the grant of a patent.

(3) All documents and drawings shall be on A4 paper 29.7cm x 21cm which shall be liable, strong, white, smooth, matt and durable. Each sheet (other than the drawing) shall be used with its short sides at the top and bottom in an upright position.

(4) A request for the grant of a patent and the description, claims, drawings and abstract shall each commence on a new sheet which shall be connected in such a way that they can easily be turned over, separated and joined together again.

(5) Subject to regulation 10 (1), the minimum margins shall be as follows—

top 2cm;

left side 2.5cm;

right side 2cm; and

bottom 2cm.

(6) The margins of the documents that make up the application and of any replacement documents shall be completely blank.

(7) In the application, except in the drawings—

(a) all sheets in the request shall be numbered consecutively;

(b) in addition to an independent claim for a product, an independent claim for a process specially adapted for the manufacture of the product, and an independent claim for an apparatus or means specifically designed for carrying out the process; and

(c) all other sheets shall be numbered consecutively as a separate series and all the numbering shall be in arabic numerals placed at the top of the sheet, in the middle, but not in the top margin.

(8) In the application, every fifth line of each sheet of description and the claims shall be numbered in arabic numerals placed to the left of the relevant lines but to the right of the margin.

(9) All sheets of drawings contained in the application shall be numbered consecutively as a separate series and the numbering shall be in arabic numerals placed at the top of the sheet, in the middle, but in the top margin.

(10) Every document other than drawings, referred to in subregulation (1) of this regulation shall be typed or printed in a dark, indelible colour, at least 1½ line spacing and in characters of which the capital letters are not less than 0.21cm high. Graphic symbols and characters and chemical and mathematical formulae may, when necessary, be written by hand or drawn in a dark indelible colour.

(11) A request for the grant of a patent, the description, the claims and the abstract shall not contain drawings, the description, the claims and the abstract may contain chemical or mathematical

formulae. The description and the abstract may contain tables. The claims may contain tables only if their subject-matter makes the uses of tables desirable.

(12) In all documents, including drawings, units of weights and measures shall be expressed in terms of the metric system. If a different system is used they shall also be expressed in terms of the metric system. Temperatures shall be expressed in degrees celsius. For the other physical values, the units recognized in international practice shall be used; for mathematical formulae, the symbols in general use, and for chemical formulae symbols, atomic weights and molecular formulae in general use shall be employed. In general, use should be made of technical terms, signs and symbols generally accepted in the field concerned.

(13) If a formula or symbol is used in the specification, a copy prepared in the same manner as drawings, shall be furnished if the Registrar so directs.

(14) The terminology and the signs shall be consistent throughout the application.

Regulation 13—Declaration Concerning the Entitlement of the Applicant.

The statement required under section 12 (4) of the Law shall include an indication of the legal grounds of the applicant's entitlement to file the application and shall accompany the request for grant of the patent Form No. 2 in the Second Schedule.

Regulation 14—Expressions not to be Used.

The application shall not contain—

- (a) expressions or drawings contrary to public order or morality;
- (b) statements disparaging the products or processes of any particular person other than the applicant, or the merits or validity of applications or patents of that person (mere comparisons with the prior art shall not be considered disparaging per se); or
- (c) any statements or other matter obviously irrelevant or unnecessary under the circumstances.

Regulation 15—Unity of Invention, Claims in Different Categories.

(1) Where a group of inventions is claimed, the requirement of unity of invention referred to in section 13 of the Law shall be deemed fulfilled only if there is a technical inter relationship between those inventions involving one or more of the same or corresponding special technical features. The expression "special technical features" means those technical features which define the contribution which each of the inventions as claimed, or considered as a whole, makes over the prior art.

(2) The determination whether a group of inventions is so linked as to form a single general inventive concept shall be made without regard to whether the inventions are claimed in separate claims or as alternatives within a single claim.

(3) An application for a patent which includes an independent claim for—

- (a) a product, an independent claim for a process specially adapted for the manufacture of the product, and an independent claim for the use of the product; or
- (b) a process, an independent claim for an apparatus or means specifically designed for carrying out the process; or
- (c) a given product, an independent claim for a process specially adapted for the manufacture of the product and an independent claim for an apparatus or means specifically designed for carrying out the process

shall be treated as being related to a group of inventions which are so linked as to form a single inventive concept.

(4) Failure to comply with the requirement of unity of invention shall not be a ground for invalidation or revocation of a patent.

Regulation 16—Division of Application.

(1) Where the Registrar finds that the requirement of unity of invention is not complied with, the applicant shall have the right to file one or more divisional applications during a period of three months following the communication to him of that finding.

(2) The right of the applicant referred to in section 14 (2) of the Law to file, on his own initiative, one or more divisional applications may be exercised at any time up to the time when the applications from which a divisional application is derived is in order for grant.

(3) Priority documents and copies of any required translations of them that have been submitted to the Registrar in respect of the application from which one or more divisional applications are derived shall be considered as having been submitted also in respect of all the divisional applications.

Regulation 17—Declaration of Priority, Furnishing Translation of Earlier Application.

(1) The declaration of priority for purposes of section 15 of the Law shall be made at the time of filing the application for a patent and shall indicate—

(a) the date of the earlier application;

(b) the number of the earlier application subject to sub-regulation (2) of this regulation.

(c) the symbol of the International Patent Classification which has been allocated to the priority application, subject to sub-regulation (3);

(d) the state in which the earlier application was filed or, where the earlier application is a regional or an international application, the state for which it was filed; and

(e) where the earlier application is a regional or an international application, the office with which it was filed.

(2) Where at the time of filing the declaration referred to in sub-regulation (1), the number of the earlier application is not known, that number shall be furnished within three months from the date of the filing of the application for a patent.

(3) Where a symbol of the International Patent Classification has not been allocated to the priority application, or has not yet been allocated at the time of filing the declaration referred to in sub-regulation (1), the applicant shall state this fact in the declaration and shall communicate the symbol as soon as it has been allocated.

(4) The period for furnishing the certified copy of the earlier application, referred to in section 15 (2), of the Law shall be three months from the date of the request by the Registrar; and where a copy has already been furnished for another application, the applicant may respond by making a reference to that other application.

(5) Where the earlier application referred to in section 15 (2) of the Law is in a language other than English, the applicant shall, within three months from the date of the request referred to in sub-regulation (4), furnish an English translation of the earlier application.

(6) Unless the Registrar requests otherwise, the earlier application and any translation of it shall be filed in one copy.

Regulation 18—Information Concerning Corresponding Foreign Applications, Patents, and Other Titles of Protection.

(1) The request of the Registrar referred to in section 16 of the Law shall be made on Form No. 4 in the Second Schedule.

(2) The time limits to be specified for furnishing the information requested under section 16 of the Law shall not be less than two or more than six months from the date the request was made; and upon a reasoned request by the applicant, the Registrar may extend the time limit.

(3) If the applicant replies that the documents requested under section 16 of the Law are not yet available, the Registrar may suspend the procedure for the examination of the application until such time as the documents are furnished.

Regulation 19—Withdrawal of Application.

(1) An application may be withdrawn by written request submitted to the Registrar and signed by each applicant.

(2) The application fee, or any other fee paid to the Registrar shall not be refunded if an application is withdrawn.

Regulation 20—Amendments or Corrections on Applicant's Initiative.

The right of the applicant to amend or correct the application on his own initiative, or to comply with a requirement applicable to the application may be exercised up to the time when the application is in order for the grant.

PART III—FILING DATES, FORMALITIES EXAMINATION, SUBSTANTIVE EXAMINATION

Regulation 21—Marking Application.

- (1) On receipt of an application the Registrar shall mark, on each document making up the application, the actual date of receipt and the application number consisting of the letters GH, slant, the letter P, slant, the last two numbers of the year in which the initial papers were received, slant, and a five-digit number allotted in the sequential order in which applications are received.
- (2) Where any corrections or other later filed documents are received on different dates, the Registrar shall also mark their actual date of receipt in the appropriate place of the request for the grant of the patent (Form No. 2) in the Second Schedule.
- (3) The application number allotted under sub-regulation (1) shall be quoted in all subsequent communications concerning the application.

Regulation 22—Filing Date.

- (1) When the Registrar accords a filing date, he shall promptly notify the applicant in writing.
- (2) Notwithstanding section 18 (1) to (4) of the Law, a reference to another previously filed application for the same invention by the same applicant or his predecessor in title may, for the purposes of establishing the filing date of the application in accordance with section 18 (1) to (4), of the Law replace any of the following elements—
 - (a) the part which, on the face of it, appears to be a description of an invention,
 - (b) the part which, on the face of it, appears to be a claim or claims, referred to in section 18 (1) (b); and
 - (c) any drawings;

but the replaced elements and a certified copy of the previously filed application, if not filed with the Registrar's office, shall be sent to the Registrar within three months from the date on which the application containing the reference to the previously filed application had been received by the Registrar. The filing date shall then be the date on which the application containing the reference to the previously filed application was received by the Registrar.

- (3) Where the description and the claim or claims referred to in section 18 (1) of the Law and any text matter contained in the drawings are not in English, a translation into English shall be given to the Registrar within three months from the date on which the item requiring translation was received by the Registrar. If the translation is received in time, the part and the text matter shall be considered as if they had been received on the date on which they were received in the original language.
- (4) Any translation furnished in accordance with sub-regulation (3) may be corrected up to the time when the application is in order for the grant, in order to conform to the wording of those parts of the application filed in the original language.

Regulation 23—Examinations as to Form and Unity of Invention.

- (1) The time limit for remedying any defects as provided for in section 18 (7) of the Law shall be three months from the date of the invitation to do so. The correction required under section 18 (7) of the Law shall be filed, together with the prescribed fee, on Form No. 5 in the second Schedule.
- (2) If the Registrar rejects the application under section 18 (7) of the Law he shall notify the applicant on Form No. 6 in the Second Schedule stating his reasons.
- (3) Where the Registrar is satisfied that the application complies with the requirements of section 18 (6) of the Law he shall notify the applicant of that fact on Form No. 7 in the Second Schedule.

Regulation 24—International Type Search Time Limits.

- (1) The time limit for paying the fees referred to in section 19 (2) of the Law shall be one month from the date of the invitation to do so.
- (2) The time limit for submitting any copy of a document referred to in section 19 (3) of the Law shall be two months from the date of the request to do so.
- (3) Before rejecting an application under section 19 (4) or (5) of the Law, the Registrar shall notify the applicant on Form No. 8 in the Second Schedule that the application does not comply with the requirements of section 19 (4) or (5) of the Law and give him an opportunity to submit comments or amend his application.
- (4) The time limit for submitting comments or amendments shall be two months from the date the Registrar notifies the applicant that the application does not comply with the requirements of section 19 (4) or (5) of the Law.
- (5) If the Registrar rejects the application under section 19 (4) or (5) of the Law, he shall notify the applicant, in the writing, stating his reasons.

Regulation 25—Examination as to Substance.

- (1) Applications for patents relating to technical fields shall be the subject of an examination as to substance subject to section 20 of the Law.
- (2) There shall be the authority designated in accordance with section 20 (3) of the Law.
- (3) The notification and invitation under section 20 (7) of the Law shall be made on Form No. 9 in the Second Schedule and may be made several times, if necessary.
- (4) The time allowed to submit observations and any amendments pursuant to section 20 (7) of the Law shall not be less than two and not more than six months from the date of the invitation to do so.
- (5) The notification under section 20 (8) of the Law that the grant of the patent is refused shall be made on Form 9 in the Second Schedule stating the reasons and attaching a copy of the search and examination report upon which the decision is based.

(6) The Registrar shall notify the applicant, on Form No. 10 in the Second Schedule of the decision to grant a patent, requesting the applicant to pay the grant and publication fee within three months from the date of the notification.

(7) The Registrar shall, whenever possible, reach a final decision on the application not later than two years after the start of the examination as to substance.

PART IV—GRANT, PUBLICATION AND ISSUANCE OF PATENT

Regulation 26—Grant of Patent and Publication.

(1) Upon the payment of the grant and the publication fee as requested under regulation 25 (5), the Registrar shall allot the patent a registration and publication number, in the sequential order of the grant and shall publish a reference to the grant in the Commercial and Industrial Bulletin.

(2) The publication of the reference to the grant of the patent shall include—

(a) the number of the patent;

(b) the name of the owner of the patent;

(c) the name of the inventor, subject to section 11 of the Law;

(d) the name and address of the agent, if any;

(e) the filing date and number of the application;

(f) if priority has been claimed and the claim has been accepted, a statement of the priority, the priority date and the name of the country or countries in which or for which the earlier application was filed;

(g) the effective date of grant of the patent;

(h) the title of the invention;

(i) the abstract;

(j) the most illustrative of the drawings, if any; and

(k) the symbol of the International Patent Classification;

Regulation 27—Issuance, Form and Certificate of Grant.

(1) The patent shall be granted on Form No. 11 and shall contain, in addition to the information indicated in regulation 26 (2), the date of publication of the patent and the address of the inventor and the owner of the patent, and shall be accompanied by the description, the claims and the drawings, if any.

(2) The patent shall be deemed to be granted on the date the Registrar publishes a reference to the grant, in accordance with regulation on 26 (2).

(3) The patent shall be issued to the applicant not later than four months from the publication of the grant and, at that time, a certificate of the grant shall be issued to the applicant on Form No. 12 in the Second Schedule.

PART V—MAINTENANCE OF PATENT

Regulation 28—Annual Fees.

(1) If it is desired to keep an application or a patent in force for a further year after the expiration of the first or any succeeding year from the filing date of the application, Form No. 13 in the Second Schedule in respect of the next succeeding year, accompanied by the prescribed annual fee for that year, shall lie filed within three months before the expiration of the first or succeeding year, as the case may be.

(2) On receipt of the prescribed fee, the Registrar shall issue a certificate of payment on the appropriate portion of that Form.

(3) A request for the grant of a grace period under section 32 (4) of the Law shall be made on Form No. 14, in the Second Schedule accompanied by the appropriate fee and surcharge.

Regulation 29—Extension of Term of Patent.

The request to extend the term of the patent under section 31 (2) and (3) of the Law shall be made on Form No. 15 in the Second Schedule together with a statement signed by the owner of the patent setting out the particulars of the working of the invention in Ghana or indicating reasons for the failure to work the invention in Ghana.

Regulation 30—Restoration of Lapsed Patents and Applications which are Deemed to have been Withdrawn.

(1) An application under section 32 (5) of the Law shall be made on Form No. 16 and shall be supported by evidence in support of the statements made in that application.

(2) If, upon consideration of the evidence, the Registrar is not satisfied that a case for an order under section 31 (6) of the Law has been made out, he shall notify the person requesting the restoration accordingly and, unless within one month such person requests to be heard in the matter, the Registrar shall refuse the application.

(3) If the Registrar decides to allow the application, he shall notify the person requesting the restoration, accordingly and require him to file Form No. 17, together with Form No. 13 in the Second Schedule and upon payment of the unpaid annual fee and the restoration fee, the Registrar shall order the restoration of the patent and publish this fact in the Gazette.

Regulation 31—Surrender of Patent or Claim.

(1) Notice of an offer by an owner of a patent to surrender his patent, or a claim under section 55 of the Law, shall be given on Form No. 18 in the Second Schedule.

(2) At any time within three months from the publication of a notice of an offer to surrender, any person may give to the Registrar notice of opposition to the surrender on Form No. 19 in the Second Schedule a copy of which the Registrar shall send to the owner of the patent.

(3) Within three months from the date of receipt of the copy, the owner of the patent shall, if he wishes to continue with the surrender, file a counter-statement, in duplicate, setting out fully the grounds upon which the opposition is resisted and the Registrar shall send a copy of the counter-statement to the opponent.

(4) The Registrar may give such directions as he may think fit with regard to the subsequent procedure.

PART VI—PATENTS REGISTER

Regulation 32—Entries in the Register

(1) The Registrar shall cause to be entered in the register in respect of every patent, in addition to the information indicated in regulation 26 (2)—

- (a) the address for service;
- (b) the date on which the patent expired, surrendered or invalidated;
- (c) any assignment of the patent or the application;
- (d) the grant of any licence contract;
- (e) the grant, cancellation and variation of the terms of any compulsory licence with respect to the patent; and
- (f) the fact that licences under the patent are available as of right.

(2) The Registrar may at any time enter in the register such other particulars as he may think fit.

Regulation 33—Request for Change of Name, Address and Address for Service.

(1) A request by the owner of a patent or an applicant for a patent for the alteration of a name, nationality, address or address and for service on record in respect of his patent or application shall be made on Form No. 20 in the Second Schedule.

(2) Before acting on a request to alter a name or nationality, the Registrar may require such proof of the alteration as he thinks fit.

(3) If the Registrar is satisfied that the request should be allowed, he shall cause the patent or the application to be altered in the column where the name, nationality or the address has been recorded in the register.

Regulation 34—Change in Ownership.

(1) A request to record the change in ownership of an application for a patent or a patent pursuant to section 33 of the Law, shall be made on Form No. 21 in the Second Schedule.

(2) In order to be accepted for record purposes, an agreement assigning the ownership of the patent application or the patent shall contain at least the number and date of the patent application or the patent, the title of the invention and the names, addresses, nationalities, and signatures of the assignor and the assignee.

(3) If the Registrar is satisfied that the request should be allowed, he shall cause the patent or the application to be altered accordingly and this fact shall be recorded in the register, where the ownership has been registered.

Regulation 35—Inspection of Register.

(1) Entries in the register shall be made available for inspection by the public between the hours of 10 a.m. and 4 p.m. on week days.

(2) A request to be allowed to inspect the register shall be made on Form No. 22 in the Second Schedule.

Regulation 36—Requests for Certified Copies.

Requests for certified copies of or extracts from the register or for copies of documents shall be made to the Registrar on Form No. 22 in the Second Schedule.

Regulation 37—Request for Corrections of Errors.

(1) A request for correction of an error in the register or in any document filed with the Registrar in connection with registration shall be made on Form No. 23 in the Second Schedule.

(2) A request for the correction of an error of translation or transcription, a clerical error or mistake in the claims, description or drawings of a patent or the application for a patent or any document filed in connection with a patent or such an application shall be made on Form No. 24 in the Second Schedule.

(3) Where the request relates to the claims, description or drawings no correction shall be made on them unless the correction is obvious in the sense that it is immediately evident that nothing else would have been intended than what is offered as the correction.

(4) Where the correction of a patent is requested, the Registrar may require notice of the proposed correction to be advertised by publication of the request and the nature of the proposed correction.

(5) Any person may, at any time within three months after the date of the publication, give notice of opposition to the Registrar on Form No. 25 in the Second Schedule in duplicate. The notice of opposition shall be supported by a statement in duplicate setting out fully the facts on which the opponent relies and the relief which he seeks.

(6) The Registrar shall send a copy of the notice and the statement to the person making the request who, if he desires to proceed with his request, shall within three months of the receipt of the copies file a counter-statement in duplicate setting out fully the grounds on which he contests the opposition and the Registrar shall send a copy of the counter-statement to the opponent.

(7) The Registrar may give such directions as he may think fit with regard to the subsequent proceedings.

Regulation 38—Order or Direction by Court or Tribunal.

Where any certified copy of an order or direction has been made or given by the court or the Tribunal—

- (a) transferring a patent or an application or any right in or under it to any person;
- (b) that an application should proceed in the name of any person;
- (c) allowing the owner of a patent to amend the application or patent; or
- (d) invalidating a patent

the person in whose favour the order is made or the direction is given shall file Form No. 26 in the Second Schedule accompanied by an office copy of the order or direction, and on application the patent shall be amended and the register shall, where applicable, be rectified or altered.

Regulation 39—Special Register.

The Registrar shall maintain a special register in which he shall register licence contracts and the decisions referred to in sections 52 and 54 of the Law.

PART VII—CONTRACTUAL LICENCES

Regulation 40—Inspection of Files.

The file relating to a licence agreement may be inspected and extracts obtained from it only with the written permission of the licensor and the licensee.

Regulation 41—Submission of Licence Contract.

- (1) The petition for registration of a licence contract under section 40 of the Law shall be made on Form No. 27 in the Second Schedule.
- (2) The petition shall be accompanied with copies of—
 - (a) all the documents constituting the contract, including the amendments, annexes, riders, and other supplements or modifications; and
 - (b) the other documents or materials relating to the contract necessary for interpretation or understanding them.
- (3) Upon the request of the Registrar, the petitioner shall submit the documents or materials not accompanying the petition which are considered necessary for the examination of the contract under section 41 of the Law.
- (4) The fee for registration of the contract as set out in the Schedule of fees shall be paid at the same time as the petition for registration.

Regulation 42—Receipt of Petition, Refusal to Register.

(1) The receipt referred to in section 40 (4) of the Law shall be made on Form No. 28 in the Second Schedule.

(2) The refusal to register the licence contract shall be made in writing, stating the reasons for the refusal and the parties shall be notified.

Regulation 43—Examination of Licence Contracts.

Where the Registrar is of the opinion that the effect of the terms of the licence contract is prohibited by section 41, of the Law he shall accordingly notify the petitioner and invite both parties, to modify the licence agreement to the satisfaction of the Registrar.

Regulation 44—Certificate of Registration.

The certificate of registration of a licence contract shall be made on Form No. 29 in the Second Schedule.

Regulation 45—Recordal of Decisions on Appeals.

When the decision on an appeal referred to in section 44 (1) and (2) of the Law becomes final, the Minister or the court, whichever the case may be, shall inform the Registrar who shall then record the decision in the special register.

PART VIII—COMPULSORY LICENCES

Regulation 46—Compulsory Licence

The Registration of the grant of a compulsory licence, under Section 52 of the Law shall specify the terms.

Regulation 47—Publication.

The Registrar shall publish any grant, cancellation or variation of a compulsory licence of which he has been notified by the Tribunal or court as the case may be.

PART IX—LICENCES OF RIGHT

Regulation 48—Entry Concerning Licences of Right.

(1) The request under section 53 (1) of the Law shall be made on Form No. 30 in the Second Schedule.

(2) The time limit for the making of any objection under section 53 (3) of the Law shall not be less than one month or more than three months from the date of the notification.

(3) The Registrar shall send a copy of any objection to the owner of the patent, who shall have three months from the date of receiving a copy of the objection to file a counter-statement, setting out the grounds on which the objection is contested and the Registrar shall send a copy counter-statement to the person objecting.

(4) The entry in the register shall be made by entering, in relation to the patent, the words "licences of right as from" followed by the date of the entry.

(5) The data furnished on Form No. 30 in the Second Schedule shall be included in the publication made pursuant to section 53 (4) of the Law.

(6) The request for cancellation of an entry under section 53 (7) of the Law shall be made in writing together with the payment of the prescribed fee.

(7) When the balance of the annual fees has been paid, the entry shall be cancelled by the addition to the entry of the words "cancelled on," followed by the date of the cancellation.

PART X—EXPLOITATION OF PATENTED INVENTION BY OR THROUGH GOVERNMENT

Regulation 49—Decision, Remuneration and Appeals.

(1) The minister shall in a matter under section 54 (1) of the Law, give his decision in writing, stating the grounds, and promptly transmit it to the Registrar.

(2) The Registrar shall record in the special register the decision of the Minister, indicating the grounds and the decision fixing the amount of the remuneration, and shall notify the owner of the patent and the parties who were heard pursuant to section 54 (2) of the Law.

(3) The Registrar shall record in the special register any decision of the court rendered on an appeal pursuant to section 54 (4) of the Law.

(4) The Registrar shall publish a reference to the decisions given pursuant to section 54 (2) to (4) of the Law in the Gazette.

PART XI—UTILITY CERTIFICATES

Regulation 50—Application of Provision Relating to Patents.

(1) The provisions set out in these Regulations shall apply, mutatis mutandis, to utility certificates, but subject to the following exceptions—

(a) the letter P, in regulation 21, shall be read as the letters UC;

(b) utility certificates shall be granted on Form No. 11A in the Second Schedule;

(c) a certificate of grant shall be issued on Form No. 12A in the Second Schedule;

(2) A request, under section 66 of the Law for the conversion of an application for a patent into an application for a utility certificate, or vice versa, shall be made on Form No. 31 in the Second Schedule.

(3) The Registrar shall, within two months of the receipt of the request, notify the applicant of his decision in writing, and where he refuses the request, he shall state the reasons for his refusal.

(4) The Registrar shall record any conversion effected under section 66 (1) of the Law in the register and publish a reference to it in the Industrial and Commercial Bulletin.

PART XII—INTERNATIONAL APPLICATION FOR PATENT

Regulation 51—International Application for Patent Filing.

(1) The Patent Co-operation Treaty, the Regulations and Administrative Instructions under that Treaty shall apply in accordance with section 24(2) of the Law.

(2) Where the Registrar's Office is the competent receiving Office under the Patent Co-operation Treaty, an international application shall be filed with it, in english, in triplicate and the transmittal fee specified in Schedule 1 shall be paid within one month from the first filing date.

(3) Where less than three copies of the international application are so filed, upon preparation by the Registrar of the number of copies required to bring the total to three, the applicant shall, on demand pay to the Registrar the appropriate charge.

(4) In respect of the functions as a receiving office under sub-regulation (2), the Registrar's Office may agree, pursuant to Rule 17 (1) (b) of the Regulations under the Treaty, that another office or intergovernmental organization acts as receiving Office instead of the Registrar's Office.

(5) Where the Registrar's Office is the designated or elected office under the Patent Co-operation Treaty, a translation into english of any international application published in a language other than english shall be furnished within the time limit applicable under Article 22 (1) or 39 (1) (a) of the Treaty.

PART XIII—TIME LIMITS AND MISCELLANEOUS PROVISIONS

Regulation 52—Extension of Time Limit.

The time or periods prescribed by these Regulations for doing any act or taking any proceeding may be extended by the Registrar if he thinks fit, upon notice to the parties and upon such terms as he may direct, and the extensions may be granted although the time or period for doing the act or taking the proceeding has already expired.

Regulation 53—Service by Post.

Any notice, application or other document sent to the Registrar by registered post shall be deemed to have been delivered to the Registrar at the time when the letter containing it would be delivered in the ordinary course of post unless the contrary is proved.

Regulation 54—Duty to Preserve Secrecy.

Employees of the Registrar's Office and other entities who are involved in the processing of patent application shall not even after the termination of their employment, communicate confidential information obtained in their capacities as employees to persons not entitled to receive it, nor disclose it to the public or make other use of it except within the law.

Regulation 55—Directions as to Furnishing of Documents.

At any stage of any proceedings before the Registrar, he may direct that such documents, information or evidence as he may require be furnished within such period as he may determine.

Regulation 56—Corrections of Irregularities.

Any document filed in any proceedings before the Registrar may, if he thinks fit, be amended and any irregularity in procedure before the Registrar may be rectified on such terms as he may direct.

Regulation 57—Dispensation by the Registrar.

Where, under these Regulations, any person is to do any act or thing, or any document or evidence is required to be produced or filed, and it is shown to the satisfaction of the Registrar that from any reasonable cause that person is unable to do that act or thing, or that that document or evidence cannot be produced or filed, the Registrar may, upon the production of such evidence and subject to such terms as he thinks fit, dispense with the doing of the act or thing, or the production or filing of the document or evidence.

Regulation 58—Hours of Business.

The Registrar's Office shall be open to the public from Monday to Friday during business hours.

Regulation 59—Evidence.

- (1) Where under these Regulations evidence may be filed, it shall be by a statutory declaration or an affidavit.
- (2) The Registrar may, if he thinks fit, in any particular case, take oral evidence in lieu of or in addition to written evidence and shall allow any witness to be cross-examined on his affidavit or declaration.

Regulation 60—Statutory Declarations and Affidavits.

- (1) A statutory declaration or affidavit filed under the Law or these Regulations shall be made before an officer authorised by law in any part of Ghana to administer an oath for the purpose of any legal proceedings.
- (2) Statutory declarations of affidavits made outside Ghana shall be made before a Consul or a Notary Public.

Regulation 61—Hearing.

- (1) The Registrar shall notify a person at a proceeding before him in writing, of the opportunity to be heard, stating the time limit which shall not be less than one month for filing the request for a hearing, before exercising adversely a discretionary power given under the Law or these Regulations.
- (2) The request for a hearing shall be in writing and be subject to payment of the prescribed fee.
- (3) Upon receiving the request, the Registrar shall give the person applying, and any other interested persons, at least two weeks notice, in writing, of the date and time of the hearing.

(4) After hearing the party to be heard or, if neither so desires, then without a hearing, the Registrar shall decide the application and notify his decision to the parties, giving reasons for his decision.

Regulation 62—Gazette.

The Registrar shall publish, in the Gazette, particulars of patents and other proceedings under the Law and any other information required to be published under the Law or these Regulations as he may consider to be generally useful or important.

Regulation 63—Interpretation.

In these Regulations unless the context otherwise requires—

"agent" means

(a) "legal practitioner"; or

(b) "engineer or other qualified and recognized scientist who in the discretion of the Registrar may be considered as such;

"Law" means the Patent Law, 1992 (P.N.D.C.L. 305A);

"priority date" means the filing date of the earlier application that serves as the basis for the right of priority as provided in section 15 of the Law;

"Treaty" means the Patent Co-operation Treaty defined under the Law.

SCHEDULES

FIRST SCHEDULE

No. of Form Amount of fees

Application by individuals or small entities employing less than 25 persons Application
by entities employing 25 persons or more

1. Appointment of representative (power of Attorney) No fee No fee

2. On request for grant of Patent (section 12 (1) regulation 6) 50,000.00 100,000.00

On request for grant of a utility certificate (sections 12 (1) and regulation 62) 25,000.00
50,000.00

3. On request for Registrar's Certificate authorising the release of a sample from a culture
collection (regulation 8(2)) 2,500.00 5,000.00

4. On request by Registrar for information concerning corresponding foreign applications patents
or other titles of protection (regulation 18 (1)) No fee

5. Invitation to correct application for grant of patent or utility certificate (regulations 23 (1); 50)
No fee

6. Notification of decision refusing application for grant of patent or utility certificate on grounds of non-compliance with formal requirements (regulations 23 (2); 50) No fee

7. Notification that application for grant of patent or utility certificate complies with formal requirements (regulations 23 (3); 50) No fee

8. Notification of non-compliance with substantive requirements and invitation to submit observations and or amended application for grant of patent or utility certificate (regulations 24 (3); 25 (3); 50) No fee

9. Notification of decision refusing to grant patent on grounds of non-compliance with substantive requirements (regulation 25 (4)) No fee

10. Notification of decision to grant patent or utility certificate (regulations 25 (5); 50) No fee

On amendment of application (Section 14; regulation 20) 7,500.00 15,000.00

On filing correction (section 18 (3) regulation 23 (1)) 5,000.00 10,000.00

For an international—type search (section 19 (2) regulation 24 (1)) 5,000.00 10,000.00

Examination as to substance (section 20 (4)) 7,500.00 15,000.00

11. On grant of patent (section 21) and regulation 25 (3)) 12,500.00 25,000.00

11A. On grant of utility certificate (sections 21 and 64) regulation 25 (3) and 50 (1) 6,500.00
13,000.00

12. Certificate of grant of patent (regulation 29 (4)) No fee

12A. Certificate of grant of utility certificate (regulation 27 (4) and 50 (1)(c)) No fee

13. Annual fee for patents (sections 32 (1) and (2) (regulation 28)

1st anniversary 5,000.00 10,000.00

2nd anniversary 10,000.00 20,000.00

3rd anniversary 15,000.00 30,000.00

4th anniversary 20,000.00 40,000.00

5th anniversary 25,000.00 50,000.00

6th anniversary 30,000.00 60,000.00

7th anniversary 35,000.00 70,000.00

8th anniversary 40,000.00 80,000.00

| | | | | | | |
|------------------|----|----|----|----|------------|------------|
| 9th anniversary | .. | .. | .. | .. | 45,000.00 | 90,000.00 |
| 10th anniversary | .. | .. | .. | .. | 50,000.00 | 100,000.00 |
| 11th anniversary | .. | .. | .. | .. | 75,000.00 | 150,000.00 |
| 12th anniversary | .. | .. | .. | .. | 125,000.00 | 250,000.00 |
| 13th anniversary | .. | .. | .. | .. | 150,000.00 | 300,000.00 |
| 14th anniversary | .. | .. | .. | .. | 175,000.00 | 350,000.00 |
| 15th anniversary | .. | .. | .. | .. | 200,000.00 | 400,000.00 |
| 16th anniversary | .. | .. | .. | .. | 225,000.00 | 450,000.00 |
| 17th anniversary | .. | .. | .. | .. | 250,000.00 | 500,000.00 |
| 18th anniversary | .. | .. | .. | .. | 275,000.00 | 550,000.00 |
| 19th anniversary | .. | .. | .. | .. | 300,000.00 | 600,000.00 |

Annual fee for utility certificates sections 32 (1) and (2) and Section 64 (1) regulations 28 and 50

| | | | | | | |
|-----------------|----|----|----|----|-----------|-----------|
| 1st anniversary | .. | .. | .. | .. | 2,500.00 | 5,000.00 |
| 2nd anniversary | .. | .. | .. | .. | 5,000.00 | 10,000.00 |
| 3rd anniversary | .. | .. | .. | .. | 7,500.00 | 15,000.00 |
| 4th anniversary | .. | .. | .. | .. | 10,000.00 | 20,000.00 |
| 5th anniversary | .. | .. | .. | .. | 12,500.00 | 25,000.00 |
| 6th anniversary | .. | .. | .. | .. | 15,000.00 | 30,000.00 |

14. Surcharge for extension of time for payment of Annual Fee (Section 32 (4) Regulation 28 (3))

| | | | | | |
|----------------------------|----|----|----|----------|-----------|
| Not exceeding one month | .. | .. | .. | 1,000.00 | 2,000.00 |
| Not exceeding two months | .. | .. | .. | 2,000.00 | 4,000.00 |
| Not exceeding three months | .. | .. | .. | 3,000.00 | 6,000.00 |
| Not exceeding four months | .. | .. | .. | 4,000.00 | 8,000.00 |
| Not exceeding five months | .. | .. | .. | 5,000.00 | 10,000.00 |
| Not exceeding six months | .. | .. | .. | 6,000.00 | 12,000.00 |

15. On application for extension of term of a patent (section 31(2) and (3) regulation 29)
10,000.00 20,000.00

16. Application for restoration of a lapsed patent or Utility certificate of an application which is deemed to have been withdrawn (regulation 30, 50) .. No fee

17. On restoration of a lapsed patent utility certificate or application which is deemed to have been withdrawn (section 32 (4) and (5) and 64 regulations 31 and 50) 25,000.00 50,000.00
18. On offer to surrender a patent or utility certificate or claims therein (section 55 and 64 regulations 31 (1) and 50) No fee
19. On notice of opposition to an offer to surrender a patent or utility certificate or claims therein (regulations 29 and 50 (2)) 5,000.00 10,000.00
20. On request for alteration of name, nationality, address or address for service, (regulation 33) 2,500.00 5,000.00
21. On application to record change in ownership of a patent or utility certificate or application for a patent or utility certificate (regulations 34 and 50) 2,500.00 5,000.00
22. On request for inspection of register (regulation 35 (2)) 1,250.00 2,500.00
23. (a) On request for certified copies or extracts from the register (regulation 36) 2,500.00 5,000.00
23. (b) On request for the correction of an error in the register or in any connected document (regulation 37(1)) 2,500.00 5,000.00
24. On request for the correction of an error relating to a patent, patent application, utility certificate or utility application (regulation 37(2)) 2,500.00 5,000.00
25. On notice of opposition to the correction of an error relating to a patent or utility certificate (regulation 37(2)) 5,000.00 10,000.00
26. On application for recordal of order of court Tribunal (regulation 38) 2,500.00 5,000.00
27. On petition for registration of licence contract (section 40; regulation 41 (1)) 10,000.00 20,000.00
28. Certificate of receipt of petition for registration of licence contract (regulation, 42(1)) No fee
29. Certificate of registration of licence contract (regulation 44) 5,000.00 10,000.00
30. On request for entry in the register to the effect that licences under the patent or utility certificate are available as of right (sections 53 (1) and 64; regulations 48 (1) and 50)
31. On request for conversion of an application for a utility certificate into an application for a patent (section 66; regulation 50 (2)) 25,000.00 50,000.00
- On request for conversion of an application for a patent into an application for a utility certificate No fee
- On notice of objection to an application for entry in the register that licences are available as of right (section 53(3) regulation 48 (2)) 2,500.00 5,000.00

On application for cancellation of entry in the Register that licences are available as of right section 53(7); regulation 48 (6) 2,500.00 5,000.00

On request for extension of time limit prior to expiry date or after date thereof (regulation 52) 2,500.00 5,000.00

On request for hearing (regulation 61 (2)) 20,000.00 40,000.00

Transmittal fee for international application (regulation 51) 2,500.00 5,000.00

Fee for preparation of copies of international application, per page (regulation 51) 1,000.00 2,000.00

Special fee referred to in section 25 (2) and (3) 10,000.00 20,000.00

SECOND SCHEDULE

Form No. 1

Regulation 5(1)-(4)

FOR OFFICIAL USE

To: The Registrar

The Registrar's Office

(Address) Received on:

Appointment of Representative (Power of Attorney) Applicant's or Agent's File Reference:

I/We.....

.....

.....

hereby appoint

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

to act as my/our representative in all proceedings relating to:

Application for grant of patent and any patent granted pursuant thereto

.....

Application for grant of utility certificate and any utility certificate granted pursuant to.

.....

Other (specify)

.....

and ratify all acts done by the representative on my/our behalf in connection with that (those) matter(s), and request that all notices, requisitions and communciations relating thereto to be sent to the said representative at his address.

Any previous appointment in respect of the same matter(s) is hereby revoked.

SIGNATURE(S)* :.....

.....

(Date)

*Type name(s) under signature

Notes

1. The person making the application should complete the form entering his name and address in the space provided.
2. The title of invention and the application number shall be indicated, if known.

Form No. 2

Regulations 6, 10(4), 13

FOR OFFICIAL USE

Date of Receipt by Registrar's Office:

To: The Registrar

The Registrar's Office APPLICATION No.:

(Address) (Office's Stamp)

Filing Date:

REQUEST FOR GRANT OF PATENT OR

Utility Certificate Applicant's or Agent's File Reference:

The Applicant(s) Request(s) the grant of a Patent Utility Certificate in Respect of the following particulars:

I. TITLE OF INVENTION:

II. APPLICANT(S)

(The data concerning each applicant must appear in this box or, if the space is insufficient, in the supplemental box). Additional information is contained in supplemental

box

Name:

Address:

Nationality:

Country of residence or principal place of business:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

III. AGENT

The following agent has been appointed by the applicant(s) in the power of attorney accompanying this Form to be filed within one month from the filing of this Form

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

IV. INVENTOR

The inventor is the applicant

Additional information contained in supplemental box

If inventor is not the applicant:

Name:

Address:

The statement under section 12(4) justifying the applicant's right accompanies this Form

V. DIVISIONAL APPLICATION

The application is a divisional application

The benefit of the filing date priority date

of the initial application is claimed in as much as the subject matter of the present application is contained in the initial application identified below.

Initial Application No.:

Date of filing or priority date, if any, of initial application:

VI. DISCLOSURES TO BE DISREGARDED FOR PRIOR ART PURPOSES

Disclosure occurred not more than six months before the filing date or, where priority is claimed, priority date of the present application by reason or in consequence of:

acts performed by the applicant or his predecessor in title (including the display of the invention at an official or officially recognized international exhibition).

an evident abuse committed by a third party with regard to the rights of applicant or his predecessor in title.

Additional information is contained in a statement accompanying this Form

VII. PRIORITY DECLARATION (if any)

The priority of (an) earlier application(s) is claimed as follows

The priority of more than one earlier application is claimed; the data are indicated in the supplemental box

Country (if the earlier application is a regional or international application, indicate the office with which and the countries for which it was filed): Filing Date: Application No.: will be furnished within three months

Symbol of the International Patent

Classification:

not yet allowed

The certified copy of the earlier application accompanies this Form

will be furnished with the time limit prescribed by regulation 17 (5).

VIII. SUPPLEMENTAL BOX*

IX. CHECK LIST (TO BE FILLED IN BY THE APPLICANT)

A. This application contains the following B. This Form, as filed, is accompanied by the items ticked below

1. request sheet(s) separate signed power of attorney.

- 2. description sheet(s) statement justifying the applicant's right
- 3. claim(s) sheet(s) statement that certain disclosures be disregarded.
- 4. abstract sheet(s) priority document(s) (certified copy of earlier application(s
- 5. drawing(s) sheet(s) English translation of earlier application(s) on which priority declaration is based.

Total sheets

C. Figure number of the drawings application fee
 (if any) is suggested to accompany other documents (specify) the abstract for publication.

X. Signature(s)*

(Date)

*Type name(s) under signature.

TO BE FILLED IN BY THE REGISTRAR

1. Date of receipt of corrections or later filed documents completing the application:

2. Date fees received:

*Use this box if any of the boxes is not large enough to contain information to be furnished. Indicate the boxes continued in this box by their roman numerals and title (e.g., "II) APPLICANT(S) (continued)").

Form No. 3

Regulation 8

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

[Address]

Request for Registrar's Certificate Authorising the release of a sample from a culture collection
Application or Agent's File

Reference:

I/We
.....
.....

(a) declare as follows:

(i) that the micro-organism deposited at is referred to in patent application.

patent

No

(ii) that the invention disclosed in the said patent application/patent requires for its performance the use of the micro-organism identified above; and

(b) undertake, if a sample of the said micro-organism is released to me/us,

(i) not to make the culture available to any other person until the application for the patent is refused or withdrawn or, if a patent is granted, until it ceases to have effect without the possibility of renewal or restoration in accordance with section 32(5) to (7); and

(ii) to use the culture for experimental purposes only until the application is refused or withdrawn or deemed to be withdrawn or until the date of publication in the Gazette of a notice that the patent has been granted; and

(c) accordingly request that the Registrar's certificate authorising the releases of a sample of the said micro-organism may be forwarded to me/us.

Signature

.....

Name of Agent (if any)

.....

Address to which Registrar's certificate should be sent

.....

.....

.....

*Type names under signature

NOTES

1. This form should be completed by the person making the request entering his name and address and information identifying the relevant culture collection, and patent application or patent number in the space provided.

2. The undertaking at (b) (ii) may be deleted either:

(a) where the reference to the micro-organism in question appears in the granted patent; or

(b) where the person making the request is a government department or person authorised in writing by a government to make the request and the request is made in order to enable any act specified in section 54 in conjunction with section 28 to be done in relation to the culture in question for the purpose of the government.

3. This form should be accompanied by the prescribed fee.

Form No. 4

Regulation 18(1)

To*:

Request by Registrar for Information Concerning corresponding foreign applications, Patents or other titles of protection Applicant's or Agent's File

Reference:

In the matter of:

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
| | | |

| | | | |
|---------|-------------|-------------|-----|
| Utility | Certificate | Application | No. |
| | | | |

the Registrar hereby requests, in accordance with section 16, that the applicant(s) furnish

Within (period to be specified)**, the date and number of any application for a patent or other title of protection filed by the applicant(s) with a national industrial property office or with a regional industrial property office ("foreign application") relating to the same or essentially the same invention as the claimed in the above-identified application.

within (period to be specified)**, the following documents relating to the following foreign application:

- (i) a copy of any communication received by the applicant(s) concerning the results of any search or examination carried out in respect of the foreign application;
- (ii) a copy of the patent or other title of protection granted on the basis of foreign application;
- (iii) a copy of any final decision rejecting the foreign application or refusing the grant requested in the foreign application;
- (iv) a copy of any final decision invalidating the patent or title of protection granted on the basis of the said foreign application;
- (v) a copy of any communication received by the applicant(s) in which publications or other documents establishing the prior art are mentioned.

*Indicate addressee

**Insert time limit in accordance with Rule 20

SIGNATURE

Registrar

Date

NOTE

The Applicant has the right to submit comments on the documents furnished pursuant to this request.

Form No. 5

Regulations 23(1) and 50

To*:

Invitation to correct Application for Grant of Patent or utility Certificate Applicant's or Agent's File Reference:

In the matter of:

Patent

Application

No.

.....

Utility Certificate Application No pursuant to an examination in accordance with section 18(7) and Rule 25(1), the Registrar hereby requests that the applicant(s), within three months from the date of this invitation, file the following correction(s), together within the payment of the prescribed fee:

SIGNATURE

The Registrar

Date

The Registrar

Date

* Indicate addressee

**Section 27 does not apply in case of applications for utility certificates.

*Insert time limit in accordance with regulations 26 (3) and 27 (3).

Form No. 9

Regulation 25 (3)

To*:

Notification of decision refusing to grant patent on grounds of Non-compliance with substantive requirements Applicant's or Agent's File Reference:

IN the matter of Patent Application No

.....

the Registrar hereby notifies the applicant(s) that he has decided to refuse to grant a patent on the above-identified application on grounds of non-compliance with substantive requirements.

because the applicant(s) failed to respond to the invitation to submit observations and any amendments, which was transmitted to the applicant(s) on Form 8, dated

despite the observations and any amendment or division submitted by the applicant(s) in response to the invitation to submit observations and any amendments, (transmitted to the applicant(s) on Form 8, dated.....), and for the reasons stated below on the attached page(s):

A copy of the search and examination report on which this decision is based is attached hereto.

This decision is based upon the search and examination report which has already been sent, together with Form No. 8

Signature

The Registrar

Date

*Indicate addressee

Form No. 10

Regulations 25(6) and 50

(56) Prior Art Documents:

Form No. 11A

REGULATIONS 27(1) and 50(1)(b)

- (19) GH Ghana (11) Publication Number:
- (12) Utility Certificate (51) International Patent Classification:
- (72) Inventor(s): (21) Application Number:
- (73) Owner(s): (22) Date of Filing:
- (74) Agent and/or Address for Service (45) Date of Publication:
- (30) Priority Data:
- (54) Title of the Invention:
- (57) Abstract:
- (56) Prior Art Documents:

Form No. 12

Regulation 27(3)

To*:

Certificate of grant of Patent Applicant's or Agent's File Reference:

In accordance with section 21(1) of the Patents Law, 1992, it is hereby certified that a patent having the number has been granted to

Name:

Address:

on (date):

in respect of an invention disclosed in an application for that patent having a

date of filing of:

date of priority of:

being an invention for

.....
.....

(title)

Signature

Date

The Registrar

* Indicate addressee

Form No. 12A

(Regulations 27(3) and 50 (1) (c))

To*:

Certificate of grant of Utility Certificate Applicant's or Agent's File Reference

In accordance with section 21(1) and 64(1) of the Patents Law, 1992, it is hereby certified that a Utility Certificate having the number has been granted to

Name:

Address:

on (date):

in respect of an invention disclosed in an application for that Utility Certificate having a

date of filing of:

date of priority of:

being an invention for

.....
.....

(title)

Signature

Date

The Registrar

* Indicate addresses

Form No. 13

*Type name(s) under signature

NOTES

1. The person making the application should complete the form entering his name and address in the space provided.
2. Where the applicant or the owner of the Patent/Utility Certificate requires the certificate of payment to be sent to him at an address in Ghana other than the address for service specified in the register, he should give the address in the space provided.

To*:

CERTIFICATE OF PAYMENT OF ANNUAL FEE

This is to certify that the prescribed fee has been duly paid and

Patent No.....

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
| | | |

| | | |
|---------|-------------|----|
| Utility | Certificate | No |
| | | |

| | | | |
|---------|-------------|-------------|----|
| Utility | Certificate | Application | No |
| | | | |

renewed until when the next annual fee will be due.

| | |
|-----------------|------|
| Signature | Date |
| | |

The Registrar

* Indicate addressee

Form No. 14

(Regulation 28 (3))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

EXTENSION OF TIME FOR PAYMENT OF ANNUAL FEE Applicant's or Agent's File
Reference:

I/We
.....
.....

hereby transmit the additional fee payable in respect of the extension of time of
month(s)** for the payment of the annual fee concerning.

Patent No.....

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
| | | |

| | | | |
|---------|-------------|-------------|----|
| Utility | Certificate | Application | No |
| | | | |

| | | |
|---------|-------------|----|
| Utility | Certificate | No |
| | | |

Signature(s)*..... Date:
.....

*Type name(s) under signature.

**Period to be specified.

NOTES

1. The person making the application should complete the Form entering his name and address in the space provided.
2. This Form should be accompanied by Form No. 13 and the corresponding unpaid annual fee.
3. The time for payment of the annual fee may be extended for a period of up to six months. The amount of the additional fee, which depends on the period of extension, is prescribed in Schedule 1 to the Regulations.

Form No. 15

(Regulation 29)

FOR OFFICIAL USE

(Regulation 31(1))

FOR OFFICIAL USE

Received on:

To The Registrar
The Registrar's Office
(Address)

Offer to Surrender a Patent/Utility Certificate of Claim(s) therein Applicant's or Agent's

File Reference:

I/We
.....
.....
.....

offer to surrender

Patent
No.....
.....

Utility Certificate No.
.....

the following claims

in Patent No.
.....

the following claims

in Utility Certificate No.
.....

I/We declare that no action is pending before the court for infringement or for revocation of the Patent/Utility Certificate.

My/Our reasons for making this offer are as follows:

.....
.....
.....

.....
Signature (s)*.....
Date.....

* Type name(s) under signature

NOTES

1. The person making the offer should complete the form by entering his name and address in the space provided.
2. If an action before the court is pending, the declaration above should be deleted and full particulars of such action furnished in writing, together with this form, to the Registrar.
3. This form should be accompanied by the prescribed fee.

Form No. 19
(Regulation 31(2))

FOR OFFICIAL USE

Received on:

To: The Registrar
The Registrar's Office
(Address)

Notice of Opposition of offer to Surrender a Patent/Utility Certificate or Claim(s) therein
Applicant's or Agent's File

Reference:

I/We

.....

.....

give notice of opposition to the offer to surrender

Patent No.....

Utility Certificate No.

.....

the following claims

in Patent No.

.....

the following claims

in Utility Certificate No

.....

and attach, in duplicate, the grounds of opposition.

Signature(s)*..... Date

.....

Name of Agent (if any)

.....

Address for service in Ghana to which all communications should be sent

.....

.....

* Type name(s) under signature

NOTES

- 1. The person giving the notice should complete the form by entering his name and address in the space provided.
2. This form should be accompanied by the prescribed fee.

Form No. 20

(Regulation 33 (1))

FOR OFFICIAL USE

To: The Registrar Received on:

The Registrar's Office

(Address)

Request for Alteration of Name, Nationality Address or Address for Service Applicant's or Agent's File Reference:

In the matter of

Patent Application No.

.....

Patent No.....

.....

Utility Certificate Application No

.....

Utility Certificate No

.....

I/We

.....

.....

request that the

Name Address for service

Address Nationality

now on record be altered to:

.....

.....

.....

Signature(s)*.....

Date.....

*Type name(s) under signature

NOTES

1. The person(s) making the request should complete the form indicating whether the request relates to an application for a patent or to a granted patent or an application for a Utility Certificate or a granted Utility Certificate by appropriate deletion and by insertion of the number of the application or Patent or Utility Certificate as the case may be.
2. Where the request is for alteration in a name, evidence of the alteration must be furnished.
3. This form should be accompanied by the prescribed fee.

Form No. 21

(Regulation 34)

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for Recordal of Change in Ownership of a Patent or Utility Certificate or Application for a Patent or Utility Certificate Applicant's or Agent's File Reference:

I/We

.....

.....

apply to the Registrar to record the change of ownership relating to:

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
| | | |

Patent No.....

| | | | |
|---------|-------------|-------------|----|
| Utility | Certificate | Application | No |
| | | | |

| | | |
|---------|-------------|----|
| Utility | Certificate | No |
| | | |

The details are indicated on page 2 of this form.

I/We submit the accompanying certified copy, official document or extract establishing the transaction, instrument or event by virtue of which the application is being made.

Signature(*)..... Date

* Type name(s) under signature

NOTES

1. The name and address of the person making the application should be entered in the space provided.
2. Details of the transaction, instrument or event to be recorded, i.e. whether it is an assignment, a licence or a mortgage etc., should be stated where appropriate together with its date and the parties to the same.
3. This form should be accompanied by the prescribed fee.
4. The agreement assigning ownership must contain at least the number and date of the Patent or Utility Certificate or application thereof, the title of the invention and the names, nationalities, addresses, and signatures of assignor and assignee.

I. PRESENT APPLICANT(S)/OWNER(S) ON RECORD

Name:

Address:

II. NEW APPLICANT(S)/OWNER(S)

Name:

Address:

Nationality:

Country of residence or principal place of business:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

III. REPRESENTATIVE OF NEW APPLICANT(S)/OWNER(S) (if any)*

The following representative has been appointed by the new applicant(s)/owner(s) in the power of attorney on Form No. 1.

accompanying this form

to be filed within one month from the filling of this form

Name:

Address:

Telegraphic Address:

Telephone No.:

Facsimile No.:

Telex No.:

* Fill in this item only if the new applicant(s)/owner(s) has (have) appointed a new representative; otherwise, it shall be presumed that the representative of the previous applicant(s)/owner(s) continues to represent the new one(s).

Form No. 22

(Regulation 35)

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for the Furnishing of or Access to Miscellaneous Information Applicant's or Agent's File Reference:

I/We request:

(a) that I/We be allowed to inspect the register in relation to:

Patent No. Date of grant:

Utility Certificate No. Date of grant:

(b) that I/We be supplied with certified* copies of or extracts of the following** form the register or copies of documents relating to:

Patent No. Date of grant:

Utility Certificate No. Date of grant:

Signature(s)*.....
.....

Date

Name and address to which reply should be sent

.....
.....
.....
.....

* Delete if necessary.

** Clearly identify the copies or extracts requested.

Form No. 23

(Regulation 37(1))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Request for the Correction of an Error in the Register or in any Connected Document
Applicant's or Agent's File

Reference:

I/We

.....
.....

request:

(a) that the entry made in the register in relation to:

Patent No.

Utility Certificate No.

and/or

(b) that the undermentioned document filed in connection with such registration be corrected

(i) as shown in red ink on the annexed copy of or

Utility Certificate No may be corrected

(a) as shown in red ink in the annexed copy of the said
.....

as shown in red ink on the annexed copy of

(b) as follows:

Signature(s)*..... Date

* Type name(s) under signature

NOTES:

1. The person making the request should clearly identify in the space provided, the document containing the error to be corrected and should also supply a copy thereof with the desired corrections shown in red ink, unless it is not convenient to do so, in which case the corrections sought may be stated in the space provided.

2. This form should be accompanied by the prescribed fee.

Form No. 25

(Regulation 37 (5))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Notice of opposition to the correction of an Error relating to a Patent or Utility Certificate Applicant's or Agent's File Reference:

I/We

.....

.....

hereby give notice of opposition to the request, dated

.....

made by.....

.....

..... for the correction
of an error or mistake made in connection with

.....

Patent No.

Utility Certificate No.

and attach, in duplicate, the statement referred to in Rule 39(2) (d). The grounds upon which the
said correction is opposed are as follows:*

Address for service in Ghana to which all communications should be sent

.....

.....

Signature(s)*.....

Date

.....

*To be continued on additional page, if necessary.

*Type name(s) under signature

NOTES:

1. The name and address of the opponent should be inserted in the space provided, and details of the request being opposed furnished where indicated.
2. Notice of opposition has to be given in duplicate.
3. This form should be accompanied by the prescribed fee.

Form No. 26

(Regulation 38)

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Petition for Registration of Licence Contract Applicant's or Agent's File Reference:

Petition is hereby made for the Registration of the following licence contract by the Applicants mentioned below in the matter of:

| | | | |
|----------------|-------------|-------------|-----|
| Patent | | Application | No. |
| | | | |
| Patent No..... | | | |
| Utility | Certificate | Application | No |
| | | | |
| Utility | | Certificate | No |
| | | | |

I. LICENSOR

LICENSEE

Name

Name

Country

Country

Address

Address

.....

.....

Nationality

Nationality.....

II. Trade or Business Description

Trade or Business Description

.....

.....

.....

.....

.....

.....

III. Principal Place of Business

Principal place of Business

Telephone No.....

Telephone No

Telegraphic Address

Telegraphic Address.....

.....

.....

.....

.....

Telex No.....

Telex No.....

Facsimile No.....

Facsimile No

IV. Technical Field to which the Contract (copy attached) Relates

.....
.....

V. Name and Address of Agent
(if any)

Name and Address of Agent
(if any)

.....
.....
.....

.....
.....
.....

VI. Address for Service

Address for Service

.....
.....
.....

.....
.....
.....

VII. Signature

Signature

Date

Date.....

(Licensor)

(Licensee)

NOTES

1. The Signature of only the licensor or licensee is sufficient.
2. This form should be accompanied by the prescribed fee.

Form No. 28

(Regulation 42)

To*

Certificate of receipt of petition for Registration of Licence Contract Applicant's or Agent's File Reference:

In accordance with section 47(5), it is hereby certified that a petition to register a licence contract relating to:

Patent No.....

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
|--------|-------------|-----|

.....

| | | | |
|---------|-------------|-------------|----|
| Utility | Certificate | Application | No |
|---------|-------------|-------------|----|

.....

| | | |
|---------|-------------|----|
| Utility | Certificate | No |
|---------|-------------|----|

.....

| | | | |
|-----|------|----------|----|
| has | been | received | on |
|-----|------|----------|----|

.....

| | | |
|-----------|-------|------|
| Signature | | Date |
|-----------|-------|------|

.....

The Registrar

* Indicate addressee

Form No. 29

(Regulation 44)

To*

Certificate of Registration of Licence Contract Applicant's or Agent's

File Reference:

In accordance with section 49 of the Patent Law, 1992, it is hereby certified that a licence contract relating to:

| | | |
|--------|-------------|-----|
| Patent | Application | No. |
|--------|-------------|-----|

.....

Patent

No.....

.....

Reference:

I/We

.....

.....

request the Registrar in respect of

.....

Patent

No.....

Utility

Certificate

No

.....

title of invention

date of grant

for an entry to be made in the register to the effect that licences under the patent/utility certificate are to be available as of right and will be granted in accordance with section 53.

I/We declare that I am/we are not precluded from granting licences.

Signature(s)*.....

Date.....

*Type name(s) under signature.

NOTES:

1. The owner of the Patent/Utility Certificate should complete the form entering his name and address in the space provided.

2. No fee is required to accompany this form.

Form No. 31

(Regulation 50(1))

FOR OFFICIAL USE

Received on:

To: The Registrar

The Registrar's Office

(Address)

Conversion of Application Applicant's or Agent's File Reference:

I/We.....
.....
.....

hereby request that

Patent Application
No.....

Utility Certificate Application No
.....

be converted into an application.

for a Utility Certificate
.....

for a Patent.....
.....

with the filing date of the initial application.

Signature(s)*..... Date
.....

*Type name(s) under signature

NOTES:

- 1. The person requesting the conversion should complete the form by entering his name and address in the space provided.
- 2. This form should be accompanied by the prescribed fee.

DR. OBED Y. ASAMOAH
Attorney-General and Minister for Justice

Date of Gazette Notification: 16th February, 1996.

