



Australian Government

IP Australia

**STATEMENT PURSUANT TO PARAGRAPH 9(2)(c) OF THE FREEDOM OF
INFORMATION ACT 1982**

The following is the official statement made pursuant to paragraph 9(2)(c) of the Freedom of Information Act 1982 as at 8 February 2006 for the Trade Marks Office, the Patents Office, the Designs Office, the Professional Standards Board for Patent and Trade Marks Attorneys and the Disciplinary Tribunal for Patent & Trade Marks Attorneys.

Those items marked with an asterisk can be downloaded from IP Australia's website at www.ipaustralia.gov.au.

The documents specified in this statement are available to the public for inspection and purchase from the Department. Particular documents listed below may contain exempt material under other provisions of the Freedom of Information Act 1982 and therefore may only be available for inspection and/or purchase with deletions made to the exempt material.

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Used by all areas of IP Australia

[IP Australia's Customer Service Charter*](#)

IP Australia Corporate guidelines for refunds and waivers

IP Australia's Customer Service Standards

IP Australia's Customer Service Code of Practice

Exam Support and Sales (ES & S) Manual of Procedures

Designs Office

Documents relating to the administration of the *Designs Act 2003*

[Draft Designs Manual of Practice and Procedure \(2003 Act\)*](#)

[Part 1 - Formalities - drafts available now *](#)

[Part 2 – Searching *](#)

Part 3 - Examination – available soon

Part 4 – Miscellaneous – being developed

Documents relating to the administration of the *Designs Act 1906*

[Australian Designs Office Examination Manual \(1906 Act\)*](#)

Patent Office

Documents relating to the administration of the *Patents Act 1990*

[Australian Patent Office Manual of Practice and Procedure: New Online Version *](#)

Includes:

- Volume 1, International
- Volume 2, National
- Volume 3, Oppositions, Courts, Extensions & Disputes

Electronic Records Administration - Manual of Procedures

Patent Administration Manual of Procedures

Quality Manual for patent examination

Professional Standards Board for Patent and Trade Marks Attorneys

Nil return

Disciplinary Tribunal for Patent & Trade Marks Attorneys

Nil return

Trade Marks Office

Documents relating to the administration of the *Trade Marks Act 1995*

[Trade Marks Manual of Practice and Procedure*](#)

Business Rules - section 41 research
Business Rules - section 44 searching
Classification - basics
Classification - crib sheet
Classification - list of unacceptable specification terms
Cross Searching Lists for Conflicting Classes of Goods and Services
Decision-making guidelines---section 41
Decision-making guidelines---section 44
Decision-making guideline - check list for registrability
Decision-making guideline - goods and services of the same description
Examiner's Acceptance Checklist
Guidelines for passing-on files
Guidelines for Convention-claim applications
Guidelines for Divisional applications
Guidelines for prohibited signs
Module on amendments, corrections and endorsements
Notes on rejection
Process for pre-filing series queries
Section 41 Google Research tips
Section 44 ATMOSS Searching tips
Trade Marks examination decision-making path
Trade Marks Indexing Manual
Trade Marks Office determinations of Goods and Services

Other Areas of IP Australia

Marketing & Customer Strategy

Management of Customer Feedback in IP Australia - a Guide for Staff
Information and Advice Policy

PBR

Plant Breeder's Rights Procedures Manual
Electronic Records Administration - Manual of Procedures