

Checklist for Patent Application Filing

1. IP Spectra
 - a. Invention disclosure form
2. Patent Office
 - a. Form 1(two original copies) Fees- Rs 8800 for 30 pages and 10 claims
 - i. Signature of All inventors required
 - ii. Full name of inventors with surname (no initial even for middle name)
 - iii. Applicant name and address (ICAR Address for ICAR Scientists only)
 - b. Form 2(two original copies) (as per given format)
 - i. Provisional
 1. (without claims)
 2. for securing priority date
 - ii. Complete (description, abstract, drawing sheets, sequence listing in electronic form, IDA deposit details for microbiological inventions)
 - c. Form 3(two original copies) Fees- none
 - d. Form 5(two original copies) Fees- none
 - i. Signature of All inventors required
 - e. Form 18 (Optional, can be filed anytime within 48 months from the priority date)
(Two original copies) Fees- Rs 22,000
3. Others
 - a. NBA form III
 - b. Deposition details of MTCC
 - c. Gene sequence in electronic form
4. ICAR (for ICAR Scientist only)
 - a. Declaration by inventors
 - i. Signature of All inventors required
 - b. Undertaking(Annexure 1 of IPMT guidelines)
 - i. Signature of All inventors required
5. **Non essential**
 - Form 9- Early publication, Fees- Rs 13,750 (For publication within one month)