



Companies and Intellectual
Property Commission
a member of the dti group

NOTICE

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC)

PATENTS & DESIGNS, COPYRIGHT AND TRADE MARK DIVISIONS

NATIONAL LOCKDOWN – COVID-19

ALERT LEVEL 4

Kindly take note that for purposes of the Acts mentioned in the schedule below, and as part of CIPC providing support in respect of various government interventions on opening of industries and services on various levels, CIPC will commence a phased-in approach of resumption of normal business operations **as from 4 May 2020**.

To this end the following must be noted:-

1. All **external facing CIPC IP systems** will be available from **1 May 2020**.
2. The **filing date** for any applications and documents lodged via any of the IP e-filing platforms or electronic channels will be **4 May 2020**.
3. Processing of applications and documentation will commence on 4 May 2020 with limited staff numbers. Due hereto external service delivery standards may not be complied with from the outset.
4. **Manual lodgments** can be made from 4 May 2020 (with courier services being permissible under Alert Level 4 of national lockdown) by placing documents in the **various drop boxes** outside the CIPC office building. **NO documents** will be received in person by any CIPC staff member.
5. The next **Patent Journal** will be published at the end of **May 2020**.
6. The **electronic query system of CIPC (QRS)** will be available from **1 May 2020**.
7. The **CIPC Call Centre** will be available from **4 May 2020**.
8. Until further notice, **no external visitors** will be allowed at CIPC. This will also include no meetings with external visitors, as well as trade mark related hearings.
9. In addition the service of **physical inspection of files will not be available** until further notice.

As CIPC will be functioning at limited staff capacity numbers for the foreseeable future, clients are requested to exercise a level of patience regarding turn-around times on processing of matters and responding to queries. Clients are requested to refrain from sending reminders on matters on intervals of less than 3 months.

SCHEDULE

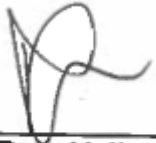
Trade Marks Act, 1993

Patents Act, 1978

Designs Act, 1993

Copyright Act, 1978

Registration of Copyright in Cinematograph Film Act, 1977



Rory Voller
COMMISSIONER
30 April 2020