



Companies and Intellectual  
Property Commission

a member of the dti group

PRACTICE NOTE 5 OF 2017

TRADE MARKS DIVISION

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC)

Kindly take note that the existing **CIPC IP ONLINE** product will be replaced with an upgraded version, and will be upgraded from Version 2.1 to Version 3. This version upgrade does not change the operational functionality of the product but is geared to improving user experience through the consolidation of the IP e-Services in one central space on the IP Online portal, with the use of a single user profile.

A user administration module is embedded on IP Online which will allow users to select from a list of IP e-Services products per domain, e.g. trade marks, patents, designs or copyright. Within these domains users will then be able to select specific products, for example, if a user selected "trade marks" such user will then be able to select specific products from a list of services, e.g.:

1. E-Searching (Trade Marks)
2. New application e-Filing
3. E-Journal submissions
4. E-Filing for renewals (Trade Marks), etc

This new functionality - "**Central User Administration**" - will enable user access to multiple products on one platform (domain). The portal enables users to use their existing CIPC customer code and password to access all the IP e-Service products. The new module also enhances user access in that it allows for the creation and administration of "beneficiary accounts". These beneficiary accounts will be linked to the main customer code. The holder of the customer code has administrator rights to create these beneficiaries, and to perform rights and access management and general administration on such beneficiary accounts.

With the module in place, the user experience in terms of account creation, password reset, rights and access is placed in the **hands of the clients of CIPC**, being the user account owners.

The product will go-live, and be available for public use as from 2 January 2018.

  
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