

## Check List of documents for filing of New Design Applications (Online and Offline)

In order to process the Design applications faster, the applicants are hereby requested to submit/upload the following documents. The applicants are also advised to submit the original documents duly signed for offline filing of application(s). *For electronically filed (e-filing) application(s), the relevant documents should be duly signed (i.e. digitally signed).*

1. Form-1 in the prescribed format [as in Schedule-II of the Designs (Amendment) Rules, 2021] along with prescribed fees (as per Schedule I).
2. Representation sheets should be prepared as prescribed under Rule 12, 13 and 14 of the Designs Rules, 2001.
3. Form-21 (Power of Authority/General Power of Authority) in original (if filed through patent agent/advocates) (as in Schedule-II).

If the applicant files copy of General Power of Authority (GPA), it should be endorsed with the design application number, with which the original GPA has been filed.

4. Form-24 in prescribed format [if applicant (or one of the applicants) is a Small Entity or a Start-up] (as in Schedule-II):
  - (a) It should be accompanied with documentary evidence in respect of registration under MSME Act, 2006 or in respect of recognition as a Start-up (as the case may be) in case of Indian entities.
  - (b) It should be accompanied with affidavit deposited by the applicant or authorised signatory as prescribed under Rule 42 of the Designs Rules in case of Foreign entities.

5. Original certified copy of priority document as prescribed under Rule 15 of the Designs Rules (in case of applications filed in India through reciprocal arrangement under Section 44 of the Designs Act, 2000).

However, instead of submitting certified copy of priority document in paper format, the applicant may provide the **WIPO-DAS Code** during filing of design application.

6. Authenticated English translated copy of the priority document (if original priority document is in language other than English).
7. Assignment document in original (if the applicant of first/priority application in convention country is different from that of Indian application).

The applicants may refer to the following URL for further detailed information in respect of filings and preparation of representation sheets:

[https://www.ipindia.gov.in/writereaddata/Portal/IPOGuidelinesManuals/1\\_30\\_1\\_manual-designs-practice-and-procedure.pdf](https://www.ipindia.gov.in/writereaddata/Portal/IPOGuidelinesManuals/1_30_1_manual-designs-practice-and-procedure.pdf)