



INTELLECTUAL PROPERTY
OFFICE OF THE PHILIPPINES

IPOPHL MEMORANDUM CIRCULAR No. 2021-013

**SUBJECT : CLARIFICATION ON PAYMENTS AND FILINGS
AT THE IPOPHL MAIN OFFICE**

Acknowledging the concerns of some stakeholders as to the import of the term “per transaction” in Memorandum Circular No. 2020-036 and the procedure for manual filing of documents, the following clarificatory guidelines are hereby promulgated:

A. Payments at the IPOPHL Main Office

A payment (in cash or check) amounting to at least One Hundred Thousand Pesos (Php 100,000.00) will be considered one transaction regardless of the number of applications, registrations, or documents involved, and regardless of the number of applicants or registrants being represented by the payor. Hence, cumulative or multiple documents for filing where the total filing fee for all documents is at least One Hundred Thousand Pesos (Php 100,000.00) will be accepted at the Cashiering Section of the IPOPHL Main Office.

B. Filing of documents at the IPOPHL Main Office

In accordance with previous issuances, applications for patents, utility models, industrial designs, and trademarks exceeding two hundred (250) pages per application shall be considered a voluminous application that may be filed manually at the IPOPHL Main Office.

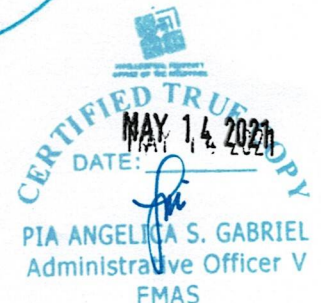
This Memorandum Circular shall take effect immediately and shall remain in effect until further notice. Previous issuances that are inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

10 May 2021, Taguig City, Philippines.

ROWEL S. BARBA
Director General

RECEIVED BY: *[Signature]*

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