
INTELLECTUAL PROPERTY & COMMERCIALIZATION POLICY (IPO)

***Ch ZIA UR REHMAN
DEPUTY DIRECTOR ORIC***

1) Introduction

Introduction of Green International University (GIU)

Green International University (GIU), Lahore is a premier, degree-awarding private institution established under The Green International University Act, 2020 by the Government of Punjab. Founded under the philanthropic umbrella of the Madinah Foundation, GIU is formally recognized by the Higher Education Commission (HEC) of Pakistan.

The university operates a state-of-the-art campus in Lahore, offering high-quality undergraduate, graduate, and postgraduate programs across diverse fields, including:

- Faculty of Fiqh-e-Islami and Shariah
- Faculty of Languages and Humanities
- Faculty of Law
- Faculty of Medicine and Allied Health Sciences
- Faculty of Pharmaceutical Sciences
- Faculty of Professional Health Technologies
- Faculty of Science and Technology
- Faculty of Social Sciences and Management Studies

GIU is deeply committed to nurturing purpose-driven, ethically grounded leaders capable of driving transformative innovation and addressing complex national and global challenges through impactful research.

2) The Objective

There are three fundamental objectives for describing the IP & Commercialization policy, which are to:

- Expand global knowledge by boosting high-impact research, scholarship, and curiosity.
- Secure intellectual property by building a cultural framework focused on commercial viability.
- Incentivize our innovators through the fair, transparent, and equitable distribution of financial rewards.

3) The Scope

This intellectual property policy applies to all full-time faculty members and students at Green International University who develop inventions. Specifically, it covers faculty members who create intellectual property utilizing university resources or within funded research projects. It similarly extends to students who use university premises and resources, or who actively participate in sponsored research initiatives to generate inventions.

3.1 Definition of IP

This policy governs Intellectual Property (IP) developed by Green International University full-time faculty and students using university resources, facilities, or project funding. Eligible IP spans a diverse range of academic and research outputs. This includes teaching materials, creative works, software, databases, plant varieties, trade secrets, general know-how, and both patentable and non-patentable technical information.

In accordance with national legal standards, an invention is defined as any global or local innovation that offers a new solution to a problem. Moving beyond traditional patents, the policy also recognizes and protects non-patentable research work that carries clear economic value and commercialization potential.

3.2 The Inventor

For the purpose of this policy, an "Inventor" is defined as any full-time faculty member or registered student of Green International University. This policy governs all inventions created by an Inventor, provided the innovation involves the use of funded research projects, university resources, or university premises (including laboratories, classrooms, and institutional forums).

3.3 Ownership of IP

Green International University acknowledges the intellectual contributions of its researchers and grants them full intellectual credit, formally recognizing them as the "Inventor" or "Creator" of the IP. However, Green International University retains sole legal ownership of all such Intellectual Property (IP) and shall exercise its ownership rights exclusively through the Office of Research, Innovation, and Commercialization (ORIC).

3.4 Commercialization

ORIC will invest institutional resources to support faculty members throughout the commercialization process, which includes technology transfers, consultancy services, and the creation or management of spin-off companies. During this process, ORIC acting on behalf of Green International University will cover the costs associated with:

1. Patent filing, prosecution, and commercialization procedures.
2. Legal protection, maintenance, and litigation for the defence of the invention.

The Inventor(s) and ORIC shall execute a mutually agreed-upon Non-Disclosure Agreement (NDA) outlining specific terms and conditions, including financial rewards and benefit-sharing. The following sub-sections are officially recognized as commercialization activities:

3.4.1 Licensing of Intellectual Property

ORIC will actively identify viable external businesses to further develop and commercialize Green International University IP to generate a reasonable financial return for the institution. All revenue generated through these licensing activities will be governed by the revenue distribution frameworks detailed in Section 4 of this policy.

3.4.2 New Company Formation

If a faculty inventor wishes to establish a spin-off company based on a university invention (hereafter a "Faculty Startup" or "Startup"), Green International University requires fulfillment of the following preconditions prior to granting an IP license to the Startup:

1. **Role Limitation:** The faculty member may serve the Startup as a consultant or scientific advisor but is strictly prohibited from assuming an operational role that interferes with their primary university duties.
2. **Management:** The Startup must demonstrate a clear commitment to recruiting and hiring qualified, experienced professionals to serve as operational officers.
3. **Planning:** The Startup must submit a comprehensive business plan and fundraising strategy.

In exchange for the IP license, the Startup must provide consideration to Green International University, which may include a reasonable equity stake, royalty payments, and the assumption of ongoing IP protection costs. Revenue or equity returns earned by the university will be governed by Section 4.

3.4.3 Additional Considerations for Faculty-Affiliated Companies

The following regulatory safeguards apply to all Faculty Startups:

- **Collaboration Agreements:** A faculty laboratory may only collaborate or subcontract with a Startup under an official agreement negotiated by ORIC. This contract must clearly define the distinct scope of work and separate responsibilities of each party, governed by Green International University policies.
- **Negotiation Restrictions:** Faculty members are strictly prohibited from representing Green International University in any negotiations, transactions, or decisions involving their affiliated Startup.
- **Resource Separation:** Faculty members and the Startup must maintain strict operational boundaries to ensure that non-licensed university materials, data, and IP are completely segregated and not improperly utilized by the Startup.
- **Space and Facility Use:** No academic laboratory space, university equipment, or state resources (including institutional purchasing authority) may be used for the benefit of a Startup without:
 1. Prior written approval from the respective Department Head or Dean.
 2. A fully executed written agreement detailing cost reimbursement to Green International University.
- **Conflict of Interest:** Faculty members involved with a Startup must fully comply with the university's policies on "Consulting for Faculty" and "Financial Conflict of Interest in Research" to eliminate real or perceived conflicts of interest.
- **Grant Competition:** Startups are prohibited from competing against Green International University for basic research grants that would appropriately be executed within the faculty member's university laboratory.

3.4.4 Employment of Students Working at Startups

Faculty members affiliated with a Startup must not exert undue influence on students to accept employment at the company. Prior written approval from the relevant Department Head or Dean is mandatory before employing a student. Students retain the right to seek recourse through the Rector or Dean to resolve any workplace grievances.

Green International University mandates that student employees receive a formal, written offer letter detailing a specific job description, compensation rate, and expected hours. Student wages must align with fair market value rates.

3.4.5 Licensing Back of University Intellectual Property

If Green International University determines that it cannot successfully commercialize a specific invention, and the faculty inventor does not wish to form a Startup, the university will offer to license the invention back to the inventor (a "License Back"). Upon execution of a License Back, the inventor assumes all financial and legal obligations related to patent maintenance and commercialization, and agrees to pay a predefined percentage of their gross commercial revenue back to Green International University.

3.4.6 Dealings with Outside Parties

3.4.6.1 Sponsored Research

All sponsored research agreements must be negotiated, finalized, and managed exclusively by ORIC. Individual faculty members, departments, and research centres are prohibited from independent execution and must route all such agreements through ORIC.

3.4.6.2 Consulting

While faculty members are encouraged to consult for industry partners, they must rigorously follow all Green International University consulting procedures. This compliance remains mandatory even if the faculty member is consulting for an affiliated Startup. Faculty members must ensure that the IP clauses within private consulting agreements do not conflict with their institutional obligations to the university.

3.4.6.3 Use of Non-Disclosure Agreements

Non-public data and information regarding Green International University IP must not be shared with external entities unless protected by a fully executed Non-Disclosure Agreement (NDA) negotiated by ORIC and approved by the competent University Authority.

3.4.6.4 Tangible Property

Tangible institutional property including software, devices, designs, models, cell lines, blueprints, seeds, antibodies, compounds, and formulations may not be transferred outside Green International University unless there is in place a fully executed Material Transfer Agreement (MTA) negotiated by ORIC and approved by the University Authority.

3.5 Other Considerations

3.5.1 Publication

Inventors must recognize that premature public disclosure or publication of research findings can permanently jeopardize global IP and patent rights. While Green International University retains the fundamental right to publish all research results generated by faculty and students within industry-sponsored projects, it may agree to temporarily delay publication for a reasonable, contractually specified period to allow for necessary IP protection filings.

3.5.2 Affiliates and Intellectual Property

In specific instances, Green International University may enter into formal affiliation agreements with external organizations. These agreements may grant the university additional intellectual property rights. For example, if a student receives a stipend or financial support from Green International University that is funded through an affiliated organization, the university shall assert sole legal ownership over any intellectual property generated by that student.

3.5.3 Open-Source Software Distribution

In cases where Green International University holds an ownership interest in software, faculty members or research sponsors may formally request that the university distribute or make the source code available under an open-source license. To proceed, the faculty member must consult with the Office of Research, Innovation, and Commercialization (ORIC) to evaluate whether an open-source distribution model serves the strategic and institutional interests of the university.

3.5.4 Signing of Agreements

All legally binding documents that obligate the university including Sponsored Research Agreements, Intellectual Property Licenses, Confidential Disclosure Agreements (CDAs), and Material Transfer Agreements (MTAs) must be executed exclusively by an authorized university signatory. A comprehensive list of designated personnel with delegated signing authority shall be officially notified and maintained by the office of the Vice Chancellor.

3.5.5 Disagreements Related to Inventions

Any disputes, conflicts, or disagreements arising from the interpretation, ownership, or execution of this policy regarding inventions shall be governed and resolved through the official procedures established within the Green International University By-Laws.

4) Distribution of Income

4.1 Commercialization of Research Output

Researchers and their teams are entitled to receive a percentage of the net income generated through the commercialization of their research outputs. The specific breakdown of allowable expenses, gross revenue, net income, and ancillary fiscal details shall be clearly defined within each individual contract of research.

Net income generated from any form of intellectual property at Green International University will be distributed on a per-project basis according to the following tiered schedule:

Net Income Level (PKR) Per Project	Green International University Share	Researcher(s) and Team Share
Less than PKR 100,000	0%	100%

From PKR 100,000 to less than 1.0 million	30%	70%
From PKR 1.0 million to less than 2.0 million	25%	75%
PKR 2.0 million and above	20%	80%

4.2 Consultancy Projects

The following distribution framework applies to all corporate or industrial consultancy projects, irrespective of whether university facilities or equipment are utilized. All consulting agreements, invoicing, and incoming financial transactions must be processed and managed directly through ORIC.

Total revenue and fees collected per project shall be allocated as follows:

Total Revenue / Fees Received (PKR)	Green International University Share	Faculty Consultant & Team Share
Up to PKR 1.0 million	0%	100%
From PKR 1.0 million to less than 2.0 million	15%	85%
From PKR 2.0 million to less than 3.0 million	25%	75%
PKR 4.0 million and above	30%	70%

4.3 The GIU Net Revenue Allocation Scale After Paying 60% to Financer

To directly incentivize faculty innovation and reward research excellence, GIU implements a structured, transparent distribution scale for all income generated through technology licensing, royalties, and commercial corporate spin-offs:

Stakeholder / Entity	Revenue Share Allocation	Purpose and Utilization Strategy
The Primary Creator(s)	45%	Direct personal incentive for the faculty, staff, or student inventor(s).
The Originating Department / Lab	15%	Reinvested into specialized lab equipment, materials, and internal project scaling.
The GIU ORIC Hub	15%	Retained as a flat administrative and legal fee to cover patent filing, renewals, and legal counsel.
The Sponsoring School / Faculty	15%	Allocated by the Dean to support regional research grants and student competitive symposiums.
The Rector's Research Fund	10%	Reserved for university-wide infrastructure updates and strategic seed-funding investments.

4.4 Terms of Reference (TORs)

1. All operational issues regarding the assignment of the research team, scope of work, allocation of laboratory space, equipment usage, and associated incidental costs must be resolved at the respective departmental level.
2. Every research and commercial contract must receive formal, written approval from the Director of ORIC both at the time of commencement and upon final project closure.
3. Green International University retains ultimate administrative authority over all project contingencies, final executive decisions, policy revisions, and institutional approvals.

5. EXCEPTIONS TO THIS POLICY

Exceptions to this Intellectual Property and Commercialization Policy may be granted at the sole discretion of the Vice Chancellor and the Office of Research, Innovation, and Commercialization (ORIC). Any such deviations will be reviewed and approved in close consultation with the relevant university department and the affected faculty members.

6. ENFORCEMENT

Violations of any provisions within this policy may result in appropriate disciplinary action. Enforcement will be carried out in strict accordance with the Green International University Laws and By-Laws, the General Rules of Conduct for All University Employees, applicable research and commercial agreements, and the university's student disciplinary regulations.

Disclosure Forms and Format of Undertaking(s)

Form for Filing Patent

Instructions:

1. Only use one side of the sheet for writing specification.
2. Please write specification in English language.
3. Format with at least 1.5 line spacing, on white A4 size paper with minimum margins 2cm from top and bottom, 2.5cm from left side and 2 cm from right side.
4. It is advisable that one of the first things to do is to prepare the claims for the invention.

1. Title of Invention

Title of the invention sufficiently indicates the subject matter of the invention. It is best to avoid being overly narrow or broad in the invention's title.

2. Abstract

It includes all the important technical aspects of your invention. Abstract shall commence on a new sheet. The abstract normally consists of not more than 2 pages. Abstract should mention those technical features of invention which are disclosed in detailed description part of the invention. It is advisable after writing

abstract check all this disclosed in description part of the specification.

3. Field of the Invention

What area does the invention relate to?

For example, for a new accessory for a motor car you may write "this invention relates to motor cars, more specifically an accessory for a motor car".

4. Background of the Inventions

Why is the invention necessary or useful, and what has it developed out of?

Continuing with the motor car accessory example, it may be that your accessory is an improvement on a previously existing accessory. Here you can discuss why the improvement is needed. It is important to discuss some 'prior art' here - patents that have already been filed by someone else relating to your idea. The background part may conclude with a short, crisp statement about the shortcomings of the prior art but this must be written in a manner that does not disclose the solution to be described later in the application. It should instead be written in a manner that makes the typical reader think:

How anyone could ever solve this problem!

It is advised don't spend too much time preparing the background. A good rule of thumb is no more than a maximum of two pages and/or no more than 10 percent of the total content of the application.

To find relevant prior art it is advised to perform a patent search in patent databases and non-Patent literature.

5. Detailed Description

How exactly does your invention work?

Here you should describe in detail the exact components, systems, methods and so on that make your invention work so that someone else skilled in the area would be able to reproduce it using your instructions.

6. Claims

Precise legal statements in the form of single sentence that define the scope of your invention. Claims shall commence on a new sheet. The Patent application must end with one or more claims, at least one independent claim and other dependent claims. Usually begin with "I or We claim," and should be sequentially numbered and be presented in order from broadest to narrowest. It is advisable that one of the first things to do is to prepare the claims for the invention. If the claims are prepared before drafting other parts of specification you will know better which terms need to be described in the specification.

Preamble or opening statement of the claim(s) must indicate whether a process or product feature of invention is claimed.

Example: claim

- i. A device, comprising: a pencil; and a light attached to the pencil.
- ii. The device as claimed in claim 1 wherein the light is detachably attached to the pencil.
- iii. The device as claimed in claim 2 wherein the pencil is made of wood.

7. Drawings

What does your invention look like?

Patent application is required to contain drawings, if drawings are necessary to describe the invention especially product inventions other than chemicals.

Drawing(s) should commence on separate sheet(s) and the minimum margins shall be as follows:-

Execute the drawings without coloring in durable, black, sufficiently dense and dark, uniformly thick and well-defined lines and strokes to permit satisfactory reproduction. Flow sheets and diagrams are also considered as drawings for this purpose.

Please write in the left-hand top corner of the drawing the name of the applicant and in the right-hand top

corner the number of sheets or drawings and the words 'original' or 'true copy' as the case may require. Similarly, in the right-hand bottom corner the signature of the applicant or his Agent is required.

Name of Applicant / Patent Agent:

Signature:

Contact# / e-mail id:

Date:

Checklist:

- ☐ Form P-1 or Form P-1A application without priority..... 02 copies
- ☐ Form P-2 or Form P-2A application with priority 02 copies
- ☐ Form P-3 for provisional or Form P-3A for complete specification.....: 02 copies
- ☐ Patent Specification02 copies
- ☐ Drawing(s), *if any*..... 02 copies
- ☐ Pay order or demand draft..... 01 original + 01 copy
- ☐ Form P-28 (power of Attorney), *if any* 01 original + 01copy
- ☐ Priority document (for convention application)01 copy
- ☐ No Objection Certificate..... 01 copy

Form P-1

Form P-1

Patents Ordinance, 2000

Fee Rs.

Application for patent when the true and
first inventor is sole or joint applicant

(Section 13(1) Rule 8(1))

*(To be accompanied in duplicate by a Provisional Specification on Form
P-3 or the Complete Specification on Form P-3A)*

I (or we)

Insert (in full) the
name, address, and
nationality of the
applicant or applicants.

hereby declare that: -

Insert title of the invention.

Insert who is the inventor.

(i) I am in possession of an invention

for _____

_____ ; (ii) that I (or we) (or the
said) (_____) claim to be the true and first

State here whether the
specification accompanying
this form is "provisional"
or "complete".

inventor thereof:

(iii) that the invention is not in use in Pakistan by any other person;

(iv) that the _____ specification filed with this application is,
and any amended specification which may hereafter be filled in this behalf will be, true of the
invention to which this application relates;

(v) that following are particulars of my application,-

Insert number of sheets of the
Description, Claim(s), Abstract,
and Drawings.

Description:	
Claim (s):	
Abstract:	
Drawing (s):	

Insert address for
service in Pakistan.

Address for service in Pakistan:

I (or we) humbly pray that a patent may be granted to me (or us) for the said inventions.

Insert name,
Designation and
address of the

signatory. In case

Dated this _____ day of _____, 20____

of Agent, also
include latest tele-
communication
details

Signature _____

Name: _____

Designation: _____

Address: _____

To

Controller of Patents The
Patent Office Karachi

Website: www.ipo.gov.pk E-mail: patent@ipo.gov.pk

Form P-1A

Form P-1A

Patents Ordinance, 2000

Fee Rs.

Application for patent when the true and first
inventor is NOT a party to the application

(Section 13(1) Rule 8(1))

*(To be accompanied in duplicate by a Provisional Specification on
Form P-3 or the Complete Specification on Form P-3A)*Insert (in full) the name
address, and nationality of
the applicant or
applicants.

I (or we)

hereby declare that: -

Insert title of the invention.

(i) I am in possession of an invention for

Insert name.

Insert (in full) name, address, _____;

and nationality of inventor.

(ii) that I (or we) (or the said) (_____) claim to be the
assign of (or the legal representative of)State here whether the
specification accompanying

who claim(s) and is (are) believed to be true and first inventor(s) thereof;

this form is "provisional" or

(iii) that the invention is not in use in Pakistan by any other person;

"complete".

(iv) that the _____ specification filed with this application is,
and any amended specification which may hereafter be filled in this behalf will be, true of
the invention to which this application relates;Insert number of sheets of
Description, Claim(s),(v) that the facts and matters stated herein are true to the best of my (or our)
knowledge, information and belief.

(vi) that following are particulars of my application,-the

Abstract, and Drawings.

Description:	
Claim (s):	
Abstract:	
Drawing (s):	

Insert address for

Address for service in Pakistan:

service in Pakistan.

I (or we) humbly pray that a patent may be granted to me (or us) for the said inventions.

Dated this _____ day of _____, 20____

Insert name,
Designation and

address of the
signatory. In case

of Agent, also include

latest tele-__

communication details.

Signature _____

Name: _____

Designation: _____

Address: _____

To

Controller of Patents The
Patent Office Karachi

Website: www.ipo.gov.pk E-mail: patent@ipo.gov.pk

Form P3

Form P-3

Patents Ordinance, 2000

Fee Rs.

Provisional Specification

(Section 14)

(To be supplied in duplicate with Forms P-1, P-1A, P-1B or P-1C)

Insert title verbally agreeing
with that in the application
form.

Insert (in full) the name,
address, and nationality of
the applicant or applicants.

The following specification particularly describes the nature of this invention:-

Here begin description of the
nature of the invention.

Dated this _____ day of _____ 20, _____

Website: www.ipo.gov.pk E-mail: patent@ipo.gov.pk

Form P-3A

Form P-3A

Patents Ordinance, 2000

Fee Rs.

Application for complete specification
(Section 14)

(To be supplied in duplicate with Forms P-2, P-2A, P-2B or P-2C or

Forms P-1, P-1A, P-1B or P-1C)

(if a Provisional Specification is not accompanying)

Insert title verbally agreeing
with that in the application
form.

Insert (in full) the
name, address, and
nationality of the

applicant or applicants.

Insert number of sheets of
the Description, Claim(s),
Abstract, and Drawings.

Description:	
Claim (s):	
Abstract:	
Drawing (s):	

Insert address for service
in Pakistan.

Address for service in Pakistan.

Here begin full description of the
nature of the invention.

The following specification particularly describes and ascertains the nature of this
invention and the manner in which it is to be performed:-

Dated this _____ day of _____, 20____

Website: www.ipo.gov.pk

E-mail: patent@ipo.gov.pk

Form P-2

Form P-2

Patents Ordinance, 2000

Fee Rs.

Convention application for patent when the true and first
inventor is sole or joint applicant

(Section 13(2) (Rule 8(2))

*(To be accompanied in duplicate by a Complete Specification on Form P-3A)*Insert (in full) the name
address, and nationality of
the applicant or
applicants.

I (or we)

hereby declare that: -

(i) I am (or we are) (or the said _____) have/has made
application(s) for the protection of an invention for _____

Insert title of the invention

in the following Convention countries and on the following official date(s);

Insert the name of the
Convention country(ies)
and official dates.

Convention Country

Date(s)

Insert the official date
of the earliest

(ii) that the invention was not in use in Pakistan by any other person before the

Convention application.

(iii) that the specification filed with this application is, and any amended specification which
may hereafter be filed in this behalf will be, true of the invention to which this application
relates;(iv) that the facts and matters stated herein are true to the best of my (or our)
knowledge, information and belief.

(v) that following are particulars of my application,-

Insert number of sheets of
the Description, Claim(s),
Abstract, and Drawings.

Description:	
Claim (s):	
Abstract:	
Drawing (s):	

Insert address for

service in Pakistan.

Address for service in Pakistan:

Insert the official date of the

I (or we) humbly pray that a patent may be granted to me (or us) for the said invention in of

To

Controller of Patents
The Patent Office
Karachi

E-mail: patent@ipo.gov.pk

earliest Convention priority to other applicants and that such patent shall have the date
application _____.

Dated this _____ day of _____, 20

Insert name,

Designation and

address of the

signatory. In case

of Agent, also include

latest tele-__

communication details.

Signature _____

Name: _____

Designation: _____

Address: _____

To

Controller of Patents
The Patent Office
Karachi

E-mail: patent@ipo.gov.pk

Form P-2A

Form P-2A

Patents Ordinance, 2000

Fee Rs.

Convention application for patent when the true and first
inventor is NOT a party to the application

(Section 13(2) (Rule 8(2))

*(To be accompanied in duplicate by a Complete Specification on Form P-3A)*Insert (in full) the
name address, and
nationality of the
applicant or applicants.

I (or we)

hereby declare that: -

(i) I am (or we are) (or the said _____) am/are/is the
legal representative(s) ofGive name, address and
nationality of the Convention
applicant or applicants.

deceased or the assignee of

--

Insert title of the invention

(ii) that _____ has (or have) (jointly
with me/us) made application(s) for the protection of the invention for

in the following Convention countries and on the following official date(s);

Insert particulars of the
Convention application on
which the priority is based

Convention Country

Date(s)

Insert the official date
of the earliest

(ii) that the invention was not in use in Pakistan by any other person before the

--

Convention application.

(iii) that the specification filed with this application is, and any amended specification which
may hereafter be filed in this behalf will be, true of the invention to which this application
relates;(iv) that the facts and matters stated herein are true to the best of my (or our) knowledge,
information and belief.Insert number of sheets of
the Description, Claim(s),
Abstract, and Drawings.

(v) that following are particulars of my application, -

Description:	
Claim (s):	
Abstract:	
Drawing (s):	

To

Controller of Patents
The Patent Office
Karachi

E-mail: patent@ipo.gov.pk

Insert address for

service in Pakistan.

Address for service in Pakistan:

Insert the official date of the

earliest Convention

application

I (or we) humbly pray that a patent may be granted to me (or us) for the said invention in of
priority to other applicants and that such patent shall have the date

_____.

Dated this _____ day of _____, 20_____

Insert name,

Designation and

address of the

signatory. In case

of Agent, also include

latest tele-

communication details.

Signature _____

Name: _____

Designation: _____

Address: _____

To

Controller of Patents

The Patent Office

Karachi

E-mail: patent@ipo.gov.pk

Form P-28

Form P-28

Patents Ordinance, 2000

To be stamped
under the stamp Act.

Form of Authorization to Agent.
(Section 81)(Rule 55)

IN THE MATTER OF

Insert particulars of the
case.

Insert (in full) the name,
address, and nationality.

hereby authorize

Insert name, address and
Communication details of
the agent.

Strike out if not required.

to act as my (or our) Agent and to perform the functions, acts and deeds deemed
permissible by the Ordinance and the Rules and to receive all notices, requisitions and
communications until further notice.

Insert name of Agent
whose authority is
cancelled.

And I (or we) revoke the previous authority given by me (or us) to _____

in this matter.

Dated this _____ day of _____, 20____

Insert name,
designation and
address of the

signatory. In case

of Agent, also

include latest tele-

communication details.

Signature _____

Name: _____

Designation: _____

Address: _____

To
Controller of Patents
The Patent Office
Karachi

Website: www.ipo.gov.pk E-mail: patent@ipo.gov.pk

Form for Registration of Copyrights

Form-II

APPLICATION FOR REGISTRATION OF COPYRIGHTS

[SEE RULE 4 (i)]

To

The Registrar of Copyrights,
Copyright Office, **KARACHI.**

Sir,

In accordance with section 39 of the Copyright Ordinance, 1962 (XXXIV of 1962), I/We hereby apply for registration of copyright and request that entries may be made in the Register of Copyrights as in the enclosed statement of particulars sent herewith in triplicate.

**I also send herewith duly completed the statement of further particulars relating to the work.*

2. *In accordance with sub-rule (3) of Rule 4 of the copyright rules, 1967, I/We have sent by hand pre-paid registered post copies of this letter and of the enclosed statement(s) to the other parties **concerned as shown below:-*

NAME AND ADDRESS OF THE PARTIES	DATE OF DESPATCH

3. *The prescribed fee has been paid, as per details below:-*
4. *Communication on the subject may be addressed to:-*

List of enclosures:-

Yours faithfully

Place: _____

Dated: _____

(Signature)

***STATEMENT OF PARTICULARS (TO BE SENT IN TRIPLICATE)**

*For Literary, Dramatic, Musical and Artistic Works only.

**See entries 7, 11, 12 and 13 of the statement of particulars and the party referred to in entry 2(e) of the statement of further particulars.

Pay order/D.D. in favour of “DIRECTOR GENERAL IPO-PAKISTAN”

Statement Of Particulars

(To be sent in triplicate)

1. *Registration Number (to be filled in the Copyright office)*

2. *Name, Address and Nationality of the applicant.* _____

3. *Nature of the applicant’s interest in the Copyright of the work.* _____

4. *Class and description of the work and year of creation.* _____

5. *Title of the work. “ _____ ”*

6. *Language of the work.* _____

7. *Name, address and nationality of the author and if the author is dead, the date of his death:* _____

8. *Whether work is published or unpublished.* _____

9. *Year and country of first publication and name, address and nationality of the publisher.* _____

10. *Year and countries of subsequent publications, if any and names addresses and nationalities of the publishers.* _____

11. *Names, Addresses and Nationalities of the owners of the various rights comprising the copyright in the work and the extent of rights, held by each,*

together with particulars of assignment and licenses, if any.

12. *Names, Addresses and Nationalities of the other persons, if any authorized to assign or license the rights comprising the copyrights.*

13. *If the work is an artistic work, the location of the original work, including name, address and nationality of the person in possession of the work (in the case of an architectural work the year of completion of the work should also be mentioned).*

14. *Remarks, if any;* _____

Place: _____

Dated: _____

(Signature)

Statement Of Further Particulars

(For Literary, Dramatic, Musical and Artistic works Only)

(To be sent in Triplicate)

1. *If the work to be registered, whether the work is :-*

(a) *an original work?* _____

(b) *a translation of a work in the public domain?* _____

(c) *a translation of a work in which Copyright subsist?* _____

(d) *an adaptation of a work in public domain?* _____

(e) *an adoption of work in which Copyright subsists?* _____

2. *If the work is a translation or adaptation of a work in which Copyright subsists:-*

(a) *Title of the original work;* _____

(b) *Language of the original work;* _____

(c) *Name, address and nationality of the author of this original work and if the author is dead, the date of his death; -----*

(d) *Name, address and nationality of the publisher, if any of the work;*

(e) *Particulars of the authorization for a translation or adaptation including the name, address and nationality of the party authorizing; ____*

3. *Remarks, if any;* _____

Place: _____

Dated: _____

(*Signature*)

Undertaking for Copyrights

Undertaking for Artistic Work

Affidavit – Self Creation

UNDERTAKING FOR ARTISTIC WORK

AFFIDAVIT (Self Creation)

I, _____ S/o. _____ Muslim, adult, Pakistani National resident of _____ state on Oath and declare as under:-

1. That I am _____ of M/s. _____ and to confirm that I have created/ designed the artistic work/ _____ under the title of _____
2. That the Artistic Work/ _____ entitled above applied for registration of copyright by _____ is original creation and neither copy nor imitation of work of any other author nor copy or imitation of any design, trademark or service mark.
3. That to the best of my knowledge there is no other person who is interested in the Copyright of the Artistic Work/ _____ entitled above.
4. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future artistic work.
5. That the contents in para No.1 to 4 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Affidavit – No Objection Certificate

UNDERTAKING FOR ARTISTIC WORK

AFFIDAVIT (No Objection Certificate)

I, _____ S/o. _____ Muslim, adult, Pakistani National holding CNIC# _____ resident of _____ state on Oath and declare as under:-

1. That I am professional artist designer and working under name and style trading as M/s
2. That as per instruction of Mr./M/s _____ I have created/ designed the artistic work/Label design/monogram/Logo/Calligraphy under the title of _____.
3. That the Artistic Work/Label design/Monogram/Logo/ Calligraphy under the Title of " _____ " applied registration of Copyrights in the Copyright Office, Intellectual Property Organization, Government of Pakistan, by M/s _____ is my original creation (**Created in the Year** _____) and is neither copy nor imitation of work of any author.
4. That I hereby undertake that I have received my full and final remuneration from M/s. _____ and there is nothing any dues in the subject matter with M/s. _____.
5. That to the best of my knowledge there is no other person who is interested in the Copyright of the above title/work.
6. That in case above declaration is found to be false or incorrect, copyright if granted is liable to be cancelled in addition to any other permissible under law including but not limited to black listing the author in future artistic work.
7. That the contents in Para No.1 to 6 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Format of Advertisement (for Artistic Work only)

ADVERTISEMENT FOR THE REGISTRATION OF COPYRIGHT

(Under the proviso to sub-Section (2) of section 39 of the Copyrights Ordinance, 1962) read with Rule-4(3.A) of Copyright rules, 1967

SPACE OF ARTISTIC WORK

General Public and all concerned persons are hereby informed that we/our client M/s. _____ have applied for registration of Copyrights of above Artistic Work/Label Design/Logo/Calligraphy/under the title of _____ in the Copyright Office, Government of Pakistan, Karachi/Lahore/Islamabad on _____

Any Person / Authority having any interest, claim, right, lien, objection or whatsoever should file objection in writing if any, within one month of the publication of this advertisement to **The Registrar of Copyright Office, Government of Pakistan, Intellectual property Organization, Ground Floor, Plot # ST 1 & 2, New Broad Casting House (Ground Floor), Behind KDA Civic Center, Block -14, Gulshan-e-Iqbal, Karachi Ph# 021-99230140-41**

ADDRESS OF ADVOCATE/APPLICANT

Undertaking for Literary Work

Affidavit / Undertaking

UNDERTAKING FOR LITERARY WORK

AFFIDAVIT/UNDERTAKING

I, _____ S/o. _____ Muslim, adult, Pakistani National resident of _____ holding CNIC # _____ of state on Oath and declare as under: -

1. That I am author and to confirm that I have written/compiled/ arranged the literary work/book the year _____ under the title of _____.
2. That I am writer of the literary work/ book entitled above in Urdu/English/Arabic Language.
3. That to the best of my knowledge there is no other person who is interested in the Copyright of the above said literary work/ book entitled above.
4. That I undertake that the said literary work/ book written/compiled/arranged by me and not copied by any other.
5. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future literary work.
6. That the contents in para-No.1 to 6 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____.

DEPONENT

Affidavit / NOC from Writer / Author / Creator (for Literary Work only)

AFFIDAVIT/NOC FROM WRITER/AUTHOR/CREATOR

I, _____ S/o. _____ Muslim, adult, Pakistani National
resident of House No. _____ holding CNIC # _____ of
state on Oath and declare as under: -

1. That I am professional writer/author/creator of literary works and written various works and to confirm that I have written/compiled/arranged the literary work in the year _____ under the title of _____
2. That I undertake that the said literary work in _____ language written/compiled/arranged by me and not copied from any other work etc.
3. That to the best of my knowledge there is no other person who is interested in the Copyright of the above said literary work entitled above.
4. That I have no objection and will not claim any right by me or my legal heirs/representative etc. in future in respect of said copyright under the title of _____
5. That I have no objection if the copyright in the above said literary work is being registered in the name of Mr./M/s. _____ having address at _____.
6. That I have received full and final remuneration from Mr./ M/s. _____ having address at _____ for the services.
7. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future for literary work.
8. That the contents in para-No.1 to 7 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Undertaking for Record Work

Affidavit / Undertaking for Self Creation (for Record Work only)

AFFIDAVIT/UNDERTAKING FOR SELF CREATION

I, _____ S/o. _____ Muslim, adult, Pakistani National holding CNIC No. _____ resident of _____ state on Oath and declare as under: -

2. That I am Applicant/Sole Proprietor/Director/Chief Executive Officer of M/s. _____ having address as _____ and Singer/music composer/ author/writer/Lyricist of the applied record and to confirm that I have sung/written/ compiled/arranged the record work in the year _____ under the title of _____ in _____ language.

2. That to the best of my knowledge there is no other person who is interested in the Copyright of the above said record work entitled above.

3. That I undertake that the said record work is being sung/written/ compiled/arranged by me and not copied from any other work etc.

4. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future for record work.

5. That the contents in para-No.1 to 4 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Affidavit / NOC from Singer / Music Composer / Author / Writer / Lyricist (for Record Work only)

**AFFIDAVIT/NOC FROM SINGER/MUSIC
COMPOSER/AUTHOR/WRITER/LYRICIST**

I, _____ S/o. _____ Muslim, adult, Pakistani National
resident of House No. _____ holding CNIC # _____ of
state on Oath and declare as under:-

1. That I am Singer/music composer/author/writer/Lyricist of the various record works and to confirm that I have sung/written/compiled/arranged the record work in the year _____ under the title of _____
2. That I undertake that the said record work is being sung/ written/ compiled/arranged by me and not copied by from other work etc.
3. That to the best of my knowledge there is no other person who is interested in the Copyright of the above said record work entitled above.
4. That I have no objection and will not claim any right by me or my legal heirs/representative etc. in future in respect of said copyright under the title of _____
5. That I have no objection if the copyright in the above said record work is being registered in the name of Mr./M/s. _____ having address at _____.
6. That I have received full and final remuneration from Mr./ M/s. _____ having address at _____ for the services.
7. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future for record work.
8. That the contents in para No.1 to 7 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Undertaking for Cinematographic Work

Affidavit / Undertaking from Producer / Author / Creator

AFFIDAVIT/UNDERTAKING FROM PRODUCER/AUTHOR/CREATOR

I, _____ S/o. _____ Muslim, adult, Pakistani National holding CNIC No. _____ resident of _____ state on Oath and declare as under:-

1. That I am the Applicant/Sole Proprietor/Director/Chief Executive Officer of M/s. _____ having address as _____ and producer/author of the applied Cinematographic work and to confirm that I have create/written/compiled/arranged the cinematographic work in the year _____ under the title of _____ in _____ language.
2. That to the best of my knowledge there is no other person who is interested in the Copyright of the above said cinematographic work entitled above.
3. That I undertake that the said cinematographic work is created/ written/compiled/arranged by me and not copied from any other cinematographic work etc.
4. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be cancelled in addition to any other action permissible under law including but not limited to black listing the author in future for cinematographic work.
5. That the contents in para No.1 to 4 above are true and correct to the best of my knowledge, information and belief.

Dated this _____ day of _____

DEPONENT

Affidavit / Undertaking from Producer / Author / Creator

AFFIDAVIT/NOC FROM
ARTIST/ACTOR/PERFORMER/CREATOR

I, _____ S/o. _____ Muslim, adult, Pakistani National
resident of House No. _____ holding CNIC # _____ of
state on Oath and declare as under:-

1. That I am professional Artist/Actor/performer and performing in various kind of cinematographic works and to confirm that I have perform in the cinematographic works in the year _____ under the title of _____
2. That I undertake that the said cinematographic work performed/created/
written/compiled/arranged by me and not copied by from other cinematographic work etc.
3. That to the best of my knowledge there is no other person who is interested in the Copyright of
the above said cinematographic work entitled above.
4. That I have no objection and will not claim any right by me or my legal heirs/representative etc. in
future in respect of said copyright under the title of _____.
5. That I have no objection if the copyright in the above said record work is being registered in the
name of Mr./M/s. _____ having address
at _____.
6. That I have received full and final remuneration from Mr./ M/s. _____
having address at _____ for the services.
7. That in case above declaration is found to be false or incorrect, copyright, if granted, is liable to be
cancelled in addition to any other action permissible under law including but not limited to black
listing the author in future for cinematographic work.
8. That the contents in para No.1 to 7 above are true and correct to the best of my knowledge,
information and belief.

Dated this _____ day of _____

DEPONENT

Form for Registration of Trademark

Form TM-55

TM-55

Fee: Rs. 1000 (See entry No. 54 of the First Schedule)

Request for Search Under Rule 87

The Registrar is hereby requested under rule 87 of the Trademarks Rules, 2004 to search in

Class ^a _____ in respect of ^b _____

_____ to ascertain whether any trademarks are on record which resembles the trade mark sent herewith in duplicate (each representation being mounted on a sheet of strong paper approximately 13 inches by 8 inches in size).

Dated this _____ day of _____, 2012.

Signature^c _____

Name of signatory in block letters _____

d

To,
The Registrar of Trade Marks,
Trade Marks Registry, Karachi.

^a The Registrar's direction should be obtained if the class is not known

^b Specify the goods (in the class stated) in respect of which the search is to be made.

^c Signature

^d Address

Website: www.ipo.gov.pk

E-mail: tmr@ipo.gov.pk

Form TM-1

(To be accompanied by a **duplicate** of this Form and by **six** additional representations affixed on a durable paper of size 13" x 8") Fee: See entry No.1 of the First Schedule

Application for registration of trade mark for goods or services and to register a domain name under section 22(1), section 84(2); rule 12

One representation to be fixed within this space and **six** others to be sent separately. Representation of larger size may be folded but must then be mounted upon linen or other suitable material affixed thereto. See rule 17.

Application is hereby made for registration in the register of the accompanying trade mark in class ^e _____

in respect of ^f _____

in the name(s) of ^g _____ Nationality _____

trading as ^h _____

whose trade or business address is ⁱ _____

who claim(s) to be the proprietor(s) thereof and by whom the said mark is proposed to be used / being used since

_____ in respect of said goods or services ^j _____.

If the application is for a series of marks, indicate how many marks in the series ^k _____.

If the application is for domain name indicate whether it is in respect of goods or services ^l _____.

If colour is claimed, indicate here and state the colour(s) ^m _____.

Address for service in Pakistan to which all correspondence should be sent ⁿ _____

Dated this _____ day of _____ 202_____.

Signature ^o _____

Name and Designation of signatory in block letters _____

Telephone: _____

Fax: _____

Email: _____

To,

The Registrar of Trade Marks, Trade
Marks Registry, Karachi.

^e Insert the serial number of the class as indicated in Schedule IV to the Trade Marks Rules 2004.

^f Specify the goods or services. Only goods and services included in one and the same class should be specified. Please consult Schedule IV attached to the rules to check the class of goods and services or the Book on International Classification of goods issued by the International Bureau for the Protection of Intellectual Property, Geneva.

^g Insert legible the full name, description and **nationality of the applicant**.

^h Insert the trading style, if any.

ⁱ Insert the full trade or business address of the applicant.

^j Strike out whichever is not applicable. If the mark is already in use, file the proof thereof by way of affidavits, publicity material, sale figures etc.

^k Indicate how many marks are in the series.

^l Indicate whether domain name is in respect of goods or services.

^m State the colour(s) claimed.

ⁿ State address for service in Pakistan.

^o Signature of the applicant. If the mark is owned by an individual, he must sign it, if owned by a partnership firm, by the Managing Partner, if the applicant is a limited company, by the Managing Director or Director.

Notes – (1) *The prescribed fee should be paid along with this application either through a cheque drawn in favour of or through a money order addressed to the Director General, IPO- Pakistan.*

(2) *Where the application is being filed through an attorney, a power of attorney on Form TM-48 duly stamped must accompany this application.*

(3) *If the word mark is in a language other than English, Urdu or regional Pakistani languages, its translation and transliteration in the form of an affidavit must accompany this application.*

FORM TM-11

O

**Fee: See entry Nos.11 & 12
Of the First Schedule**

m

T

M Fee for Registration of a trade mark

- (Section 33(2). rule 48)

1

1

(If the applicant has furnished a printing block for advertisement, this form must be accompanied by one unmounted representation of the mark exactly as shown in the form of application).

I (or we) (a) _____transmit the prescribed fee
for the Registration of the Trade Mark No. _____in class _____.

Dated this _____day of _____201 _____.

Signature (b) _____

Name of signatory in block letters

To,
The Registrar of Trade Marks,
Trade Marks Registry,
Karachi.

(a) Insert full name, address and nationality, (See rule 8).

(b) Signature of the applicant

Note.1.- *The request for entry of an address for service of the Registered Proprietor be Made on Form TM-50 and if it accompanies this Form no fee will be payable on Form will be payable on Form TM-50.*

Note.2.- *This form along with the registration fee shall be submitted to the Trade Mark Registry within one month of its receipt from the Registry.*

Website: www.ipo.gov.pk E-mail: tmr@ipo.gov.pk

FORM TM-48

(To be stamped under the Stamp Act, 1899)
Form of Authorization of Agent in a matter or proceeding under the
Ordinance (Section 127, Rule 10)

I (or We) (a) _____ hereby authorize
(b) _____ of _____ to
Act as my (or our) agent for (c) _____
_____ and request that all
notices, requisitions and communications relating thereto may be sent to such agent at the
above address.

I (or we) hereby revoke all previous authorizations, if any, in respect of the same matter
or proceeding.

Dated this _____ day of _____ 201_____

Signature (d) _____
Name of signatory in block letters

Address (e) _____

(To be struck out if the person appointing the agent desires his own address to be
treated as the address for service after registration).

I (or we) also authorize the said (b) _____ to complete
Form TM-SO requesting the entry of address for service as part of my (or our) registration
obtained under the above authorization.

Dated this _____ day of _____ 201_____

Signature (d) _____
Name of signatory in
block letters Signature (e) _____ To,
The Registrar of
Trade Marks, Trade
Marks Registry,
Karachi.

Name of signatory in block letters

- (a) Insert full name, address and nationality. See rule 8.
- (b) Insert name and address of agent.
- (c) State the particular matter or proceeding for which the agent is Appointed, giving the reference number if known.
- (d) To be signed by *the* person appointing *the* agent.
- (e) Insert the full trade or business address of the person appointing the agent.



THE GREEN
INTERNATIONAL
UNIVERSITY,
LAHORE