

# Request Written Appeal and Ex-Parte Hearing by Agent

## 1 Request Written Appeal

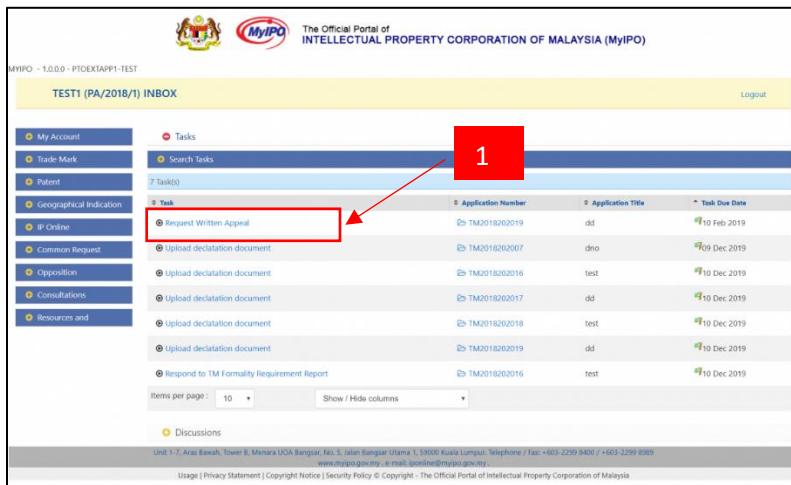
If your application is being refused at TM Search and Examination phase, you can request Written Appeal.

For the Individual user, identity optional by default for:

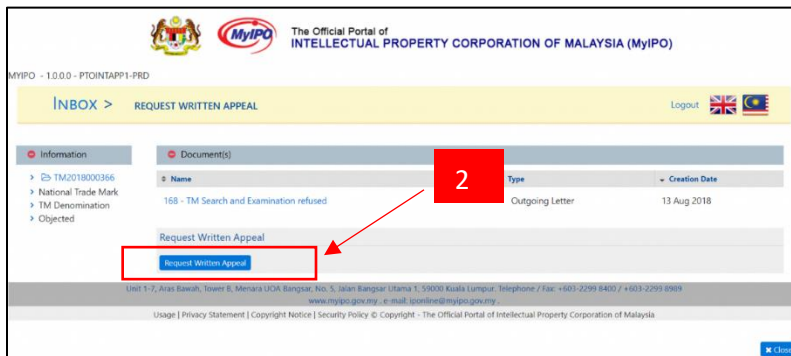
- In my own right
- As a legal representative

For the Agent user, identity optional by default for:

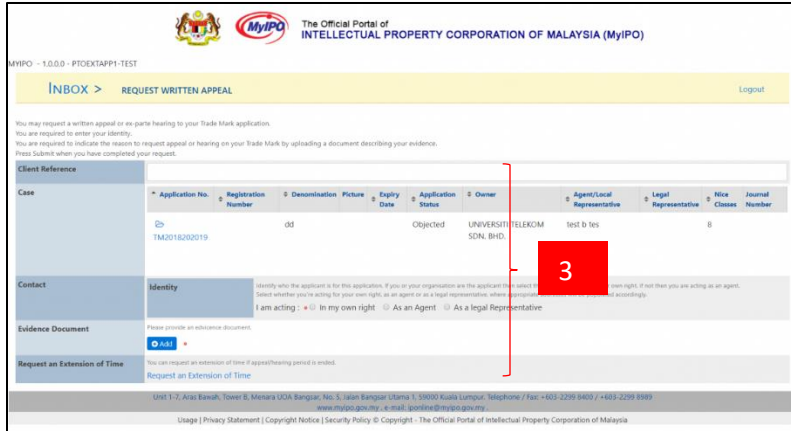
- In my own right
- As an agent
- As a legal representative



### 1. Click on "Request Written Appeal" link



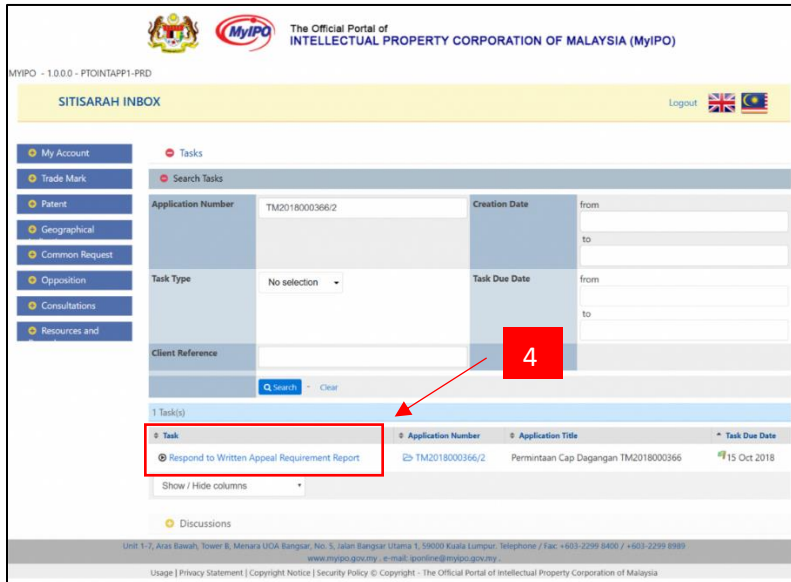
### 2. Click on "Request Written Appeal" button



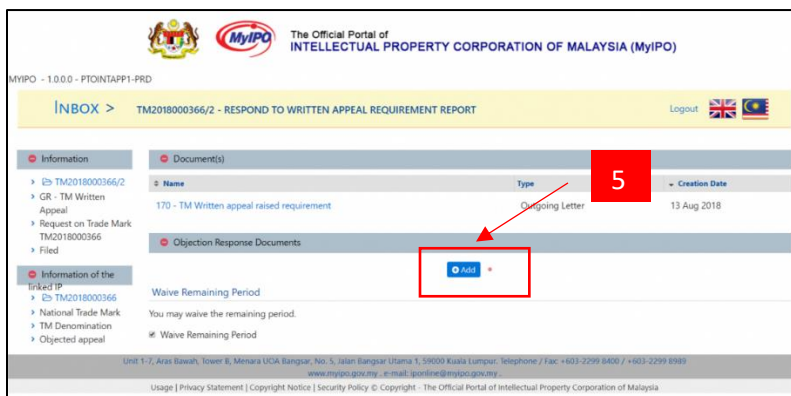
3. Complete the information and click “Submit”

### 1.1 Respond to Written Appeal Requirements Report

You have a task to respond if the MyIPO officer request to raise requirements on your application.



4. Click on “Respond to Written Appeal Requirement Report” link



5. Click on “Add” button to upload response documents

## 2 Request Ex-Parte Hearing

If your written appeal application is maintained object, you can request Ex-Parte Hearing

For the Individual user, identity optional for:

- c. In my own right
- d. As a legal representative

For the Agent user, identity optional for:

- d. In my own right
- e. As an agent
- f. As a legal representative

The screenshot shows the MyIPO user interface. At the top, it says "The Official Portal of INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)". Below that, the page title is "TEST1 (PA/2018/1) INBOX". On the left, there is a navigation menu with options like "My Account", "Trade Mark", "Patent", etc. The main area displays a "Tasks" section with a "Search Tasks" bar. Below this is a table of tasks. The table has columns for "Task", "Application Number", "Application Title", and "Task Due Date". One task is highlighted with a red box: "Request Ex-Parte Hearing" with application number TM2018202019 and due date 10 Feb 2019. A red arrow points from a red box containing the number "6" to this task.

Task	Application Number	Application Title	Task Due Date
Request Written Appeal or Ex-Parte Hearing	TM2018202007	dno	10 Dec 2018
Request Written Appeal	TM2018202018	test	10 Feb 2019
Request Ex-Parte Hearing	TM2018202019	dd	10 Feb 2019
Upload declaration document	TM2018202007	dno	09 Dec 2019
Upload declaration document	TM2018202016	test	10 Dec 2019
Upload declaration document	TM2018202017	dd	10 Dec 2019
Upload declaration document	TM2018202018	test	10 Dec 2019
Upload declaration document	TM2018202019	dd	10 Dec 2019
Respond to TM Formality Requirement Report	TM2018202016	test	10 Dec 2019

### 6. Click on "Request Ex-Parte Hearing" link

The screenshot shows the MyIPO user interface. At the top, it says "The Official Portal of INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)". Below that, the page title is "INBOX > REQUEST EX-PARTE HEARING". On the left, there is a navigation menu with options like "Information", "National Trade Mark", etc. The main area displays a "Document(s)" section with a table. The table has columns for "Name", "Type", and "Creation Date". One document is listed: "171 - TM Written appeal refused" with type "Outgoing Letter" and creation date "10 Aug 2018". Below this document, there is a "Request Ex-Parte Hearing" link, which is highlighted with a red box. A red arrow points from a red box containing the number "7" to this link.

Name	Type	Creation Date
171 - TM Written appeal refused	Outgoing Letter	10 Aug 2018

### 7. Click on "Request Ex-Parte Hearing" button

The screenshot shows the 'REQUEST EX-PARTE HEARING' form. A red box with the number '8' highlights the 'Identity' section. The form includes fields for 'Application No.', 'Registration Number', 'Denomination', 'Picture', 'Expiry Date', 'Application Status', 'Owner', 'Agent/Local Representative', 'Legal Representative', 'Nice Classes', and 'Journal Number'. The 'Identity' section contains the following text: 'Identify who the applicant is for this application. If you or your organisation are the applicant then select (Select whether you're acting for your own right, as an agent or as a legal representative, unless appointed by address writer). I am acting :  In my own right  As an Agent  As a legal Representative'. Below this are dropdown menus for 'Reason for Hearing' (set to 'Dummy Hearing Reason 1') and 'Objection to Registration' (set to 'Dummy Objection 1'). There is also a 'Request an Extension of Time' section and a 'Payment' button at the bottom.

8. Complete the information and click “Submit”

### 2.1 Respond to Ex-Parte Hearing Requirement

Applicant need to respond to raise requirements reports when the MyIPO officer request requirements from the application submitted. Please refer to item 1.1

### 2.2 Request Grounds of Ex-Parte Hearing Decision

The screenshot shows the 'SITISARAH INBOX' page. A red box with the number '9' highlights the 'Request Grounds Of Ex Parte Hearing Decision' task. The task list includes the following information:

Task	Application Number	Application Title	Task Due Date
Request Grounds Of Ex Parte Hearing Decision	TM2018000388	Denomination 02	21 Sep 2018
Request Ex-Parte Hearing	TM2018000366	TM Denomination	13 Oct 2018
Request Ex-Parte Hearing	TM2018000388	Denomination 02	21 Oct 2018
Upload Document(s)	TM2018000364	TM TEST FOR DENOMINATION	12 Aug 2019
Upload Document(s)	TM2018000366	TM Denomination	13 Aug 2019

9. When the ex-parte hearing application refused, applicant will have a new task which is Request Ground of Ex-Parte Hearing. Click on link “Request Grounds of Ex Parte Hearing Decision”.

The screenshot shows the MyIPO portal interface. At the top, it says 'The Official Portal of INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO)'. Below that, there's a navigation bar with 'INBOX >' and 'REQUEST GROUNDS OF EX PARTE HEARING DECISION'. A 'Logout' button is visible. The main content area has a left sidebar with 'Information' and a list of items: 'TM2018000388', 'National Trade Mark', 'Denomination 02', and 'Refused'. The main area shows a document titled '174 - Ex-Parte Hearing refused' with a type of 'Outgoing' and a creation date of '21 Aug 2018'. Below this, there's a section titled 'Request Grounds Of Ex Parte Hearing Decision' with a blue button labeled 'Request Grounds Of Ex Parte Hearing Decision' highlighted by a red box. A red arrow points to this button, and a red box with the number '10' is next to it.

10. Click on button “Request Grounds of Ex Parte Hearing Decision”

The screenshot shows the MyIPO portal interface for 'REQUEST TM GROUNDS OF EX-PARTE HEARING DECISION'. It features a 'Reference' field with a placeholder 'Please keyin the reference'. Below that is a table with columns: 'Application Number', 'Application Type', 'Application Title', 'Picture', 'Submission Date', 'Application Status', and 'Owner'. The table contains one row: 'TM2018202286/3', 'GR - TM Ex-parte Hearing', 'Request on Trade Mark TM2018202286', a picture icon, '04 Oct 2018', 'Refused', and 'nur anis azizan'. Below the table is an 'Identity' section with a text area for identifying the applicant and radio buttons for 'In my own right' and 'As an Agent'. At the bottom, there's a 'Document(s)' section with an 'Add' button and a 'Payment' section. A red box highlights the 'Submit' button, with a red arrow pointing to it and a red box containing the number '11'.

11. Complete the information and click “Submit”