1) On the homepage of IPO-Pakistan website (www.ipo.gov.pk), click on **Online Filing** option under **Online Services**:

![Online Services](image)

2) Alternatively, directly go to apply.ipo.gov.pk, login screen of online filing portal will load. Click on **New Registration**:

![Log In](image)
3) **New User Registration** page will load. Registration data is collected in two steps:

- **Step-I** : Mobile No. & Email Address Verification
- **Step-II** : Authorized Representative Details

In Step-I, attorney would be required to enter his / her Computerized National Identity Card (CNIC) No., Mobile No. and Email Address. Make sure to give your own Mobile No. and Email Address as this information would be locked upon verification and cannot be changed once registered.

![New User Registration](image1.png)

4) Enter your **CNIC No.**, **Confirm CNIC No.** and select your **Service Provider**. *e.g.* If you have ported your Warid Number to Telenor Network, your Service Provider will be Telenor:

![New User Registration](image2.png)
5) Enter your **Mobile No.** and click the button **Get Code via SMS.** The system will send a code via SMS to your provided Mobile No. and the message “*The Code has been sent to your provided Mobile No.!*” would be displayed:

![Image of New User Registration form with Mobile No. verification code](image)

6) Enter your **Email Address** and click the button **Get Code via Email.** The system will send a code in an email to your provided Email Address and the message “*The Code has been sent to your provided Email Address*” would be displayed:

![Image of New User Registration form with Email verification code](image)
7) Enter the code received in the SMS in **Mobile No. Verification Code** field and click anywhere outside the field, the message “**Mobile No. verified successfully!**” would be displayed:

![New User Registration](image)

8) Enter the code received in the email in **Email Verification Code** field and click anywhere outside the field, the message “**Email Address verified successfully!**” would be displayed. The **VERIFY & CONTINUE** button will change its color from Grey to Green. Click on **VERIFY & CONTINUE** button to go to Step-II (Authorized Representative Detail):

![New User Registration](image)
9) In Step-II: Authorized Representative Detail such as Name, Name of Law firm, Bar License No., Landline Phone, Fax, Correspondence Address etc. will be collected. Color scan of front and back side of Bar Council’s Card / Certificate will also be uploaded. Your CNIC, Mobile No. and Email Address would be fetched from the information provided in Step-I and will NOT be editable in Step-II. Under the option Register as, select the radio button REPRESENTATIVE:

![New User Registration](image)

10) Upon selecting REPRESENTATIVE option, two more options namely ATTORNEY and RTMA will be displayed. Select ATTORNEY if you are a registered lawyer with any of the Provincial Bar Councils, Islamabad Bar Council or Pakistan Bar Council; or select RTMA if you are a Registered Trademark Agent (RTMA) with the Trademark Registry, IPO-Pakistan:

![New User Registration](image)
11) Upon selecting **ATTORNEY** option, a new field **Business Type** would appear with three options namely:

- **SOLE PROPRIETORSHIP**
- **ASSOCIATION OF PERSONS (FIRM)**
- **PRIVATE LIMITED COMPANY**

This is the legal nature of your law firm whether it is owned by an individual (Sole Proprietor), or a group of associates (Partnership / AOP) or it is a private limited law company. In the case of **Association of Persons (Firm)**, the system would also ask you to give the name(s) and CNIC(s) of other partners in the firm. Select the appropriate **Business Type** and fill-in the required information:

- **Title** *(Select appropriate title. Do NOT select Mr/Ms/Dr/Prof if your name starts with MALIK, HAFIZ, CHAUDHRY, SYED, QAZI, RANA, MIAN, SHEIKH, MIRZA etc. Instead select the last option in Title drop down list)*
- **Full Name** *(Name of the attorney applying for registration)*
- **Gender** *(Gender of the attorney applying for registration)*
- **License No.** *(Bar Council License No. / HCR No. / SCR No. of the attorney applying for registration)*
- **Name of Law Practice** *(Name of Law Firm)*
- **Landline Phone No.**
- **Fax No.** *(optional)*
- **Correspondence Address** *(Mailing address of the law firm. Do NOT mention law firm name, city name, country name and mobile / phone number etc. in this field. These are to be mentioned in their respective fields ONLY.)*
- **Province** *(Name of province where this law firm’s office is located)*
- **City** *(Name of city where this law firm’s office is located. The list of cities will load based on your selection in Province field)*
- **Upload License Scanned File** *(Single file allowed. Color scan of front and back side of Bar Council’s Card / Certificate scanned into one file of less than 1MB. Supported file formats are .jpg, .png and .pdf)*

**IMPORTANT TO NOTE:**

i) Information mentioned in this registration will automatically be added in the Correspondence Address field of TM-1 form at the time of filing, in the following format: `<Name of Law Practice>,<Correspondence Address>,<City>,<Province>.

ii) Registration of ONE law firm per CNIC is allowed. If you have more than one law firms, please have the second registration applied in the name of any of the other partner attorneys in that firm.

iii) ONLY ONE registration is allowed for a law firm. Even if you have more than one associates in your law firm, the registration will be granted to ONE of the associates ONLY.
12) As shown above, click on Choose File button in Upload License Scanned File field to browse and select the scanned file of Bar License (both sided). Click on the name of scanned file in the File Choose dialog box and click the Open button:

![Open dialog box]

13) The name of selected scanned file will be shown in front of Choose File button. Click on the check box besides the statement “I agree to the Terms & Conditions of IPO-Pakistan policy” and Enter characters shown in image in the fields below. Click the SAVE & CONTINUE button:
14) “Registration Successful” message will appear on your screen. A confirmation email of receiving your registration request will also be sent to your email by the office. IPO office will communicate observations and anomalies in your registration request (if any) through email.

![Registration Successful](image)

15) After processing of your request and removal of anomalies (if any), you will receive a registration confirmation email from no-reply@ipo.gov.pk on your email address mentioned at the time of registration. In the email you will find your Username (CNIC is your user name) and Default Password (system generated) along with the details about the address verification letter that you will receive via courier / registered post on the correspondence address mentioned at the time of registration. After receipt of Username / Password email you will be able to log on to IPO online filing portal but CANNOT submit an application.

<table>
<thead>
<tr>
<th>Registration request received at IPO-Pakistan, Government of the Pakistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>from <a href="mailto:no-reply@ipo.gov.pk">no-reply@ipo.gov.pk</a> to KASHIF LARIF MALIK</td>
</tr>
<tr>
<td>Tue, Jul 21, 10:24 PM (2 days ago)</td>
</tr>
</tbody>
</table>

Dear MR KASHIF LARIF MALIK,

Thank you for applying for registration on IPO-Pakistan Portal, Government of Pakistan. Your registration request No. 36G and attached documents are under review by IPO-Pakistan. Meanwhile you will receive a letter of thanks through courier service on your mailing address mentioned in your registration request. Upon receipt of the letter of thanks, please sign and stamp, mention the courier consignment number in the designated boxes and upload scanned copy of the letter on IPO portal by using following login credentials. After processing of your request, PIN CODE shall be sent on your email address/call phone registered with IPO-Pakistan. Please login at [login link] using following credentials:

Username: 350919727689
Default Password: b8B9b9b9

It is recommended to change the auto-generated password immediately.

This is a system-generated email – please do not reply to it. If you have any queries regarding your registration, please feel free to contact us via email at feedback@ipo.gov.pk.

Sincerely,
IT Directorate
Intellectual Property Organization of Pakistan
UPLOADING ADDRESS VERIFICATION LETTER

16) You will receive a letter through courier / registered post for verification of your correspondence address. Carefully read and follow the instructions mentioned in the address verification letter to fill in the following information and scan the letter in jpg, png or pdf file of size less than 1MB:

<table>
<thead>
<tr>
<th>Courier Consignment Number</th>
<th>Receiving Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>41407118383</td>
<td>21-07-2020</td>
</tr>
</tbody>
</table>

Dated: 21/07/2020

No. LHR/LOT/303/2020
MR KASHIF LATIF MALIK
KLM ASSOCIATES
HOUSE NO.9, STREET NO.1, YUNUSFURA, KOKER PURA, LAHORE, PUNJAB

Subject: WELCOME TO IPO-PAKISTAN WEB PORTAL

Dear MR KASHIF LATIF MALIK,

Thank you for creating an account on IPO-PAKISTAN Web Portal, Government of Pakistan. Please login at apply.ipo.gov.pk using login credentials already sent on your email address registered with IPO-Pakistan.

Upon receipt of this letter through regular courier, please sign and stamp in the space given below. Please also mention the courier consignment number in the designated box and upload scanned copy of this letter on IPO-PAKISTAN Web Portal. After processing of your request, a PIN CODE will be sent via SMS to your mobile number registered with IPO-Pakistan.

If you have any queries throughout this registration process, please feel free to contact us via e-mail at feedback@ipo.gov.pk or call 0321-4100180

Sincerely,

for IT Directorate
Intellectual Property Organization of Pakistan
17) Log on to IPO online filing portal (apply.ipo.gov.pk) to upload the scanned letter into your online filing portal. After login, move the mouse pointer to the top right corner of the page over to the two buildings icon, a menu will pop. Select **My Profile** option on the menu:

![My Profile](image1)

18) **My Profile** page will be loaded. Click on the **edit** icon under **Action** column:

![My Profile](image2)

19) Your profile information page will be opened. Scroll down to the bottom of the page to see **Attorney Letter Detail** section. Fill in the **Courier Consignment No., Receiving Date** fields and click on **Choose File** button to browse and upload the scanned letter of address verification:

![Attorney Letter Detail](image3)
20) Select the scanned letter file and click on the **Open** button:

![Open button](image)

21) The name of selected scanned file will be shown in front of **Choose File** button. Click on the **SAVE** button.

![Attorney Letter Detail](image)

22) The letter will be uploaded and you can see **Courier Consignment No.** added in your profile:

![My Profile](image)
23) After verification of your uploaded letter and matching the **Courier Consignment No.** in the office record, the office will generate a 4-digit **PIN Code** and share with you via SMS and Email registered with IPO-Pakistan. After receiving PIN Code, your registration process will be completed and you will be able to submit the online files to IPO-Pakistan.

24) If you face any issue during this registration process, feel free to drop an email at feedback@ipo.gov.pk.