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

![Online Services](image1.png)

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

![Log In](image2.png)
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, applicant 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.

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:
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:

![New User Registration](image1)

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:

![New User Registration](image2)
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](image1)

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](image2)
9) In Step-II: Authorized Representative Detail such as Name, Landline Phone, Fax, Correspondence Address etc. will be collected. 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 **SELF**:

![New User Registration Form]

**Description of fields**

- **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)*
- **Full Name** *(Name of the applicant applying for registration)*
- **Gender** *(Gender of the applicant applying for registration)*
- **Landline Phone No.** *(optional)*
- **Fax No.** *(optional)*
- **Correspondence Address** *(Mailing address of the applicant. Do NOT mention 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 of correspondence address)*
- **City** *(Name of city of correspondence address. The list of cities will load based on your selection in Province field)*

**IMPORTANT TO NOTE:**

- 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: `<Correspondence Address>, <City>, <Province>`.
- The user registered as **SELF** can ONLY file his / her own applications and NOT of other clients. A user has to be registered as **REPRESENTATIVE** if he / she intends to submit applications on his / her client’s behalf.
10) After having filled in the required information keeping in view the above description, 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:
11) “Registration Successful” message will appear on your screen.

![Registration Successful Image]

12) 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), Default Password (system generated) and PIN CODE (4-digit code). Username / Password will be used to log on to IPO online filing portal (apply.ipo.gov.pk) and PIN CODE will be required to submit applications to IPO.

```
Dear KASHIF LATIF MALIK,

Thank you for creating an account on IPO-Pakistan Portal, Government of Pakistan.
Please login at apply.ipo.gov.pk using following credentials:
Username: 3520107272689
Default Password: Q0w4dI5
PIN CODE: 1725

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

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

Sincerely,
IT Directorate
Intellectual Property Organization of Pakistan
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13) If you face any issue during this registration process, feel free to drop an email at feedback@ipo.gov.pk.

[End of document]