Duplicate Sets of following three sub sets:

**Sub Set 1:**

P-1A, and P-1A Reverse

Authority Letter (if anyone has been authorized by Rector to sign in place of him)

Bank Draft

**Sub Set 2:**

Form P3-A

Patent Specification/Descriptive Document

Title and inventors (Page 1)

Abstract (Page 2)

Other details including drawings etc.

Claims (New page and End page), Rector’s / Authorizer’s Sign with date at the end of claims

Signatures of all inventors on a separate page at the end

**Sub Set3:**

Drawings

**Formatting for Drawings:**

Top Left – Name of Foundation University Islamabad

Center - Drawing

Bottom Right – Sign of Rector / Authorized Person

Sign on each Sheet

Separate Page numbers – like Page 1 of 5

Deed of Assignments – Signatures from Inventors (Keep at ORIC’s record, no need to send to IPO)

Authority Letter from Rector for all correspondence regarding patent filing/revision/examination report

**Info related to Authorized Person:**

Sign on P1A, at the end of Claims, on each page of Drawings, Covering Letter, Objection Report and any cutting on the documents

Replies to IPO

Sign on Revise Document

P-17

IPO will call to Rector/Authorized person only

Any hearing