STATE AGENCY ON
INTELLECTUAL PROPERTY
OF THE REPUBLIC OF MOLDOVA

24/1, Andrei Doga Str., Chsinau, MD-2024,
Republic of Moldova
Tel./Fax: (+373-22) 400 607, 400 608, 440 119
office@agepi.md, www.agepi.md

USER GUIDE

TO ELECTRONIC SERVICE FOR ON-LINE FILING OF IPO APPLICATIONS

e-AGEPI

AGEPI, 2014

Contents

GLOSSARY

Description of the main notions used in this User Guide:

Term	Description
AGEPI	State Agency on Intellectual Property of the Republic of Moldova - specialized governmental authority, vested with the right to grant protection of intellectual property objects.
ES e-AGEPI	Electronic service for on-line filing of IPO applications
IS AGEPI	Information System of AGEPI.
IP	Intellectual property - dealing with the field of private property belonging to natural persons or legal entities with the right of possession, use and disposal. It covers the objects resulting from intellectual activity in industrial, economic, commercial, scientific, information, literary and/or artistic, and other areas. It consists of two components – industrial property and copyright and related rights – and is one of the main levers of economic and cultural development of the state.
IPO	Intellectual property object - any result of intellectual activity, confirmed and protected by the respective rights of use thereof. It is divided into two categories: industrial property objects (inventions, plant varieties, topographies of integrated circuits, trademarks, industrial designs, geographical indications, appellations of origin and traditional specialties guaranteed); objects of copyright (literary, artistic and scientific works) and related rights (performances, phonograms, videograms and broadcasts of broadcasting organizations). To the field of intellectual property also relate other objects that have a separate regulatory system, such as: domain name, trade secret (know-how) and trade name.
PC	Personal cabinet - working environment personified for each user within the electronic service for on-line filing of IPO applications.
EF	Electronic format – any format other than printed format, including analogous, optical, electrical, magnetic, laser, acoustic or other similar technologies that can be accessed using a personal computer, workstation, computer network at any level, intranet, internet or other type of network.
EF	Electronic file - entity of documents in EF, afferent to the on-line submitted application, and other documents resulting from the examination procedure thereof (notifications, decisions, registration certificate, etc.), grouped by the belongingness to the application mentioned in the chronological running order of the examination procedure.
ES	Electronic signature - an electronic form made by a computer, used to identify the signer of the message and by which is indicated the person who has approved the content of information and data transmitted.
DS	Digital signature - an indispensable attribute of the electronic document obtained as a result of cryptographic transformation thereof using the private key, intended to confirm the authenticity of the electronic document.
MDS	Mobile digital signature – the same digital signature issued traditionally by the Public Key Certification Center, has the same legal force and is integrated into the SIM card of the mobile phone.
CST	Center of Special Telecommunications (cts.md)

1. INTRODUCTION

e-AGEPI is conducted using web solutions, is set on the server and requires no special configurations to client computers.

e-AGEPI ES includes: filing of applications for registration and assignment of priority (entry number and date) , filing of renewal applications, filing of legal status modification applications, filing concomitantly with the applications mentioned or subsequent filing of procedure-related documents, including documents confirming payment of procedure-related fees through various ways of payment, including payment of on-line fees. Concomitantly, it is elaborated the EF allowing the automation of the procedure for examination of IPO applications in EF.

e-AGEPI contributes to the partial exclusion of the need of applicants and representatives in IP to move to AGEPI, minimizes financial costs and time necessary for mailing the correspondence with the AGEPI.

Use of e-AGEPI ensures the more effective management of the procedure for examination of applications filed, as well as the technological process as a whole.

2. WELCOME

2.1. About User Guide

The present User Guide describes the general provisions, interface and mode of use of e-AGEPI and is intended to all interested persons.

2.2. Typographical conventions

In the User Guide are used conventional printing meanings, given in the table below:

Name	Font	Example
Name of objects	***Bold Italic***	Open the ***Filing a new application*** submenu
Screen elements	**Bold**	Access the **Authentication** button
Notes, recommendations	*Italic*	*Note*
References	Times New Roman	Access the Create a new user reference

3. GENERAL PROVISIONS

3.1. Main purpose

The **main purpose** of e-AGEPI is providing applicants/IPO holders, representatives in IP or other interested persons (hereinafter – users) with modern, fast, effective technologies, allowing the drafting, formation, control and automated filing of IPO applications to AGEPI.

3.2. Final purpose

The **final purpose** is the optimization of the technological process for on-line filing of IPO applications and related documents.

3.3. Objectives

The objectives of e-AGEPI are:

- Ensuring a high level of information security;
- Minimizing the time required for the filing of application and related documents;
- Non-stop filing of applications;
- Partial exclusion of the need for applicants' movement to AGEPI;
- Providing effective tools in PC

3.4. User role

The need to ensure a high level of information security in terms of efficient use of e-AGEPI conditioned the electronic service operation by roles and providing access for each user, depending on the role they have.

3.5. User profile

Information about the user is stored in the user profile and is used for his/her identification, assignment of his/her rights in the electronic service, depending on the role he/she has. The data from user profile are also used to access the personal desktop and auto-complete the personal data upon filing of applications and documents related to the initiation of the procedure for registration and payment of fees in PC. User profile is only used in the procedure for on-line filing of applications, and profile information is not treated in another sense.

3.6. Personal cabinet

PC is opened after the registration and/or authentication on the portal. In PC, the user has at his disposal the tools necessary for creating, editing and viewing the information related to the procedure for on-line filing of IPO applications and performing the filing-related operations: creation and/or revocation of digital signature, signing of application submitted, sending of application, performance of operations on the application, etc. If the user needs more information, he/she has the possibility to apply to the User Guide within PC, accessing the link User Guide to the Electronic Service.

3.7. Legal aspects

In the activity carried out by AGEPI in relation to applicants/holders of IPO or other interested persons, on the basis of the Law on Electronic Document and Digital Signature no. 264-XV of 15.07.2004, the Government Decision approving the Regulations on the Order of Application of Digital Signature in the Electronic Documents of Public Authorities no. 320 of 28.03.2006, the Government Decision on the approval of the Concept of the Integrated Electronic Document Circulation System no. 844 of 26.07.2007, was developed the e-AGEPI establishing the mode of creation, sending, receipt and storage of electronic documents in the procedures for filing of applications in EF to AGEPI, using the ES.

The electronic document is the information in EF created, structured, processed, stored and transmitted via the computer, other electronic devices or technical and program means, signed with ES in accordance with Law no. 264/2004 on Electronic Document and Digital Signature.

Registration of e-AGEPI users is performed only under the indispensable requirement to accept the terms and conditions of use of the procedure for on-line filing of IPO applications in accordance with the Agreement for Use of the Service "On-line Filing", governing the relations between AGEPI and User of the Service "On-line Filing".

4. ACCESS TO ELECTRONIC SERVICE

4.1. Log on the electronic service

Authentication procedure begins with the transition to the startup page in the browser. To launch the startup page, please indicate the web address of the electronic service: e-agepi.md or e-servicii.agepi.gov.md (Fig. 1). The service can be launched from the AGEPI portal agepi.gov.md and from public services portal of the Government of the Republic of Moldova, section "Culture, Education, Research", chapter "Intellectual Property" servicii.gov.md.

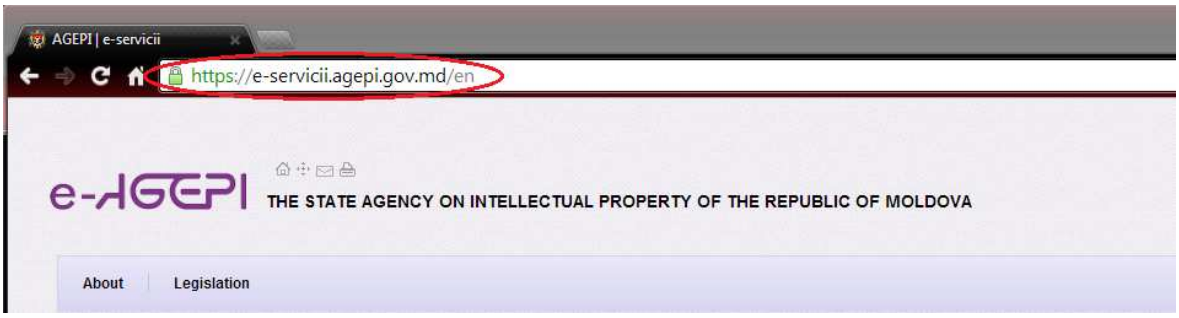

Fig. 1. Electronic system launch

At the launch of e-AGEPI, the startup page is loaded (Fig. 2). The electronic service maintains interface running into three languages: Romanian, Russian and English. By default, it is set the Romanian language. From the startup page, select the desired language and interface will change respectively.

Fig. 2. Startup page

4.1.1. Registration

For successful use of the electronic service it is necessary to have a user account in the system. If you have already a user account in the system, perform the login procedure in the electronic service in the **Authentication** section (Fig. 2).

If you do not have a user account in the system, perform the system registration procedure in the **Authentication** section (Fig. 2):

- Access the Create a new user reference. The new user profile will open. (Fig. 3).
- Complete the required fields in the user profile (required fields are marked with a red asterisk), described in Table 1.

Note: *During the registration procedure, enter carefully the IDNP code. Subsequent changes will be possible after a request to the AGEPI.*

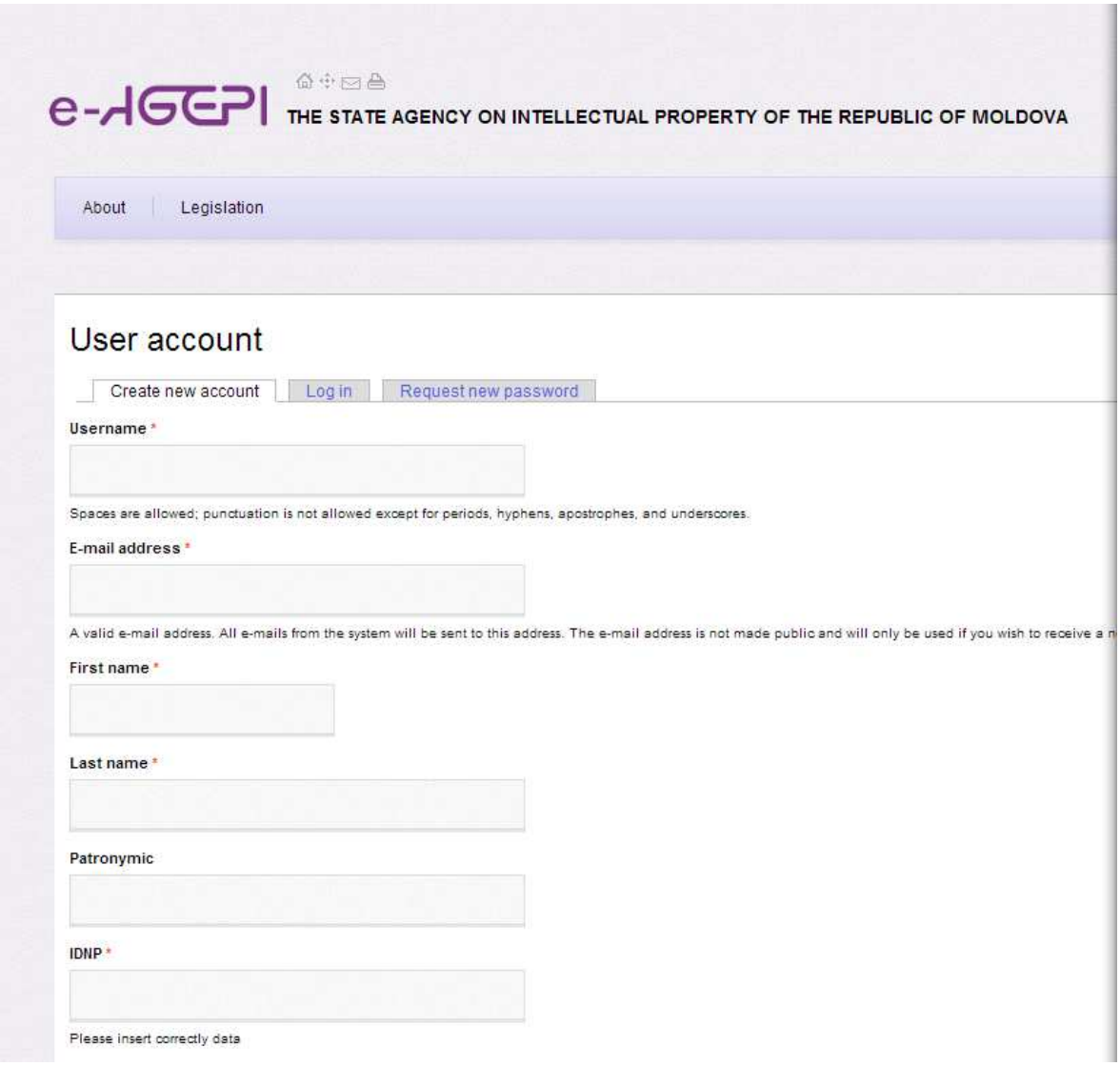

Fig. 3. New user profile

Table 1

Required fields to be completed in the user profile

Name	Meaning	Note
User name	User login name for authorization in the system	Login name must contain letters and numbers of the Latin alphabet and must start with a letter. Spaces at the beginning and at the end are not allowed. This field is required for completion.

E-mail address	Electronic mail address of the user	Enter a valid address. To this address will be sent notifications about user account activation and making of necessary changes during the procedure for online filing and examination of applications. This field is required for completion.
Name	User name	The value of this field will be used to display the user's full name and hello message. This field is required for completion.
Last name	User last name	The value of this field will be used to display the user's full name and hello message. This field is required for completion.
IDNP	User unique state identification number for natural persons	Identification number must contain thirteen digits. Introduction of spaces, including at the beginning and at the end is not allowed. This field is required for completion.
Status	Indicates that the user is a legal or natural person	The field must contain one of two indications and is used for automated completion of data on the Applicant or Representative, taken from the user profile. This field is required for completion.
IDNO	User unique state identification number for legal persons	Identification number must contain thirteen digits. Introduction of spaces, including at the beginning and at the end is not allowed. This field is required for completion.
Company	Company name for legal persons	It is recommended to separate the words by a single space and exclude spaces at the beginning and at the end of the name. This field is required for completion.
City	City name in the mail address	It is recommended to separate the words by a single space and exclude spaces at the beginning and at the end of the name. This field is required for completion.
Locality	Locality name from the mail address	It is recommended to separate the words by a single space and exclude spaces at the beginning and at the end of the name. This field is required for completion.

Street	Street name from the mail address	It is recommended to separate the words by a single space and excluding spaces at the beginning and at the end of the name. This field is required for completion.
Postal code	Postal code from the postal address	Postal code should contain the sequence formed of the country code, symbol "-" and four digits. For example: MD-2024. It is recommended to exclude spaces at the beginning and at the end of the postal code. This field is required for completion.
Gender	User gender. For natural persons	One of two possible values is selected: **Masc.** – masculine, **Fem.** – feminine. This field is required for completion.
Month	User month of birth. For natural persons	Is selected from the list. This field is required for completion.
Day	User birthday. For natural persons	Is selected from the list. This field is required for completion.
Year	User year of birth. For natural persons	Is selected from the list. This field is required for completion.
Telephone	Phone number of the user.	Format for international destinations: **00 + country code + area code + subscriber number**. Example for Chisinau municipality: (0037322)400505 or (+37322)400505. Format for national destinations: **country code + area code + subscriber number**. Example for Chisinau municipality: 022400505. This field is required for completion.
Fax	Fax number of the user	The completion format is similar to that in the **Telephone** field.
Terms and conditions	Terms and conditions of use	Access the Terms and conditions link. Get acquainted with the Agreement for Use of the Service "Online Submission". Tick he box ☒ **I agree to the terms and conditions of the Agreement**. This field is required for completion.

- Access the **Create a new user** button by clicking the left button of the mouse.

***Note**: The screen displays the hello message transmission confirmation and further instructions to the e-mail address indicated by you (Fig. 4).*

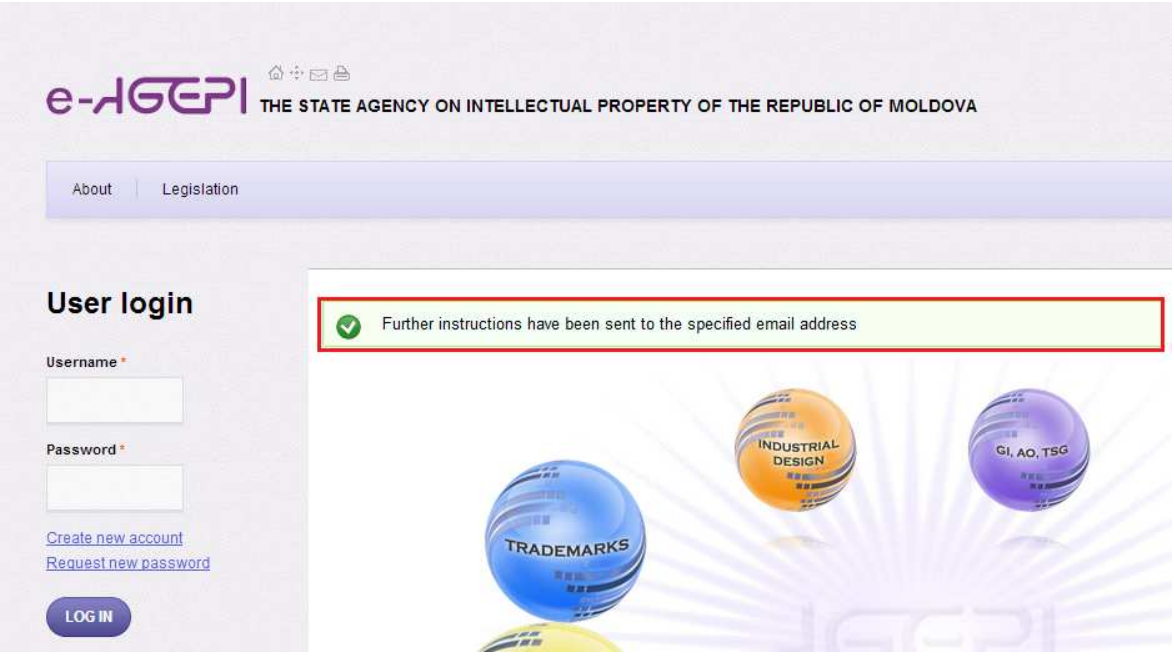

Fig. 4. Hello message transmission confirmation

- Follow further user account activation instructions (Fig. 5).

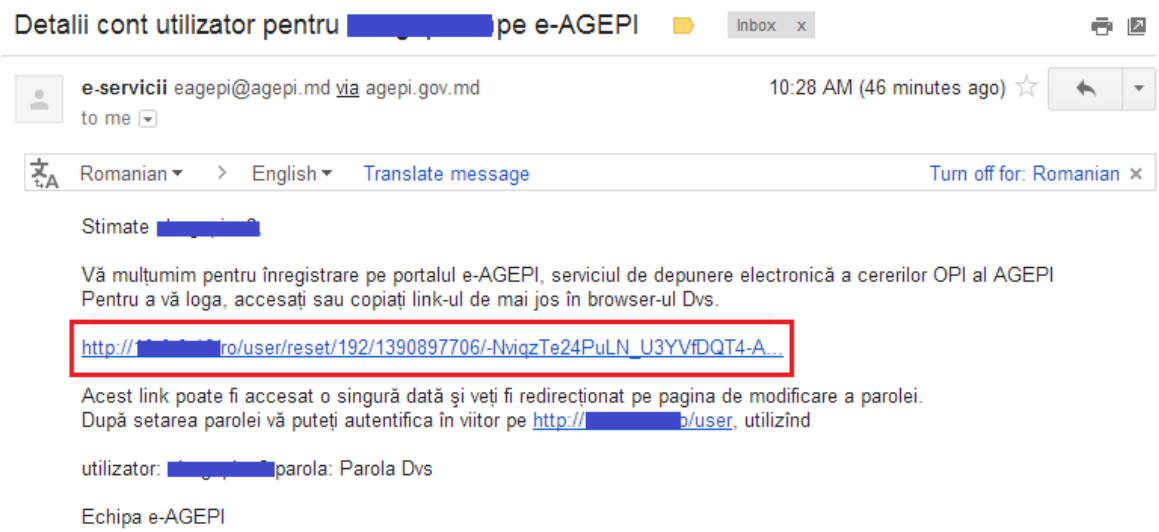

Fig. 5. User account activation instructions

- Open the received account activation notification (e-mail address indicated by you in the user profile).
- Click the account activation notice reference. Your password setting page will be opened (Fig. 6).

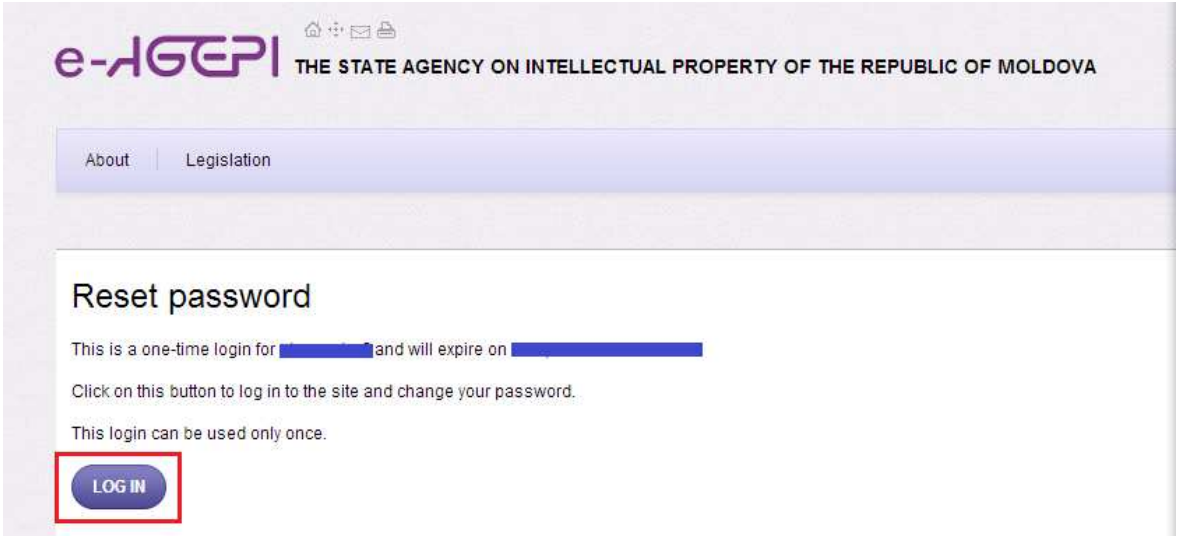

Fig. 6. Password setting page

- Access the **Authentication** button by clicking the left button of the mouse. The new user profile will be opened (Fig. 7).
  Note: *The screen displays the message "You have accessed the unique link to change your password. This link is no longer active. Enter your new password".*

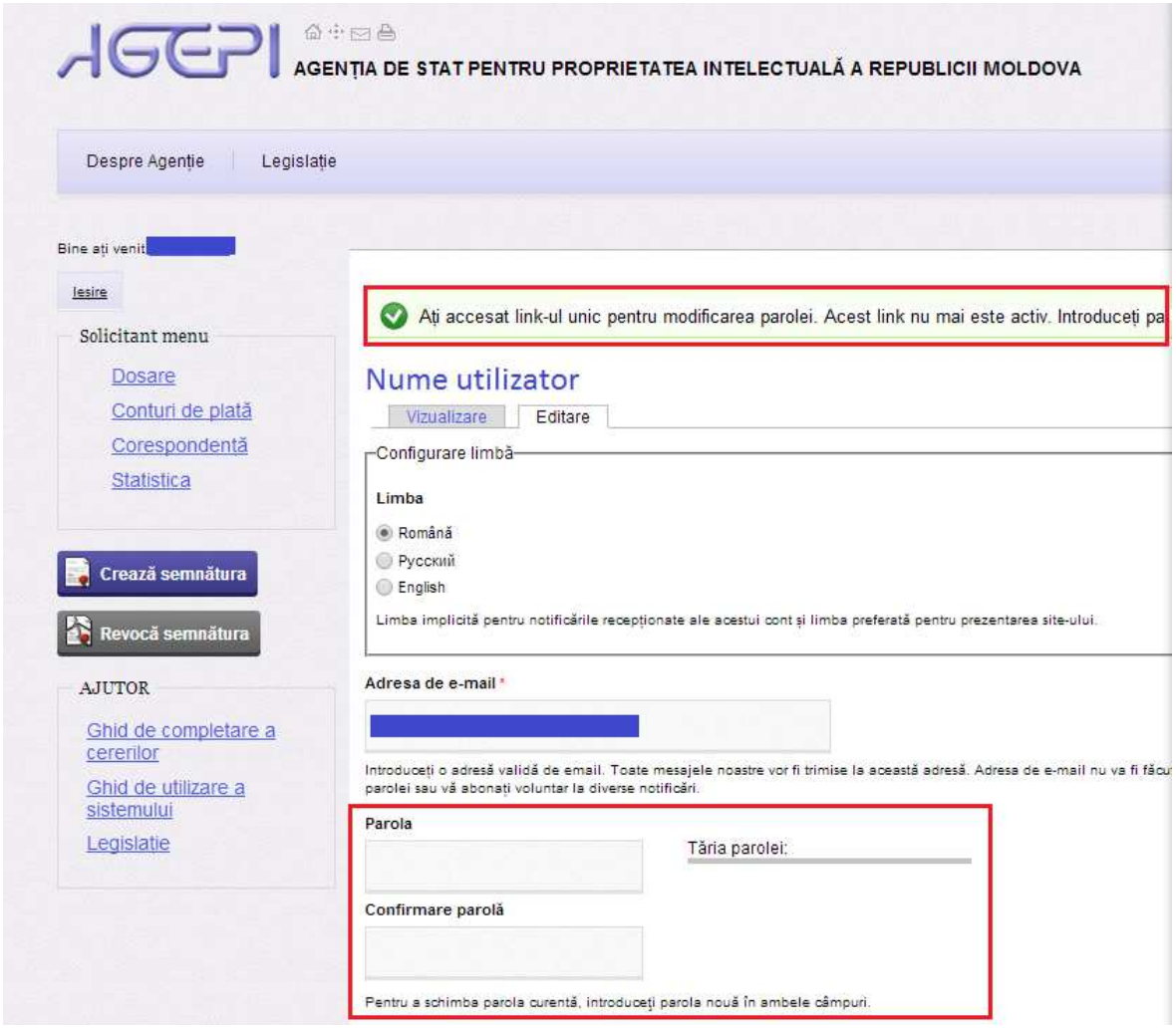

Fig. 7. User profile. Setting the password to activate the account

- Complete the required fields in the user profile (required fields are marked with a red asterisk) described in Table 2.

  Note: Next to password completion field is located the grid, determining the security of password entered.

Table 2

Required fields to be completed in the user profile

Name	Meaning	Note
Password	User password for authorization in the system	Password must contain letters and numbers of the Latin alphabet and must contain no more than 8 symbols as to be reliable. Each symbol entered in the field will be displayed as an asterisk (*). This field is required for completion.
Password confirmation	User password for authorization in the system	Password must contain letters and numbers of the Latin alphabet and must contain no more than 8 symbols to be reliable. Each symbol entered in the field will be displayed as an asterisk (*). This field is required for completion.

- Access the **Save** button by clicking the left button of the mouse.

  Note: *The screen displays the message "Changes saved".*

Subsequently, to edit personal data in the PD, please access the link with the user name. Access the ***Files*** reference to open the main PD page (Fig. 8).

Fig. 8. Reference for editing personal data from PD

4.1.2. Authentication

Authentication requires the presence of a web browser installed on the user's computer. It is advisable to use latest versions of Google Chrome or Internet Explorer, thus ensuring the correct performance of the electronic service functionality.

To perform the authentication procedure, launch the web browser and indicate the electronic service access address: e-agepi.md or e-servicii.agepi.gov.md. At the launch of e-AGEPI, the startup page is loaded (Fig. 2). In the **User name** and **Password** fields, enter the user name and password respectively, specified upon registration in your user account and access the button **Authentication**.

4.1.3. Disconnecting from electronic service

Disconnecting from electronic service is performed in the PC. Access Logout link in the main page of PC (Fig. 9).

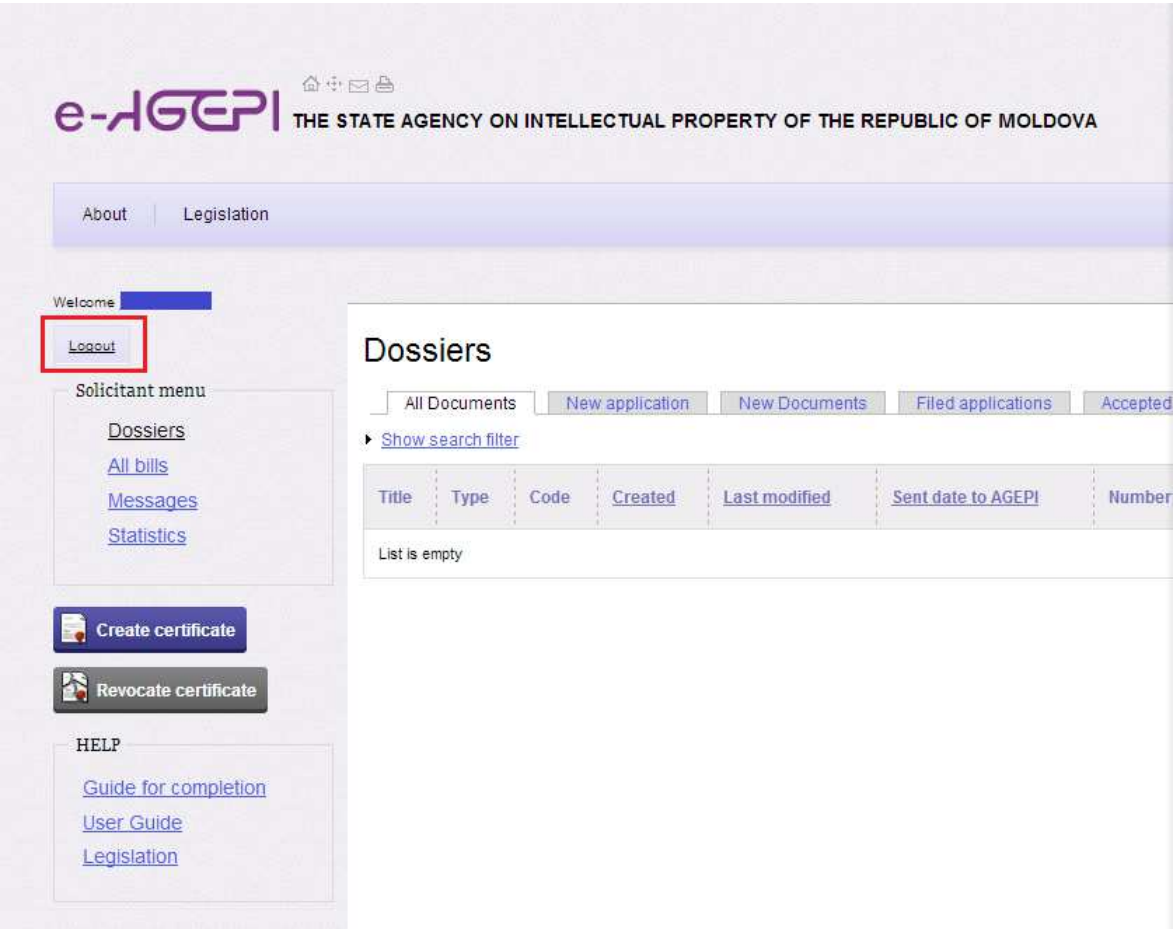

Fig. 9. Reference from PC for disconnecting from electronic service

4.1.4 Password changing

User account password changing is performed from the startup page of the electronic service, in the **Authentication** section (Fig. 2):

- Access the Request a new password reference (Fig. 2). It will open the interface of user profile password changing via e-mail (Fig. 10).

Fig. 10. User password changing via e-mail

- Complete the fields in the user profile, described in Table 3.

Table 3

Required fields to be completed in the user profile

Name	Meaning	Note
User name	Login name of the user for authorization in the system	Login name must contain letters of the Latin alphabet and numbers and must start with a letter. Spaces at the beginning and at the end are not admissible.
E-mail address	Electronic mail address of the user	Enter a valid address. To this address will be sent notifications about user account activation and making of necessary changes during the procedure for on-line submission and examination of applications.

Note: *You must enter the information relating to only one field of the two described in the table above* (**User name** or **E-mail address**).

- Access the **Send the request** button by clicking the left button of the mouse.
- Follow further instructions on password changing via e-mail (Fig. 11).
- Open the received login information change notification (e-mail address indicated by you in the user profile).

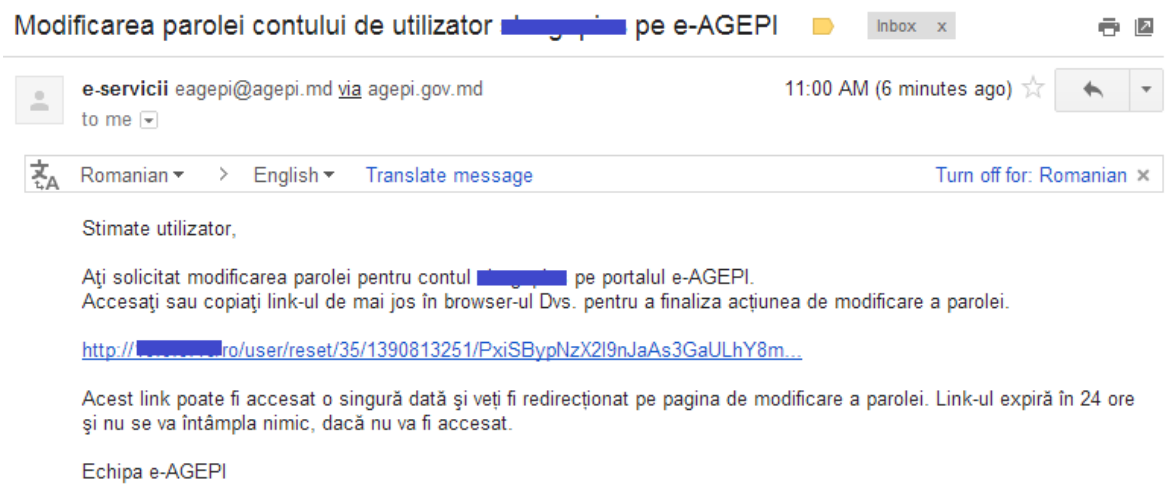

Fig. 11. Instructions on password changing via e-mail

- Click on the **Change password** reference in the notification. It will open your password setting page (Fig. 12).

Fig. 12. Password setting page

- Access the **Authentication** button by clicking the left button of the mouse. It will open the user profile (Fig. 13).

  Note: *The screen displays the message "You have accessed the unique change password link. This link is no longer active. Enter the new password".*

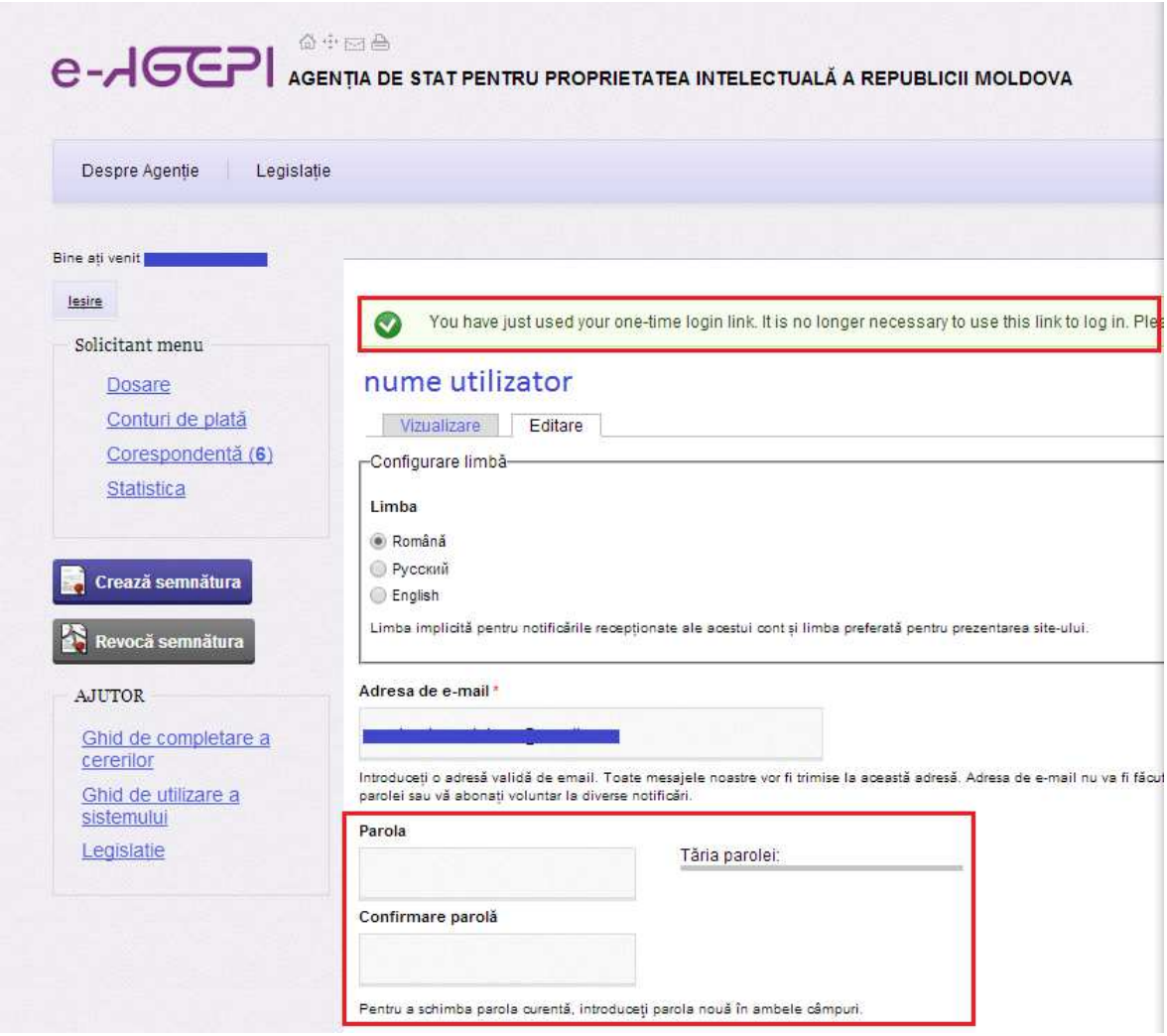

Fig. 13. User profile. New password setting via e-mail

- Complete the fields in the user profile, described in Table 4.

Table 4

Required fields to be completed in the user profile

Name	Meaning	Note
Password	User password for authorization in the system	Password must contain letters of the Latin alphabet and numbers and must contain no more than 8 symbols to be reliable. Each symbol entered in the field will be displayed as an asterisk (*). This field is required for completion.
Password confirmation	User password for authorization in the system	Password must contain letters of the Latin alphabet and numbers and must contain no more than 8 symbols to be reliable. Each symbol entered in the field will be displayed as an asterisk (*). This field is required for completion.

- Access the **Save** button by clicking the left button of the mouse.

5. INTERFACE DESCRIPTION

After the registration and/or authentication on e-AGEPI portal, the main page of PD is opened, which conventionally can be divided into four zones: 1) header, 2) menu, 3) workspace; 4) footer (Fig. 14).

Header. AGEPI logo, full name, interface running language search and change tools are located. **Menu.** User profile, PC menu (Files, Payment Accounts, Correspondence, Statistics), electronic signature creation and revocation buttons are located.

Workspace. Display of all information relating to the electronic service, creation and visualization of applications on filing, contextual menus, notification messages, etc.

Footer. Display of information relating to copyright, design and development of the electronic service.

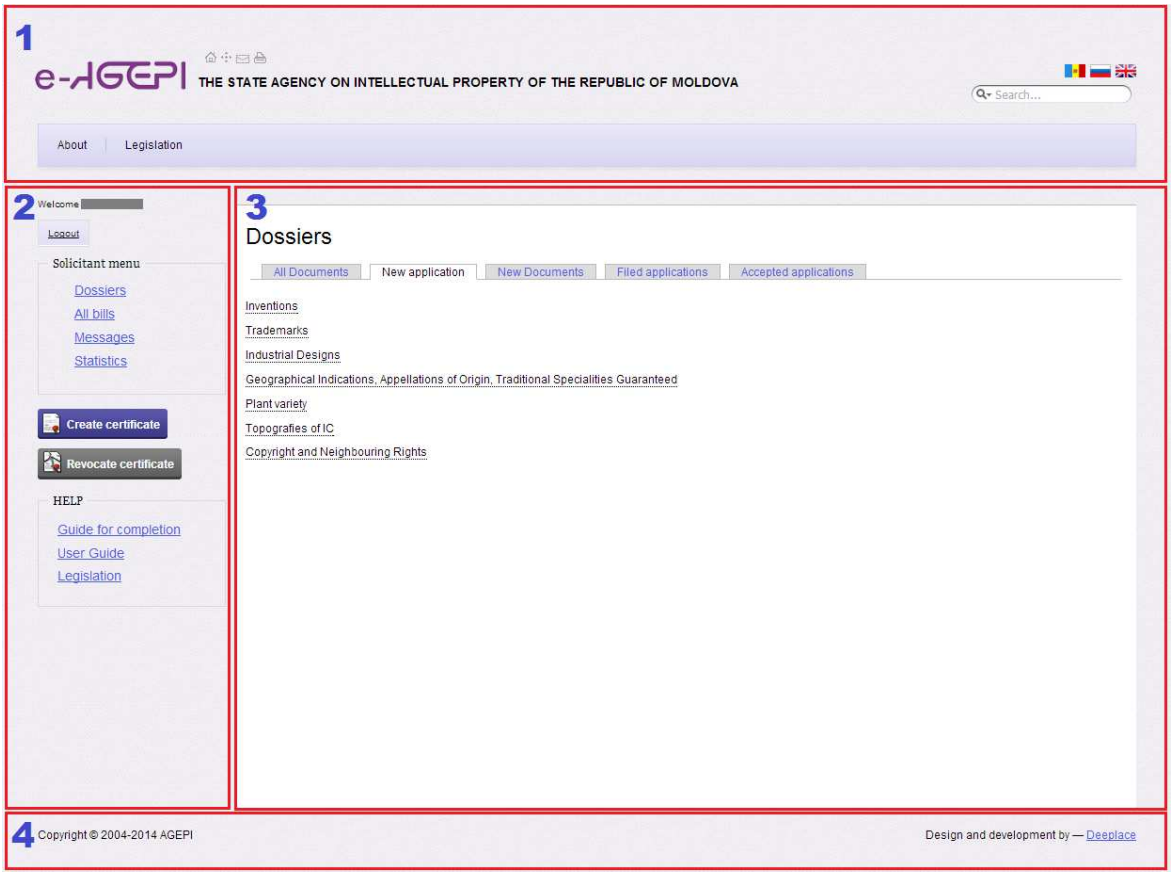

Fig. 14. Interface description

6. MENU

6.1. Dossiers

In this section are displayed IPO applications submitted by the user in EF. Applications are divided into subsections, depending on their status, beginning with the creation of a new application and ending with the acceptance of the application. Visually, all subsections are displayed as tabs. Each tab contains a list of applications, ordered by their status. When you make a click on the application, below appears the list of operations that can be performed on this application.

6.1.1. All applications

In this subsection are displayed all IPO applications filed by the user in EF. The list of applications is displayed as a table that contains the fields described in Table 5.

Table 5

*Fields displayed in the list of applications of subsection **All applications***

Name	Meaning	Note
Title	Name of application	The significant sense is decided by the user.
Application type	Type of application	According to the codification of IPO forms. Fits the type of the form selected to create the application.
Code	Code of application	According to the codification of IPO forms. Fits the code of the form selected to create the application.
Created	Date and time of creation of the application	Is automatically assigned.
Last modification	Date and time of last modification of the application	Is automatically assigned
Date of sending to the AGEPI	Date and time of sending the application to the AGEPI	Is automatically assigned.
Number of entry AGEPI	Number of entry AGEPI assigned to the application	Is assigned to the application upon receipt.
Filing No.	Number of filing assigned to the application	According to the National Register of Applications depending on IPO.
Signed by	Signature of receipt of the application with the AGEPI	Is automatically assigned.
State	Status of application	Indicates the status of application according to on-line submission procedure.

For a more convenient navigation of the list of applications, it is provided a special filtering tool. The filter allows the ordering of applications according to predefined criteria: number, application type, title, code, period (from and to). The number of applications displayed on the page can also be indicated (Fig. 15).

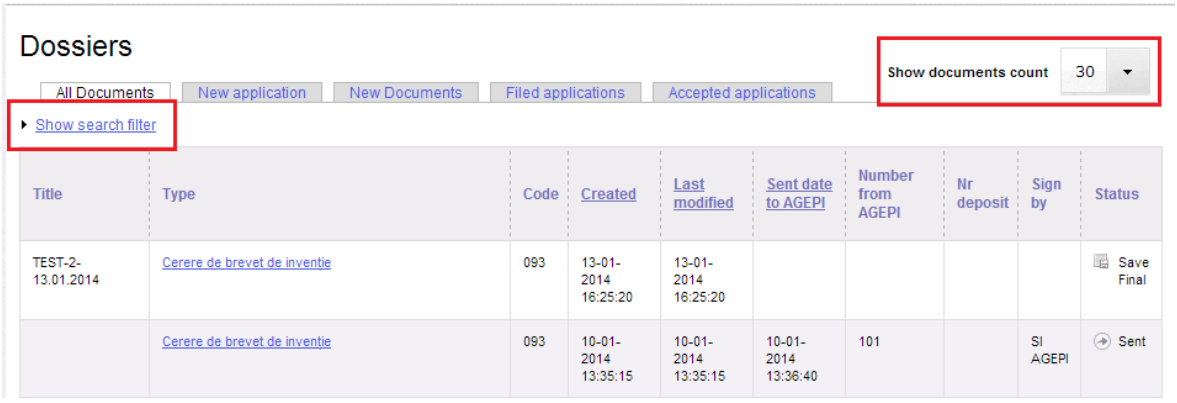

Fig. 15. Displaying applications in subsection ***All applications***

Application of the special filtering tool requires the making of a click on the Show search filter link, entry of values desired for filtering criteria and access of **Search** button. To change the number of applications displayed on the page, open the drop-down list **Display on page** and select one of the values preset . It is implicitly set the value of 30 applications per page (Fig. 16).

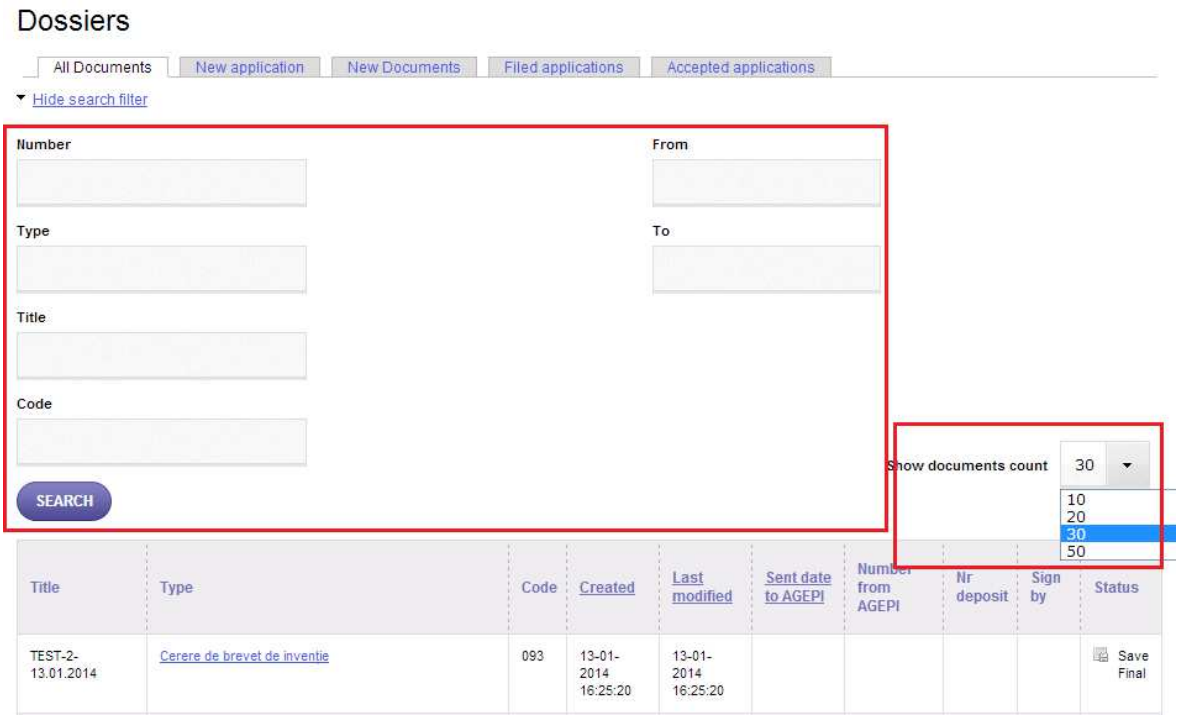

Fig. 16. Applying search filter in subsection **All applications**

To cancel the settings applied in the special filtering tool, access the **Reset** button. All IPO applications filed in EF will be displayed (Fig. 17).

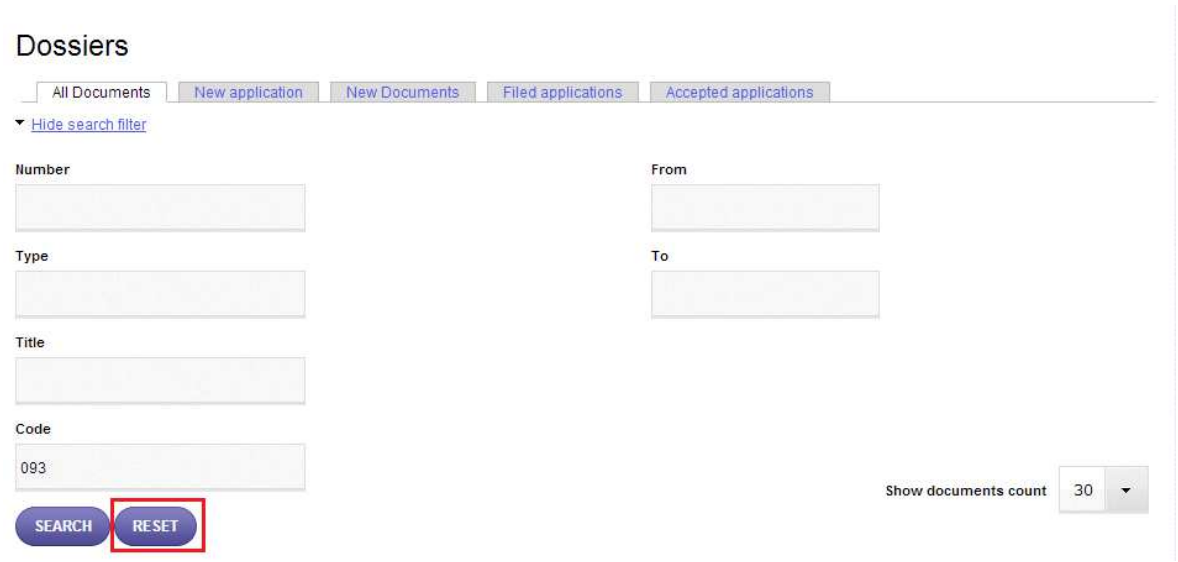

Fig. 17. Resetting search filter in subsection **All applications**

6.1.2. Creating a new application

In this subsection are displayed all application forms, divided by IPO, available for filing of applications in EF (Fig. 18).

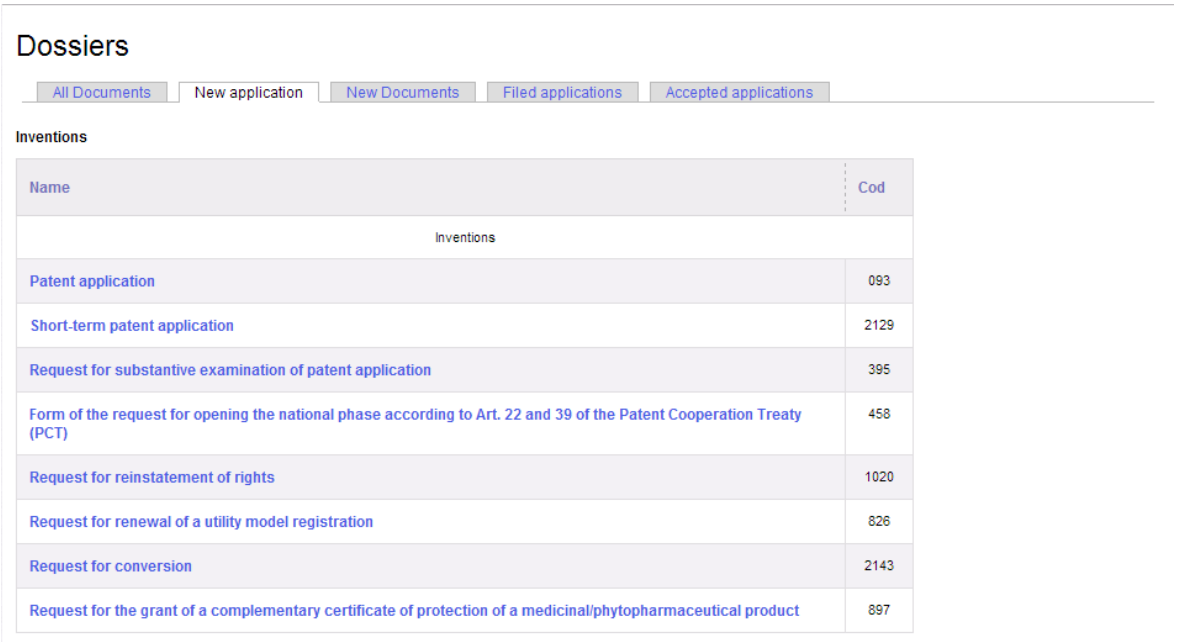

Fig. 18. Displaying the list of IPO application forms in subsection **Creating a new application**

To create a new application, select the necessary IPO (for example: **Inventions**). The list of forms related to the procedure for submission of on-line patent applications and short-term patent applications will be opened. Select the necessary form (for example: **Patent application.**
The field completion page will be opened to generate that application.

> ***Note**: Instructions for completing the applications (forms) for each IPO can be found in section Forms on* www.agepi.gov.md. *For example, the Guide for Completing the Patent Application can be found at:* http://agepi.gov.md/pdf/forms/forms-opi/guides/gh-093.pdf.

6.1.3. New applications

In this subsection are displayed the IPO applications, partially completed, completed and signed applications that have not been sent to the AGEPI. The list of applications is displayed as a table that contains the fields described in Table 6.

Table 6

*Fields displayed in the list of applications of subsection **New applications***

Name	Meaning	Note
Title	Name of application	The significant sense is decided by the user.
Application type	Type of application	According to the codification of IPO forms. Fits the type of the form selected to create the application.
Code	Code of application	According to the codification of IPO forms. Fits the code of the form selected to create the application.

Created	Date and time of creation of the application	Is automatically assigned.
Last modification	Date and time of last modification of the application	Is automatically assigned.
State	Status of application	Indicates the status of application according to on-line submission procedure.

For a more convenient navigation of the list of applications, it is provided a special filtering tool. The filter allows the ordering of applications according to predefined criteria: number, application type, title, code, period (from and to). It can also be indicated the number of applications displayed on the page (Fig. 19).

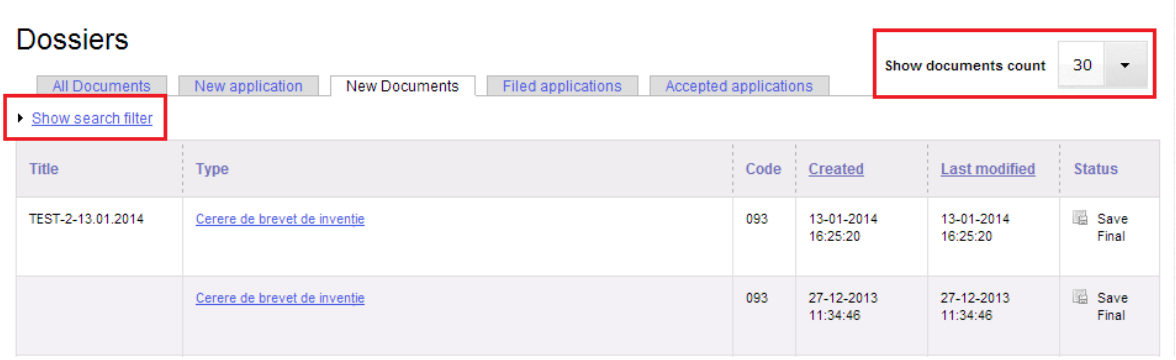

Fig. 19. Displaying the applications in subsection **New applications**

Application of the special filtering tool is described in p. 6.1.1 **All applications**.

6.1.4. Sent applications

In this subsection are displayed the IPO applications sent to the AGEPI. Applications of subsection **Sent applications** automatically form the EF. The EF includes the print version of the application, the information about the application, documents, accounts and correspondence relating to the application. The list of applications is displayed as a table that contains the fields described in Table 7.

Table 7

*Fields displayed in the list of applications of subsection **Sent applications***

Name	Meaning	Note
Title	Name of application	The significant sense is decided by the user.
Application type	Type of application	According to the codification of IPO forms. Fits the type of the form selected to create the application.
Code	Code of application	According to the codification of IPO forms. Fits the code of the form selected to create the application.
Created	Date and time of creation of the application	Is automatically assigned.
Last modification	Date and time of last modification of the application	Is automatically assigned.
Date of sending to the AGEPI	Date and time of sending the application to the AGEPI	Is automatically assigned.

Number of entry AGEPI	Number of entry AGEPI assigned to the application	Is assigned to the application upon receipt.
Filing No.	Number of filing assigned to the application	According to the National Register of Applications depending on IPO.
Signed by	Signature of receipt of the application with the AGEPI	Is automatically assigned.
State	Status of the application	Indicates the status of the application according to the on-line filing procedure.

For a more convenient navigation of the list of applications, it is provided a special filtering tool. The filter allows the ordering of applications according to predefined criteria: number, application type, title, code, period (from and to). It can also be indicated the number of applications displayed on the page (Fig. 20).

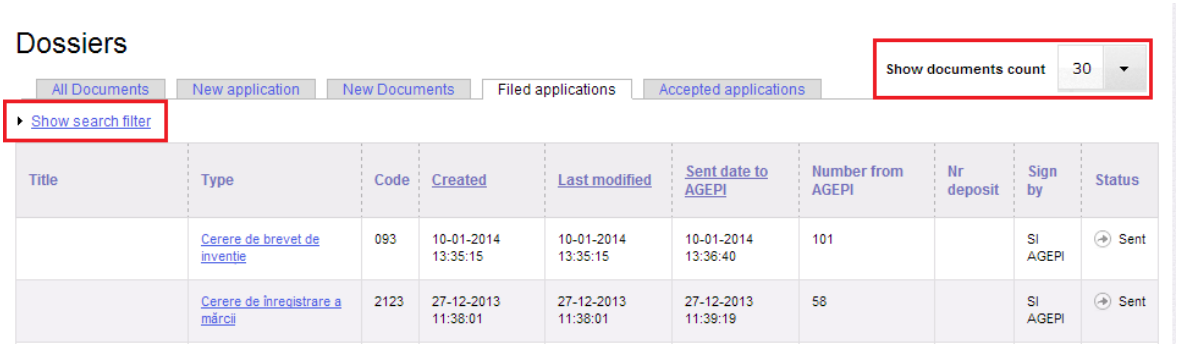

Fig. 20. Displaying the applications in subsection ***Sent applications***

Application of the special filtering tool is described in p. 6.1.1 **All applications**.

When making a click on the application, below appears the list of operations that can be performed on this application. To open the EF of this application, access the operation **View**. It will open the EF page, divided into tabs, which contain information relating to the application (Fig. 21).

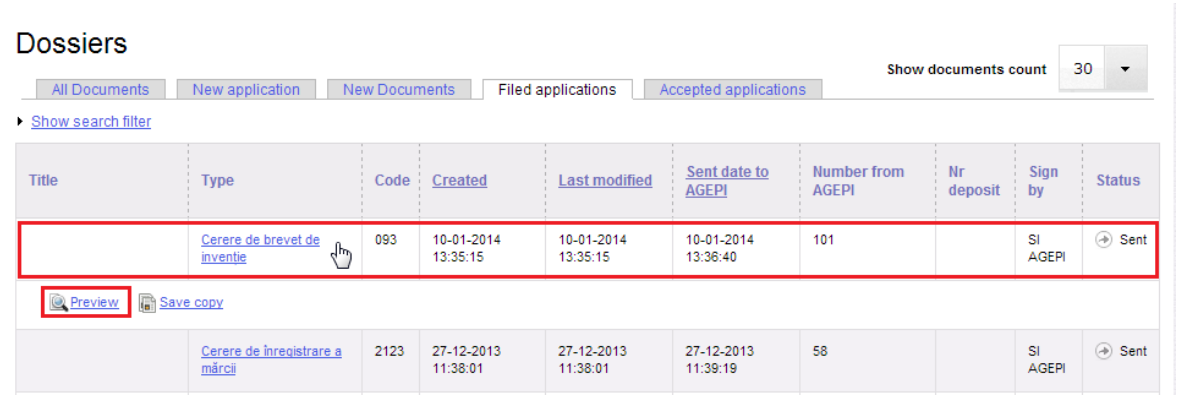

Fig. 21. Opening the EF of the IPO application

6.1.4.1. Viewing the application

This section enables you to view the application in print version. Here the application can be printed or a copy thereof can be made (Fig. 22).

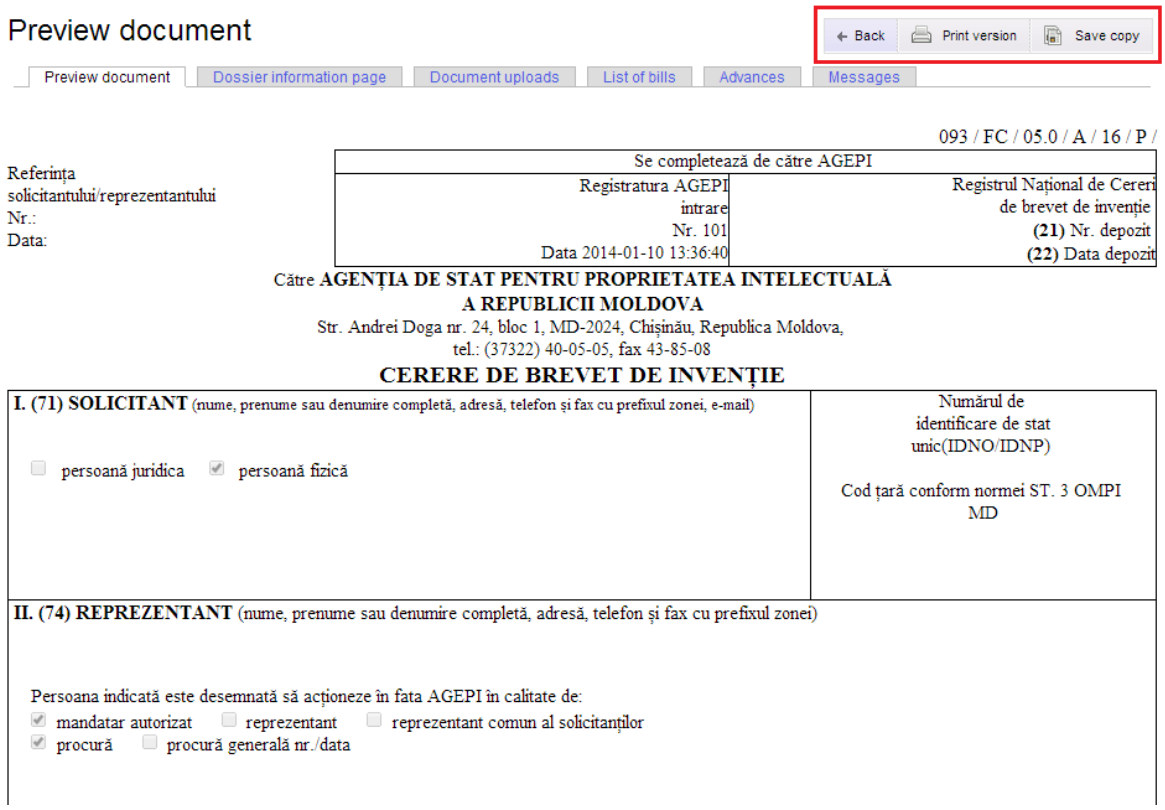

Fig. 22. Viewing the IPO application

Print Version option enables you to print and/or save the application as a PDF file, as it is displayed on the current page (Fig. 23). The sequence of buttons highlighted in the image have the following meaning (from left to right): fit to page height, fit to page width, image zoom-out, image zoom-in, save as PDF file, print on paper carrier.

Fig. 23. IPO application in the print version

6.1.4.2. Information

This section enables you to view the information related to the application: entry number, date of dispatch, filing number, filing date, certificate number, status of application and file route (Fig. 24).

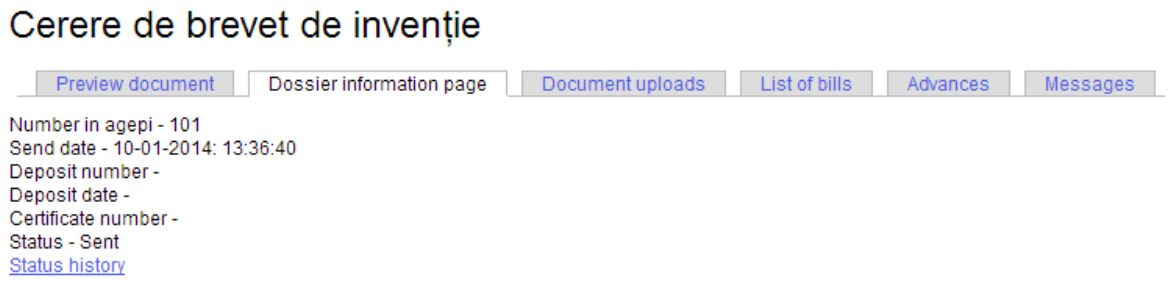

Fig. 24. Viewing the information related to the IPO application

6.1.4.3. Documents

This section enables you to view the application-related documents. The electronic service allows you to send the application-related documents together with the application and after sending the application, these being attached to the application as additional documents or attachments from correspondence (Fig. 25).

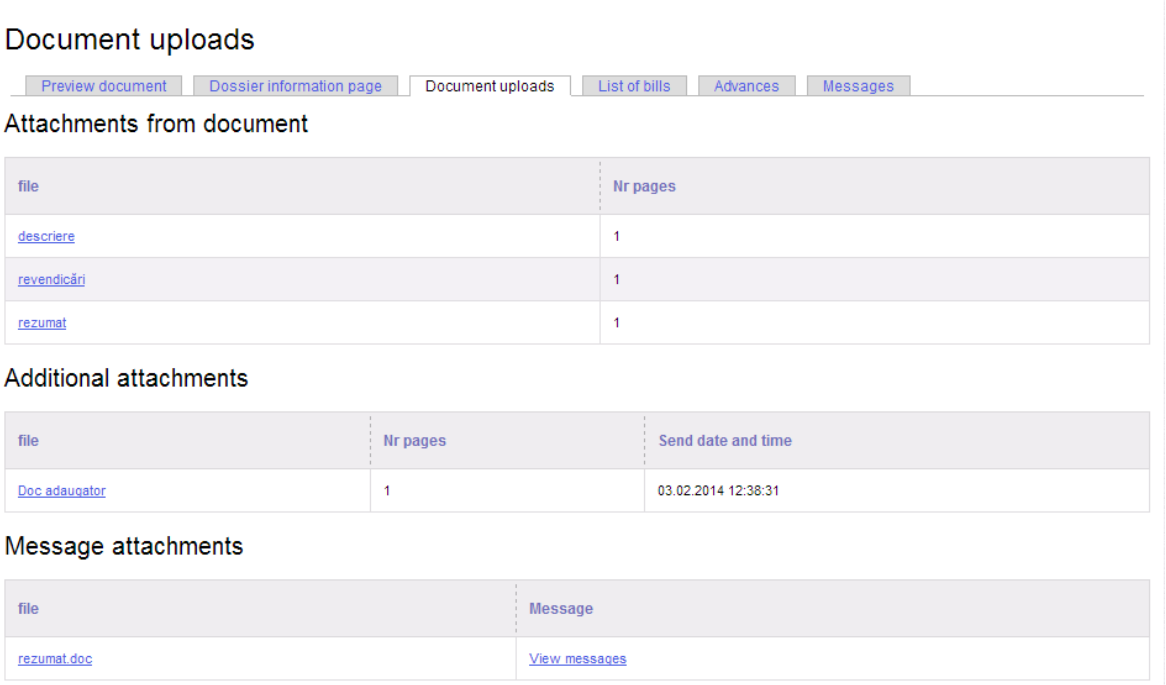

Fig. 25. Viewing the documents related to the IPO application

This would mean that if the user has not sent a document or another in the set with the application, they can be sent later by using the additional application document attachment and send tool on request or by attaching the documents from correspondence.

Documents, sent with the application, are displayed in the **Attached documents**. Documents, sent later than the application, are displayed in the **Additional documents**. Documents, attached

from correspondence, requested by AGEPI, are displayed in **Documents attached from correspondence**. Documents, attached to the application after sending thereof, must necessarily be signed by one of the DS accessible.

6.1.4.4. Account for payment

This section contains information related to payment of application-related procedural fees: accounts for payments, requests for grant of facilities, requests for payment from advance.

Account for payment is displayed as a table containing the fields described in Table 8.

Table 8

*Fields displayed in the **Account for payment***

Name	Meaning	Note
ID	Identifier of the account for payment	Is automatically assigned.
Facilities	Amount of facilities on calculation of the account	Indicates the amount of facilities in %.
Advance	Request for payment of account from advance.	Indicates the presence of the request for payment of account from advance (yes/no).
No. of account	Number of account	Is automatically assigned.
Last modification	Date and time of last modification of the account for payment.	Is automatically assigned.
Amount	The amount calculated for payment	Is automatically calculated.
Manner of payment	Chosen manner of payment of the account for payment.	The chosen manner of payment of the account for payment will be displayed.
Action	Action accessible on the account for payment.	Accessible action will be displayed.
State	Status of the account for payment	Indicates the status of the account for payment according to the procedure.

In the given page is also provided the possibility of creating a new account for payment. The account can be created by accessing the Creating an account for payment reference, located above the table (Fig. 26).

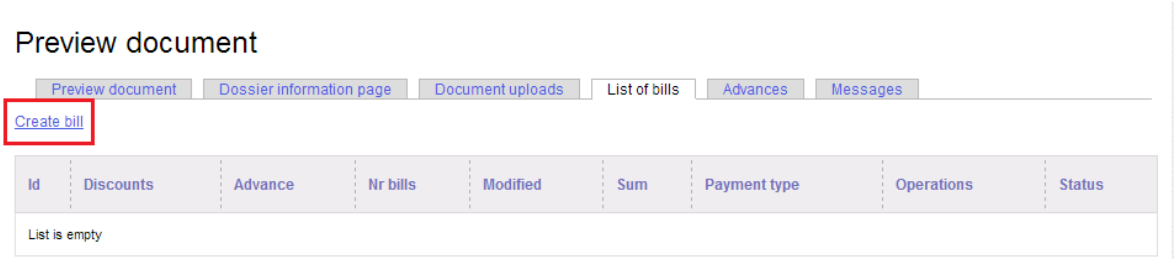

Fig. 26. Reference to creation of the account for payment

Account created can be viewed by clicking the View reference in the ***Action*** column (Fig. 27).

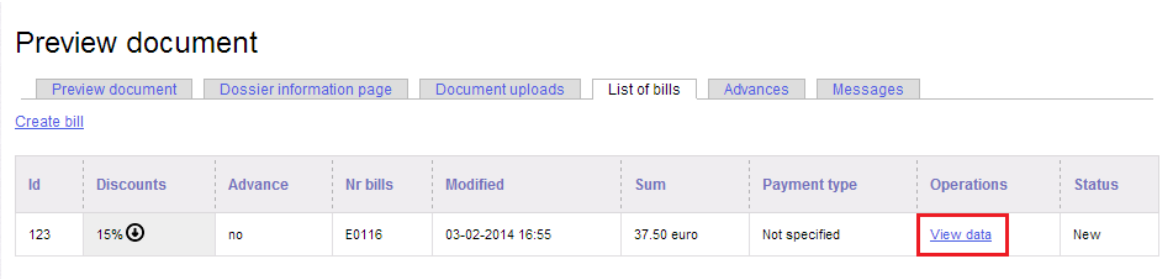

Fig. 27. Reference to viewing the account for payment

In case if upon calculation of the account were requested facilities, the request for grant of facilities can be viewed in the column ***Facilities***, by accessing down the pointer, located beside the amount of facilities in "%" (Fig. 28).

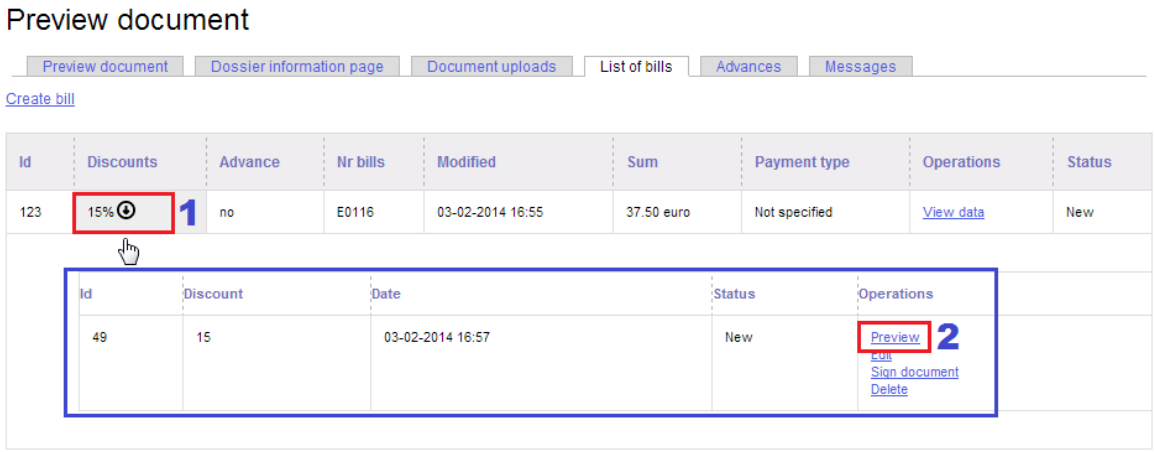

Fig. 28. Viewing the request for grant of facilities in the account for payment

Information on the request for grant of facilities will be displayed: identifier of the request, amount, date of sending, status and actions accessible on the request.

In case if the manner of payment of account was chosen ***Payment from advance***, the request for payment of the account from advance can be viewed in the column ***Advance***, by accessing down the pointer, located beside the payment from advance confirmation "yes" (Fig. 29).

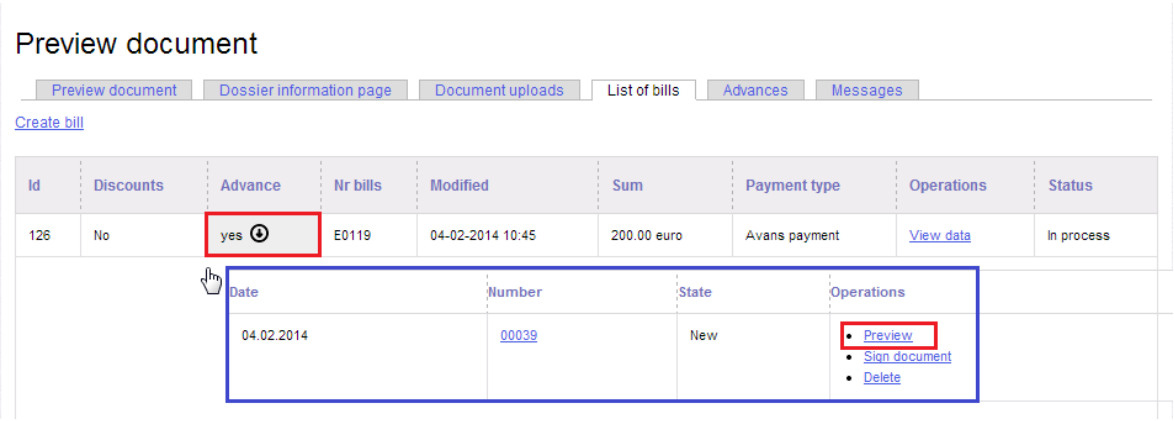

Fig. 29. Viewing the request for payment of the account from advance

Information on the request for payment of the account from advance will be displayed: date of sending, number, status, and actions accessible on the request.

6.1.4.5. Advance

This section contains information relating to requests for payment of the account from advance in the current EF (Fig. 30). The list of requests is displayed as a table that contains the fields described in Table 9.

Table 9

*Fields displayed in the **Advance** tab*

Name	Meaning	Note
Date of sending	Date of sending the request for payment from advance	In case if the application has not yet been signed and sent - the date of creation of the request is displayed.
Entry No.	Entry number	According to AGEPI register of entry documents.
Account No.	Number of the account for payment	Indicates the number of the account for payment to which the application relates.
State	Status of the request for payment from advance	Indicates the status of the request for payment from advance according to the procedure.

When making a click on the request, below appears the list of operations that can be performed on this request.

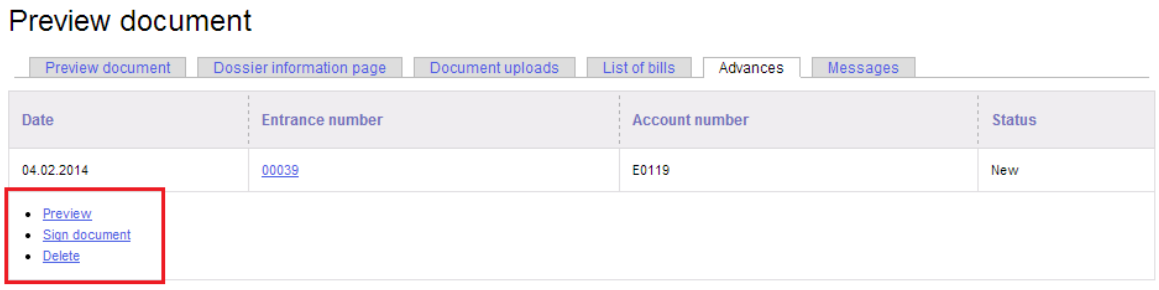

Fig. 30. List of requests for payment of the account from advance

6.1.4.6. Correspondence

This section contains the incoming and outgoing correspondence relating to the current EF. In the Incoming correspondence are displayed the notifications received from AGEPI (Fig. 31). The list of notifications is displayed as a table that contains the fields described in Table 10.

Table 10

*Fields displayed in the list of notifications **Incoming correspondence***

Name	Meaning	Note
Date of sending	Date of sending the notification from the AGEPI	According to the procedure.
Title	Title of notification	According to the procedure.
Respond by	The time limit of sending the response to the notification	Indicates the date by which the response is requested according to the procedure.
Action	Action accessible on the notification	The ***Respond*** action is displayed in case if response to the notification is requested.

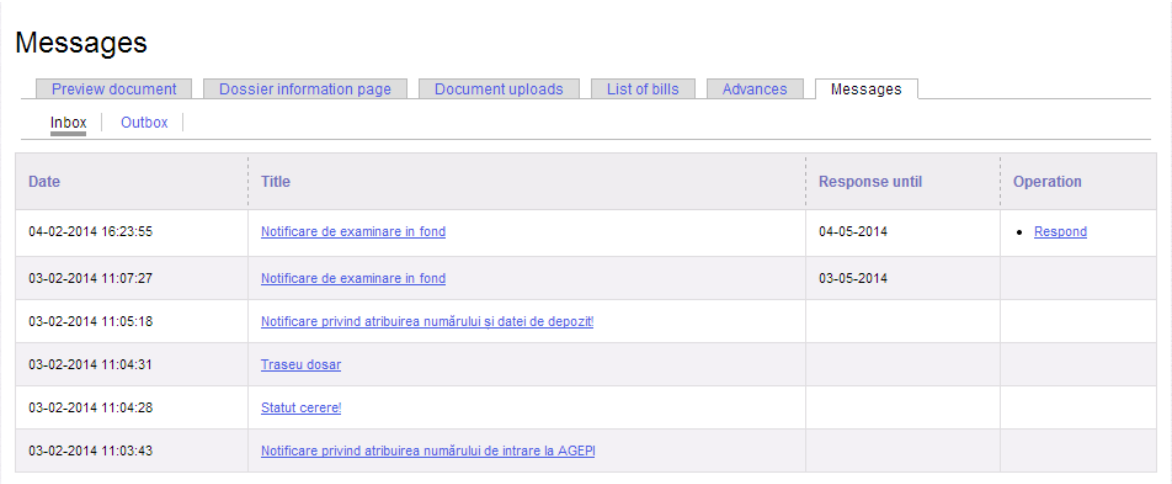

Fig. 31. Incoming correspondence

Some of these notifications require a response. Response to notification should be sent up to the expiry of a predefined time limit according to the procedure, indicated in the column ***Respond by***.

In the Outgoing correspondence are displayed the notifications, to which was sent a response, and it is in the process of completing. The list of notifications is displayed as a table that contains the fields described in Table 11.

Table 11

Fields displayed in the list of notifications Outgoing correspondence

Name	Meaning	Note
Date of sending	Date of sending the response to the AGEPI	According to the procedure.
Title	Title of notification	According to the procedure.
Action	Actions accessible on the notification	Actions accessible are displayed in case if response to the notification is requested.

The response prepared shall be signed and sent by conducting the operations ***Sign*** and, respectively, ***Send*** in the ***Action*** column (Fig. 32).

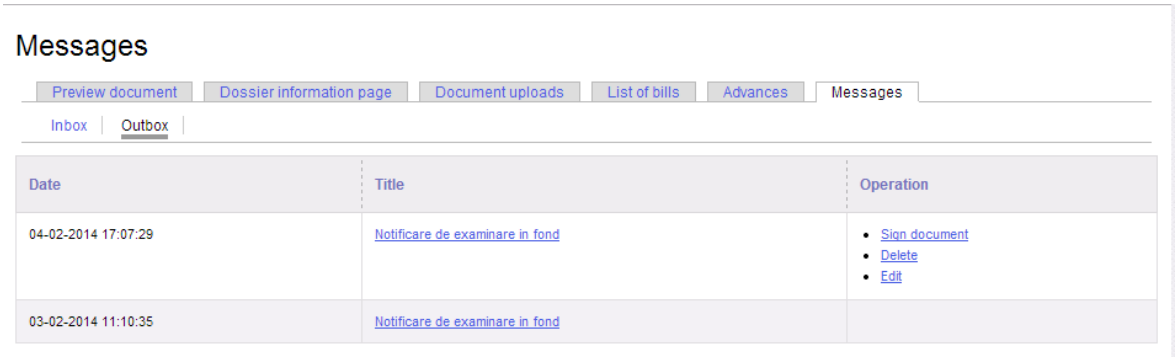

Fig. 32. Outgoing correspondence

6.1.5. Accepted applications

In this subsection are displayed the IPO applicationss accepted by AGEPI. Applications accepted automatically are assigned an entry number. The list of applications is displayed as a table that contains the fields described in Table 12.

Table 12

Fields displayed in the list of applications of subsection ***Accepted applications***

Name	Meaning	Note
Title	Name of the application	The significant sense is decided by the user.
Application type	Type of application	According to the codification of IPO forms. Fits the type of the form selected to create the application.
Code	Code of the application	According to the codification of IPO forms. Fits the code of the form selected to create the application.
Created	Date and time of creation of the application	Is automatically assigned.
Last modification	Date and time of last modification of the application	Is automatically assigned.
Date of sending to the AGEPI	Date and time of sending the application to the AGEPI	Is automatically assigned.
Number of entry AGEPI	Number of entry of AGEPI assigned to the application	Is assigned to the application upon receipt.
Filing No.	Number of filing assigned to the application	According to the National Register of Applications depending on IPO.
Signed by	Signature of receipt of the application with the AGEPI	Is automatically assigned.
State	Status of the application	Indicates the status of the application according to the on-line filing procedure.

For a more convenient navigation of the list of applications, it is provided a special filtering tool. The filter allows the ordering of applications according to predefined criteria: number, application type, title, code, period (from and to). It can also be indicated the number of applications displayed on the page (Fig. 33).

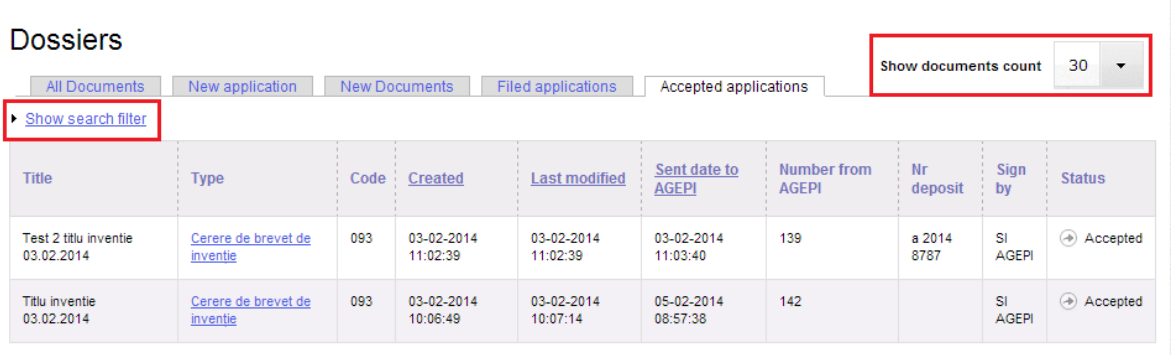

Fig. 33. Displaying the applications in subsection ***Accepted applications***

Application of the special filtering tool is described in p. 6.1.1 **All applications**.
When making a click on the application, below appears the list of operations that can be performed on this application. To open the EF of this application, access the operation **View**. It will open the EF page, divided into tabs, which contain information relating to the application (Fig. 34).

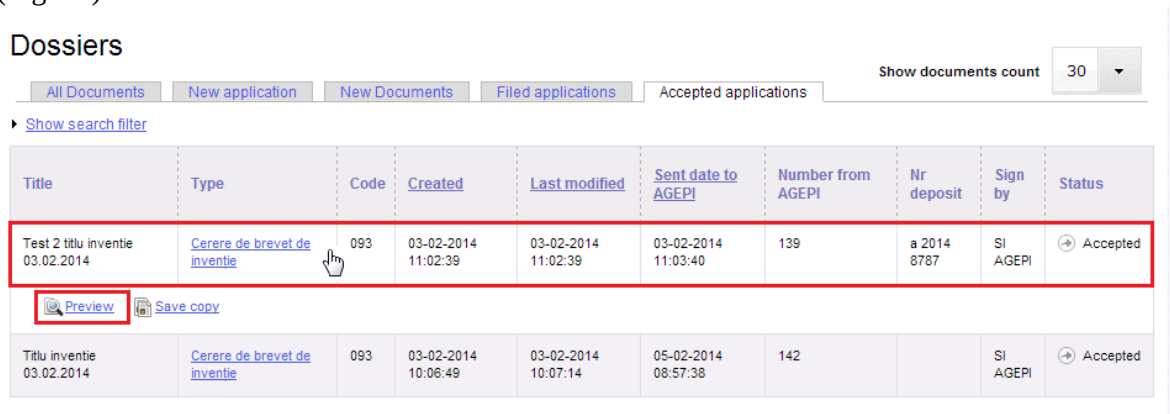

Fig. 34. Opening the EF of the accepted IPO application

6.2. Accounts for payment

In this section are displayed the accounts for payment for all IPO applications, filed by the user in EF. The list of accounts for payment is displayed as a table that contains the fields described in Table 13.

Table 13

Fields displayed in the list of accounts of subsection ***Accounts for payment***

Name	Meaning	Note
ID	Identifier of the account for payment	Is automatically assigned.
Title	Name of application	The significant sense is decided by the user.
Facilities	Amount of facilities upon calculation of the account from advance	Indicates the amount of facilities in %.
Advance	Request for payment of the account from advance	Indicates the presence of the request for payment of the account from advance (yes/no).
Account No.	Account number	Is automatically assigned.
Last modification	Date and time of last modification of the account for payment	Is automatically assigned.
Amount	Amount calculated for payment	Is automatically assigned.
Mode of payment	Chosen method of payment of the account for payment	The chosen mode of payment of the account for payment is displayed.
Action	Action accessible on the account for payment	Accessible action is displayed.
State	Status of the account for payment	Indicates the status of the account for payment according to the procedure.

For a more convenient navigation of the list of accounts for payment, it is provided a special filtering tool. The filter allows the ordering of account for payment according to predefined criteria: status, facilities, and title (Fig. 35).

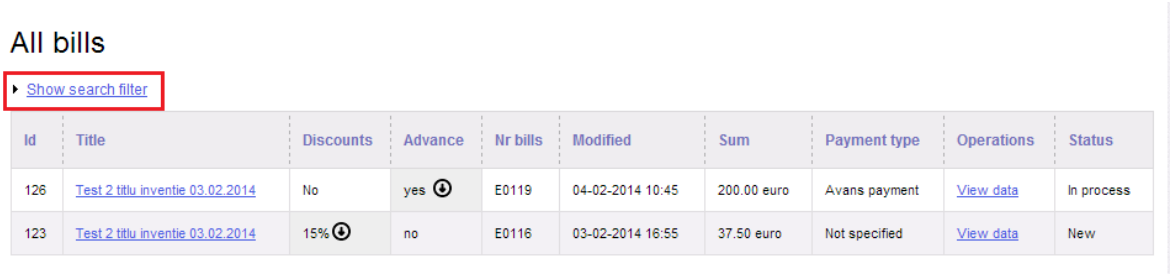

Fig. 35. Displaying the accounts in subsection ***Accounts for payment***

Application of the special filtering tool involves making a click on the reference Show search filter, entry of values desired for filtering criteria and access of the **Search** button. (Fig. 36).

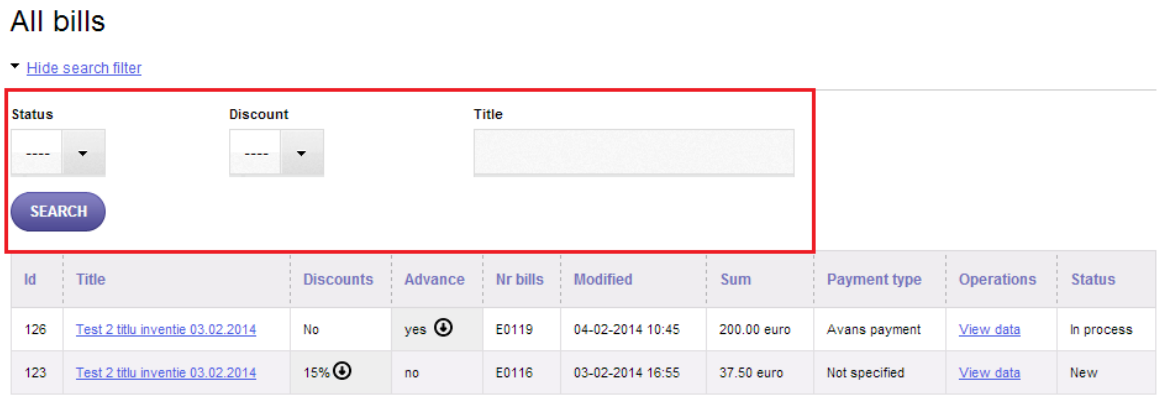

Fig. 36. Applying the special filtering tool in subsection ***Accounts for payment***

To cancel the settings applied in the special filtering tool, access the **Reset** button. Accounts for payment will be displayed for all IPO applications filed in EF (Fig. 37).

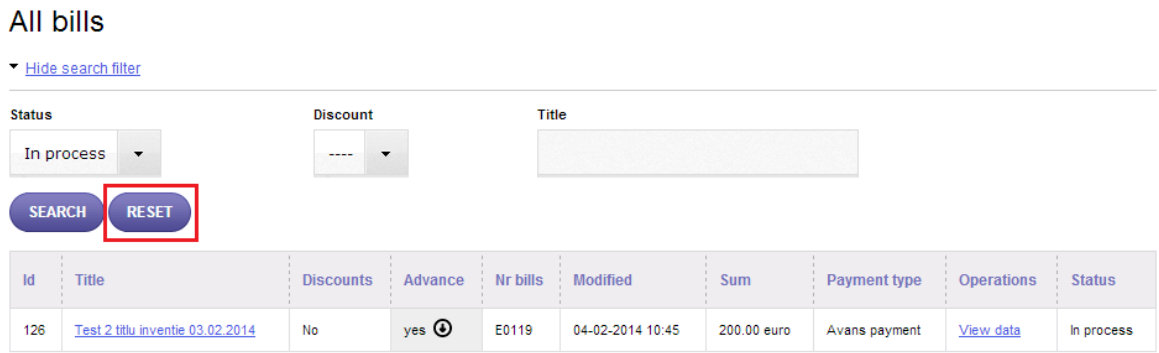

Fig. 37. Resetting search filter in subsection ***Accounts for payment***

To open the EF of the IPO application, to which account for payment refers, access the reference to EF in the **Title** field (Fig. 38).

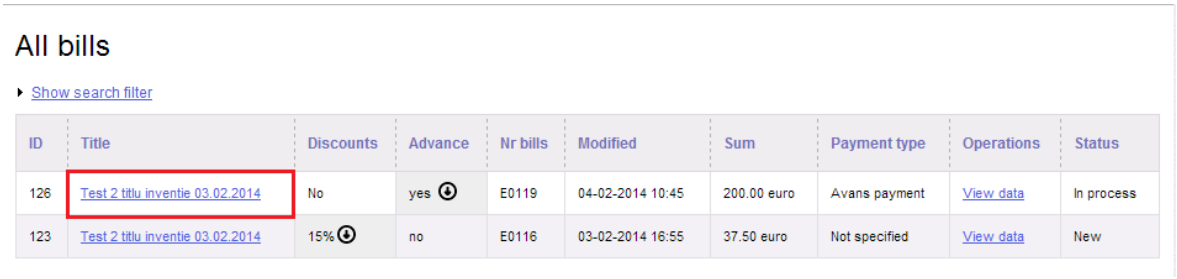

Fig. 38. Opening the EF of the IPO application, to which the account for payment refers

Detailed information on the account for payment is described in p. 6.1.4.4 ***Account for payment***.

6.3. Correspondence

In this section is displayed the incoming correspondence and outgoing correspondence for all IPO applications, filed by the user in EF (Fig. 39, 40).

Fig. 39. Incoming correspondence for all IPO applications, filed by the user

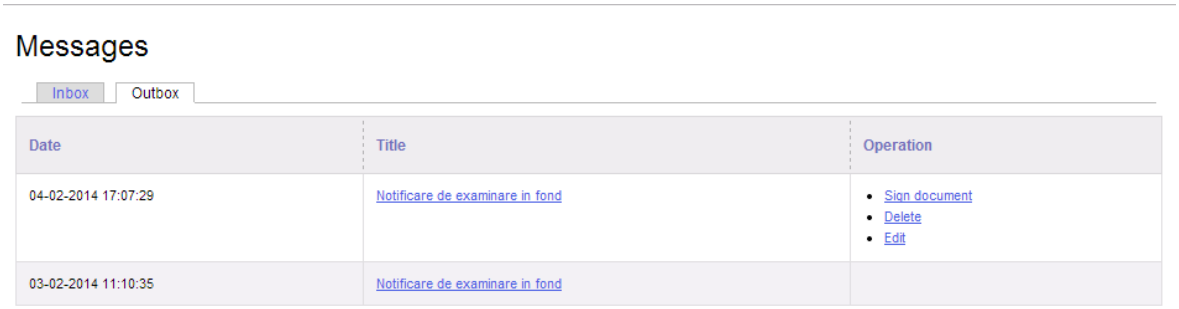

Fig. 40. Outgoing correspondence for all IPO applications, filed by the user

In the incoming correspondence are displayed the notifications received from AGEPI. Some of these notifications require a response from the user within a predefined time limit, indicated in the column ***Respond by***. In case if before the expiry of the predefined period remains three days, it will be displayed in red.

The procedure for completing, signing and sending the response is launched by accessing the Respond reference in the ***Action*** column. In the outgoing correspondence are displayed the notifications received from AGEPI, to which a reply was given within the predefined time limit. Detailed information on incoming and outgoing correspondence in the EF is described in p. 6.1.4.6 ***Correspondence***.

6.4. Statistics

In this section are displayed the statistical data for all IPO applications, filed by the user in EF (Fig. 41).

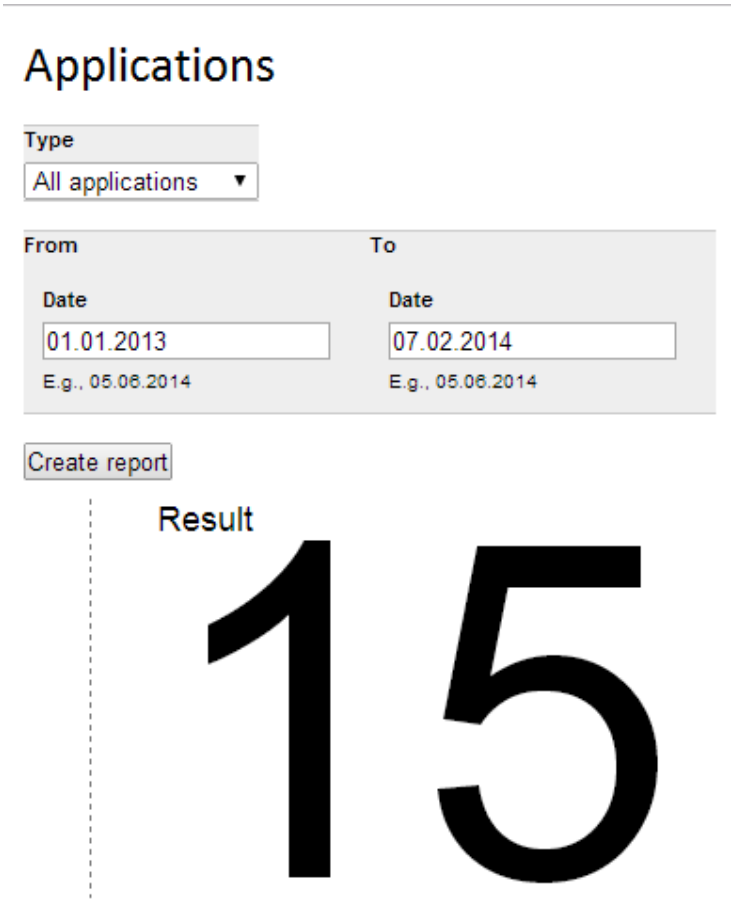

Fig. 41. Statistical report on the number of IPO applications, filed by the user

Generation of reports is performed by the following criteria: IPO applications (new, sent, all) for a period (from - to), titles of protection for a period (from - to), and expiration time limits (from - to).

7. USE OF ELECTRONIC SERVICE

Successful use of electronic service involves the execution of a sequence of mandatory actions:

- **Launch of e-AGEPI website.** Detailed information on the launch of website and setting of the interface running language is described in p. 4.1 ***Log on the electronic service***.
- **Registration** (performed at the first access to the electronic service). Detailed information on registration is described in p. 4.1.1 ***Registration***.
- **Authentication.** Detailed information on authentication is described in p. 4.1.2 ***Authentication***.
- **Password changing** (performed at the first access of the electronic service or on the occurrence of the need to change password). Detailed information on changing the password is described in p. 4.1.4 ***Password changing***.
- **Creating the electronic signature** (performed at the first access to the electronic service or first time on occurrence of the need to sign an application and related documents).

Detailed information on creating the electronic signature is described in p. 7.4.1 ***e-AGEPI signature***.

- **Use of P**C to create and process IPO applications and related documents. Detailed information on creation and processing of IPO applications and documents is described in this chapter, p. 7 ***Use of electronic service***.
- **Disconnecting from electronic service.** Detailed information on disconnecting from electronic service is described in p. 4.1.3 ***Disconnecting from electronic service***.

7.1. Creating a new application

Creating a new application is the first step in the procedure for filing an IPO application in EF. To open the application form, access the ***Create a new application*** tab of the ***Files*** section. To create a new application, select the appropriate IPO **(1)** (for example: **Inventions**) (Fig. 42).

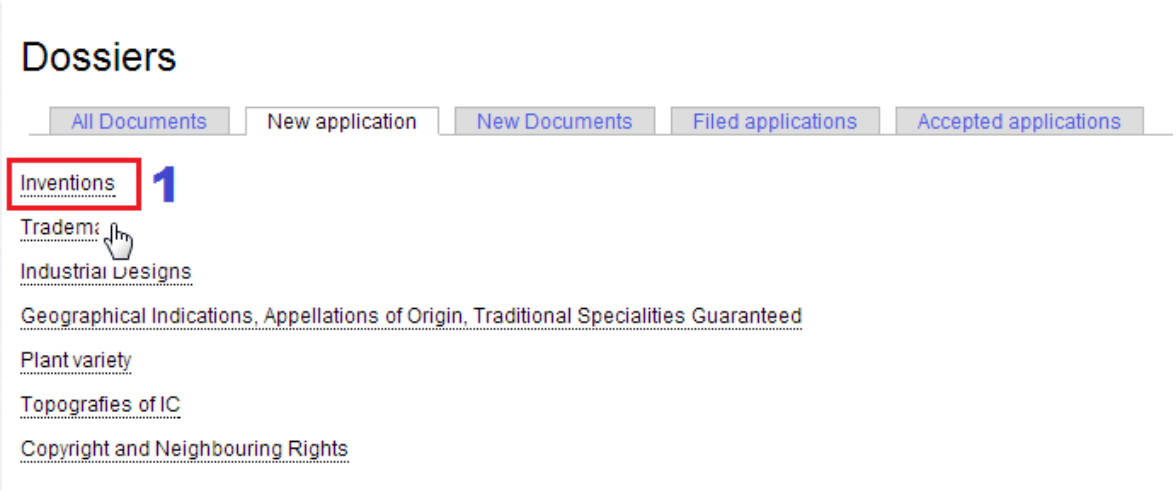

Fig. 42. Selecting the appropriate IPO to create a new application

This will open the list of forms related to the procedure for on-line filing of patent applications and short-term patent applications. Select the appropriate form **(2)** (for example: **Patent Application**) (Fig. 43).

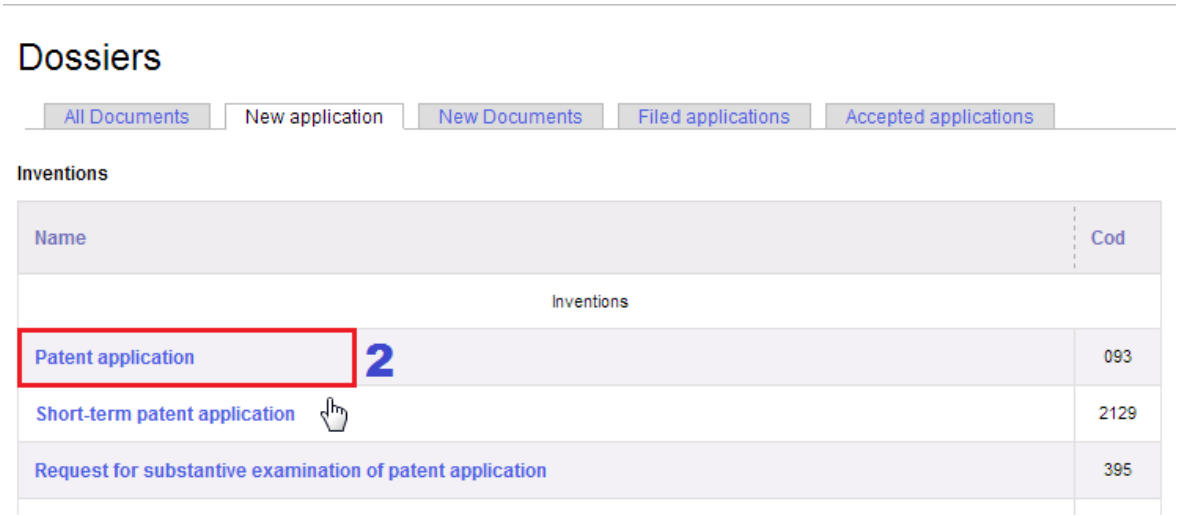

Fig. 43. Selecting the appropriate form to create a new application

This will open the page for completing the field for generating the application mentioned.

7.2. Completing the application

The page for completing the application contains the fields grouped into tabs in accordance with their division in the application form (Fig. 44).

Fig . 44. Application completion page

Completing the fields in the page can be performed consecutively in the sequence order shown in the image **(3-9)**, moving from one tab to another and vice versa **(5)**, or following the sequence of consecutive tabs **(9)**. Fields, marked with a red asterisk, are mandatory for completion.

> ***Note:*** *Instructions for completing applications (forms) for each IPO can be found in the Forms section on www.agepi.gov.md. For example, the Guide for completing the patent application can be found at: [http://agepi.gov.md/pdf/forms/forms-opi/guides/gh-093.pdf.](http://agepi.gov.md/pdf/forms/forms-opi/guides/gh-093.pdf)*

Completing the field ***Set the name of application*** **(3)** is not mandatory, but will facilitate the identification of this application in the multitude of applications displayed as a list (for example: ***All applications, Sent applications,*** etc.).

When setting the required value of the field ***You are: Applicant/Representative*** **(4)**, there will be automatically completed the fields in the tab Applicant/Representative **(6)** with the data in the user profile.

7.3. Saving the application

After completing the required fields, save the application, by clicking the **Save** button **(10)**. It will perform data validation in the required fields (Fig. 45).

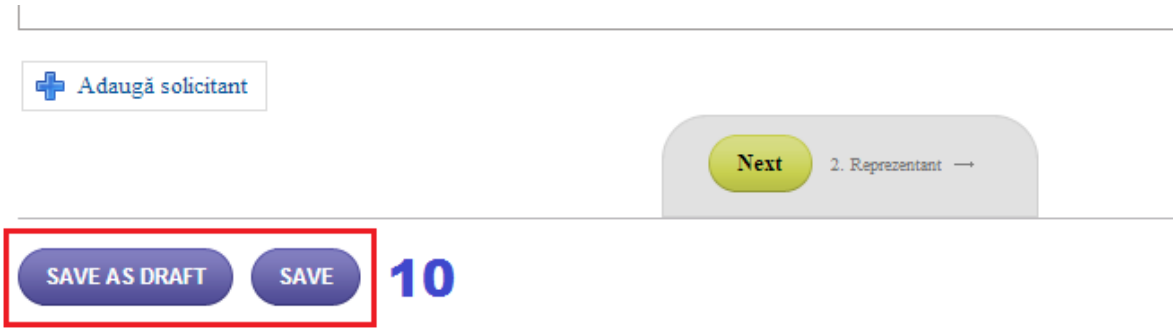

Fig. 45. Saving the application

If data are entered correctly, the application will be saved with the status ***Last saved***. Otherwise, on the screen will be displayed a warning message of the need for revision of the required fields, which validation was not successful. Simultaneously, the tabs which include those fields are shown in red (Fig. 46).

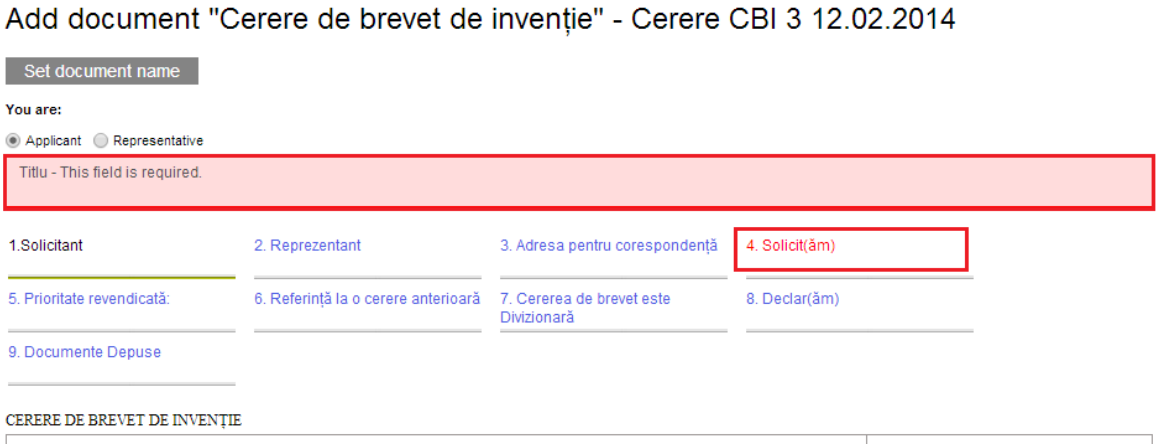

Fig. 46. Validation of the required fields when saving the application

If you have not finished completing the fields in the application and need to save the application, access the **Save Project** button (Fig. 45). Application will be saved with the ***Project*** status. In both cases, the application saved (with the status ***Last saved*** or ***Project***) will be transferred to subsection ***New applications*** (Fig. 47).

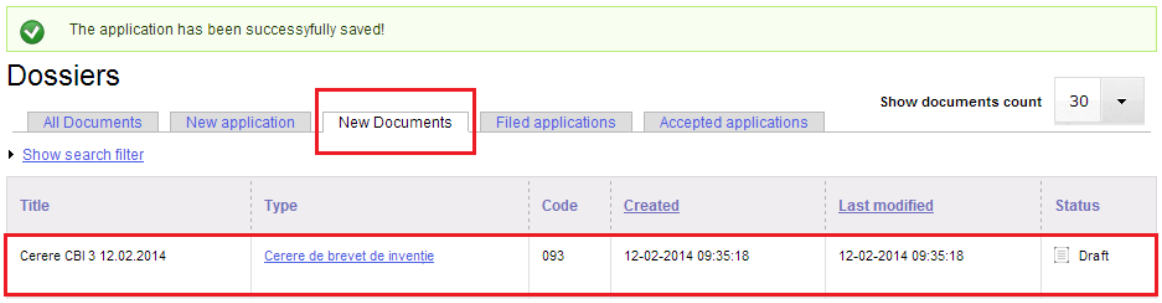

Fig. 47. Displaying the application saved

Afterwards, you'll be able to finish completing the necessary fields and save the application by accessing the **Save** button. In this case, by making a click on the application, below appears the list of operations that can be performed on this application. To open the application in edit mode, access the ***Edit*** operation **(11)**. Make the necessary changes and save the application (Fig. 48).

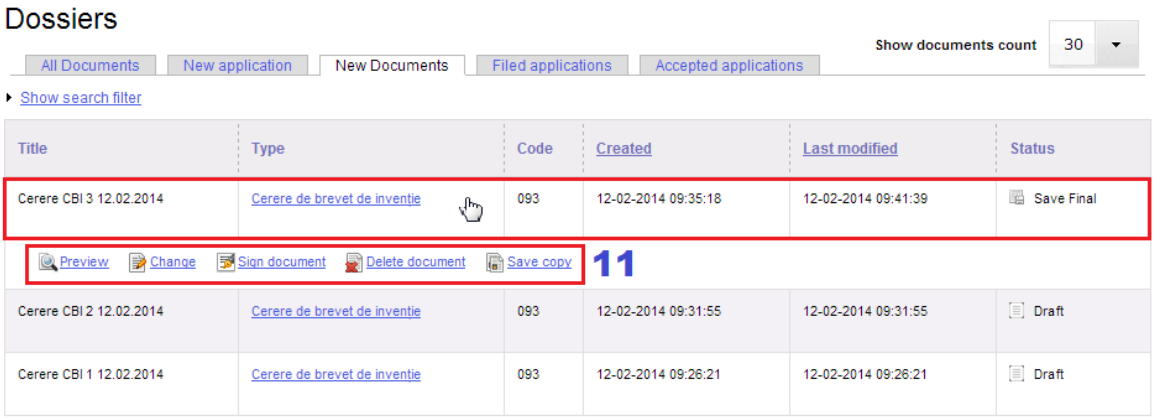

Fig. 48. Editing the IPO application

As was mentioned above, when accessing the **Save Project** button, the application will be saved with the ***Project*** status and, respectively, when accessing the **Save** button, the application will be saved with the status ***Last saved*** The meanings of the operations that may be performed on an IPO application, depending on its status, are described in Table 14.

Table 14

Operations that can be performed on an IPO application, depending on its status

STATUS		**OPERATION**	
Name	**Description**	**Name**	**Description**
Project	Application is completed, but requires some corrections before sending	View	Opens the application under the print version view mode
		Edit	Opens the application under the information edit mode from the fields
		Delete	Deletes the application, without the possibility of subsequent restoration
		Save copy	Creates a copy of the application, it being saved under a different name with the ***Project*** status (in subsection ***New applications***), regardless of the status of the original
Finally saved (application not signed)	Application is completed, but needs to be signed before sending	View	Opens the application under the print version view mode

STATUS		OPERATION	
Name	**Description**	**Name**	**Description**
		Edit	Opens the application under the information edit mode from the fields
		Sign	Enables the signing of application and/or related documents with one of the available signatures.
		Delete	Deletes the application, without the possibility of subsequent restoration
		Save copy	Creates a copy of the application, it being saved under a different name with the ***Project*** status (in subsection ***New applications***), regardless of the status of the original
Finally saved (application signed)	Application is completed, but needs to be signed before sending	View	Open the application under the print version view mode
		Cancel signature	Cancels the signature on the signed application and/or signed documents relating to the application.
		Send	Enables the sending of application and/or related documents, signed with one of the available signatures.
		Save copy	Creates a copy of the application, it being saved under a different name with the ***Project*** status (in subsection ***New applications***), regardless of the status of the original

7.4. Signing and sending the application

Once the application is finally completed and saved with the ***Last saved*** status in subsection ***New applications***, it must be signed with one of the available signatures and sent to the AGEPI. When you make a click on the application, below appears the list of operations **(11)** that can be performed on this application. To sign the application, access the ***Sign*** operation (Fig. 48).

It will open the dialog box with options available for signing the application (Fig. 49).

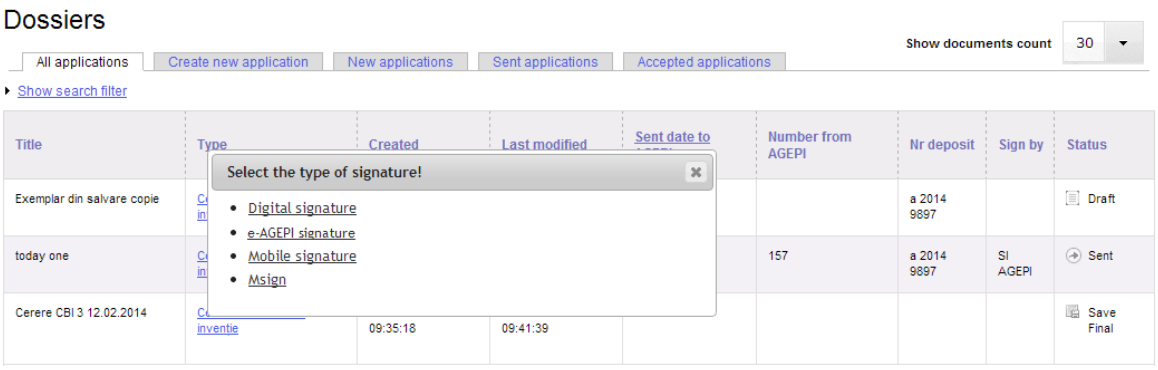

Fig. 49. Choosing the signature for signing the IPO application

7.4.1. e-AGEPI signature

To sign IPO applications and/or related documents with the e-AGEPI signature, you must have the signature certificate. To create the certificate, access the **Create signature** button **(12)** (Fig. 50).

Fig. 50. Creating the e-AGEPI signature certificate

On the first generation of the certificate, it will be saved under the name **certificate.pem.** Depending on the Web browser used and its default settings, the certificate will be saved in the default folder (for example, Windows 7, the folder is: **Downloads** in the user profile) or you will be asked (via a dialog box) where you want to save the certificate.

In case if you want to generate a new certificate, but you already have a certificate previously generated, the screen displays the message *"Would you like to cancel the previous signature and generate a new one? This action cannot be undone"*. Afterwards, depending on your decision, access the button.

Access the **Generate signature** button **(13)** if you want to generate a new certificate or **Abandon** button – otherwise (Fig. 51).

Fig. 51. Generating/revoking the e-AGEPI signature

To revoke the certificate, access the **Revoke signature** button (12) (Fig. 50). The screen displays the message *"Would you like to revoke signature? This action cannot be undone"*. Afterwards, depending on your decision, access the button.

Access the **Revoke signature** button **(14)** if you want to remove the existing certificate, or **Abandon** button – otherwise (Fig. 52).

Fig. 52. Revoking the e-AGEPI signature

For signing the IPO application and/or related documents, choose the ***e-AGEPI signature*** from the dialog box with the options available for signing the application (Fig. 49), upload the signature certificate **(15)** and access the operation ***Sign*** **(16)** (Fig. 53).

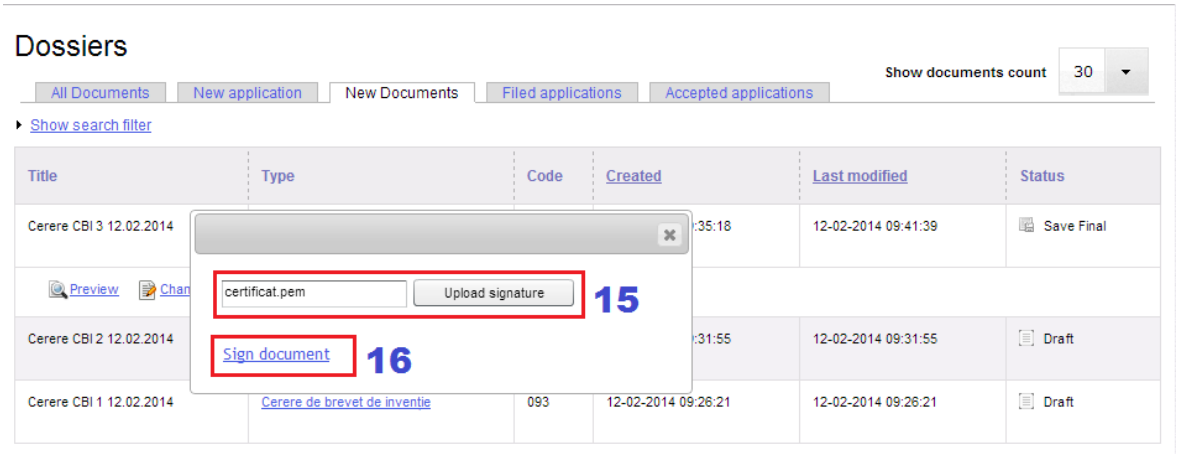

Fig. 53. Applying the e-AGEPI signature

The screen displays the message *"The application has been signed!"*. In case if the screen displays the message *"Signature is not valid!"*, the meaning of which means that the term of validity of the certificate has expired, you need to generate a new certificate.

The application and/or related documents signed can be sent to the AGEPI. When you make a click on the application, below appears the list of operations that can be performed on this application. To send the application, access the operation ***Send* (17)** (Fig. 54).

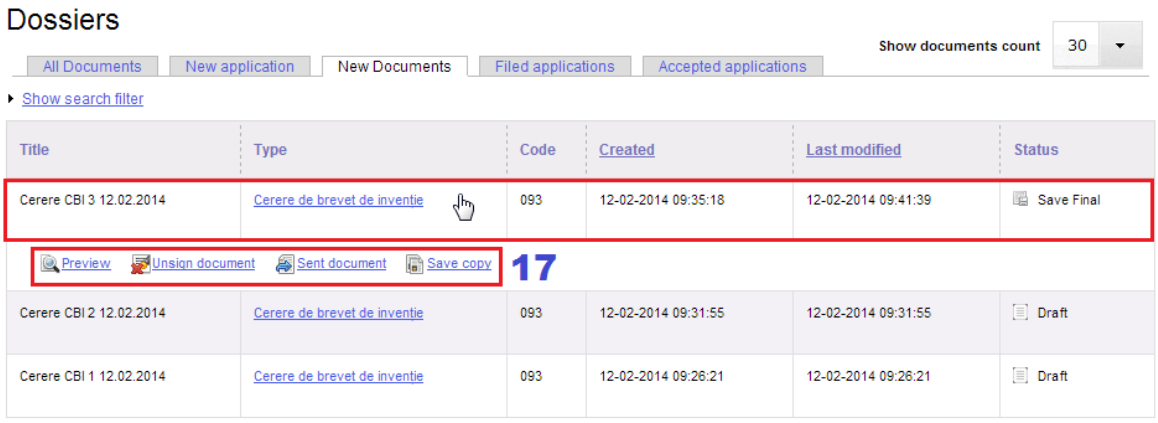

Fig. 54. Sending the application signed

The application will be transferred to subsection ***Sent applications*** and its status will be changed to ***Sent***.

7.4.2. Digital signature

For signing the IPO applications and/or related documents with the digital signature, you must have a signature certificate. To purchase a certificate, address directly to the CST. More detailed information can be found at http://cts.md/ro/servicii/semnatura-digitala. If you own the signature certificate, connect the secure device to your computer from the dialog box with the options available for signing the application (Fig. 49), choose the ***Digital signature***. The screen will display the dialog box with the digital certificate options available for signing (Fig. 55).

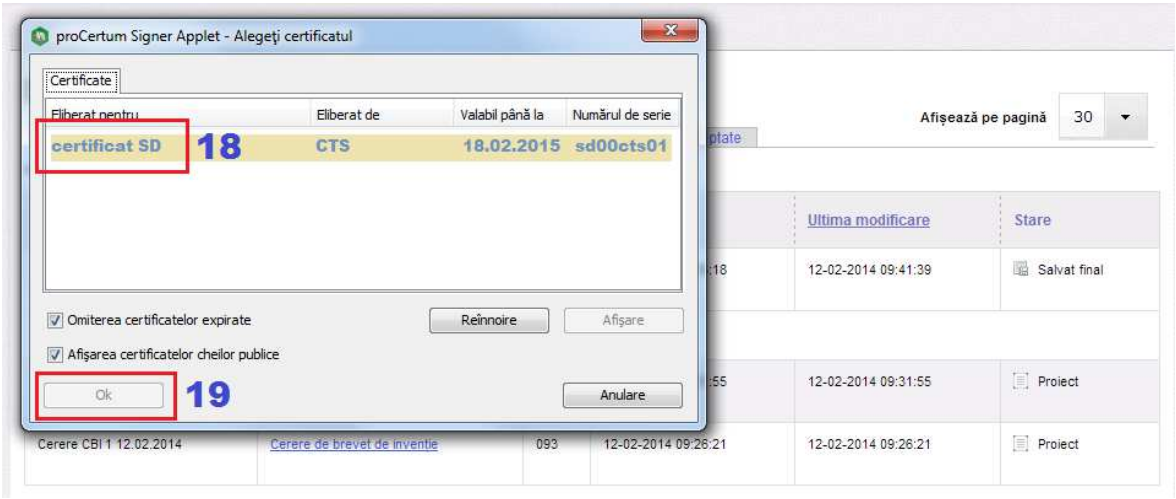

Fig . 55. Applying the digital signature

For signing the IPO applications and/or related documents, select the signature certificate **(18)** from the dialog box and access the **OK** button **(19)**.

The screen displays the message *"The application has been signed!"*. In case if the screen displays the message *"Signature is not valid!"*, please contact CTS to obtain necessary support.

The application and/or related documents signed can be sent to the AGEPI. When you make a click on the application, below appears the list of operations that can be performed on this request. To send the application, access the operation ***Send*** **(17)** (Fig. 54).

7.4.3. Mobile signature

For signing the IPO applications and/or related documents with the mobile signature, you must have a mobile phone with cryptographic SIM card. To obtain the mobile signature, address to one of the mobile telephone communication operators that provide the mobile signature service.

If you own the signature certificate, select the ***Mobile signature*** from the dialog box with the options available for signing the application (Fig. 49). The screen will display the telephone number entry dialog for signing (Fig. 56).

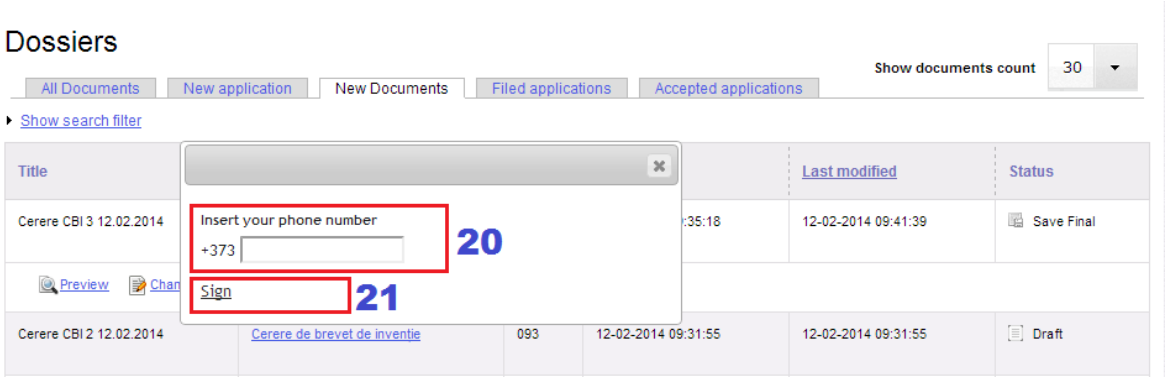

Fig. 56. Applying the mobile digital signature

For signing the IPO applications and/or related documents, enter your phone number **(20)** and access the operation ***Sign*** **(21)**.

A code will be sent to the mobile phone by means of a message, which will also be displayed on the computer screen. Follow the instructions on the mobile phone. After finishing process on the computer screen appears the message "The application has been signed!" (Fig. 57).

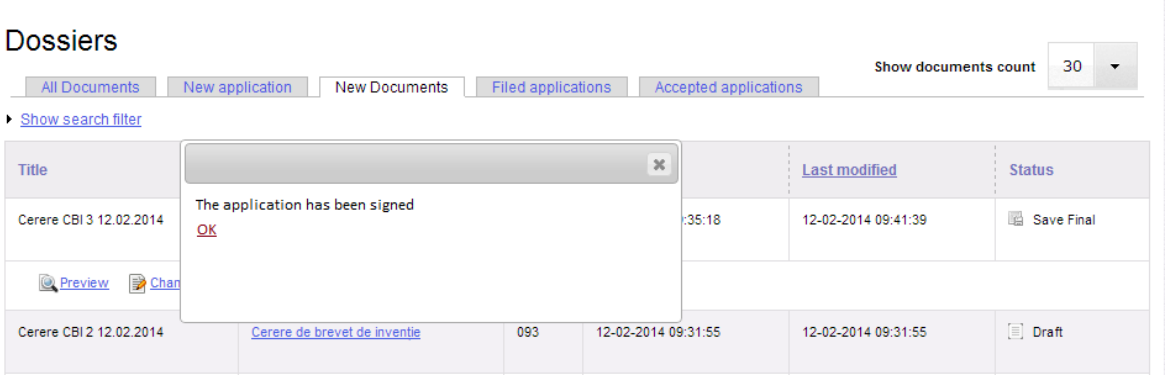

Fig . 57. Notification of signing the application

If the screen displays the message "Signature is not valid!", address to the mobile telephone communication operators that provide the mobile signature service.

Note: *IDNP code indicated in the user profile must coincide with the IDNP code indicated in the request for the mobile signature, registered by the mobile operator.*

The application and/or related documents signed can be sent to the AGEPI. When you make a click on the application, below appears the list of operations that can be performed on this request. To send the application, access the operation ***Send*** **(17)** (Fig. 54).

7.4.4. MSign Service

When accessing the way of signing MSign in the dialog box, it will be initiated the procedure of signing IPO applications and/or related documents by means of the Governmental Signing Service MSign (Fig. 58).

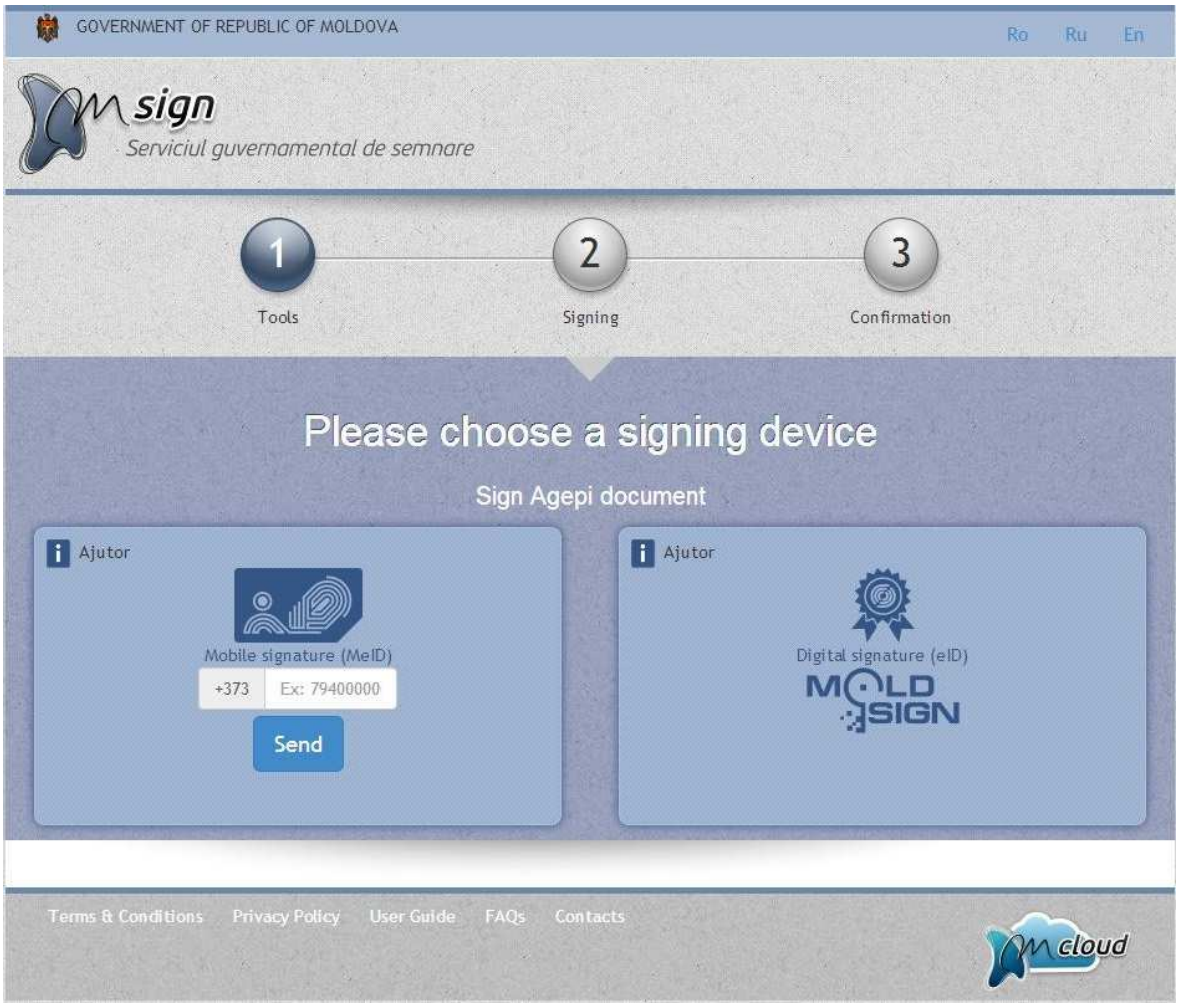

Fig. 58. Governmental Signing Service MSign

Select one of the ways of signing by means of the service and follow subsequent instructions on the MSign portal.

The signed application and/or related documents can be sent to the AGEPI. When making a click on the application, below appears the list of operations that can be performed on this application. To send the application, access the operation ***Send*** **(17)** (Fig. 54).

7.4.5. Cancelling the signature

To cancel the signature on the IPO application and/or related documents, by making a click on the application, below appears the list of operations that can be performed on this application. Access the operation ***Cancel signature*** **(17)** (Fig. 54). Choose the signature to be cancelled

from the dialog box with the options available for signing the application (Fig. 49), upload the signature certificate **(22)** and access the operation for cancelling the signature **(23)** (Fig. 59).

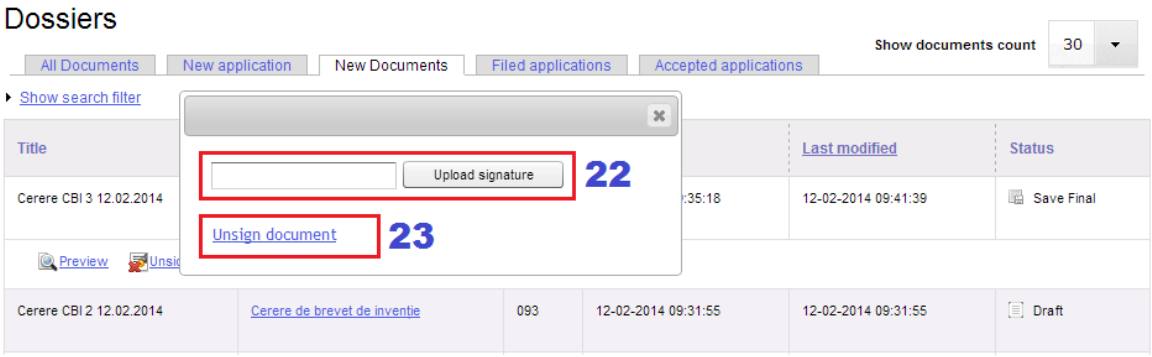

Fig. 59. Cancelling the e-AGEPI signature

The screen displays the message "Signature has been cancelled!". The procedures for cancellation of the digital signature and the mobile digital signature are similar. Subsequently, the application may be signed with any of the available signatures.

7.5. Payment for service

In order that the status of the application sent may be changed into ***Accepted*** and the procedure for examination of the application may be initiated, the application-related procedural fees shall be paid. Payment is made under a payment account by three ways: cash payment, payment from advance and payment through Electronic Payment Government Services MPay. Detailed information regarding the MPay can be found at mpay.gov.md.

Detailed information relating to the payment of application-related procedural fees (accounts for payment, requests for grant of facilities, requests for payment from advance), are described in p. 6.1.4 ***Sent applications***.

7.5.1. Creating the account for payment

Detailed information relating to the accounts for payment, are described in p. 6.1.4.4 ***Account for payment***. To create your account for payment, it is necessary first of all to open the EF of the IPO application.

When you make a click on the application, below appears the list of operations that can be performed on this application. To open the EF of the application, access the **View** operation. It will open the EF page, divided into tabs that contain information related to the application (Fig. 21, 22). Access the ***Account for payment*** tab. The account for payment is displayed as a table that contains the fields described in Table 8. Access the Create an account for payment reference **(24)**, located above the table (Fig. 60).

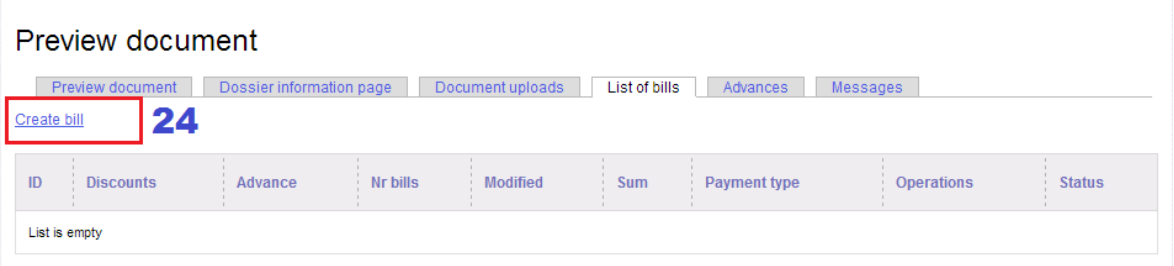

Fig. 60. Reference to creating the account for payment

It will open the application fee calculation page wherein are displayed the legal services. Tick the required services **(25)** and complete the appropriate fields **(26)** as appropriate (Fig. 61).

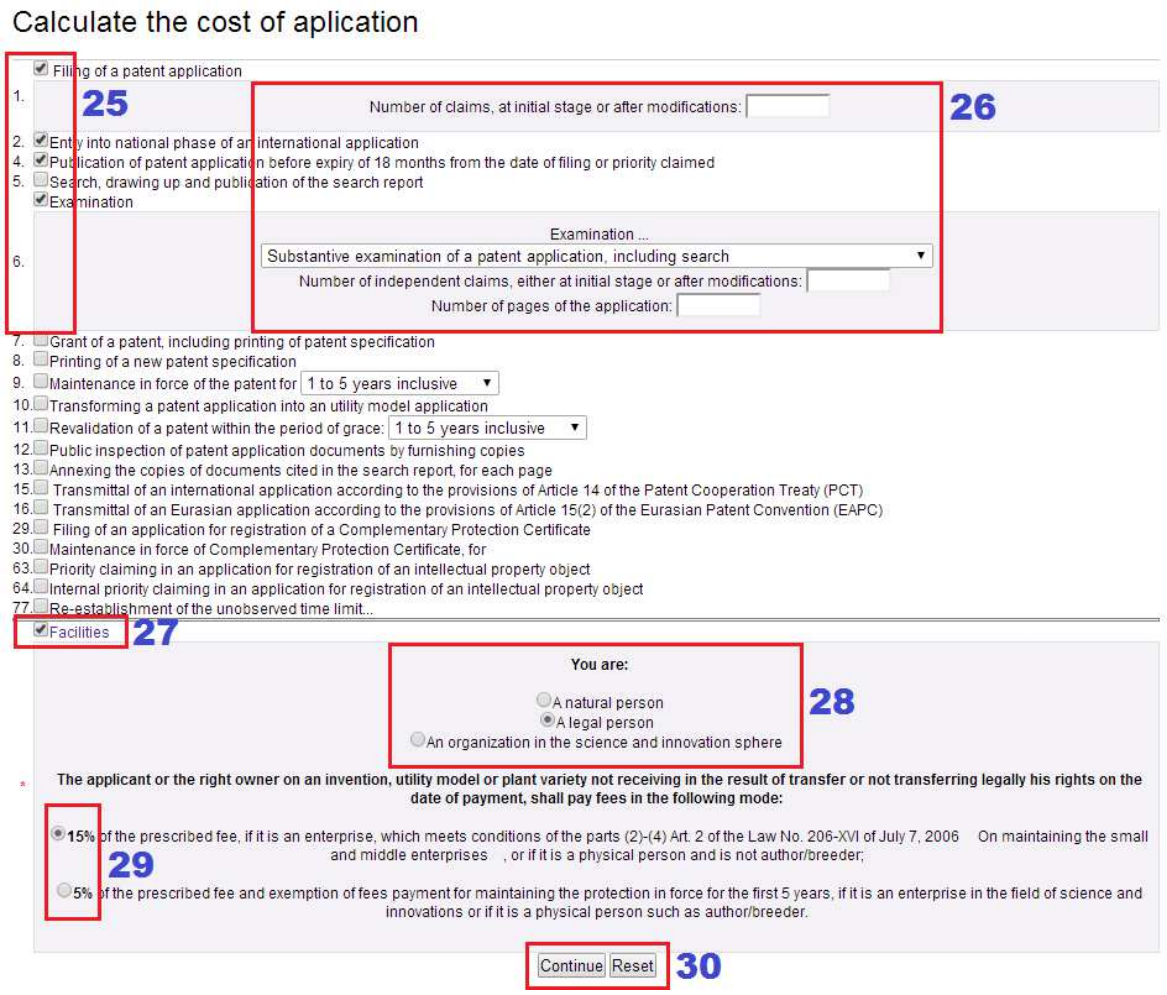

Fig. 61. Selecting legal services

Where facilities are required on calculation of the account for payment, tick ***Facilities*** **(27)**, select the type of applicant **(28)** and the amount of facilities required **(29)**. Study carefully the information related to the facilities. To obtain the calculation results, access the **Continue** button **(30)**. It will open the calculation results display page (Fig. 62), which contains the fields described in Table 15.

Table 15

Fields displayed in the Calculation results

Name	Meaning	Note
No.	Serial No. of the legal service	Is automatically assigned, according to GD No.774 of 08.13.1997
Action	Name of the legal service	Is automatically assigned, according to GD No.774 of 08.13.1997
Calculation	Calculation of costs	The results calculated for the respective service are displayed.

Exchange rate of NBM	Up-to-day exchange rate of NBM in EUR	The date and the exchange rate in lei for one EUR are displayed.
Amount of fee EURO	Fee amount in EUR	The amount of fee in EUR for the respective service is displayed.
Payment of 5/15% (from the amount of the fee, EURO)	Fee amount in EUR, calculated with facilities	The amount of fee in EUR for the respective service is displayed.
Payment in MDL at the exchange rate of NBM	Fee amount in MDL, calculated at the exchange rate of NBM on the day of payment	The amount of fee in MDL for the respective service is displayed.
Total	Fee amounts, calculated in EUR and MDL respectively	The amounts of fees for all services calculated in EUR and MDL respectively are displayed.
For payment	Amount calculated for payment in EUR	It is calculated automatically. It is paid in MDL at the exchange rate of NBM, calculated on the day of payment.

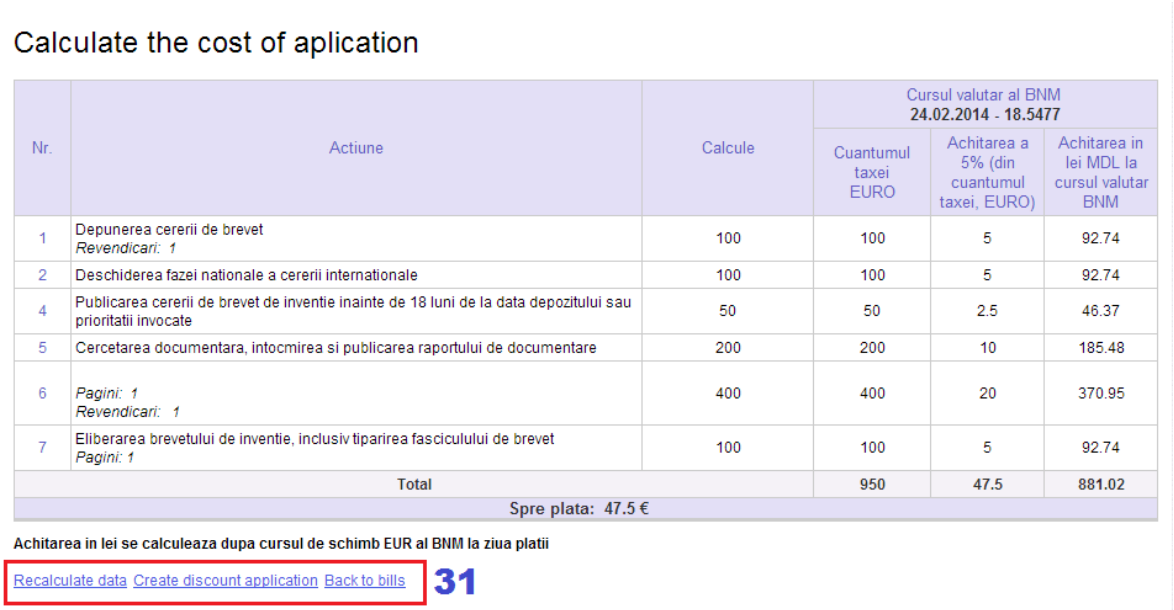

Fig . 62. Calculation results display page

In the given page is also foreseen the possibility of carrying out actions related to creating an account for payment **(31)**. Fee recalculation – returns you to the legal services selection page (Fig. 61). Creating the request for facilities – if you have requested facilities upon calculation of the account for payment, you must complete a request and send it to the AGEPI to get a confirmation. Payment – in case if you have not requested facilities, initiates the procedure for payment of the account for payment Back to the list of accounts – returns you to the ***Accounts for payment*** page (Fig. 60).

Note: *If you have sent to the AGEPI a request for facilities, the account can be paid only after approval of the request by the AGEPI accounting.*

7.5.2. Creating the request for facilities

Facilities are requested during the procedure for creating an account for payment (Fig. 61). If, during selection of legal services, the user has ticked the ***Facilities*** option, for obtaining facilities, it is necessary to be created and sent to the AGEPI the request for facilities. There are two ways to create the request for facilities.

First way. The request can be created by accessing the action Creating the request for facilities **(31)** in the calculation results display page (Fig. 62).

Second way. In the ***Accounts for payment*** section, the user chooses the account, on the creation of which were required facilities. In this case, for the respective account, in ***Facilities*** column, is indicated the amount of facilities in "%". The request can be created by accessing the Creating the request for facilities action in the ***Action*** column **(32)** (Fig. 63).

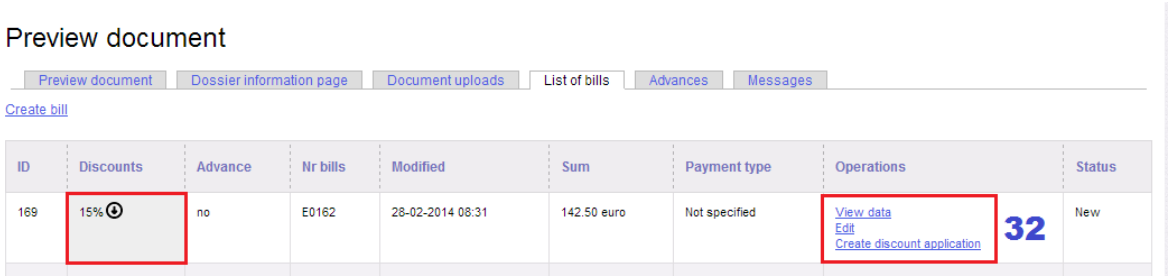

Fig. 63. Accessing the ***Creating the request for facilities*** action

The page for completing the request for facilities will open (Fig. 64). The list of displayed fields is described in Table 16.

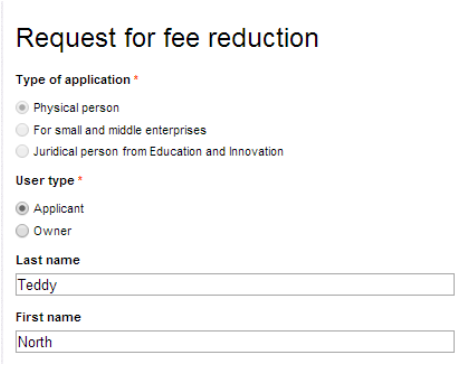

Fig. 64. Page for completing the ***Request for grant of facilities***

Table 16

Fields displayed in the Request for facilities

Name	Meaning	Note
Request type	Type of request for facilities (natural persons, small and medium-sized enterprises, organizations in the sphere of science and innovation)	Is selected at the stage of calculation of the account for payment.
Status	Status of the user (applicant or owner)	One of the indicated values is selected.

Name	Meaning	Note
Last name	User last name	Is automatically completed. The value of this field will be used to display the user's full name.
First name	User first name	Is automatically completed. The value of this field will be used to display the user's full name.
Patronymic	User first name	Is automatically completed. The value of this field will be used to display the user's full name.
IDNP	User unique state identification number for natural persons	Is automatically completed.
IDNO	User unique state identification number for legal persons	Is automatically completed.
Name of enterprise	Name of enterprise for legal persons	Is automatically completed.
Request facilities for:	It is indicated the ground for requesting facilities (application or title of protection)	One of the indicated values is selected.
Identity card	Identity card of the user for natural persons	The copy of the identity card is loaded.
Copy of the document	Copy of the document confirming the status of disabled person, retiree, pupil, student (day department), serviceman (soldier and sergeant) for natural persons	The copy of the document is loaded.
Copy of the financial report	A copy of the financial report for the previous year for small and medium-sized enterprises is attached to the request	The copy of the document is loaded.
Facilities	It is indicated the amount of Facilities in „%"	It is selected at the stage of calculation of the account for payment

After finishing the completion procedure, access the **Save** button. Then sign the request with one of the available signatures and send the request to the AGEPI. The completed request can be viewed and printed similar to descriptions made in p 6.1.4.1 ***Viewing the application***. Examples of application view and print version of the application you have below (Fig. 65, 66).

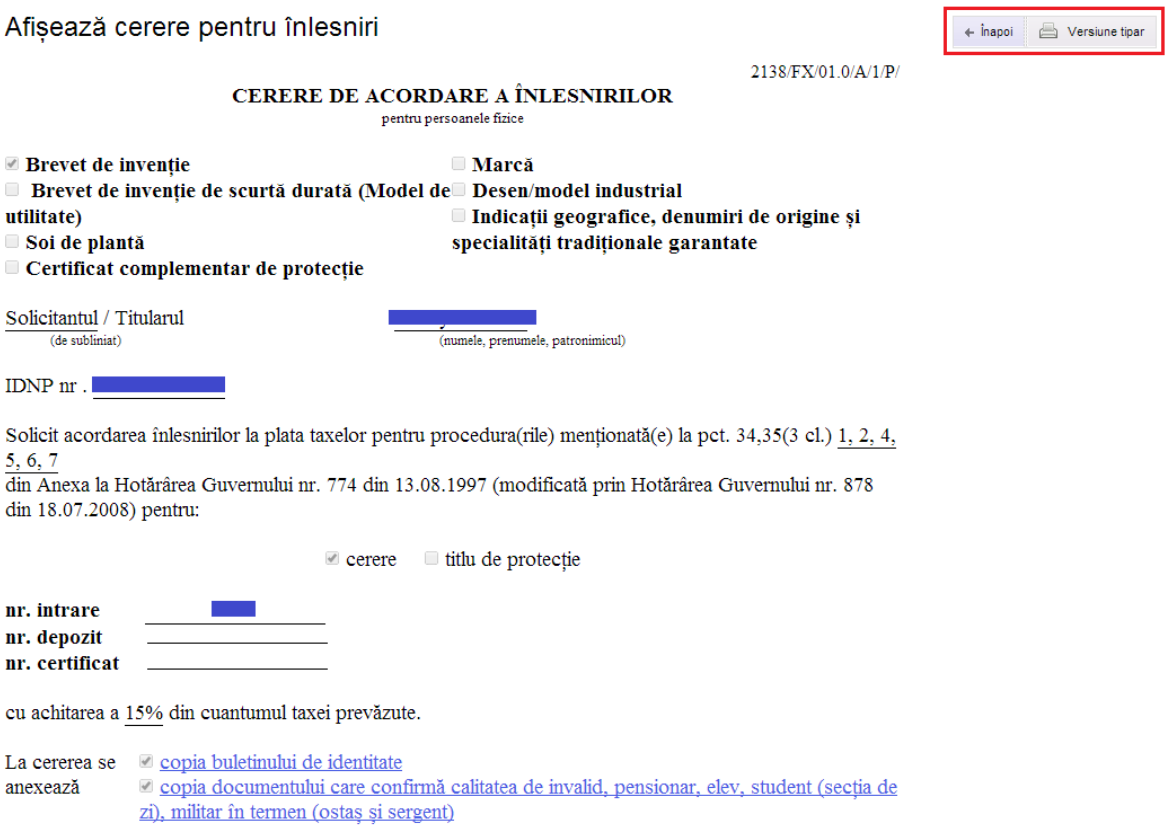

Fig. 65. Viewing the request for grant of facilities

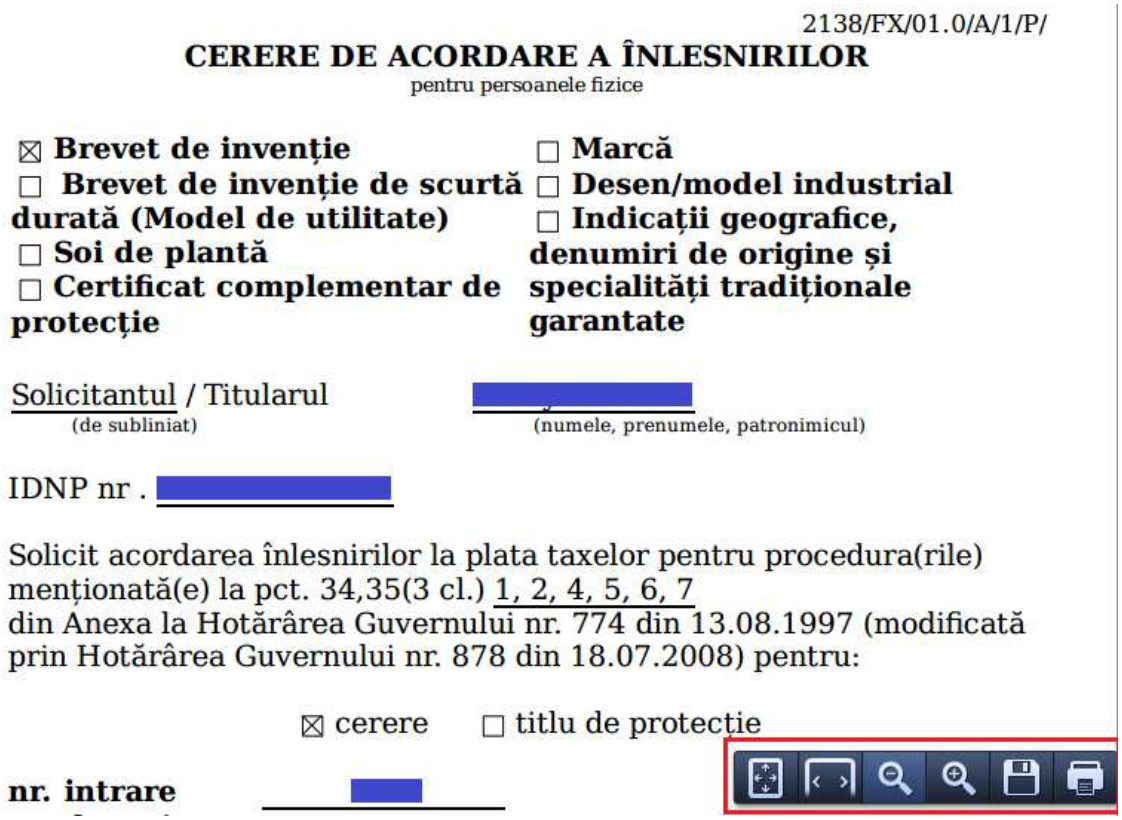

Fig. 66. Request for grant of facilities, print version

Note: *If you have sent to the AGEPI a request for facilities, on the screen will be displayed the message: "The request for grant of facilities was sent successfully. Soon we will review your request".*

Upon acceptance or rejection of the request, you will receive a notification by e-mail and in PC, in the ***Correspondence*** section (Fig. 67).

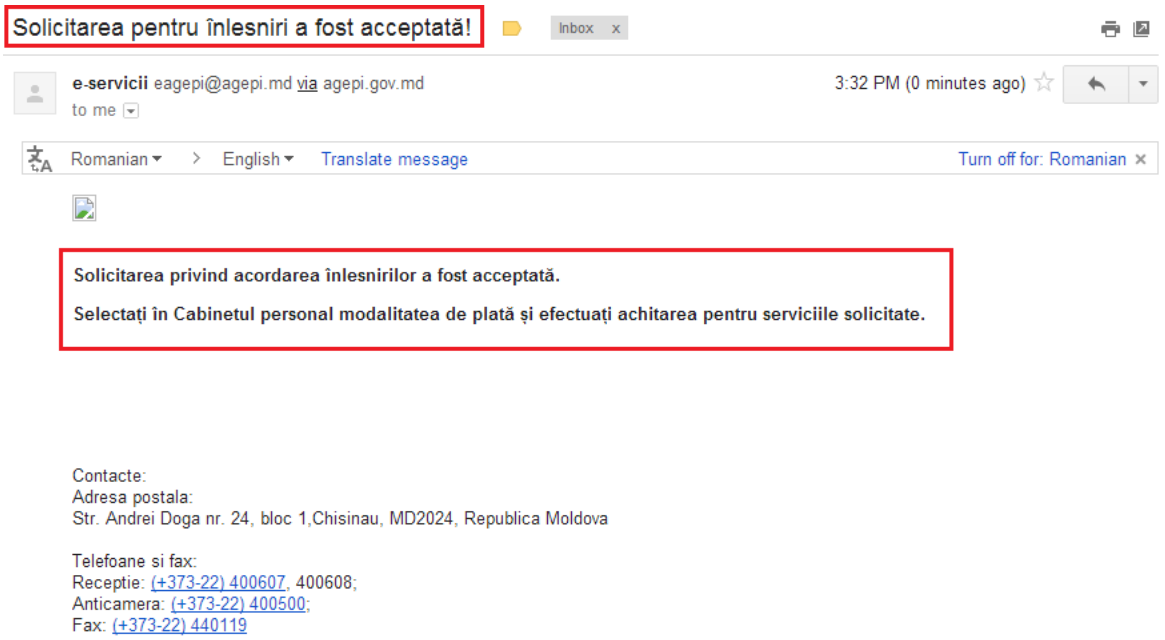

Fig . 67. Notification of confirming the request for facilities

7.5.3. Payment of account

In case if facilities were not requested, the user can pay the account for payment immediately after its calculation. In case if facilities were requested, the account can be paid only after examination by the AGEPI of the request for facilities. Regardless of whether the request will be accepted or rejected, payment of account will be possible.

Note: *In case if request for facilities will be rejected, the amount for payment indicated in the account will be automatically recalculated without taking into consideration the requested facilities.*

Accounts for payment can be viewed in section ***Accounts for payment*** from the MENU or in the context of the EF of the request in the ***Accounts for payment*** tab, similar to descriptions made in p. 6.2 ***Accounts for payment*** and p. 6.1.4.4 **Account for payment** respectively.

To pay your account, access Payment action **(33)** in the ***Action*** column (Fig. 68).

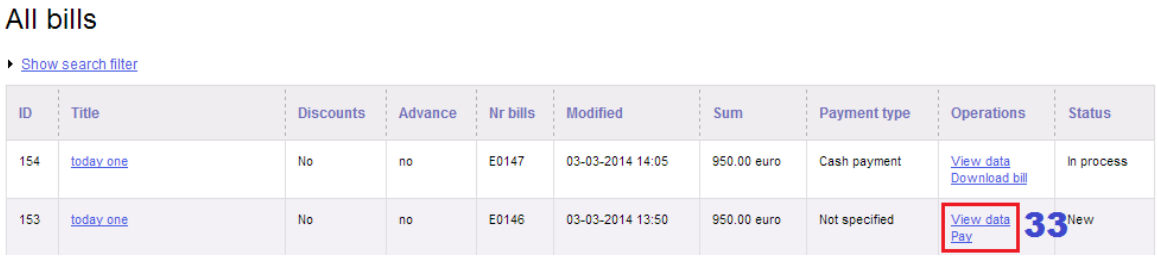

Fig. 68. Initiating the payment procedure

The dialog box will be opened with the options available for payment of the account (Fig. 69).

Fig . 69. Choosing the option for payment of the account

Note: *Any account can be deleted only by the choice of a payment option.*

7.5.3.1. Payment through MPay

When accessing the mode of payment Pay with MPay from the dialog box, it will be initiated the transaction for payment of the account established for payment through secure online payment service MPay (Fig. 70).

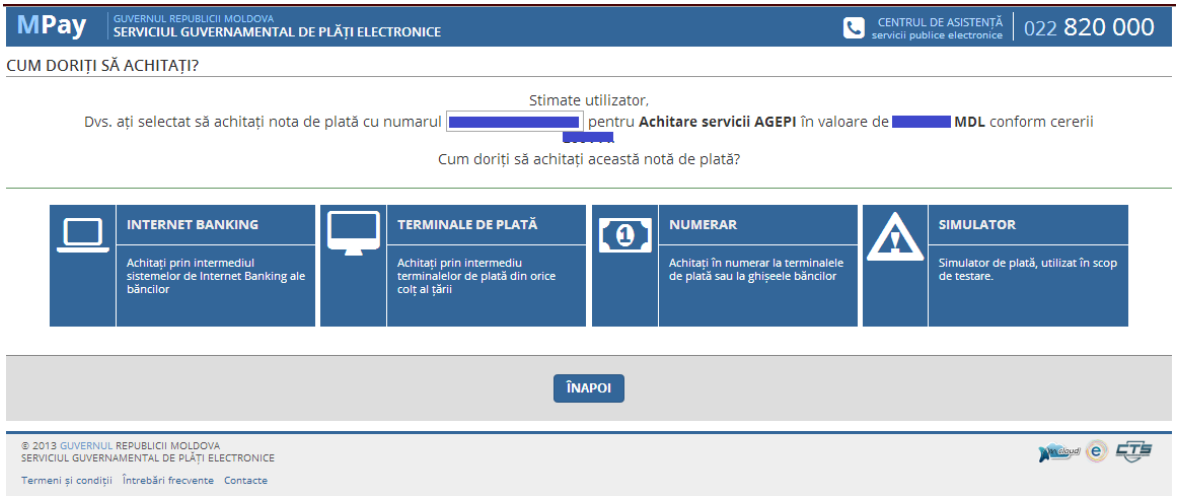

Fig. 70. Government e-Payment Gateway

Select one of the ways of payment by means of the service and follow subsequent instructions on the MPay portal.

7.5.3.2. Payment from advance

The procedure for payment from advance is performed on the basis of a request for payment from advance, to be signed and sent to the AGEPI. When accessing the mode of payment Payment from advance in the dialog box, the ***Advance*** tab will be opened, which contains information on requests for payment from advance in the current EF. Detailed information relating to requests for payment of the account from advance are described in p. 6.1.4.5 ***Advance***.

The requests for payment from advance will be automatically generated on the basis of the account for payment and personal data in the user profile.

Note: *On the screen is displayed the message "Your request for payment from advance has been generated!"*

From these considerations, drafting of the request is not provided. The user can just delete the request.

The request generated must be signed and sent to AGEPI. In case if the transaction of payment from advance is performed, the application will be accepted and the account status will be changed to ***Paid***. Otherwise, the application will be refused and account status will be changed to ***Refused***.

With the change by AGEPI of the status of request for payment from advance, in the PC of the user, in the ***Correspondence*** section, a respective notification will be sent (Fig. 71).

Fig. 71. Notification of acceptance of the request for payment from advance

Detailed information relating to the incoming/outgoing correspondence in the PC are described in p.6.1.4.6 and p.6.3 ***Correspondence***.

7.5.3.3. Cash payment

The procedure for cash payment involves generating, downloading and printing the account for payment in paper format (Fig. 72).

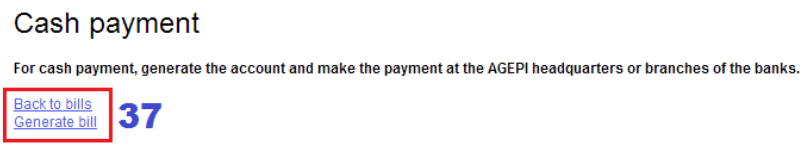

Fig. 72. Generating the account for payment

To generate the account, access the Generating the account for payment action **(37)**. Account, generated in format "XLS" (Microsoft Excel) will be downloaded to your computer.

Note: *Account will be saved under a name that consists of the prefix "account-", account number and extension ".xls". For example:* ***account-E0176.xls.****. Depending on the Web browser used and default settings, the certificate will be saved in the default folder (for example, for Windows 7, the folder is:* ***Downloads*** *in the user profile) or you will be asked (through a dialog) where you want to save the account.*

To repeatedly download the account, access the Download account action **(38)** in the ***Action*** column (Fig. 73).

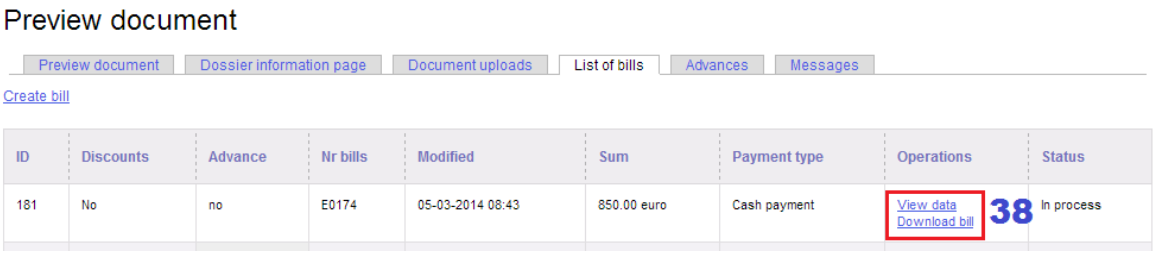

Fig. 73. Downloading the account for payment

Account is similar to that displayed in the image (Fig. 74).

AGEPI

Furnizor: **I. S Agentia de Stat pentru Proprietatea Intelectuala**
Adresa: **mun. Chisinau, str. A.Doga 24/1**
Telefon: **(022) 44 96 51**

C/F 1004600072945
Cod TVA 7800020

Cont de decontare nr. 222470301454
BCA Banca Sociala Codul bancii

Destinatar: [redacted]

CONT № E0174 din 05 Martie 2014
La nr. de inregistrare/depozit 157 din 19 Februarie 2014

Denumirea	Cantitatea	Pretul (EUR	Total (EUR
Depunerea cererii de brevet Revendicari: 1	1	100.00	100.00
Deschiderea fazei nationale a cererii internationale	2	100.00	100.00
Publicarea cererii de brevet de inventie inainte de 18 luni de la data depozitului	4	50.00	50.00
Cercetarea documentara, intocmirea si publicarea raportului de documentare	5	200.00	200.00
Pagini: 1 Revendicari: 1	6	400.00	400.00
TOTAL			**850,00**

Total spre plata euro: **850,00 opt sute cincizeci euro 00 eurocenti**

Achitarea in lei se calculeaza dupa cursul de schimb EUR a BNM la ziua platii

Fig. 74. Example of account for payment

Payment of account may be made at the AGEPI headquarters or the bank.

7.6. Exchange of correspondence

Detailed information relating to the incoming/outgoing correspondence in the PC, are described in p.6.1.4.6 and p.6.3 ***Correspondence***.

In the incoming correspondence are displayed the notifications received from AGEPI. Some of these notifications require a response from the user within a predefined time limit, indicated in the column ***Respond by***. The procedure for completing, signing and sending the response is launched by accessing the Response reference in the ***Action*** column. The page on completing the response to notification will be opened, in which the response message is typed **(39)**, the necessary files are loaded as appropriate **(40)** (if requested by AGEPI) and saved by clicking the **Save** button **(41)** (Fig. 75).

Fig. 75. Response to the notification

Afterwards, the completed response is signed, by accessing the Signing reference **(42)** in the ***Action*** column (Fig. 76), and is sent to the AGEPI, by accessing the Sending reference **(43)** in the ***Action*** column (Fig. 77). The message can only be sent as a response to a notification from AGEPI.

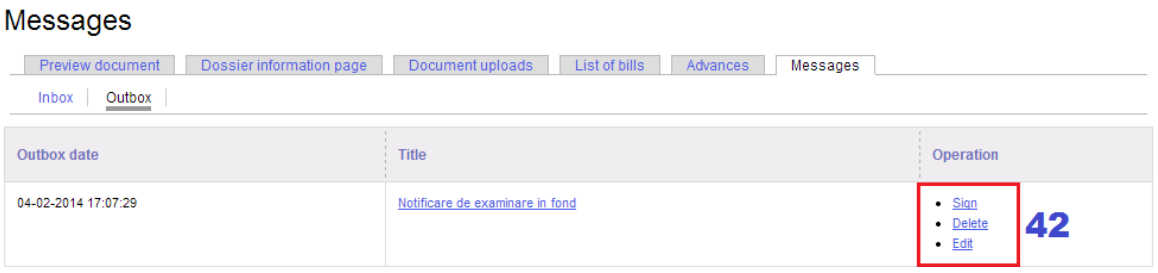

Fig. 76. Signing the response to the notification

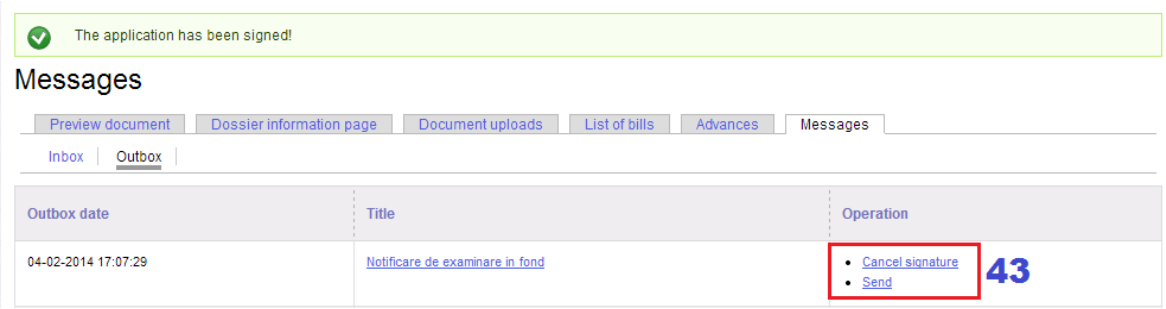

Fig. 77. Sending the response to the notification

7.7. Creating statistical reports

Statistical reports can be created in the ***Statistics*** section in the MENU, similar to descriptions made in p.6.4 ***Statistics***.

Select search criterion **(44)** and access the Continue button **(45)** (Fig. 78).

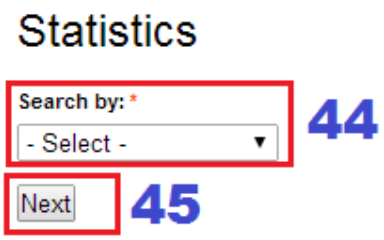

Fig. 78. Selecting search criterion

Set the search filter **(46)** and period **(47)** for which the report is requested. Access the **Create a report** button **(48)** (Fig. 79).

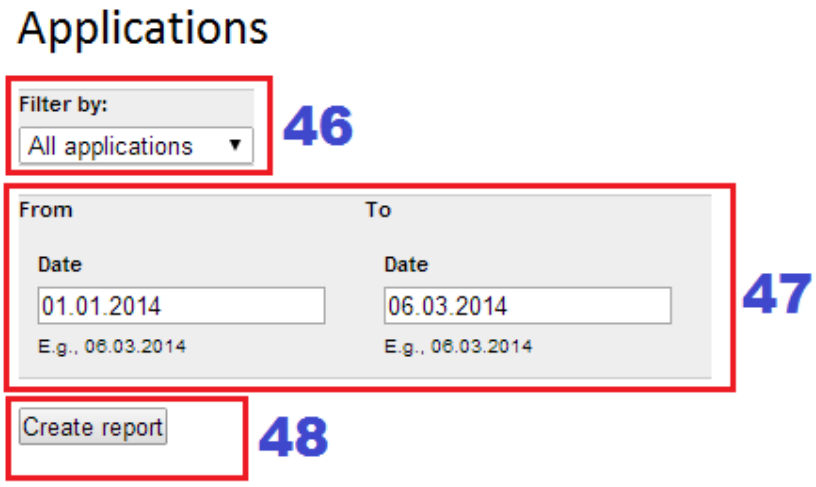

Fig. 79. Setting the filtering conditions

For reports on applications (new, sent, accepted) is generated the quantitative statistics on the requested period (Fig. 80).

For reports on the terms of expiration of the notifications is generated a report in the form of a table, in which are displayed the notifications for which a response is required within the time interval indicated (Fig. 81).

For reports on issued titles of protection is also generate a report in the form of table, in which the date of issue of the certificate is displayed (Fig. 82).

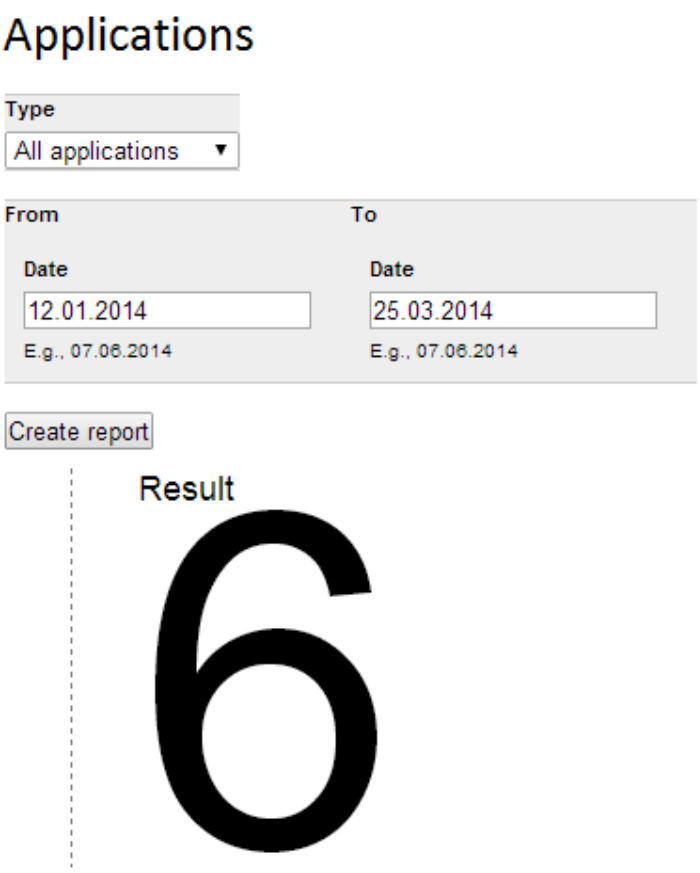

Fig. 80. Quantitative statistics for the requested period

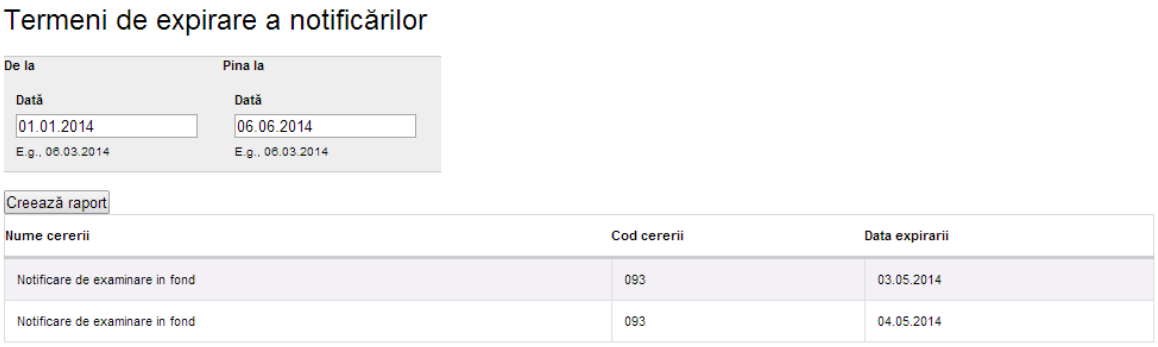

Fig. 81. Statistics on the terms of expiration of the notifications for the requested period

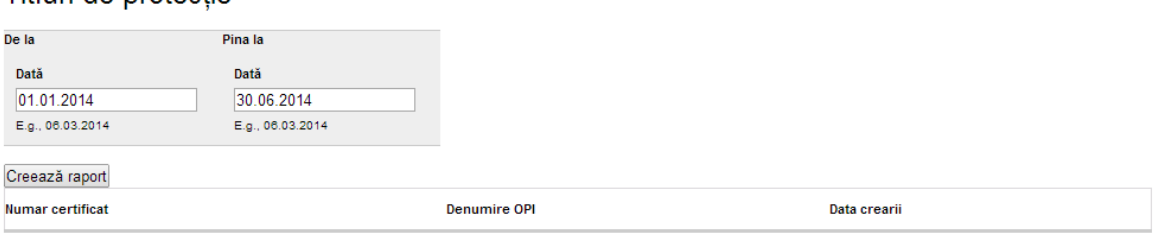

Fig. 82. Statistics on issuing certificates for the requested period