

Procedure for filing a patent application in the Department of Patents, Designs and Trademarks, Ministry of Industries, Bangladesh:

1. Anybody whether Bangladeshi or not and whether alone or jointly can file an application for Patent in the Department of Patents, Designs and Trademarks, Ministry of Industries, 91, Motijheel C/A, Dhaka-1000.
2. In case of foreigners' application should be made through Bangladeshi local law Firm.
3. To file a Patent application the following documents and information should be furnished:
 - I. A forwarding letter addressed to the Registrar of the Department of Patents, Designs and Trademarks.
 - II. Duly filed in prescribed form (Form-1 or 1A / 2 or 2A as the case may be)
 - III. Bank draft or duly filled in chalan form of Tk. 2,000/- (Two thousands) only in case of ordinary application having specification of 25 pages and 10 claims. More than 25 pages and 10 claims each page and each claim will be charged at Tk. 100/- (One hundred) only;
 - IV. In case of priority application. Application fee is Tk.10,000/-(Ten thousands)only for 25 pages of specification and 10 claims. More than 25 pages and 10 claims each page and each claim will be charged at Tk. 100/- (One hundred) only.
 - V. One set of drawing sheets (if any) in tracing paper with duplicate in photocopy.
 - VI. Complete specification two sets (in Form3A).
4. The complete specification should include the followings:
 - I. Title of the invention, the nature of the invention and the manner in which it is to be performed.
 - II. Whether the invention is a product/device/product or process or the both.
 - III. Filed of the invention.
 - IV. Prior art of the invention.
 - V. Objective of the invention.
 - VI. Brief description of the drawings (if any).

Department of Patents, Designs and Trademarks

Ministry of Industries

91, Motijheel C/A, Dhaka-1000.

Website: www.dpdt.gov.bd

- VII. Detailed description of the invention with reference to the accompanied drawings (if any).
 - VIII. Novelty of the invention.
 - IX. Inventive steps of the invention.
 - X. Industrial applicability of the invention.
 - XI. Claims (showing novelty).
 - XII. Abstract.
 - XIII. Computer printed specification with font size 11-13 in A4 size offset paper.
5. Drawings (if any) should be according to rule 15 to 18 of the P&D Rules, 1933 and include:
 - I. A4 size tracing paper according to the provisions of the Patents & Designs Rules 1933 along with a duplicate in photo copy.
 - II. Name and number of the drawings should be referred to the description of the complete specification.
 - III. Drawing sheets must have 1" margin in each side.
 - IV. Applicant's name and application number should be mentioned in the left top corner of the drawing sheets.
 - V. Sheet number and the consecutive number of sheets should be mentioned in the right top corner of each drawing sheets.
 - VI. Each sheet of the drawings should be signed in the right bottom of each sheet by the applicant or the agent of the applicant.
 6. In case of priority application, the priority documents should be submitted along with the application or within 12 months from the date of first filing as provided by the Paris Convention.
 7. The normal deadline for acceptance of a Patent application is 18 months with 3 months extension from the date of filing.
 8. In case of foreign application power of Attorney (in favour of the applicant) is to be submitted along with the application.
 9. All types of Form and Fee schedule are available in the DPDT's website: www.dpdt.gov.bd.
 10. Information relating to Attorney/agent is also available in the website.