

**SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**UNIVERSITY BUSINESS LINKAGE CELL**

**SCHEDULE OF REQUIRED QUALIFICATIONS AND SUBMISSION**

**Hiring Attorney at Law (AAL) to Handle Patent and Other Intellectual Property Right Filing of South Eastern University of Sri Lanka**

1. **Qualifications**

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1. **Experience in Handling Intellectual Property Rights**

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1. **Other Relevant Competencies**

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1. **Schedule of Fee**
   1. **Patents**

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| **Description** | **Fee** (Please specify the rate for each task listed below) |
| Consulting meetings |  |
| Patent Search |  |
| Documentation and Patent Drafting |  |
| Patent Submission/Filing |  |
| Responding to any further clarifications submitted by NIPO relating to the patent including any amendments |  |
| In the event, the patent is objected by a third party, to attend opposition hearings, to draft affidavits and written submissions |  |

* 1. **Trademarks**

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| **Description** | **Fee** (Please specify the rate for each task listed below) |
| Consultation Meetings |  |
| IP Searches |  |
| Documentation and Drafting |  |
| Filing the Application |  |
| In the event, the trademark is rejected, after a search – preparation of written submissions and attending the hearing |  |
| In the event, the trademark is objected by a third party, to attend opposition hearings, to draft affidavits and written submissions |  |

* 1. **Industrial Design**

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| **Description** | **Fee** (Please specify the rate for each task listed below) |
| Consultation Meetings |  |
| IP Searches |  |
| Documentation and Drafting |  |
| Filing the Application |  |
| In the event, the industrial design is rejected, after a search – preparation of written submissions and attending the hearing |  |
| In the event, the industrial design is objected by a third party, to attend opposition hearings, to draft affidavits and written submissions |  |

* 1. **Copyrights Registration**

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| **Description** | **Fee** (Please specify the rate for each task listed below) |
| For consultations and meetings relating to  copyright matters |  |

**Note:**

* Please attach your detailed curriculum vitae along with this format.
* You may use a separate sheet if the above-provided space is not sufficient.

I hereby confirm that the above-provided information is true and up to date.

Signature: ……………………

Date: …………………………