# How to Use Web Form to Create PPH Request Form

## 1. Introduction

Up until now, procedures to file a PPH request were carried out using the proprietary written request forms of each office. However, as the number of countries and regions participating in the PPH program increases, a proposal was made for the use of common PPH request forms at each office in order to improve user convenience, and the offices participating in the PPH program agreed to a common format of the PPH request form.

Since August 1st, 2015, the JPO has commenced procedures to file a request using the PPH Request Form. The adopted PPH Request Form has the same major items that are found in request forms in other countries, which will be very convenient when making PPH requests to offices that are using the common format of PPH request form.

PPH requests to the JPO using the PPH Request Form are filed by attaching image data of the PPH Request Form to a "Explanation of Circumstances Concerning Accelerated Examination." With regard to the details of filing a request using the PPH Request Form, please refer to the following information.

## 2. Outline of PPH Requests Using PPH Request Form

For PPH requests using the PPH Request Form, the applicant is to attach the PPH Request Form to a "Explanation of Circumstances Concerning Accelerated Examination" and to submit them to the JPO. For this reason, some of the items that used to be described in a "Explanation of Circumstances Concerning Accelerated Examination" are now to be described in the PPH Request Form.

[Outline of PPH request]
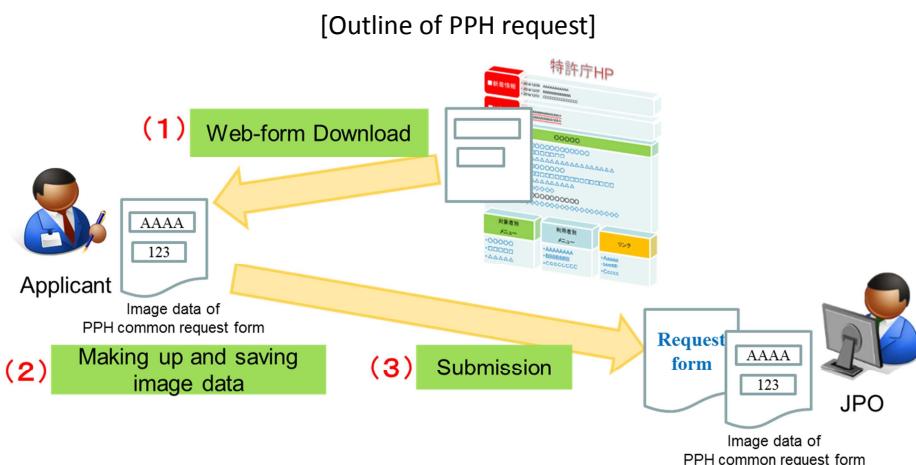


(1) Download the PPH Request Form (Web form) published on the JPO website to your terminal unit for processing.

(2) Open the downloaded PPH Request Form (Web form) in an Internet browser, enter the required items in Japanese, and then create and save image data of the PPH Request Form using the Web form functions.

(3) Attach the saved image data to a "Explanation of Circumstances Concerning Accelerated Examination" and submit the data to the JPO via electronic application software.

Also, if submitting on paper, print the image data of the completed PPH Request Form and submit them to the JPO by attaching them to the Explanation of Circumstances Concerning Accelerated Examination.

[Screen layout of downloaded PPH Request Form (Web form)]



* When opening or using functions of the downloaded PPH Request Form (Web form), if "Active X Warning" appears, select "Yes."

* Change the display size of the PPH Request Form (Web form) as appropriate for use.

## 3. How to Use the PPH Request Form

### 3.1 Creation of PPH Request Form

First, depending on the browser[1] you are using, download the PPH Request Form (Web form) published on the JPO website from the following page, and save it to your terminal unit for processing.

• Download PPH Request Form (Web form) (page for guidelines (requirements and procedures in detail) and request form )

Then open the downloaded PPH Request Form (Web form) in an Internet browser and enter the required items in Japanese. Note that although Japanese and English are written side by side on the PPH Request Form, this is simply to facilitate easy comparison with the common forms used at overseas offices.

○Input items



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IV. 先の提出書類の援用の表示 (Previously submitted documents)

6. ☐ 上記において提出済
(If any of the above mentioned documents have been submitted before, pl...)

| | | |
|---|---|---|
| ☐ | − | 〈先行庁のオフィスアクションの写し、及び、その翻訳文〉入力例 |
| + | − | |
| + | − | 〈先行庁における特許可能な請求項、及び、その翻訳文〉入力例 |
| + | − | |
| + | − | 〈引用非特許文献〉入力例 |
| + | | |

> (v) Check only when referring to the documents, and enter their application numbers and document names.

> (vi) The names of documents here should be directly described in the "Explanation of Circumstances Concerning Accelerated Examination."

V. 提出物件（援用する物件は除く)(List of names of documents submitted)
　早期審査に関する事情説明書に記載のとおり。

VI. 提出を省略する物件 (List of names of documents omitted for submission)

| | | |
|---|---|---|
| + | − | 〈先行庁のオフィスアクションの写し、及び、その翻訳文〉入力例 |
| + | − | |
| + | − | 〈先行庁における特許可能な請求項、及び、その翻訳文〉入力例 |
| + | − | |
| + | − | 〈引用特許文献〉入力例 |
| + | − | |

> (viii) Enter the submission dates, names, and numbers, etc. of the documents for which submission is omitted.

D. 請求項の対応関係 (Claims Correspondence)

☐ 先行庁の特許可
（請求項の削除
（A ...

> (vii) When all the claims sufficiently correspond to the patentable/allowable claims in the OEE application, check the top box. Otherwise, check the bottom box.

☐ 請求項の対応関係は、以下の表に記載 (Claims correspondence is explained in the following table)

| | | 本出願の請求項 (Application Claims) | 先行庁の対応請求項 (Corresponding OEE claims) | 対応関係に関するコメント（複数の出願と対応する場合は、コメント欄に対応する出願番号も記載して下さい。）(Explanation regarding the correspondence) |
|---|---|---|---|---|
| + | − | | | |
| + | − | | | |

E. 見解書、予備審査報告の第VIII欄（国際出願に対する意見）に対する釈明＊
(explaining any Box VIII observations of WO/ISA, WO/IPEA or IPER)

> (viii) If the bottom box has been checked, enter specific claims correspondence in this field.

出願人又は代理人 (Name(s) of applicant(s) or representative(s))
　早期審査に関する事情説明書に記載のとおり。

> (ix) When using PCT-PPH, always enter an explanation if "Observations on the international application" are stated in Box VIII of the latest work product for the international phase of a PCT application.

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○ **Important points regarding input items**

(i) A. Bibliographic data

Enter the number of the application concerned. If a Japanese application number has not been assigned, enter the international application number.

(ii) B. The fields for OEE in the "Request" section

Select the OEE office from the pull-down menu, check the box according to the OEE work products type, and enter the corresponding OEE application number. When filing a request for PPH based on multiple corresponding applications, enter all the corresponding application numbers thereof.

(iii) C. The fields of I.1. to II.4. in the "Required Documents" section

Check the corresponding check box. When an examiner can browse documents in Dossier Access System or PATENTSCOPE, check the bottom check box. Otherwise, check the top check box.

*Note

Since the preset check boxes may be inappropriate in some cases depending on the combination of OEE and OEE Work Products Type. Always confirm before making suitable adjustments.

(iv) C. The field of "III. Documents Cited" in the "Required Documents" section

In the 5$^{th}$ item under "III. Documents Cited", check the corresponding check box. When cited non-patent documents are attached, check the top box. When neither cited non-patent documents nor cited patent documents are attached, check the bottom box. When only patent documents were presented as cited documents for the OEE's office action, do not check this field. Instead, enter the numbers of cited patent documents in the "VI. List of names of documents omitted for submission" section.

(v) When referring to previously submitted documents among attached documents

Check the 6$^{th}$ item under "IV. Previously submitted documents," and enter by referring to the following input examples.

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Entry example 1: when referring to previously submitted "copy of OEE work products"

    A copy of notice of reasons for refusal and its translation, dated on August 9$^{th}$, 2013

    Reference: Japanese Patent Application No. 2011-999999; Explanation of Circumstances Concerning Accelerated Examination, submitted on May 14$^{th}$, 2012

Entry example 2: when referring to previously submitted "patentable/allowable claims determined by OEE"

    Translation of Written Amendment based on Article 34 of the PCT submitted on December 1$^{st}$, 2014

    Reference: Japanese Patent Application No. 2015-123456; Translation of Written Amendment

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> based on Article 34 of the PCT, submitted on March 9th, 2015
>
> Entry example 3: when referring to previously submitted "cited non-patent documents"
>
> "Computer Science University Course (Vol. 11): Computer Architecture," 2nd Edition, by Youichi Muraoka, Kindai kagaku sha Co., Ltd., November 1985, pages 123-127.
>
> Reference: Japanese Patent Application No. 2014-888888; Explanation of Circumstances Concerning Accelerated Examination, submitted on March 21st, 2014

(vi) When other documents are to be submitted

Not entering the document number, etc. under the "V. List of names of documents submitted" section on the PPH Request Form (Web form), describe the list of documents to be submitted in the "Explanation of Circumstances Concerning Accelerated Examination" as usual, and then submit them as attached materials.

(vii) When there are other documents the submission of which are omitted, including office actions, cited patent documents, etc., enter the document numbers, etc. in the "VI. List of names of documents omitted for submission" section.

(viii) D. Claims correspondence

When all the claims in the application sufficiently correspond to the patentable/allowable claims in the OEE application, check the top box.

Otherwise, check the bottom check box and enter the specific correspondence relationship between the claims in this application and the corresponding claims in the application examined by the OEE.

Moreover, when filing a PPH request based on multiple corresponding applications, enter the corresponding application numbers in the brackets at the top of the comment field. Any notes in the remarks column should be kept brief. If notes cannot be condensed into a single line, insert extra lines as appropriate.

Claims correspondence when there are multiple corresponding numbers

Entry example:

D. 請求項の対応関係 (Claims Correspondence)

☐ 先行庁の特許可能な全請求項と完全に一致する
（請求項の削除、追加、並び替えが無く、請求項の文言が完全に一致する）
(All the claims in the application sufficiently correspond to the patentable/allowable claims in the OEE application; or)

■ 請求項の対応関係は、以下の表に記載 (Claims correspondence is explained in the following table)

| | 本出願の請求項<br>(Application Claims) | 先行庁の対応請求項<br>(Corresponding OEE claims) | 対応関係に関するコメント（複数の出願と対応する場合は、コメント欄に対応する出願番号も記載して下さい。）<br>(Explanation regarding the correspondence) |
|---|---|---|---|
| | 1-5 | 1-5 | (13/000000) Both claims are the same apart from the description form. |
| | 6 | 1 | (14/000000) Both claims are the same. |
| | 7 | 3 | (14/000000) Both claims are the same apart from the cited claim numbers. |
| | 8 | 5 | (14/000000) Both claims are the same apart from the cited claim numbers. |
| | 9 | 7 | (14/000000) Both claims are the same. |
| | 10 | 8 | (14/000000) Both claims are the same. |

(ix) E. Explanation of any Box VIII observations (opinions on the international application) of WO/ISA, WO/IPEA or IPER

When an opinion is stated in the VIII Box of the Written Opinion and the International Preliminary Examination Report, **an explanation must be given**. Therefore, explain the patentability of the invention in the field E.

〇 **How to generate image data**

Since methods of generating image data vary depending on the browser used, we will explain the methods for each browser.

pph_v1.1.html　– For Firefox, Google Chrome, Internet Explorer 11 –

(i) After entering the required items, click "Save Image," which appears in the functions column on the left of the screen.

Since image data is generated by splitting information in the input field into 3 parts, <u>the save screen will pop up 3 times</u>. Therefore, carry out the saving procedure three times.

(ii) Specify the save destination and file name, and save the image data.

Note that the numbers displayed in the default image file names "ap_pph01.jpg", "ap_pph02.jpg" and "ap_pph03.jpg" show the order of the images attached to a "Explanation of Circumstances Concerning Accelerated Examination" that will be subsequently created. Please bear this in mind in case of changing the file names when saving.

Example of screen on Firefox, Google Chrome
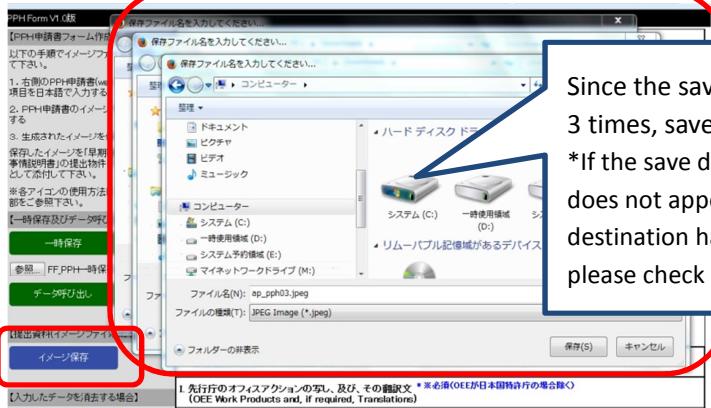


Since the save confirmation screen pops up 3 times, save 3 times accordingly.
*If the save destination confirmation screen does not appear, it is possible that the save destination has been set automatically. So, please check the browser settings screen.

Example of screen on Internet Explorer11
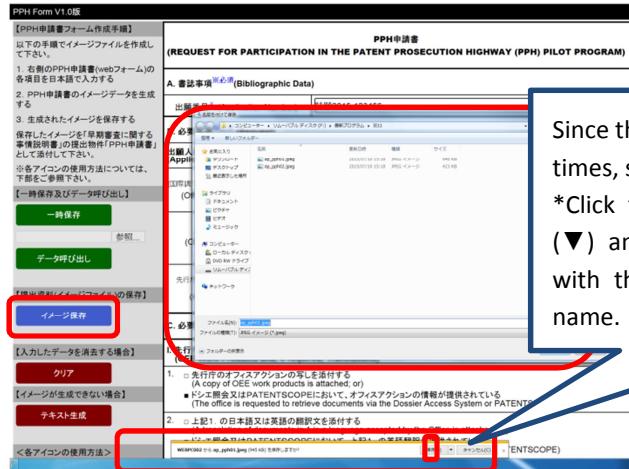


Since the save confirmation screen pops up 3 times, save 3 times accordingly.
*Click the pull-down menu next to "Save" (▼) and select "Save As…," you can save with the desired save destination and file name.

pph_v1.1_for_ie9.html – For Internet Explorer 9 –

(i) After entering the required items, click "Open" in the function field on the left of the screen.

(ii) Since image data is generated by splitting information in the input field into 3 parts, 3 image files will appear across 3 tabs when "Open" is clicked.

Move the cursor to each image file displayed in a tab and right-click to save.



Three image file tabs appear.
Save in order from the left.

Right-click on image

Select "Save a Picture As…" and save image data in the png format. Carry out the same procedure for the images displayed in the two other tabs. File names can be set freely, but since they will be displayed in the order of attachment to "Explanation of Circumstances Concerning Accelerated Examination" starting from the left tab, please save the files with names indicating the order of attachment.

* Note
Please note that if images are saved in full-color bmp format, this will cause an error when creating files to send in the electronic application software, making it impossible to create the files to be sent.

pph_v1.1_for_mac.html – For Safari –

(i)    After entering the required items, click "Open," which appears in the functions column on the left of the screen.



(ii)    Since image data is generated by splitting information in the input field into 3 parts, 3 image files will appear across 3 tabs when "Open" is clicked. The image files appear in tabs with the names "ap_pph01", "ap_pph02", and "ap_pph03".

Move the cursor to each image file that appears and right-click to save.
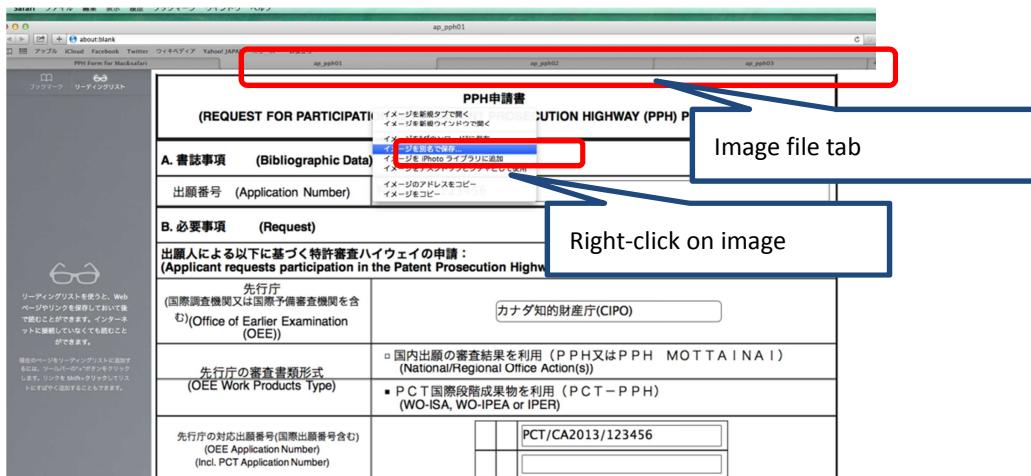


(iii)    Select "Save an Image As…" and save image data in the png format. Carry out the same procedure for the images displayed in the two other tabs. File names can be set freely, but since the numbers included in tab names "ap_pph01", "ap_pph02", "ap_pph03" represent the order of attachment to "Explanation of Circumstances Concerning Accelerated Examination," please save the files with names indicating the order of attachment.

**3.2. Creation of Explanation of Circumstances Concerning Accelerated Examination**

(i)   Enter bibliographic items such as [Indication of the Case] and [Submitter].

(ii)  In the "1. Circumstances" field under the [Explanation of Circumstances Concerning Accelerated Examination] section, state that accelerated examination is requested under the Patent Prosecution Highway program, and explain the relationship between this application and the corresponding OEE applications.

> Entry example 1: When using examination results of applications filed with the USPTO
>
>   Requesting an accelerated examination under the Patent Prosecution Highway program.
>
>   This application is an application claiming a priority under the Paris Convention based on the corresponding application filed with the USPTO (the application number is 00/000000). The USPTO found that the invention in this corresponding application patentable.
>
> Entry Example 2: When using a work product in the international phase of a PCT application
>
>   Requesting an accelerated examination under the Patent Prosecution Highway program.
>
>   This application is a PCT international application (PCT/XX0000/000000) that entered into the national phase, and in the latest work product in the international phase of the PCT application created by the xx Patent Office, it is clearly stated that the invention within the scope of the claims in the PCT international application is patentable.

(iii) Describe the documents to be submitted under the "List of documents to be submitted" section.

Since the PPH Request Form created in 3.1 is to be attached as a document to be submitted, write "PPH Request Form" in the "Name of document" field under the "List of documents to be attached" section, and attached the image data of the PPH Request Form to the "Contents" field.

When attaching image data, select "Link to file" under "Insert image" to insert the image files.

(If "Link to file" is not selected, the attached images will become extremely small. And therefore, the JPO may inquire the requester of the stated contents when they cannot be confirmed.)

> Entry example:
>   [List of documents to be submitted]
>     [Name of document]    PPH Request Form 1
>   [List of documents to be attached]
>     [Name of document]    PPH Request Form

[Contents]　　(Attaching image files (3 files))

Example of Creating an Explanation of Circumstances Concerning Accelerated Examination
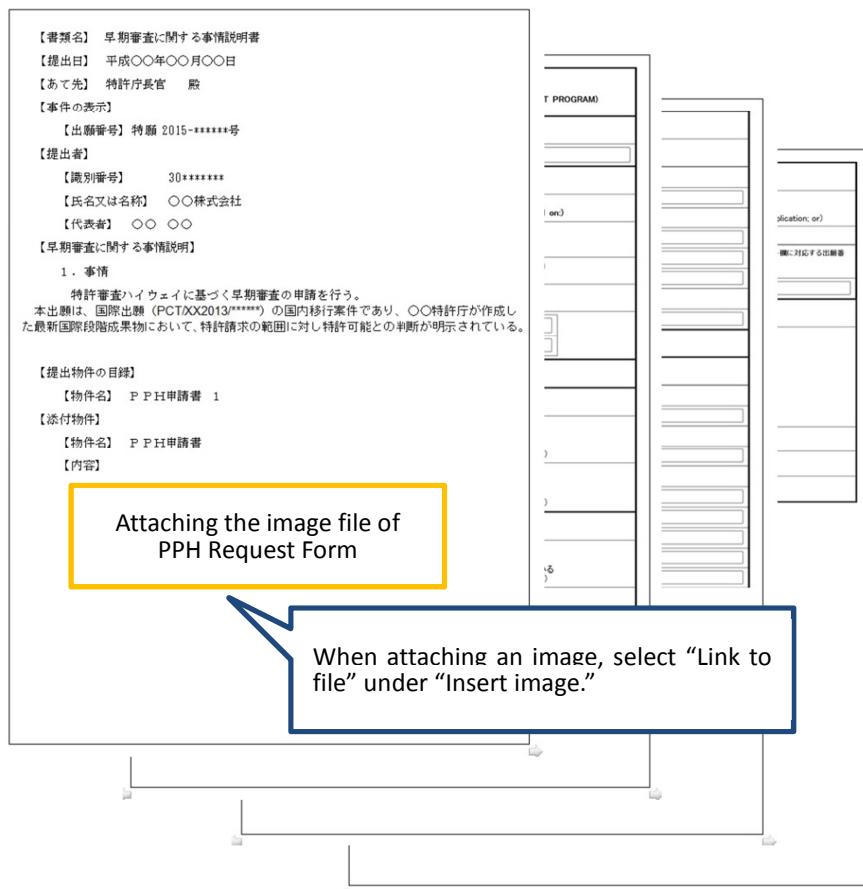


Attaching the image file of PPH Request Form

When attaching an image, select "Link to file" under "Insert image."

### 3.3. How to submit

◇When submitting online

 (i) Save the created "Explanation of Circumstances Concerning Accelerated Examination" file in the html format, and submit it to the JPO using electronic application software.

 (ii) Please make sure to check that the images are not too small, that the attached image files are in the correct order, etc. before submitting the file created for sending.

*Note

When creating a file to send, a warning message about image conversion will appear if there are problems.

Thus, there is not likely that the created sending file has any problems. However, to be sure, please check that there is no problem with images before sending.

◇When submitting documents on paper

Print the image files of the created PPH Request Form on A4 paper in vertical orientation,

and submit it to the JPO by attaching to the "Explanation of Circumstances Concerning Accelerated Examination."

### 3.4. Other functions of PPH Request Form (Web form)

(i)  Temporarily save

Use this function when you want to temporarily save input data while working.

pph_v1.1.html  – For Firefox, Google Chrome, Internet Explorer 11–

When you click "Temporarily save," a confirmation screen will appear to confirm the saving of "pph_temp.txt" to the prescribed folder, so save the image data by designating a save destination and file name. Note that temporarily saved data is saved in the text file format.

Firefox, Google Chrome screens
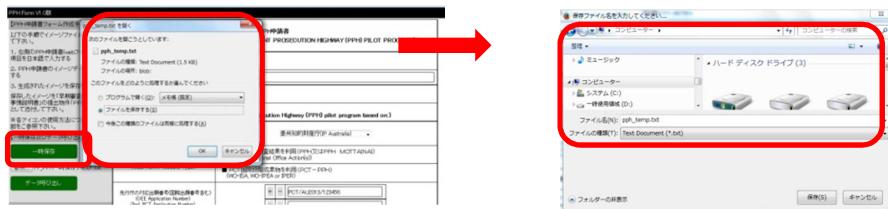


Internet Explorer 11 screen



Click the pull-down button (▼) next to Save and select "Save as…" to save in the desired save destination and with the desired file name.

pph_v1.1_for_ie9.html  –For Internet Explorer 9–

When you click "Temporarily save," "pph_temp.txt" is automatically created under the temp folder on the C drive. However, saving is not possible if there is no temp folder on the C drive, so please create a temp folder in advance before clicking "Temporarily save."

Note that when you click "Temporarily save" after entering the desired save destination and file name within the box shown under the "Temporarily save" button, the file can be saved in the desired save destination and with the desired file name as is designated.

If you enter a file name and click "Temporarily save," you can save the data with the desired file name.
If you wish to store in a new folder, please first create a new folder before performing "temporarily save."

pph_v1.1_for_mac.html   –For Safari–

There is no "Temporarily save" function in pph_v1.1_for_mac.html (for Safari).

(ii)  Retrieve data

Use this function if you wish to re-enter the contents of the text file saved with the "Temporarily save" function into the PPH Request Form.

pph_v1.1.html   – For Firefox, Google Chrome, Internet Explorer 11–

Click the "Browse" button and select the file you wish to retrieve, and then click "Retrieve data," and the temporarily saved data will be entered into the PPH Request Form (Web form).



pph_v1.1_for_ie9.html   –For Internet Explorer 9–

Enter the name of the file you wish to retrieve in the blank space, and then click "Retrieve data," and the temporarily saved data will be entered into the PPH Request Form (Web form).

pph_v1.1_for_mac.html　–For Safari–

There is no "Data retrieval" function in pph_v1.1_for_mac.html (for Safari).

(iii) Delete input data

Use this function when you want to delete the data entered into the field during working on the PPH Request Form.

Click "Clear," and a state where nothing is entered will be returned.



(iv) Create text

Use this function only when image data cannot be created.

pph_v1.1.html – For Firefox, Google Chrome, Internet Explorer 11–

When you click the "Create text" button, a confirmation screen will appear for you to choose a file processing ("Open with program" or "Save file") of the "PPH_FORM_TEXT.txt" text file that has been created in the previous steps. So please select the appropriate process. If you wish to save, save it in the text file format.
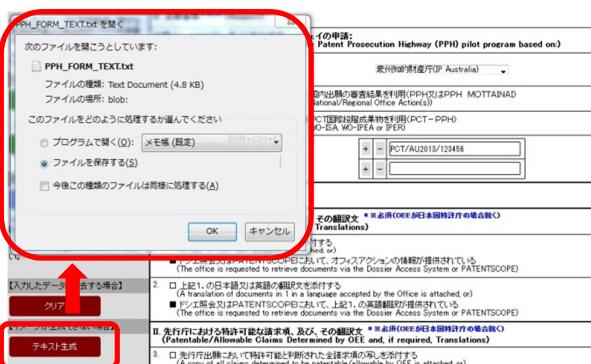


pph_v1.1_for_ie9.html –For Internet Explorer 9–

Enter the folder name + file name of the save destination in the box over the "Create text" and then click "Create text." When not designating the folder name and file name, it will be saved as "PPH_FORM_TEXT.txt" under the displayed folder name.



Please insert the saved text file to the Explanation of Circumstances Concerning Accelerated

Examination.

pph_v1.1_for_mac.html  –For Safari–

There is no "Create text" function in pph_v1.1_for_mac.html (for Safari).

<Reference: Image of the text created using "Create text">



Example of Creating a Explanation of Circumstances Concerning Accelerated Examination with the Text Inserted

In the unlikely event that you have been unable to create a PPH Request Form image file (a text file), please directly describe, in the "Explanation of Circumstances Concerning Accelerated Examination," the necessary information that is written in the PPH Request Form, and then submit it to the JPO.