Annex I

Common Requirements for All Types of Documents

Prepared by the Trilateral Offices

30 November 2007
1. Common Requirements for All Types of Documents

The Working Group agreed on the followings specific issues of the Common Application Format and accompanying notes.

a. National Legends and Designations - Cross Reference to Related Applications and Federal Funding

The Offices will not require applicants to remove National Legends throughout the entire prosecution of the application up to and including patent grant.

[Note: Applicants may include any benefit claims to prior-filed applications and any statements regarding federally sponsored research at the beginning of the description, after the title of the invention.]

b. Inclusion of Industrial Applicability

A statement of industrial applicability shall be included when it is not obvious from the description or nature of the invention as set out in PCT Rule 5.1 (a)(vi).

c. Citation of Prior Art in the Application

The Offices will not require applicants to remove any Citation List in the description or any Information Disclosure Statement throughout the entire prosecution of the application up to and including patent grant.

Citation of Prior Art in the Application shall preferably follow the PCT Rule 5 and WIPO Standard ST.14.

d. Abstract with Limited Size and Reference Numbers

The abstract shall preferably be between 50-150 words if the application is in English or when translated into English and within 400 characters if the application is in Japanese or when translated into Japanese.

If Reference Numbers are used, they shall follow PCT Rule 8.1(d).

e. Section Titles and Order

Section titles shall be standardized according to the PCT provisions in principle.

The order and the wording shall be as as shown in the list below.

The list below shows the titles to be used in the description.

Section titles, shown below in bold and without parentheses, must be included in the application.

Section titles, shown below in bold and with parentheses, must be included in the application, where corresponding information is present in the application.
So as to improve the legibility, each section title is indented in this document.

**Description**
- **Title of Invention** or **Title**
- **Technical Field** or **Field**
- **Background Art** or **Background**
- **Summary of Invention** or **Summary**
  - Technical Problem
  - Solution to Problem
  - Advantageous Effects of Invention

**(Brief Description of Drawings)**
**Description of Embodiments**
- Examples
- Industrial Applicability
- Reference Signs List
- Reference to Deposited Biological Material

**(Sequence Listing Free Text)**
- Citation List
  - Patent Literature
  - Non Patent Literature

[Note: The placement of Citation List is not limited as long as it is in Description. When filing European patent applications in a non-official language under the EPC 2000, a Citation List forming part of the Description would have to be translated into one of the official languages of the EPO.]

In addition to the above section titles, the section titles for the rest of the application are shown below.

**Claims**
**Abstract**
**(Drawings)**
**(Sequence Listing)**

The brief description of each figure in "Brief Description of Drawings" shall be preceded by a heading that identifies the figure (e.g., Fig. 1, Fig. 2).

**f. Reference Signs**

Reference signs shall be included in the description and drawings and preferably in the claims.

Reference signs not mentioned in the description shall not appear in the drawings, and vice versa.

Any Reference Signs List shall be a single list which covers the description, drawings and claims.

**g. Units of Measurements**
Applications shall be described using SI units. Applicants may use additional alternative unit systems in which case the SI units are placed in parentheses.

h. Numbering of Paragraphs

The paragraphs of the description shall be numbered consecutively using Arabic numerals. The title of the invention and section titles (such as "Summary of Invention" and "Example 1") shall not be numbered.

i. Drawings

Drawing requirements shall be based on PCT Rule 11.13. Drawings shall be disclosed in black and white images. (Color drawings and photographs will be the subject of a PCT task force.) Indications such as "actual size" or "scale 1/2" on the drawings should not be permitted since they lose their meaning with reproduction in a different format.

Each of the figures shall be preceded by a sign that shows that it is a figure ("Fig." or "Figure"), space, and with an Arabic numeral that designates the figure. (e.g., Fig. 1 or Figure 1)

j. Formulae

Each of the images shall be preceded by a sign that shows that it is a mathematical ("Math.") or chemical formula ("Chem."), space, and with an Arabic numeral that designates the mathematical or chemical formula. (e.g., Math. 1, Math. 2, Chem. 1, Chem. 2).

k. Tables

Tables are based on PCT Rule 11.10.

Each of the tables shall be preceded by a sign that shows that it is a table ("Table"), space, and with an Arabic numeral that designates the table. (e.g., Table 1, Table 2).

l. Claims

Each of the claims shall be preceded by a sign that shows that it is a claim ("Claim"), space, and with an Arabic numeral that designates the claim. (e.g., Claim 1, Claim 2)
2. Examples

2-1. Example of the Common Application Format (in English)

The following is an example of a patent application which complies with the Common Application Format.

In consideration of legibility, each heading is indented in this paper.

The order and the wording shall be as follows.
2-2. Example of the Common Application Format (in Japanese)

In consideration of legibility, each heading is indented in this paper.

“Title” will be translated into the same heading in Japanese as “Title of Invention.” (i.e., “発明の名称”)
“Field” will be translated into the same heading in Japanese as “Technical Field.” (i.e., “技術分野”)
“Background” will be translated into the same heading in Japanese as “Background Art.” (i.e., “背景技術”)
“Summary” will be translated into the same heading in Japanese as “Summary of Invention.” (i.e., “発明の概要”)

- 7 -