

Guide to Design Registration Forms, Fees & Compliance Timelines in India

S. No.	Form No.	Particulars	Relevant		Fees		Deadline
			Section	Rules	For natural person(s) and/or Startup(s) and/or Small entit(y)/(ies)	Other(s), alone or with natural person(s) and/ or Startup(s) and/ or Small entit(y) /(ies)	
1.	Form 1	Application for Registration of Design	5, 44	----	1,000	4,000	No fixed deadline, to be filed at the time of filing Design application. In case of a priority claim under Section 44, the application must be filed within 6 months from the date of the first filing in a convention country.
2.	Form 2	Claim under Section 8(1) & (5) to proceed as applicant or joint applicant	8(1), 5	----	500	2,000	No fixed deadline, but must be filed before registration of the design . Form 2 is used to change or add the applicant before registration based on ownership rights.
3.	Form 3	Application to extend copyright	11	----	2,000	8,000	Must be filed before completion of 10 years from registration of Design, extendable by 5 years .
4.	Form 4	Application for the restoration of design under Section 12 (2)	12(2)	24	1,000	4,000	must be filed within 1 year from the date on which the design ceased to have effect due to non-payment of extension fee.
5.	Form 5	Request for inspection	17(1)	----	500	2,000	No fixed deadline and can be filed any time during validity of the design .
6.	Form 6	Request for search-when registration number is supplied	18	----	500	2,000	Form 6 is filed to request the Controller to provide information about a registered design when the registration number is known .
7.	Form 7	Request for search-when registration number is not supplied	18	----	1,000	4,000	Form 7 is filed to request the Controller to search and provide information about a registered design when the registration number is NOT known .
8.	Form 8	Petition for cancellation for the registration of a design	19	----	1,500	6,000	No prescribed deadline to file, a petition for cancellation of a registered design can be filed at any time after the registration of the design .
9.	Form 9	Notice of intended exhibition or	21	----	500	2,000	Must be filed before exhibiting the design or

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		publication of unregistered design					publishing , i.e., prior notice must be given to the Controller.
10.	Form 10	Application for registration of a document in the Register Design	30(3)	----	500	2,000	Must be filed within 6 months from the date of execution of the assignment or other instrument, extendable by another 6 months at the discretion of the Controller.
11.	Form 11	Application for entry of name of proprietor or part proprietor in the Register of Designs- In respect of one design	30	----	500	2,000	No prescribed statutory deadline , however, should be filed as soon as the person becomes entitled to the design to ensure proper entry in the register.
		For each additional design			200	800	
12.	Form 12	Application for entry of mortgage or licence in the Register of Designs- In respect of one design	30	----	500	2,000	Must be filed within 6 months from the date of execution of the instrument (mortgage/licence), extendable by a further 6 months at the discretion of the Controller.
		For each additional design			200	800	
13.	Form 13	Application for entry of notification of document in the Register of Designs- In respect of one design	30	37	500	2,000	Must be filed within 6 months from the date of execution of the instrument , extendable by a further 6 months at the discretion of the Controller.
		For each additional design			200	800	
14.	Form 14	Request for correction of clerical error	29	----	500	2,000	No prescribed deadline and can be filed at any time to correct clerical errors , subject to Controller's discretion.
15.	Form 15	Request for certified copy	26	41	500	2,000	No prescribed deadline and can be filed at any time to obtain certified copies of entries or documents from the Designs Office upon payment of the prescribed fee.
16.	Form 16	Application for certified copy of the registered design	17(2)	----	500	2,000	No prescribed deadline for inspection of registered designs or obtaining certified copies and can be filed at any time during the existence of copyright in the design , upon

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							payment of the prescribed fee.
17.	Form 17	Rectification of register	31	----	500	2,000	No prescribed deadline for rectification of the Register of Designs and can be filed at any time by any aggrieved person , subject to the design being on the register.”
18.	Form 18	Application for extension of time	----	15 18	500 (per month)	2,000 (per month)	Must be filed before the expiry of the prescribed time limit , there is no independent deadline , as it depends on the original time period, and the extension is granted at the discretion of the Controller.
19.	Form 19	Notice of opposition	----	40	100	400	Must be filed within 3 months from the date of advertisement of the rectification application in the official journal.
20.	Form 20	Notice of intention to attend hearings		29 40	500	2,000	No fixed statutory deadline in exact days, but must be filed before the hearing, after receiving the hearing notice, to inform the Controller of the party’s intention to attend.
21.	Form 21	Power of authority to agents.	43		No fee	No fee	No prescribed statutory deadline , however, should be filed along with the application or within a reasonable time thereafter to authorize the agent to act before the Controller.
22.	Form 22	Notice of alteration of address or name or an address for service in the Register of Designs	----	31	200	800	No prescribed deadline and can be filed at any time to update the name, address, or address for service in the Design Register
23.	Form 23	Request for entries of two addresses for service in register of Designs	10	----	200	800	No prescribed deadline for filing and can be filed at any time to request entry of two addresses for service in the Design Register.
24.	Form 24	To be submitted for claiming the status of a small entity or startup	----	2, 5	No fee	No fee	Should be filed at the time of filing the application or at any time before registration/grant . There is no strict fixed deadline, but it must be filed before the design is registered to claim the benefit of reduced fees.