Update of Part 7.3 of the WIPO Handbook

Introduction

At its thirteenth session in November 2025, the Committee on WIPO Standards (CWS) approved a proposal to update the Part 7.3 "Examples and Kinds of Patent Documents" of the WIPO Handbook on Intellectual Property Information and Documentation (WIPO Handbook). In addition, the CWS requested the Secretariat to conduct a survey inviting intellectual property (IP) offices and organizations to submit relevant information to facilitate the update of Part 7.3, as outlined in paragraphs 34 and 36 of document CWS/13/33.

Part 7.3 of the WIPO Handbook is currently published in PDF format and consists of two sections:

- **Part 7.3.1, contains a list of examples of patent documents published by industrial property offices grouped according to their ST.16 patent document kind codes; and**
- **Part 7.3.2, contains an inventory of different kinds of patent documents ordered by the issuing industrial property office. ST.16 codes are provided for the listed documents along with information about the applicable patent legislation, publication details, specific application of the code and samples of first pages.**

IP offices and organizations are kindly invited to submit their updated information by completing the template available within this survey by August 6, 2026. We expect one collective response.

For those Offices or Organizations already included in Part 7.3.2, the Secretariat has extracted the relevant information into an MS Excel file, for reference alongside the template. Please note that the English version of the extracted data contains the full set of information, whereas the French and Spanish versions include the information of the Offices that responded to the former survey in the respective language.

Guideline for responding to the survey

You can respond to the survey in English, French or Spanish, by changing the language using the dropdown menu in the top right-hand corner of the web page. At any time, you may save your progress and return to the questionnaire later by selecting the "Save and Continue" link at the top of the page. Once your answers are finalized, please click the "Submit" button on the last page of the survey.

Should you have any questions, do not hesitate to send an email to cws.surveys@wipo.int.

Thank you for participating in this survey.

Identification page

1) Please enter the ST.3 code of the member state or inter-governmental organization you represent.*

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Start typing your state or organization name and select from the choices that appear. Only items from the list of ST.3 codes are accepted. Codes from states that no longer exist are also accepted for purposes of gathering historical data.

If your state or organization is not in the list, please select XX - Unknown and write your state or organization name below.

Note: country names are only available in English due to limitations of this survey platform.

2) Please enter the name of the office or organization you represent. For instance, International Bureau of WIPO.
If your organization name is the same as your ST.3 code name, you may put "n/a".*

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3) Name and Position of contact person:*

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Validation: %s format expected

4) Please enter your email address so we can contact you if we have questions about your response.*

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To verify whether your Office or Organization has existing entries in Part 7.3.2, please download the file **"Part 7.3.xlsx"** and open the ***"Part 7.3 Data for Reference"*** worksheet. This document contains the guideline, the template and the extracted data. Please use the MS Excel filter function to search for your Office's records by Country or Organization name, or by ST.3 code.

5) Is your Office or Organization part of WIPO Handbook Part 7.3?

( ) Yes

( ) No

6) Please provide information on examples and kind of patents documents published by your Office or Organization.*

Instructions:

- Please complete all required fields in the ***"Part 7.3 Template to Complete"*** worksheet. This template is designed to support your Office to provide relevant information consistently, clearly and comprehensively. It captures key details related to the application of patent document kind codes and associated publication practices.
- For reference, you may consult the existing data extracted in the ***"Part 7.3 Data for Reference"*** worksheet.
- For detailed guidance on how to properly fill out the template, refer to the ***"Guidelines"*** worksheet within the same document.
- Once the template has been accurately and fully completed, save the file by appending your ST.3 code to the end of the file name, then upload the file to the survey.

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7) Upload first page sample(s) of published document(s).

Provide a first-page sample of your published document(s) to illustrate its presentation if either of the following conditions applies:

- You did not provide a URL in the Sample of First Page URL column of the Excel file; or
- You wish to submit the first-page sample(s) in PDF format in addition to the URL already provided.

Instructions:

- Accepted file format: PDF only
- Maximum of 10 files can be uploaded
- Maximum upload of 1 MB size per file
- File Naming Convention: Rename each file using the following format before uploading: [WIPO ST.16 Kind Code] – [Kind of Document] – [Current or Former].pdf (e.g. A1-Patent-Current.pdf; B2-UtilityModel-Former.pdf)

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Thank You