



IPA SCALES DOWN OPERATIONS

Given the spike in the COVID-19 cases around the country and especially in NCD, the Investment Promotion Authority would like to advise its valued clients that its front counters at the Head Office in Port Moresby will remain closed during this time until further notice. The IPA has also scaled down on daily service hours at its Reception Counters and Counter Service Areas.

We are avoiding face to face interactions at the front counters and urge Clients to utilize the **Online Registry Services** for any IPA lodgments.

For those clients wishing to drop off your lodgments at the IPA Haus, a drop box has been placed at the security counters for paper lodgments. Ensure that your receipts and other supporting documents are attached to your application before leaving them in the drop box. **It is advisable that you submit an email contact for ease of communication purposes.**

Intellectual Property matters including lodgments for trademarks, patents and industrial designs must only be done through email address IPOLodgements@ipa.gov.pg

In order for you to be able to use the online registry facility or lodge applications online, you firstly need to create an online account. Do this by going to www.ipa.gov.pg and select **“Register a New User”** on the side bar on the Homepage. Once you have a user account, your dashboard will now have the features to register businesses.

To maintain or to update a Business Name or a company record, you need to have Authority over the entity. Do this by logging into your online user account, click on **“Online Services”**, search the entity and when it’s displayed, click on it and select the option **“Request Authority”**. Ensure that you upload an authorization letter from the company Director or Business Name Owner if you’re not the owner. Once your request has been approved, you will now see the option to **“Maintain Records”** of the preferred entity.

Please contact the following numbers for more information; Ph: 3084439/3084494/3084447 or email ipaonline@ipa.gov.pg or directly contact the following for further assistance:

For company and business name registrations:
belindak@ipa.gov.pg - Company registrations
kilai@ipa.gov.pg - Business Name registrations
allisons@ipa.gov.pg - Customer Services
warrenm@ipa.gov.pg - Lae Regional Office
jtapin@ipa.gov.pg - Kokopo Regional Office
lpihau@ipa.gov.pg - Buka Regional Office
ipahagen@ipa.gov.pg - Hagen Regional Office

For Intellectual Property Rights registrations call **3084432** or email:
amelian@ipa.gov.pg
louisam@ipa.gov.pg
dkorave@ipa.gov.pg

For Certification of Foreign Enterprises call 308 4410 or email cedrickp@ipa.gov.pg

Authorized for release by:

Clarence M Hoot
Managing Director
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