



## INVENTION DISCLOSURE FORM

### INVENTION DISCLOSURE ATTORNEY- CLIENT PRIVILEGED COMMUNICATION

**PATENT DATABASE USE ONLY**

<b>Disclosure#</b>	
<b>Coding</b>	

DATE: \_\_\_\_\_

It is important to provide accurate and detailed information on this form. The information will be used to evaluate your invention for possible filing as a patent application. **Invention Disclosure Forms MUST be submitted to the Research and Innovation Management Centre (RIMC).**

	Inventor #1	Inventor #2	Inventor #3
<b>Inventor Full Name</b>			
<b>Staff ID</b>			
<b>Phone</b>			
<b>Fax</b>			
<b>Campus</b>			
<b>Email Address</b>			
<b>Contractor? Yes/No</b>			
<b>Citizenship</b>			
<b>NRIC Number if Malaysian</b>			
<b>Home Address</b>			
<b>Supervisor Name</b>			
<b>Supervisor Phone</b>			
<b>Supervisor Email Address</b>			

1. Title of Invention:

2. What technology/product/process/field does your invention relate to (be specific if you can):

3. Include several key words to describe the technology area of the invention in addition to # 2 above:

4. Stage of development (i.e. concept, % complete, prototype, etc.):

5a. Has a description of your invention been (or planned to be) published:

If it has been published, please identify the publication and the date published, and attach a copy of the paper with this disclosure form.



5b. Has a description of your invention been (or planned to be) disclosed to an external party:

If YES, was there an active NDA with the external party at the time the disclosure was made? If so, please provide a scan copy of the NDA.

5c. Has your invention been used internally or externally, or are there plans for use of the invention internally or externally?

If YES, what is the first date it was used, or will be used:

5d. If the invention is software, actual or anticipated date of any beta tests or other distribution:

6. Was the invention conceived or constructed in collaboration with anyone other than an employee within SEGi University or in performance of a project involving entities external to SEGi University (e.g. government, other companies, universities or consortia)?

NO: \_\_\_\_\_ YES: \_\_\_\_\_

If YES, name of individual or entity:

7. Is this invention related to any other invention disclosure that you have recently submitted? If so, please give the title, inventors, and if possible, the assigned disclosure #:

**PLEASE READ AND FOLLOW THE DIRECTIONS ON  
HOW TO WRITE A DESCRIPTION OF YOUR INVENTION**

**Try to limit your description to 2 - 3 pages contained WITHIN THIS WORD DOCUMENT**

**DO NOT attach separate diagrams, presentations, white papers, or specifications**

**DO NOT embed other types of documents into this document**

**ANSWER ALL OF THE QUESTIONS BELOW**

**Please provide a description of the invention and include the following information:**

1. Describe in detail what the components of the invention are and how the invention works.
2. Describe advantage(s) of your invention over what is currently being done.
3. You **MUST** include at least one figure illustrating the invention. If the invention relates to software, include a flow chart or pseudo-code representation of the algorithm.
4. Value of your invention.



**SEGi**  
University

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SOP #: SOP-RMC-02-01  
Rev: V2  
Date: 1/8/2020

5. Explain how your invention is novel. If the technology itself is not new, explain what makes it different.
6. Identify the closest or most pertinent prior art that you are aware of.
7. Who is likely to want to use this invention or infringe the patent if one is obtained?
8. How would infringement be detected (i.e. how would you determine whether someone else was using your invention)?

Recommended by:	Verified by:	Approved/Rejected by:
<b>Dean / HOD</b>	<b>Director, RIMC</b>	<b>IP Review Committee</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>