

## Procedure for the notification of creation of the industrial property of the SAS organization

An inventor who has created a result within the framework fulfilling tasks from the employment relationship with the SAS organization, which he considers or should assume in the light of his experience, that it meets legal conditions for any of the IP subjects, or anticipates its possible commercial use, is obliged to notify the employer in writing immediately after its creation.

The inventor **notifies the employer** via the electronic portal managed by the TTO SAS as follows:

- 1) The inventor **prepares in writing the document Description of the industrial property subject** ("description")<sup>1</sup>, in which he describes the technical problem and its solution, as well as the origin and essence of the IP subject enough for an expert to carry out the IP subject on the basis of this description. The inventor shall use the form, which is available in electronic form on the TTO SAS website: <http://ktt.sav.sk/en/downloads/principles-of-sas/>.
- 2) The inventor **prints and signs** the description. For security reasons, he does not send it electronically anywhere at this stage.
- 3) Subsequently, on the TTO SAS website: <http://ktt.sav.sk/en/for-scientists/step-2-of-the-notice-of-the-subject-of-industrial-property-rights/> the inventor **fills in the form Notification of creation of a subject of industrial rights** ("notification")<sup>2</sup>, which contains the fields specifying the inventor, the co-inventors and their employers, the name of the industrial property subject and the list of annexes necessary for the assessment of the industrial property subject, which will be attached to the notification. After filling in the form and sending it electronically, the system will automatically generate the text of the notification (in RTF format) and deliver it to the email boxes of the inventor, the director of his employer at SAS and the head of TTO SAS.
- 4) The inventor **prints and signs** the generated notification that he received in his email box.
- 5) The inventor delivers then **in person / by post through the filing department of the Office of SAS to the head of TTO SAS** the signed notification together with the signed description and eventually other supporting documentation necessary for the assessment of the IP subject.
- 6) In case of any uncertainties or questions, the inventor contacts the TTO SAS, which will provide him with appropriate support.

---

<sup>1</sup> A template of the description can be found in Annex no. 2 of SAS Principles.

<sup>2</sup> A template of the notification can be found in Annex no. 1 of SAS Principles.