

Patent Prosecution Tracker (India)

Tracks all patent applications, critical deadlines, renewal dates, and prosecution status

HOW TO USE THIS TEMPLATE

1. Maintain one entry per patent application — update after every prosecution event.
2. Set automated reminders for all deadlines — missing a Patent Office deadline can be fatal.
3. Share this tracker with your patent attorney to ensure everyone is working from the same dates.
4. Review monthly — even one missed renewal fee can lapse a granted patent.
5. File this tracker in a secure shared folder accessible to the IP Manager and CEO.

PORTFOLIO OVERVIEW

Company Name and CIN	[Company name and CIN]
IP Manager / Patent Portfolio Custodian	[Name, email, phone]
External Patent Agent / Firm	[Name of patent firm and lead attorney]
Patent Agent Contact	[Email and phone]
Tracker Version	[v1.0 — update version on each quarterly review]
Date of Last Update	[DD Month YYYY]
Total Applications in Portfolio	[X provisional / Y pending complete / Z granted]

PATENT APPLICATION REGISTER

Complete one block per application. Add additional pages as portfolio grows.

<pre>Paragraph('caseSensitive': 1, 'encoding': 'utf8', 'text': 'Application #01', 'frags': [ParaFrag(__tag__='b', bold=1, 'fontName='Helvetica-Bold', 'fontSize=8, greek=0, italic=0, link=[], rise=0, text='Application #01', 'textColor=Color(266667, 266667, 266667, 1), us_lines=[])] style: 'bulletText: None', 'debug': 0) #Paragraph</pre>	
Title of Invention	[Title]
Internal Reference Number	[PAT-001]
Application Type	[Provisional / Complete / PCT National Phase / Divisional]
Application Number (at Patent Office)	[IN202X/XXXXXX — assigned on filing]
Filing Date	[DD/MM/YYYY]
Priority Date	[DD/MM/YYYY — same as filing if no earlier priority]
Priority Country (if convention priority)	[Country and application number]
Inventors	[Names of all inventors]
Patent Office Jurisdiction	[Kolkata / Chennai / Mumbai / Delhi]
Applicant Category	[Startup ✓ — 80% fee discount]

Complete Specification Due By	[DD/MM/YYYY — 12 months from provisional filing]
Examination Request Filed?	[Yes — Form 18/18A filed on DD/MM/YYYY / Not yet — due by DD/MM/YYYY]
Examination Type	[Ordinary (Form 18) / Expedited (Form 18A)]
First Examination Report (FER) Date	[DD/MM/YYYY — or "Awaited"]
FER Response Deadline	[DD/MM/YYYY — 12 months from FER date / Extended to DD/MM/YYYY]
Response to FER Filed On	[DD/MM/YYYY — or "Pending"]
Hearing (if ordered)	[DD/MM/YYYY — or "Not ordered"]
Grant Date	[DD/MM/YYYY — or "Pending"]
Patent Number (if granted)	[IN XXXXXX — or "Pending"]
Grant Publication Date	[DD/MM/YYYY — or "Pending"]
Patent Expiry Date	[DD/MM/YYYY — 20 years from filing of complete spec]
Next Renewal Due	[DD/MM/YYYY — and fee amount: Rs. XXX]
Status	[Active / Granted / Abandoned / Lapsed / Under examination]
External Attorney Handling	[Name and firm]
Annual Budget Allocated	[Rs. X lakhs per year for this application]
Notes / Action Items	[Any pending actions, upcoming deadlines, or strategy notes]

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Title of Invention	[Title]
Internal Reference Number	[PAT-002]
Application Type	[Provisional / Complete / PCT National Phase / Divisional]
Application Number (at Patent Office)	[IN202X/XXXXXX — assigned on filing]
Filing Date	[DD/MM/YYYY]
Priority Date	[DD/MM/YYYY — same as filing if no earlier priority]
Priority Country (if convention priority)	[Country and application number]
Inventors	[Names of all inventors]
Patent Office Jurisdiction	[Kolkata / Chennai / Mumbai / Delhi]
Applicant Category	[Startup ✓ — 80% fee discount]
Complete Specification Due By	[DD/MM/YYYY — 12 months from provisional filing]
Examination Request Filed?	[Yes — Form 18/18A filed on DD/MM/YYYY / Not yet — due by DD/MM/YYYY]
Examination Type	[Ordinary (Form 18) / Expedited (Form 18A)]
First Examination Report (FER) Date	[DD/MM/YYYY — or "Awaited"]
FER Response Deadline	[DD/MM/YYYY — 12 months from FER date / Extended to DD/MM/YYYY]
Response to FER Filed On	[DD/MM/YYYY — or "Pending"]

Hearing (if ordered)	[DD/MM/YYYY — or "Not ordered"]
Grant Date	[DD/MM/YYYY — or "Pending"]
Patent Number (if granted)	[IN XXXXXX — or "Pending"]
Grant Publication Date	[DD/MM/YYYY — or "Pending"]
Patent Expiry Date	[DD/MM/YYYY — 20 years from filing of complete spec]
Next Renewal Due	[DD/MM/YYYY — and fee amount: Rs. XXX]
Status	[Active / Granted / Abandoned / Lapsed / Under examination]
External Attorney Handling	[Name and firm]
Annual Budget Allocated	[Rs. X lakhs per year for this application]
Notes / Action Items	[Any pending actions, upcoming deadlines, or strategy notes]

Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': 'Application #03' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Application #03', textColor=Color(266667,266667,1), us_lines=[])]) style: bulletText: None debug: 0) #Paragraph

Title of Invention	[Title]
Internal Reference Number	[PAT-003]
Application Type	[Provisional / Complete / PCT National Phase / Divisional]
Application Number (at Patent Office)	[IN202X/XXXXXX — assigned on filing]
Filing Date	[DD/MM/YYYY]
Priority Date	[DD/MM/YYYY — same as filing if no earlier priority]
Priority Country (if convention priority)	[Country and application number]
Inventors	[Names of all inventors]
Patent Office Jurisdiction	[Kolkata / Chennai / Mumbai / Delhi]
Applicant Category	[Startup ✓ — 80% fee discount]
Complete Specification Due By	[DD/MM/YYYY — 12 months from provisional filing]
Examination Request Filed?	[Yes — Form 18/18A filed on DD/MM/YYYY / Not yet — due by DD/MM/YYYY]
Examination Type	[Ordinary (Form 18) / Expedited (Form 18A)]
First Examination Report (FER) Date	[DD/MM/YYYY — or "Awaited"]
FER Response Deadline	[DD/MM/YYYY — 12 months from FER date / Extended to DD/MM/YYYY]
Response to FER Filed On	[DD/MM/YYYY — or "Pending"]
Hearing (if ordered)	[DD/MM/YYYY — or "Not ordered"]
Grant Date	[DD/MM/YYYY — or "Pending"]
Patent Number (if granted)	[IN XXXXXX — or "Pending"]
Grant Publication Date	[DD/MM/YYYY — or "Pending"]
Patent Expiry Date	[DD/MM/YYYY — 20 years from filing of complete spec]
Next Renewal Due	[DD/MM/YYYY — and fee amount: Rs. XXX]

Status	[Active / Granted / Abandoned / Lapsed / Under examination]
External Attorney Handling	[Name and firm]
Annual Budget Allocated	[Rs. X lakhs per year for this application]
Notes / Action Items	[Any pending actions, upcoming deadlines, or strategy notes]

KEY DEADLINES CALENDAR

Transfer all critical deadlines to your calendar system. Use colour coding: RED = absolute/non-extendable; AMBER = extendable with Form 13; GREEN = informational.

	Nature	Deadline for App #1	Deadline for App #2	Extendable?
File Complete Spec	12 months from provisional — ABSOLUTE	[DD/MM/YYYY]	[DD/MM/YYYY]	NO
Request Examination	48 months from priority date	[DD/MM/YYYY]	[DD/MM/YYYY]	YES (limited)
Respond to FER	12 months from FER date	[DD/MM/YYYY]	[DD/MM/YYYY]	YES (Form 13)
File Divisional	Before grant or refusal of parent	[DD/MM/YYYY]	[DD/MM/YYYY]	NO
Annual Renewal — Year N	Before end of year N from filing	[DD/MM/YYYY]	[DD/MM/YYYY]	6 months late payment
PCT Filing Deadline	12 months from priority (30 months for national phase)	[DD/MM/YYYY]	[DD/MM/YYYY]	NO
Paris Convention Priority	12 months from first national filing	[DD/MM/YYYY]	[DD/MM/YYYY]	NO

QUARTERLY REVIEW CHECKLIST

- 1. All deadlines in the next 90 days have been identified and entered in calendar
- 2. Renewal fees for all granted patents due in next 6 months have been confirmed as paid
- 3. FER responses for all pending applications are on track
- 4. All applications remain in applicant's name (not in individual inventor's name)

- 5. DPIIT startup recognition is current — confirm 80% fee discount remains applicable
- 6. No applications have lapsed through non-payment of fees or missed deadlines
- 7. Budget for next quarter's patent costs has been approved
- 8. Any new inventions from invention disclosure forms have been assessed for filing
- 9. PCT or Paris Convention priority deadlines for any recently filed provisionals have been assessed
- 10. Tracker version number and date of last review have been updated

IMPORTANT NOTE

PATENT DEADLINES ARE UNFORGIVING. Missing the 12-month Complete Specification deadline after a provisional cannot be remedied. Missing the PCT filing deadline (12 months from first filing) loses all foreign patent rights. Set multiple reminders — at 10 months, 11 months, and 11.5 months for absolute deadlines. Template only — not legal advice.