Provisional Patent Application Template (India)

Structured template for preparing and filing a provisional patent application at the Indian Patent Office

HOW TO USE THIS TEMPLATE	
1.	This is a structured template — complete every section before submitting to the Patent Office.
2.	A provisional does NOT require formal claims, but the description must be sufficient to support later claims.
3.	File as Form 2 (Provisional) + Form 1 (Application for Patent) + Form 5 (Declaration as to Inventorship).
4.	DPIIT-recognised startups pay Rs. 1,750 for provisional filing — use Form 28 to claim startup status.
5.	You have exactly 12 months from provisional filing date to file the Complete Specification.

SECTION A — APPLICATION DETAILS (Form 1)

Title of Invention	[Concise technical title — e.g. 'System and Method for Automated GST Invoice Reconciliation Using Machine Learning']
Applicant Name (Company)	[Company full legal name exactly as per Certificate of Incorporation]
Applicant Address	[Registered office address — must match MCA records]
Applicant Nationality / Country	Indian / India
Applicant Category	[✓ Startup (DPIIT-recognised) — attach Form 28 and recognition certificate]
Application Type	Provisional Specification — Form 2 (Provisional)
Patent Office Jurisdiction	[Kolkata / Chennai / Mumbai / Delhi — based on applicant's registered state]
Priority Claim (if any)	[None — first filing] / [Claim priority from Application No. [X] filed [DD/MM/YYYY] in [country]]
Date of Filing	[To be assigned by Patent Office on receipt]

SECTION B — INVENTOR DETAILS (Form 5)

Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': '**Field**' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Field', textColor=Color(.266667,.266667,.266667,1), us_lines=[])] 'style': 'bulletText': None 'debug': 0) #Paragraph	Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': '**Inventor 1**' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Inventor 1', textColor=Color(.266667,.266667,.266667,1), us_lines=[])] 'style': 'bulletText': None 'debug': 0) #Paragraph	Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': '**Inventor 2**' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Inventor 2', textColor=Color(.266667,.266667,.266667,1), us_lines=[])] 'style': 'bulletText': None 'debug': 0) #Paragraph	Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': '**Inventor 3**' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Inventor 3', textColor=Color(.266667,.266667,.266667,1), us_lines=[])] 'style': 'bulletText': None 'debug': 0) #Paragraph

Full Legal Name	[Name]	[Name]	[Name or N/A]
Nationality	Indian	Indian	Indian
Address	[Full address]	[Full address]	[Full address]
Contribution to Invention	[Describe specific contribution]	[Describe]	[Describe or N/A]

SECTION C — PROVISIONAL SPECIFICATION (Form 2 — Provisional)

The Provisional Specification must describe the invention in sufficient detail to: (a) establish the technical field; (b) describe the problem solved; (c) explain the inventive solution in enough detail that a person skilled in the field could understand the invention; and (d) describe any embodiments or variations. Claims are not required at this stage.

C.1 TITLE OF INVENTION

[Repeat the title from Section A]

C.2 FIELD OF THE INVENTION

Describe the technical field to which the invention relates in one or two sentences. Example: 'The present invention relates to automated financial data processing systems, and more specifically to a system and method for reconciling GST invoices using machine learning and optical character recognition.'

Field of Invention	[Write 1–2 sentences describing the technical domain of the invention]

C.3 BACKGROUND / PRIOR ART

Describe the state of the art and the problem that the invention solves. Include references to known prior art approaches and their limitations. Do not describe the invention here — only the problem.

Background / Problem Statement	[Describe: (1) what existing solutions exist; (2) what their limitations are; (3) what specific technical problem your invention solves. Write 3–8 paragraphs. Reference any known prior art.]

C.4 SUMMARY OF THE INVENTION

Provide a concise summary of the invention — what it is, how it achieves the goal, and what its key advantages are. This is distinct from the detailed description in C.6.

Summary of Invention	[2–4 paragraphs summarising: (1) the inventive solution; (2) the key technical steps or components; (3) the main advantages over prior art]

C.5 BRIEF DESCRIPTION OF DRAWINGS (if applicable)

Figure 1	[Description of Figure 1 — e.g. 'is a block diagram illustrating the overall system architecture']
Figure 2	[Description of Figure 2 — e.g. 'is a flowchart showing the data processing steps']
Figure 3	[Description of Figure 3 or 'Not applicable']

C.6 DETAILED DESCRIPTION OF PREFERRED EMBODIMENT(S)

This is the most important section. Describe the invention in complete detail, with reference to the drawings (if any). A person skilled in the relevant field must be able to reproduce the invention from this description alone. Describe at least one preferred embodiment in full detail, and optionally describe alternative embodiments or variations.

Preferred Embodiment — Detailed Description	[Write a thorough technical description. For software inventions: describe the system architecture, key modules, data flows, algorithms, and process steps in detail. For hardware inventions: describe components, connections, and operating principles. Use figure references (Fig. 1, element 101) to link to drawings. Aim for 500–1500 words minimum for a complex invention.]
Alternative Embodiments (if any)	[Describe variations or alternative implementations that achieve the same technical effect]
Advantages of the Invention	[List the technical advantages — performance improvements, cost reductions, accuracy improvements, etc. with quantification where available]

C.7 ABSTRACT

The abstract should be 150–250 words. It must: (a) state the technical field; (b) identify the technical problem; (c) describe the solution; and (d) identify the principal use of the invention. The abstract must not contain statements about merit or value.

Abstract (150–250 words)	[Write a concise abstract covering: technical field, problem, solution, and principal use. Do NOT include 'novel', 'superior', 'advantageous', or other evaluative language in the abstract.]

SECTION D — DRAWINGS

Attach formal drawings if available. Drawings for provisional applications do not need to follow formal Patent Office drawing requirements — clear diagrams, flowcharts, or block diagrams are sufficient. Label all elements with reference numbers. Include a drawing sheet number and figure number on each sheet.

Number of Drawing Sheets	[X sheets — attach separately]
Drawing Format	[PDF / A4 / Clear lines / Reference numbers — formal requirements apply to complete specification]

SECTION E — FILING CHECKLIST

Document / Action	Status
Form 1 — Application for Patent	■ Completed with all applicant details
Form 2 — Provisional Specification	■ Sections C.1–C.7 completed
Form 5 — Declaration as to Inventorship	■ Signed by all inventors
Form 28 — Request for Startup / MSME status	■ Attached with DPIIT recognition certificate
Drawings (if applicable)	■ Attached as separate PDF
Power of Attorney	■ Form 26 if filing through a patent agent

Priority Document (if claiming convention priority)	■ Certified copy of foreign application
Payment of Filing Fee	■ Rs. 1,750 (startup) — online payment receipt

IMPORTANT NOTE

A provisional application secures your priority date but does not by itself result in a granted patent. You MUST file a Complete Specification within 12 months. Set a calendar reminder for 10 months after provisional filing to give your patent attorney adequate time to draft the claims. Template only — not a substitute for a qualified patent agent or attorney.

PREPARING YOUR INVENTORS FOR THE PATENT PROCESS

D.1 What the Patent Attorney Needs From You. Before your first drafting session, prepare the following materials: (a) a completed Section C of this template — even rough notes are better than nothing; (b) any drawings, diagrams, flowcharts, or screenshots that illustrate how the invention works; (c) a list of the closest prior art you are aware of — include patent numbers, academic papers, or competitor product descriptions; (d) working code or a working prototype if available; (e) test results, benchmarks, or performance data demonstrating the technical advantage; and (f) a clear statement of what the invention does that existing solutions cannot do, or cannot do as well.

D.2 Inventor Interview Process. Your patent attorney will conduct an inventor interview to extract the complete inventive concept. To prepare for this interview: (a) practise explaining the invention in plain language — avoid assuming the attorney knows your technical domain; (b) think about the broadest possible way to describe what the invention achieves, not just the specific implementation; (c) consider whether there are alternative ways to achieve the same technical result — these may need to be captured in dependent claims or as alternative embodiments; and (d) be honest about what is new — describing prior art as your own invention can invalidate the patent later.

D.3 Continuation Strategy After Provisional. The 12 months between provisional and complete specification filing is strategically important. Use this time to: (a) conduct a thorough prior art search with your attorney; (b) develop additional embodiments or alternative implementations that can be added to the complete specification; (c) gather commercial validation data that demonstrates the invention's market value; (d) assess whether PCT international filing is warranted (decision required at month 12 for Paris Convention priority); and (e) identify whether any product demonstrations or publications are planned that could affect patent rights in specific jurisdictions.

D.4 Working With Patent Drawings. Patent drawings in India must meet formal requirements for the complete specification under Rule 16 of the Patent Rules 2003: (a) drawings must be on white paper of A4 size with specific margin requirements; (b) lines must be clear, durable, and dark; (c) all elements in the drawings must be numbered, and every numbered element must be described in the specification; (d) figure numbers must appear on each drawing sheet; and (e) drawings should show all significant embodiments of the invention. For provisional applications, informal drawings (clear flowcharts, block diagrams) are acceptable — but they must clearly illustrate the invention.