## **TTDC IP Business: Patent Administration**

## Services by professionally qualified staff

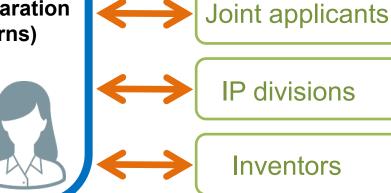
Our IP administrative staff provide rapid and accurate services.

- ◆ Certified holders of the Intellectual Property Management Skills Test: 13
- Certified holders of the Secretarial Skills Test: 6



- Receiving and checking documents
- Document management
- Due date management
- Document preparation (standard patterns)
- IDS document management

etc.





• 5 companies

## Management databases:

Japan Patent Office

Patent law firms

- TOPAM
- MC6
- ANAQUA, etc...

We can also support the installation of management systems and help build your workflow!

## **Contact Information**

Intellectual Property (IP) Email: ttdc-ip@ml.toyota-td.jp

