Van Dijk Quality Patents & Trademarks

INVENTION DISCLOSURE FORM

(Last update: Wednesday, 18 June 2025)

	Applicant *(can be (a) natural person(s) or compan(y)(ies))* NOTE: ***In case of multiple applicants make sure the ownership is properly regulated by agreement!!!! Better to be safe than sorry.***	Inventor *(must always be (a) natural person(s))*
(Company) Name Address: Postal code/City: Telephone: Fax: E-mail: Company/VAT number: Company size (in FTE)		
Authorization Transfer	*VDiQ IP Services AS is herewith authorized to represent the applicant before the relevant IP authorities.* *(VDIQ IP may send a power of attorney at a later stage, which then needs to be signed and returned, see also www.vdiq-ip.com)*	*Applicant declares that he owns all rights to the invention in that the inventor(s) transfer these rights to the applicant by signing a transfer agreement (VDiQ IP may send this agreement at a later stage, which then needs to be signed and returned, see also www.vdiq-ip.com)*

NOTE 1: Describe the invention by giving information on how it is produced and/or used, not to convince someone to buy the product. Sales arguments are not useful in this context, but technical effects and advantages are. Drawings say more than a thousand words. However, please explain the drawings both in what they show and how the invention works.

NOTE 2: We strongly advise against using AI to write invention disclosures as the information that is fed to the system may leak away to places outside one's control. AI systems are generally built to learn from what is being fed to it. Only when the AI system is isolated from the outside world, such system could be used.

1. Title of the invention:	***Give a one-line description of the invention***

2. The gist/crux of the invention:	***How would you describe the invention in a just a few lines? This is what we also call the gist or crux of the invention.*** NOTE: Do not worry about being absolutely correct or complete. This is just a first attempt to catch the fingerprint of the invention.
3. Known technology	***Describe what is known to today and what comes closest to your invention. Alternatively, describe what was the starting point of your development.*** NOTE: If the invention is about combining two (or more) known technologies, describe each technology. If possible refer to patent numbers or publications.

4. Problem(s)/disadvantage(s) of the known technology	***What is the problem or disadvantage with that what is known today?*** NOTE: Here it is important not to define the problem as a "lacking invention", but rather to find objectively the problem that the invention solves without pointing to the invention itself.
5. Purpose of the invention	***How would you describe the purpose of the invention?*** NOTE: Quite often the purpose is to solve the objective problem. But it could also be described in more concrete words.
6. Short description of the invention and how the purpose is achieved	***How is the purpose achieved? Or how is the problem solved by the invention?*** NOTE: Here it is important to be as complete as possible. This section forces one to think about the "cleverness/brightness/smartness" behind the technical features of the invention.

7. Line-up of figures – part 1 How is the invention build? What are the components/steps? How does it connect with the known technology?	***The figures shall show all details that are essential for the functioning of the invention. A figure says more than a thousand words, yet a figure that is properly described says more than a million words.*** NOTE: This step should not be taken lightly. Better to have too many drawings than too few. As guideline consider one technician knowing all details should be able to explain to another technician, who does not know anything about the invention, how to build/repeat the invention. In the drawings you may use text and whatever is needed. However, for the patent application we need drawings without text or measures, but only *reference numbers. So, please provide a clean set of drawings besides the set with text, if possible.*
8. Line-up of figures – part 2 How does the invention work? How is it operated?	*Describe how the invention works/is to be used. This description must be understandable for the average skilled person in the field of the invention.* NOTE 1: This step is tightly connected to 7), but here it is about how the invention works/is operated, rather than how it is built up or what it comprises. NOTE 2: If so desired 7) and 8) can be combined by using the following structure: Fig. 1 Description of structure of Fig. 1 Description of function/operation of Fig. 1 Fig. 2 Description of structure of Fig. 2 Etc.

9. Key features of the invention	***What do you consider to be the most important features of the invention?*** NOTE: What stands out according to your professional judgement? What aspects have never been reported before?
10. Alternative embodiments	***Describe any alternative embodiments/use of the invention*** NOTE: Quite of the invention can be built in different ways, i.e. the variations or embodiments of the invention. If such variation is known, write it down here, add figures where possible.

11. Other information that may be relevant for the formulation of the patent application	*Just share whatever pops up at this stage.* NOTE: Better to write too much than too little.