# Agency IP Asset Register Checklist

**About this checklist:**

* The [**WA Government IP Policy**](https://www.wa.gov.au/government/publications/western-australian-government-intellectual-property-policy-2023) requires an agency to maintain a register of IP assets with significant commercial or operational values and sets out some required inclusions in the register.
* This checklist provides a suggested list of information that could be included in an agency’s IP asset register. Agencies should customise the asset register based on nature of the agency’s activities and IP held. Information specifically suggested for inclusion under the IP Policy has been clearly identified.
* Agencies must ensure IP assets with a value of $5,000 or more are registered in accordance with the requirements of [**Treasurer’s Instruction 410 – Records of Public Property and Other Property**](https://www.wa.gov.au/government/publications/financial-administration-bookcase).

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| **Details of the IP** | | |
|  | | Identification or reference number for each IP asset |
|  | | Date of IP creation or acquisition |
|  | | Description of the IP asset |
|  | | Business area responsible for IP asset**\*** |
|  | | Details of the IP creator or inventor |
|  | | Details of IP owner, noting any relevant agreements for joint ownership |
|  | | Details of the IP creator or inventor |
|  | | Date of IP disposal |
| **Details of any registered IP protections** | | |
|  | | Type of protection, e.g. plant breeders rights or trademark |
|  | | Registration date and expiry dates |
|  | | Registration or reference number |
| **Licensing details** | | |
|  | | Licensee or lessor details |
|  | | Commencement and expiry dates |
|  | | Payment arrangements (if any) |
| **Asset valuation** | | |
|  | | IP asset valuation |
|  | | Date of valuation |
|  | | Valuation method |
| **Commercialisation arrangements** | | |
|  | | Details of any commercialisation activities |
|  | | Details of revenue received (if any) |
|  | | Details of any benefit sharing arrangements |
| **Legal matters (if any)** | | |
|  | | Note any disputes regarding IP assets and status of matters, e.g. in progress, closed. |
| **Audit details** | | |
|  | | Date of last and next review/audit date |
|  | |  |
|  | Denotes a recommendation of the WA Government IP Policy | |