

UNITED KINGDOM INTELLECTUAL PROPERTY OFFICE

(an operating name of the Patent Office)

AS

DESIGNATED (OR ELECTED) OFFICE

CONTENTS

THE ENTRY INTO THE NATIONAL PHASE—SUMMARY

THE PROCEDURE IN THE NATIONAL PHASE

ANNEXES

Fees	Annex GB.I
National processing of an international application for a patent (UK) (Patents Form N.P.1)	Annex GB.II
Request for search (Patents Form 9A/77)	Annex GB.III
Request for a substantive examination (Patents Form 10/77)	Annex GB.IV
Payment of renewal fee (and additional fee for late payment) (Patents Form 12/77)	Annex GB.V
Appointment or change of agent (Patents Form 51/77)	Annex GB.VI
Request to make an amendment or correction (Patents Form 11/77)	Annex GB.VII
Request to extend a prescribed time limit (Patents Form 52/77)	Annex GB.VIII
Payment of an additional fee for the restoration of a patent or for a discretionary extension of time or period (Patents Form 53/77)	Annex GB.IX
Statement of inventorship and of right to grant of a patent (Patents Form 7/77)	Annex GB.X

List of abbreviations:

Office: United Kingdom Intellectual Property Office (an operating name of the Patent Office)

PA: Patents Act 1977 (as amended)

PR: Patents Rules 1995 (as amended)

SUMMARY**Designated
(or elected) Office****SUMMARY****GB****UNITED KINGDOM INTELLECTUAL
PROPERTY OFFICE****GB****(an operating name of the Patent Office)****Summary of requirements for entry into the national phase**

Time limits applicable for entry into the national phase:	Under PCT Article 22(3): 31 months from the priority date Under PCT Article 39(1)(b): 31 months from the priority date
Translation of international application required into: ¹	English
Required contents of the translation for entry into the national phase: ¹	Under PCT Article 22: Description, claims (if amended, both as originally filed and as amended ²), any text matter of drawings ³ Under PCT Article 39(1): Description, claims, any text matter of drawings ³ (if any of those parts has been amended, both as originally filed and as amended, including any amendment under PCT Article 19 and also any amendment annexed to the international preliminary examination report ²)
Is a copy of the international application required?	A copy is required only if the applicant expressly requests early commencement of the national phase at a time when the United Kingdom Intellectual Property Office has not been sent a copy of the international application from the International Bureau under PCT Article 20. The copy must then be furnished when making the request for early commencement of the national phase and may be a copy of the international application as published in accordance with the Treaty in a language other than that in which it was originally filed.
National fee:	Currency: Pound sterling (GBP) National fee: ¹ GBP 30 Search fee: ⁴ — where a search has already been made by an International Searching Authority in accordance with the PCT: GBP 80 — in other cases: GBP 100 Substantive examination fee: ⁵ GBP 70

[Continued on next page]

¹ Must be furnished or paid within the time limit applicable under PCT Article 22 or 39(1), or at the time of any earlier express request by the applicant to proceed earlier with the national phase.

² Where the translation of an amendment has not been furnished within the applicable time limit (see footnote 1), the amendment will be disregarded. However, where the applicant has furnished a translation either of the amendment or of the international application as originally filed, but not both, the Office will, at the expiry of the applicable time limit, invite the applicant to supply the missing translation.

³ Where the applicant expressly requests entry into the national phase earlier than the time limit applicable under PCT Article 22 or 39(1) and the international application has not been communicated to the Office by the International Bureau, the translation must also contain the request part of the international application and the abstract.

⁴ Due within 33 months from the priority date. Where the applicant expressly requests early entry into the national phase, the fee is due within 12 months from the priority date, or two months from the date on which the conditions for early entry are satisfied, whichever is the later.

⁵ Due within 33 months from the priority date.

SUMMARY**Designated
(or elected) Office****SUMMARY****GB****UNITED KINGDOM INTELLECTUAL
PROPERTY OFFICE****GB****(an operating name of the Patent Office)***[Continued]*

Exemptions, reductions or refunds of the national fee:

Search fee: reduced fee payable where an international search report has been established (see above). Refund of whole fee where the application does not proceed to substantive examination and no search has been made in the United Kingdom Intellectual Property Office.

Special requirements of the Office (PCT Rule 51*bis*):

Name and address of the inventor if they have not been furnished in the "Request" part of the international application^{6, 7}

Translation of priority document into English, or declaration that the international application is a complete translation of the priority document into English⁸

No representation by an agent is required but an address for service in the European Economic Area or the Channel islands is necessary (see further, Address for Service, paragraph GB.04)⁹

Who can act as agent?

Any individual, partnership or body corporate who resides in or has a place of business in the United Kingdom, the Isle of Man or another Member State of the European Union (EU). A list of registered patent agents may be obtained from the following address: The Registrar, c/o The Chartered Institute of Patent Agents, 95 Chancery Lane, London WC2A 1DT¹⁰.

Does the Office accept requests for restoration of the right of priority (PCT Rule 49*ter.2*)?

Yes, the Office applies the "unintentional" criterion to such requests

⁶ Must be furnished within 33 months from the priority date. Where the applicant expressly requests early entry into the national phase, the name and address of the inventor must be furnished within 16 months from the priority date, or two months from the date on which the conditions for early entry are satisfied, whichever is the later (unless already furnished in the "Request").

⁷ This requirement may be satisfied if the corresponding declaration has been made in accordance with PCT Rule 4.17.

⁸ A translation or declaration will only be required where the validity of the priority claim is relevant to the determination of whether the invention concerned is patentable. A period within which a translation or declaration must be filed will be specified by the Office.

⁹ If not already complied with within the time limit applicable under PCT Article 22 or 39(1), the Office will invite the applicant to comply with the requirement within a time limit fixed in the invitation.

¹⁰ E-mail: mail@cipa.org.uk; Internet: www.cipa.org.uk; telephone: (44-20) 74 05 94 50; facsimile: (44-20) 74 30 04 71.

THE PROCEDURE IN THE NATIONAL PHASE

- GB.01 **FORM FOR ENTERING THE NATIONAL PHASE.** The Office has available a special form, Form N.P.1 (see Annex GB.II), for payment of the national fee and for providing details of an international application entering the national phase. Applicants are strongly recommended to use this form.
- PR Rule 91 GB.02 **TRANSLATION (CORRECTION).** Errors in the translation of the international application can be corrected with reference to the text of the international application as filed (see paragraphs 57 and 58 of the General Part of this Volume). A request for correction must be made on Patents Form 11/77 (see Annex GB.VII) together with the payment of a correction fee (see Annex GB.I).
- GB.03 **FEES (MANNER OF PAYMENT).** The manner of payment of the fees indicated in the Summary and in this Chapter is outlined in Annex GB.I.
- PR Rules 30
90 GB.04 **ADDRESS FOR SERVICE.** An applicant, whether or not he is a national of or a resident in the United Kingdom, is not required to be represented by an agent, but he is required to have an address for service (of notices and other communications) in the European Economic Area (the European Union, Norway, Iceland and Liechtenstein) or in the Channel islands for the purpose of his application. Every person (including the applicant for, or proprietor of, a patent), concerned in any contested proceedings to which the Patents Rules 1995 relate, must furnish the Office with an address for service in the United Kingdom. If an agent is appointed to represent the applicant for the entry into the national phase, a written authorization is not required, though the agent must be prepared to prove his authority to act if called upon to do so by the Office. If an agent is appointed after the national phase has begun or one agent is substituted for another, written authorization should be filed (in duplicate) on Patents Form 51/77 (see Annex GB.VI).
- PA Sec. 13(2)
PR Rule 85(7)(a)
85(7A)(a) GB.05 **DESIGNATION OF THE INVENTOR.** Any statement of the name of the inventor under the Treaty is treated as a statement filed under the national law. Otherwise details should be given on Patents Form 7/77 (see Annex GB.X). Legalization is not required. For time limits, see the Summary.
- PA Sec. 15A
17(1)
PR Rules 85(7)(a)
85(7A)(b)
102 GB.06 **PRELIMINARY EXAMINATION AND REQUEST FOR SEARCH.** Preliminary examination (as to formal requirements) will be performed shortly after payment of the national fee upon entry into the national phase. Search must be requested on Patents Form 9A/77 (see Annex GB.III) together with the payment of the fee for search indicated in Annex GB.I within the time limits stated in the Summary. Where an international search report has been established, a reduced search fee is payable (see the Summary). For the request for substantive examination, see paragraph GB.08.
- PA Sec. 69
89A(6)
89B(3)
PR Rule 85(6) GB.07 **REQUEST FOR PUBLICATION OF TRANSLATION.** If the international application has not been published by the International Bureau in English, the English translation furnished by the applicant will be published by the Office *ex officio*. However, if the applicant wants to secure the rights conferred by that publication (see Volume I/A, Annex B1(GB), "Provisional protection after international publication"), he must file a request in writing for publication of the translation or complete Part 6 of Form N.P.1. and pay the publication fee (see Annex GB.I). That request can be filed at any time after the start of the national phase. However, it is advisable to request publication when entering the national phase.

- PA Sec. 18(1)
PR Rule 85(7)(b),
85(7A)(c)
- GB.08 REQUEST FOR SUBSTANTIVE EXAMINATION.** A patent will be granted only after examination as to patentability, which must be requested by the applicant. The request for substantive examination must be made on Patents Form 10/77 (see Annex GB.IV). The Office's combined search and examination procedure for applications on which Patents Forms 9A/77 and 10/77 are filed together does not apply to applications entering the national phase where an international search report has been established. The time limits for requesting substantive examination and the required fee are as stated in the Summary.
- PR Rules 110(1)
113(3)
- GB.09 TRANSLATION OF REFERENCES CITED IN THE INTERNATIONAL SEARCH REPORT OR INTERNATIONAL PRELIMINARY EXAMINATION REPORT.** Upon the express demand of the Office, addressed to the applicant, the latter has to furnish to the extent specified in the demand and within two months of the demand a translation into English of any document or part thereof referred to in the international search report or cited in the statement contained in the international preliminary examination report. There is no form for the furnishing of the translation. This time limit of two months may be extended by the Office if it thinks fit; a request for an extension should be made in writing (there is no form for this purpose) and may be made even where the two-month time limit has already expired.
- PCT Art. 28
41
- GB.10 AMENDMENT OF THE APPLICATION; TIME LIMITS.** The applicant may make of his own volition the following amendments, provided that no new matter is introduced in the disclosure of the invention:
- PR Rule 36(2)
36(3)
- (i) before the dispatch of the first report of the examiner during substantive examination: amendments to the description, claims and drawings (the consent of the Office will be necessary if no search report has been sent to the applicant);
- (ii) after the dispatch of the first report referred to in (i), above:
- PR Rule 36(4)
- (a) amendments to the description, the claims and the drawings only once; such amendments must be made either at the same time as any amendments made so as to comply with the examiner's report or within two months of the dispatch of the said report when it does not require any amendment;
- PR Rule 36(6)
- (b) any further amendment to the description, the claims and the drawings may be made only with the consent of the Office; in this case, a request must be made on Patents Form 11/77 (see Annex GB.VII) and an amendment fee (see Annex GB.I) must be paid at the same time.
- Amendments should be effected by filing replacement pages in duplicate.
- PA Sec. 14(10)
117
117(A)
PR Rule 9
- GB.11 CORRECTION OF ERRORS.** The applicant may request the correction of an error of translation or transcription or a clerical error or mistake in the application or any document filed in connection therewith at any time. The request must be made on Patents Form 11/77 (see Annex GB.VII) together with the payment of a correction fee (see Annex GB.I). Erroneous withdrawals may be corrected in this way but the reinstated application will be subject to third party terms for any period between the withdrawal being advertised and the notice of request for correction being published.
- PA Sec. 20
21
PR Rules 34
110
- GB.12 PERIOD FOR PUTTING THE APPLICATION IN ORDER.** An application will be treated as having been refused unless it complies with all requirements of the Patents Acts and Rules within four years and six months from the priority date or one year from the date of the first substantive examination report (whichever is later), with the possibility of two months' extension as of right or a longer extension at the discretion of the Office (see paragraph GB.16). If a third party files observations relevant to patentability near to the end of that period, it is, if necessary, extended so as to expire three months from the date of dispatch of the first substantive examination report based on those observations.

PA Sec. 25(3) 25(4) PR Rule 39, 39A, 39B, 39C	GB.13 RENEWAL FEES.	<p>After a patent has been granted, a fee must be paid for maintaining the patent in force, starting with the fifth year counted from the international filing date. Payment must be made each year during the period of three full calendar months which ends on the last day of the month in which the filing date falls. Payment can still be made, together with a surcharge, during a further period of six full months. Where a patent is granted in the last three months of the fourth year, or later, the renewal fee may be paid without surcharge by the end of the third calendar month after the date of grant or, with a surcharge, within six months from the end of these three months. The amounts of the renewal fees and of the surcharge are indicated in Annex GB.I. Form 12/77 must be filed (see Annex GB.V) (see also paragraph GB.20.)</p>
PCT Art. 25 PCT Rule 51 PA Sec. 89(3) 89(5) 97(1) PR Rule 85(8) 85(12)	GB.14 REVIEW UNDER ARTICLE 25 OF THE PCT.	<p>The applicable procedure is outlined in paragraphs 63 to 66 of the General Part of this Volume. (The Patents Act also includes a similar procedure for which application may be made at any time by writing to the Office with a statement of the facts relied on and paying any fee indicated in Annex GB.I.) If, upon review under PCT Article 25, the Office denied an error or omission on the part of the receiving Office or the International Bureau, the applicant may ask for a hearing, if he wishes to contest the Office's view; if the hearing (which the applicant is not obliged to attend in person) maintains the Office's view, a reasoned written decision will be issued. An appeal may be lodged against such a decision in the Patents Court within 28 days from the decision; it must be accompanied by the related fee indicated in Annex GB.I. An application to extend the 28 day time limit must be made direct to the Court.</p>
PCT Art. 24(2) 48(2)	GB.15 EXCUSE OF DELAYS IN MEETING TIME LIMITS.	<p>Reference is made to paragraphs 67 to 71 of the General Part of this Volume.</p>
PR Rule 110(3) 110(4) 110(6)	GB.16 EXTENSION OF TIME LIMITS.	<p>As from 1 January 2005 the time limits for filing Forms N.P.1 (entry into the national phase and payment of the national fee), 9A/77 (request for search), 10/77 (request for substantive examination) and, where necessary, Form 7/77 (statement of inventorship) may be extended as of right by two months on request and subject to the payment of a fee (see Annex GB.I). The request for such an extension may be filed even when the time limit has expired but must be filed before the end of the extension sought and must be presented on Patents Form 52/77 (see Annex GB.VIII). Further extensions of two months are possible but only at the discretion of the Office and on filing of Patents Form 52/77 and fee before the end of the extension sought and, if the request is allowed, Patents Form 53/77 (see Annex GB.IX) and fee (see Annex GB.I) and any evidence required. If an application is terminated owing to a time period not being met then reinstatement may be available (see paragraph GB.19 below).</p>
PR Rule 110(1)	GB.17	<p>The other time limits specifically referred to in the Summary may be extended on request if the Office thinks fit and upon such terms as it may direct. There is no special form for such a request.</p>
PA Sec. 117B PR Rule 110A	GB.18	<p>Time limits set by the Office (rather than by the Act or Rules) during the national phase may be extended as of right by two months. A request for extension must be made in writing and within two months of the expiry of the relevant period. There is no special form for the request.</p>
PA Sec. 20A 20B PR Rule 30A	GB.19 REINSTATEMENT OF AN APPLICATION.	<p>An application that has been terminated because a requirement was not met within a prescribed period may be reinstated if the comptroller is satisfied that there was always a continuing intention to meet the requirement within the period. Reinstatement only applies when no extension of the period is available and may only be requested up to the earlier of two months after the cause of non-compliance is removed or 12 months after the relevant period expired. Third party terms will apply if notice of the termination is published before reinstatement is requested.</p>

PA Sec. 28
28A
PR Rule 41

GB.20 RESTORATION OF A LAPSED PATENT. If a patent ceases through non-payment of renewal fees, then restoration may be requested. For patents ceasing on or after 1 January 2005 the proprietor must show that there was always a continuing intention to pay the renewal fee. For patents ceasing before that date the proprietor must show that he took reasonable care to ensure that the fee was paid. Third party terms will apply to the period between expiry of the patent and the publication of the request for restoration.

FEES

(Currency: Pound sterling)

Patents Form No.	Item	Amount
N.P.1	National fee for processing of an international application for a patent (UK)	30
9A/77	On request for search (PA Section 17(1))	
	— for an international application which has been searched in the international phase	80
	— for any other application	100
	On request for a further search (PA Section 17(6)) or payment for a supplementary search (PA Section 17(8))	100
10/77	On request for substantive examination	70
12/77	On payment of renewal fee: ¹	
	— for the 5 th year	50
	— for the 6 th year	70
	— for the 7 th year	90
	— for the 8 th year	110
	— for the 9 th year	130
	— for the 10 th year	150
	— for the 11 th year	170
	— for the 12 th year	190
	— for the 13 th year	210
	— for the 14 th year	230
	— for the 15 th year	250
	— for the 16 th year	270
	— for the 17 th year	300
	— for the 18 th year	330
	— for the 19 th year	360
	— for the 20 th year	400
	On extension of the period for payment of a renewal fee:	
	— not exceeding one month	—
	— for each succeeding month (but not exceeding six months)	24
11/77	On request to amend application before grant	40
	On request for the correction of an error or mistake	40
—	On request for publication of translation under PR Rule 85(b)	12
—	On application to the Comptroller for an international application to be treated as an application under the Act (PCT Article 25; PA Section 89(3) and 89(5))	—
52/77	On request for extension of time or period under PR Rule 110(3)	135
	On request for extension of time or period under PR Rule 110(4)	135
53/77	Additional fee for extension of time or period under PR Rule 110(6)	135
—	On appeal (see paragraph GB.14)	100
—	Fee for restoration of the right of priority	150

¹ Only half of the renewal fee is payable if an entry is made in the register to the effect that licences under the patent are to be available as of right.

How can payment of fees be effected?

The payment of fees must be effected in pounds sterling. All payments must be made together with the filing of the form related to the fee to be paid, and indicate the application number (national, if already known; international, if the national application number is not yet known), the name of the applicant and the type of the fee being paid.

Fees may be paid by any of the following means: by certain types of credit/debit card; by cheque drawn on a UK clearing bank; by debit to a client deposit account held by the Office; by direct bank-to-bank transfer to Barclays Bank Plc., 121 Queen Street, Cardiff, CF10 2XU (Sort Code 20-18-15; SWIFT Code BARCGB22; IBAN GB31 BARC 2018 1580 5317 66, for the credit of the United Kingdom Intellectual Property Office account 80531766; in cash at the Office. Fees paid by a cheque expressed in pounds sterling are regarded as being paid on the day of receipt of the cheque in the Office. Where cheques expressed in other currencies are received, there will be a delay while realisation into pounds sterling takes place (also, owing to currency fluctuations, an underpayment could result); it is therefore recommended that pound sterling cheques only should be paid. Cheques should be made payable to “UK Intellectual Property Office.” Fees paid by bank-to-bank transfer are regarded as being received at the date on which the bank credits the money to the United Kingdom Intellectual Property Office account 80531766; however, bank-to-bank transfers are likely to incur bank charges which may result in underpayment of fees. These must be met by the applicant and therefore should be covered in the applicant's instruction to the bank. The application/renewal documents relating to the payment of fees should be supported by a Fee Sheet or equivalent form listing individual fees. A reference (e.g., patent or deposit account number) should be quoted to link payment with any forms sent separately; this is essential when a bank-to-bank transfer is made.

National processing of an international application for a patent (UK)

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. International phase details	International application number	International filing date (day/month/year)	Earliest priority date (day/month/year)
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3. UK Patent application number (The office will fill in this part)

4. Full name, address and postcode of the or of each applicant (underline all surnames)

Patents ADP number (if you know it)

If the applicant is a corporate body, give the country/state of its incorporation

5. Name of your agent (if you have one)

“Address for service” in the European Economic Area to which all correspondence should be sent (including the postcode)

Patents ADP number (if you know it)

6. Are you requesting publication of translation under rule 85(6)? (Answer “Yes” if this applies, and see note g)

7. a) Do you wish to enter the national phase early (ie. before 31 months from the priority date)? (Answer “Yes” if this applies)

b) If so, has the demand been filed and on what date?

Patents Form NP1

8. State which of the following documents you are filing with this (Answer by writing (a) – (j) as appropriate)
- (a) Request for search(Patents Form 9A/77;
Rules 28A(1), 85(7) and 85(7A)(b))
 - (b) Request for substantive examination
(Patents Form 10/77; Rules 33(1), 33(2),
85(7) and 85 (7A)(c))
 - (c) Statement of inventorship (Patents Form 7/77);
Rules 15, 85(7) and 85(7A)(a))
 - (d) Request for late declaration of priority
(*Patents Form 3/77; Rules 6, 6A and 85(3A)*)
 - (e) Translation of international application
(*Section 89A(3); Rules 85(5) and 85 (5A)*)
 - (f) Translation of information relating to
deposit of a micro-organism (Rule 85(2))
 - (g) Copy of application under the Patent
Cooperation Treaty (Section 89A(3)(b)(i))
 - (h) Copy of amendment under the Patent
Cooperation Treaty(Section 89A(5)(b)(i))
 - (i) Translation of amendment under the
Patent Cooperation Treaty
(*Section 89A(5); Rules 85(5) and 85(5A)*)
 - (j) Any other documents
(please specify)

9. Signature Date

10. Name, email address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Notes

- a) If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.
- b) You may use this form if you want the office to begin the national phase of an international application. The national phase cannot begin until you have paid the fee for national processing (see note (g) below) and filed any necessary documents mentioned at (d), (e) and (f), at part 8 above.
- c) Do not use this form if you want the international application to be treated as an application under the Act, in accordance with section 89(3) or (5), when it, or the designation of the United Kingdom in it, has been deemed withdrawn, or when it has been refused a filing date under the Treaty. In these circumstances you should apply in writing to the office within 2 months of the notification mentioned in PCT Rule 51. You should include a statement of the facts on which you rely (rules 85(8) and 85(12)) together with the fee which is payable. Within the same period of 2 months you should ask the International Bureau to send copies of the documents on file to the office (PCT Article 25.1).
- d) Write your answers in capital letters using black ink or you may type them.
- e) If there is not enough space for all the relevant details on any part of this form, please continue on a separate sheet of paper and write "see continuation sheet" in the relevant part(s) of the form. Any continuation sheet should be attached to this form and have "NP1 continuation sheet" and the international filing number as a heading.
- f) Once you have filled in the form remember to sign and date it.
- g) A fee is payable upon entering the national phase. For details of that fee, and fees due in respect of requests made under part 6 and parts 8(a) and (b) above, and ways to pay, please contact the office.

Request for search

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference:

2. Patent application number:

(If you know it)

3. Full name of the applicant
or of each applicant:

4. Is this request for:

a) A search under Section 17(1) for an international application which has been searched in the international phase? *(See note f)*

b) A search under Section 17(1) for any other application?

c) A supplementary search under Section 17(8)?

d) A search of a further invention under Section 17(6)?

(Answer this question by writing (a), (b), (c) or (d))

If your answer is (d), identify the invention to be searched by referring to the claims

(See note (c)).

5. Do you want extra copies of any documents cited in the search report?
(see note (d))

YES NO

If YES state how many and remember to pay the extra fee.

6. Are you paying the application fee with this form? *(See note (e))*

YES NO

7.

Signature

Date

8. Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Patents Form 9A/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If you do not identify an invention, the second invention specified in the search report previously made under Section 17(5) will be searched.*
- d) *The Public administration section of UK Copyright legislation allows the office to send you one copy of any documents cited in the search report or during the substantive examination process. You may order extra sets of documents by paying an additional administrative fee for each extra set, this fee will not be refunded if no documents are cited. All copies of citations supplied by the office must be used for the sole purpose of processing the patent application.*
- e) *Before your application is searched you must pay an application fee. If you have not already paid this fee you can do so when filing this form. The application fee is in addition to the fee required with this form. For details of the fees and ways to pay them, please contact the office.*
- f) *For details of the fee payable with this form when requesting a search for an application that has already been searched in the international phase please contact the office.*
- g) *Once you have filled in this form remember to sign and date it.*



For Creativity and Innovation

Patents Form 10/77

Patents Act 1977
(Rule 33)

10/77

Request for a substantive examination

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent application number
(if you know it)

3. Full name of the or of each applicant

4. *(see note (c))*

I/We request substantive examination of this application.

Signature

Date

5. Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Patents Form 10/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If you are filing this form with a Patents Form 9A/77 for the same application and you do not want the search and substantive examination to be done at the same time, you should indicate this by writing "Not combined search and examination" on the front of this form in the space below part 5.*
- d) *Once you have filled in the form remember to sign and date it*
- e) *For details of the fee and ways to pay, please contact the office.*

Payment of renewal fee (and additional fee for late payment)

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent number

3. Which year are you paying for?
(In terms of the life of the patent e.g. 6th)

4. Amount of renewal fee

Amount of late payment fee

Total amount paid

5. Name, address and postcode of the person
paying the fee

Patents ADP number *(if you know it)*

6. If next year you want the reminder that renewal is
overdue sent to an address other than the address
for service registered with the office, you should
enter details of this other address here and sign and
date it. Otherwise you should leave this space blank.
*(Permanent changes of the address for service should be
notified by a separate letter.)*

Signature

Date

7. Name, e-mail address, telephone, fax and / or
mobile number, if any, of a contact point for the
applicant

Patents Form 12/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If you have filled in part 6 of the form remember to sign and date it.*
- d) *For details of fees and ways to pay, please contact the office on 08459 500505.*

Appointment or change of agent*(See the notes on the back of this form)*

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent application or patent number(s)
(see note (d))

3. Full name, address and postcode of the or of
each person who you are authorised to
act for

Patents ADP number *(if you know it)*

4. "Address for service" in the European Economic
Area to which all correspondence should be sent

Patents ADP number *(if you know it)*

5. Have you been authorised to act in all matters
relating to the above application(s) or patent(s)?

If 'no' please give details of the extent of
your appointment

6. I/We declare that I/we have been appointed by the person(s)
named in part 3 above to act as agent as stated in part 5 above

Signature

Date

7. Name, e-mail address, telephone, fax and / or
mobile number, if any, of a contact point for the
applicant

Patents Form 51/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *This form is for use only where, a person who is already involved in proceedings before the Comptroller, appoints an agent for the first time or appoints a new agent in place of another.*
- d) *The form may be used for more than one application or patent if the same authorisation has been given. In this situation, if there is not enough room for all the details at part 2 write "see attached list" and give the details on a separate sheet of paper.*
- e) *This form must be completed by the newly appointed agent. Where the agent replaces another, two copies of the form should be filed. The office will send one copy to the original agent.*
- f) *Once you have filled in the form remember to sign and date it.*



Patents Form 11/77

Patents Act 1977
(Rules 35, 36, 40, 47 & 91)

11/77

Request to make an amendment or correction

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent application or patent number

3. Full name of the or of each patent applicant or proprietor

4. What kind of amendment or correction listed at note (d) do you want to make?
(Answer by writing (i), (ii), (iii) or (iv))

5. What is the amendment or correction you want to make? *(continue on a separate sheet of paper if necessary)*
(see notes (e) & (f))

6. If you have requested an amendment by answering (i) or (ii) in part 4 above, what is the reason for the request?
(continue on a separate sheet of paper if necessary)
(see note (f))

7. Name of your agent *(if you have one)*

“Address for service” in the European Economic Area to which all correspondence should be sent
(including the postcode)

Patents ADP number *(if you know it)*

8. Signature Date

9. Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Patents Form 11/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If only the name or address of an applicant or proprietor has changed use Patents Form 20/77 instead.*
- d) *You can use this form to ask for:*
 - i) *Amendment of an application before a patent is granted (rules 35 & 36 apply);*
 - ii) *Amendment of a specification after a patent is granted (rule 40 applies);*
 - iii) *Correction of an error in the Register or any connected document (rule 47 applies); or*
 - iv) *Correction of any other error or mistake (rule 91 applies).**If you are asking for amendment or correction under more than one of the different categories (i) to (iv), you should use a separate form for each category.*
- e) *If any applicant or proprietor that is added or changed by the amendment or correction is a corporate body, give the country and, if appropriate, the state of incorporation of that body.*
- f) *If there is not enough space for all the relevant details on any part of this form, please use a separate sheet of paper and write "see continuation sheet" in the relevant part(s). Any continuation sheet should be attached to this form.*
- g) *Once you have filled in the form remember to sign and date it.*
- h) *For details of fees and ways to pay, please contact the office.*
- i) *If you are requesting an amendment after a patent is granted, you should (if reasonably possible) also deliver the proposed amendment and the reasons for it to the Comptroller electronically. For details, please see the office's website at www.ipo.gov.uk or contact the office, Litigation Section on 01633 814376.*

Request to extend a prescribed time limit

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference:

2. Patent application or patent number:

3. Full name of the applicant or of each patent applicant or proprietor:

Patents ADP number:
(if you know it)

4. Is the request being made under:
 - (i) rule 110(3) *(for an extension of two months)* OR
 - (ii) rule 110(4) *(for further extension or an extension of more than two months)?*

5. Which form, fee, document or information are you filing late?

6. Signature Date

7. Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Patents Form 52/77

Notes

a) *This Form is used either:*

- (i) to request a two month extension (where no such request has been made previously) to a time period prescribed by the rules listed in part 3 of Schedule 4A of the Patents Rules, or;*
- (ii) to request the comptroller to otherwise extend (or further extend) a time period prescribed by the rules listed in part 3 of Schedule 4A of the Patents Rules.*

Where the request is made under (ii) above you must send a witness statement, a statutory declaration or an affidavit verifying the grounds for the request either with this form or as soon as possible afterwards (unless the Patent Office otherwise directs).

- b) If the time period you wish to extend appears in part 4 of Schedule 4A of the Patents Rules you may request an extension of two months to these periods under the provisions of (i) above (rule 110(3)). Further extensions for these time periods are available under rule 110(4) however you should contact the office for advice on when these extensions are available.*
- c) Information on the rules listed in Schedule 4A of the Patents Rules and copies of the schedule itself can be obtained from the office.*
- d) If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- e) Write your answers in capital letters using black ink or you may type them.*
- f) Once you have filled in this form remember to sign and date it.*
- g) For details of the fee and ways to pay, please contact the office.*



For Creativity and Innovation

Patents Form 53/77

Patents Act 1977 (Rules 41 and 110 (6))

53/77

Payment of an additional fee for the restoration of a patent or for a discretionary extension of time or period

(See the notes on the back of this form)

Concept House Cardiff Road Newport South Wales NP10 8QQ

1. Your reference

2. Patent application or patent number

3. Full name of the or of each patent applicant or proprietor

4. Does the fee relate to:

a) a restoration under section 28; or

b) an extension of time under Rule 110(6)?

(Write (a) or (b))

5.

Signature

Date

6. Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant

Patents Form 53/77

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If your answer in part 4 is "(a)", you must also complete and attach the required Patents Form(s) 12/77 and pay the outstanding renewal fee(s).*
- d) *Once you have filled in the form remember to sign and date it.*
- e) *For details of the fee and ways to pay, please contact the office.*

Statement of inventorship and of right to grant of a patent

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent application number
(if you know it)

3. Full name of the or of each applicant

4. Title of the invention

5. State how the applicant(s) derived the right
from the inventor(s) to be granted a patent

6. How many, if any, additional Patents Forms
7/77 are attached to this form?
(see note (c))

7. I/We believe that the person(s) named over the page *(and on any extra copies of this form)* is/are the inventor(s) of the invention which the above patent application relates to.

Signature

Date

8. Name, e-mail address, telephone, fax and / or mobile
number, if any, of a contact point for the applicant

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If there are more than three inventors, please write the names and addresses of the other inventors on the back of another Patents Form 7/77 and attach it to this form.*
- d) *When an application does not declare any priority, or declares priority from an earlier UK application, you must provide enough copies of this form so that the office can send one to each inventor who is not an applicant.*
- e) *Once you have filled in the form remember to sign and date it.*

Patents Form 7/77

Enter the full names, addresses and postcodes of the inventors in the boxes and underline the surnames

Patents ADP number <i>(if you know it):</i>

Patents ADP number <i>(if you know it):</i>

Reminder

Have you signed the form?

Patents ADP number <i>(if you know it):</i>