INTELLECTUAL PROPERTY OFFICE\(^1\)  
(UNITED KINGDOM)  
AS  
DESIGNATED (OR ELECTED) OFFICE

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List of abbreviations:

Office: Intellectual Property Office\(^1\) (United Kingdom)

PA: Patents Act 1977 (as amended)

PR: Patents Rules 2007 (as amended)

\(^1\) Intellectual Property Office is an operating name of the Patent Office.
**SUMMARY**

**Designated (or elected) Office**

**GB INTELLECTUAL PROPERTY OFFICE**

*(an operating name of the Patent Office)*

**GB** *(UNITED KINGDOM)*

**SUMMARY**

**GB**

**INTELLECTUAL PROPERTY OFFICE**

*(UNITED KINGDOM)*

**SUMMARY**

**GB**

**INTELLECTUAL PROPERTY OFFICE**

*(an operating name of the Patent Office)*

**GB** *(UNITED KINGDOM)*

**Summary of requirements for entry into the national phase**

<table>
<thead>
<tr>
<th>Time limits applicable for entry into the national phase:</th>
<th>Under PCT Article 22(3): 31 months from the priority date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under PCT Article 39(1)(b): 31 months from the priority date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Translation of international application required into:</th>
<th>English</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Required contents of the translation for entry into the national phase:</th>
<th>Under PCT Article 22: Description, claims (if amended, both as originally filed and as amended³), any text matter of drawings⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under PCT Article 39(1): Description, claims, any text matter of drawings⁴ (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 report³)</td>
<td></td>
</tr>
</tbody>
</table>

| 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 Intellectual Property Office¹ (United Kingdom) 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. |

<table>
<thead>
<tr>
<th>National fee:</th>
<th>Currency: Pound sterling (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>National fee:²</td>
<td>GBP 30</td>
</tr>
<tr>
<td>Excess claims fee for each claim in excess of 25⁵:</td>
<td>GBP 20</td>
</tr>
<tr>
<td>Excess pages fee for each page of description over 35⁵:</td>
<td>GBP 10</td>
</tr>
<tr>
<td>Search fee:⁶</td>
<td></td>
</tr>
<tr>
<td>— where a search has already been made by an International Searching Authority in accordance with the PCT:</td>
<td>GBP 150⁷</td>
</tr>
<tr>
<td>— in other cases:</td>
<td>GBP 180⁷</td>
</tr>
<tr>
<td>Substantive examination fee:⁸</td>
<td>GBP 130</td>
</tr>
</tbody>
</table>

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¹ Intellectual Property Office is an operating name of the Patent Office.

² 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.

³ 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.

⁴ 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.

⁵ Excess claims and excess pages fees may also be payable at grant if the number of claims and pages increase during the processing of the application. If this is the case the Office will invite the applicant to pay a grant fee by filing a Form 34.

⁶ 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.

⁷ This fee is reduced by GBP 30 when search/substantive examination is requested electronically.

⁸ Due within 33 months from the priority date.

[Continued on next page]
**Exemptions, reductions or refunds of the national fee:**

Search fee: reduced fee payable where an international search report has been established (see above). GBP 30 reduction in search fee or examination fee where request for search or substantive examination is filed in electronic form using a method of electronic communication accepted by the Office. Refund of whole fee where the application does not proceed to substantive examination and no search has been made in the Intellectual Property Office (United Kingdom).

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

Name and address of the inventor if they have not been furnished in the “Request” part of the international application.

No representation by an agent is required but an address for service in the United Kingdom, the Isle of Man, the Channel Islands or Gibraltar is necessary (see further, Address for Service, paragraph GB.04).

**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 a Member State of the European Economic Area (EEA). A list of registered patent attorneys may be obtained from the following address: The Registrar, c/o The Chartered Institute of Patent Attorneys, 2nd Floor Halton House, 20-23 Holborn, London, EC1N 2JD.

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

Yes, the Office applies the “unintentional” criterion to such requests.
THE PROCEDURE IN THE NATIONAL PHASE

GB.01 FORM FOR ENTERING THE NATIONAL PHASE. The Office has available a special form, Form NP1, 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. The form may be filed electronically via the Office’s website or EPO online services.

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 National Phase, paragraphs 6.002 and 6.003). A request for correction must be made in writing and identify the proposed correction.

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.

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 United Kingdom, the Isle of Man, the Channel Islands or Gibraltar 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 2007 relate, must furnish the Office with an address for service in the United Kingdom, the Isle of Man, the Channel Islands or Gibraltar. 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 on Patents Form 51.

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. Legalization is not required. For time limits, see the Summary.

GB.06 RESTORATION OF THE RIGHT OF PRIORITY. Where the international application was filed within two months from the end of the period for claiming priority of an earlier application, a request may be made to the Office in accordance with the national law to make a late declaration of priority (see National Phase, paragraphs 6.006 - 6.011). Such a request will be allowed if the Office is satisfied that the failure to file the application within the 12 month priority period was unintentional. The request must be made on Patents Form 3 and must be supported by evidence of why the international application was not filed before the end of the priority period. The time limit for filing the request is one month from the date of entry into the national phase.

GB.07 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 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). A further reduction to the search fee is applicable when Patents Form 9A is filed electronically. If the application includes more than 25 claims, an excess claims fee of GBP 20 per claim is also payable with the Form 9A. For the request for substantive examination, see paragraph GB.09.

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GB.08 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 International Phase, Annex B(GB), “Provisional protection after international publication”), he must file a request in writing for publication of the translation or complete Part 6 of Form NP1 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.

GB.09 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.

The Office’s combined search and examination procedure for applications on which Patents Forms 9A and 10 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. A reduced examination fee is payable when Patents Form 10 is filed electronically.

If the application includes more than 35 pages of description, an excess pages fee of GBP 10 per page is also payable with the Form 10.

GB.10 TRANSLATION OF REFERENCES CITED IN THE INTERNATIONAL SEARCH REPORT OR INTERNATIONAL PRELIMINARY EXAMINATION REPORT. The Office may request the applicant to furnish a translation into English of any document referred to in the international search report or international preliminary report on patentability or cited in the international preliminary examination report. Such a translation must be filed within two months of the date of the request. 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 when the two-month time limit has already expired.

GB.11 AMENDMENT OF THE APPLICATION; TIME LIMITS. The applicant may make amendments to the application of his own volition under the following conditions, provided that no new matter is introduced in the disclosure of the invention:

(i) before the dispatch of the first substantive examination report:

(a) where an international search report was issued during the international phase, the applicant may amend the specification voluntarily from the date of national phase entry until the date the first substantive examination report is issued;

(b) where no international search report has been issued by the time the application enters the UK national phase, the period within which the applicant may amend voluntarily starts from the date of issue of the UK search report or the international search report (whichever is issued first) and ends on the date the first substantive examination report is issued.

(ii) after the dispatch of the first report referred to in (i), above:

(a) amendments to the application may be made 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;

(b) any further amendment to the application may be made only with the consent of the Office; in this case, the applicant must provide the reasons for the amendment in writing. Amendments should be effected by filing replacement pages.
GB.12 **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 in writing and identify the proposed correction. A request for correction of a name must be made on Patents Form 20. Erroneous withdrawals may be corrected in this way but the resuscitated application will be subject to third party terms for the period between the withdrawal of the application and the notice of request for correction being published.

GB.13 **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 Act 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.17). If a third party files observations relevant to patentability and the first substantive examination report based on those observations is sent during the last three months of the period outlined above, the period becomes three months beginning with the date on which the report is sent.

GB.14 **RENEWAL FEES.** 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 must be filed (see also paragraph GB.21).

GB.15 **REVIEW UNDER ARTICLE 25 OF THE PCT.** The applicable procedure is outlined in paragraphs 6.018 to 6.021 of the National Phase. (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 finds that the refusal to accord a filing date or declaration that the international application is considered withdrawn was not the result of 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.

GB.16 **EXCUSE OF DELAYS IN MEETING TIME LIMITS.** Reference is made to paragraphs 6.022 to 6.027 of the National Phase.

GB.17 **EXTENSION OF TIME LIMITS.** The time limits for filing Patents Form NP1 (National processing of an international application for a patent (UK)), Patents Form 9A (Request for search), Patents Form 10 (Request for a substantive examination) and, where necessary, Patents Form 7 (Statement of inventorship and of right to grant of a patent) 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 using Patents Form 52. Further extensions of two months are possible but only at the discretion of the Office and on filing of Patents Form 52 and fee before the end of the extension sought together with 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.20 below).

GB.18 The other time limits specifically referred to in the Summary may be extended if the Office thinks fit. There is no special form for such a request.
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, or if sooner, to the end of the period for putting the application in order (see paragraph GB.13). 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.

**GB.20 REINSTATEMENT OF AN APPLICATION.** An application that has been terminated because a requirement was not met within a prescribed or specified period may be reinstated on request if the Office is satisfied that the failure to comply with the requirement was unintentional. Reinstatement only applies when no extension of the period is available and may only be requested within 12 months of termination of the application. Third party terms will apply to the period between termination of the application and the publication of the request for reinstatement. A request for reinstatement must be made on Patents Form 14.

**GB.21 RESTORATION OF A LAPPED PATENT.** If a patent lapses through non-payment of renewal fees, then an application for restoration may be made. For a lapsed patent to be restored the Office must be satisfied that the failure to pay the renewal fee was unintentional. Third party terms will apply to the period between expiry of the patent and the publication of the request for restoration. A request for restoration must be made on Patents Form 16.

**GB.22 FORMS.** All forms are available online at: www.gov.uk/government/publications/patent-forms-and-fees
# FEES

**(Currency: Pound sterling)**

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<td>9A</td>
<td>On request for search (PA section 17(1))</td>
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<td>— for an international application which has been searched in the international phase</td>
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<td>— for any other application</td>
<td>180&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>— for the 12&lt;sup&gt;th&lt;/sup&gt; year</td>
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<td>— for the 16&lt;sup&gt;th&lt;/sup&gt; year</td>
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<td>— for the 18&lt;sup&gt;th&lt;/sup&gt; year</td>
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<td>— for the 19&lt;sup&gt;th&lt;/sup&gt; year</td>
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<td>On extension of the period for payment of a renewal fee:</td>
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<td></td>
<td>— not exceeding one month</td>
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<tr>
<td></td>
<td>— for each succeeding month (but not exceeding six months)</td>
<td>24</td>
</tr>
<tr>
<td>14</td>
<td>On request for reinstatement of a patent application under PA section 20A (PR rule 32)</td>
<td>150</td>
</tr>
<tr>
<td>16</td>
<td>On request for restoration of a patent under PA section 28 (PR rule 40)</td>
<td>135</td>
</tr>
<tr>
<td></td>
<td>— On request for publication of translation under PA section 89A(3) or (5)</td>
<td>12</td>
</tr>
</tbody>
</table>

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1. This fee is reduced when this form is filed electronically.
2. 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.

(6 September 2021)
34  On request for payment of a grant fee under PR rule 30A
   — excess claims fee: for each increase in claims over 25 ................. 20
   — excess pages fee: for each increase in pages of description over 35 ...... 10

—  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  On request for extension of a period of time under PR rule 108(2) .............. 135
    On request for extension of a period of time under PR rule 108(3) .............. 135

—  On appeal (see paragraph GB.15) ......................................................... 235

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., 3rd Floor Windsor Court, 3 Windsor Place, Cardiff, CF10 3ZL (Sort Code 20-18-23; SWIFT
Code BARCGB22; IBAN GB92 BARC 2018 2380 5317 66), for the credit of the Intellectual Property Office (United Kingdom) 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 Intellectual Property Office (United Kingdom) 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.

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3 Intellectual Property Office is an operating name of the Patent Office.

(6 September 2021)
## Patents Form NP1

Patents Act 1977 (Rules 66 and 68-70)

National processing of an international application for a patent (UK)
*(See the notes on the back of this form)*

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>1. Your reference:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2. International phase details</strong></td>
<td></td>
</tr>
<tr>
<td>International application number</td>
<td></td>
</tr>
<tr>
<td>International filing date (day/month/year)</td>
<td></td>
</tr>
<tr>
<td>Earliest priority date (day/month/year)</td>
<td></td>
</tr>
<tr>
<td><strong>3. UK Patent application number</strong></td>
<td></td>
</tr>
<tr>
<td><em>(The Office will fill in this part)</em></td>
<td></td>
</tr>
<tr>
<td><strong>4. Full name, address and postcode of the or of each applicant</strong></td>
<td></td>
</tr>
<tr>
<td><em>(underline all surnames)</em></td>
<td></td>
</tr>
<tr>
<td>ADP number <em>(if you know it)</em></td>
<td></td>
</tr>
<tr>
<td><strong>5. Name of your agent (if you have one)</strong></td>
<td></td>
</tr>
<tr>
<td>“Address for service” <em>(including postcode)</em> in the European Economic Area or Channel Islands to which all correspondence should be sent.</td>
<td></td>
</tr>
<tr>
<td>ADP number <em>(if you know it)</em></td>
<td></td>
</tr>
<tr>
<td><strong>6. Are you requesting publication of a translation filed under Section 89A(3) or (5)?</strong></td>
<td></td>
</tr>
<tr>
<td><em>(Answer “Yes” if this applies, and see note h)</em></td>
<td></td>
</tr>
<tr>
<td><strong>7. Do you wish to enter the national phase early (i.e. before 31 months from the priority date)?</strong></td>
<td></td>
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<tr>
<td><em>(Answer “Yes” if this applies)</em></td>
<td></td>
</tr>
<tr>
<td>If so, has the demand been filed and on what date?</td>
<td></td>
</tr>
</tbody>
</table>
8) State which of the following Documents you are filing with this
(Answer by writing (a) – (j) as appropriate)

<table>
<thead>
<tr>
<th>a) Request for search</th>
<th>(Patents Form 9A; Rules 22(2), 27(1) and 68(3))</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Request for substantive examination</td>
<td>(Patents Form 10; Rules 28(1), 28(2) and 68(4))</td>
</tr>
<tr>
<td>c) Statement of inventorship</td>
<td>(Patents Form 7; Rules 10 and 68(2))</td>
</tr>
<tr>
<td>d) Request for late declaration of priority</td>
<td>(Patents Form 3; Rules 6, 7 and 66(3))</td>
</tr>
<tr>
<td>e) Translation of international application</td>
<td>(Section 89A(3); Rules 67 and 70)</td>
</tr>
<tr>
<td>f) Translation of information relating to deposit of a biological material (Rule 69(1))</td>
<td></td>
</tr>
<tr>
<td>g) Copy of application under the Patent Cooperation Treaty (Section 89A(3)(b)(i))</td>
<td></td>
</tr>
<tr>
<td>h) Copy of amendment under the Patent Cooperation Treaty (Section 89A(5)(b)(i))</td>
<td></td>
</tr>
<tr>
<td>i) Translation of amendment under the Patent Cooperation Treaty (Section 89A(5); Rules 69 and 70)</td>
<td></td>
</tr>
<tr>
<td>j) Any other documents (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

9. Signature [ ] Date [ ]

10. Name, e-mail address, telephone and/or mobile number, if any, of a contact point [ ]
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

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 (h) 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 together with the fee which is payable (see rule 71). 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) Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.

e) Write your answers in capital letters using black ink or you may type them.

f) 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.

g) Once you have filled in the form remember to sign and date it.

h) 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.

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on GOV.UK for ‘patent forms and fees’

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

☐ Using a debit or credit card – you will need the internet to pay by card

1 Go to our secure website – https://fees.ipo.gov.uk/pay
2 Enter your name, email address and total amount to pay from above
3 As proof of payment, write below the 16-digit reference number displayed from the online payment screen.
   DO NOT write your debit/credit card number

☐ Deduct from IPO deposit account

IPO deposit account number

☐ Cheque – make payable to ‘Intellectual Property Office’
   and please send to the address specified below.

☐ Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don’t.

Use the following bank account details

Sort code 20-18-23
Account number 80531766
Account name Intellectual Property Office
SWIFT code BARCGB22
IBAN number GB92 BARC 2018 2380 5317 66

Post to: Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ, United Kingdom
Patents Form 9A
Patents Act 1977 (Rule 27)

Request for search
(See the notes on the back of this form)

1. Your reference: (optional)

2. Patent application number (e.g. GB7654321.0):

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

4. Is this request for (please tick one box):
   - a) A search under Section 17(1) for an international application which has been searched in the international phase?
   - b) A search under Section 17(1) for any other application?
   - c) A supplementary search under Section 17(8)? (See note (b) for help choosing which search you require)
   - d) A search of a further invention under Section 17(6)?

   If your answer is (d), identify which invention you would like to be searched by referring to the claims to be searched (See note (c)):

   (we will automatically send you a paper copy of any cited non-patent documents, see note (d))

5. Are you paying the application fee with this form? YES □ No □

6. Number of claims in your application: Only relevant for options (a) and (b) above. See note (f)

7. (please see note (g)) Signature □ Date □

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

Intellectual Property Office is an operating name of the Patent Office

(1 October 2020)
Notes

a) Please type or write your answers using black ink. If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

b) Identifying the type of search you require:

   Option a) choose this option if your application is a PCT application.

   Option b) choose this option if your application is a UK national application, and this is the first search you have requested for your application.

   Option c) this option is used if you have already had a search done, but the claims have since been amended or corrected so that the defined invention has changed, and was not covered by the original search. An examiner will tell you if you need to request a supplementary search.

   Option d) sometimes an examiner will tell you that your claims relate to more than one invention. In such circumstances the examiner will only search the first invention of the claims. If you wish other inventions to be searched you should use this option, filing a separate form with this option ticked for each invention you wish to be searched. You should also indicate on the form(s) the claims relating to the invention to be searched. You will need to pay a fee for each further invention to be searched.

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) We will supply one copy of each non-patent document such as journal articles cited in the search report or during the substantive examination process. Patent documents cited during the application process are usually accessible for free on the internet (particularly from http://worldwide.espacenet.com/) and you will not be issued with a copy of them. For copyright reasons, 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, as well as the search fee required with this form. If you have not already paid the application fee you can do so when filing this form. Note that the application fee is higher when paid after the date you filed your application. For details of the fees and ways to pay them, please contact the Office.

f) If you have selected option (a) or (b) in part 4 of this form, please indicate the current number of claims in your application. The search fee increases if your application includes more than 25 claims. Such an increase does not apply to searches under option (c) or (d). For details of the fee payable with this form and ways to pay, please contact the Office.

g) In order to promote efficient and high quality patent processing internationally, we are cooperating with other patent offices to share the results of searches and examinations. We are obliged to provide some information before publication to the European Patent Office. We may also provide the results of the search and any examination that has been carried out to other patent offices, even if this is prior to publication of your application. Any sharing prior to publication of your application will be carried out on a confidential basis and the results will not become publicly available through the other patent office before publication takes place in the UK.

h) Once you have filled in this form remember to sign and date it.

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on GOV.UK for ‘patent forms and fees’

Search fee
Application fee
(only if not paid with Patent Form 1)
Excess claims fee
Total fee paying
Your own reference (Optional)

Your contact details should we have a query

Name
Email
Phone

How would you like to pay?

Tick one

☐ Using a debit or credit card – you will need the internet to pay by card

1 Go to our secure website – https://fees.ipo.gov.uk/pay

2 Enter your name, email address and total amount to pay from above

3 As proof of payment, write below the 16-digit reference number displayed from the online payment screen.

DO NOT write your debit/credit card number

☐ Deduct from IPO deposit account

IPO deposit account number

☐ Cheque – make payable to ‘Intellectual Property Office’

and please send to the address specified below.

☐ Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don’t.

Use the following bank account details

Sort code 20-18-23
Account number 80531766
Account name Intellectual Property Office
SWIFT code BARCGB22
IBAN number GB92 BARC 2018 2380 5317 66

Post to: Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ, United Kingdom
Patents Form 10
Patents Act 1977 (Rule 28)

Request for a substantive examination
(See the notes on the back of this form)

1. Your reference: (optional)

2. Patent application number (e.g. GB7654321.0):

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

4. Number of pages of description in your application: (see note(c))

5. (please see note (d) and (e)) I/We request substantive examination of this application.

   Signature  
   Date

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

   

Intellectual Property Office is an operating name of the Patent Office

(1 October 2020)
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

b) Please type or write your answers using black ink.

c) Please indicate the current number of pages of description in your application. The fee for substantive examination increases if your application contains more than 35 pages of description.

d) In order to promote efficient and high quality patent processing internationally, we are cooperating with other patent offices to share the results of searches and examinations. We are obliged to provide some information before publication to the European Patent Office. We may also provide the results of the search and any examination that has been carried out to other patent offices, even if this is prior to publication of your application. Any sharing prior to publication of your application will be carried out on a confidential basis and the results will not become publicly available through the other patent office before publication takes place in the UK.

e) If you are filing this form with a Patents Form 9A 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.

f) Once you have filled in the form remember to sign and date it.

g) For details of the fee and ways to pay, please contact the Office

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on GOV.UK for 'patent forms and fees'

Search fee

Excess pages fee

Total fee paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

Using a debit or credit card – you will need the internet to pay by card

1. Go to our secure website – https://fees.ipo.gov.uk/pay
2. Enter your name, email address and total amount to pay from above
3. As proof of payment, write below the 16-digit reference number displayed from the
   online payment screen.
   DO NOT write your debit/credit card number

Deduct from IPO deposit account

IPO deposit account number

Cheque – make payable to ‘Intellectual Property Office’

and please send to the address specified below.

Bank transfer

Reference – use your IPO deposit account number if you have one or an
application number or your name if you don’t.

Use the following bank account details

Sort code  20-18-23
Account number  80531766
Account name  Intellectual Property Office
SWIFT code  BARCGB22
IBAN number  GB92 BARC 2018 2380 5317 66

Post to: Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ, United Kingdom
# Patents Form 12

Patents Act 1977 (Rule 36)

Payment of renewal fee (and additional fee for late payment)
(See the notes on the back of this form)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your Reference</td>
</tr>
<tr>
<td>2</td>
<td>Patent Number</td>
</tr>
</tbody>
</table>
| 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 your next renewal is overdue, the Office will send a reminder to your chosen address. If you have previously provided an Address for Service or a specific address for the renewal reminder, and it remains unchanged, you can leave this space blank. However, if you wish to change your chosen address, please provide the details here and sign and date it.  
   *(see note c for further details)* |
|   | Signature |
|   | Date |
| 7 | Name, email address, telephone and/or mobile number, if any, of a contact point for the applicant |

Intellectual Property Office is an operating name of the Patent Office

(1 October 2020)
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

b) Write your answers in capital letters using black ink or you may type them.

c) Where a renewal fee has not been paid, the IPO sends a renewal reminder to the proprietor. The renewal reminder will be sent to the address provided for this purpose. If no such address has been provided, it will be sent to the Address for Service. Use part 6 of this form if you would like to change the address to which the Office sends the renewal reminder.

d) If you have filled in part 6 of the form remember to sign and date it

e) For details of fees and ways to pay, please contact the Office on 0300 300 2000.

Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on GOV.UK for ‘patent forms and fees’

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

☐ Using a debit or credit card – you will need the internet to pay by card

1 Go to our secure website – https://fees.ipo.gov.uk/pay

2 Enter your name, email address and total amount to pay from above

3 As proof of payment, write below the 16-digit reference number displayed from the online payment screen.

DO NOT write your debit/credit card number

☐ Deduct from IPO deposit account

IPO deposit account number

☐ Cheque – make payable to ‘Intellectual Property Office’
and please send to the address specified below.

☐ Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don’t.

Use the following bank account details

Sort code 20-18-23
Account number 80531766
Account name Intellectual Property Office
SWIFT code BARCGB22
IBAN number GB92 BARC 2018 2380 5317 66

Post to: Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ, United Kingdom
## Patents Form 51

Patents Act 1977 (Rule 101)

Appointment or change of agent

*(See the notes on the back of this form)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your reference</td>
</tr>
</tbody>
</table>
| 2 | Patent application or patent number(s)  
  *(see note(d))* |
| 3 | ’Full name and address 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 or Channel Islands to which all correspondence  
  should be sent  
  *(see note (e))*  
  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 |

*Intellectual Property Office is an operating name of the Patent Office*
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

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) Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.

f) This form must be completed by the newly appointed agent.

g) Once you have filled in the form remember to sign and date it.

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Patents Form 20
Patents Act 1977 (Rule 49)

Request to correct or update a name or address held by us
(See the notes on the back of this form)

1  Your reference

2 Patent application or patent number(s)
   (see notes (d) & (e))

3 ‘Full name and address of the, or of each, patent applicant or proprietor’
   (as currently on the register or application(s))

   Patents ADP number (if you know it)

4 Tick the appropriate box. I wish to:
   
   i) Correct an error in a name or address; or

   ii) Update a name or address
      (see note (c))

5 Name and/or address to be corrected or updated
   (i.e. as it currently looks in our records)

   Patents ADP number (if you know it)

6 Corrected or new name and/or address
   (i.e. as you want it to look)

   Patents ADP number (if you know it)

7 Name of your agent (if you have one)

   “Address for service” in the European Economic Area or Channel Islands to which all correspondence should be sent
   (including postcode) (see note (g))

   Patents ADP number (if you know it)
<table>
<thead>
<tr>
<th>8</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

9 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 0300 300 2000.

b) Write your answers in capital letters using black ink or you may type them.

c) You can use this form to request:

(i) A correction under s.117 of an error in a name or address (such as a typographical error); or

(ii) An update to a name or address (such as a change in the applicant’s name or when the applicant has moved addresses).

You can correct or update a name and/or address held in the register, or as found in any document filed at the Office.

You should use a separate form for each category if you are making more than one request.

d) You may use this form for more than one application or patent if the same request is involved.

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 sheets should be attached to this form.

f) Once you have filled in this form remember to sign and date it.

g) Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.

### Patents Form 52

**Patents Act 1977 (Rules 108(2) and 108(3))**

Request to extend a prescribed time limit  
(See the notes on the back of this form)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your reference</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Patent application or patent number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Full name of the applicant or of each patent applicant or proprietor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patents ADP number</td>
<td>(if you know it)</td>
</tr>
<tr>
<td>4</td>
<td>Is the request being made under:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) rule 108(2) (for an extension of two months)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) rule 108(3) (for further extension or an extension of more than two months)?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Which form, fee, document or information are you filing late, or which time period do you wish to extend?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>7</td>
<td>Name, e-mail address, telephone, fax and/or mobile number, if any, of a contact point for the applicant</td>
<td></td>
</tr>
</tbody>
</table>
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 2 of Schedule 4 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 2 of Schedule 4 of the Patents Rules.

Where the request is made under (ii) above you must send evidence supporting the grounds for the request either with this form or as soon as possible afterwards (unless the Office otherwise directs).

b) If the time period you wish to extend appears in part 3 of Schedule 4 of the Patents Rules you may request an extension of two months to these periods under the provisions of (i) above (rule 108(2)). Further extensions for these time periods are available under rule 108(3) however you should contact the Office for advice on when these extensions are available.

c) Information on the rules listed in Schedule 4 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 0300 300 2000.

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.

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Patents Form 3
Patents Act 1977 (Rules 6 and 7)

Late Additions and Declarations of Priority
(See the notes on the back of this form)

1. Your reference: 

2. Patent application number: 

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

   Patents ADP number (if you know it): 

4. Is the request being made under
   (i) rule 7(2)  [ ] (to make a late declaration of priority)
   (ii) rule 6(2)  [ ] (to make a late claim to priority)

Before completing this section please see the notes on the back of this form

5. If (i) above why was the declaration of priority not made within the period specified?
   (Continue on a separate sheet of paper if necessary) 

6. Priority details
   Enter here the details of the Priority application(s) being added or declared
   
<table>
<thead>
<tr>
<th>Country</th>
<th>Application number</th>
<th>Date of filing (day/month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Signature: 
Date: 

Intellectual Property Office is an operating name of the Patent Office

(1 October 2020)
8. Name, email address, telephone and/or mobile number, if any, of a contact point for the applicant:

This form is used either:

i) to make a request for a late declaration of priority under Rule 7(2) of the Patents Rules 2007, or:
ii) to make a late claim to priority after an application has been filed (Rule 6(2)).

In order to take either of these late actions you must apply within a specified period after the filing date of the priority application (the application from which you wish to claim priority). If you do not, then it will no longer be possible to make a claim to priority from that application. The following flow chart explains the time periods for making a late claim to priority and also indicates which of the two provisions outlined in part 4 of this form you should use to make your request.

<table>
<thead>
<tr>
<th>Is the priority date you are claiming within 12 months of the date of filing of your application?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
<tr>
<td>You should complete Parts 4 (i) &amp; 6 of this form and send it, with the appropriate fee within 16 months of the filing date of the priority application.</td>
</tr>
<tr>
<td>Is the priority date you are claiming within 14 months of the filing date of your application?</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>
| It may still be possible to make your claim to priority. To do this you must request late declaration of priority under Rule 7(2) of the Patents Rules by completing parts 4(i), 5 & 6 of this form. Also see** below. | Unfortunately you are too late to make this priority claim.

If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

When completing the form please write your answers in capital letters using black ink or you may type them. Once you have filled in the form remember to sign and date it.

** Along with this form you should also provide supporting evidence as to why the priority claim was not made within 12 months of the filing date of the priority application. The evidence should be submitted with this form. If it is not, the Office will set a deadline for submitting the evidence.

There are different fees for each type of late priority claim identified in part 4. For details of these fees and ways to pay, please contact the Office.

---

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter
Fees and payment

To check the correct fee for this form, search on GOV.UK for 'patent forms and fees'.

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

☐ Using a debit or credit card – you will need the internet to pay by card
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Post to: Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ, United Kingdom
Patents Form 7
Patents Act 1977 (Rule 10)

Statement of inventorship and of right to grant of a patent

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
   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
   0300 300 2000.

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 and attach it to the form.
d) Once you have filled in the form remember to sign and date it.

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

Reminder

Have you signed the form?

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Patents Form 14
Patents Act 1977 (Rule 32)

Request to reinstate a patent application
(See the notes on the back of this form)

1. Your reference

2. Patent application number

3. Full name of the applicant or of each applicant

   Patents ADP number
   (If you know it)

4. The patent application was terminated because you failed to meet a legal requirement by the given deadline.

   Why did you fail to meet this requirement?
   (Continue on a separate sheet if necessary)
   (See note c)

5. I/We request the above application be reinstated

   Signature

   Date

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

(21 March 2019)
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

b) Write your answers in capital letters using black ink or you may type them.

c) You should provide supporting evidence with this form. If you do not, the Office will set a deadline for submitting the evidence.

d) Once you have filled in this form remember to sign and date it.

e) For details of the fee and ways to pay, please contact the Office.

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**Patents Form 16**  
Patents Act 1977 (Rule 40)

Application to restore a patent

*See the notes on the back of this form*

<p>| | |</p>
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<td><strong>1.</strong></td>
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<td><strong>2.</strong></td>
<td>Patent number</td>
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<td><strong>3.</strong></td>
<td>Full name of the or of each proprietor</td>
</tr>
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<td><strong>4.</strong></td>
<td>Name and address of the or of each person applying for restoration (if different from the proprietor(s) named in part 3 above)</td>
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| **5.** | Name of your agent *(if you have one)*  
*(see note (d))  
“Address for service” in the European Economic Area or Channel Islands to which all correspondence should be sent *(including the postcode)*  
Patents ADP number *(if you know it)* |
| **6.** | Do you want the address in part 5 above to replace the address for service currently on the register? *(If so then write “Yes”)* |
| **7.** | I/We apply for the above patent to be restored.  
Signature | Date |
| **8.** | Name, e-mail address, telephone, fax and / or mobile number, if any, of a contact point for the applicant |

(21 March 2019)
Notes

a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

b) Write your answers in capital letters using black ink or you may type them.

c) You should provide supporting evidence with this form. If you do not, the Office will set a deadline for submitting the evidence.

d) You must also file Patents Form 51 if you appoint an agent for the first time or appoint one agent in substitution for another, after you have become involved in proceedings before the Office. Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside or have a place of business in the European Economic Area or Isle of Man.

e) Once you have filled in this form remember to sign and date it.

f) For details of the fee and ways to pay, please contact the Office.

Data Privacy: https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter