

**NOTES TO THE MODEL INTERNATIONAL REQUEST FORMS UNDER THE PLT
REQUEST FOR RECORDATION OF CHANGE IN NAME OR ADDRESS**

These Notes have been prepared by the International Bureau of the World Intellectual Property Organization (WIPO) for explanatory purposes only. They are intended to facilitate the filling in of the "Request for Recordation of Change in Name or Address" form. Where a conflict exists between the Notes and the provisions of the Patent Law Treaty and its Regulations, the latter prevail. No Note has been provided where no explanation appears to be required. The form and these Notes may be downloaded from WIPO's website at: <http://www.wipo.int/treaties/en/ip/plt/forms.html>.

TITLE OF THE FORM

This form is used to request recordation of a change in the name or address of an applicant or owner where there is no change in the person of that applicant or owner. It can also be used where there is a change in the name or address of the representative or in the address for correspondence or address for legal service. Where there is a change in the person of the applicant or owner, the form "Request for Recordation of Change in Applicant or Owner" must be used.

The name of the national or regional patent Office with which the recordation of a change is requested should be indicated over the dots. The box "reference indication of person making the request", which provides space for any reference indications relating to the request, is intended for the convenience of the person making the request. Such indication is not mandatory.

BOX No. I

Application(s) and Patent(s) Concerned: Where the request relates to more than one application or patent, the applicable national/regional law may require that a separate copy of the request be submitted for each application or patent. In that case, the check-box in Box No. VIII must be marked, and such copies should be attached to the present request. As regards the identification of the patents, reference is made to WIPO Standard ST.1.

BOX No. II

Names and Addresses: The family name (preferably in capital letters) must be indicated before the given name(s). Titles and academic degrees must be omitted. Names of legal entities must be indicated by their full official designations.

The address must be indicated in such a way that it allows prompt postal delivery; it must consist of all the relevant administrative units (up to and including the indication of the house number, if any), the postal code (if any), and the name of the country.

Only one address may be indicated per person. For the indication of a special "address for correspondence or legal service", see the Notes to Box No. IV.

Telephone/Facsimile Number and/or E-mail

Address should be indicated for the person named in Box No. II in order to allow rapid communication with the applicant/owner. Any such number should include the applicable country and area codes.

Registration Number or Other Indication

Registered with the Office: Where the applicant/owner is registered with the national or regional Office, the number or other indication under which the applicant/owner is so registered should be indicated, where required under the applicable law.

BOX No. III

Representative: For the manner in which name(s) and address(es) must be indicated, see the Notes to Box No. II. Where several representatives are listed, the representative to whom correspondence should be addressed should be listed first.

Manner of Appointment of Representative: The appointment of a representative may have already been effected by designating the representative in the request form when the application was filed or by submitting a general power of attorney. If such appointment has not been made, a separate power of attorney should be submitted together with the present request for recordation of change in name or address, and the relevant check-box in Box No. VIII must be marked.

No power of attorney is needed in cases where no formal appointment of the representative is required either in respect of any representative or in respect of certain categories of representatives (for example, in some countries, the category of "mandataire agréé", that is, a registered agent admitted to practice before the Office without a power of attorney having to be submitted).

Registration Number or Other Indication

Registered with the Office: Where the representative is registered with the national or regional Office, the number or other indication under which the representative is so registered should be indicated, where required under the applicable law.

BOX No. IV

Address for Correspondence or Legal Service:

Where a representative is appointed, any correspondence intended for the applicant/owner will be sent to the address indicated for that representative, unless that applicant/owner expressly indicates another address for correspondence or legal service in Box No. IV (see PLT Rule 10(4)). Where no representative is appointed and the applicant/owner has provided his/her address on a territory prescribed by the Contracting Party in Box No. II, any correspondence will be sent to such applicant/owner's address, unless the applicant/owner expressly indicates another address for correspondence or legal service in Box No. IV (see PLT Rule 10(3)).

BOX No. V

Change(s) to be Recorded: A single request is sufficient even where the change relates to both the name and address of the applicant/owner or of the representative. However, where, for example, the names of both the applicant and the representative were changed, a separate request for recordation of such changes should be made.

BOX No. VI

Name and/or Address Prior to Change: Only the old name or the old address or both, the change of which is requested by this request, shall be indicated in this box. For the manner in which name(s) and address(es) must be indicated, see the Notes to Box No. II.

BOX No. VII

New Name and/or Address to be Recorded: Only the new name or the new address or both, the recordation of which is requested by this request, shall be indicated in this box. For the manner in which name(s) and address(es) must be indicated, see the Notes to Box No. II.

BOX No. VIII

Enclosure(s): Where an additional sheet is used in order to indicate further application and/or patent numbers in Box No. I, the check-box "others" should be marked, and the additional sheet no. should be indicated.

BOX No. IX

Signature: The signature or seal must be that of the applicant/owner, and if there are several applicants/owners, all must sign or use their seals in accordance with the applicable national/regional law. Where the signature on the request is not that of the applicant/owner, but that of the representative, a separate power of attorney appointing the representative, or a copy of the general power of attorney or of a single power of attorney which is already in the possession of the Office, must be furnished, unless submission of a power of attorney or of a copy of it is not required under the applicable law.

Date: Where the indication of the date of the signature or seal is required by the applicable law, but is not supplied, the date on which the signing is deemed to have been effected shall be the date on which the request for recordation was received by the Office or, if the applicable law so permits, a date earlier than the latter date (see PLT Rule 9(2)).