

**NOTES TO THE MODEL INTERNATIONAL REQUEST FORMS UNDER THE PLT  
REQUEST FOR CORRECTION OF MISTAKES**

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 Correction of Mistakes" 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**

Where an application, a patent or any request communicated to the Office in respect of an application or a patent contains a mistake, this form may be used to request a correction of such mistake in the records and publications of the Office, provided that the mistake is correctable by the Office under the applicable law. Corrections and amendments of mistakes related to search and substantive examination, for example, the amendment of the description either voluntarily following the receipt of a search report or in the course of substantive examination, are not covered by this form. Examples of mistakes which may be corrected using this form are mistakes in the bibliographic data, in details concerning a priority claim, or in the description, claims or drawings of the application or patent concerned, provided that those mistakes are correctable under the applicable law.

The name of the national or regional patent Office with which the correction of a mistake is requested should be indicated over the dots. The box "reference indication of person making the request", which provides a 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 and, if applicable, a replacement page or errata sheet, be submitted for each application or patent. In that case, the check-box in Box No. VI must be marked, and such copies and sheets 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 correction of mistakes, and the relevant check-box in Box No. VI 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 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. VI**

**Enclosure(s):** The applicable law may require that the request be accompanied by a replacement part (a replacement page) or a part incorporating the correction (an errata sheet). The applicable law may also require a declaration stating that the mistake was made in good faith and/or a declaration stating that the request was made without undue delay (or without intentional delay) following the discovery of the mistake. In those cases, relevant check-boxes in Box No. VI must be marked, and such part and/or declaration should be attached to this request.

Where an additional sheet is used in order to indicate further application and/or patent numbers in Box No. I or to indicate further mistakes and corrections in Box No. V, the check-box "others" should be marked, and the additional sheet No. should be indicated.

**BOX No. VII**

**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 correction was received by the Office or, if the applicable law so permits, a date earlier than the latter date (see PLT Rule 9(2)).