

**NOTES TO THE MODEL INTERNATIONAL FORMS UNDER THE PLT  
POWER OF ATTORNEY**

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 Power of Attorney 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 Power of Attorney 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**

The name of the national or regional patent Office to which the power of attorney is submitted should be indicated over the dots. The box "reference indication of person making the appointment", which provides a space for any reference indications relating to the power of attorney, is intended for the convenience of the person who makes the appointment of his representative. Such indication is not mandatory.

**BOX No. I**

**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.

**Registration Number or Other Indication Registered with the Office:** Where the person making the appointment is registered with the national or regional Office, the number or other indication under which he/she is so registered should be indicated, where required under the applicable law.

**BOX No. II**

**Address for Correspondence or Legal Service:** In the case where the Office wishes to communicate with the person making the appointment (for example, the Office wishes to notify such a person of defects in the power of attorney), if the person making the appointment provided, as his address in Box No. I, an address on a territory prescribed by the Contracting Party, that address will be considered as the "address for correspondence or legal service", unless the applicant expressly indicates another address in Box No. II (see PLT Rule 10(3)). Once a representative is duly appointed, any further correspondence intended for the applicant will be sent to the address indicated for that representative, unless that applicant expressly indicates otherwise (see PLT Rule 10(4)).

**BOX No. III**

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

**Telephone/Facsimile Number and/or E-mail address** should be indicated for the person named in Box No. III in order to allow rapid communication. Any such number should include the applicable country and area codes.

**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**

**Application(s) and Patent(s) Concerned:** The appointment of a representative can be made with respect to (i) all existing and future applications and patents; (ii) all existing and future applications and patents with certain exceptions; (iii) certain applications and/or patents. In the case of (ii) above, exceptions must be stipulated in an additional sheet, identified by the sheet number. In the case of (iii) above, the relevant check-box should be marked, and the application(s) and/or patent(s) concerned should be indicated in Box No. IV. As regards the identification of the patents, reference is made to WIPO Standard ST.1.

The applicable law may require that, where a single power of attorney relates to more than one application or patent, a separate copy of the power of attorney be filed for each application and patent to which it relates (see PLT Rule 7(2)(b)).

**BOX No. V**

**Scope of the Power of Attorney:** The person making the appointment of the representative may limit the scope of the power by explicitly indicating such limitation in this Box.

**BOX No. VI**

**Signature or Seal:** The signature or seal must be that of the person who makes the appointment, and if there are several such persons, all must sign or use their seals in accordance with the applicable law.

**Date:** Where the indication of the date of signature or of 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 power of attorney was received by the Office or, if the applicable law so permits, a date earlier than the latter date (see PLT Rule 9(2)).