

Design Fact sheet – how to determine the ‘Correspondence category’ to select

Division	Correspondence category	Correspondence type	User guide
Design	Examination matters	Correspondence to Examiner	For correspondence to the Examiners such as a response to an examination report.
		Authorisation of Agent (DN 1)	For filing an Authorisation of Agent. <i>Note - an authorisation is not required to support a design application if the design was filed online, as the agent will be recognised as the appointed agent.</i>
	Maintain an IP	Assignments, Change of Owner details (DN 15, 16, 18, 19, 20)	For requesting changes to owner details such as name and/or address. This includes changes to the contact or agent details.
		Certificate of Commissioner Request (DN 25)	For requesting Certificate of Commissioner. Enter the number of copies you wish to request.
		Customer Account Authorisation	For filing a customer account authorisation form to link trade mark(s) to your website account.
		Correction of Certificate or Registry Request (DN 23)	For requesting a correction to the certificate or IP.
		Application for Cancellation (DN 21, 32)	For filing a request for cancelling a registered IP or withdrawing of an application.
	Hearings matters	Hearing Request	For filing a hearing fee - please specify the lowest IP number on the form. Only one IP number is required.
		Hearings Evidence	For filing evidence for a proceeding.