

Trade Mark Fact sheet – how to determine the 'Correspondence category' to select

Division	Correspondence category	Correspondence type	User guide
Trade Mark	Examination matters	Responses to Compliance Report	For filing correspondence for an examiner such as a response to a compliance report, abeyance and rejection requests.
		Add Class to an Application	For requesting an additional class to an application. Enter the number of class you wish to add.
		Examination Evidence under section 18(2) or 26(b)	For filing examination evidence under section 18(2) or 26(b).
		Examination Extension of Time Request	For requesting an extension of time for an application.
		Certification Mark – Regulation	For filing supporting correspondence and regulations for a Certification Mark.
		Reinstatement of Application	For requesting a reinstatement of an application.
		Division Request	For a request to divide an application.
	Maintain an IP	Assignments, Change of Owner details	For requesting changes to owner details such as name and/or address. This includes changes to the contact or agent details.
		Authorisation of Agent	For filing an authorisation of agent. <i>Note - an authorisation is not required to support a trade mark application if the trade mark was filed online, as the agent will be recognised as the appointed agent.</i>
		Customer Account Authorisation	For filing a customer account authorisation form to link trade mark(s) to your website account.
		Cert. of Commissioner Request	For requesting Certificate of Commissioner. Enter the number of copies you wish to request.
		Correction of Data Error Request	For requesting a correction.
		Abandonment / Cancellation Request	For filing a request for cancelling a registered IP or withdrawing of an application.
		Request for Registration Certificate	For requesting a copy of a Registration Certificate or an IP Summary Report.
		Request to Merge Applications	For a request to merge trade mark applications.
	Hearings matters	Hearings Office Correspondence	For all correspondence to the Hearings Office including proposals for amendments to a specification during an opposition. <i>(This excludes the Hearings related documents listed below).</i>
		Hearing Extension of Time	For requesting an extension of time for a proceeding.

		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.
		Hearings Notice of Opposition	For an opponent to file a notice of opposition.
		Hearing Application for Invalidity	For an application for invalidity of a trade mark application.
		Hearing Application for Revocation of a Trade Mark	For filing an application to revoke a trade mark.
		Hearing Submissions	For filing written submissions for a proceeding.
		Hearing Counterstatement	For filing a counter statement for a proceeding.

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.

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

Division	Correspondence category	Correspondence type	User guide
Patent	Examination matters	Correspondence to Examiner	For correspondence to the Examiners such as a response to an examination report, IPERs, ISRs or general PCT documents.
		Declaration of Inventorship	For filing Patent form 6 - Declaration of Inventorship.
		Complete Specification (after Provisional/Cognate)	For filing a Complete Specification after a Provisional or a Cognate application. Please specify the lowest IP number, only one IP number is required.
		Authorisation of Agent	For filing an Authorisation of Agent. <i>Note - an authorisation is not required to support a patent application if the patent was filed online, as the agent will be recognised as the appointed agent.</i>
		Amendments to Specification (in response to objection)	For filing an amendment to a specification in response to objection by an examiner. <i>Note - if the amendments are requested as a result of an opposition, select the Hearings Office Correspondence option instead.</i>
		Amendments to Specification (Voluntary Amendments PF 43)	For filing voluntary amendments (Patents Form 43). This can be filed online while filing a National Phase application online.
		Extension of Time (PF 13, 76)	For requesting an extension of time such as Patent Form 13 and/or 76.
		Postponement of Acceptance Request (PF 14)	For requesting a postponement of acceptance of a complete specification.
	Maintain an IP	Assignments, Change of Owner details	For requesting changes to owner details such as name and/or address. This includes changes to the contact or agent details.
		General Request/Declarations (Incl. PF 8, 9, 11, 24, 29, 72)	For filing any requests or declarations such as a request for post-dating an application or a request for sealing.
		Amendments to Specification After Acceptance (PF 41)	For filing an amendment to a specification after acceptance (Patent Form 41). <i>Note - if amendments are requested as a result of an opposition, select the Hearings Office Correspondence option instead.</i>
		Certificate of Commissioner Request	For requesting Certificate of Commissioner. Enter the number of copies you wish to request.

		Customer Account Authorisation	For filing a Customer Account Authorisation form for linking IP Number(s) to your website account.
		Extension of Time to file Complete Specification (PF 7)	For requesting an extension of time for filing a complete specification.
		Restoration Request	For requesting a restoration of an application or registration (Patent Form 33 or Patent Form 39).
		Withdraw patent application/surrender patent	For filing a request to withdraw a patent application or a surrender of a patent under Section 43 (Patent Form 46).
	Hearings matters	Hearings Office Correspondence	For all correspondence for the Hearings Office including proposals for Amendments to a Specification during an opposition. (This excludes the Hearings related documents listed below).
		Hearings Extension of Time	For requesting an extension of time for a proceeding.
		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.
		Hearings Notice of Opposition	For filing a notice of opposition by an opponent.
		Hearings Submissions	For filing written submissions for a proceeding.