

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.