

I. General instructions

These notes explain how to complete EPO Form 1003, which is available on the EPO website (epo.org).

The use of this form is recommended for authorising representatives to act before the EPO: **professional representatives** and **legal practitioners** under Article 134(1) and (8) EPC, **employees** under Article 133(3), first sentence, EPC and **associations of representatives** under Rule 152(11) EPC.

If the person authorised (hereinafter: “**authorisee**”) is an employee who is not a professional representative or a legal practitioner, the party giving the authorisation (hereinafter: “**authoriser**”) must declare that the authorisee is their employee either on the authorisation form itself (in the authorisee field) or in a covering letter. As to the case referred to in Article 133(3), second sentence, EPC, no implementing regulation has been adopted as yet.

Obligation to file an authorisation

Professional representatives whose names appear on the list maintained by the EPO, and legal practitioners entitled to act as representatives under Article 134(8) EPC who identify themselves as such, are required to file a signed authorisation only in exceptional cases specified under Rule 152(1) EPC and Article 1 the decisions of the President of the EPO dated 7 July 2025 on the signing and filing of authorisations (OJ EPO 2025, A45 and A46 respectively).

By contrast, employees under Rule Article 133(3), first sentence, EPC who are neither professional representatives nor legal practitioners must always file a signed authorisation or refer to the registration number of a registered general authorisation (Rule 152(1) EPC and Article 2 of the above-mentioned decisions of the President of the EPO dated 7 July 2025 (OJ EPO 2025, A45 and A46)).

Termination of authorisation

An authorisation does not terminate vis-à-vis the EPO upon the death of an authoriser unless expressly provided otherwise on a separate sheet (Rule 152(9) EPC).

Appointment vs authorisation

Please note that filing an authorisation is distinct from appointing a representative vis-à-vis the EPO for a

specific case and therefore does not automatically imply the appointment of the authorised representative.

All decisions, summonses and communications are sent to the appointed representative (Rule 130 EPC). If an employee (under Article 133(3), first sentence, EPC) is authorised, these documents are sent to the party.

II. Filling in the form

The numbering below corresponds to the sections of EPO Form 1003 “Authorisation”.

1. Authoriser

Enter here the name and address of the **authoriser** including the state in which their residence or principal place of business is located, in the way specified under Rule 41(2)(c) EPC:

“Names of natural persons shall be indicated by the person’s family name, followed by their given names. Names of legal persons, as well as of bodies equivalent to legal persons under the law governing them, shall be indicated by their official designations. Addresses shall be indicated in accordance with applicable customary requirements for prompt postal delivery and shall comprise all the relevant administrative units, including the house number, if any.”

Multiple authorisers

Where the authorisation is given by more than one party, the details for the additional authorisers **must be indicated on a separate sheet**.

2. Authorisees

Enter here the **authorisee’s** name and the address of their place of business in the same way as specified in note 1 and indicate the type of representative (professional representative, legal practitioner, employee, association of representatives).

If an association of representatives within the meaning of Rule 152(11) EPC is authorised, the name and the registration number of the association must be given.

Multiple authorisees

Enter the details (name, address, type of representative) for each additional authorisee on a separate sheet.

3. Capacity of authoriser

Please indicate in what capacity the authoriser(s) is (are) giving the authorisation by selecting the appropriate checkbox.

4. Scope of authorisation

Enter the numbers of the European patent applications or European patents for which the authorisation is being given.

An individual authorisation may cover more than one application or patent and entitles a representative to take all procedural acts on behalf of the authoriser(s) with regard to those applications or patents (Rule 152(2) EPC). However, the **powers** mentioned separately on the form (to act in PCT proceedings, to act in proceedings relating to European patents with unitary effect, to receive payments and to issue a sub-authorisation) must be **expressly** granted by selecting the appropriate checkboxes. For authorisations to act in Unitary Patent proceedings only, use EPO Form 7003 instead.

The EPC provisions governing representation apply *mutatis mutandis* to any proceedings relating to European patents with unitary effect (Rule 20(1) and (2) (I) of the Rules relating to Unitary Patent Protection).

The EPC provisions on authorisations also apply to sub-authorisations (Article 133(3), first sentence, and Rule 152 EPC).

A revocation does not extend to any general authorisation which may have been given.

5. Signatures and entitlement of the authorisers

Authorisations may be authenticated by a handwritten signature, a facsimile signature, a text-string signature or a digital signature under the conditions specified by the EPO (see Article 3 of the above-mentioned decisions of the President of the EPO dated 7 July 2025 (OJ EPO 2025, A45 and A46) and the notice from the EPO dated 8 July 2024 concerning the signing and filing of authorisations (OJ EPO 2024, A77)).

With their signature, the signatory confirms that they are entitled to sign by national law, by a legal person's articles of association or equivalent or by a special mandate. In all cases, an indication is to be given of the signatory's position within the legal entity entitling them to sign (e.g. president, director, company secretary; Geschäftsführer, Prokurist, Handlungsbevollmächtigter; président, directeur, fondé de pouvoir). Employees signing on behalf of a legal person must print their

name and their position within the company. It lies within the responsibility of the authoriser to ensure that the signatory is duly entitled to sign the authorisation according to the national law applicable. The EPO reserves the right to request documentary proof of the signatory's authority to sign if the circumstances of a particular case necessitate this. An authorisation bearing the signature of a person not entitled to sign will be treated as an unsigned authorisation.