

Request for entry on the list of professional representatives before the European Patent Office

(to be submitted to the Legal Division of the EPO (Dept. 5.3.2.1))

The European Patent Office (EPO) is committed to respecting and protecting your personal data and ensuring your rights as a data subject. If you have any questions on the processing of personal data for entry on the list of professional representatives before the EPO, please consult the data protection statement.

This form may be used if you are not using online services in the MyEPO Portfolio **Representative area**.

Section 1: Request for entry on the list of professional representatives before the EPO

1 Registration on the list of professional representatives before the EPO will only be possible if all information in this section is provided and supported by the appropriate evidence. Your last name, first name(s) and the full postal address of your place of business/employment will be published in the searchable database of professional representatives on the EPO website.

I,

Last name	First name(s)

request entry on the list of professional representatives before the EPO pursuant to Article 134 of the European Patent Convention (EPC). I fulfil the conditions prescribed by Article 134(2) EPC.

I am a national of a contracting state, namely:

2 As I am not a national of a contracting state, being a national of:

I hereby request exemption from the nationality requirement by virtue of Article 134(7)(a) EPC because I consider that special circumstances exist. A letter of justification and appropriate proof are attached.

3 I have my place of business or employment in a contracting state, namely at (full business/employment address, including company name of employer, in line with the requirements for postal delivery (no PO boxes)):

4 I have passed the European qualifying examination (EQE).

5 Please consult the notes on the specific requirements for evidence and certificates to be filed.

Place Date

Signature

6 Section 2: Telecommunication details and their publication in the searchable database on the EPO website

Please provide your various telecommunication details for use by the EPO and the Institute of Professional Representatives before the EPO (epi) **for internal purposes**. Subject to your explicit consent, these are all or individually published in the searchable database on the EPO website.

Telecommunication details:	I hereby consent to the publication of the following telecommunication details in the searchable database on the EPO website I am aware that I can withdraw my consent at any time.
Phone: <i>(Country and area code, number)</i>	All details: <input type="checkbox"/> Only the following details: <input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
Website:	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Section 3: Further information for internal purposes

Year of passing the EQE:

7 Date of oral proceedings

I have oral proceedings scheduled on:
Copy of the summons is attached.

Email address for receipt of personalised communications:

8 Section 4: Items to be filed (tick as appropriate).

- 1 Signed request for entry on the list of professional representatives before the EPO
- 2 Certified copy of a valid passport or identity card (not a driving licence)
- 3 Proof of current place of business/employment
- 4 Copy of EQE result letter
- 5 Where applicable, copy of the summons to oral proceedings
- 6 Where applicable, nationality exemption request with letter of justification and appropriate proof

Notes

- 1 For details on publication of the list of professional representatives, refer to the decision of the President of the EPO dated 27 November 2024 concerning the publication of the list of professional representatives (OJ EPO 2024, A107) and related notice from the EPO (OJ EPO 2024, A109).
- 2 The EPO Vice-President in charge of Directorate-General 5 may grant an exemption from the nationality requirement in special circumstances (Article 134(2)(a) EPC in conjunction with Article 134(7)(a) EPC; decision of the President of the EPO dated December 2011 delegating his powers to decide on requests for exemption from requirements for entry on the list of professional representatives, OJ EPO 2012, 13).
- 3 Please insert your full business/employment address, including company name of employer, street, postcode, and city (written in the national language of the relevant country) in line with the requirements for postal delivery. Note that indicating only a PO box number is not accepted.
- 4 Please file your EQE result letter as proof.

5 Evidence

Please provide certified copies where official certificates are required as evidence. Certification may be performed by national authorities of the contracting states, professional representatives registered on the list of professional representatives before the EPO as well as legal practitioners provided, they are entitled to do so under national law.

For proof of your identity, please provide a certified copy of your valid passport or identity card. A driving licence is not accepted.

In the event that your name changed since you took the EQE, please attach appropriate evidence (e.g. certified copy of marriage certificate).

To request exemption from the nationality requirement, please file a letter of justification as well as pertinent proof of the special circumstances justifying such an exemption.

For proof of your place of business or employment, please file confirmation from your current employer or, for self-employed representatives, other appropriate evidence, e.g. proof of tax/business registration.

- 6 Failure to provide your telecommunication details to be used by the EPO and the epi may result in delays in the processing of your request and could also impede your future exchanges with the EPO and the epi.
- 7 Requesters with forthcoming oral proceedings will be handled with priority.
- 8 Filing of the request

Information on the filing of requests can be found in the Law and Practice section and in the FAQ on the EPO website.

You will receive confirmation, together with your new professional representative number, once your request has been processed and you have been entered on the list. Please refrain from making status enquiries.