

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))

You can use this form if you are not using online services in the **MyEPO Representative area**.

Help us process your request quickly – please ensure the form is filled out accurately and submitted with the supporting documents as evidence. Failure to provide and, if required, properly certify this evidence will result in the issuance of a deficiency notice.

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

1 Registration on the list of professional representatives before the European Patent Office (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,

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 request exemption from the nationality requirement pursuant to Article 134(7)(a) EPC because I consider that special circumstances exist. Form 52310 and the required supporting evidence are attached.

3 I have my place of business 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; **not a private address** unless it is identical to the business/employment address):

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

5 Please see the notes for details on the supporting evidence and on the cases where certified copies must 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.	
	All details: ☐	Only the following details: ☐
Phone: <i>(Country and area code, number)</i>		☐
Email:		☐
Website:		☐

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 (select 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, request for exemption from nationality requirement (Form 52310) and required supporting evidence

Notes

- 1 The 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](#).

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 the powers to decide on requests for exemption from requirements for entry on the list of professional representatives, OJ EPO 2012, 13).

To request exemption from the nationality requirement, please file Form 52310 together with the supporting evidence specified in that form and its notes. [Form 52310](#) is available under **Options for representatives** in the **Law & practice** section of the EPO website.

- 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. **Please do not use your private address** if it is not identical to your business/employment address. Note that indicating only a PO box number is not accepted.

- 4 Please file your EQE result letter as proof.

5 Evidence

Please provide a **certified** copy of those supporting documents for which this is required. Copies can be **certified** by a professional representative before the EPO (European patent attorney), by a legal practitioner (provided they are entitled to do so under national law) or by a public authority of an EPC contracting state through a signed attestation on the relevant document.

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

If your name has changed since you took the EQE, please attach appropriate evidence (e.g. **certified** copy of marriage certificate).

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 on the EPO website, either under **Options for representatives** in the **Law & practice** section or in the FAQ.

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