

# Request for registration of changes relating to an entry in 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 the maintenance of 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**:

- to request registration of changes to an entry in the list of professional representatives before the EPO
- to provide telecommunication details for *the first time*
- to delete telecommunication details previously provided.

## Section 1: Request for registration of changes relating to an entry in the list of professional representatives before the EPO

1 Please note mere deletion of information in this section is not possible as this information is required by Article 134(2) EPC for registration in the list of professional representatives before the EPO.

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.

Where boxes in this section are left empty, the details currently registered will remain unchanged

I,  Last name  First name(s)

request registration of the following change(s) to my entry in the list of professional representatives before the EPO.

I would like these changes to be registered  as soon as possible  
 from the following future date

### 2 Change of postal address (place of business/employment)

Full previous address  Full new address

### 3, 4 Change of personal details (name or nationality)

Previous last name  New last name   
 Previous first name(s)  New first name(s)   
 Previous nationality  New nationality

Place  Date

Signature

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

Telecommunication details provided in this section are used by the EPO and the Institute of Professional Representatives before the EPO (epi) **for internal purposes** only.

Additionally, and subject to your explicit consent, they will also be published in the searchable database of professional representatives on the EPO website.

Where boxes in this section are left empty, the details currently registered and your previous data protection choices will remain unchanged. If you wish merely to **delete** the details previously provided, please **cross out** the relevant box.

I hereby request the following change(s) to the registration of my telecommunication details:

Telecommunication details:	<b>I hereby consent</b> 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.	<b>I withdraw my previously given consent</b> to the publication of the following telecommunication details in the searchable database on the EPO website.
	All details: <input type="checkbox"/>	All details: <input type="checkbox"/>
<b>New phone number</b> (country and area code, number):	Only the following details:	Only the following details:
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New email address:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		
<b>New website:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		

## Section 3: Further information for internal purposes

Email address for receipt of personalised communications:

## 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 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.  
Changes also affecting your membership of an association under Rule 152(11) EPC must be requested separately using one of the following:
  - MyEPO Portfolio (**Applications and patents** area)
  - EPO Form 52305 – Request for changes relating to an association of professional representatives before the European Patent Office
- 3 Please enclose evidence of the change of name (copy of marriage certificate, passport or national identity card).
- 4 Please enclose evidence of the change of nationality (copy of your valid passport or national identity card).
- 5 Failure to provide telecommunication details to be used by the EPO and the epi may delay processing of your request and could also impede future exchanges with the EPO and the epi.