

MyEPO Portfolio

Feature guide: Representative area

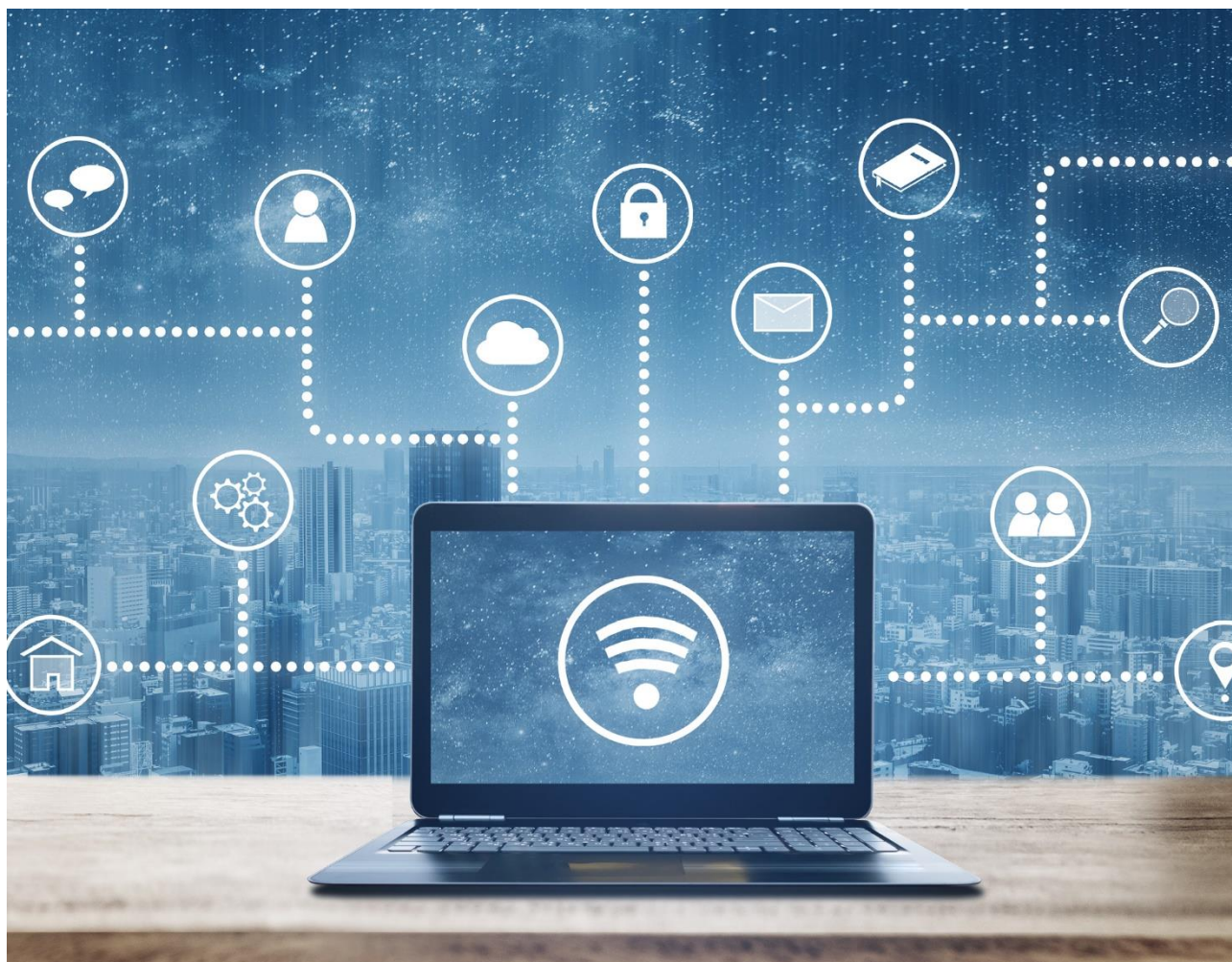


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1. Introduction

This feature guide will explain you the essentials of MyEPO Portfolio representative area, a service which allows you to manage your personal details as registered on the list of professional representatives before the EPO (name, nationality, place of business / employment) and further contact details (phone, fax, email, website) as well as their publication in the searchable database on the website of the EPO directly online.

MyEPO Portfolio is a secure, web-based online platform that provides an advanced approach to working with the EPO on your requests.

2. Representative area

2.1 Professional representative's activities under MyEPO

The representative area in MyEPO Portfolio currently allows you as a professional representative registered on the list of professional representatives before the EPO:

- To request changes to your representative profile. A request is created and submitted to the EPO, and you can download your request as a PDF form for your records after submission. Communications relating to your request will be sent to the Mailbox, if activated, or to your registered postal address.
- To request your deletion from the list of professional representatives before the EPO.

2.2 How to submit a Change Request

You can change any of the following details: last name, first name, nationality, language, address, phone number, fax number, email address, website and settings relating to their publication in the searchable database on the EPO website. You can indicate a preferred date of effect of the change: as soon as possible or as from a specific future date. The preferred date of change cannot be guaranteed. The actual date of registration may thus deviate from the date you have indicated due to e.g., EPO holidays. All changes to your entry details on the list of professional representatives (name, nationality, place of business or employment) are published in the EPO Official Journal.

1. Data protection statement,
2. Representative ID number
3. Date of entry on the list of representatives before the EPO
4. Name (with an edit button)
5. Nationality (with an edit button)
6. Preferred language¹ (with an edit button)

Representative profile

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

1 Data protection statement

2 Representative ID number -

Date of entry on the list of representatives before the EPO **3** Invalid date

4 Name

First Name(s)

Last Name

Evidence

For example, copy of passport or national identity card.
 Upload evidence in PDF format.

+ Select file + Upload

+ Drag and drop files and upload

Cancel

5 Nationality

Nationality

Evidence

For example, copy of passport or national identity card.
 Upload evidence in PDF format.

+ Select file + Upload

+ Drag and drop files and upload

Cancel

6 Preferred language

Select preferred language

Cancel

Figure 1: Request for changes. Smart form, part 1

¹ "Preferred Language" means that all correspondence relating to your request will be written in that language.

7. Address (with an edit button)

8. Phone number (with an edit button)

9. Fax number (with an edit button)

10. Email address (with an edit button)

11. Website (with an edit button)

12. Publication of entry details in OJ (without edit button)

Before submitting your request, please update your company Mailbox recipient status, if applicable. Mailbox settings are not automatically updated upon change to an entry on the list of professional representatives. For detailed information on Mailbox, please contact the administrator of the Mailbox and / or refer to Mailbox-FAQ.

Address

7

Company / organisation (optional)

Address line 1

Address line 2

Additional details (optional)

Address line 3

Enter department, building, unit name or number (no PO boxes).

Street

Address line 4

City / province / postcode

City

Enter city and/or province (written in the national language) and/or postcode in line with the national requirements for postal delivery in the relevant country.

Country

Country

Cancel

Phone number

8

[Add a telephone](#)

Cancel

Fax number

9

The fax number is not used for correspondence with the EPO. Upon your consent, it will be published in the searchable database of professional representatives on the EPO website.

[Add a fax](#)

Cancel

Email address

10

[Add an email](#)

Cancel

Website

11

[Add a website](#)

Cancel

Publication of entry details in the EPO Official Journal

12

Yes

The last name, first name, nationality and **full business/employment address** of all professional representatives are published in the Official Journal of the EPO.

Figure 2: Request for changes, part 2

13. Publication of personal data and postal address in EPO searchable database

14. Telecommunication details and their publication in the searchable database on the EPO website (with an edit button)

15. Date of change

16. Request deletion from the list

17. "Request changes" submission button

Publication of personal data in EPO No
searchable database

13

Objection to publication of personal data in the searchable database on the EPO website

- ☒ I object to the Publication in the searchable database on the EPO website of my last name, first name, nationality and contracting state where my place of business/employment is situated.

Where you have previously objected to this publication, you may withdraw your objection here:

- ☐ I withdraw my objection to the Publication in the searchable database on the EPO website of my last name, first name, nationality and contracting state where my place of business/employment is situated.

Publication of full postal address in No
EPO searchable database

Consent to publication of full postal address

- ☐ I consent to the publication of my full place of business/employment in the searchable database of the EPO website. This applies only where no objection has been raised to the publication of the last name, first name, nationality and contracting state of place of business/employment. I am aware that I can withdraw my consent at any time.

Where you have previously provided consent for the publication of your full place of business/employment on the searchable database of the EPO website, you may withdraw that consent here:

- ☒ I withdraw my consent for the publication of my full place of business/ employment address on the searchable database of the EPO website.

Cancel

Telecommunication details and their publication in the searchable database on the EPO website

14

I am aware that I can withdraw my consent at any time.

To consent tick all that apply:

- ☐ All
- ☐ Phone number
- ☐ Fax number
- ☐ Email address
- ☐ Website

Cancel

Date of change

15

☒ as soon as possible

or

☐ the change should take effect from:

16

Request deletion from the list

17

Request changes

Figure 3: Request for changes, part 3

If you only request a change to one of the following details: “Preferred Language, Phone number, Fax number, Email address, Website, Publication of your data in the EPO searchable database on the EPO website,” the corresponding change will be automatically approved, and your representative profile will immediately be updated. Any change to the searchable database on the EPO website will be included in the next update. The database is updated twice a month.

Preferred language

French

German

English

French

Address

Figure 4: Change preferred language

Phone number

32 123 456789

Remove

Add a telephone

Cancel

Fax number

The fax number is not used for correspondence with the EPO. Upon your consent, it will be published in the searchable database of professional representatives on the EPO website.

32 456 78910

Remove

Add a fax

Cancel

Email address

myemail@mail.be

Remove

Add an email

Cancel

Website

https://mywebsite.be

Remove

Add a website

Cancel

Figure 5: Change telecommunication details

Publication of entry details in the EPO Official Journal **Yes**

The last name, first name, nationality and **full business/employment address** of all professional representatives are published in the Official Journal of the EPO.

Publication of personal data in EPO searchable database **Yes**

Objection to publication of personal data in the searchable database on the EPO website

- ☐ I object to the Publication in the searchable database on the EPO website of my last name, first name, nationality and contracting state where my place of business/employment is situated.

Where you have previously objected to this publication, you may withdraw your objection here:

- ☒ I withdraw my objection to the Publication in the searchable database on the EPO website of my last name, first name, nationality and contracting state where my place of business/employment is situated.

Publication of full postal address in EPO searchable database **No**

Consent to publication of full postal address

- ☐ I consent to the publication of my full place of business/employment in the searchable database of the EPO website. This applies only where no objection has been raised to the publication of the last name, first name, nationality and contracting state of place of business/employment. I am aware that I can withdraw my consent at any time.

Where you have previously provided consent for the publication of your full place of business/employment on the searchable database of the EPO website, you may withdraw that consent here:

- ☒ I withdraw my consent for the publication of my full place of business/ employment address on the searchable database of the EPO website.

Cancel

Telecommunication details and their publication in the searchable database on the EPO website

I am aware that I can withdraw my consent at any time.
To consent tick all that apply:

- ☒ All
- ☒ Phone number
- ☒ Fax number
- ☐ Email address
- ☒ Website

Cancel

Figure 6: Change data protection preferences







Phone number	32 123 456789	
Fax number	<p>The fax number is not used for correspondence with the EPO. Upon your consent, it will be published in the searchable database of professional representatives on the EPO website.</p> <p>32 456 78910</p>	
Email address	myemail@mail.be	
Website	https://mywebsite.be	
Publication of entry details in the EPO Official Journal	Yes	
Publication of personal data in EPO searchable database	Yes	
Publication of full postal address in EPO searchable database	No	
Telecommunication details and their publication in the searchable database on the EPO website		
Publication of phone number	Yes	
Publication of fax number	Yes	
Publication of email address	No	
Publication of website	Yes	

Figure 7: Automatically accepted changes displayed in your profile

If you request a change to your name and/or nationality, you will be required to upload the corresponding evidence documents, namely a copy of your valid passport or national identity card in a PDF format.

Name

First Name(s)

Christian Bram

×

Last Name

De Coster

×

Evidence

For example, copy of passport or national identity card.

Upload evidence in PDF format.

+ Select file

+ Upload

+ Drag and drop files and upload

✓ Success: File uploaded

×

Files uploaded

×

Passport.pdf

Cancel

Nationality

Belgium

×

▼

Evidence

For example, copy of passport or national identity card.

Upload evidence in PDF format.

+ Select file

+ Upload

+ Drag and drop files and upload

✓ Success: File uploaded

×

Files uploaded

×

Passport.pdf


Cancel

Figure 8: Corresponding evidence documents uploaded

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A change of address does not require any evidence.



Before submitting your request, please update your company Mailbox recipient status, if applicable. Mailbox settings are not automatically updated upon change to an entry on the list of professional representatives. For detailed information on Mailbox, please contact the administrator of the Mailbox and / or refer to Mailbox-FAQ.

Address

Company / organisation (optional)

Het Patent Kantoor

×

Address line 2

Additional details (optional)

Afdeling A

×

Enter department, building, unit name or number (no PO boxes).

Street

Italielei 76d

×

City / province / postcode

Antwerpen

×

Enter city and/or province (written in the national language) and/or postcode in line with the national requirements for postal delivery in the relevant country.

Country

Belgium


×

▼

Cancel

Figure 9: Change address

Your change request concerning either of the above will be submitted for approval. A message will appear at the top of the page informing that “Your request was submitted on dd.mm.yyyy. We are processing it.” After submission, your request form will be available for download.



Your request was submitted on 13.07.2023. We are processing it.


 Download the request submitted

Figure 10: Message informing that EPO is processing your request

The requested changes will be highlighted in orange.


Name	De Coster, Christian	Change requested 13.07.2023 02:00 pm CET
	Change to De Coster, Christian Bram	
	Evidence provided Passport.pdf	
Nationality	France	Change requested 13.07.2023 02:00 pm CET
	Change to Belgium	
	Evidence provided Passport.pdf	
Preferred language	French	
<div> Before submitting your request, please update your company Mailbox recipient status, if applicable. Mailbox settings are not automatically updated upon change to an entry on the list of professional representatives. For detailed information on Mailbox, please contact the administrator of the Mailbox and / or refer to Mailbox-FAQ.</div>		
Address	Het Patent Kantoor Afdeling B Italielei 76d Antwerpen Belgium	Change requested 13.07.2023 02:00 pm CET
	Change to Het Patent Kantoor Afdeling A Italielei 76d Antwerpen Belgium	

Figure 11: Changes requested

When your change request is approved, your representative profile will be updated accordingly, and a confirmation letter will be sent to your activated Mailbox or to your registered postal address.

The screenshot shows the 'my-ipo.org/user-area/mailbox-intg/mailbox/' interface. The top navigation bar includes 'Applications and patents', 'Mailbox' (with a green badge showing '80'), 'Actions', 'Admin area', and 'Representative area'. On the left, a sidebar lists 'Inbox', 'Unread', 'Recently read', 'Not handled', and 'Deleted'. The main content area is titled 'Inbox' and shows a list of 1-100 of 106 items. The first five items are all titled 'Communication about changes to entry on the list of professional representatives (confirmation)'. Each item has a table of details below it:

Date sent	Application number	Your reference	Applicant	Recipient
27.06.2023	No data	No data	No data	Thomas Wilk
27.06.2023	No data	No data	No data	Thomas Wilk
27.06.2023	No data	No data	No data	Thomas Wilk
27.06.2023	No data	No data	No data	Thomas Wilk
27.06.2023	No data	No data	No data	Thomas Wilk

At the bottom left of the main area, there is a '+ Add folder' button.

Figure 12: Mailbox

In case a deficiency was raised, an according message will appear at the top of the page. You will then have the option to either “Remedy Deficiency” or to “Withdraw request.” The deficiency report can be downloaded.

The screenshot shows the 'Representative profile' page on my-EPO.org. At the top, there is a navigation bar with links: Applications and patents, Mailbox (80), Actions, Admin area, Representative area, and Preferences. Below this, a sidebar shows 'Profile' with a red notification badge '1'. The main content area is titled 'Representative profile' and contains a yellow warning box with a red triangle icon. The message in the box states: 'There are deficiencies in the request you submitted on 27.06.2023 at 11.41 hrs CET / CEST.' Below the message are two buttons: 'Download communication about deficiency' and 'Withdraw request'. Below the warning box, the profile details are listed: Representative ID number (9219260), Date of entry on the list of representatives before the EPO (09.05.2023), Name (Wilk, Thomas Hans, with a red triangle icon and 'Change requested' text), Change to (Wilk, Thomas Hans, with a pencil icon), Evidence provided (dummy.pdf), and Nationality (Iceland, with a red triangle icon and 'Change requested' text).

Figure 13: Deficiency raised in a request for changes

All communications related to your request will be sent to your activated Mailbox or to your registered postal address and any action due in relation to your request will be pending in MyEPO Portfolio – Actions relating to the representative area.

The screenshot shows the 'Pending actions relating to Representative area' page on my-EPO.org. The navigation bar is the same as in Figure 13, but the 'Actions' link is highlighted. The sidebar shows 'Procedural actions' with 'Pending' and 'Performed' options, and 'Actions relating to Representative area' with 'Pending' selected. The main content area is titled 'Pending actions relating to Representative area' and shows '1 pending action'. Below this, there is a table with one row: 'Action type' with the value 'Remedy deficiency in request for changes to an entry on the list of professional representatives before the EPO'.

Figure 14: Pending action

2.3 How to submit a Deletion Request?

You can request your deletion from the list of professional representatives and indicate a preferred date of effect: as soon as possible or as from a specific future date. The preferred date of deletion cannot be guaranteed. The actual date of registration may thus deviate from the date you have indicated due to e.g., EPO holidays.

1. Information on concurrent termination of epi membership

2. Legal reference

3. Date of deletion

4. Personal contact details (Personal address: Company / organisation, Additional details, Street, City / province / postcode, Country, Personal email, Personal phone number)

5. "Signed by" field

6. Important note

7. Cancel button

8. Save and Review button

The screenshot shows the 'Representative profile' page with a sidebar menu containing 'Profile' and 'Representative profile'. The main content area is titled 'Request for deletion from the list of professional representatives before the European Patent Office'. It contains a form with the following sections:

- 1** I request my deletion from the list of professional representatives under Rule 154(1) EPC. I understand that, in accordance with Article 134a(2) EPC, my membership of the Institute of Professional Representatives before the European Patent Office (epi) will also cease on the date of deletion indicated below. I am also aware that I can request re-entry on the list of professional representatives under Rule 154(3) EPC.
- 2** Article 134a(2) EPC | Rule 154(3) EPC
- 3** **Date of deletion**
 - ☐ as soon as possible
 - or
 - ☐ the deletion should take effect from:
- 4** **Personal contact details (optional)**

We may use these to contact about your request.

Personal address

Company / organisation

Additional details

Enter department, building, unit name or number, or PO box number. If you enter a PO box number, also complete the street and city / province / postcode fields.

Street

City / province / postcode

Enter city and/or province (written in the national language) and/or postcode in line with the national requirements for postal delivery in the relevant country.

Country

Personal email

Personal phone number (country and area code, number)
- 5** **Signed by**

Type your full name preceded and followed by a forward slash (/).
- 6** **Important note**

If no new representative has been appointed in pending proceedings before the EPO, all communications from the EPO will be notified directly to the party concerned.

At the bottom right, there are two buttons: **7 Cancel** and **8 Save and review**.

Figure 15: Request for deletion

You can indicate contact details deviating from the registered details allowing the EPO to contact you in relation to your deletion request. In case the Mailbox is still activated, a confirmation of your deletion will be sent to that Mailbox and, in addition, to your indicated deviating personal postal address.

Your request to be deleted from the list of professional representatives will be submitted for approval. After submitting your request, a message will appear at the top of the page informing that “Your request to be deleted was submitted on (date). We are processing it.” After submission, your request form will be available for download.

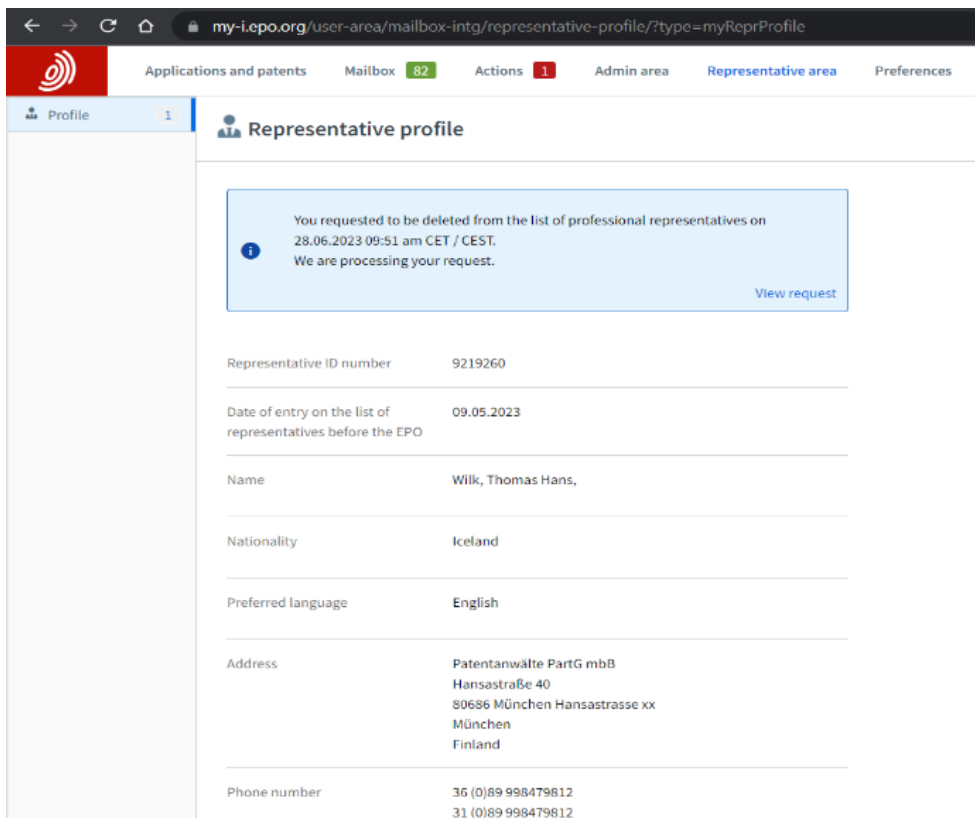


Figure 16: Request for deletion submitted

When your deletion request has been approved, you will **be deleted** from the list of professional representatives. Your representative area tab will disappear from the MyEPO Portfolio toolbar.

2.4 Deficiencies in your request

In case a deficiency was raised in relation to your deletion request, an according message will appear at the top of the page. You will then have the option to “Remedy Deficiency” or to “Withdraw request.” The deficiency report can be downloaded.

All communications related to your request will be sent to your activated Mailbox or to your registered postal address and your personal postal address, if indicated. Pending actions to remedy a deficiency will appear in MyEPO Portfolio – Actions relating to the representative area.

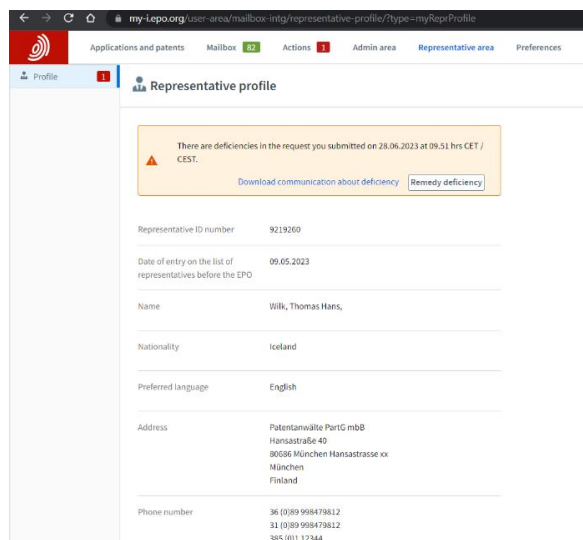


Figure 17: Deficiency in a request for deletion

All communications related to your request will be sent to your activated Mailbox and the pending messages related your request will appear in MyEPO Portfolio – Actions relating to the representative area.

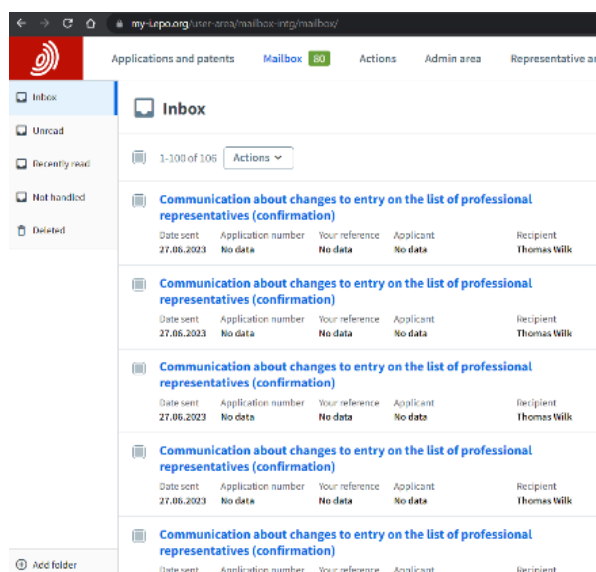


Figure 18: Mailbox

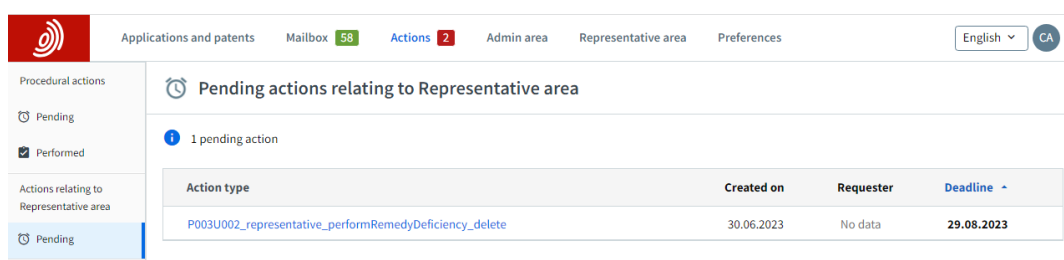


Figure 19: Remedy deficiency action

If you select “Withdraw request,” the following message will appear at the top of the page: “Withdraw your request? This action can’t be undone.” You will then have the option to “Cancel” or to “Yes, withdraw.”

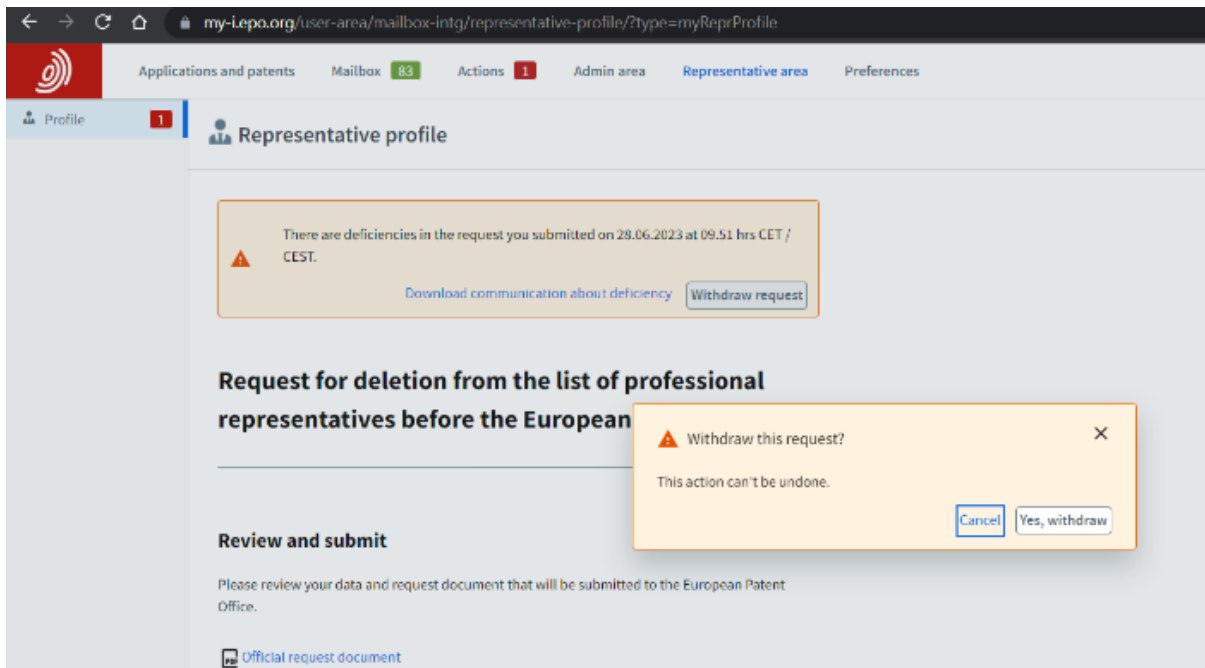


Figure 20: Withdraw request for deletion

3. How to get support and more information

Learn more about MyEPO Portfolio on our [website](#).

Have Questions?

Below you can find a link to the frequently asked questions. For further questions, please contact our customer services team!

--> See answers to frequently asked questions

--> Contact our customer services team