

## Notes on Authorisation (EPA/EPO/OEB Form 1003)

### I. General instructions

These notes explain how to complete EPA/EPO/OEB Form 1003.

The use of this form is recommended for authorising representatives before the European Patent Office (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: "**authorisor**") 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.

Professional representatives whose names appear on the list maintained by the EPO and who identify themselves as such are required to file a signed authorisation only in the cases specified under Rule 152(1) EPC in conjunction with Article 1 of the decision of the President of the EPO dated 12 July 2007 on the filing of authorisations, Special edition No. 3, OJ EPO 2007, L.1.

By contrast, legal practitioners entitled to act as representatives under Article 134(8) EPC and employees who are representing a party under Article 133(3), first sentence, EPC but are not professional representatives must always file a signed authorisation or refer to a general authorisation already on file (Rule 152(1) EPC in conjunction with Articles 2 and 3 of the above-mentioned decision of the President of the EPO dated 12 July 2007, Special edition No. 3, OJ EPO 2007, L.1.).

Authorisations covering more than one application or patent are to be filed in the corresponding number of copies (Rule 152(2) EPC).

All decisions, summonses and communications will be sent to the appointed representative (Rule 130 EPC), except where employees (Article 133(3) EPC) are authorised, in which case these documents are sent to the applicant.

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

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. Please therefore always provide an explicit appointment in addition to filing the authorisation.

Form 1003 is available on the EPO website (epo.org).

### II. Filling in the form

The numbering below corresponds to the sections of Form 1003 "Authorisation".

1. Enter in the box the name and address of the **authorisor** and the state in which their residence or principal place of business is located, in the way specified in Rule 41(2)(c) EPC:

"Names of natural persons shall be indicated by the person's family name, followed by his 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."

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

2. Enter here the **authorisee's** name and the address of their place of business in the same way as specified in note 1 above. Please also specify here whether the authorisee is a professional representative, a legal practitioner, an employee or an 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.

Where the authorisation is given to more than one representative, the details for the additional authorisees **must be indicated on an additional sheet**.

3. Please indicate in what capacity the authorisor(s) is (are) giving the authorisation by checking the appropriate box.
4. Enter the number of the European patent application or the European patent for which the authorisation is 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 authorisor(s) with regard to those applications or patents. However, the **powers** mentioned separately on the form (to act in PCT proceedings, **to act in proceedings relating to the European patent with unitary effect**, to receive payments and to issue a sub-authorisation) must each be **expressly** granted by checking the applicable boxes.

5. Checking this box entitles the representative to act in proceedings established by the Patent Cooperation Treaty.
6. 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). Checking this box entitles the representative to act in proceedings relating to the European patent with unitary effect, including filing a request for unitary effect.
7. The EPC provisions on authorisations also apply to **sub-authorisations** (Article 133(3), first sentence, and Rule 152 EPC).
8. A revocation does not extend to any general authorisation which may have been given.
9. Handwritten (wet) signature(s) of the authorisor(s). Where the authorisation is signed on behalf of a legal person, **only such persons as are entitled to sign by law, by the legal person's articles of association or equivalent or by a special mandate may do so**. In all cases, an indication is to be given of the signatory's position within the 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. They must be entitled to sign legally binding acts by national law, by the legal entity's articles of association or equivalent, or by a special mandate. It lies within the responsibility of the authorisor 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.**