

## Notes on the request to update the European Patent Register: changes to the particulars of a representative in one or more European patent applications/patents (Rule 143(1)(h) EPC) – form EPO 5061

The use of this form is recommended for requesting the registration of amendments to the data on representatives registered in pending proceedings before the EPO, whenever the representative is

- a legal practitioner
- an employee representing his direct employer
- a professional representative who wishes to change their address for correspondence in proceedings relating to certain applications only.

### **This form should not be used for:**

- the appointment of a new representative (use form EPO 5060 instead)
- the replacement of one representative by another (use form EPO 5060 instead)
- requests to change an entry in the list of professional representatives before the European Patent Office (use form EPO 52301 instead and send it to the EPO's Legal Division).
- requests to change the name or address of an association of representatives (use form EPO 52305). For further information regarding the authorisation of an association of representatives, please see part I of the Notice from the EPO dated 28 August 2013 on matters concerning representation before the EPO (OJ EPO 11/2013, 535-541).

### **1. Applications/patents concerned**

The request must relate to applications/patents for which the EPO is competent and for which the representative in question is responsible.

Always indicate the European patent application number as follows: eight digits and a check digit.

Tick the second box if the request relates to more than one application/patent, and attach an annex listing each application number concerned.

Tick the third box if the change should be registered for all applications/patents pending before the EPO and for which the representative in question is responsible. The Office will make every effort to identify all the applications and

patents concerned by a general request of this kind. However, the final responsibility for the correctness of the request and the completeness of the list of applications/patents lies with the party. The EPO cannot be held liable for any errors resulting from inaccurate or incomplete requests.

### **For the second and third boxes**

File the request in relation to the first application number only ("leading application"), not for each application/patent: the EPO will, as a matter of course, add the request to each file concerned.

To facilitate processing, you are invited, after having filed the request, to send a list of all application numbers concerned as an Excel file (XLS or XLSX format) by email to **support@epo.org**. The subject line should contain the term "bulk request" and mention the number of the leading application in which the bulk request was filed. The subject could be worded as follows: "Bulk request filed in application xx xxx xxx.x".

### **2. Requested change of name/address**

The previous name should be the same as the one currently registered in the European Patent Register. The family name should come before given names.

In accordance with Rule 41(2)(c) and (d) EPC, addresses should be indicated in keeping with the usual requirements for prompt postal delivery and include, where applicable, the house number.

If the representative moves to a different law firm, they remain responsible for those applications for which they are the appointed representative. In other words, the authorisation is attached to the person and not to the law firm. If a representative changes company or law firm, the EPO must be informed if they are going to cease representing any applications/patents, and form EPO 5061 should be completed with the representative's new address and listing the applications/patents they are keeping.

**3. Written confirmation from the EPO in the case of more than five applications/patents**

All corrections/amendments are published in the European Patent Register and the European Patent Bulletin, and the EPO adds written confirmation of any change to each file concerned. The EPO also sends you a copy of this confirmation in each case. However, if a request concerns more than five applications/patents, you can choose to receive a single confirmation listing all the applications/patents concerned.

**4. Signature**

This request must be signed by the representative themselves.