Applications and Patents

Frequently Asked Questions (FAQs)

What can I expect to find under Applications and patents?

With MyEPO Portfolio, all users can use Applications and patents to view public information about any published EP or Euro-PCT application. You can also request certified copies, transfer of rights and manage licences and other rights.

In addition, you can view both public and non-public information about the applications in your company’s portfolios. You can view public and non-public documents, perform procedural actions and submit requests, see due fees and interact live with examiners. You can do this provided you have been granted permission to access your company’s portfolios by your company administrator.

Which applications and patents should I be able to see?

All users can view any published EP or Euro-PCT application by entering the application number.

If your company administrator has granted you access to your company's portfolios, you can see the applications in each portfolio. For very new filings, only the application number will be available until the formalities check is completed.

Applications will be available until all proceedings before the EPO are ended including the opposition period, and any opposition or appeal proceedings.

Who can access patent applications to perform procedural actions in MyEPO Portfolio?

Representatives and self-representing applicants, as well as other users from your company that have been granted access to specific application portfolios, such as paralegals, patent administrators and other IP support staff.

Please note that some actions are not currently available to self-representing applicants, though it will be possible in a future release of MyEPO Portfolio.

Can all members of an association of representatives see the files for which the association has been appointed as representative?

Yes. Members of an association can see the documents in the files that make up the portfolio of applications for which their association is appointed as representative provided their EPO account is associated with the MYEPO Portfolio company for the association.
So, it is crucial that the EPO records on membership of associations are up to date. You can make changes to an association of professional representatives using this form. And you will find further information on associations in the notice from the EPO dated 28 August 2013 on matters concerning representation before the EPO.

In future, you will be able to manage membership of associations directly in MyEPO Portfolio. We will trial this feature with pilot companies before releasing it in 2024.

**What procedural actions can I perform in MyEPO Portfolio?**

You can perform procedural acts within the prescribed period in:

- reply to a communication about intention to grant (Rule 71(3) EPC)
- reply to a communication in examination (Article 94(3) EPC)
- response to the extended European search report (Rule 70a EPC)
- reply to invitation about subject-matter for search (Rules 62a and 63 EPC)
- response to a communication under rules 161(1) and 162 EPC

You can request changes to applications:

- Change or withdrawal of representation
- Changes to bibliographic data
- Withdrawal of application
- Transfer of rights
- Manage licences and other rights

As time goes on, other procedural actions will be offered.

**Where can I find a copy of my submissions?**

There are two folders under Procedural actions: Pending and Performed. You can download a copy of your submissions from the Performed folder.

For one of my applications, there’s an upcoming deadline under Rule 161 EPC. Why is the application in question not flagged?

Currently MyEPO Portfolio only shows procedural actions and deadlines for the following replies:

- reply to a communication about intention to grant (Rule 71(3) EPC)
• reply to a communication in examination (Article 94(3) EPC)
• response to the extended European search report (Rule 70a EPC)
• reply to invitation about subject-matter for search (Rules 62a and 63 EPC)

As time goes on, the range of procedural actions offered will be expanded.