

Paper based fee bearing forms have changed



The way customers record payments for paper based, fee bearing forms changed today (1 October 2020). You no longer have to complete a separate fee sheet when submitting most paper based forms to us. The method of payment will be incorporated into each fee bearing form.

This means that there will be single payment for each form. The majority of fee sheets sent to us are accompanied by a single fee bearing form. These changes will reduce the administrative burden on customers by combining the information into one document, reduce incorrect payments and help us provide more efficient services.

There are some exceptions. We cannot incorporate the payment information into forms we forward to international organisations. These are:

- the fee sheet for EUIPO Design Applications (FS3),
- the fee sheet for International Trade Mark Applications (FS4); and
- the fee sheet for Patent Cooperation Treaty Applications (PCT Fee Sheet)

Patents customers filing two or more of the following forms together can still make a single combined payment:

- request for grant of a patent (form 1)
- request a search (form 9a)
- request for a substantive examination (form 10)

To do so, you will need to file online through our website or via E-OLF. If you wish to continue to file together on paper, you will need to make separate payments.

If you have any questions when completing the updated form and payment page, please contact the Intellectual Property Office (IPO) Information Centre on 0300 300 2000.

Published 17 August 2020

Last updated 1 October 2020 [+ show all updates](#)

1. 1 October 2020

The new changes to paper based fee bearing forms went live today.

2. 17 August 2020

First published.