



Patent input and amendment form – usage guide

CPA require the following data to enter your patent cases onto our renewal system so that renewal notices can be generated at the appropriate time and your cases maintained.

Date

Date of transfer of renewal responsibility to CPA.

Batch number (if applicable)

Reporting your cases in a weekly or monthly 'batch' enables CPA to manage your account more effectively. If you report details of your cases in 'batches' please provide a sequential number i.e. 1, 2 etc. CPA will then monitor your batches to ensure they are processed in sequence.

Client name and address

Your company name and address if changed.

CPA client number

Your CPA account number.

Division code (if applicable)

A short code of up to a maximum of six characters required to identify the relevant case division. If you require more information on divisional accounts please contact patents@cpaglobal.com.

Division name and address (if applicable)

As above.

Country

Please provide the full country name or WIPO code to indicate the country in which the trademark has been registered. CPA use the WIPO ST.3 two character (also known as ICIREPAT) country codes.

Granted European applications

Please provide European granted national entries as separate individual cases.

Type

This field should contain the type of patent / design, as shown in the list below. If you do not provide a valid description, cases will be given a default type, which could result in incorrect information being recorded.

Description	Specific IP types this description applies to
Patent	Patent
Registration	Registration based on GB patent, Confirmation of SU patent, Confirmation of YU patent, Pipeline patent, Confirmation of foreign Patent, Registration based on ZA patent, Patent of confirmation, Patent of revalidation
European/Regional patent	Eurasian patent, European patent
Reduced fees	Certificate of invention, Individual patentee, Inventor patentee, Licence of right patent, Economic patent, Patent - no fees due, Small entity patent
Extended patent	Large entity extended patent, Extended patent
Supplementary/Reissue	Large entity reissue patent, Supplementary protection certificate (SPC)



Description	Specific IP types this description applies to
Plant	Plant patents, Plant variety right
Patent of addition	Patent of addition
Utility model/Short patent	15 Year patent, Certificate of utility, Food/Drug patent, Petty patent, Short term patent, Large entity - Terminal disclaimer, Utility model
Query/Other	(For cases which do not fit into other types) Drug patent, Innovation patent, Pharmaceutical/Medicinal patent, Small entity - Terminal disclaimer, TR Short term patent (use U for Utility models in Turkey), DE Semiconductor topography
Provisional	Provisional patent
Miscellaneous	Another type code to report cases that do not fit into any other type
Design	Design
Associated and similar design	Associated design, Similar design
Query/Other	Extended GB design, Typeface design, Functional design (Part F)

Entity size

This information is used to identify whether the proprietor qualifies for the small entity fee reduction available in the USA (and previously Canada). The entity size relates to your company's total number of registered employees. A company with less than 500 employees is entitled small entity status. Small entity status is also extended to non-profit making organisations with more than 500 employees.

Associated design number

If a case is based on an associated design application/registration, the design application/registration number should be entered into this field.

Associated design date

As above, however this field should contain the associated design date.

First priority number

This field contains details of the first filing of an application for the case, normally in the client's country of origin.

First priority date

As above, however this field should contain the first priority date

PCT filing number

If case is based upon a PCT application, the PCT filing number should be entered into this field.

PCT filing date

As above, however this field should contain the PCT filing date.

Divisional/registration parent number

If a case has a parent upon which it is based, please report this information in this field (the parent **application** number is required for patents, and the parent **grant** number is required for designs).

Divisional/registration parent date

As above, however please report the parent date.

**Application number**

This field should contain the application number as designated by the national authority. If the case is based upon a PCT Application and has not yet been filed by a national authority, this field should be left blank.

Application date

As above, however this field should contain the application date.

Publication/acceptance number

The earliest (first) publication/acceptance number (publication of application) is required for renewal calculations in certain countries. Late or post-examination (second) publication details are required for renewal calculations in certain other countries. The acceptance (publication) number may be required for designs.

Publication/acceptance date

As above, however this field should contain the publication/acceptance date of the patent/design. Refer to Appendix 1 for the countries which require this information.

Grant number

This field should contain the grant date of the patent. For designs, the registration date can vary depending on the country involved - for GB designs, registration is application, whilst in the US it is grant (the value reported in this field should therefore be the base date event for the case).

Grant date

As above, however this field should contain the grant number of the patent/design.

Expiry date

The date upon which the patent/design is due to expire.

First CPA renewal date

The date from which CPA is responsible for the payment of annuity fees. ***CPA will assume that all fees payable before this date will have been paid by others*.**

Proprietor

This field should be completed with the current Applicant/Patentee/Owner or Proprietor name as recorded at the Patent Office / Design Registry.

Your reference (if applicable)

This is a reference or short title (maximum 35 characters), allocated to the case by you.

Your file number

An additional reference field if needed. Maximum 15 characters.

Your case code

This is a unique code allocated to the case by you or your system.

Agent of record

The full name of the agent of record should be included in this field for the countries in Appendix 2.

**Number of claims**

Please supply the total number of claims for patents in Indonesia (ID), South Korea (KR), the Philippines (PH) and Japan (JP). In the case of Japanese patents that were filed before 1 August 1988 we require the number of independent claims. In the case of Vietnam (VN) we require the number of independent claims.

Number of designs

Please supply the relevant number of designs for Austria (AT), Benelux (BX), Denmark (DK), European Community (EM), Finland (FI), France (FR), Germany (DE), Hong Kong (HK), Iceland (IS), Ireland (IE), Italy (IT), Liechtenstein (LI), Malaysia (MY), Norway (NO), Poland, (PL), Portugal (PT), San Marino (SM), South Korea (KR), Sweden (SE), Switzerland (CH), Tangiers (TA) and Vietnam (VN). We do not require the individual design entries.



Appendix 1 – Countries where publication details are required

There are four major types of publication as defined in patent law each of which are given different INID codes. These are as follows:

1. Publication of application (early publication or OPI) = 1st Publication - INID code (41) or (43)
2. Publication of application for opposition purposes = 2nd Publication - INID code (42) or (44)
3. Publication on or after Grant = Grant - INID code (45) or (47)

There is some confusion amongst different patent offices surrounding the descriptions of publication dates. Some Patent Offices do not use INID codes (e.g. Philippines), while others apply them inconsistently. In Japan INID codes like (24) are used, which relate to the date on which patent protection comes into effect. In the case of Old law patents this equates to 2nd Publication, for New Law patents it is Grant. Unfortunately, there is a lack of consistency in the terminology for some events and terms like 'acceptance', 'sealing', 'issuance' and a multitude of publication events have sprung up in different countries. Thus, 'acceptance' (which is the trigger date in Russia and its satellites) occurs when a patent is accepted for grant but is unpublished. True grant does not occur until the patent is published in an official journal that may occur some time later. Hence, acceptance falls between 2nd publication and Grant. CPA equates acceptance as being equal to 2nd publication on the Renewals system for safety purposes.

If your system only has the capacity to hold one publication date, or you are uncertain which is the correct publication date, please report the earliest publication date to CPA.

The following table summarises the situation with the different publication dates that should be exported for cases in the countries listed:

Country Name	Country Code	Type of IP concerned	Publication date to use
Austria	AT	National patents & utility models	2nd Publication
Hong Kong	HK	Patents	1st Publication
Japan	JP	Old law patents & utility models	2nd Publication
Kyrgyzstan	KG	Patents	2nd Publication
Moldova	MD	Patents & utility models	2nd Publication
Hungary	HU	Patents	1st Publication
South Korea	KR	Old Law patents & utility models	2nd Publication
Russia	RU	Patents & utility models	2nd Publication
Tajikistan	TJ	Patents	2nd Publication
Philippines	PH	Patents filed after 1 January 1998	1st Publication (if PCT based then give PCT publication)
Taiwan	TW	Patents, designs & utility models	Publication of grant

Countries where publication details are required

Country and type	Summary	INID code Date	INID code number
Austria (AT) (patents & utility models)	Renewal fees for national patents (not European patents) payable every year from the first anniversary of the publication date. Cases will be rejected electronically without publication date. Publication takes place on the 15 th of each month.	44	
Hong Kong (HK) (patents)	Patent applications filed on or after 27 June 1997 and based on a GB, EP (GB), CN or PCT "parent" application do not pay	43	11 (13A)



	maintenance fees until 5 years after the publication of the request to record a HK patent application. Once granted patents pay annuities on the first anniversary of deemed application falling 3 years after the grant date.		
Hungary (HU) (patents)	The actual law in Hungary specifies that renewal fees do not become due until after publication. However, as a safety measure CPA sends reminders for unpublished patents from the 4 th annuity onwards (type AP). It is assumed that the majority of cases will have published by this time. If a publication date is given then cases will send reminders for the first fee falling due after publication.	40	
Japan (JP) (patents)	Cases with grant numbers less than 2500000 take the 2 nd publication (post– examination) date as the base date. This applies to cases where a decision to effect 2 nd publication was made prior to the 1 January 1996. Actual publication may fall after 1 Jan 1996.	44	
Japan (JP) (utility models)	For utility models filed before 1 January 1994, renewal fees are due every year from the 3 rd anniversary of the date of post-examination publication for opposition purposes.	44/24	
Kyrgyzstan (KG) (patents & utility models)	See Russia	43	
South Korea (KR) (patents & utility models)	For patent cases granted before 1 July 1997, the base date is 2 nd publication. For cases granted from the 1 July 1997 the base date is grant.	24	11
Moldova (MD) (patents)	See Russia	43	
Philippines (PH) (patents)	For cases with a deemed application on or after 1 January 1998, renewal fees are due every year from the 4 th anniversary of the publication date.	43	
Russia (RU) (patent & utility models)	Renewal fees are due every year from deemed application, but not until the date of notification of grant (“acceptance”).	43	
Tajikistan (TJ) (patents)	See Russia	43	
Taiwan (TW) (patents, utility models & designs)	Prior to the 26 October 2002 there was only one publication date in the life of a patent. This publication date formed the base date from which annuities were counted. From the 26 October 2002 two publication events occurred in the life of a patent. The 1 st (Laying-Open) publication date and the 2 nd (Publication of Allowance) date. It was the 2 nd publication date (Publication of Allowance) which formed the base date for patents filed on or after this date. As of the 1 July 2004 publication of a patent will take place on the same day as the patent certificate is issued. This is the date from which patents become renewable and annuities must be paid annually on the anniversary of this date. Some agents call this the Publication date whilst other may call it the Grant date. The general practice of the Patent Office is to publish/grant patents on the 1 st , 11 th and 21 st of each month.	44/45	

Countries where CPA pays from publication for safety

India (IN) (patents)	Annuities are not due until grant (sealing). The PTO and local agents can be slow in reporting grant details. The CPA system therefore shows pay from publication for safety.
Nigeria (NG) (patents)	Actual law is pay from grant. However, both the PTO and local agents can be slow in reporting grant details. Since there is no restoration possible and only a 6 month grace period CPA system shows pay from publication for safety.



Countries where a pseudo-publication date is used

USA (US) (reissue patents)	For reissue patents, the parent grant details should be entered in the publication fields, to obtain the correct renewal date calculations.
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The information given above is provided for general information purposes only and does not constitute legal or other professional advice. In the case of a specific problem or query, professional advice should be sought.



Appendix 2 - Countries where agents of record are required

Country Code	Country	Notes
AW	Aruba	
AM	Armenia	designs only
BB	Barbados	designs only
BG	Bulgaria	designs only
BO	Bolivia	designs only
BR	Brazil	designs only
BY	Belarus	designs only
CA	Canada	patent applications and plant variety rights only
CH	Switzerland	designs only
CL	Chile	
CY	Cyprus	designs only
CZ	Czech Republic	designs and utility models only
DK	Denmark	plant variety rights
EE	Estonia	designs only
EG	Egypt	designs only
FI	Finland	designs and utility models only
GE	Georgia	
HR	Croatia	
HU	Hungary	
IL	Israel	designs only
IQ	Iraq	
IS	Iceland	designs only
JO	Jordan	
KG	Kyrgyzstan	designs and utility Models
KW	Kuwait	designs only
KZ	Kazakhstan	Patents (3-8 th annuities only)
LB	Lebanon	
LI	Liechtenstein	designs only
LT	Lithuania	designs only
LV	Latvia	designs only
MA	Morocco	designs only
MD	Moldova	designs only
MG	Madagascar	
MN	Mongolia	designs only
MO	Macao	
MY	Malaysia	
NI	Nicaragua	designs only
PA	Panama	
PG	Papua New Guinea	
PL	Poland	
PY	Paraguay	designs only
RO	Romania	
SI	Slovenia	designs only
SK	Slovak Republic	designs and utility models only
TH	Thailand	
TJ	Tajikistan	designs only
TM	Turkmenistan	designs only
UZ	Uzbekistan	
YE	Yemen	
YU	Serbia & Montenegro	designs only