

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *This form is for use only where a person who is already involved in proceedings before the Comptroller appoints an agent for the first time or appoints a new agent in place of another.*
- d) *The form may be used for more than one application or patent if the same authorisation has been given. In this situation, if there is not enough room for all the details at part 2 write “see attached list” and give the details on a separate sheet of paper.*
- e) *Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.*
- f) *This form must be completed by the newly appointed agent.*
- g) *Once you have filled in the form remember to sign and date it.*