

## Patent Factsheets: Filling in form 1

Patents Form 1 is used as part of an application for a patent. You should file this form at the UK Intellectual Property Office with a description of your invention (including any drawings) as the first step towards getting a patent. You should fill in the form by writing your answers in CAPITAL LETTERS using black ink or you may type them.

# Filling in form 1

### Section 1: Your Reference

You can either leave this space blank or enter any reference you would like us to quote on our letters to you.

### Section 2: Applicant's Details

Enter the full name, address and postcode of the person applying, underlining the surname.

If there is more than one applicant, please give details for every applicant, continuing on a separate sheet of paper if necessary.

If the applicant is a company, enter the country of incorporation, including the province or state for Canadian or US companies.

### Section 3: Title

Please write the title of your invention here

### Section 4: Agent and Address for Service

You must supply an address for service (an address in the European Economic Area EEA) for us to write to. This can be the same as an applicant's address. If you give the name of an agent, you are authorising that person to act for all of the applicants.

If you do not give an "address for service", we will send our initial letter to the first address given in section 2.

### Section 5: Priority

You need to fill in this section only if you are declaring priority from one or more previous applications. In most circumstances, you can declare priority only from one or more previous applications filed within the last 12 months.

### Section 6: Divisionals

You should only fill in this section if you are filing a divisional application - this can happen if you have already filed an application which includes more than one invention - or in very rare circumstances following an entitlement dispute.

### Section 7: Inventorship

If you answer "No" to the first question, you will need to fill in form 7. You will also need to fill in form 7 if one of the applicants is a company or organisation or if you answer "Yes" to the second question.


We will send you a copy of form 7 if you need one. Copies are available from our Central Enquiry Unit or from our website.

### Section 8: Application Fee

If you send the application fee (currently £30) with form 1, we will carry out a preliminary examination. You may prefer to pay the application fee with form 9A.

(REV DEC07)

UK Intellectual Property Office is an operating name of the Patent Office

		<b>Patents Form 1</b> <small>Patents Act 1977 (para 12)</small>	
<small>For Creativity and Innovation</small>		<b>Request for grant of a patent</b> <small>(An explanatory leaflet on how to fill in this form is available from the Office)</small>	
<b>Application number GB</b>		Concept House Cardiff Road Newport South Wales NP11 0BQ	
1. Your reference: <small>(optional)</small>			
2. Full name, address and postcode of the applicant or of each applicant (provide all names):  Patents ADP number (if you know it):			
3. Title of the invention:			
4. Name of your agent (if you have one):  <small>"Address for service" to which all correspondence should be sent. This may be in the European Economic Area or Channel Islands (see warning note below) (including the postcode)</small>  Patents ADP number (if you know it):			
5. Priority declaration: Are you claiming priority from one or more earlier-filed patent applications? If so, please give details of the application(s):		Country	Application number (if you know it)
			Date of filing (day / month / year)
6. Divisionals etc: Is this application a divisional application, or being made following resolution of an entitlement dispute about an earlier application? If so, please give the application number and filing date of the earlier application:		Number of earlier UK application	Date of filing (day / month / year)
7. Inventorship: (Inventors must be individuals not companies)		(Please tick the appropriate boxes)	
Are all the applicants named above also inventors?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, are there any other inventors?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. Are you paying the application fee with this form?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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		<b>Patents Form 1</b>	

## Section 9: Documents Included

Enter the number of each type of page you are sending - don't count copies of the same page or document.

If you give details of a previous application instead of filing a description, you will not be able to add information to what you filed originally in that application.

## Section 10: Other Documents

Tell us in this space if you have included anything else with your application.

## Section 11: Signature

All applicants or the agent (if any) must sign the form.

## Section 12: Contact details

It may help us contact you if you fill in this part.

Patents Form 1			
9. Accompanying documents: please enter the number of pages of each item accompanying this form:			
Continuation sheets of this form:			
Description:			
Claims:			
Abstract:			
Drawing(s):			
If you are not filing a description, please give details of the previous application you are going to rely upon:	Country	Application number	Date of filing (day / month / year)
10. If you are also filing any of the following, state how many against each item.			
Priority documents:			
Statement of inventorship and right to grant of a patent (Patents Form 7):			
Request for search (Patents Form 9A):			
Request for substantive examination (Patents Form 10):			
Any other documents (please specify)			
11. We request the grant of a patent on the basis of this application.			
Signature(s):		Date:	
12. Name, e-mail address, telephone, fax and/or mobile number, if any, of a contact point for the applicant:			
<b>Warning</b> After an application for a patent has been filed, the Comptroller will consider whether publication or communication of the invention should be prohibited or restricted under section 22 of the Patents Act 1977. You will be informed if it is necessary to prohibit or restrict your invention in this way. Furthermore, if you are resident in the United Kingdom and your application contains information which relates to military technology, or would be prejudicial to national security or the safety of the public, section 23 of the Patents Act 1977 prohibits you from applying for a patent abroad without first getting written permission from the Office unless an application has been filed at least 8 weeks beforehand in the United Kingdom for a patent for the same invention and either no direction prohibiting publication or communication has been given, or any such direction has been revoked. Until such time or until the rescission of any direction, for any such application the address for service referred to at part 4 above must be in the United Kingdom. Although you may have an address for service in the Channel Islands, any agent instructed to act for you must reside or have a place of business in the European Economic Area or Isle of Man.			
<b>Notes</b> A leaflet on how to fill in this form is available from the Office. If you would like a copy of the leaflet it is available on our website at <a href="http://www.ipo.gov.uk/patentinfo/infact01.pdf">http://www.ipo.gov.uk/patentinfo/infact01.pdf</a> or alternatively you could telephone 08459 500505 or send an email to <a href="mailto:enquiries@ipo.gov.uk">enquiries@ipo.gov.uk</a> to request a copy.			
(REV OCT07)		Patents Form 1	

**Enquiries:** You can contact the office on: 08459 500505 (local call rate) or Minicom for the hard of hearing: 08459 222250. Alternatively visit our website at [www.ipo.gov.uk](http://www.ipo.gov.uk)

We are keen to help all our customers as much as possible, but regret that we cannot assist with the commercial exploitation of your invention. This factsheet is not intended to be a comprehensive guide and necessarily omits details which may be relevant in particular circumstances.