

# CHAPTER 1

## PATENTS & FORMALITIES

Introduction	1.01 - 1.04
Types of Application	1.05 - 1.08
Formalities Structure	1.09 - 1.11
Formalities Roles	1.12 - 1.13
Sources of Reference	1.14
Duties of the Formalities Group	1.15 - 1.16

### Annexes

Table of Cases	Annex 1A
List of OPTICS functions	Annex 1B

## Introduction

1.01 *What is a patent?* A patent is a monopoly right to the exclusive use of an invention. A UK patent lasts for a maximum period of 20 years dating from when the application for the patent was filed. To keep it in force during this period annual renewal fees have to be paid, starting from the fourth anniversary of the filing date.

1.02 *What is patentable?* For an invention to be patentable it must meet the following criteria as laid down in the Patents Act 1977:

It must be new

It must involve an inventive step

It must be capable of industrial application

It must not be 'excluded'

1.03 *Who is entitled to a patent?* When an invention is made it belongs to the inventor unless his rights have been given to somebody else, for example by agreement or through a contract of employment.

1.04 Further basic patent information can be found in the following publications which are also available on the Office website:

"Patents - Basic facts"

"Patents Application Guide"

"Patents Essential Reading"

"Patents Factsheets"

## Types of Application

- 1.05 An application for grant of a patent may be made under one of the following sections of the Patents Act 1977:
- Section 14 - The most common form of application (Chapter 2)
  - Section 15(9) - A Divisional application (see chapter 14)
  - Section 81 - Conversion from a European Patent application (Chapter 12)
  - Section 89 - National Phase processing of a PCT application (Chapter 13)
- 1.06 Most applications are submitted by professional agents who act on behalf of the applicant. Patent Attorneys are qualified specialists who although dealing primarily with patent work, often deal with other aspects of Intellectual Property (e.g. Trademarks, Designs and Copyright) in a similar manner to law firms. They have to undergo a series of post graduate training and examinations which allow them to identify themselves as 'Chartered Patent Attorneys'. The Register of Patent Attorneys is maintained by the Chartered Institute of Patent Attorneys (CIPA).
- 1.07 There are two types of agents, i.e. those who are members of firms specialising in patents and other intellectual property and those who are employed exclusively by one company. The latter are known in the patent profession as "tame agents". Solicitors may also act in the same capacity as a patent agent.
- 1.08 Some applications are submitted directly by the applicant without the professional assistance of a Chartered Patent Attorney. These applications are designated as "Private Applicant (PA) cases" and are processed in a slightly different manner. Further information on dealing with PA cases can be found in Chapter 15.

## **Formalities Structure**

- 1.09 The Formalities Section forms part of the Pre-Grant Administration Structure. Formalities groups are linked to a number of Examining groups.
- 1.10 Each Formalities group comprises a Formalities Manager and a number of Formalities Examiners and Examination Support Officers who work together as a team to carry out the three main Formalities functions -
- Formalities examination
  - Production and issue of Certified Office Copies (COC)
  - Administrative support to the linked Examining Groups
- 1.11 Each Formalities group is responsible for the administration of all Pre-Grant patent applications that are the technical subject matter of their linked Examining Group. [For further information on Case Management see Chapter 11]

## **Formalities Roles**

- 1.12 The Formalities Manager acts as both the line manager responsible for the day-to-day running of the group and as the senior officer in the group responsible for procedural decisions and quality assurance. In addition, they are responsible for the allocation of new applications to the correct examining group. One Formalities Manager within the division will hold the position of Assistant Head of Administration and have a number of additional responsibilities.
- 1.13 The Formalities Examiner is responsible for the majority of Formalities actions as listed in 1.15. The Examination Support Officer is responsible for the provision of administrative support to the examining group.

## Sources of Reference

1.14 The Formalities Examiner uses many different sources of information in carrying out the job, namely:-

- **The Patents Act 1977** (as amended by the Patents Act 2004) - The Parliamentary Act which governs United Kingdom patent law for both new applications and existing patents. It is the main piece of legislation under which we operate.
- **The Patents Rules 2007** - The Rules provide the legislative framework under which the Patents Act is administered.
- **Manual of Patent Practice (MoPP)** - This is the manual of current practice and procedure in the Office for administering the Patents Act 1977. It is not legally binding but provides a guide for action. MoPP is available in electronic format only.
- **Patent Legal Decisions** - These record decisions made on behalf of the Comptroller or by the Patents Court in disputes regarding patents. Decisions are published on the Office or Court website. A table of cases relating to Formalities matters is at Annex 1A.
- **Patents Formalities Manual (PFM)** - This volume contains the current practice and procedure for Formalities Examination of patent applications. It is available electronically on the IPO website and a paper copy is held in each Formalities unit.
- **Formalities Guidance Notes (FGN)** - These provide a transitory aide memoire to cover major amendments to current procedures between re-drafts of the PFM and are available at h:\Formalities in the folder labelled 'FGN'.
- **Patents Directorate Notices (PDN)** - These provide transitory guidance issued on changes within the internal working practice of the directorate between re-drafts of the MoPP.
- **OPTICS Manual (Patents)** - reference manual which provides guidance on the use of the OPTICS computer system. A list of commonly used OPTICS functions is at Annex 1B.

- **Guide to Name and Address Records** - An OPTICS user manual covering best practice when creating, correcting or amending name and address records and ADP numbers.
- **Register of Patent Attorneys** - A register of all the persons currently permitted to practice as Patent Attorneys within the United Kingdom and therefore allowed to identify themselves as "*patent attorneys*".
- **Statutory Instruments** - (S.I.s) These are the powers conferred by parliament (usually to a Minister of State) within an Act for making more detailed rules, orders or regulations without the need to pass a new Act of Parliament. S.I.s are issued when changes are needed to the rules.
- **Directions** – The Comptroller has powers under the Act to make directions concerning hours of business, Patent forms and requirements for electronic communications. These allow the office to react quickly to change without the need for further legislation.
- **PECS Guidance Notes** - These provide instructions on how to use the Patents Electronic Case System in processing Formalities work. They are available electronically at x:\PECS Training and a paper copy is held in each Formalities unit.

## **Duties of the Formalities Group**

1.15 The three main Formalities responsibilities as described in 1.10 can be subdivided into the following activities:

- Preliminary examination of a new UK Patent application for compliance with the non-technical requirements of the Act and Rules.
- Preparation and issue of the Formalities Examination Report under s.15A
- Preparation and recording of publication footnotes
- Preparation of the application for publication under s.16 ('A' Pub)
- Redacting of personal data from correspondence for display on IPSUM

- Preparation of 'A' Print errata.
- Post-Publication examination of the application for compliance with the non-technical requirements of the Act and Rules.
- Preparation of applications for publication under s.24 ('B' Pub).
- Authorisation and preparation of *ex gratia* refunds on statutory forms.
- Consideration of extension of time requests under r.108 and reinstatement requests relating to Formalities issues.
- Automatic extensions of time under r.109
- Re-dating of an application under s.15(5) and s.15(6).
- Preparation and issue of Decisions of refusal on non-compliance with the requirements of s.15A
- Consideration of requests under s.117. (Correction)
- Consideration of requests under s.19. (Amendment)
- Addition/deletion/substitution of inventors on F7.
- Addition/deletion/substitution of priority details
- Consideration of late claims and late declarations of priority
- Preparation and issue of standard and non standard Certificates on behalf of the Comptroller under s.32(2) (COC).
- Fine allocation of new applications to their correct ECLA classification and examining group.
- Dealing with new or amended claims filed before publication under s.16
- Dealing with telephone and written enquiries from Patent Attorneys, private applicants and other members of the public.
- Dealing with amendments filed after s.16 publication.
- Dealing with external CAVEAT requests (Form 49)

1.16 In addition to the above duties, Formalities are also responsible for referring the following matters to the Patent Examiner:

- Requests under s.117 to correct clerical errors in the patent specification
- Requests to amend the specification and/or abstract.

- Requests for refunds under s.17(6) or r.106
- Requests for extensions of time to reply to s.18 examination reports which are outside the scope of r.109
- Requests for accelerated treatment – search, examination, PCT Fast Track, grant or green channel.
- Any third party observations under s.21.

<b>Applicant(s)</b>	<b>Reference No.</b>	<b>Application No.</b>	<b>Decision Date</b>	<b>Subject area/keywords</b>
<b>Correction of errors</b>				
Antiphon AB's Application	[1984]RPC 1	GB8002644	21.12.1981	s.117, s.15(2) Clerical error; use of general provision excluded by specific statutory provision.
Payne's Application	[1985]RPC 193	GB8333125	30.11.1984	s.117, s.15(5) Clerical error; priority date unintended; application taken to be withdrawn; general provision of s.117 cannot circumvent mandatory provision of s.5(5).
<b>Berg, David E Harrison, Harold H Berg, Lois Hill</b>	0/235/05	GB0409405.8	26.08.2005	s.117 Wrong specification filed, request to correct by replacing with priority application. Correction not obvious; a mistake in filing of a document is not a mistake in a document. Correction not allowable.
<b>Melling, Nigel</b>	O/401/10	GB2383533	18.11.2010	s. 117 A request to correct the Register to show Mr. Melling as sole proprietor refused as outside the scope of s.117.
<b>Discretionary extensions of time</b>				
Heatex Group Ltd's Application	[1995]RPC 546	GB8724300.2	08.11.1990	Extension of time; no continuing intention to proceed; change of mind. Extension refused.
<b>Meunier, Jean Francois</b>	0/013/01	WO 95/01045	08.01.2001	Extension of time; entry to NP; change of mind. Extension refused.
<b>Pilat, James F. Jnr.</b>	0/139/02	WO 99/47965	02.04.2002	Extension of time; entry to NP; change of mind. Extension refused.
<b>Brooks, Lawrence Anthony and Robinson, Harry</b>	0/206/02	GB9820519.8	14.05.2002	Entitlement s.8; extensions of time; rectification of irregularities; reinstatement. Extension refused.
<b>Warren, Adrian Neil</b>	0/340/02	GB0024500.1 GB0024501.9 GB0024503.5	15.08.2002	Extension of time; continuing intention; benefit of the doubt. Extension allowed.
<b>MacMullen, Paul Neil</b>	0/307/03	GB0026317.8	14.10.2003	Continuous effort to obtain funds to pay fee indicated a continuing underlying intention to proceed. Extension allowed.
<b>Chitolie, Dick Lucien</b>	0/078/04	GB0106932.7	25.03.2004	Extension of time; 3 <sup>rd</sup> party terms imposed
<b>Al Bahdani, Al Pasha</b>	0/356/04	PCT/IB99/0017 8	06.12.2004	No continuing intention, extension refused.

<b>Rectification of irregularities, 3<sup>rd</sup> party terms, extension of time limits</b>				
Kangaroos USA	0/136/85	GB8018653	04.10.1985	Rectification of irregularities; 3 <sup>rd</sup> party terms imposed
Coal Industries Patent	[1986]RPC 57	GB8002608	05.06.1986	Rectification of irregularities; 3 <sup>rd</sup> party terms imposed
Castolin S.A.	0/007/98	EP(UK) 0493695	18.02.1998	Renewal payment error; patent recorded as ceased; rectification of irregularities; 3 <sup>rd</sup> party terms imposed.
<b>Tristram, David Ralph</b>	0/133/98	GB2171750	24.06.1998	Renewal fee error; 3 <sup>rd</sup> party terms imposed
Eveready Battery Company Inc.	0/452/99  ..... ..... <u>Appeal</u> [2000]RPC 852 (Appeal)	EP(UK) 0469776  ..... .....	20.12.1999  ..... 18.05.2000	Renewal payment made but not recorded; rectification of irregularities; 3 <sup>rd</sup> party terms imposed. Overturned on appeal.  ..... ..... Payment was properly made; Patent therefore did not cease; no power to impose terms. Register rectified to remove ceasing entry.
<b>Kaye, Steven</b>	0/353/99	GB9401938.7	8.10.1999	Extension of time limit; non receipt of WR letter. Exercise of discretion refused.
<b>Abbas, Ashraf Mahfouz</b>	0/277/06	GB2317657	29.09.2006	Non receipt of reminder/ceasing letters. Discretion refused – no error, default or omission by the office.
<b>Charalambous, Mario Joseph</b>	O/408/10	GB2310274	29.11.2010	Rule 107 – correction of irregularities. Patent ceased, change of AFS not actioned so renewal reminder sent to wrong address. Patent restored but proprietor opposed imposition of 3 <sup>rd</sup> Party terms. Patent had ceased therefore 3 <sup>rd</sup> Party terms imposed.
<b>Section 89 cases, no GB designation</b>				
Vapocure Technologies Ltd's Application	[1990]RPC 1 Patents Court Court of Appeal	PCT/AU86/003 64	11.02.1988 25.07.1989	s.89(1) PCT designated states; obvious error; entry to National Phase refused.
Thiele Kaolin Company	0/279/98	PCT/US96/0277 6 GB9720181.8	9.12.1998	s.89(1), s.130 Any s.89 application without a GB designation has no foundation and cannot proceed.
<b>Derivation of right</b>				
Nippon Piston Ring Co Ltd's Application	[1987] RPC 120)	GB8501649 GB8501650	17.11.1986	Inventor's name, entitlement, F7

<b>Withdrawal</b>				
Spectra-Tech Inc.	0/171/98	GB9718771.0	19.8.1998	s.14(9) Request to withdraw properly made cannot be revoked; no power to correct under s.117 or rules.
<b>Effect of withdrawal between PPC date and publication on prior art</b>				
<b>Woolard, Leslie Adrian Alfred</b>	0/513/01 ..... ..... Appeal [2002]RPC 39 (Appeal)	GB9711337.7 ..... .....	16.11.2001 ..... 12.04.2002	Section 2(3) Prior art; withdrawn published application held to be prior art. Overturned on appeal. ..... Withdrawn published application held <u>not</u> to be prior art under s.2 (3)
<b>Late Declaration of Priority, section 5(2B), PCT rule 26bis.3</b>				
Sirna Therapeutics Inc.	0/240/05	GB0507019.8	01.09.2005	s.5(2B), (2C)(b) The failure to file the 'application in suit' was not unintentional. Intention was to file a different application - a PCT. Request refused.
Abaco Machines (Australasia) Pty Ltd.	0/309/06 ..... ..... Appeal CH/2006/APP/0 827 (Appeal)	GB0504687.5 ..... .....	30.10.2006 ..... 28.02.2007	s.5(2B), (2C)(b) The failure to file the 'application in suit' was not unintentional. Intention was to file a different application - a PCT. Request refused. Upheld on appeal ..... Appeal dismissed. Abaco had not unintentionally failed to file an application for a grant of a UK patent. The PCT is a complete code as must be taken as such. [Archibald Kenrick & Sons Ltd's International Application 1994 RPC 635]
Investigen, Inc.	0/009/08	GB0608059.2 GB0608060.0	14.01.2008	s.5(2B), s89, 89A, 89B Failure to file the GB application GB0608060.0 was not unintentional, intended to file a PCT application. Request refused. National Phase application GB0608059.2 did not enter the NP in time to make a late declaration of priority. Request refused.
<b>Gordon, John Michael</b>	0/374/07	PCT/GB2007/00 3189	02.01.2008	PCT Rule 26bis.3 The failure to file the PCT application within the 12 month priority period was unintentional in accordance with PCT Rule 26bis.3(a)(ii). Request allowed.
<b>Crilly, Terence John</b>	0/182/10	PCT/GB2009/05 1092	04.06.2010	PCT Rule 26bis.3 Late priority Applicant failed to appreciate the

				consequences of successful entitlement proceedings and delayed filing the PCT application until these were concluded. This was not unintentional. Request refused.
<b>Reinstatement, section 20A, Restoration s.28, Unintentional, removal of cause of non-compliance</b>				
<b>Anning, Bernard Edgar</b>	0/374/06  ..... ..... Appeal CH/2007/APP/0 040 [2007] EWHC 2770 (Pat). ..... ..... O/264/10 Ali et al	GB0028762.3  ..... ..... ..... ..... GB0225836.6	27.12.2006  ..... .. 26.11.2007  ..... ..... .. 26.07.2010	s.20A reinstatement The applicant's failure was in not replying to the exam report not failing to get the application in order at the compliance date. Applicant had not intended to reply to exam report. Unintentional is not the same as continuing underlying intention. Reinstatement refused. Upheld on appeal. ..... .....Appeal dismissed. ..... ..... ..... ..... In order to comply with s.18(3) an extension to the compliance period is necessary. See Practice Notice <a href="http://www.ipo.gov.uk/pro-types/pro-patent/p-law/p-pn/p-pn-reinstatement.htm">http://www.ipo.gov.uk/pro-types/pro-patent/p-law/p-pn/p-pn-reinstatement.htm</a> for revised practice on reinstatement and extension of compliance period.
Tannoy Limited	O/083/07	GB0102280.5	22.03.2007	s.20A reinstatement The unintentional failure of the CEO to inform staff of the assignment of this application led directly to the failure of Tannoy to reply to the examination report and to the refusal of the application. The intentions of the CEO best reflected the intentions of the applicant. Reinstatement allowed.
Matsushita Electric Industrial Company Limited  (see also Roke Manor Research Limited and	0/029/08 0/027/08 0/028/08	GB2288939 GB2322748 GB2322749 GB2322750 GB2368740 EP1054652	01.02.2008	s.28(3) restoration s.28(3) is met simply by a statement of unintentional – no other evidence is required. Restoration refused – the determination of whether the Comptroller is satisfied must be based on the facts of each case, the evidence should be sufficient for the Comptroller to come to the

Morton I Hyson)	..... ..... Appeal CH/2008/APP/0 147 [2008] EWHC 2071 (Pat)	..... .....	..... ..... 16.07.2008	determination himself. In this case the evidence was insufficient to establish the facts so as to satisfy the Comptroller. Upheld on appeal. ..... ..... Appeal dismissed.
<b>Backhouse, Robert Vincent</b>	0/049/08	GB0305884.9	20.02.2008	s.20A reinstatement, r.36A Failure to reply to examination report was not unintentional. Held that on balance of probability applicant was aware of need to reply and due date but decided not to bother. Reinstatement refused.
Gradco (Japan) Ltd and KRDC Co. Ltd.	O/305/08	GB2378695	10.11.2008	s.28(1) restoration, s.101 Human Rights Act Time period for filing a restoration request. S.101 HRA does not bestow discretion to overlook a failure to meet statutory requirements. UK law provides for restoration, there was no limitation of the applicant's access to those provisions. Restoration refused.
<b>Green, Derek Norman</b>	0/087/09	GB0808277.8	27.03.2009	s.20A reinstatement, s.89A(3), rule 66(1)(b) Failure to enter NP in time. Applicant claimed lack of funds. Held that despite his underlying intention to enter the NP and despite his on-going attempts to secure finance the applicant's final decision not to comply with the deadline was a conscious one based on knowledge of his impecunious state. Reinstatement refused.
<b>Porter, James Philip</b>	0/144/09	GB2341616	22.05.2009	s.28 restoration Renewal fees not paid. Evidence submitted suggested lack of funds. However, evidence at hearing showed he did have funds available at the relevant time. Filing system had broken down and led to incorrect assumption that fee had been paid. On balance of probabilities failure was unintentional. Restoration allowed.
<b>Smith, Edwin</b>	O/166/09	GB2387536	17.06.2009	s.28 restoration, r.107 Request for restoration filed out of

				time. Applicant claimed he had been given incorrect dates and information by IPO. Evidence showed the erroneous information had no bearing on the late filing. Restoration refused.
<b>Doyle, Stanley Patrick</b>	O181/09	GB2341616	30.06.2009	s. 28 restoration Applicant decided to allow the patents to lapse for a while due to financial problems and his wife's illness. He did not intend for them to lapse irrevocably. His decision to defer payment was a conscious one and could not therefore be unintentional. Restoration refused.
Orkli (UK) Ltd.	O/302/09	EP(UK) 1215473	30.09.2009	s.28 restoration, s.73(2) revocation EP (UK) not renewed as agent had instructed EPO to remove GB designation due to double patenting. This was not done and GB patent was revoked. Agent argued that removal of GB designation was their decision, proprietor was unaware of it. Proprietor fully intended to renew both of the patents and his intentions count rather than those of his representative. Restoration allowed.
Betson Medical (Ireland) Limited	O/355/09  ..... ..... Appeal CH/2009/APP07 20 [2010]EWHC 687 (Pat)	EP0957878  ..... .....	12.11.2009  ..... ... 31.03.2010	s.28 restoration – reasonable care. Proprietor in financial difficulty. The mere seeking of funds is not sufficient to show reasonable care. Restoration refused. Upheld on appeal.  ..... ..... Evidence does not establish reasonable care. Appeal dismissed.
<b>Griffith, Carl Anderson</b>	O/394/09	GB0708205.0	18.12.2009	s.20A reinstatement. Failure to file an abstract. Applicant used an agent who he expected to deal with filing required documents. Dispensed with agent, unaware abstract had not been filed or what it was. Consulted another agent but could not afford fees. Decision not to file the abstract was not made until after the relevant period had elapsed. Failure at the relevant time was unintentional. Reinstatement allowed.

<b>Ali, Ibrahim et al</b>	O/399/09	GB0225836.6	23.12.2009	s.20A reinstatement. Rule 36A (now rule 32) Failure to respond to examination report. Whether the request for reinstatement was filed in time. Preoccupation with the serious illness of his father led to Mr. Ali's non compliance – this cause was removed on 4 <sup>th</sup> June 2007 and the request filed on 26 <sup>th</sup> July 2007 was filed in time. The failure to comply was for similar reasons, unintentional. Reinstatement allowed.
<b>Daley, Michael</b>	O/128/10	GB0312616.6	26.04.2010	s.20A reinstatement, r.107 Application terminated 9.6.05 for failure to file Form 10. Applicant complained that he had not been told of need to file F10 despite 2 letters issued to his address. Too late to reinstate and no procedural errors to invoke r.107.
<b>Clifford, Adam Brooks</b>	O/185/10  ..... ..... Appeal CH/2010/0523 2011 EWHC 1433 (Ch)	GB0919324.4  ..... .....	07.06.2010  ..... ..... 19.05.2011	s.20A reinstatement. Late entry to National Phase. Applicant knew the date but believed he could not afford the fee so did not proceed. Failure could not have been unintentional – the assertion that had he known the true cost he would have paid it was hypothetical and irrelevant. Request refused. Upheld on appeal.  ..... ..... Mr. Clifford was aware of the date by which he needed to pay but decided to pay nothing because he believed the amount to be more than he was able to pay. His decision was intentional. Appeal dismissed.
<b>Paunovic, Nenad</b>	O/190/10	GB0907279.4 PCT/RS2007/00 0008	10.06.2010	s.20A reinstatement The applicant's final decision not to comply with the deadline for entering the National Phase was a conscious one and cannot have been unintentional. Request refused.
<b>Ali, Ibrahim et al</b>	O/264/10	GB0225836.6	26.07.2010	s.20A reinstatement, s.18(3), s.20 Amendment following reinstatement. The application had been reinstated and the applicant must be given a

				<p>chance to meet the requirement of s.18(3) – to make observations or amendments to bring the application into compliance. To do that properly a new period for overall compliance was necessary.</p> <p>See also Anning, Bernard Edgar.</p>
Matwell Services Limited	O/091/11	GB0819802.0	02.03.2011	<p>s.20A reinstatement, rule 32</p> <p>The request for reinstatement was not filed within 2 months of the date when the applicant knew what had to be done and by when ie the removal of the cause of non-compliance. Request refused.</p>
<b>Virdee,</b> Manjinder S.	O/104/11	GB0807755.4	15.03.2011	<p>s.20A reinstatement, rule 32</p> <p>The request for reinstatement was not filed within 2 months of the date of the removal of the cause of non-compliance. F10 filed late, F52 not filed in time to extend, F14 not filed within 2 months. Request refused.</p>

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
ADD F1	Additional F1 Details	Used to record the AFS and de-log the F9A
ADD NP1	Additional NP1 Details	Used to record the AFS, Inventors, International application and publication data and to de-log the F9A
CAL CHE	Calculate Check Digit	-
CHA CAS	Change Case Details	Used to correct details only in very exceptional circumstances and under the direction of the Formalities Manager
CHA CSE	Change CS&E Details	Used to set/reset the CS&E flag
CHA PAS	Change Password	Used when a password is created for the first time or to change it after 6 months
CHA ROL	Change Roles	Used to create new roles, close old roles and correct information
COR COM	Correct Compulsory Licence	-
COR ENT	Correct Entry	-
COR INS	Correct Instrument	-
COR IPC	Correct IPC	-
COR NAM	Correct Name/Address for Case	-
COR PDJ	Correct PDJ Entry	-
COR UKC	Correct UKC	-

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
DEL EQU	Delete Equivalent Cases	-
DIS ABS	Display Abstract Title	-
DIS ADP	Display ADP Number Details	Used to give the full details of a legal entity or person
DIS ALL	Display Allocation of Case	Used to display the Group and Heading an application has been allocated to
DIS AUT	Display Authorities for Case	Used to display the applicant and AFS details for a given application
DIS CAS	Display Cases for Name	Used to display all applications where a particular legal entity or person has a valid role
DIS CIT	Display Citations for Case	-
DIS CLA	Display Classification for Case	-
DIS CUR	Display Current Register	Used to display the current register ie. no below - the-line entries
DIS DET	Display Details	Shows all details of case eg. allocation, progress status, private applicant or not, date of receipt of F9A and if priority has been claimed
DIS DIV	Display Divisionals	Used to display any divisional applications claiming an earlier date from a given application
DIS EQU	Display Equivalent Cases	-

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
DIS FIE	Display Fields of Search/Citations	-
DIS FOR	Display Forms History	Used to show all the forms associated with a given case and their action date
DIS FUL	Display Full Register	Used to display the full register ie. complete with below - the-line entries
DIS HEA	Display Heading Register	-
DIS LAT	Display Later Cases (Priority)	Used to display any applications claiming priority from a given application
DIS NUM	Display Numbers for Case	Used to display the Application or Publication number for a case
DIS PAR	Display Parameters	-
DIS PRI	Display Priority Details	Used to display the priority details of a given application
DIS PRO	Display Processing Status	Used to show the current status of an application
DIS REN	Display Renewals Data	Used to display details of any renewal payments and associated dates
DIS SEA	Display Search Material Location	-
DIS TER	Display Term Frequencies	-
PRI FRO	Print Front Page	Used to print the front page of A/B print details

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
REC ABS	Record Abstract Title	Used to record the abstract title for publication purposes
REC ACT	Record Actioned Form	Used to delog certain forms
REC ADD	Record Additional F1 Details	Used to add name and address details supplied after the date of filing
REC ALL	Record Allocation	Used to record the Group and/or Heading of an application
REC CIT	Record Citations	-
REC EQU	Record Equivalent Cases	-
REC F7	Record F7 Details	Used to record the Inventor details
REC F14	Record F14	Used to record a reinstatement and generate PDJ entries
REC F52	Record F52	Used to delog F52 and generate PDJ entries
REC FIE	Record Field of Search	-
REC FOO	Record Footnotes for Front Page	Used to record footnotes for the front page of the A print (fixed or free text)
REC FOR	Record Formalities Status	Used to set a case ready for A publication
REC GRA	Record Grant Title	Used to record the Grant title for the B print, certificate of grant and register

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
REC GRE	Record Green Channel Patent Application	Used to record a request for acceleration via the Green Channel.
REC IPC	Record IPC	-
REC LAT	Record Late Priority Decision	Used to record a decision on a late filed priority claim
REC LEG	Record Legal Entity	Used to create a new ADP number for a legal entity
REC NON	Record Non-UK Document	-
REC PER	Record Person	Used to create a new ADP number for a person
REC PRE	Record Pre-Grant Form	Used to delog a pre-grant form eg. later F9A and F10 (pre publication)
REC PRO	Record Processing Status	Used to change the processing status of an application
REC REC	Record Reclassification	-
REC S20	Record S20 Letter Not Sent	Used to reset the system to ensure that an application re-appears on the next WR1 list
REC UKC	Record UKC	-
REG ENT	Register Entry (Sundry or Free Text)	Used to record ad hoc register entries
REG F14	Register F14 Decision	Used to delog F14 when reinstatement has not been allowed

<b>Command Abbreviation</b>	<b>Function Name</b>	<b>Description</b>
REG FIL	Register Filing of Form	Used to record the filing of certain forms eg. F14, to create PDJ entries
REG NAM	Register Name/Address Cases Change	Used to record changes and update the register with regard to roles
REV IPC	Revise IPC	-
REV TEC	Revise Technical Search	-
REV UKC	Revise UKC	-
SEA NAM	Search Name/Addresses	Used to look for a given name string on the system
SEA REG	Search Register	Used to look for a given piece of data on the register
SEA TEC	Search Technical information	-
SET TIM	Set Time Limits	Used to record an extension to certain periods of time
SPE STA	Special Stationery Menu	Used to produce reports for monitoring purposes
SUP INV	Suppress Inventor Address	Used to suppress the name and/or address of an inventor