

# INDEX

<b>Abstracts</b>	4.06 - 4.09 4.26 - 4.36
<b>Accelerated</b>	
processing	7.44 - 7.48 11.51 – 11.54 13.52a -13.52d
‘A’ Publication	8.29 - 8.33
<b>Agent</b>	1.06, 1.07, 2.37 -2.42
appointment of	2.37
change of	2.39 – 2.42
change of name	2.38
<b>Address for Service</b>	2.43 - 2.47
change of	2.46 – 2.47
<b>ADP numbers</b>	2.49
<b>Allocation</b>	12.81 - 12.85
<b>Amendment</b>	12.02 - 12.04
of application	12.11 - 12.15
of applicants name	2.27 - 2.29
to international application	13.66 - 13.70, 9.18
of PCT priority details	13.87 - 13.90
of specification	9.09 - 9.17
urgent	9.19
of applications near compliance date	9.20 - 9.22
of description	4.90 - 4.92
of claims	4.37 - 4.40, 9.17
after application in order for grant	4.96 – 4.97
of ‘C’ Print specification	16.49 - 16.52
<b>Applicant for a patent</b>	2.05 – 2.23
<b>Applicant name</b>	2.05
correction of	2.24 – 2.25
amendment of	2.27 - 2.29
not provide/incomplete	2.06 -2.09
<b>Application</b>	2.01 - 2.62
as filed	4.59 - 4.65
re-dating of	5.44 - 5.47

filed in a foreign language	2.62
types of	1.05 - 1.08
filed by PA	4.04 – 4.05
filed by agent	4.02 - 4.03
replacement pages	4.10 - 4.12
computer programs	4.13 - 4.16
correction of	4.85 – 4.87
<b>Application Fee</b>	2.58
<b>Applicant's address</b>	2.05 – 2.09
change of	2.30 - 2.32
c/o address	2.21
not provided/incomplete	2.06 – 2.09
<b>'A' Print</b>	8.02
<b>'A' Publication</b> (see Early Publication)	
<b>Assignment of application</b>	2.26, 12.72 - 12.74
<b>'B' Print</b>	9.32
<b>Caveats</b>	11.56 - 11.58, 12.25 - 12.30
<b>Certified Office Copies</b>	16.01 - 16.03
Form 23	16.05 -16.07
	16.10 -16.11
make up of	16.08
certificates	16.12 -16.13
personal signature on	16.16
ordering specifications	16.17
for applications as filed	16.18 - 16.24
for GB specs	16.30 - 16.33
for GB priority applications	16.41 - 16.43
for divisional applications	16.44
of "C" print	16.45 - 16.48
sequence listings on CD-R	16.49 - 16.54
<b>Channel Islands</b>	2.43
<b>Checklist - Formalities</b>	
Completion of	7.35 – 7.40
<b>Claims</b>	4.06 - 4.09
	4.26 - 4.36

amendments before 'A' Publication published as amended formal requirements	8.54 - 8.60 9.17 4.01, 4.09
<b>Combined Search &amp; Examination</b>	7.49 - 7.72 9.26 - 9.29
<b>Computer programs</b> contained in specifications	4.13 - 4.18
<b>Confidential</b> treatment of documents (r.53)	12.39 - 12.50
<b>Confidentiality</b> of inventors details	3.26 - 3.39
<b>Corporate Bodies</b> given as inventor	2.10, 2.16 3.05
<b>Correction</b> of priority details of PCT priority details of formal drawings of application of applicants name of Office error (r.107) of inventors details of description	12.02 - 12.04 6.60 – 6.61 13.87 - 13.90 5.32 - 5.34 12.05 - 12.10 2.24 – 2.25 12.51-12.55 3.13 - 3.19 4.85 - 4.87
<b>Country Code</b>	2.16
<b>Country/State of incorporation</b>	2.16
<b>Deceased applicant</b>	2.32, 12.69 - 12.71
<b>Deceased Inventor</b>	3.40 - 3.47
<b>Decisions refusing applications</b>	12.16 - 12.24
<b>Declaration</b> rule 9 late declaration of priority late declaration of priority s.89 application	6.52, 9.06, 9.25 6.17 – 6.31 13.74 – 13.75
<b>Description</b> amendment of correction of	4.06 - 4.09 4.90 - 4.92 4.85 – 4.87

replacement pages of annexes to formal requirements later filed description	4.80 - 4.82 4.75 – 4.76 4.01, 4.09 4.43 – 4.58
<b>Diary Dates</b>	12.64 - 12.68
<b>Divisional Application</b>	9.30
period for filing	14.01 - 14.03
period for filing forms & docs	14.04 - 14.05
declaration of priority on details of earlier application	14.19 – 14.25
re-dating of	14.16
refunds of fees	2.54
filing date	14.26 – 14.27
publication of sub-file	14.28 - 14.30
compliance date	14.32 – 14.32
	14.33 - 14.34
	14.35 - 14.40
	14.42 – 14.43
<b>DNA sequences</b>	4.17 – 4.25
	16.49-16.54
<b>Drawings</b>	
omitted	5.48 - 5.52, 5.34 – 5.43
correction of formal	5.31 - 5.33
formal drawings not filed	5.04 - 5.05
late filed formal	5.27 - 5.30
informal	5.13 - 5.18
surplus formulae	5.06 - 5.08
missing or late filed on PCT international applications	5.09 - 5.12
PCT applications	5.07
objections to	5.19 - 5.21
	5.34 - 5.43
	5.24 - 5.26
	13.105 - 13.108
	Annex 5A
<b>Earlier application – reference to</b>	4.43 – 4.58
<b>Early Publication:</b>	8.01 - 8.05
setting applications ready for formal requirements	8.06 - 8.09
record Formalities Status (REC FOR)	8.10 – 8.17
Footnotes	8.18 - 8.22
record Footnotes for front page (REC FOO)	8.23 – 8.24
Accelerated "A" Publication	8.25 - 8.28
	8.29 - 8.32

PCT	8.33 - 8.42
Early Publication Picklist – Digital Transfer	8.43 - 8.52
documents filed after a case is ready to be "A" Published	8.53 - 8.63
Claims	8.54 – 8.60
Withdrawal requests & other documents	8.61 – 8.63
Setting applications ‘not ready for publication’	8.64 – 8.69
Withdrawal of applications prior to PPC date	8.70 – 8.75
Exceptional ‘no cases’	8.76 – 8.83
Correcting PDJ entries	8.84 – 8.88
Display Processing Status (DIS PRO)	8.89 - 8.90
position of an application within the A-Publication cycle	8.91 – 8.92
using DIS PRO	
correcting errors in the 'A' Document	8.93 - 8.98
<b>European Economic Area</b>	2.43
<b>Evidence</b>	12.90 - 12.93
<b>Exception Reports</b>	11.24 – 11.27
<b>Extensions of Time:</b>	10.01 -10.05
for filing a Form 7	3.02
for international applications	13.91 - 13.95
for filing claims and abstract	4.36
Non-Extendable Time Periods	10.12 - 10.12
Comptroller's Discretion [r.108(1)]	10.13 - 10.16
Automatic extension of 2 months [r.108(2)]	10.17 – 10.22
OPTICS function: SET TIME LIMIT	10.23 – 10.27
Extension of the compliance [r.30] period	10.26 - 10.27
Request for a discretionary extension [r.108(3)]	10.28 – 10.36
Extension of time restricted by r.108(5) & (7)	10.37 – 10.41
Request for reinstatement	10.42 - 10.62
of s.89 application	13.96 – 13.97
Applying Third Party Terms to an application	10.63 - 10.72
[s.20A]	
Extension of time - postal delays or disruption	10.78 - 10.79
[r.110& 111]	12.56 – 12.61
Extension of specified periods [r.109]	10.73 – 10.77
<b>Foreign language</b>	
applications	2.62
documents	4.66 - 4.69
<b>Formalities</b>	
structure	1.09 - 1.11
role	1.12, 1.13
references and duties	1.14 - 1.16

<b>Formal requirements</b>	4.06 - 4.84
failure to comply	4.37 – 4.38
<b>Formulae drawings</b>	5.19 - 5.21
<b>Grant</b>	
check	9.31 - 9.38
<b>Green Channel</b>	<b>7.46 – 7.47</b>
<b>Inter-partes cases</b>	12.75 - 12.80
<b>International applications</b> (see PCT applications)	
<b>Invention</b>	
title of	2.33 - 2.36
<b>Inventor(s)</b>	3.01 - 3.04
confidential details of	3.26 - 3.39
derivation of rights	3.08 - 3.12
details on Form 1	2.55 - 2.57
details on Form 7	3.02 - 3.07
correction of incomplete details of	3.13 - 3.19
right to be named	3.23
identification of	3.02 - 3.07
deletion of	3.15 - 3.19
failure to file Form 7	3.24 - 3.25
deceased	3.40 - 3.47
<b>Later filed description</b>	4.43 – 4.58
<b>Limited/Limited liability partnerships</b>	2.11 - 2.14
<b>Management of Cases :</b>	11.01 - 11.04
Application Timeline	11.05 - 11.23
before Form 9A	11.06 - 11.07
after Form 9A	11.08 - 11.09
after Preliminary Examination	11.10 - 11.11
applications ready for EP	11.12 - 11.16
after publication – F10 filed	11.17 - 11.19
after publication – awaiting F10	11.20
ready for grant	11.21 – 11.23
exception reports	11.24 – 11.27
warning of refusal or withdrawal	11.28 - 11.42
diarised cases for future action	11.43 - 11.46
urgent, priority & accelerated cases	11.47 - 11.54

case labels	11.55
Caveats	11.56 - 11.58
<b>Missing pages</b>	4.70 – 4.84
of description	4.70 - 4.77
filed by applicant	4.70 – 4.76
notified at preliminary examination	4.77 – 4.80
re-dating	4.81 – 4.84
<b>Mutual Recognition</b>	<b>11.55</b>
<b>National Phase application</b>	13.16 - 13.22
<b>No Cases</b>	15.15 - 15.16
Exceptional ‘no cases’	8.76 – 8.93
<b>Objections</b>	
Schedule 2	Annex 5A
No objections letter	15.50
<b>OPTICS</b>	
Common functions	Annex 1B
<b>Pages missing</b>	4.70 – 4.84
<b>Partnerships</b>	2.11 – 2.14
<b>Patents</b>	
general information	1.01 - 1.04
<b>Patents Form 7</b>	3.02 - 3.07
copies of	3.20 - 3.22
failure to file	3.24 - 3.25
filed for international application	13.98 - 13.104
incomplete or incorrect form	3.13 - 3.19
<b>PCT applications</b>	13.01 - 13.08
designation and election	13.09 - 13.15
entering into national phase	13.16 - 13.22
early entry into national phase	13.134 – 13.154
PCT(UK) Fast Track	13.52a – 13.52d
WIPO pamphlet	13.53 - 13.57
translation of	13.58 - 13.60
amendment of	13.66 - 13.70
declaration of priority	13.71 - 13.72
late declaration of priority	13.73 – 13.74
amendment/correction of priority details	13.87 – 13.90

extension of prescribed periods	13.91 - 13.95
reinstatement of drawings	13.96 – 13.97
replacement pages of national phase formalities examination	13.105 - 13.108
reprinting	4.93
ordering documents via PATENTSCOPE	13.28 - 13.30
	13.118 - 13.125a
	13.133
<b>PEDDS</b>	16.55 – 16.57
<b>Photographs</b>	5.22 - 5.23
<b>Post</b>	
interruption or delays	12.56 - 12.61
<b>Preliminary Examination</b>	4.02, 7.01 - 7.04
procedures	7.05 – 7.11
report of	7.12 - 7.14
	7.23 - 7.29
other reports of	7.30 - 7.34
of a PA cases	4.04, 4.05, 7.05, 7.07, 7.10, 7.19 - 7.22
of agent cases	7.05, 7.15 - 7.18
of CS&E application	7.09, 7.49 - 7.51
<b>Priority</b>	
declaration of details	6.01 - 6.08
on a divisional application	2.50 – 2.53
right to claim	14.16
late claim	6.09 - 6.12
late declaration	6.13 – 6.16
late declaration s.89 application	6.17 – 6.31
withdrawal by amendment	13.74 – 13.75
correction of	6.59
cancellation of	6.60 - 6.61
affect of re-dating application	6.62 - 6.66
	5.44 – 5.47
<b>Priority Document</b>	
PCT priority documents	13.75 - 13.85
filing and checking	6.32 - 6.47
transfer of	6.49 - 6.51
translation of	6.52 – 6.58
	9.23 - 9.25
in electronic form	6.48

<b>Private Applicants</b>	1.08, 15.01 – 15.04
representatives for	15.07 - 15.10
help provided to	15.06
Private Applicant Unit	15.03
<b>Private Applications:</b>	15.01 - 15.03
identification of	15.05
examination of	4.04 - 4.05
Formalities processing	15.11 - 15.55
Basic filing requirements	15.12
Cases with only a contact point on Form 1	15.13 - 15.14
Cases without a description & no reference to earlier app.	15.15 – 15.16
PA applications without Application Fee	15.17 – 15.20
PA application with Application Fee	15.21 – 15.57
PA filter	15.21 - 15.26
Form 9A filed without Claims	15.27 - 15.28
Form 9A, no description	15.32 – 15.33
Form 9A, Claims (& Abstract) filed	15.34
Preparation for Preliminary Examination of PA's	15.35 - 15.38
Preliminary Examination of PA cases	15.39 - 15.56
No deficiencies	15.57
Use and Content of non standard and free text letters	15.58
outstanding formal requirements	15.59 - 15.63
change of Address for Service	15.64 - 15.65
<b>Re-dating application</b>	5.44 - 5.47
<b>Reference numbers</b>	2.03 - 2.04
<b>Reference to earlier application</b>	4.43 - 4.58
<b>Refunds</b>	12.31 - 12.38
<b>Refusal of application</b>	2.63 - 2.64
warning of	11.28 – 11.42
<b>Reinstatement of an application</b>	10.48 – 10.68 13.96 – 13.97
<b>Request for grant of a patent</b>	2.01 – 2.02
<b>Replacement pages</b>	4.10 - 4.12, 4.98
<b>Rescinding Grant</b>	9.39 – 9.42
<b>Resuscitation</b>	12.105 – 12.108

<b>Returning documents</b>	12.62 - 12.63
<b>Rule 107</b>	
exercise discretion under	12.51 -12.55
<b>Search Report</b>	
up-date or correction of	8.11
<b>Section 21 observations</b> (Third Party observations)	12.86 – 12.89
<b>Sequence Listings</b>	4.17 – 4.25
<b>Signature</b>	2.60
on COCs	16.16
<b>Specification</b>	
replacement pages	4.93 - 4.95
amendments of (see amendments to specification)	
retyping	15.44 – 15.46
<b>Supplementary Protection Certificates (SPCs)</b>	12.94
<b>Substantive Examination</b>	
application for	9.04 – 9.06
<b>Surplus</b>	
documents	4.64
drawings	5.07
<b>Third Party observations</b>	12.86 - 12.89
<b>Third party terms</b>	10.63 - 10.72
following reinstatement	10.63 – 10.65
following late entry to national phase (r.66)	10.66 - 10.69
	Annex 10I
<b>Taiwan</b>	2.22
<b>Title</b>	
of invention	2.33 - 2.36, 4.06
<b>Translation</b>	
of priority document	6.52 - 6.58, 9.23 – 9.25
of international application or WIPO doc	13.58 - 13.60
of PCT priority document	13.86

of specification and abstract	4.53 – 4.56
publication of translation (PCT)	13.61 – 13.65
<b>Trusts</b>	2.15
<b>Uncertified copies (PEDDS)</b>	16.55 – 16.57
<b>Withdrawal</b>	12.95 - 12.104
before preparation for 'A' Publication	8.70 – 8.75
by e-mail	12.109 -12.116
	Annex 12H
<b>Witness Statement</b>	Annex 10H