



**Form FS4**

Fee sheet for: International Trade Mark applications  
made through the Intellectual Property Office

Please read the guidance notes on the next page about filling in this form.

Your Account Number  
(if you have one).

Your name and  
full address  
(including postcode).

Your reference.

**Details of the person we should contact in case of query.**

Name:

Daytime phone number:

Fax number:

E-mail:

**How do you wish to pay?**

**Tick only one box**

- Deduction from Deposit Account quoted
- Cheque, made payable to 'Intellectual Property Office'
- Credit or debit card, details as filled in below
- Bank transfer (see details on next page)

**Fax Filing 01633 817777**

If you fax us your forms, say how many  
sheets (including this one) you are sending \_\_\_\_\_

**List of forms included**

**Date:**

	Form number	Application reference (exactly as shown on page 1 of your application form)	Handling Fee (£)	Deposit account holders only WIPO fee transfer (Swiss Francs)
1				
2				
3				
4				
5				
<b>Totals</b>				

**Faxback** If you fax us your forms, we will fax them back for you to check if you tick here  and add £25 to the fees.

**Credit or Debit Card Details**

Card Type: Visa Credit / Visa Debit / MasterCard  
AmEx / Solo / Maestro  
(Cross out the ones that do not apply.)

Card number: \_\_\_\_\_

Valid From: \_\_\_/\_\_\_/\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_ Issue No. ( Solo / Maestro): \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_  
(exactly as shown on card)



**You can use this form to send us new applications and any other WIPO forms except renewals**

**How to Fill in this Form:**

Fill in your reference. We will print this on the fee acknowledgement that we send you, so you can link the transactions with your own papers.

Arrange your forms in the same order that you list them on this form.

**Form Number:** Write the number printed at the top right of the WIPO form.

**Application Reference:** Write the same reference that you put in the box at the top right of the first page of your WIPO form.

**Handling Fee:** You pay a handling fee only for new applications.  
If you send any other forms, please list them on this sheet, but do not include any handling fee for them.

**WIPO Fee Transfer:** If you have a deposit account with us and want us to pay WIPO from your account, write the correct WIPO fee in Swiss francs in this column.  
We will take the sterling equivalent from your account.

**If you pay this way, please give a breakdown of the fees on the WIPO Application Fee Calculation Sheet, but do not fill in boxes (a) and (c) on that sheet.**

**How to Pay:**

If you want to pay our handling fee by bank transfer, our bank account details are as follows.

Bank Sort Code: 20-18-15

Bank Name: Barclays Bank PLC  
121 Queen Street  
CARDIFF  
CF10 2XU

Account Number: 80531766

Account Name: Intellectual Property Office

Reference: Quote your account number (as shown on the front of this form) or some other identifier.

SWIFT Code: BARCGB22

IBAN Number: GB31 BARC 2018 1580 5317 66

If you are paying the application fees straight to WIPO, their bank account details are on the Fee Calculation Sheet

**How to Send us your Forms:**

Post them to: Intellectual Property Office  
Concept House  
Cardiff Road  
Newport  
South Wales, NP10 8QQ

or fax them to: 01633 817777, but you must also send us the originals by post