



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 Intellectual Property Office with a description of your invention (including any drawings), along with one or more claims and an abstract, 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. Electronic versions of forms can be downloaded from our website: www.ipo.gov.uk/p-formsfees.

Alternatively, Form 1 can be completed online and filed electronically along with the description, claims and abstract using our web filing service: www.ipo.gov.uk/p-apply-online-uk-checklist (some fees are reduced if you use this service).

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: Applicants 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.

When the application is published the applicant's name and address will appear on our website which can be permanently searched using most standard search engines. If you do not want your home address published, please give us a different address where you can be contacted, such as a business address or a PO Box address.

Section 3: Title

Please write the title of your invention here

Section 4: Agent and Address for Service

You must supply 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, that person will be authorised to act for all of the applicants.

Section 5: Priority

You need to fill in this section only if you are claiming priority from one or more previous applications. In most circumstances, the previous application(s) must have been 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.

		Concept House Cardiff Road Newport South Wales NP10 8QQ	
Patents Form 1 Patents Act 1977 (Rule 12)			
Request for grant of a patent <small>(An explanatory leaflet on how to fill in this form is available from the office)</small>			
Application number GB			
1	Your reference: <small>(optional)</small>		
2	Full name, address and postcode of the applicant or of each applicant <small>(underline all surnames)</small> : The name(s) and address(es) provided here will be published as part of the application process (see warning note below) Patents ADP number <small>(if you know it)</small> :		
3	Title of the invention:		
4	Name of your agent <small>(if you have one)</small> : "Address for service" to which all correspondence should be sent <small>(including postcode)</small> . This may be in the European Economic area or Channel Islands: <small>(see warning note below)</small> Patents ADP number <small>(if you know it)</small> :		
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	Date of filing <small>(day / month / year)</small>
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 <small>(day / month / year)</small>
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"/>
(REV NOV10)		Intellectual Property Office is an operating name of the Patent Office	
		Patents Form 1	

Section 7: Inventorship

If there are one or more applicants and each of them is also an inventor, you should answer "Yes" to the first question.

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

We will send you a Form 7 if you need one. Copies are available from our Information Centre or from our website: www.ipo.gov.uk/p-formsfees.

Section 8: Application Fee

If you pay the application fee (currently £30 for paper-filed applications) with Form 1, we will carry out a preliminary examination. You may prefer to pay the application fee with Form 9A.

Section 9: Documents Included

Enter the number of pages for each type of document 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 was originally included 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: Claim(s): 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	I/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:		
Warning <small>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 6 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 revocation of any direction, for any such application the address for service referred to at part 4 above must be in the United Kingdom.</small>			
<small>In all other cases, the name of the applicant will be published shortly after filing, together with the title of the invention. Later, when the whole application is published, most information and documents filed in relation to the application will become publicly available. The name and address of the applicant will be published on our website and may appear in external search engine results. You should provide a business or PO Box address if you do not want your home address published.</small>			
<small>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.</small>			
Notes <small>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 http://www.ipo.gov.uk/fact01.pdf or alternatively you could telephone 0300 300 2000 or send an email to information@ipo.gov.uk to request a copy.</small>			
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Enquiries: You can contact the office on: 0300 300 2000 (local call rate) or Minicom for the hard of hearing: 0300 0200 015. Alternatively visit our website at 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.