



Intellectual Property Office

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Patents Form 3

Patents Act 1977 (Rules 6 and 7)

Late Additions and Declarations of Priority

(See the notes on the back of this form)

1. Your reference.

2. Patent application number.

3. Full name of the applicant or of each applicant.

Patents ADP number (if you know it)

4. Is the request being made under.

(i) rule 7(2) (to make a late declaration of priority)

(ii) rule 6(2) (to make a late claim to priority)

Before completing this section please see the notes on the back of this form.

5. If (i) above why was the declaration of priority not made within the period specified?
(Continue on a separate sheet of paper if necessary)

6. Priority details.
Enter here the details of the Priority application(s) being added or declared.

Country	Application number	Date of filing (day/month/year)
		

7. Signature. Date
This can be typed or handwritten.

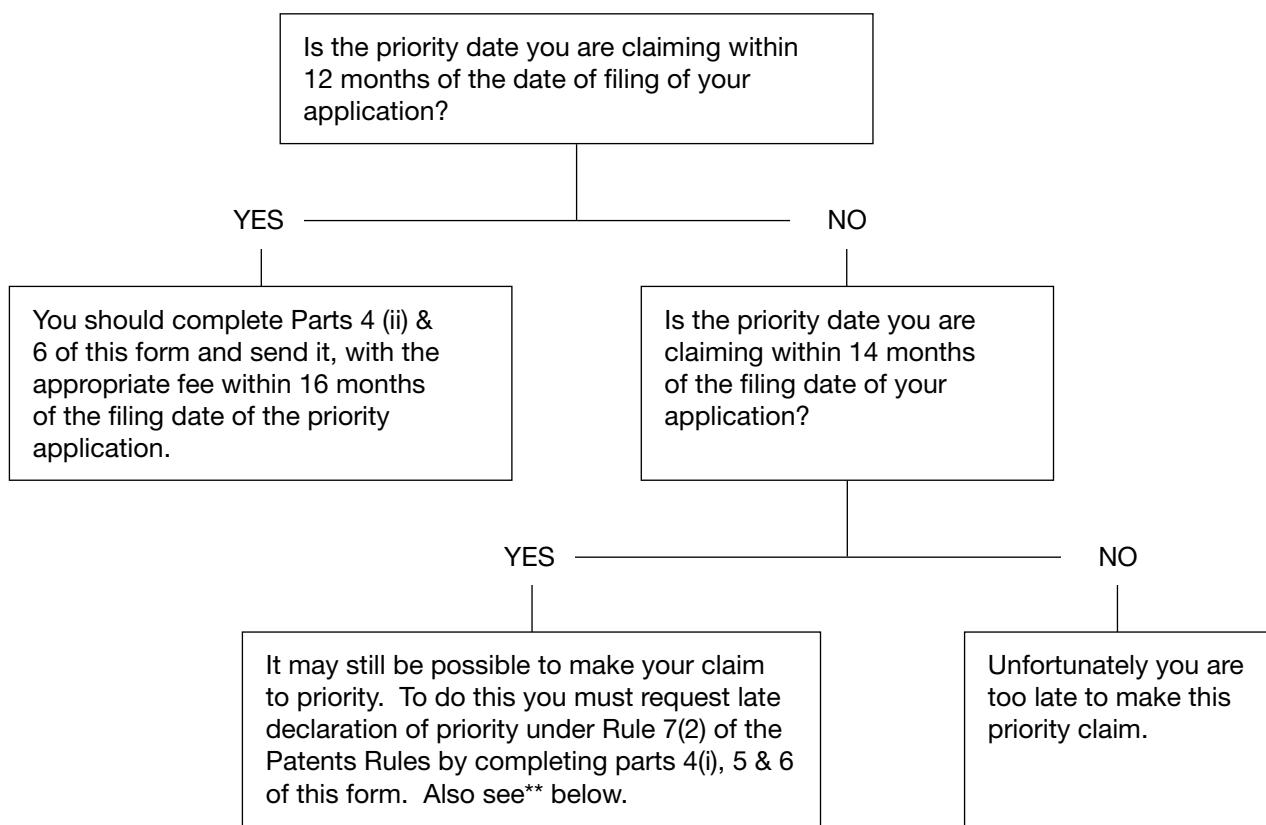
8. Your name and full address.

9. Name, email address, telephone and/or mobile number, if any, of a contact point for the applicant.

This form is used either:

- i) to make a request for a late declaration of priority under Rule 7(2) of the Patents Rules 2007, or:
- ii) to make a late claim to priority after an application has been filed (Rule 6(2)).

In order to take either of these late actions you must apply within a specified period after the filing date of the priority application (the application from which you wish to claim priority). If you do not, then it will no longer be possible to make a claim to priority from that application. The following flow chart explains the time periods for making a late claim to priority and also indicates which of the two provisions outlined in part 4 of this form you should use to make your request.



If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

When completing the form please write your answers in capital letters using black ink or you may type them. Once you have filled in the form remember to sign and date it.

** Along with this form you should also provide supporting evidence as to why the priority claim was not made within 12 months of the filing date of the priority application. The evidence should be submitted with this form. If it is not, the Office will set a deadline for submitting the evidence.

There are different fees for each type of late priority claim identified in part 4. For details of these fees and ways to pay, please contact the Office.

Fees and payment

We will only process this form with this section complete (one form per payment)

To check the correct fee for this form, search on [GOV.UK for 'patent forms and fees'](#)

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

Using a debit or credit card – you will need the internet to pay by card

- 1 Go to our secure website – <https://fees.ipo.gov.uk/pay>
- 2 Enter your name, email address and total amount to pay from above.
- 3 As proof of payment, write below the 10-character reference code displayed from the online payment screen.
DO NOT write your debit/credit card number

Deduct from IPO deposit account

IPO deposit account number.

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Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don't.

Use the following bank account details

Sort code	20-18-23
Account number	80531766
Account name	Intellectual Property Office
SWIFT code	BARCGB22
IBAN number	GB92 BARC 2018 2380 5317 66

Before you send us your form

Make sure you have:

- Answered all applicable questions.
- Provided a signature and date. This can be typed or handwritten.
- Completed the payment sheet above.
- Make payment by card, cheque, bank transfer or IPO deposit account.

**Email your completed PDF form to:
forms@ipo.gov.uk**

**If you cannot email us your form, you can print and post your form to:
Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.**

Please note: It takes longer to process paper forms sent by post.

Data Privacy: <https://www.gov.uk/government/publications/intellectual-property-office-privacy-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>