



Intellectual Property Office

Patents Form 20

Patents Act 1977 (Rule 49)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Request to correct or update a name or address held by us

(See the notes on the back of this form)

1. Your reference
2. Patent application number(s) (see notes (d) & (e))
3. 'Full name and address of the, or of each, patent applicant or proprietor' (as currently on the register or application(s))

Patents ADP number (if you know it)

4. Tick the appropriate box. I wish to:
 - i) Correct an error in a name or address; or
 - ii) Update a name or address (see note (c))
5. Name and/or address to be corrected or updated (i.e. as it currently looks in our records))

Patents ADP number (if you know it)

6. Corrected or new name and/or address
(i.e. as you want it to look)

Patents ADP number (if you know it)

I confirm that the corrected or new name in this section does not reflect a change of ownership of the patent

7. Name of your agent (if you have one)

Address for Service in the United Kingdom, Gibraltar or the Channel Islands to which all correspondence should be sent. (see note(g))

Patents ADP number (if you know it)

8. Declaration

I declare that there has been no change in the ownership of the patent(s) and that I have the authority to request this change.

Signature

This can be typed or handwritten

Name

(BLOCK CAPITALS)

Date

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

Notes

- a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.
- b) Write your answers in capital letters using black ink or you may type them.
- c) You can use this form to request:
 - (i) A correction under s.117 of an error in a name or address (such as a typographical error); **or**
 - (ii) An update to a name or address (such as a change in the applicant's name or when the applicant has moved addresses).

You can correct or update a name and/or address held in the register, or as found in any document filed at the Office.

You should use a separate form for each category if you are making more than one request.

- d) You may use this form for more than one application or patent if the same request is involved.
- e) If there is not enough space for all the relevant details on any part of this form, please continue on a separate sheet of paper and write "see continuation sheet" in the relevant part(s) of the form. Any continuation sheets should be attached to this form.
- f) Once you have filled in this form remember to sign and date it.
- g) Any agent you appoint must have an address for service in the United Kingdom (including the Isle of Man), Gibraltar or the Channel Islands. They must also reside or have a place of business in the UK, Isle of Man or the European Economic Area. You do not need to provide this information on the form, but we may ask to confirm it if the agent's address for service is in Gibraltar or the Channel Islands. You can appoint an agent or address for service by sending us a completed Patents Form 51 or a letter giving the appropriate details.

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.

**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>