



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 or patent 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)*

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

"Address for service" in the European Economic Area or Channel Islands to which all correspondence should be sent

(including postcode) (see note (g))

Patents ADP number *(if you know it)*

9 Name, e-mail address, telephone, fax 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) *Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.*

Data Privacy: <https://www.gov.uk/government/organisations/intellectual-property-office/about/personal-information-charter>