



**Intellectual
Property
Office**

Patents Form 12

Patents Act 1977 (Rule 36)

Payment of renewal fee (and additional fee for late payment)
(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1 Your Reference	
2 Patent Number	
3 Which year are you paying for? (In terms of the life of the patent e.g. 6th)	
4 Amount of renewal fee	
Amount of late payment fee	
Total amount paid	
5 Name, address and postcode of the person paying the fee	
Patents ADP number (if you know it)	
6 If your next renewal is overdue, the Office will send a reminder to your chosen address. If you have previously provided an Address for Service or a specific address for the renewal reminder, and it remains unchanged, you can leave this space blank. However, if you wish to change your chosen address, please provide the details here and sign and date it. <i>(see note c for further details)</i>	
	Signature <input type="text"/>
	Date <input type="text"/>
<i>(Permanent changes of the address for service should be notified by a separate letter)</i>	
7 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) *Where a renewal fee has not been paid, the IPO sends a renewal reminder to the proprietor. The renewal reminder will be sent to the address provided for this purpose. If no such address has been provided, it will be sent to the Address for Service. Use part 6 of this form if you would like to change the address to which the Office sends the renewal reminder.*
- d) *If you have filled in part 6 of the form remember to sign and date it*
- e) *For details of fees and ways to pay, please contact the Office on 0300 300 2000.*

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

Fees and payment

We will only process the form with this section completed (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 16-digit reference number displayed from the online payment screen.
DO NOT write your debit/credit card number

Deduct from IPO deposit account

IPO deposit account number

Cheque – make payable to 'Intellectual Property Office'
and please send to the address specified below.

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

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

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