



Online Fee Payment

User guide

Version 2018-10-01

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1. Getting started with Online Fee Payment

Disclaimer

This document reflects the EPO's Online Fee Payment service at the time of writing. As changes are possible, the screenshots may deviate from the actual content of the system.

What is Online Fee Payment?

Online Fee Payment is a quick and secure online service available for EPO deposit account holders. With Online Fee Payment, you can:

- manage your deposit accounts with the EPO
- view your deposit account replenishments promptly on the account statement
- create and download account statements for a given period
- view and search pending orders (orders issued online but not yet processed by the EPO)
- view applications covered by the automatic debiting procedure
- start and stop the automatic debiting procedure for one or more applications
- create debit orders for fee payments online, also for execution at a later date
- create or revoke automatic debit orders online

To use Online Fee Payment, you need to enrol for a smart card and register for the EPO's online services. Please visit the EPO website for detailed information:

- Request to open a deposit account: [Home > Applying for a patent > Forms and fees > Making payments](#)
- Apply for a smart card: [Applying for a patent > Online services > Security > Smart cards](#)
- [Arrangements for deposit accounts \(ADA\)](#) and their annexes: [Supplementary publication 5](#).

Accessing Online Fee Payment

- Open the EPO website and go to [Applying for a patent > Online services > Paying fees online](#).
- Click [Log in to Online Fee Payment \(smart card\)](#).
You are redirected to the home page of the EPO's online services.
- If your smart card is not yet in the smart card reader, please insert it now, making sure the reader is connected to your computer.
- In the grey sidebar to the right under the heading [Smart card access](#), click [Login](#).
- Where applicable, select the appropriate digital certificate for identification.
- Enter your [PIN code](#) and click [OK](#).
You are now directed via a secure internet connection (https) to the secure area of the EPO's online services.
- Click the [Fee Payment](#) tab in the online portal's main menu.

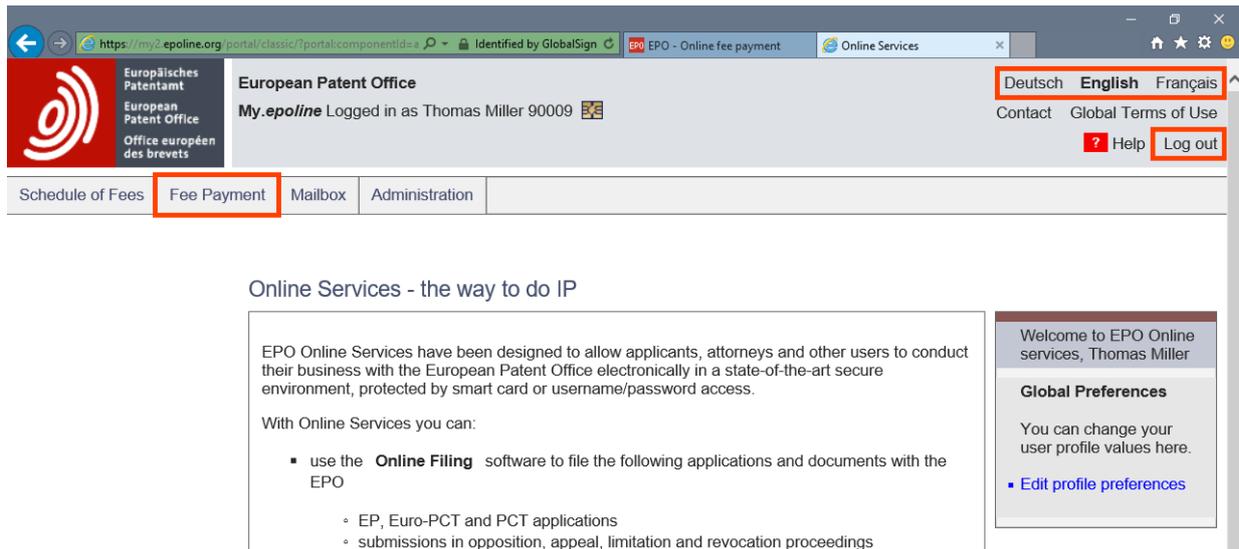


Figure 1: Home page of the EPO's online services when logged on

Changing the language

You can change the display language in Online Fee Payment at any time.

- Click your preferred language – **Deutsch**, **English** or **Français** – in the top right corner of the screen.

Exiting Online Fee Payment

Always remember to log off when you finish your online services session.

- Click **Log out** at the top right of the screen.

This closes the current browser tab.

For security reasons, it is also good practice to close all browser windows or tabs after logging off.

2. How to work with Online Fee Payment

The general layout of the Online Fee Payment screen contains the following elements:

- 1) Header with login information
- 2) Online services main navigation
- 3) Fee Payment navigation (tabs)
- 4) Sidebar
- 5) Toolbar
- 6) Search mask
- 7) Account balance and total amount referring to the data selection currently viewed
- 8) Data list

The screenshot shows the 'Fee Payment' section of the EPO My.epoline interface. The header (1) includes the EPO logo, user name 'Thomas Miller 90009', and language options. The main navigation (2) is at the top, and the 'Fee Payment' tab (3) is selected. The sidebar (4) shows account details for 'NanoSwiss S.A.R.L.'. The toolbar (5) includes PDF and download options. The search mask (6) allows filtering by date and application number. The account balance (7) shows a pending orders balance of 9,789.10 EUR. The data list (8) is a table of transactions.

Date	Fee code	Country code	Application No.	European patent No.	Procedure	Reference	Amount	EUR
31.10.2016	001		EP2008003224		PCT	Date Test 2	120,00	+
31.10.2016	002		EP2008003224		PCT	Date Test 2	1.300,00	+
31.10.2016	005		EP2008003224		PCT	qwe	585,00	+
31.10.2016	015		EP2008003224		PCT	qwe	470,00	+
31.10.2016	122		EP2008003224		PCT	Date Test 2	255,00	+
31.10.2016	501		EP2008003224		PCT	Date Test 2	15,00	+
31.10.2016	001		030760425		EP	date test 2	120,00	+
31.10.2016	002		030760425		EP	date test 2	1.300,00	+
31.10.2016	005		030760425		EP	date test 2	585,00	+
31.10.2016	019		030760425		EP	date test 2	130,00	+

Figure 2: Elements of the Online Fee Payment screen

From the **Fee Payment** navigation, you can access the following pages:

Overview

- Summary of information on your deposit accounts
All EPO deposit accounts registered for your smart card are displayed.

Deposit Account

- View and search transactions booked within the last 90 days
- Download the most recent account statement (from the 1st or 15th of the current month)
- Download an account statement for an individual time period within the last 90 days
- View and search pending debit orders submitted online

Payment Plan

- Overview of applications covered by the automatic debiting procedure
- Issue and revoke automatic debit orders
- Overview of fees due within the next 40 days for applications covered by the automatic debiting procedure

Payment

- Create a debit order for a single application (single payment)
- Create debit orders for multiple applications by uploading an XML file (batch payment). Batch payment XML files can be created with the Multipay Tool.
- Download the confirmation after successful transmission of the debit order

Account History

- View and search for fee payments that were rejected when uploading a batch payment (fee not valid for the EP application concerned)
- View and search for transactions from 1 January 2002 onwards (except for transactions within the last 90 days)
- Download an account statement for an individual time period (except for transactions within the last 90 days)
- Download all account statements available (statements are generated on the 15th and on the last day of a month)

2.1. Using tools and functions

The toolbar and the sidebar provide access to the Online Fee Payment functions. Depending on the page you are viewing, you will see different icons. In addition to the icons in the toolbar, some functions are also accessible via buttons in the lower part of the screen.

You can perform the following tasks:

Icon	Actions
 PDF	<ul style="list-style-type: none"> Download the currently viewed data as a PDF file, e.g. list of pending orders Download confirmation of the most recently completed process as a PDF file, e.g. the confirmation of setting up a new debit order Download an account statement for an individual period of time as a PDF file (select Deposit Account - Transactions or Account History - Transactions)
 Download	<ul style="list-style-type: none"> Download the currently viewed data as an XML file, e.g. list of pending orders Download confirmation of the most recently completed process as an XML file, e.g. the confirmation of a single payment
 Account State- ment as PDF	<ul style="list-style-type: none"> Download the current account statement as a PDF file

Icon	Actions
 New payment	Create a new single payment or batch payment
 Edit amounts	Edit the fee amounts in a single payment
 New order	Create a new automatic debit order This service is available Monday to Friday, from 08.00 to 18.00 hrs CET. Outside the EPO's business hours, the icon is disabled.
 Revoke order	Revoke an automatic debit order This service is available Monday to Friday, from 08.00 to 18.00 hrs CET. Outside the EPO's business hours, the icon is disabled.
 Continue	Go to the next step in a process
 Back	Go back to the previous step in a process
 Confirm	Confirm the last step in a process to complete it
 Back to overview	Go back to the overview after completing a process
 Preferences	Change your preferences for the current page
 Help	Open the online help in a new browser window

2.2. Searching for data

The search function in Online Fee Payment allows you to filter the list of data you are currently viewing. For instance, you can search for a specific amount in the transactions on the [Deposit Account](#) page (p. 13) or a specific application for which fees are due on the [Payment Plan](#) page (p. 16).

Entering search criteria

The search mask provides different input fields depending on the data you are viewing.

- Enter your search criteria and click [Search](#).
- To delete the search criteria, click [Reset](#).

The more search criteria you enter, the fewer items will be found, for example:

- If you enter **033** in the [Code](#) field, the search result will display all items where the fee code is **033**.

If you enter the fee code **033** and the period from **01.10.2016** to **16.10.2016**, the search result will display only items with the fee code **033** from the period from **01.10.2016** to **16.10.2016**.

- The **pending orders balance for selected period** is recalculated for the current search results.

Schedule of Fees	Fee Payment	Mailbox	Administration				
Overview	Deposit Account	Payment Plan	Payment	Account History			
 Account Statement as PDF 280000xx 28490000 Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland Account holder: NanoSwiss S.A.R.L. Transactions 36 / 28.130,89 + Pending orders 15 / 9.789,10 +	<div style="text-align: right;">   Preferences Help </div> Pending orders / account 28490000 Items 1-10 of 10 Period from: <input type="text" value="01.10.2016"/> to: <input type="text" value="16.10.2016"/> European patent No.: <input type="text"/> Code: <input type="text" value="033"/> Amount: <input type="text"/> Application No.: <input type="text"/> Procedure: <input type="text"/> Reference: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>						
Balance at 07.10.2016 in EUR: 30.250,56 - Pending orders balance at 31.10.2016 in EUR: 9.789,10 + Pending orders balance for selected period in EUR: 4.700,00 +							
Date	Fee code	Country code	Application No.	European patent No.	Procedure	Reference	Amount EUR
04.10.2016	033		EP2011001290		PCT		470,00 +
04.10.2016	033		EP2011050078		PCT		470,00 +
04.10.2016	033		EP2011052419		PCT		470,00 +
04.10.2016	033		EP2011052840		PCT		470,00 +
04.10.2016	033		EP2011052842		PCT		470,00 +
04.10.2016	033		EP2011056703		PCT		470,00 +
04.10.2016	033		EP2011056853		PCT		470,00 +
04.10.2016	033		EP2011057474		PCT		470,00 +
04.10.2016	033		EP2011057562		PCT		470,00 +
04.10.2016	033		EP2011058845		PCT		470,00 +

Figure 3: Example for search results when searching for pending orders by fee code in a specific period

Full text search

You can search for an individual term in the **Reference** field. The search result will show all items containing your search term, regardless at which position it is located in the text string.

Downloading search results

- To download the search results as a PDF file, click the **PDF** icon.



- To download the search results as an XML file, click the **Download** icon.



2.3. Entering application numbers

When you search the transactions or pending orders for a particular application, it is important to enter the application number correctly.

 In the **Application No.** field, do not enter any separator characters such as spaces, dots, slashes or dashes.

EP applications

- Enter the nine-digit application number without the dot before the check digit.
Example: *030760425* instead of *03076042.5*

PCT applications

- For international applications filed **on or after 01.01.2004**, use the new PCT number format *CCYYYYnnnnnn*: two-letter country code, four-digit year and six-digit serial number.
Example: *EP2004040206*
- For international applications filed **before 01.01.2004**, use the old PCT number format *CCYYnnnnn*: two-letter country code, two-digit year and five-digit serial number.
Example: *JP0312345*

PCT applications in the regional phase

- Enter the EP application number assigned on entry into the regional phase (Euro-PCT procedure) or the PCT application number of the international application.
Example: *027030510* or *US2015678900*

2.4. Setting preferences

You can set specific preferences for each page in Online Fee Payment.

Deposit Account	Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)
Payment Plan	Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)
Payment	Options for downloading PDF debit order confirmations <ul style="list-style-type: none"> • List confirmation • Individual confirmations • PDF per application
Account History	Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)
Schedule of Fees	Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)

Changing page settings

- To change the display settings for a page, click the **Preferences** icon.



Preferences

- Select the option you require.
→ To discard the changes and return to the relevant page, click **Don't save**.
→ To apply the new settings, click **Save**.

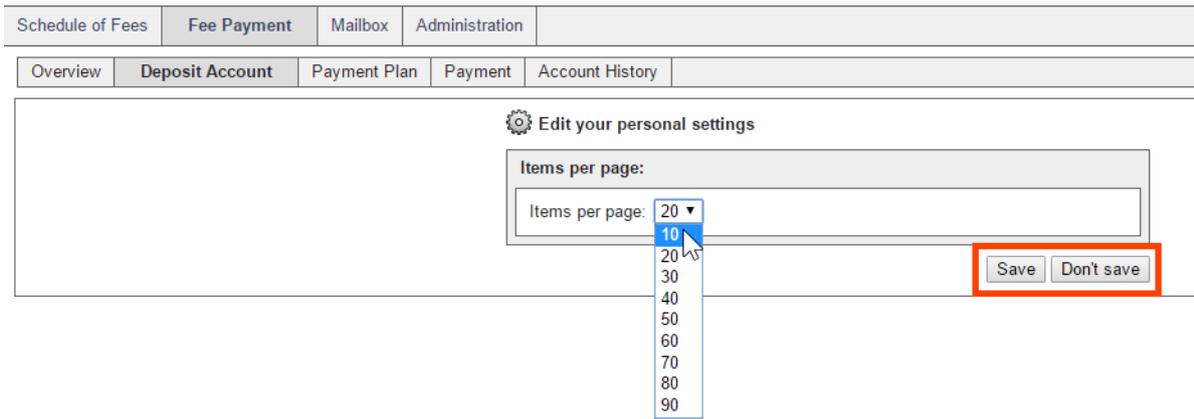


Figure 4: Options for the Deposit Account page

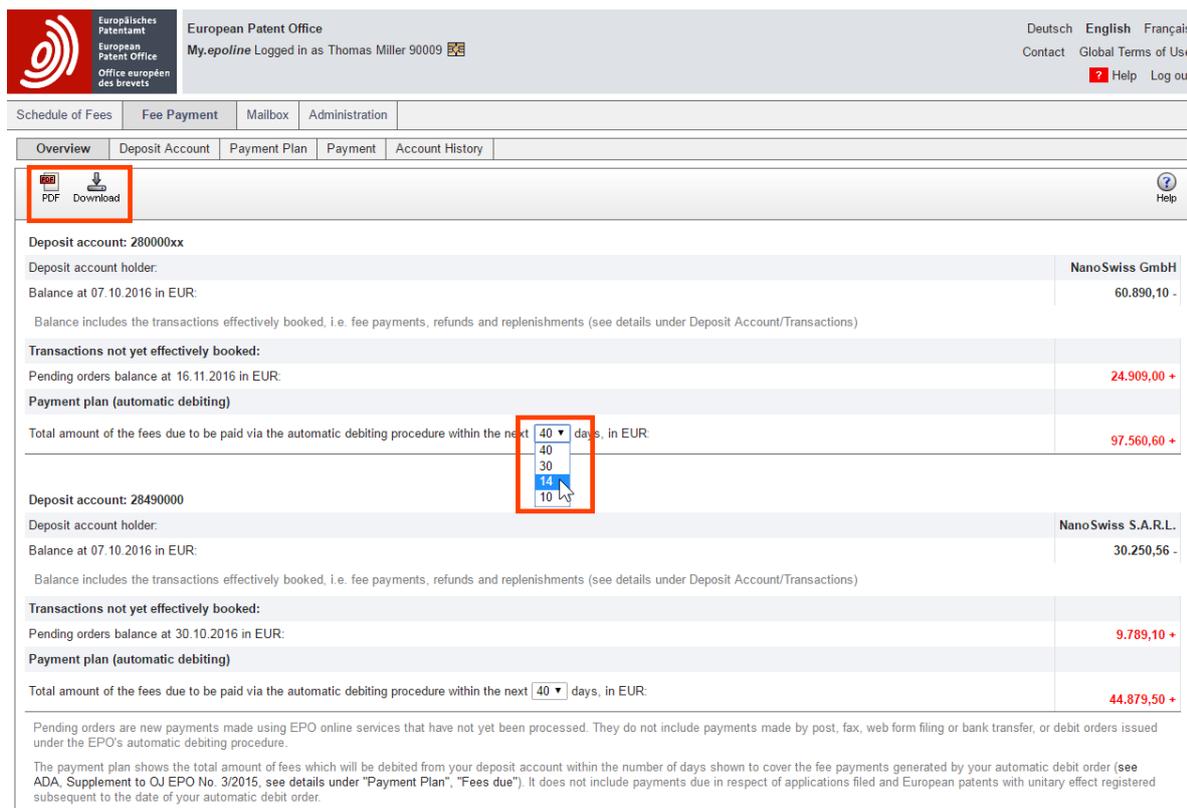
3. Overview

The **Overview** page provides a summary of the account information for all account numbers registered to your smart card.

- **Deposit account number**
- **Deposit account holder**
- **Balance** at the last booking day: includes the transactions effectively booked, i.e. fee payments, refunds and replenishments
- **Transactions not yet effectively booked**: pending orders balance at the current date
- **Payment plan (automatic debiting)**: total amount of the fees due to be paid via the automatic debiting procedure within the next 40 days.

 Please ensure that there are adequate funds in your account at the due date.

- To see the total due for automatic debiting for a shorter time period, set the number of days to **10**, **14** or **30** (the default is **40**).
- To download the overview as a PDF file, click the **PDF** icon in the toolbar. The downloaded PDF file contains the summary as it is shown on the screen.
- To download the overview as an XML file, click the **Download** icon in the toolbar. The downloaded XML file contains the summary data for each account, plus the details of all transactions, pending orders and fees due via the automatic debiting procedure.



The screenshot shows the EPO My.epoline interface. At the top, there is a navigation bar with the EPO logo and language options (Deutsch, English, Français). Below this is a menu with options like 'Schedule of Fees', 'Fee Payment', 'Mailbox', and 'Administration'. The main content area displays account information for two deposit accounts.

Account Number	Holder	Balance at 07.10.2016 in EUR	Transactions not yet effectively booked	Total amount of fees due within next X days in EUR
280000xx	NanoSwiss GmbH	60.890,10 -	24.909,00 +	97.560,60 + (40 days)
28490000	NanoSwiss S.A.R.L.	30.250,56 -	9.789,10 +	44.879,50 + (40 days)

The 'Total amount of fees due' row for each account includes a dropdown menu to select the number of days (40, 30, 14, 10). In the screenshot, the dropdown for the second account is open, showing the options 40, 30, 14, and 10, with 14 selected.

Figure 5: Overview with account data

Further information

- All amounts are indicated in EUR.
- A **red figure** with a plus sign (+) means that this amount has been debited from your account or is due ("debit").
- A **black figure** with a minus sign (-) means that this amount has been credited to your account ("credit").
- Only debit orders issued online are displayed. Online debit orders can be issued via the EPO's online services (Online Fee Payment, Online Filing or new online filing (CMS)) or the WIPO's online services (PCT-Safe or ePCT).
- Pending orders are new payments made via the EPO online services that have not yet been processed. They do not include bank transfer, or debit orders issued under the EPO's automatic debiting procedure.
- The payment plan shows the total amount of fees that will be debited from your deposit account within the number of days shown to cover the fee payments generated by your automatic debit order (see [Arrangements for deposit accounts \(ADA\)](#) and their annexes: [Supplementary publication 5](#) <http://www.epo.org/law-practice/legal-texts/official-journal/2017/etc/se5.html>).
- It does not include payments due in respect of applications filed and European patents with unitary effect registered subsequent to the date of your automatic debit order.

4. Deposit Account

On the [Deposit Account](#) page, you can view the transactions booked in the last 90 days and the current pending orders for each of your accounts.

- In the [Transactions](#) view (p. 13), you can search specific transactions and download an account statement for an individual period of time.
- In the [Pending orders](#) view (p. 15), you can monitor the amounts to be debited by the EPO and check whether your account balance will be sufficient on the booking day.
- In both views, the [Account Statement as PDF](#) icon allows you to download the current account statement for all bookings in the preceding two-week period starting on either the 1st or, if applicable, the 15th of the current month. You can download account statements from earlier periods under [Account statements](#) (p. 40) on the [Account History](#) page.

The [Transactions](#) view is displayed by default the first time you open the [Deposit Account](#) page after logging on.

The sidebar shows your account numbers listed in ascending order. The currently selected account is highlighted with a light blue background. Below your own company information, you can see the name of the corresponding account holder and a summary of all transactions and pending orders. Like the account numbers, the currently selected view is highlighted.

- To switch to another account, click the relevant account number in the sidebar. The page reloads and displays the corresponding data.
- To change view, click [Pending orders](#) or [Transactions](#) as appropriate. The page reloads and displays the relevant data for the selected account.

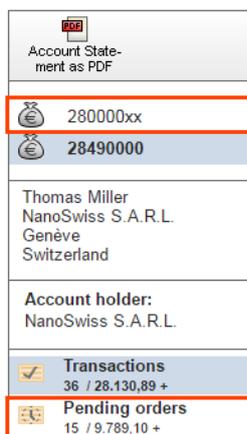


Figure 6: Sidebar on the Deposit Account page

4.1. Transactions

The [Transactions](#) view lists the transactions booked in the last 90 days for the selected deposit account number. You can view all earlier transactions in the [Transactions](#) view on the [Account History](#) page (p. 37).

This list contains the following information for each transaction:

Date	Date on which the transaction was effectively booked by the EPO
Voucher	Proof of transaction number
Fee code	Fee code (according to the schedule of fees) of the fee paid
Application No.	EP or PCT application number of the application concerned
European patent No.	Number of the European patent with unitary effect, if applicable
Procedure	The procedure of the application/patent concerned
Filed via	The mode of filing used for the transaction
Reference	Your internal file reference for this transaction
Amount EUR	Fees paid (+) or refunded (-)

You can limit the number of transactions displayed by entering a specific date range or individual search criteria.

- To select a specific period of time, enter the start and end date (**Period from ... to**) and click **Search**.

The filtered list is displayed, and the balance at the end of the selected period is shown above it on the right.

- To create and download an account statement for the selected data, click the PDF icon.



Schedule of Fees	Fee Payment	Mailbox
Overview	Deposit Account	Payment Plan
	Payment	Account History

PDF
Download

Preferences
 Help

Transactions / account 28000xxx
Items 1-6 of 6

Period from: 01.09.2016 to: 10.09.2016

Application No.:

Procedure:

Code:

Reference:

Amount:

Filed via:

Balance at 07.10.2016 in EUR: 30.250,56 -

Pending orders balance at 31.10.2016 in EUR: 9.789,10 +

Balance for selected period 10.09.2016 in EUR: 18.760,32 -

Date	Voucher	Fee code	Application No.	European patent No.	Procedure	Filed via	Reference	Amount EUR
10.09.2016	0188570	420	138360300		EP	OLF	TEST VAPT4	468,75 -
10.09.2016	0188570	421	138360300		EP	OLF	TEST VAPT4	1.410,00 -
10.09.2016	0188569	420	138456256		EP	OLF	TEST VAPT	273,00 -
10.09.2016	0188569	421	138456256		EP	OLF	TEST VAPT	120,00 +
10.09.2016	0188571	420	138581921		EP	OLF	TEST VAPT3	1.300,00 +
10.09.2016	0188571	450	138581921		EP	OLF	TEST VAPT3	45.000,00 -

Figure 7: Example of transactions

4.2. Pending orders

The **Pending orders** view lists the pending orders for the selected deposit account number. The list only includes debit orders that were issued online. A plus sign (+) stands for debit, a minus sign (-) for credit.

This list contains the following information for each debit order:

Date	Date of submission of the debit order, or, if applicable, deferred execution date indicated when creating a payment online
Fee code	Fee code (according to the schedule of fees) of the fee due
Country code	Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to European patent applications filed prior to 1 April 2009)
Application No.	EP or PCT application number of the application concerned
European patent No.	Number of the European patent with unitary effect, if applicable
Procedure	The procedure of the application/patent concerned
Reference	Your internal file reference for this debit order
Amount EUR	Amount to be debited (+) or credited (-)

Schedule of Fees	Fee Payment	Mailbox	Administration																																																																																								
Overview	Deposit Account	Payment Plan	Payment																																																																																								
Account History																																																																																											
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>Account Statement as PDF</p> <p>280000xx</p> <p>28490000</p> <p>Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland</p> <p>Account holder: NanoSwiss S.A.R.L.</p> <p>Transactions 36 / 28.130,89 +</p> <p>Pending orders 15 / 9.789,10 +</p> </div> <div> <p>PDF Download</p> <p>Pending orders / account 28490000</p> <p>Items 1-10 of 14</p> <p>Period from: 15.10.2016 to: 31.10.2016</p> <p>Application No.: <input type="text"/></p> <p>Procedure: <input type="text"/></p> <p>Reference: <input type="text"/></p> <p>Search <input type="button" value="Reset"/></p> <p>Balance at 07.10.2016 in EUR: 30.250,56 -</p> <p>Pending orders balance at 31.10.2016 in EUR: 9.789,10 +</p> <p>Pending orders balance for selected period in EUR: 5.295,00 +</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Fee code</th> <th>Country code</th> <th>Application No.</th> <th>European patent No.</th> <th>Procedure</th> <th>Reference</th> <th>Amount EUR</th> </tr> </thead> <tbody> <tr><td>31.10.2016</td><td>001</td><td></td><td>EP2008003224</td><td></td><td>PCT</td><td>Date Test 2</td><td>120,00 +</td></tr> <tr><td>31.10.2016</td><td>001</td><td></td><td>EP2008003300</td><td></td><td>PCT</td><td>Date Test 2</td><td>120,00 +</td></tr> <tr><td>31.10.2016</td><td>002</td><td></td><td>EP2008003224</td><td></td><td>PCT</td><td>date test 3</td><td>1.300,00 +</td></tr> <tr><td>31.10.2016</td><td>002</td><td></td><td>EP2008003300</td><td></td><td>PCT</td><td>date test 3</td><td>1.300,00 +</td></tr> <tr><td>31.10.2016</td><td>005</td><td></td><td>EP2008003224</td><td></td><td>PCT</td><td>Date Test 2</td><td>585,00 +</td></tr> <tr><td>31.10.2016</td><td>005</td><td></td><td>EP2008003300</td><td></td><td>PCT</td><td>Date Test 2</td><td>585,00 +</td></tr> <tr><td>31.10.2016</td><td>001</td><td></td><td>030760425</td><td></td><td>EP</td><td>date test 2</td><td>120,00 +</td></tr> <tr><td>31.10.2016</td><td>001</td><td></td><td>030760800</td><td></td><td>EP</td><td>date test 2</td><td>120,00 +</td></tr> <tr><td>31.10.2016</td><td>019</td><td></td><td>030760425</td><td></td><td>EP</td><td>date test 5</td><td>130,00 +</td></tr> <tr><td>31.10.2016</td><td>019</td><td></td><td>030760800</td><td></td><td>EP</td><td>date test 5</td><td>130,00 +</td></tr> </tbody> </table> <p>Page: 1 2 ▶ ⌂</p> <p>The above list comprises only debit orders issued online. (Symbols used: "-" stands for credit, "+" for debit)</p> </div> <div style="text-align: right;"> <p>Preferences Help</p> </div> </div>				Date	Fee code	Country code	Application No.	European patent No.	Procedure	Reference	Amount EUR	31.10.2016	001		EP2008003224		PCT	Date Test 2	120,00 +	31.10.2016	001		EP2008003300		PCT	Date Test 2	120,00 +	31.10.2016	002		EP2008003224		PCT	date test 3	1.300,00 +	31.10.2016	002		EP2008003300		PCT	date test 3	1.300,00 +	31.10.2016	005		EP2008003224		PCT	Date Test 2	585,00 +	31.10.2016	005		EP2008003300		PCT	Date Test 2	585,00 +	31.10.2016	001		030760425		EP	date test 2	120,00 +	31.10.2016	001		030760800		EP	date test 2	120,00 +	31.10.2016	019		030760425		EP	date test 5	130,00 +	31.10.2016	019		030760800		EP	date test 5	130,00 +
Date	Fee code	Country code	Application No.	European patent No.	Procedure	Reference	Amount EUR																																																																																				
31.10.2016	001		EP2008003224		PCT	Date Test 2	120,00 +																																																																																				
31.10.2016	001		EP2008003300		PCT	Date Test 2	120,00 +																																																																																				
31.10.2016	002		EP2008003224		PCT	date test 3	1.300,00 +																																																																																				
31.10.2016	002		EP2008003300		PCT	date test 3	1.300,00 +																																																																																				
31.10.2016	005		EP2008003224		PCT	Date Test 2	585,00 +																																																																																				
31.10.2016	005		EP2008003300		PCT	Date Test 2	585,00 +																																																																																				
31.10.2016	001		030760425		EP	date test 2	120,00 +																																																																																				
31.10.2016	001		030760800		EP	date test 2	120,00 +																																																																																				
31.10.2016	019		030760425		EP	date test 5	130,00 +																																																																																				
31.10.2016	019		030760800		EP	date test 5	130,00 +																																																																																				

Figure 8: Example of pending orders

5. Payment Plan

The **Payment Plan** shows all applications covered by the automatic debiting procedure and the fees due by automatic debiting within the next 40 days.

- In the **Automatic Debit** view, (p. 16) you can check the status of your automatic debit orders, issue new automatic debit orders for individual applications and revoke them.
- In the **Fees due** view (p. 22), you can search for specific fees or select fees that are due in a particular period of time. This helps you to plan when to transfer money to your EPO deposit account.

The **Automatic Debit** view is displayed by default the first time you open the **Payment Plan** page after logging on.

- To switch to another account, click the relevant account number in the sidebar. The page reloads and displays the corresponding data.
- To change view, click **Automatic Debit** or **Fees due** as appropriate. The page reloads and displays the relevant data for the selected account.

	280000xx
	28490000
Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland	
Account holder: NanoSwiss S.A.R.L.	
	Automatic Debit 86 Applications / patents
	Fees due 61 / 44.879,50 +

Figure 9: Sidebar on the Payment Plan page

 Please make sure to replenish your EPO deposit account(s) in good time, so the fees due can be automatically debited. For more information about the automatic debiting procedure, please refer to the **Arrangements for deposit accounts (ADA)** and their annexes: **Supplementary publication 5** (<http://www.epo.org/law-practice/legal-texts/official-journal/2017/etc/se5.html>).

5.1. Automatic Debit

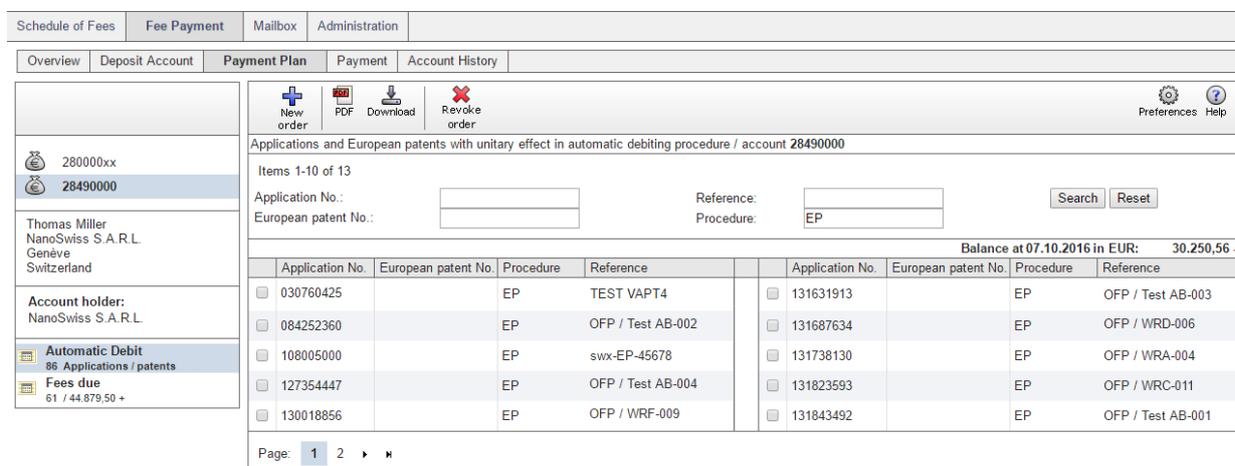
The **Automatic Debit** view provides a list of all applications for which you issued an automatic debit order via the EPO's online services.

Active automatic debit orders are displayed in regular black letters and have a check box in the first column. If an automatic debit order is not active, its status is indicated as follows:

 108005000	your new automatic debit order is currently being processed by the EPO
108005000	your automatic debit order was revoked
 108005000	there is a problem with your automatic debit order, please contact EPO Customer Support

The list contains the following information for each automatic debit order:

Application No.	EP or PCT application number of the application concerned
European patent No.	Number of the European patent with unitary effect, if applicable
Procedure	The procedure of the application/patent concerned
Reference	Your internal file reference for this automatic debit order



The screenshot shows the 'Payment Plan' section of the EPO online fee payment interface. It includes a sidebar with account information for Thomas Miller NanoSwiss S.A.R.L. and a main area displaying a list of automatic debit orders. The list has columns for Application No., European patent No., Procedure, and Reference. A search bar is also visible.

Application No.	European patent No.	Procedure	Reference
<input type="checkbox"/> 030760425		EP	TEST VAPT4
<input type="checkbox"/> 084252360		EP	OFF / Test AB-002
<input type="checkbox"/> 108005000		EP	swx-EP-45678
<input type="checkbox"/> 127354447		EP	OFF / Test AB-004
<input type="checkbox"/> 130018856		EP	OFF / WRF-009
<input type="checkbox"/> 131631913		EP	OFF / Test AB-003
<input type="checkbox"/> 131687634		EP	OFF / WRD-006
<input type="checkbox"/> 131738130		EP	OFF / WRA-004
<input type="checkbox"/> 131823593		EP	OFF / WRC-011
<input type="checkbox"/> 131843492		EP	OFF / Test AB-001

Figure 10: Example of automatic debit orders

5.1.1. Issuing a new automatic debit order

 Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

→ In the **Automatic Debit** view, click the **New order** icon.



In step 1, you select the account number and enter the application number. For more information on application number formats, see **Entering application numbers** (p. 8).

→ If applicable, change the account number.

By default, the account number you selected in the sidebar is used for the new order.

- Select the procedure: **EP** or **PCT** (**UP** is displayed for demonstration purposes only).
- Enter the application number.
 - If the selected procedure is **EP**, enter the eight-digit number into the first field and the check digit into the second field.
 - If the selected procedure is **PCT**, enter the two-letter country code into the first field, the four-digit year into the second field, and the six-digit serial number into the third field.
- To cancel the process, click **Back**.
- To proceed, click **Continue**.

Step 1: Select your account and enter the number of the application for which you wish to issue an automatic debit order.

Account No.: 28490000

Procedure:

- EP
- PCT
- UP

Application No.: 10800500 . 0

The European patent application number is to be provided when filing an automatic debit order for any fees in respect of the procedure before the EPO as designated/elected Office (European phase).
If the latter is not yet available to the applicant, an automatic debit order for the European phase can be filed on EPO Form 1200 or as a free text letter, by means of the EPO online filing tools, on paper or by fax.

Back Continue

Figure 11: Entering the application number for a new automatic debit order

Online Fee Payment validates the application number and retrieves your file reference from the dossier in the EPO's database. This can take a minute.

- If there is already an existing automatic debit order for this application number, you are notified by a message to that effect.
 - If there is no dossier under this application number, you will see an error message to that effect.
- To proceed, correct your application number and click **Continue**.

In step 2, you verify and confirm your data.

- Verify the application number and your reference.
- To correct your data, click **Back**.
- To confirm the automatic debit order and submit it to the EPO, click **Confirm**.

Step 2: Confirm that you wish to authorise the EPO to debit fees automatically.

The EPO is hereby authorised, under the Arrangements for the automatic debiting procedure, to debit from deposit account No. 28490000 any fees falling due in respect of application No. 108005000 on or after the date of receipt of this order.

Account No.: 28490000 - Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
Application No.: 108005000
Your reference: Na-7897-EP-AB

Back Confirm

Figure 12: Reviewing data and confirming the new automatic debit order

If the order was successfully transmitted, you will see confirmation to that effect.

 The EPO does not send any written confirmation of automatic debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

- To download the confirmation as a PDF file, click the **PDF** icon.
- To issue another automatic debit order, click the **New order** icon.
- To return to the **Automatic Debit** view and see the status of your orders, click **Back to overview**.

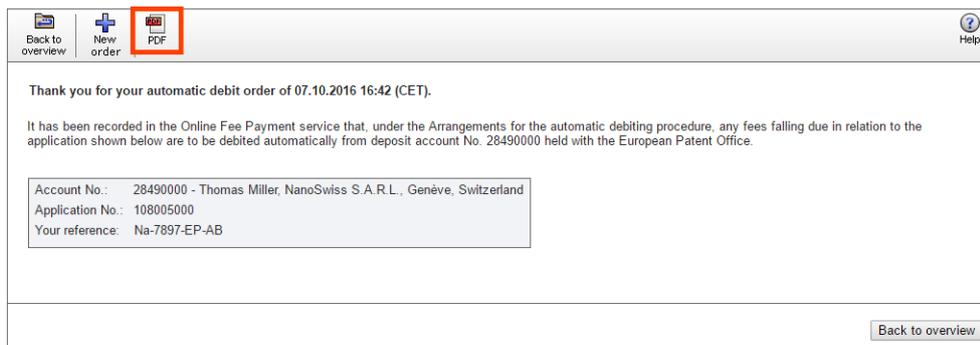


Figure 13: Downloading the PDF confirmation for the automatic debit order

The PDF file shows that your automatic debit order is recorded in the Online Fee Payment service.



Figure 14: Viewing the confirmation of the automatic debit order

In the **Payment Plan** page, your new automatic debit order is now visible in italics and is marked with a small hourglass. As soon as internal processing is finished (in about 10 minutes), the order will appear in regular type with a check box.

 108005000

5.1.2. Revoking automatic debit orders

i Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

You can revoke automatic debit orders individually or you can select multiple orders and revoke them in one single operation.

In step 1, you browse the list of active automatic debit orders to find the relevant items.

- In the **Automatic Debit** view, select the check boxes for all relevant applications.
- Click the **Revoke order** icon.

Applications and European patents with unitary effect in automatic debiting procedure / account 28490000

Items 1-10 of 13

Application No.: Reference: Search Reset

European patent No.: Procedure:

Balance at 13.09.2016 in EUR: 0,00 -

Application No.	European patent No.	Procedure	Reference	Application No.	European patent No.	Procedure	Reference
<input type="checkbox"/> 131632077		EP	LL1211	<input type="checkbox"/> 131631913		EP	OFF / Test AB-003
<input type="checkbox"/> 084252360		EP	OFF / Test AB-002	<input type="checkbox"/> 131687634		EP	OFF / WRD-006
<input checked="" type="checkbox"/> 108005000		EP	swx-EP-45678	<input type="checkbox"/> 131738130		EP	OFF / WRA-004
<input type="checkbox"/> 127354447		EP	OFF / Test AB-004	<input type="checkbox"/> 131823593		EP	OFF / WRC-011
<input type="checkbox"/> 130018856		EP	OFF / WRF-009	<input type="checkbox"/> 131843492		EP	OFF / Test AB-001

Page: 1 2 »

Figure 15: Selecting the application numbers for revoking the associated automatic debit orders

In step 2, you verify and confirm your data.

- To correct your data, click **Back**.
- To confirm the revocation of the selected automatic debit orders, click **Confirm**.

Step 2: Confirm your instruction revoking the automatic debit order.

I/We hereby instruct the EPO to cease the automatic debiting of fees from deposit account No. 28490000 in respect of application or European patent No. with effect from the date of receipt of this instruction.

Account No.:	28490000 Thomas Müller, NanoSwiss S.A.R.L., Genève, Switzerland		
Application No.	European patent No.	Procedure	Reference
108005000		EP	P140388EP

The European patent with unitary effect number is to be provided when filing an automatic debit order for any fees regarding unitary patent protection. If the latter is not yet available to the applicant, an automatic debit order for the European phase can be filed on EPO Form 1200 or as a free text letter, by means of the EPO online filing tools, on paper or by fax.

Back Confirm

Figure 16: Verifying the data before confirming the revocation

If the revocation was successfully transmitted, you will see confirmation to that effect.

i The EPO will normally issue official confirmation that an automatic debit order has been revoked within about three days. However, we recommend that you save and/or print the confirmation now. You can only save the confirmation at this stage and you cannot access it again later.

- To download the confirmation as a PDF file, click the **PDF** icon.

→ To return to the **Automatic Debit** view and see the status of your orders, click **Back to overview**.

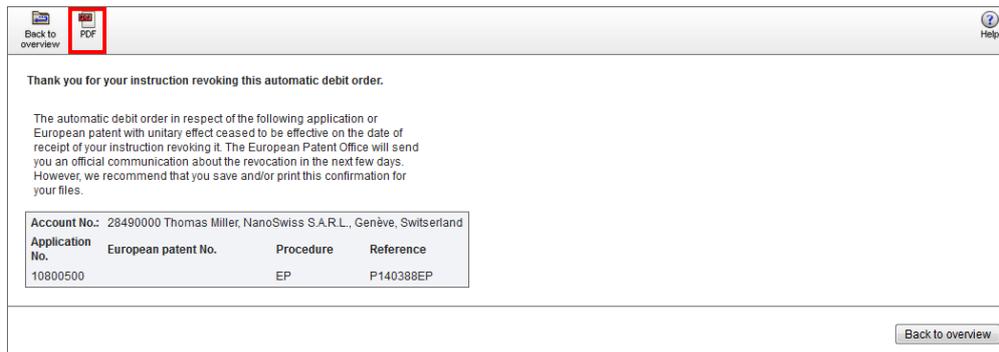


Figure 17: Downloading the confirmation of an automatic debit order's revocation

The PDF file shows that your instruction to revoke this automatic debit order has been received by the EPO.

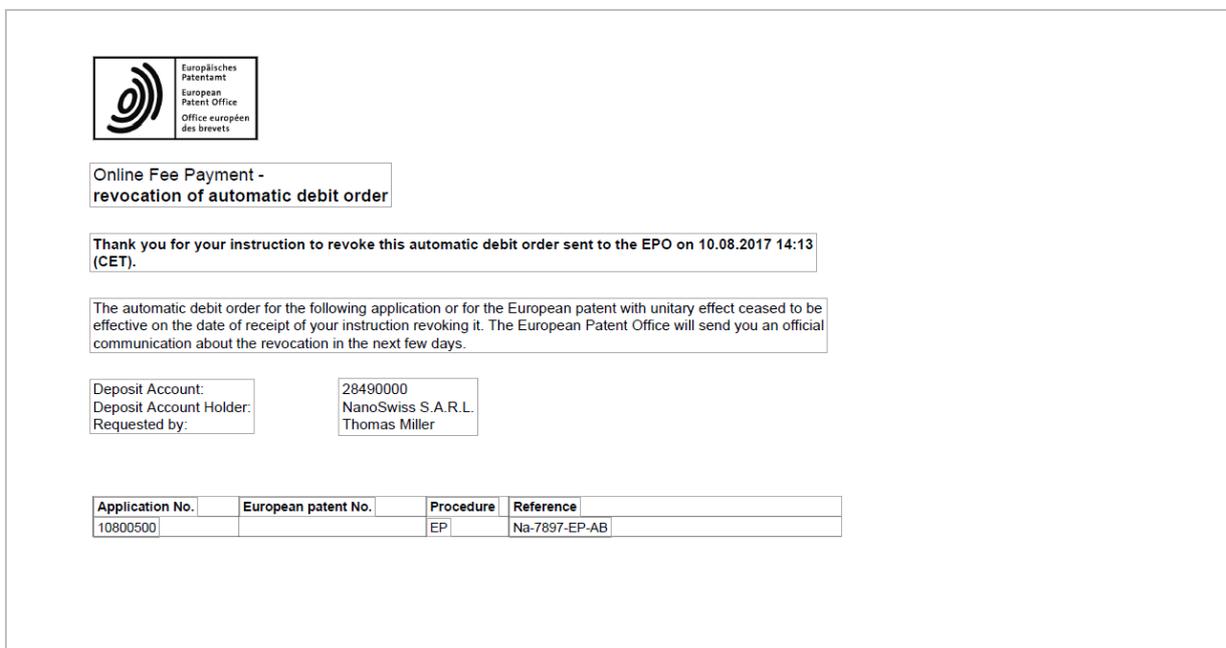


Figure 18: Viewing the PDF confirmation of an automatic debit order's revocation

In the **Payment Plan** page, the automatic debit orders marked for revocation are now displayed in strikethrough. They will disappear from the list when internal processing is finished (in about 10 minutes).

~~108005000~~

5.2. Fees due

The **Fees due** view shows a list of all fees that are due within the next 40 days for applications covered by the automatic debiting procedure. Check your deposit account at regular intervals to make sure there are adequate funds at the relevant due dates.

This list contains the following information for each fee:

Due date	Date on which the debit order will be booked by the EPO, provided that there are sufficient funds in the account
Fee code	Fee code (according to the schedule of fees) of the fee due
Country code	Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to European patent applications filed prior to 1 April 2009)
Application No.	EP or PCT number of the application for which automatic debiting has been requested
European patent No.	Number of the European patent with unitary effect, if applicable
Procedure	The procedure of the application/patent concerned
Reference	Your internal file reference for this automatic debit order
Amount EUR	Amount to be debited (+) or credited (-)

You can display the fees due in a specific period:

- Enter the start and end date of the period you want (**Period from ...to**).
- Click **Search**.

The total amount of fees due in the selected period is displayed above the results list.

Schedule of Fees	Fee Payment	Mailbox	Administration				
Overview	Deposit Account	Payment Plan	Payment Account History				
PDF Download		Preferences Help					
Fees due / account 28490000 Items 1-10 of 15 Period from: <input type="text" value="15.10.2016"/> to: <input type="text" value="30.10.2016"/>							
Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland		Application No.: <input type="text"/> Procedure: <input type="text"/> Reference: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>					
Account holder: NanoSwiss S.A.R.L.							
Automatic Debit 85 Applications / patents Fees due 61 / 44.879,50 +							
Automatic Debiting Procedure, fees due for period selected in EUR: 11.167,00 +							
Due date	Fee code	Country code	Application No.	European patent No.	Procedure	Reference	Amount EUR
19.10.2016	003		EP2015050181		PCT	OF test 0245	1.875,00 +
19.10.2016	019		EP2015050181		PCT	OF test 0245	130,00 +
19.10.2016	003		EP2015050186		PCT	OF test 0250	1.875,00 +
19.10.2016	019		EP2015050186		PCT	OF test 0250	130,00 +
19.10.2016	225		EP2015050186		PCT	OF test 0250	1.094,00 +
19.10.2016	318		EP2015050186		PCT	OF test 0250	165,00 -
24.10.2016	003		EP2015050198		PCT	OF test 0261	1.875,00 +
24.10.2016	019		EP2015050198		PCT	OF test 0261	130,00 +
24.10.2016	222		EP2015050198		PCT	OF test 0261	360,00 +
24.10.2016	225		EP2015050198		PCT	OF test 0261	1.094,00 +
Page: 1 2 ▶ »							

Figure 19: Example of fees due in a selected period

6. Payment

On the [Payment](#) page, you can create debit orders for the fees due for your applications with the EPO. You have two different options:

- **Single payment** (p. 24): Create a debit order for an individual application. Select the fees to be paid for this application and optionally enter a deferred execution date.
- **Batch payment** (p. 30): Upload an XML file with payment data for multiple applications. The XML file contains all fee codes to be paid for each application, plus the information on the deposit account and account holder. XML files for batch payment can be created with the Multipay Tool or other suitable software.

Online Fee Payment guides you through the process of creating a debit order step by step. Until you confirm the payment in the final step, you can go back and forth through the steps and correct your data as appropriate.

Before you create a new debit order in Online Fee Payment, please note the following important information.

Make sure there are sufficient funds in your account

- Before submitting a debit order (i.e. making a payment) you need to make sure your account is properly replenished.
- Note: If your account is not covered with enough funds, the same rules apply as for other methods of payment.
- Accounts cannot be replenished online, but only by bank transfer to the EPO's deposit account with the Commerzbank AG, Munich, Germany. For more information, please visit the EPO website and go to [Applying for a patent > Forms and fees > Making payments](#).

How to revoke a debit order transmitted by Online Fee Payment

- Debit orders (standard or deferred execution) are revocable only up to 00.00 hrs CET on the date of submission.
- Debit orders cannot be revoked online (exception: payments made via automatic debit orders). Instead, you can use the contact under [Home > Service & support > contact us > Write to Customer Services](#). Select in the field Topic "Fee payment" and in the field Subject "Revocation of debit order".
- Alternative, you can send a fax or e-mail to:
Treasury and Accounting
Fax: +49 89 2399-4465
e-mail: support@epo.org
- Revocations may be sent via e-mail: please create your signed letter of revocation and attach it to the e-mail message.

When will the debit order be booked by the EPO?

- Although it takes a couple of days for money to be processed from your deposit account to the EPO, the legal date of payment is deemed to be the date of submission,

i.e. the date printed on the confirmation of receipt of your online debit order generated by the Online Fee Payment system.

- Note: This is of course subject to there being sufficient funds in your account.
- Debit orders sent via Online Fee Payment are currently not booked in real time, but about two to three working days later. In the meantime, the orders can be found in [Pending orders](#) (p. 15).

Where does the new debit order appear in Online Fee Payment?

- Pending orders are visible immediately after you have submitted your debit order to the EPO. To search for the new debit order, go to [Deposit Account](#) and click [Pending orders](#) in the sidebar.
- Note: debit orders sent via Online Fee Payment are visible immediately, while debit orders sent via Online Filing are visible only after approximately 30 minutes.

6.1. Single payment

[Single payment](#) is the default option on the [Payment](#) page. All related input elements are arranged in the upper part of the screen.

6.1.1. Step 1: Select the account number and enter the application number

The first step in creating a new debit order is entering the account information, application number and reference.

- If applicable, change the account number.
By default, the account number you selected in the sidebar is used for the new order.
- Select the procedure: [EP](#) or [PCT](#) ([UP](#) is displayed for demonstration purposes only).
- Enter the application number.
 - If the selected procedure is [EP](#), enter the eight-digit number into the first field and the check digit into the second field.
 - Select the appropriate option for your EP application's filing date /your PCT application's date of entry into the European phase.

This information is used to apply the correct fee schedule.

Schedule of Fees | Fee Payment | Mailbox | Administration

Overview | Deposit Account | Payment Plan | **Payment** | Account History

Continue

Preferences Help

Step 1: Select your account and enter the number of the application / unitary patent for which you wish to pay fees, together with your reference.

Single payment

Account No.: 28490000

Procedure: EP
 PCT
 UP

Application No.: 10800500

Check this box if

Your EP application was filed / Your PCT application entered into the European phase on or after 1 April 2014.
 Your EP application was filed / Your PCT application entered into the European phase on or after 1 April 2009 but before 1 April 2014.
 Your EP application was filed / Your PCT application entered into the European phase before 1 April 2009.
 Fees for international phase (PCT only).
 Fees for unitary patent protection.

Figure 20: Entering the EP application number for a new single payment

- If the selected procedure is **PCT**, enter the two-letter country code into the first field, the four-digit year into the second field, and the six-digit serial number into the third field.

The option **Fees for international phase (PCT only)** is automatically selected and cannot be changed.

Continue

Preferences Help

Step 1: Select your account and enter the number of the application / unitary patent for which you wish to pay fees, together with your reference.

Single payment

Account No.: 28490000

Procedure: PCT
 EP
 UP

Application No.: EP 2015 123456

Check this box if

Your EP application was filed / Your PCT application entered into the European phase on or after 1 April 2014.
 Fees for international phase (PCT only).
 Your EP application was filed / Your PCT application entered into the European phase on or after 1 April 2009 but before 1 April 2014.
 Your EP application was filed / Your PCT application entered into the European phase before 1 April 2009.
 Fees for unitary patent protection.

Applicant name:

Figure 21: Entering the PCT application number for a new single payment

Optionally, you can enter a deferred execution date for your debit order. Note this important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a date later than the submission date. In this case, the payment date will be deemed to be the deferred execution date, provided that you have sufficient funds in your deposit account on that date.
- Please choose the deferred execution date option only if the fees are to be debited on a future date, as otherwise the default execution date is the date of receipt.
- The deferred execution date can be a maximum of 40 days in the future.

- To specify the **Deferred execution date**, click into the field to the right.
- Select the date from the calendar.

Applicant name:
Your reference:
Deferred execution date (optional):

Check this box if

October 2016

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a later date than the submission date. In this case, the payment date will be deemed to be the deferred execution date, provided that you have sufficient funds on your deposit account on that date.
- Please choose the deferred execution date option only if the fees are to be debited on a future date, as otherwise the default execution date is today.
- The deferred execution date can be a maximum of 40 days in the future.

Figure 22: Selecting the deferred execution date from the calendar

- Optionally, complete the fields **Applicant name** and **Your reference**.
- Click **Continue**.

Continue

Step 1: Select your account and enter the number of the application / unitary patent for which you wish to pay fees, together with your reference.

Single payment

Account No.: 28490000

Procedure: EP, PCT, UP

Application No.: EP 2015 123456

Check this box if

Applicant name: NanoSwiss S.A.R.L

Your reference: Nano-2015-89/tzu (max. 25 characters)

Deferred execution date (optional): 31/10/2016

Important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a later date than

Figure 23: The data for the single payment has been entered, proceed to step 2

6.1.2. Step 2: Select the fees to be paid

The grey box shows the data you entered in step 1.

- To go back to step 1 and correct your data, click **Back**.

By default, the fees frequently paid for the selected procedure are listed.

- If required, select another option from the **Show fee group** drop-down list.
- Select the check boxes for all fees you wish to pay.
 - You must select at least one fee.
 - Fees marked with a red asterisk (*) require further information which you must provide in the next step.

- Fees not applicable for your application cannot be selected.
- Specific fees are mutually exclusive. For example, only one of the reduction fee codes **316**, **318** or **319** can be selected.

→ Click **Continue**.

Step 2: Select the fees you would like to pay and edit them if necessary.

For fees marked (*) you will be asked to provide further information on reductions and quantities in the next step.

Please select at least one fee.

Account No.: 28490000 - Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
 Application No.: EP2015123456
 Applicant name: NanoSwiss S.A.R.L.
 Your reference: Nano-2015-89/tzu

Show fee group: PCT (EPO as Receiving Office)

Code	Description	Amount	EUR
<input type="checkbox"/> 003	Fee for an international search	1 875,00	+
<input checked="" type="checkbox"/> 013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	640,00	+
<input type="checkbox"/> 019	Transmittal fee for an international application	130,00	+
<input checked="" type="checkbox"/> 029	Certified copy of application, priority document *	50,00	+
<input type="checkbox"/> 063	Late payment fee (R. 16bis.2 PCT), maximum amount	547,00	+
<input type="checkbox"/> 222	PCT charge per sheet in excess of 30 *	12,00	+
<input type="checkbox"/> 225	International filing fee	1 094,00	+
<input type="checkbox"/> 316	PCT Web-form filing reduction	83,00	-
<input checked="" type="checkbox"/> 318	PCT - PDF reduction	165,00	-
<input type="checkbox"/> 319	PCT - XML reduction	247,00	-

Figure 24: Selecting the fees to be paid

6.1.3. Step 2a: Provide further information for selected fee(s)

If you selected a fee requiring further information (marked by a red asterisk) in step 2, step 2a presents you with specific input fields, options or check boxes for the selected fee. Otherwise, you are immediately directed to step 3.

- To go back to step 2 and correct your fee selection, click **Back**.
- If your selection is correct, enter the required information for the fees concerned.
- To proceed, click **Continue**.

Step 2: Provide further information for selected fee(s).

You have selected fees for which further information is required. Please provide this information below.

All fields are mandatory.

Account No.: 28490000 - Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
 Application No.: EP2015123456
 Applicant name: NanoSwiss S.A.R.L.
 Your reference: Nano-2015-89/tzu

029 - Certified copy of application, priority document	3	priority document(s)
--	---	----------------------

Back Continue

Figure 25: Entering further information for selected fees

6.1.4. Step 3: Verify and confirm your payment data

The grey box shows the data you entered in step 1. Above the box, you can read the confirmation of your debit order with the total amount of fees to be paid. Below, you can see the list of fees selected in step 2 with their corresponding amounts, if applicable based on the additional information you entered in step 2a.

→ To go back to step 2 and correct your data, click **Back**.

i You cannot go back to step 2a from step 3. If you do not want to change the fee selection, but only the additional information for a fee, click **Continue** in step 2 to proceed to step 2a.

→ To confirm the data and submit the debit order to the EPO, click **Confirm**.

Step 3: Confirm your payment.

The EPO is hereby authorised to debit from deposit account No. 28490000 a total of EUR 625,00 in respect of the following fee(s) for application No. EP2015123456. The debit order will be executed on 31.10.2016.

Account No.: 28490000 - Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
 Application No.: EP2015123456
 Applicant name: NanoSwiss S.A.R.L.
 Your reference: Nano-2015-89/tzu

Code	Description	Reduction	Quantity	Amount EUR
013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	none		640,00 +
029	Certified copy of application, priority document	none	3	150,00 +
318	PCT - PDF reduction	none		165,00 -
3 fee(s) selected				Total amount in EUR: 625,00

Edit amounts Back Confirm

Figure 26: Verifying the data before confirming the payment

6.1.5. Step 3a: Edit fee amounts

In some cases, you may need to edit the fee amounts for specific fees.

- To activate the fees for editing, click **Edit amounts** in step 3.
- Modify the fee amounts as appropriate.
- To discard the new amounts and return to step 3, click **Undo edit**.
- To change the fee selection and return to step 2, click **Back**.
- To save the new amounts and return to step 3, click **Continue**.

Schedule of Fees	Fee Payment	Mailbox
Overview	Deposit Account	Payment Plan
Payment	Account History	

Back
Continue
Undo Edit

Preferences
Help

Step 3a: Edit amounts.

Account No.: 28000001 - Hans Schim van der Loeff, Einstein Ltd, Rijswijk, Netherlands
 Application No.: EP2016054189
 Applicant name:
 Your reference:

Code	Description	Amount EUR
013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	640,00
029	Certified copy of application, priority document	100,00
318	PCT - PDF reduction	165,00

3 fee(s) selected. Total amount in EUR: 575,00

Undo edit
Back
Continue

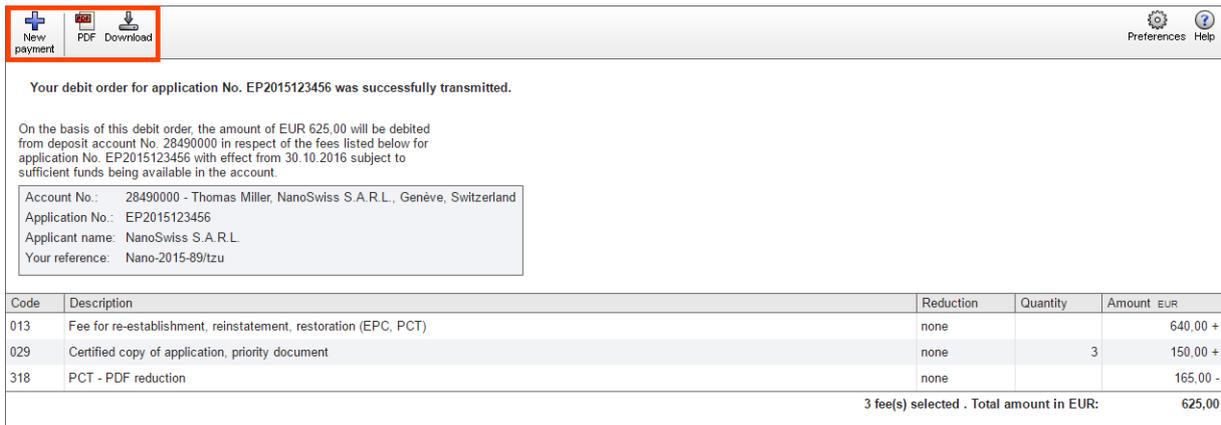
Figure 27: Editing the fee amounts

6.1.6. Downloading the debit order confirmation

After successful transmission, you will see a summary of your debit order.

i The EPO does not send any written confirmation of debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

- To create another single payment or to upload an XML file for a batch payment, click the **New payment** icon.
- To download the debit order confirmation as a PDF file, click the **PDF** icon.
- To download the debit order confirmation as an XML file, click the **Download** icon.



Your debit order for application No. EP2015123456 was successfully transmitted.

On the basis of this debit order, the amount of EUR 625,00 will be debited from deposit account No. 28490000 in respect of the fees listed below for application No. EP2015123456 with effect from 30.10.2016 subject to sufficient funds being available in the account.

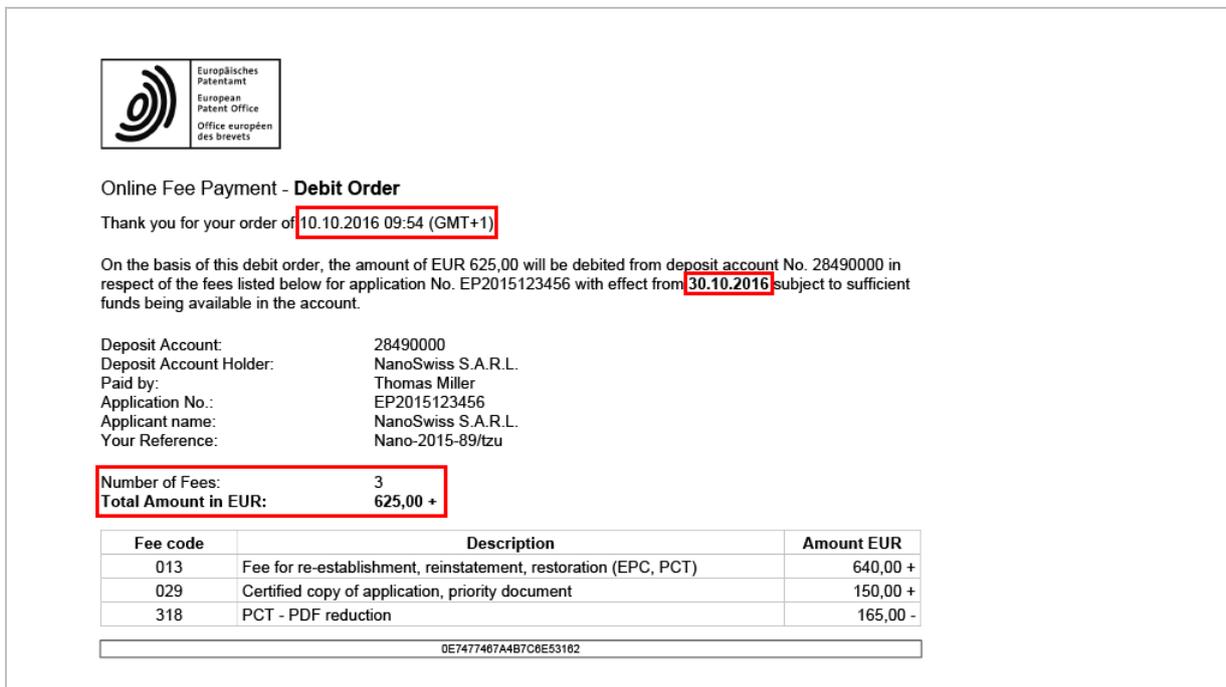
Account No.: 28490000 - Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
 Application No.: EP2015123456
 Applicant name: NanoSwiss S.A.R.L.
 Your reference: Nano-2015-89/tzu

Code	Description	Reduction	Quantity	Amount EUR
013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	none		640,00 +
029	Certified copy of application, priority document	none	3	150,00 +
318	PCT - PDF reduction	none		165,00 -
3 fee(s) selected . Total amount in EUR:				625,00

Figure 28: The debit order has been successfully transmitted

The PDF file shows a summary of the debit order with a list of all fees to be paid. The unique transaction code is at the bottom of the fee list.

If you entered a deferred execution date, it will appear in the text above the payment summary. If you did not enter a deferred execution date, the payment date will be identical to the date of submitting the debit order.



 Europäisches Patentamt
European Patent Office
Office européen des brevets

Online Fee Payment - **Debit Order**

Thank you for your order of **10.10.2016 09:54 (GMT+1)**

On the basis of this debit order, the amount of EUR 625,00 will be debited from deposit account No. 28490000 in respect of the fees listed below for application No. EP2015123456 with effect from **30.10.2016** subject to sufficient funds being available in the account.

Deposit Account: 28490000
 Deposit Account Holder: NanoSwiss S.A.R.L.
 Paid by: Thomas Miller
 Application No.: EP2015123456
 Applicant name: NanoSwiss S.A.R.L.
 Your Reference: Nano-2015-89/tzu

Number of Fees: 3
Total Amount in EUR: 625,00 +

Fee code	Description	Amount EUR
013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	640,00 +
029	Certified copy of application, priority document	150,00 +
318	PCT - PDF reduction	165,00 -

0E7477467A4B7C6E53162

Figure 29: Viewing the debit order confirmation as a PDF file

6.2. Batch payment

By uploading an XML file to the EPO's Online Fee Payment service, you create the debit orders for all applications and fees contained in this batch payment.

You can use the **Multipay Tool** to prepare batch payments for multiple applications. The tool generates an XML file with the payment and account information in offline mode. When you are logged on to Online Fee Payment, you can upload the XML file to create the debit orders for all applications and fees contained in the batch payment.

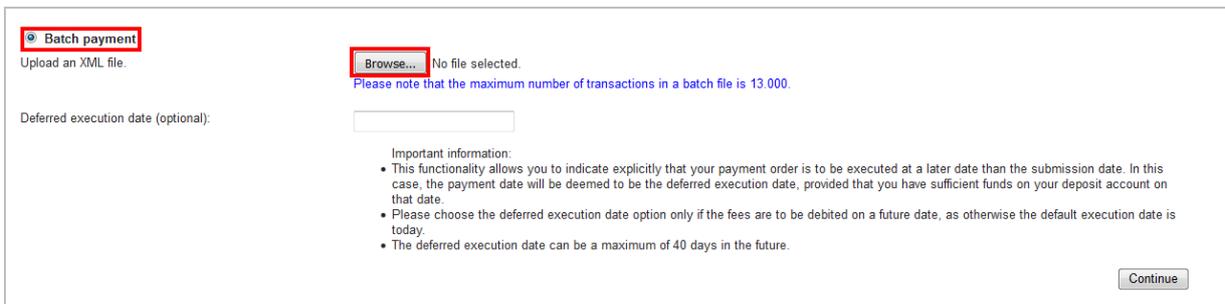
The Multipay Tool is available free of charge. You can download the software from the EPO website under **Applying for a patent > Online services > Paying fees online > Multipay Tool**. For detailed information on how to use the tool, refer to the online help or the user guide.

 Online Fee Payment accepts XML batch-payment files containing a maximum of 13 000 transactions, i.e. fees to be debited.

6.2.1. Step 1: Upload the XML file

Single payment is the default option on the **Payment** page. The input elements for **Batch payment** are arranged in the bottom part of the screen.

- To upload your XML file for a batch payment, select the **Batch payment** option.
- Click **Browse** (or **Choose file**, depending on the browser you are using).
- Navigate to the XML file on your computer and select it.



Batch payment

Upload an XML file.

Browse... No file selected.
Please note that the maximum number of transactions in a batch file is 13,000.

Deferred execution date (optional):

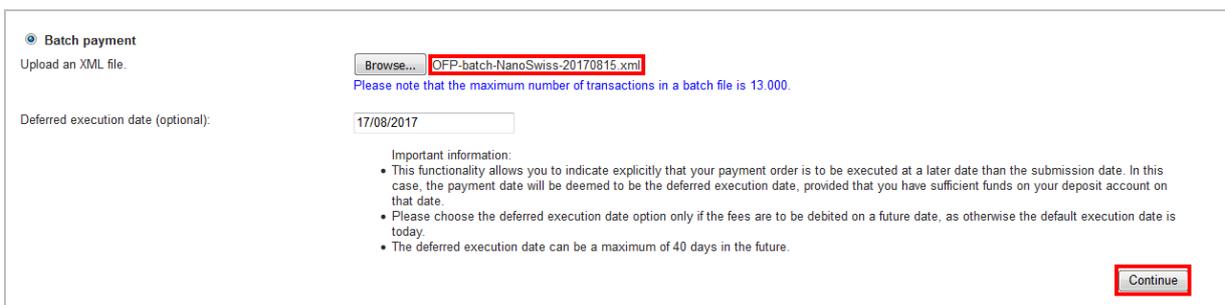
Important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a later date than the submission date. In this case, the payment date will be deemed to be the deferred execution date, provided that you have sufficient funds on your deposit account on that date.
- Please choose the deferred execution date option only if the fees are to be debited on a future date, as otherwise the default execution date is today.
- The deferred execution date can be a maximum of 40 days in the future.

Figure 30: Uploading the XML file for a batch payment

The file name (and the full path, if you are using Internet Explorer) is displayed.

- Optionally, you can enter a deferred execution date for your debit orders; see **Step 1: Select the account number and enter the application number** (p. 24) under **Single payment**.
- To proceed, click **Continue**.



Batch payment

Upload an XML file.

Browse... C:\FP-batch-NanoSwiss-20170815.xml
Please note that the maximum number of transactions in a batch file is 13,000.

Deferred execution date (optional):

Important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a later date than the submission date. In this case, the payment date will be deemed to be the deferred execution date, provided that you have sufficient funds on your deposit account on that date.
- Please choose the deferred execution date option only if the fees are to be debited on a future date, as otherwise the default execution date is today.
- The deferred execution date can be a maximum of 40 days in the future.

Figure 31: The XML file was successfully validated by Online Fee Payment

The XML file is uploaded to Online Fee Payment for validation. This can take up to five minutes, depending on the number of transactions in your batch payment.

Figure 32: The XML file is being validated by Online Fee Payment

The XML file will not be validated if

- the maximum number of transactions exceeds 13 000
- it contains incorrect data or
- it does not conform to the structure required by Online Fee Payment.

The validation process stops and an error message to that effect is displayed.

Figure 33: XML file validation failed

6.2.2. Step 2: Verify and confirm your batch payment data

In step 2, the grey box shows a summary of the data contained in your XML file. If Online Fee Payment has detected invalid fee payments, this summary also indicates the number and total amount of fees that will be rejected.

Checking for invalid fees to be rejected

During the validation process, Online Fee Payment checks your XML batch payment file for fees that are not payable. For example, if an EP application has been rejected or withdrawn, a renewal fee is not due. To avoid the extra work involved in processing double payments or refunds, these payments will be rejected if they are contained in a batch payment.

Online Fee Payment will reject any fee payment for a specific EP application number if one of the three following conditions is met:

- the application is **closed** ("dead") and a **renewal fee** (fee codes 033 to 050 or 093 to 110) is indicated
- the application is **closed** ("dead") and **registering of transfer** (fee code 022) is indicated
- the patent has been **granted** (with a **B1 publication** in the European patent bulletin) and a **renewal fee** (fee codes 033 to 050 or 093 to 110) is indicated.

All other fee payments contained in the XML file will be processed and booked. PCT application numbers are checked against the fee code. If the batch includes a PCT application number with a renewal fee, the batch payment transaction will be stopped and an error message will appear.

Confirming the batch payment

At this point, you can decide whether to cancel the upload altogether or to continue and have the valid fee payments processed by the EPO. Rejected fee payments are stored as evidence of the transaction; see **Rejected batch payments** (p. 38).

→ To correct your data, click **Back**.

This will remove the uploaded XML file and return you to the **Payment** page, from where you can start again.

Step 2: Confirm your batch payment.

The EPO is hereby authorised to debit from deposit account No. 28490000 a total of EUR 7,030 on the 15.03.2017

Account holder:	NanoSwiss S.A.R.L., Genève, Switzerland
Number of applications and European patents with unitary effect:	7
Reference:	17-ofp-Nano-001
Number of fees uploaded	13
Number of fees transmitted	7
Number of fees rejected	6
Total amount of fees uploaded in EUR:	9225.00
Total amount of fees transmitted in EUR:	7030.00
Total amount of fees rejected in EUR:	2195.00

Back Confirm

Figure 34: The batch payment contains a number of fees that will be rejected

If all fee payments in your XML file are valid, the number of rejected fees is 0 (zero) and the total amount of fees uploaded corresponds to the total amount of fees transmitted.

→ To confirm your batch payment and transmit it to the EPO, click **Confirm**.

Step 2: Confirm your batch payment.

The EPO is hereby authorised to debit from deposit account No. 28490000 a total of EUR 9,370 on the 15.03.2017

Account holder:	Thomas Miller, NanoSwiss S.A.R.L., Genève, Switzerland
Number of applications and European patents with unitary effect:	4
Reference:	17-ofp-Nano-002
Number of fees uploaded	10
Number of fees transmitted	10
Number of fees rejected	0
Total amount of fees uploaded in EUR:	9370.00
Total amount of fees transmitted in EUR:	9370.00
Total amount of fees rejected in EUR:	0

Back Confirm

Figure 35: Verifying the batch payment before confirming it

6.2.3. Downloading debit order confirmations as PDFs

After successful transmission, you will see a summary of the batch payment.

If Online Fee Payment rejects individual fee payments, the number and total amount of the fees concerned will be indicated. For more details, go to [Rejected batch payments](#) (p. 38) under [Account History](#).

The screenshot shows a confirmation message: "Your batch payment order was successfully transmitted." Below this, it states that EUR 7,030 will be debited from account No. 28490000. A red box highlights the text: "6 fee payment(s) from the batch amounting to EUR 2,195 has/have been rejected and will not be processed." Another red box highlights the instruction: "Details of rejected payments can be found in the Account History tab under Rejected batch payments in the sub-menu on the left." A table provides the following data:

Account holder:	NanoSwiss S.A.R.L., Genève, Switzerland
Number of fees uploaded	13
Number of fees transmitted	7
Number of fees rejected	6
Total amount of fees uploaded in EUR:	9225.00
Total amount of fees transmitted in EUR:	7030.00
Total amount of fees rejected in EUR:	2195.00

Figure 36: Information on rejected payments in the batch payment confirmation

i The EPO does not send any written confirmation of debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

- To upload another XML file or to create a new single payment, click the [New payment](#) icon.
- To download the debit order confirmation as a PDF file, click the [PDF](#) icon.
- To download the debit order confirmation as an XML file, click the [Download](#) icon.

The screenshot shows a confirmation message: "Your batch payment order was successfully transmitted." Below this, it states that EUR 9,370 will be debited from account No. 28490000. A red box highlights the text: "All fee payments have been processed." A table provides the following data:

Account holder:	NanoSwiss S.A.R.L., Genève, Switzerland
Number of fees uploaded	10
Number of fees transmitted	10
Number of fees rejected	0
Total amount of fees uploaded in EUR:	9370.00
Total amount of fees transmitted in EUR:	9370.00
Total amount of fees rejected in EUR:	0

Figure 37: The batch payment order was successfully transmitted

By default, the confirmation PDF file presents all applications with the corresponding fees in one continuous list.



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Online Fee Payment - Debit Order

Thank you for your order of 06.02.2017 16:50 (GMT+1)

On the basis of this debit order, the amount of EUR 9.370,00 will be debited from deposit account No. 28490000 in respect of the fees listed below with effect from 06.02.2017 subject to sufficient funds being available in the account.

Deposit Account: 28490000
 Deposit Account Holder: NanoSwiss S.A.R.L.
 Paid by: Thomas Miller

Batch reference: 17-ofp-Nano-002
 Number of applications: 4
 Total number of fees selected: 10
Total Amount in EUR: 9.370,00

Application No.: EP14398007.6
 Reference: Nano-005-01

Fee code	Description	Amount EUR
005	Designation fee - For all contracting States designated for applications filed on/after 01.04.2009	585,00 +
006	Examination fee - For applications filed on/after 01.07.2005	1.635,00 +
420	Validation fee for Morocco (MA)	240,00 +
450	Surcharge on the validation fee for Morocco (MA)	120,00 +

Application No.: EP14835232.1
 Reference: Nano-015-01

Fee code	Description	Amount EUR
015	Claims fee - For the 51st and each subsequent claim	1.990,00 +

Application No.: EP14800500.2
 Reference: Nano-999-01

Figure 38: Viewing the debit order confirmation as a list in a PDF file

- To change the output format for the PDF confirmation, click the **Preferences** icon. You can change the output format several times while you are still viewing the transmission confirmation in Online Fee Payment.
- Select the option you require:
 - **List confirmation (single pdf)**: The first page contains a header with the summary of the batch payment plus general payment and account information. If fee payments were rejected, the number and total amount of the fees concerned are indicated below the summary. The applications and the selected fees are displayed one after the other in a continuous list. There is one transaction code for all applications at the end of the PDF file.
 - **Individual confirmations (single pdf)**: The data for each application starts on a new page. The header contains a summary of the application concerned plus the general payment and account information. The fees for the application are listed below. There is an individual transaction code for each application at the end of each page in the PDF. If fee payments were rejected, the number and total amount of the fees concerned are indicated on a separate page at the end of the PDF file.
 - **PDF per application (multiple pdfs)**: The page layout is the same as in the individual confirmation, but you receive an individual PDF file for each

application, packed as a ZIP file. If fee payments were rejected, the number and total amount of the fees concerned are indicated in a separate PDF file.

→ To apply the settings and return to the transmission confirmation, click **Save**.

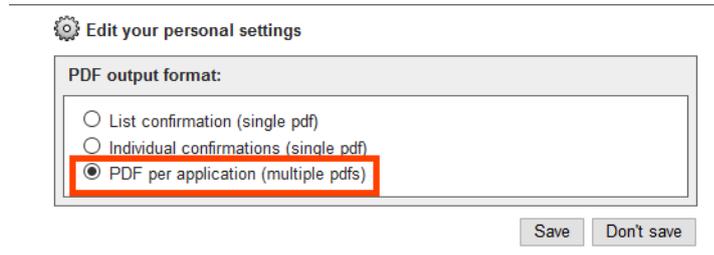


Figure 39: Changing the PDF output format for the debit order confirmation

The ZIP file contains a separate PDF file for each application. The PDF file name contains your account number and the application number of the application concerned.

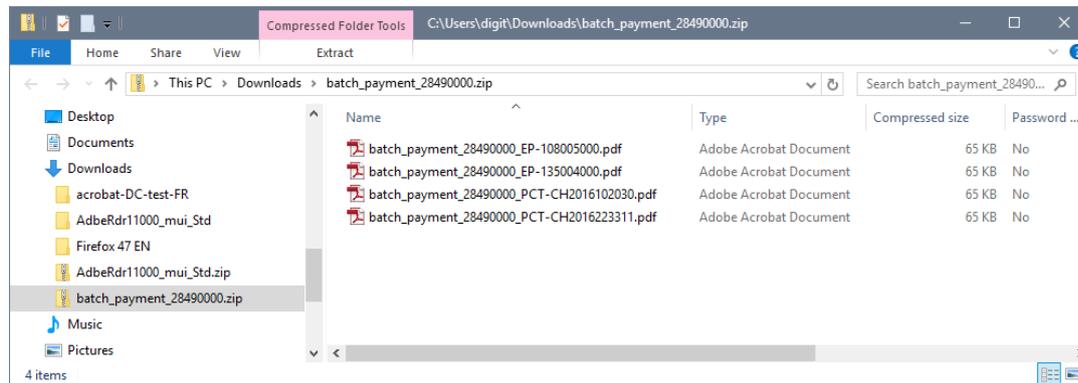


Figure 40: Viewing the downloaded ZIP file with individual PDFs per application

7. Account History

The **Account History** page contains an archive of all transactions and account statements from 1 January 2002 onwards (or since you opened your deposit account).

- In the **Rejected batch payments** view (p. 38), you can view and download details of fee payments that were rejected when you uploaded an XML batch payment file to Online Fee Payment.
- In the **Transactions** view (p. 39), you can view and search all transactions with the exception of data from the last 90 days. You can also create and download an account statement for an individual period (except the last 90 days). To see the transactions from the last 90 days, go to the **Transactions** view (p. 13) of the **Deposit Account** page.
- In the **Account statements** view (p. 40), you can retrieve your account statements from 1 January 2002 onwards. Account statements are issued twice a month: from the 1st to the 15th of every month and from the 16th to the end of the month.

The **Transactions** view is displayed by default the first time you open the **Account History** page after logging on.

- To switch to another account, click the relevant account number in the sidebar. The page reloads and displays the corresponding data.
- To change the view, click **Rejected batch payments**, **Transactions** or **Account statements** as appropriate.

The page reloads and displays the relevant data for the selected account.

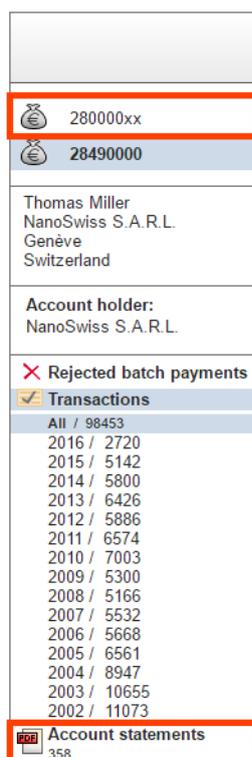


Figure 41: Sidebar on the Account History page

7.1. Rejected batch payments

The **Rejected batch payment** view contains a list of all EP application fee payments rejected by Online Fee Payment in the XML batch payment files you transmitted.

The list is sorted chronologically in descending order and starts with the rejected fee payments from the most recently transmitted batch payment.

Submission date	Date on which you transmitted the batch payment to the EPO via Online Fee Payment
Fee code	Fee code of the rejected fee payment
Application No.	EP application number of the application concerned
User reference	Your internal file reference for this transaction
Amount EUR	Fee amount that was rejected (+)
Rejection text	Reason why the fee payment was rejected

The **Rejection text** column indicates why the fee payment was not validated; see **Step 2: Verify and confirm your batch payment data** (p. 32). Two different rejection texts are used, one referring to renewal fees and the other to the fee for transfer of rights:

- Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no longer be validly paid to the EPO.
- Payment rejected: your application is dead. The fee for transfer of rights can no longer be validly paid to the EPO.

Occasionally, the status of your application may change after your fee payment's rejection, for example if the status was wrongly coded in the EPO's systems and is corrected later. This will reset the fee concerned as due. The data in the **Rejected batch payment** view serves as your evidence that you submitted the debit order in time, but the fee payment was rejected by Online Fee Payment.

- To view the rejected fee payments for a specific period of time, enter the start and end date (**Period from ... to**) and click **Search**.
- To download the search result, click the PDF icon.



PDF

Overview	Deposit Account	Payment Plan	Payment	Account History																																																																		
<div style="display: flex; justify-content: space-between;"> PDF Download </div>																																																																						
Account history - Rejected batch payments / account 28490000																																																																						
Items 1-10 of 14																																																																						
Period from: <input type="text" value="30.01.2017"/> to: <input type="text" value="06.02.2017"/> Application No.: <input type="text"/> Reference: <input type="text"/> See																																																																						
Code: <input type="text"/> Amount: <input type="text"/>																																																																						
<table border="1"> <thead> <tr> <th>Submission date</th> <th>Fee code</th> <th>Application No.</th> <th>User reference</th> <th>Amount (EUR)</th> <th>Rejection text</th> </tr> </thead> <tbody> <tr> <td>06.02.2017</td> <td>034</td> <td>151511102</td> <td>Nano-034-01</td> <td>585,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>06.02.2017</td> <td>033</td> <td>151511896</td> <td>Nano-033-01</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>06.02.2017</td> <td>022</td> <td>167321835</td> <td>Nan-022-01</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfer of rights can no longer be validly paid to</td> </tr> <tr> <td>06.02.2017</td> <td>033</td> <td>167321835</td> <td>Nan-022-01</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>06.02.2017</td> <td>022</td> <td>167361708</td> <td>Nano-022-02</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfer of rights can no longer be validly paid to</td> </tr> <tr> <td>06.02.2017</td> <td>033</td> <td>167361708</td> <td>Nano-022-02</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>31.01.2017</td> <td>048</td> <td>080001316</td> <td></td> <td>1.575,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>31.01.2017</td> <td>050</td> <td>080001316</td> <td></td> <td>1.575,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>31.01.2017</td> <td>048</td> <td>100000058</td> <td></td> <td>1.575,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> <tr> <td>31.01.2017</td> <td>050</td> <td>100000058</td> <td></td> <td>1.575,00 +</td> <td>Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon</td> </tr> </tbody> </table>					Submission date	Fee code	Application No.	User reference	Amount (EUR)	Rejection text	06.02.2017	034	151511102	Nano-034-01	585,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	06.02.2017	033	151511896	Nano-033-01	470,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	06.02.2017	022	167321835	Nan-022-01	100,00 +	Payment rejected: your application is dead. The fee for transfer of rights can no longer be validly paid to	06.02.2017	033	167321835	Nan-022-01	470,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	06.02.2017	022	167361708	Nano-022-02	100,00 +	Payment rejected: your application is dead. The fee for transfer of rights can no longer be validly paid to	06.02.2017	033	167361708	Nano-022-02	470,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	31.01.2017	048	080001316		1.575,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	31.01.2017	050	080001316		1.575,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	31.01.2017	048	100000058		1.575,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon	31.01.2017	050	100000058		1.575,00 +	Payment rejected: your application is dead or your patent has been granted. EP renewal fees can no lon
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Page: 1 2 > ✕																																																																						

Figure 42: Viewing rejected batch payments for a specific period

7.2. Transactions

The **Transactions** view contains a list of all fees that have been debited by the EPO from the selected account since 1 January 2002 (or since you opened your deposit account), except for transactions made over the last 90 days. To see the transactions from the last 90 days, go to the **Transactions** view (p. 13) of the **Deposit Account** page.

The list is arranged chronologically in descending order and always starts with the most recent fee paid.

Date	Date on which the transaction was effectively booked by the EPO
Fee code	Fee code (according to the schedule of fees) of the fee due
Application No.	EP or PCT application number of the application concerned
European patent No.	Number of the European patent with unitary effect, if applicable
Procedure	The procedure of the application/patent concerned
Filed via	The mode of filing used for the transaction
Reference	Your internal file reference for this transaction
Amount EUR	Fees paid (+) or refunded (-)

- To view the transactions made in a specific period of time, enter the start and end date (**Period from ... to**) and click **Search**.
The filtered list is displayed, and the balance at the end of the selected period is shown above it on the right.
- To select a specific year, click the relevant item in the sidebar, under **Transactions**.
The transaction list is filtered by the selected year.
- To select a specific month, click the link in the little calendar displayed under the selected year in the sidebar.

→ To create and download an account statement for the selected time period, click the PDF icon.



Schedule of Fees | Fee Payment | Mailbox

Overview | Deposit Account | Payment Plan | Payment | **Account History**

PDF Download

Account history - transactions / account 280000xx
Items 1-10 of 38

Period from: 29.02.2016 to: 29.02.2016

Application No.: Search Reset

European patent No.:

Code:

Amount:

Reference:

Filed via:

Starting balance at 29.02.2016 in EUR: 283.232,54 -
Balance at 29.02.2016 in EUR: 264.106,54 -

Date	Fee code	Application No.	European patent No.	Procedure	Filed via	Reference	Amount EUR
29.02.2016	003	EP2016054189		PCT	OLF	VAKTST-07	1.875,00 +
29.02.2016	019	EP2016054189		PCT	OLF	VAKTST-07	130,00 +
29.02.2016	029	EP2016054189		PCT	OLF	VAKTST-07	50,00 +
29.02.2016	222	EP2016054189		PCT	OLF	VAKTST-07	98,00 +
29.02.2016	225	EP2016054189		PCT	OLF	VAKTST-07	1.219,00 +
29.02.2016	318	EP2016054189		PCT	OLF	VAKTST-07	183,00 -
29.02.2016	003	EP2016054192		PCT	OLF	NPDI17-OPO	1.875,00 +
29.02.2016	019	EP2016054192		PCT	OLF	NPDI17-OPO	130,00 +
29.02.2016	029	EP2016054192		PCT	OLF	NPDI17-OPO	50,00 +
29.02.2016	225	EP2016054192		PCT	OLF	NPDI17-OPO	1.219,00 +

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Account holder: NanoSwiss S.A.R.L.

Rejected batch payments

Transactions

All / 100703
2017 / 1104
2016 / 3866

Jan Feb Mar Apr
May Jun Jul Aug
Sep Oct Nov Dec

Account statements

373

Figure 43: Filtering transactions by selecting a specific month on the Account History page

7.3. Account statements

The **Account statements** view contains a list of all account statements available for the selected account since 1 January 2002 (or since you opened your deposit account).

i Account statements cover the period from either the 1st to the 15th of each month, or the 16th to the last day of each month. The most recent account statement may not necessarily cover the entire two-week period concerned. Each statement is built up step by step until the two-week period is complete. A new account statement then commences.

The list starts with the most recent account statement and indicates the time frame for each of the statements.

→ To download an account statement as a PDF file, click the corresponding PDF icon in the first column.

Schedule of Fees	Fee Payment	Mailbox	Administration																									
Overview	Deposit Account	Payment Plan	Payment	Account History																								
<div style="text-align: right;">   </div>																												
Account history - statements / account 28490000																												
Items 1-10 of 358																												
<table border="1"> <thead> <tr> <th>Statement</th> <th>Time frame</th> </tr> </thead> <tbody> <tr> <td> 18.11.2016</td> <td>Account statement for weeks 47-47 2016</td> </tr> <tr> <td> 15.11.2016</td> <td>Account statement for weeks 45-47 2016</td> </tr> <tr> <td> 31.10.2016</td> <td>Account statement for weeks 43-45 2016</td> </tr> <tr> <td> 15.10.2016</td> <td>Account statement for weeks 40-42 2016</td> </tr> <tr> <td> 30.09.2016</td> <td>Account statement for weeks 38-40 2016</td> </tr> </tbody> </table>		Statement	Time frame	 18.11.2016	Account statement for weeks 47-47 2016	 15.11.2016	Account statement for weeks 45-47 2016	 31.10.2016	Account statement for weeks 43-45 2016	 15.10.2016	Account statement for weeks 40-42 2016	 30.09.2016	Account statement for weeks 38-40 2016	<table border="1"> <thead> <tr> <th>Statement</th> <th>Time frame</th> </tr> </thead> <tbody> <tr> <td> 15.09.2016</td> <td>Account statement for weeks 36-38 2016</td> </tr> <tr> <td> 31.08.2016</td> <td>Account statement for weeks 34-36 2016</td> </tr> <tr> <td> 15.08.2016</td> <td>Account statement for weeks 32-34 2016</td> </tr> <tr> <td> 31.07.2016</td> <td>Account statement for weeks 29-32 2016</td> </tr> <tr> <td> 15.07.2016</td> <td>Account statement for weeks 27-29 2016</td> </tr> </tbody> </table>			Statement	Time frame	 15.09.2016	Account statement for weeks 36-38 2016	 31.08.2016	Account statement for weeks 34-36 2016	 15.08.2016	Account statement for weeks 32-34 2016	 31.07.2016	Account statement for weeks 29-32 2016	 15.07.2016	Account statement for weeks 27-29 2016
Statement	Time frame																											
 18.11.2016	Account statement for weeks 47-47 2016																											
 15.11.2016	Account statement for weeks 45-47 2016																											
 31.10.2016	Account statement for weeks 43-45 2016																											
 15.10.2016	Account statement for weeks 40-42 2016																											
 30.09.2016	Account statement for weeks 38-40 2016																											
Statement	Time frame																											
 15.09.2016	Account statement for weeks 36-38 2016																											
 31.08.2016	Account statement for weeks 34-36 2016																											
 15.08.2016	Account statement for weeks 32-34 2016																											
 31.07.2016	Account statement for weeks 29-32 2016																											
 15.07.2016	Account statement for weeks 27-29 2016																											
Page: 1 2 3 4 5 6 7 8 9 10 ▶ ◀																												
Account holder: NanoSwiss S.A.R.L. NanoSwiss S.A.R.L. Genève Switzerland																												
Rejected batch payments Transactions 98453																												
Account statements 358																												

Figure 44: Downloading an account statement

The PDF file shows the selected account statement with all transactions and the balance for the relevant 14-day period.



Europäisches Patentamt
European Patent Office
Office européen des brevets

Online Fee Payment - Account Statement

Account holder: NanoSwiss S.A.R.L.
 Your account with us: 28490000
 Period: 01.08.2017 to: 15.08.2017
 Date: 06.09.2017
 (Please always provide)
 For any questions about this communication:
 contact Customer Services at www.epo.org/contact

Starting balance at 01.08.2017 in EUR: 99.282,69 -
 Balance at 15.08.2017 in EUR: 82.579,69 -

Date	Voucher No.	Fee code	Application No.	European patent No.	Procedure	Filed via	Reference	Amount EUR (+) Debit; (-) Credit
08.08.2017	0188570	006	138360300		EP	OLF	*OFP 2017JUG	1.635,00 +
08.08.2017	0188570	033	138360300		EP	OLF	*OFP 2017JUG	465,00 +
08.08.2017	0188570	400	138360300		EP	OLF	*OFP 2017JUG	102,00 +
08.08.2017	0188570	408	138360300		EP	OLF	*OFP 2017JUG	102,00 +

Figure 45 Account Statement PDF format

8. Schedule of Fees

The interactive schedule of fees can be accessed without a smart card. Links to it are provided in various places on the EPO website.

→ In the Online services main menu, click [Interactive schedule of fees](#).

On the [Schedule of Fees](#) page, you can view and download the complete schedule of fees and search for individual fees. The list contains all currently valid EPO fees applicable for the existing patent application procedures.

Filtering the fee list

→ Select a group of fees in the [Fee group](#) list, e.g. [FREQUENTLY PAID FEES](#).

The filter is applied immediately and the relevant fees are listed.

Schedule of Fees		Fee Payment	
 		 	
Items 1-25 of 25			
Fee group: FREQUENTLY PAID FEES		Description: <input type="text"/>	
Code: <input type="text"/>		Valid at: <input type="text" value="26.07.2017"/>	
		Currency: <input type="text" value="EUR"/>	
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	
Code	Description	Amount	EUR
001	Filing fee - EP direct - not online	210,00	+
001	Filing fee - EP direct - online	120,00	+
002	Fee for a European search - Supplementary search for applications filed before 01.07.2005	885,00	+
002	Fee for a European search - Applications filed on/after 01.07.2005	1.300,00	+
003	Fee for an international search	1.875,00	+
005	Designation fee - For each State designated (max. 7x) for applications filed before 01.04.2009	100,00	+
005	Designation fee - For all contracting States designated for applications filed on/after 01.04.2009	585,00	+
006	Examination fee - For applications filed before 01.07.2005 and for international applications filed on/after 01.07.2005 without supplementary Europ	1.825,00	+
006	Examination fee - For applications filed on/after 01.07.2005	1.635,00	+
007	Fee for grant and printing (not more than 35 pages) or fee for grant including fee for publication	925,00	+
010	Opposition fee	785,00	+
011	Fee for appeal	1.880,00	+
013	Fee for re-establishment, reinstatement, restoration (EPC, PCT)	640,00	+
Code	Description	Amount	EUR
015	Claims fee - For the 51st and each subsequent claim	585,00	+
015	Claims fee - for the 16th and each subsequent claim to the limit of 50	235,00	+
022	Registering of transfer	100,00	+
027	Inspection of files (paper copies max. 100 pgs, electr. storage medium)	50,00	+
029	Certified copy of application, priority document	50,00	+
033	Renewal fee for the 3rd year	470,00	+
055	Add. copy of docs cited in search report	40,00	+
121	Fee for further processing (late performance of acts R. 71(3))	255,00	+
122	Fee for further processing (non fee related cases)	255,00	+
123	Fee for further processing (late payment of a fee - 50% of the relevant fee)	0,00	
501	Additional filing fee for the 36th and each subsequent page	15,00	+
520	Additional filing fee for the 36th and each subsequent page - entry into EP phase	15,00	+

Figure 46: Schedule of fees filtered by frequently paid fees

Searching for fees

You can search for a specific fee or retrieve fees that were valid at an earlier date.

→ Select [ALL FEES](#) from the [Fee group](#) list and enter your search criteria:

- If you know the fee code, enter it in the [Code](#) field.
- If you do not know the fee code, enter a keyword from the fee description into the [Description](#) field, enclosing it in asterisks to create a wildcard, e.g. **claim**.

The search result will show all fees containing the word *claim*.

- If you want to check the fees that were valid at a given time, enter a date in the [Valid at](#) field.

All fees from 01.01.1980 onwards can be retrieved.

→ Click [Search](#).

The relevant fees are listed.

Schedule of Fees		Fee Payment	Mailbox
 PDF  Download		 Preferences  Help	
Items 1-4 of 4			
Fee group:	<input type="text" value="ALL FEES"/>	Description:	<input type="text" value="*claim*"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Code:	<input type="text"/>	Valid at:	<input type="text" value="06.09.2017"/> Currency <input type="text" value="EUR"/>
Code	Description	Amount	EUR
015	Claims fee - for the 16th and each subsequent claim to the limit of 50	235,00 +	
016	Claims fee in accordance with R. 71(4) - for the 16th and each subsequent claim to the limit of 50	235,00 +	
015	Claims fee - For the 51st and each subsequent claim	585,00 +	
016	Claims fee in accordance with R. 71(4) - For the 51st and each subsequent claim	585,00 +	

Figure 47: Search result for fees with description containing the word "claim"

Changing the currency displayed

You can also change the currency in which the fees are displayed. You may find this useful for fees that were valid before the introduction of the euro. Please note, however, that all payments to the EPO must be made in euro.

- Enter a date prior to **01.01.2002** in the **Valid at** field.
- Select the option you want in the **Currency** list.

The view automatically changes to the selected currency and the relevant fees are listed.

Downloading your search results

You can download the fee schedule based on your individual filtering and search criteria.

- To download the selected fee list as a PDF file, click the **PDF** icon.
- To download the selected fee list as an XML file, click the **Download** icon.

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