



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Online Fee Payment

## Quick reference guide





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## Getting started

Online Fee Payment is an online service provided by the European Patent Office (EPO). It gives registered users secure access to a personalised portal where they can view their deposit accounts and pay fees online.

To use Online Fee Payment you will need

- a smart card and
- an EPO deposit account

You can apply for both of these on the EPO's website ([www.epo.org](http://www.epo.org)). Please indicate the deposit accounts which should be linked.

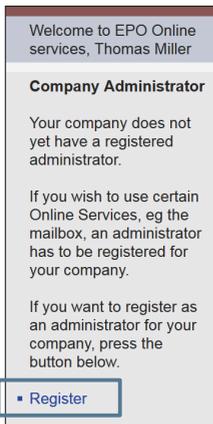
If you already have a smart card, please contact EPO Customer Services to have it linked to your deposit account. Visit [www.epo.org/contact](http://www.epo.org/contact) for all the ways to contact us.

Tip: You can also use your smart card for other online services offered by the EPO, including Online Filing.

## Registering as an administrator

Before you can use Online Fee Payment, an administrator has to be registered for your company. Any smart card holder from your company can go to the Online Services site and register as an administrator.

- Open the EPO website and go to Online Services at [www.epo.org/online-services](http://www.epo.org/online-services).
- Click the blue Smart card login button on the right-hand side. The Online Services homepage opens in a new browser tab.
- Insert your smart card into the reader connected to your workstation and click Log in.
- Enter your PIN and click *OK*.  
If no administrator has been registered for your company, you will be asked to register as one (on the right-hand side of the screen).
- Click *Register*.



Registering as an administrator for your company

- On the next screen, check the data on your company and the conditions of use for the My.epoline portal and click *Accept*.  
You will then get confirmation that you have been registered as an administrator.
- Click *Log out* in the top right-hand corner and close the browser window.

## Managing user rights

Before other users registered to your company deposit account can work with Online Fee Payment, the company administrator needs to assign appropriate user rights to them.

- Log in to Online Services and click *Administration* in the top menu.
- Click *Users* to view all the smart card holders in your company and their rights.
- Click a name to edit that user's settings.

European Patent Office  
My.epoline Logged in as Thomas Miller 90009

Deutsch English Français  
Contact Global Terms of Use  
Help Log out

Schedule of Fees Fee Payment Mailbox Administration

Mailbox Associates Users

Refresh Edit Preferences Terms of Use Help

Find in current view Search Reset

	Title	Last Name	First Name	Role Code	Deposit Account	Admin	Mailbox	View accounts	Pay fees	Payment plan
<input type="radio"/>	Mr.	Miller	Thomas		28490000	<input checked="" type="checkbox"/>				
<input checked="" type="radio"/>	Ms.	Williams	Berenice		28490000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	Mr.	Carpenter	Walter		28490000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Items 1 - 3 of 3

### Individual user rights

- In the following screen, select the check boxes for all the rights that the user in question should have.
- Click *Save*.

Now any smart card holder in your company who has the necessary rights can work with Online Fee Payment.

## Getting an overview of your deposit accounts

- Log in to the Online Services website.
- Click *Fee Payment* in the top menu.

The *Overview* page shows you the most important information on your deposit accounts:

- Account holder's name
- Balance at the close of the EPO's latest booking day
- Transactions not yet effectively booked: Pending orders balance
- Payment plan: Total amount of the fees to be paid via the automatic debiting procedure in the next 40 days

You can change that period to 10, 14 or 30 days using the drop-down list.

The screenshot shows the EPO My.epoline interface. At the top, there is a navigation bar with the EPO logo, the text 'European Patent Office', and the user's login information 'My.epoline Logged in as Thomas Miller 90009'. There are also language options (Deutsch, English, Français) and links for 'Contact', 'Global Terms of Use', 'Help', and 'Log out'. Below the navigation bar, there are tabs for 'Schedule of Fees', 'Fee Payment' (selected), 'Mailbox', and 'Administration'. Under the 'Fee Payment' tab, there are sub-tabs for 'Overview' (selected), 'Deposit Account', 'Payment Plan', 'Payment', and 'Account History'. The main content area shows the 'Overview' for deposit account 28490000. It includes a 'Download' button for a PDF. The account holder is NanoSwiss S.A.R.L. The balance at 31.01.2017 in EUR is 56.702,10 -. Below this, there is a section for 'Transactions not yet effectively booked' showing a pending orders balance at 10.03.2017 in EUR of 82.577,00 +. A 'Payment plan (automatic debiting)' section shows a total amount of fees due to be paid within the next 40 days (selected in a dropdown) in EUR of 49.645,00 +. A footer note explains that pending orders are new payments not yet processed and that the payment plan shows the total amount of fees to be debited from the deposit account within the specified period.

<b>Deposit account: 28490000</b>	
Deposit account holder:	NanoSwiss S.A.R.L.
Balance at 31.01.2017 in EUR:	56.702,10 -
Balance includes the transactions effectively booked, i.e. fee payments, refunds and replenishments (see details under Deposit Account/Transactions)	
<b>Transactions not yet effectively booked:</b>	
Pending orders balance at 10.03.2017 in EUR:	82.577,00 +
<b>Payment plan (automatic debiting)</b>	
Total amount of the fees due to be paid via the automatic debiting procedure within the next <input type="text" value="40"/> days, in EUR:	49.645,00 +

Overview of account balance, pending orders and fees due via the automatic debiting procedure

## Viewing transactions

You can get an overview of your transactions in the past 90 days on the Deposit Account page. All earlier transactions appear on the Account History page (data from 1 January 2002 onwards, excluding the last 90 days).

- Go to the *Deposit Account* page and click *Transactions* on the left-hand side.
- To download the account statement covering the last 14 days, click the *Account Statement as PDF* icon.

You can search for specific periods, fee codes, amounts, application numbers or references by entering the values in question in the relevant fields and clicking *Search*.

You can download your search result to save it or process it further.

- Click the *PDF* icon to download a PDF file showing an account statement for your selected data.
- Click the *Download* icon to download an XML file.

Overview
Deposit Account
Payment Plan
Payment
Account History

**28490000**

Thomas Miller  
NanoSwiss S.A.R.L.  
Genève  
Switzerland

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

**Transactions**  
48 / 725.889,00 +

**Pending orders**  
55 / 82.577,00 +

Transactions / account **28490000**

Items 1-10 of 28

Period from:  to: 
Application No.:

Code: 
Reference:

Amount:

Balance at 31.01.2017 in EUR: 56.702,10 -

Pending orders balance at 10.03.2017 in EUR: 82.577,00 +

Balance for selected period 11.11.2016 in EUR: 38.788,30 -

Date	Voucher	Fee code	Country code	Application No.	Reference	Amount EUR
11.11.2016	7020010	021		EP2016100001	OFF / Nano-XRZ-4345002	1.930,00 +
11.11.2016	7020010	224		EP2016100001	OFF / Nano-XRZ-4345002	183,00 +
11.11.2016	5400023	003		EP2016200002	OFF / Nano-NMJ-908456	1.875,00 +
11.11.2016	5400023	019		EP2016200002	OFF / Nano-NMJ-908456	130,00 +
11.11.2016	5400023	222		EP2016200002	OFF / Nano-NMJ-908456	5.572,00 +
11.11.2016	5400023	225		EP2016200002	OFF / Nano-NMJ-908456	1.219,00 +
11.11.2016	5400023	318		EP2016200002	OFF / Nano-NMJ-908456	183,00 -
11.11.2016	1289300	520		EP2016500005	AAV / Nano-WOI-7643	1.245,00 +
11.11.2016	1289300	005		EP2016500005	AAV / Nano-WOI-7643	585,00 +
11.11.2016	1289300	006		EP2016500005	AAV / Nano-WOI-7643	1.825,00 +

Page: **1** 2 3 ▶ ⋮

Transactions on a deposit account in a selected period

## Accessing account statements

You can view and download your account statements on the *Account History* page.

All your account statements since 1 January 2002 are displayed here in chronological order, the most recent one appearing at the top.

Account statements are generated for periods of 14 days (from the first to the fifteenth, and from the sixteenth to the end of any given month), the latest one being generated over the course of the current 14-day period. Once that period comes to an end, the account statement will be finalised and a new one will be generated.

- Go to the *Account History* page and click *Account statements* on the left-hand side.
- Click the icon to the left of the desired account statement to download it as a PDF file.

Account history - statements / account 28490000			
Items 1-10 of 363			
Statement	Time frame	Statement	Time frame
14.02.2017	Account statement for weeks 05-07 2017	30.11.2016	Account statement for weeks 47-49 2016
31.01.2017	Account statement for weeks 03-05 2017	15.11.2016	Account statement for weeks 45-47 2016
15.01.2017	Account statement for weeks 01-03 2017	31.10.2016	Account statement for weeks 43-45 2016
31.12.2016	Account statement for weeks 51-53 2016	15.10.2016	Account statement for weeks 40-42 2016
15.12.2016	Account statement for weeks 49-51 2016	30.09.2016	Account statement for weeks 38-40 2016

Page: 1 2 3 4 5 6 7 8 9 10 ... x

Account statements available in Account History

## Making single payments

A single payment is a debit order that you issue in Online Fee Payment for one or more fees payable in respect of a particular patent application. Please note: Debit orders (standard or deferred execution) are revocable only up to 00.00 hrs CET on the date of submission.

Step 1: Entering basic application data

- Go to the *Payment* page.
  - *Single payment* is the default option.
- Where applicable, select the correct account number from the drop-down list.
- Select the procedure: EP or PCT (UP is not yet activated).
- Enter the application number in the correct format into the fields provided.
- Select the appropriate option referring to the date of filing of your application to apply the correct schedule of fees.
- Enter the applicant name and your personal reference (optional).
- Select the *Deferred execution date* if you wish your payment order to be executed later than the submission date (can be a maximum of 40 days in the future)..
- Click *Continue*.

The screenshot shows a web interface for making a payment. At the top, there are tabs: Overview, Deposit Account, Payment Plan, **Payment**, and Account History. Below the tabs is a navigation bar with a 'Continue' button and 'Preferences' and 'Help' icons. The main content area is titled '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.' There are three radio buttons: 'Single payment' (selected), 'Deferred execution', and 'Deferred execution date'. The 'Single payment' option is highlighted with a blue box. Below the radio buttons, there are several input fields: 'Account No.' with a dropdown menu showing '28490000', 'Procedure:' with radio buttons for 'EP' (selected), 'PCT', and 'UP', 'Application No.:' with a text input field containing '16076042' and a dropdown menu showing '7', 'Applicant name:' with a text input field containing 'NanoSwiss', 'Your reference:' with a text input field containing 'FF-177897-EP' and a note '(max. 25 characters)', and 'Deferred execution date (optional):' with a text input field containing '13/03/2017'. Below these fields is a section titled 'Check this box if' with four radio buttons: 'Your EP application was filed / Your PCT application entered into the European phase on or after 1 April 2014.' (selected), '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.', and 'Fees for international phase (PCT only.)'. Below this is another radio button for 'Fees for unitary patent protection.'. At the bottom, there is an 'Important information:' section with three bullet points: '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.', and 'The deferred execution date can be a maximum of 40 days in the future.'. A 'Continue' button is located at the bottom right of the form.

Entering application data

## Step 2 and Step 2a: Selecting fees and providing further information

- Select all the fees you wish to pay in respect of this application, and click *Continue*.
- If required in Step 2a, enter any further information, and click *Continue*.

The screenshot shows a web interface for the EPO payment process. At the top, there is a navigation bar with tabs: Overview, Deposit Account, Payment Plan, **Payment**, and Account History. Below the navigation bar, there are navigation buttons: Back (left arrow) and Continue (right arrow). On the right side, there are icons for Preferences (gear) and Help (question mark).

The main content area is titled "Step 2a: Provide further information for selected fee(s)." and contains the following text:

You have selected fees for which further information is required. Please provide this information below.  
All fields are mandatory.

Below this text is a text box containing the following information:

Account No.: 28490000 - NanoSwiss S.A.R.L., Genève, Switzerland  
Application No.: 160760427  
Applicant name: NanoSwiss  
Your reference: FF-177897-EP

Below the text box, there is a list of fees. The first fee is selected and highlighted with a blue border:

001 - Filing fee - EP direct - online

To the right of the fee list, there are two checked checkboxes:

- The/each applicant is an entity or a natural person under Rule 6(4) EPC. The Declaration required for this purpose under Rule 6(6) EPC has been/will be duly filed.
- Request for examination in admissible non-EPO language (30% reduction)

At the bottom right of the form, there are two buttons: Back and Continue.

### Entering further information

## Step 3: Verifying and confirming your payment

- If everything is correct, click Confirm to transmit your debit order to the EPO. You will see a summary of your debit order including all fees to be paid.
- To download this confirmation of transmission, click the *PDF* or *Download* icon as required.

Note: This confirmation is not a confirmation of payment. Payments are only made if there are sufficient funds in your account.

## Making batch payments

A batch payment is a debit order for the payment of multiple fees in respect of multiple patent applications. Online Fee Payment reads batch payment data from XML files. You can generate these XML files using the free Multipay Tool available from the EPO, or using any other suitable software.

Please note: Online Fee Payment accepts batch payment XML files containing a maximum number of 13.000 transactions, i.e. fees to be debited.

Step 1: Uploading the XML file

- Go to the *Payment* page and select the *Batch payment* option in the lower section of the screen.
- Click *Browse* to upload your prepared XML file.
- Select the *Deferred execution date* if you wish your payment order to be executed later than the submission date (can be a maximum of 40 days in the future).
- Click *Continue*.

The screenshot shows a web form for uploading an XML file for a batch payment. At the top left, there is a radio button labeled "Batch payment" which is selected. Below it, the text "Upload an XML file." is displayed. To the right, a file path "D:\\_EPO\Online-Fee-Payment\XML\2017\0203-Nano-002.xml" is shown in a light grey box, with a "Browse..." button to its right. Below the file path, a note states: "Please note that the maximum number of transactions in a batch file is 13.000." Underneath this, there is a label "Deferred execution date (optional):" followed by a text input field containing the date "13/03/2017". To the right of the input field, there is a section titled "Important information:" with three bullet points: "• 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.", and "• The deferred execution date can be a maximum of 40 days in the future." At the bottom right of the form, there is a "Continue" button.

### Uploading XML file for batch payment

Step 2: Verifying and confirming the batch payment

If all application numbers and fees contained in your XML file are valid, you will see a summary of your data.

- Click *Confirm* to transmit the batch payment to the EPO.
- You will see a confirmation of your debit order, listing the number of applications, the number of fees and the total amount to be debited.
- To download this confirmation of transmission, click the *PDF* or *Download* icon as required.

Tip: In the preferences for the *Payment* page, you can choose how the transactions of your batch payment should appear in the PDF confirmation: all transactions for all applications together in one list, each application on a separate page or each application in a separate PDF file.



**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 13.03.2017 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

Fee code	Description	Amount EUR
003	Fee for an international search	1.875,00 +
005	Designation fee - For all contracting States designated for applications filed on/after 01.04.2009	585,00 +

Application No.: EP15707342.0  
 Reference: Nano-006-01

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 +
020	Filing fee - entry EP-phase - online	120,00 +

1B39663B140322710637

PDF confirmation of a batch payment debit order in list style

## Checking rejected fee payments

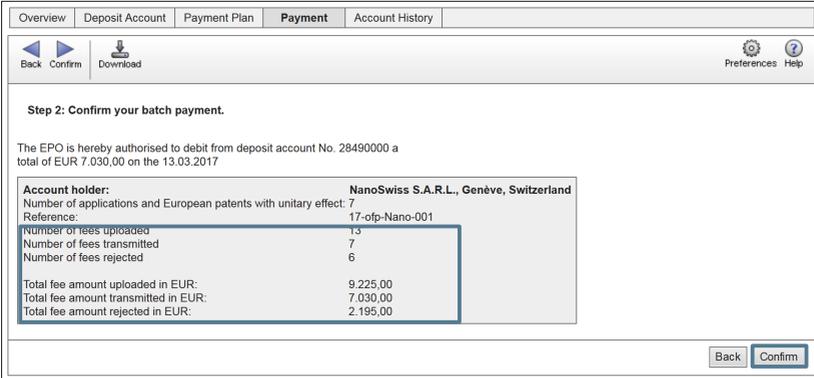
When you upload a batch payment, Online Fee Payment validates your XML file and checks it for fees that are unlikely to be paid. These fees will be rejected by the EPO in order to avoid extra work caused by double payments or refunds.

The following fees will be rejected:

- Renewal fees and fee for registering of transfers for EP applications in status DEAD (closed)
- Renewal fees for EP applications that have been granted and published (B1 document)

All other fees are not validated and will be booked by the EPO. The summary of your batch payment shows how many fees and which amount will be rejected. You can now decide whether to cancel the operation and remove the invalid fees from your XML file or to proceed.

- Click *Back* to upload a different XML file, or click *Confirm* to transmit the batch payment as it is.



**Step 2: Confirm your batch payment.**

The EPO is hereby authorised to debit from deposit account No. 28490000 a total of EUR 7.030,00 on the 13.03.2017

<b>Account holder:</b>	NanoSwiss S.A.R.L., Genève, Switzerland
Number of applications and European patents with unitary effect:	7
Reference:	17-olp-Nano-001
Number of fees uploaded	13
Number of fees transmitted	7
Number of fees rejected	6
Total fee amount uploaded in EUR:	9.225,00
Total fee amount transmitted in EUR:	7.030,00
Total fee amount rejected in EUR:	2.195,00

All rejected fees are logged in Online Fee Payment for evidence. You can view and download the data under *Account History*.

- Go to the *Account History* page and click *Rejected batch payments* on the left-hand side.

You will find a list of all fees concerned with details on the reason for rejection.

Overview	Deposit Account	Payment Plan	Payment	Account History																																																																		
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<b>28490000</b>		Account history - Rejected batch payments / account 28490000																																																																				
Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland		Period from: <input type="text" value="01.02.2017"/> to <input type="text" value="20.02.2017"/> Code: <input type="text"/> Amount: <input type="text"/>		Application No.: <input type="text"/> Reference: <input type="text"/>																																																																		
<b>Account holder:</b> NanoSwiss S.A.R.L.		<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>20.02.2017</td> <td>022</td> <td>167321835</td> <td>OFF / Nano-4345001</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfe</td> </tr> <tr> <td>20.02.2017</td> <td>022</td> <td>167361708</td> <td>OFF / Nano-4345002</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfe</td> </tr> <tr> <td>14.02.2017</td> <td>022</td> <td>107733834</td> <td>OFF / Nano-4345003</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfe</td> </tr> <tr> <td>14.02.2017</td> <td>033</td> <td>107733834</td> <td>OFF / Nano-4345003</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has</td> </tr> <tr> <td>14.02.2017</td> <td>033</td> <td>157245754</td> <td>OFF / Nano-4345050</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has</td> </tr> <tr> <td>13.02.2017</td> <td>022</td> <td>001000819</td> <td>OFF / Nano-4345052</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfe</td> </tr> <tr> <td>13.02.2017</td> <td>037</td> <td>001000819</td> <td>OFF / Nano-4345054</td> <td>1.165,00 +</td> <td>Payment rejected: your application is dead or your patent has</td> </tr> <tr> <td>13.02.2017</td> <td>022</td> <td>047068648</td> <td>OFF / Nano-4345090</td> <td>100,00 +</td> <td>Payment rejected: your application is dead. The fee for transfe</td> </tr> <tr> <td>13.02.2017</td> <td>038</td> <td>047068648</td> <td>OFF / Nano-4345091</td> <td>1.280,00 +</td> <td>Payment rejected: your application is dead or your patent has</td> </tr> <tr> <td>10.02.2017</td> <td>033</td> <td>151507548</td> <td>OFF / Nano-4345020</td> <td>470,00 +</td> <td>Payment rejected: your application is dead or your patent has</td> </tr> </tbody> </table>			Submission date	Fee code	Application No.	User reference	Amount (EUR)	Rejection text	20.02.2017	022	167321835	OFF / Nano-4345001	100,00 +	Payment rejected: your application is dead. The fee for transfe	20.02.2017	022	167361708	OFF / Nano-4345002	100,00 +	Payment rejected: your application is dead. The fee for transfe	14.02.2017	022	107733834	OFF / Nano-4345003	100,00 +	Payment rejected: your application is dead. The fee for transfe	14.02.2017	033	107733834	OFF / Nano-4345003	470,00 +	Payment rejected: your application is dead or your patent has	14.02.2017	033	157245754	OFF / Nano-4345050	470,00 +	Payment rejected: your application is dead or your patent has	13.02.2017	022	001000819	OFF / Nano-4345052	100,00 +	Payment rejected: your application is dead. The fee for transfe	13.02.2017	037	001000819	OFF / Nano-4345054	1.165,00 +	Payment rejected: your application is dead or your patent has	13.02.2017	022	047068648	OFF / Nano-4345090	100,00 +	Payment rejected: your application is dead. The fee for transfe	13.02.2017	038	047068648	OFF / Nano-4345091	1.280,00 +	Payment rejected: your application is dead or your patent has	10.02.2017	033	151507548	OFF / Nano-4345020	470,00 +	Payment rejected: your application is dead or your patent has
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<b>Rejected batch payments</b>		Page: <a href="#">1</a> <a href="#">2</a> <a href="#">»</a> <a href="#">*</a>																																																																				

## Rejected fee payments log

## Viewing pending orders

You can view all debit orders issued via Online Fee Payment as soon as you have transmitted them.

- Go to the *Deposit Account* page and click *Pending orders* on the left.

Note: Debit orders issued via the Online Filing software are also shown here. They are displayed approximately 30 minutes after you have submitted your application online.

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

Account Statement as PDF

PDF Download

Pending orders / account 28490000

Items 1-10 of 17

Period from: 01.02.2017 to 28.02.2017 Application No.:  Search

Unitary patent No.:

Code:

Amount:

Procedure:

Reference:

Balance at 31.01.2017 in EUR: 56.702,10 :-

Pending orders balance at 01.03.2017 in EUR: 82.577,00 +

Pending orders balance for selected period in EUR: 10.510,00 +

Date	Fee code	Country code	Application No.	Unitary patent No.	Procedure	Reference	Amount	EUR
09.02.2017	022		112005002		EP	OFF / Nano-802250	100,00	+
09.02.2017	033		112005002		EP	OFF / Nano-802250	470,00	+
09.02.2017	055		112005002		EP	OFF / Nano-802250	50,00	+
09.02.2017	022		158456307		EP	OFF / Nano-802290	100,00	+
09.02.2017	033		158456307		EP	OFF / Nano-802290	470,00	+
09.02.2017	002		152358762		EP	OLF / Nano-753410	885,00	+
09.02.2017	004		152358762		EP	OLF / Nano-753410	1.890,00	+
09.02.2017	001		140672301		EP	OLF / Nano-756070	210,00	+
09.02.2017	001		140672301		EP	OLF / Nano-756070	120,00	+
10.02.2017	010		162300204		EP	CMS / Nano-245620	785,00	+

Page: 1 2 »

The above list comprises only debit orders issued online.  
(Symbols used: "+" stands for credit, "-" for debit)

### Overview of pending orders

## Viewing the payment plan

If you selected the automatic debiting procedure when filing an application online, you can monitor in Online Fee Payment which fees are due at a specific date.

- Go to the *Payment Plan* page and click *Fees due* on the left.
- You will see all the details of the fees that are due in the next 40 days for applications covered by the automatic debiting procedure.

Overview
Deposit Account
Payment Plan
Payment
Account History

28490000

Thomas Miller  
NanoSwiss S.A.R.L.  
Genève  
Switzerland

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

Automatic Debit  
62 Applications / unitary patents

**Fees due**  
320 / 49.645,00 +

PDF Download Preferences Help

Fees due / account 28490000

Items 1-10 of 25

Period from:  to:  Application No.:

Unitary patent No.:  Procedure:

Code:  Reference:

Amount:

**Automatic Debiting Procedure, fees due for period selected in EUR: 14.560,00 +**

Due date	Fee code	Country code	Application No.	Unitary patent No.	Procedure	Reference	Amount EUR
02.03.2017	015		148456307		EP	Nano-652290	235,00 +
06.03.2017	015		136885002		EP	Nano-354570	235,00 +
06.03.2017	005		112005002		EP	Nano-802250	585,00 +
06.03.2017	006		112005002		EP	Nano-802250	1.825,00 +
06.03.2017	020		112005002		EP	Nano-802250	120,00 +
06.03.2017	520		112005002		EP	Nano-802250	45,00 +
06.03.2017	005		152358762		EP	Nano-753410	585,00 +
06.03.2017	006		152358762		EP	Nano-753410	1.825,00 +
06.03.2017	020		152358762		EP	Nano-753410	120,00 +
06.03.2017	005		162300204		EP	Nano-245620	585,00 +

Page: 1 2 3 ▶ ▶▶

Overview of fees due in selected period

## Issuing new automatic debit orders

You can create automatic debit orders via these EPO's online services: the Online Filing software, the new Online Filing service (CMS) or in Online Fee Payment.

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.

- Go to the *Payment Plan* page and click *Automatic Debit* on the left. You will see a list of applications for which you issued an automatic debit order online.
- Click the *New order* icon.

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

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

Items 1-10 of 91

Application No.:  Reference:  Search Reset

Unitary patent No.:  Procedure:

Balance at 31.01.2017 in EUR: 56.702,10

Application No.	Unitary patent No.	Procedure	Reference	Application No.	Unitary patent No.	Procedure	Reference
<input type="checkbox"/> CH2013210555		PCT	NA-PCT-2349	<input type="checkbox"/> CH2006235345		PCT	NA-PCT-2876
<input type="checkbox"/> EP2012430722		PCT	NA-PCT-4512	<input type="checkbox"/> 162300204		EP	Nano-802250
<input type="checkbox"/> EP2012560877		PCT	NA-PCT-4023	<input type="checkbox"/> 112005002		EP	Nano-753410
<input type="checkbox"/> EP2016786510		PCT	NA-PCT-5609	<input type="checkbox"/> 148456307		EP	Nano-652290
<input type="checkbox"/> CH2011780670		PCT	NA-PCT-5123	<input type="checkbox"/> 152358762		EP	Nano-245620

### Overview of automatic debit orders

- Select the procedure: EP or PCT (UP is not activated).
- Enter the application number in the correct format into the fields provided and click *Continue*.

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

Back 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.:

Procedure:  EP  PCT  UPP

Application No.:

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

### Creating a new automatic debit order

- Check the data displayed on the next screen and click *Confirm*.  
If you receive an error message, please make sure that you entered the correct application number
- Click the *PDF* icon to download confirmation (PDF file) that your automatic debit order has been recorded.
- Click the *Back to overview* icon to return to the list of applications.

Overview	Deposit Account	Payment Plan	Payment	Account History
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <span>Back to overview</span> <span>New order</span> <span>PDF</span> </div> <span>Help</span> </div>				
<div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 10px;"> <p><b>28490000</b></p> <p>Thomas Miller NanoSwiss S.A.R.L. Genève Switzerland</p> <p><b>Account holder:</b> NanoSwiss S.A.R.L.</p> <p><b>Automatic Debit</b> 52 Applications / unitary patents</p> <p><b>Fees due</b> 320 / 49 645.00 +</p> </div> <div style="width: 70%; padding-left: 10px;"> <p><b>Thank you for your automatic debit order of 17.02.2017 13:54 (CET).</b></p> <p>It has been recorded in the Online Fee Payment service that, under the Arrangements for the automatic debiting procedure, any fees falling due in relation to the application shown below are to be debited automatically from deposit account No. 28490000 held with the European Patent Office.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Account No.: 28490000 - NanoSwiss S.A.R.L., Genève, Switzerland            Application No.: 090001231            Your reference: Nano-120009 EP</p> </div> </div> </div>				

Confirmation that your automatic debit order has been received

In the list view, a small hourglass indicates the new debit order displayed in italics. Debit orders are processed by the EPO's systems within approximately 10 minutes.

	Application No.	Unitary patent No.	Procedure	Reference
	<i>090001231</i>		<i>EP</i>	<i>Nano-120009 EP</i>

New automatic debit order being processed

## Revoking automatic debit orders

You can revoke automatic debit orders that you issued via the EPO's online services, so that the EPO will not debit any fees from your deposit account for the applications concerned.

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.

- Go to the *Payment Plan* page and click *Automatic Debit* on the left.
- Select the check boxes next to the relevant applications.
- Click the *Revoke order* icon.

The screenshot shows the EPO online payment plan interface. The 'Payment Plan' tab is active. On the left, there is a sidebar with 'Automatic Debit' selected. The main area displays 'Applications and European patents with unitary effect in automatic debiting procedure / account 28490000'. Below this, there are search filters for 'Application No.', 'Unitary patent No.', 'Reference', and 'Procedure'. A table lists applications with checkboxes for selection. A 'Revoke order' icon is highlighted in a red box. At the bottom, there is a pagination control showing 'Page: 1'.

Application No.	Unitary patent No.	Procedure	Reference	Application No.	Unitary patent No.	Procedure	Reference
<input checked="" type="checkbox"/>	CH2013210555	PCT	NA-PCT-2349	<input type="checkbox"/>	CH2006235345	PCT	NA-PCT-2876
<input checked="" type="checkbox"/>	EP2012430722	PCT	NA-PCT-4512	<input type="checkbox"/>	162300204	EP	Nano-802250
<input checked="" type="checkbox"/>	EP2012560877	PCT	NA-PCT-4023	<input type="checkbox"/>	112005002	EP	Nano-753410
<input type="checkbox"/>	EP2016786510	PCT	NA-PCT-5609	<input type="checkbox"/>	148456307	EP	Nano-652290
<input type="checkbox"/>	CH2011780670	PCT	NA-PCT-5123	<input type="checkbox"/>	152358762	EP	Nano-245620

### Selecting automatic debit orders to be revoked

- Check the data displayed in the next step and click *Confirm*.
- Click the *PDF* icon to download confirmation (PDF file) that your automatic debit order has been revoked.
- Click the *Back to overview* icon to return to the list of applications.

The revoked debit orders are now displayed in strikethrough. They will disappear from the list when the revocation request has been processed by the EPO (in about 10 minutes).

Application No.	Unitary patent No.	Procedure	Reference
<del>CH2013210555</del>		PCT	<del>NA-PCT-2349</del>
<del>EP2012430722</del>		PCT	<del>NA-PCT-4512</del>
<del>EP2012560877</del>		PCT	<del>NA-PCT-4023</del>
<input type="checkbox"/>	EP2016786510	PCT	NA-PCT-5609
<input type="checkbox"/>	CH2011780670	PCT	NA-PCT-5123

### Revoked automatic debit orders

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