



EPO Online Filing

Basic Tutorials

Version 5.00

Copyright© European Patent Office
All rights reserved

Last Update: 29/04/2013
Document Version: OLF5_TutorialBasic_EN_100407.doc

LT 0560/10-101380045

Table of contents

1	Getting started	3
2	EP(1001E2K) Overview	6
2.1	EP(1001E2K) Tutorial scenario	7
2.2	EP(1001E2K) Request.....	8
2.3	EP(1001E2K) Request: Additional practice.....	12
2.4	EP(1001E2K) Names	17
2.5	EP(1001E2K) States.....	21
2.6	EP(1001E2K) Priority.....	23
2.7	EP(1001E2K) Biological Material.....	25
2.8	EP(1001E2K) Documents	26
2.9	EP(1001E2K) Fee Payment.....	32
2.10	EP(1001E2K) Annotations	34
2.11	EP(1001E2K) Previewing the completed application.....	36
2.12	EP(1001E2K) Signing the application.....	37
2.13	EP(1001E2K) Sending the application.....	40
2.14	EP(1001E2K) Viewing the receipt	41
3	Euro-PCT(1200E2K) Overview	43
3.1	Euro-PCT(1200E2K) Tutorial scenario	45
3.2	Euro-PCT(1200E2K) EP Phase	46
3.3	Euro-PCT(1200E2K) Names.....	48
3.4	Euro-PCT(1200E2K) States.....	50
3.5	Euro-PCT(1200E2K) Biological Material.....	52
3.6	Euro-PCT(1200E2K) Documents	53
3.7	Euro-PCT(1200E2K) Documents: Document Overview.....	55
3.8	Euro-PCT(1200E2K) Documents: Additional documents.....	60
3.9	Euro-PCT(1200E2K) Fee Payment	61
3.10	Euro-PCT(1200E2K) Annotations.....	63
3.11	Euro-PCT(1200E2K) Previewing the completed form.....	64
4	EP(1038E) Overview	65
4.1	EP(1038E) Tutorial scenario	66
4.2	EP(1038E) Application number	67
4.3	EP(1038E) Names.....	68
4.4	EP(1038E) Documents	69
4.5	EP(1038E) Fee Payment	71
4.6	EP(1038E) Annotations	74
4.7	EP(1038E) Previewing the completed application	75

1 Getting started

- Launch the Online Filing software.
- Enter your **User name** and **Password**.
- Select **demo mode** and click **OK**.

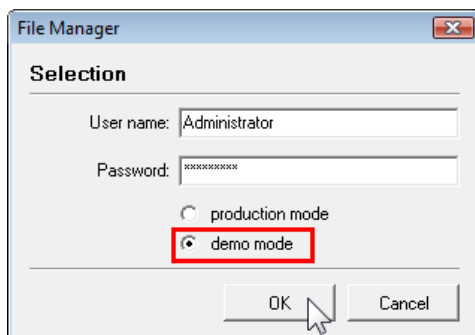


Figure 1: Logging in to File Manager - selecting demo mode

The demo mode is provided to allow users to practice with the processes of completing, signing and sending forms, without submitting a real filing. In demo mode the data are transmitted to a different database on the European Patent Office server than in production mode. The production mode is reserved for real filings to the EPO.

The default startup setting for Online Filing is production mode.

The File Manager

When you log in to Online Filing the **File Manager** opens. Here you can manage your applications, forms and templates.

Online Filing comes with a set of system folders to help you with organising your work. You cannot rename or delete them.

Icon	System Folder	Comments
	All Applications	Contains a list of all applications (apart from objects in the Trash folder).
	Default Folder	All new drafts are filed here unless you specify a different location when saving.
	Forms	Contains the official forms prescribed for the various procedures that are available for applications. The list of procedures available depends on the settings chosen during installation.
	Templates	Contains modified forms with user-specific information.
	Trash	Contains deleted applications (or templates). Once the Trash folder has been emptied, none of the objects deleted in Online Filing can be retrieved.

Creating folders

You can create your own folders and subfolders in the **File Manager**. They can be named by type of application, company name or any other criteria that suits you. Folders are ordered alphabetically under the **Default Folder**. You can rename and delete the folders you create.

We will create a folder named **Universal Engineering** for our example.

Creating a folder

→ In **File Manager**, select **New Folder** from the **File** menu

-OR-

Right-click in the folder list on the left-hand side and select **New Folder** from the shortcut menu.

→ Type **Universal Engineering**, and then press **ENTER**.

Your screen should look like this:

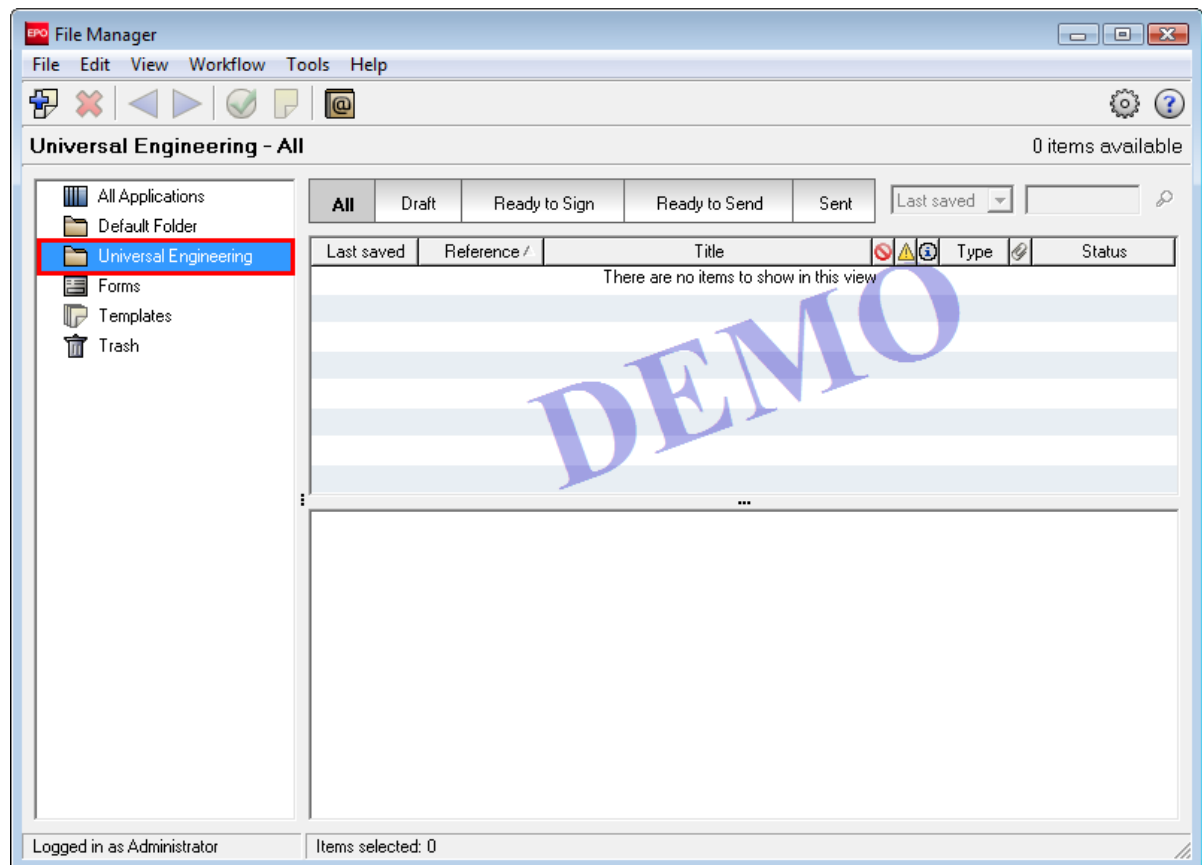


Figure 2: File Manager: new folder created

Creating a new application

- Click the **New Draft** button in **File Manager**.



-OR-

Double-click **EP(1001E2K)** in the **Forms** folder. This way, the procedure is already selected in the next step.

- Enter a user reference, e.g. **Sample 1001**.
- Make sure **EP(1001EK)** is selected in the **Procedure** list.
- **English** is already selected in the **Language of proceedings** list.

For the purpose of our tutorial, we are going to save the new application to the folder we created.

- Select the folder **Universal Engineering**.
- Click **Create**.

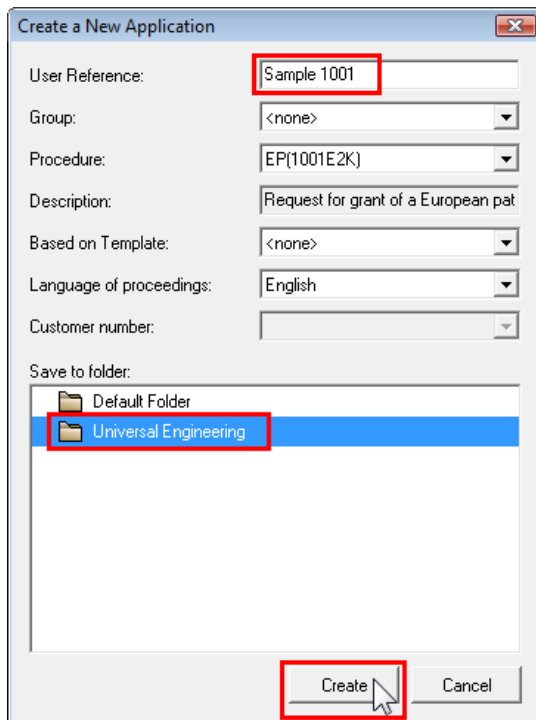
A screenshot of the 'Create a New Application' dialog box. The dialog has several fields: 'User Reference' with 'Sample 1001' entered, 'Group' set to '<none>', 'Procedure' set to 'EP(1001E2K)', 'Description' with 'Request for grant of a European pat', 'Based on Template' set to '<none>', 'Language of proceedings' set to 'English', and 'Customer number' set to an empty field. Below these fields is a 'Save to folder:' section with a list box containing 'Default Folder' and 'Universal Engineering', where 'Universal Engineering' is selected. At the bottom right are 'Create' and 'Cancel' buttons, with a mouse cursor pointing at the 'Create' button. Red rectangles highlight the 'Sample 1001' text, the 'Universal Engineering' folder, and the 'Create' button.

Figure 3: Creating new application

2 EP(1001E2K) Overview

Form EP(1001E2K) is used to file European patent applications with the European Patent Office.

The screenshot shows the EP(1001E2K) form interface. The title bar reads "EPO Online Filing - EP(1001E2K) - Sample 1001". The menu bar includes File, Edit, View, Tools, Windows, and Help. The toolbar contains icons for saving, undo, redo, and printing. The location indicator bar shows "EP(1001E2K) - Draft - Sample 1001" and "Last saved on 12.04.2010". The navigation bar includes tabs for Request, Names, States, Priority, Biological Material, Documents, Fee Payment, and Annotations. The main form area is divided into sections: Request (with sub-tabs Request, Divisional, Reference), Filing Office, Request for examination in admissible non-official EPO language, The applicant waives his right to indicate whether he wishes to proceed further with the application (Art. 70(2)), Procedural Language, Filing Language of attached or previous application, Title of Invention (with fields for English, French, and German), and a status bar at the bottom. The status bar shows "Logged in as Administrator" and a series of icons with counts: a red circle with a slash (4), a yellow triangle (4), and a blue circle with an 'i' (5). Red lines point from labels to specific parts of the interface: Menu Bar, Toolbar, Location Indicator Bar, Navigation Bar, Details Area, and Status Bar.

Figure 4: Form EP(1001E2K) - Overview

If no data for the application has been entered yet, the red validation icon "disallowed" will show in the **Request** tab. A red triangle in an entry field indicates where information is mandatory.

A close-up of a dropdown menu with the text "English" and a red triangle icon in the selection arrow, indicating a mandatory field.

Figure 5: Mandatory fields are marked with a red triangle

2.1 EP(1001E2K) Tutorial scenario

Scenario

The following sections of Form EP(1001E2K) appear in the same order as they do in the application. For a real application you could complete the sections in any order that suits your company or organisation.

For the purposes of this tutorial we are going to file a sample application for a new **engine filter**.

- ◆ There is a **legal applicant**, an **authorised representative** and an **inventor**.
 - The legal applicant is called Universal Engineering in Los Angeles, California, in the United States (US).
 - The authorised representative is David Kilburn, an employee of a firm called IP Partners in Cambridge, England.
 - The inventor is Harold Stockton, resident of the US.
- ◆ The options for selecting a language, filing a divisional application and making a reference to an earlier filing are dealt with in a separate exercise.
- ◆ A **national priority** for Canada is entered.
- ◆ **Separate files** in PDF format are attached for the abstract, claims, description and drawings.
- ◆ The **initial fees** are paid.
- ◆ To finish the exercise we will sign and send our application to the **DEMO** server at the EPO and then view the **receipt**.

Suggested details

User reference: Sample 1001

Legal applicant: Universal Engineering
Research and Development Department
100 Pacific Highway, Los Angeles, California 91234
Registration number 708012345
Ph.: +1 619 505 1234
Fax: +1 619 505 5678
E-mail: info@universal-engineering.com
Country of residence: US

Authorised representative: Mr. David Kilburn
IP Partners, European Patents
100 Red Lion Square, Cambridge CB2 1AB, Cambridgeshire
Registration number 14556889
Ph.: +44 1223 351681
Fax: +44 1223 351690
E-mail: kilburn@ip-partners.co.uk
Country of residence: GB

Inventor: Mr. Harold Stockton
100 East Drive, Harvest, Missouri 35749
Country of residence: US
The applicant has acquired the right to the European patent under agreement of 3 March 2008.

2.2 EP(1001E2K) Request

To begin the tutorial, we will complete the **Request** tab. We want to file to the **European Patent Office**. Our invention relates to an engine filter. We are going to use the validation messages to check that we have entered the information correctly and completely.

The **Request** tab is divided into the sub-tabs **Request**, **Divisional** and **Reference**.

- ♦ The **Request** sub-tab contains the basic information pertaining to your application, for example the filing office and the title of the invention.
- ♦ In the **Divisional** sub-tab you can declare your divisional application mandatory or voluntary and enter data related to the previously filed application.
- ♦ In the **Reference** sub-tab you can specify whether your application relates to a previously filed application.

Entering mandatory information in the Request tab

- Click the **Request** tab.
- Enter **EP** in the field **Filing Office**. The name **European Patent Office (EPO)** is completed automatically.
Note that the validation icon changes to a yellow "caution" sign.
This means that the information is incomplete but may be supplied subsequent to your filing.

Your screen should look like this:

The screenshot shows the EPO Online Filing interface for EP(1001E2K) - Draft - Sample 1001. The 'Request' tab is selected, and the 'Filing Office' field is set to 'EP', with 'European Patent Office (EPO)' selected in the dropdown menu. The 'Request' sub-tab is active, showing fields for 'Filing Office', 'Request for examination in admissible non-official EPO language', 'The applicant waives his right to indicate whether he wishes to proceed further with the application (Art. 70(2))', 'Procedural Language', 'Filing Language of attached or previous application', and 'Title of Invention'. The 'Filing Office' field is highlighted with a red box, and the 'European Patent Office (EPO)' dropdown is also highlighted. The 'Request' tab is highlighted with a red box. The 'Filing Office' field is set to 'EP', and the 'European Patent Office (EPO)' is selected in the dropdown menu. The 'Request' sub-tab is active, showing fields for 'Filing Office', 'Request for examination in admissible non-official EPO language', 'The applicant waives his right to indicate whether he wishes to proceed further with the application (Art. 70(2))', 'Procedural Language', 'Filing Language of attached or previous application', and 'Title of Invention'. The 'Filing Office' field is highlighted with a red box, and the 'European Patent Office (EPO)' dropdown is also highlighted. The 'Request' tab is highlighted with a red box.

Figure 6: Request - filing office entered

Checking validation messages

In this exercise we will check the validation messages for the **Request** tab and enter the **Title of Invention**. You can check validation messages in a separate window and close it afterwards.

→ Click the **Validation** button.



You can keep the validation message window permanently open. If you **dock** the window, it snaps into place at the bottom of the File Manager window. This is the option we are going to use.

→ Select **Windows > Validation > Docked** from the menu.

In the docked **Validation Messages/Request** window we can see the message relating to the yellow caution sign: "Title is required, but may be provided subsequent to filing".

The screenshot shows the EPO Online Filing interface for 'EP(1001E2K) - Sample 1001'. The 'Request' tab is selected, and the 'Validation' button is highlighted. The 'Validation Messages/Request' window is docked at the bottom, showing the following messages:

- Severity 2: 1 error(s)**
 - Title is required, but may be provided subsequent to filing
- Severity 3: 2 error(s)**
 - Title: German translation of title is recommended
 - Title: French translation of title is recommended

Figure 7: Validation window docked at the bottom of the form window

Entering the title of invention

- Enter **Engine Filter** as the **Title of Invention in English**.
Use upper and lower case letters, not ALL CAPS.
- Click in the **Translation into French** field. The validation icon is now grey.
- Enter **Filtre de moteur** in the **Translation into French** field, and then enter **Motorenfilter** in the **Translation into German** field.

Your screen should look like this, with no remaining validation messages for the **Request** tab:

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 12.04.2010

Request Names States Priority Biological Material Documents Fee Payment Annotations

Request | Divisional | Reference

Grant of European patent and examination of the application under Article 94, are hereby requested.

Filing Office: EP European Patent Office (EPO)

☐ Request for examination in admissible non-official EPO language:

☐ The applicant waives his right to indicate whether he wishes to proceed further with the application (Art. 70(2))

Procedural Language: English

Filing Language of attached or previous application:

☒ English

☐ Admissible language of an EPC contracting State:

☐ Other Language:

Title of Invention

Title of Invention in English: Engine filter

Translation into French: Filtre de moteur

Translation into German: Motorenfilter

Please use appropriate upper and lowercase letters

Logged in as Administrator

Validation Messages/Request

Figure 8: Request - All mandatory information provided

Saving your application as draft

→ Click the **Save** button in the toolbar.



Note the **Last saved** date on the right side of the **Location Indicator** bar.

The **Location Indicator** bar also displays the current status. Our sample application is in **Draft** status as the mandatory information has not been completed.

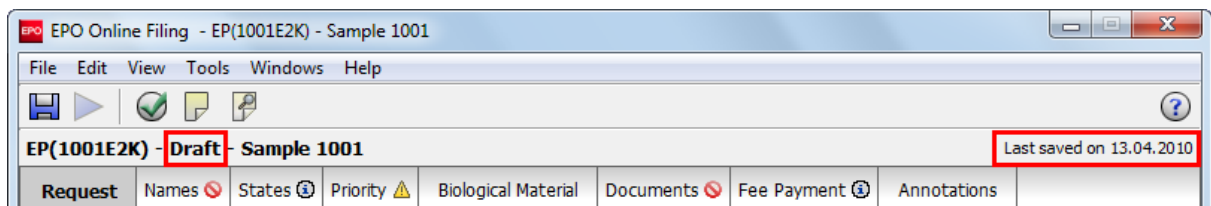


Figure 9: Location Indicator bar with status information

2.3 EP(1001E2K) Request: Additional practice

Besides the default options for a new application in the procedural language preset in Online Filing, Form EP(1001E2K) has a range of additional options for different situations.

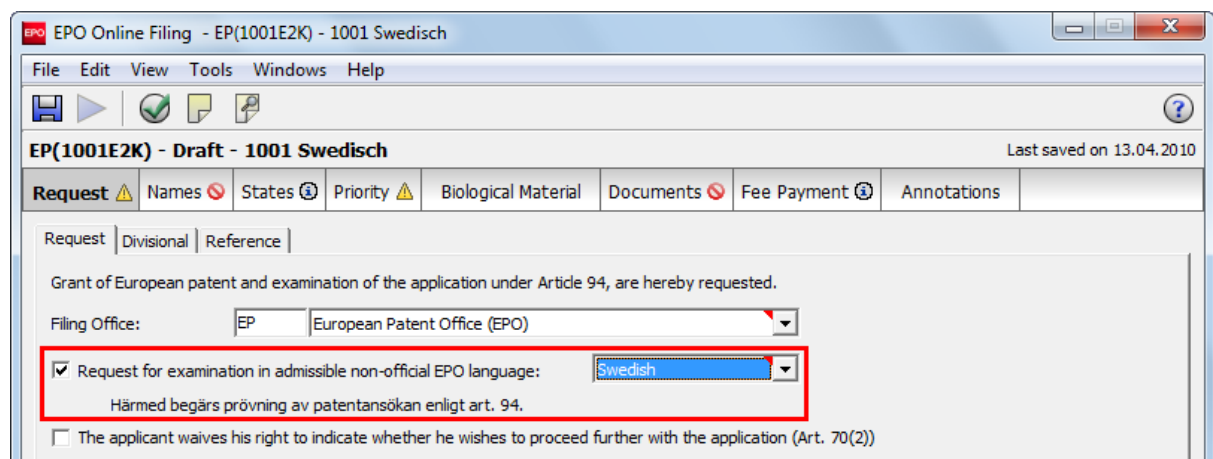
We will take a brief look at these options in the following exercises, without going so far as to elaborate a finished application.

Changing the language of a request for examination

- Click the **Request** sub-tab.
- Select the option **Request for examination in admissible non-official EPO language**.
- Select a language from the list.

The words "Examination of the request under Art. 94 is hereby requested" appear in the line below in the language you selected.

- Check whether there are any validation messages.



EPO Online Filing - EP(1001E2K) - 1001 Swedish

File Edit View Tools Windows Help

EP(1001E2K) - Draft - 1001 Swedish Last saved on 13.04.2010

Request Names States Priority Biological Material Documents Fee Payment Annotations

Request Divisional Reference

Grant of European patent and examination of the application under Article 94, are hereby requested.

Filing Office: EP European Patent Office (EPO)

☒ Request for examination in admissible non-official EPO language: Swedish

Härmed begärs prövning av patentansökan enligt art. 94.

☐ The applicant waives his right to indicate whether he wishes to proceed further with the application (Art. 70(2))

Figure 10: Request for examination in Swedish

Filing applications in other languages

Under the EPC 2000 you can also file applications with the EPO in other languages. If you do you will need to file translations at a later date. The default setting is the procedural language you selected.

→ Click the **Request** sub-tab.

→ Select the option **Admissible language of an EPC contracting State** or **Other language** and select the language you want from the list.

If you wish, you can also change the procedural language. The default setting is English. You can choose from the EPO's three official languages: English, French and German.

→ Change the **Procedural Language** by selecting, for example, **German** from the list.

① This changes the language of the form you will use to submit your application to the EPO. It does not change the language of the Online Filing user interface.

→ Enter the name of your invention under **Title of Invention** and the relevant translation in the neighbouring boxes.

① Note the sequence of the fields: the title of the invention is always entered first in the procedural language selected, followed by translations in the other two languages, arranged in alphabetical order. For example, in English, the translation languages appear in the sequence "French" - "German", whereas the sequence is "Französisch" - "Deutsch" in the form's German user interface.

→ See also the validation messages: in this case, the applicant (to be entered in the **Names** tab) must be either a national of or have his or her place of residence in one of the EPC contracting states

The screenshot shows the 'Request' sub-tab of the EPO Online Filing interface. At the top, there are two sections for language selection. The first section, 'Procedural Language:', has a dropdown menu set to 'German'. The second section, 'Filing Language of attached or previous application:', has three radio buttons: 'German' (unselected), 'Admissible language of an EPC contracting State:' (selected), and 'Other Language:'. The 'Admissible language of an EPC contracting State:' option has a dropdown menu set to 'Swedish'. Below these sections is the 'Title of Invention' section, which contains three text boxes: 'Title of Invention in German' (containing 'Motorenfilter'), 'Translation into English' (containing 'Engine filter'), and 'Translation into French' (containing 'Filtre de moteur'). Below these boxes is a note: 'Please use appropriate upper and lowercase letters'. At the bottom of the form, there is a status bar showing 'Logged in as Administrator' and a 'Validation Messages/Request' section. The validation section shows a message: 'Severity 2: 1 error(s)' with the text '* Request: Condition under article 14 (2) EPC for admitting a non-EPO language is not fulfilled'.

Figure 11: Changing the procedural language and the language of the application

→ Click the **Preview** button to view your application as a PDF file.



The form is now in German.

Mandatory divisional application

Under the EPC, divisional applications may only be filed with the EPO and are not admissible in the national filing offices. A divisional application must be filed with the EPO at the latest 24 months after the date of the first communication. For more information on divisional applications pursuant to Rule 36(1) EPC, refer to the **Notice from the European Patent Office dated 20 August 2009** (http://archive.epo.org/epo/pubs/oj009/10_09/10_4819.pdf).

- In the **Request** sub-tab enter **EP** as the filing office.
- Click the **Divisional** sub-tab.
- Select the check-box **Divisional application**.
- Enter the **Application number of earlier application**.
This number must have the correct format for European applications, i.e. it should be a nine-digit number such as **08240895.6**.
EP application numbers consist of eight digits plus a check digit at the end. The check digit is used to verify the correctness of the other eight digits.
- Enter the **filing date** of the earlier application.
- Select the option **Mandatory divisional application (Rule 36(1)(b) EPC)**.
- Enter the **date of the first communication**..
- Check whether there are any validation messages.

Your screen should look like this:

EPO Online Filing - EP(1001E2K) - 1001 Divisional

File Edit View Tools Windows Help

EP(1001E2K) - Draft - 1001 Divisional Last saved on 13.04.2010

Request Names States Priority Biological Material Documents Fee Payment Annotations

Request Divisional Reference

☒ Divisional application

Application number of earlier application: EP08240895.6

Filing date: 1 December 2008

☒ Mandatory divisional application (Rule 36(1)(b) EPC)

Date of first communication where objections under Art. 82 were raised: 30 January 2009

☐ Voluntary divisional application (Rule 36(1)(a) EPC)

Date of first communication: dd.mm.yyyy

Application number of the relevant earliest application: EP

☐ No communication received

Logged in as Administrator

Figure 12: Mandatory divisional application with EPO as filing office

Reference and re-establishment of rights

In this example the earlier application was filed more than 12 months but less than 14 months prior to the present date. You can make reference to the earlier application and claim priority from it. You can also request re-establishment of rights.

- Click the **Reference** sub-tab.
- Select the option **Reference is made to previously filed application**.
- Enter **GB** as the filing office and select **PCT application** as the **kind of application**.
- Use the calendar to enter the **filing date**.
- Enter the **application number** of the previously filed application, in this case PCT application number **PCT/GB2009/345678**.
- Select the option **It is hereby declared that the reference to the previously filed application replaces also the claims (Rule 57(c))** and enter **15** as the number of claims in the previous application.
- Select the option **Previously filed application is also a priority application**.
- Tick the check-box **Re-establishment of rights is herewith requested**.

- ① Check the validation messages, which tell you which documents still have to be attached.

EPO Online Filing - EP(1001E2K) - 1001 Reference

File Edit View Tools Windows Help

EP(1001E2K) - Draft - 1001 Reference Last saved on 13.04.2010

Request Names States Priority Biological Material Documents Fee Payment Annotations

Request Divisional Reference

☐ Art. 61(1)(b) application of earlier application: 0.0

☒ Reference is made to previously filed application Rule 40(1):

Office where previous application was filed: GB United Kingdom

Kind of application: PCT application

Filing date: 13 March 2009

Application number: PCT/GB2009/345678 Format: PCT/CCYY/nnnnn or PCT/CCYYYY/nnnnnn

The reference replaces description and drawings.

☒ It is hereby declared that the reference to the previously filed application replaces also the claims (R 57(c)).

Number of claims in previous application: 15

☒ Previously filed application is also a priority application.

☐ The description contains a sequence listing in accordance with Rule 27a(1).

☐ A certified copy will be filed later.

☒ Re-establishment of rights is herewith requested:

Logged in as Administrator

Validation Messages/Request

▼ **Severity 2: 1 error(s)**

- Reference application: A certified copy of the previously filed application must be supplied within 2 months of date of filing (R40(3)). No copy needs to be supplied if such a copy is already available according to R53(2).

▼ **Severity 3: 1 error(s)**

- Reference application: the grounds for Re-establishment of Rights can be attached under Annotations/Additional Documents.

Figure 13: Reference to a previously filed application, declaration of priority and request for re-establishment of rights

2.4 EP(1001E2K) Names

In the **Names** tab of EP(1001E2K) you can add details of applicants, representatives and inventors. At least one applicant is required. We are going to fill in the details for a company (legal person), an authorised representative (natural person) and an inventor in our example.

Applicant's details

→ First we enter the company details. In the **Names** tab, click the **Add** button.



→ Select the **Applicant, Legal** role from the list.

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 30.10.2008

Request Names States Priority Biological Material Documents Fee Payment Annotations

+ × Add Company: Registration: 0.0

Applicant, Legal Agent:

Applicant, Natural

Representative, Association

Representative, Authorised

Representative, Legal Practitioner

Inventor

Postal code: City: Region: Residence:

☐ Address for correspondence

☐ Legal Applicant is represented by the following employee acting pursuant to Art. 133(3) EPC:

Last Name: General Authorisation:

First Name:

Title:

Logged in as Administrator 3 3 1

Figure 14: Adding applicant (legal person)

→ Complete the sample details for **Universal Engineering** in the entry fields on the right.

Your screen should look like this:

The screenshot shows the 'EPO Online Filing - EP(1001E2K) - Sample 1001' window. The 'Names' tab is active. The form contains the following data:

Company:	Universal Engineering	Registration:	708012345
Department:	Research and Development Dep		
Country:	US United States of A	Telephone:	+1 619 505 1234
Address:	100 Pacific Highway	Telefax:	+1 619 505 5678
		E-mail:	info@universal-engineering.com
Postal code:	91234		
City:	Los Angeles		
US State:	CA California	Residence:	US United States of A

Below the main form, there are checkboxes for 'Address for correspondence' and 'Universal Engineering is represented by the following employee acting pursuant to Art. 133(3) EPC:'. At the bottom, there are fields for 'Last Name:', 'First Name:', 'Title:', and 'General Authorisation:'.

Figure 15: Details of applicant (legal person) added

Copy data to and from the Address Book

You can use information stored in the Address Book to help you fill in your forms. Whenever you add a legal or natural person on the **Names** tab the following two buttons become available:

	Copy from Address Book: This opens the Address Book to allow you to select a name and copy the details to your form.
	Copy to Address Book: This copies the details relating to a name you have entered in your form to the Address Book.

You can open the Address Book from the File Manager.

→ Click the **Address Book** button in the toolbar.

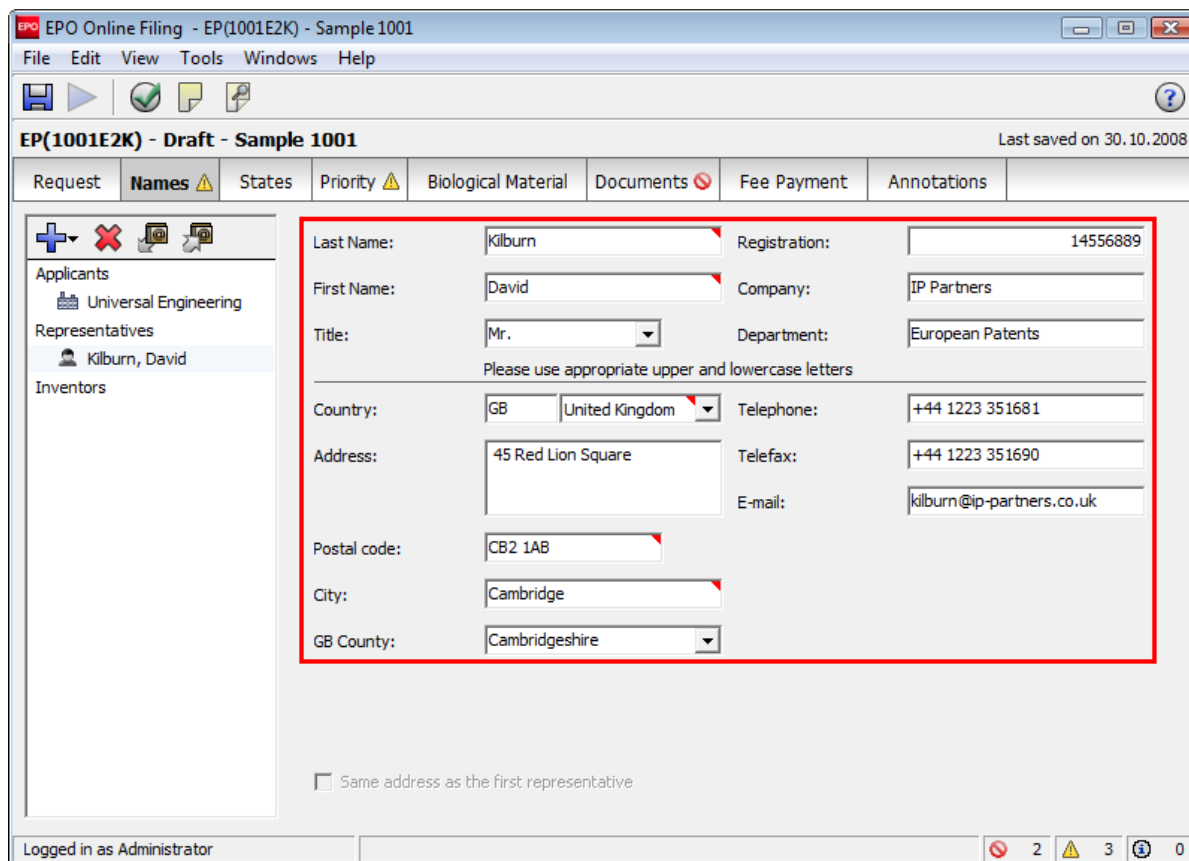


Representative's details

- Click the **Add** button again, and this time select **Representative, Authorised**.
- We use the representative David Kilburn (from Great Britain) in our example. Enter Mr. Kilburn's details.

① Legal persons are represented by the icon  and natural persons by the icon .

Your screen should look like this:



EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 30.10.2008

Request **Names** States Priority Biological Material Documents Fee Payment Annotations

Applicants
 Universal Engineering
 Representatives
 Kilburn, David
 Inventors

Last Name: Kilburn Registration: 14556889
 First Name: David Company: IP Partners
 Title: Mr. Department: European Patents
 Please use appropriate upper and lowercase letters
 Country: GB United Kingdom Telephone: +44 1223 351681
 Address: 45 Red Lion Square Telefax: +44 1223 351690
 E-mail: kilburn@ip-partners.co.uk
 Postal code: CB2 1AB
 City: Cambridge
 GB County: Cambridgeshire

☐ Same address as the first representative

Logged in as Administrator 2 3 0

Figure 16: Details of representative (natural person) added

Inventor's details

- Click the **Add** button again, and this time select **Inventor**.
- Complete the details for Harold Stockton.
- Use the **Calendar** button to complete the **Under agreement of** date.



- Select the year, month and day from the calendar. Click on the arrows to move backwards and forwards in the calendar.

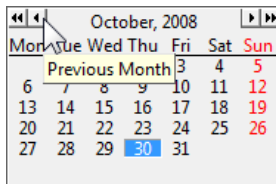


Figure 17: Selecting date from calendar

Your screen should look like this:

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 30.10.2008

Request **Names** States Priority Biological Material Documents Fee Payment Annotations

Inventors

Stockton, Harold

Last Name: Stockton Country: US United States of A

First Name: Harold Address: 100 East Drive

Title: Mr. Postal code: 35749

Company: City: Harvest

Department: US State: MO Missouri

Please use appropriate upper and lowercase letters

The applicant has acquired the right to the European patent as follows:

☐ As employer

☐ As successor in title

☒ Under agreement of 3 March 2008

☐ Waiver by inventor of notification of information under rule 19(3)

☐ Renunciation of title by inventor (Rule 20(1))

Logged in as Administrator

Figure 18: Details of inventor added

2.5 EP(1001E2K) States

In the **States** tab of EP(1001E2K) you can designate the countries for which you require patent protection. The fee reform of 1 April 2009 introduced a flat fee for the designation of contracting states, as a result of which all the contracting states are automatically designated as a matter of course. If you want to exclude a particular state from designation you must request the withdrawal of designated states in a subsequent filing.

In our example we will also designate all the states with which the EPO has extension agreements.

Designation

- Click the **Designation** sub-tab.
- Under the heading **All states which are contracting states to the EPC at the time of filing of this application are hereby designated** you will see that all the states have been automatically selected.

Your screen should look like this:

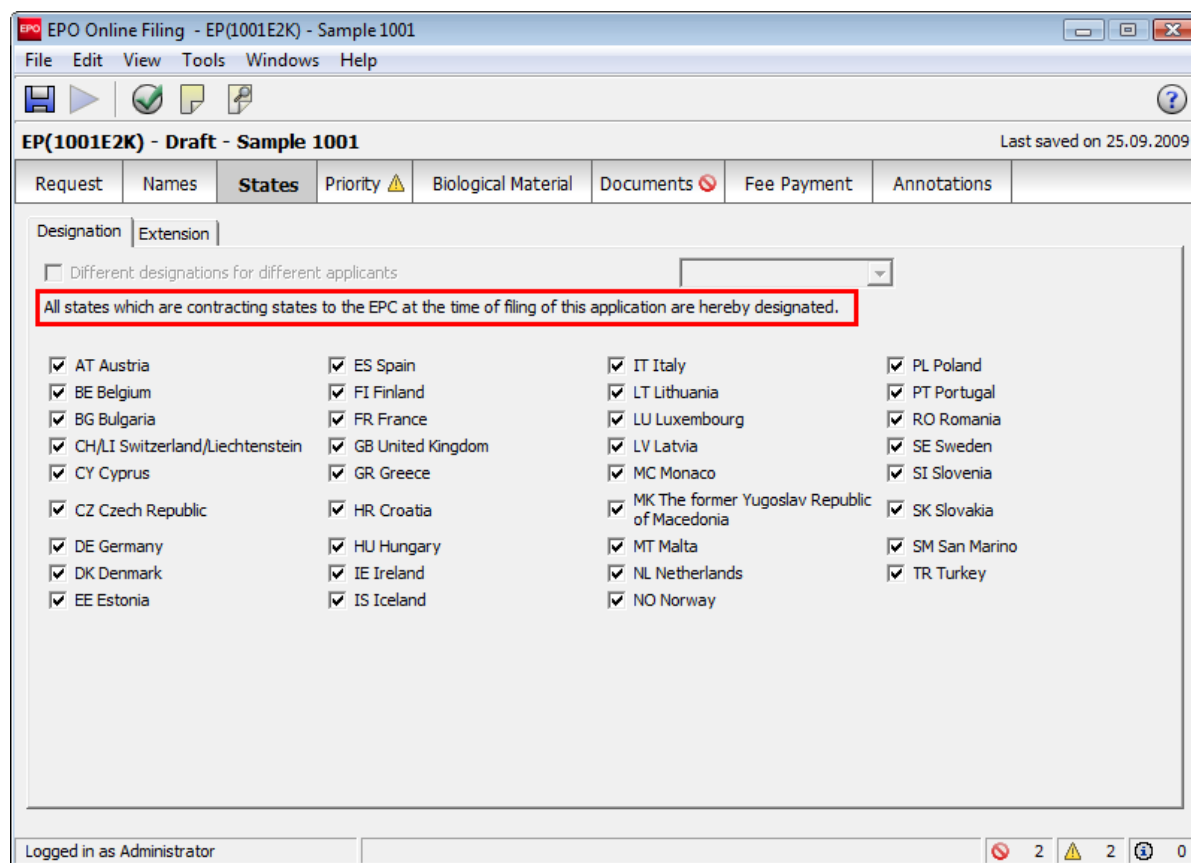
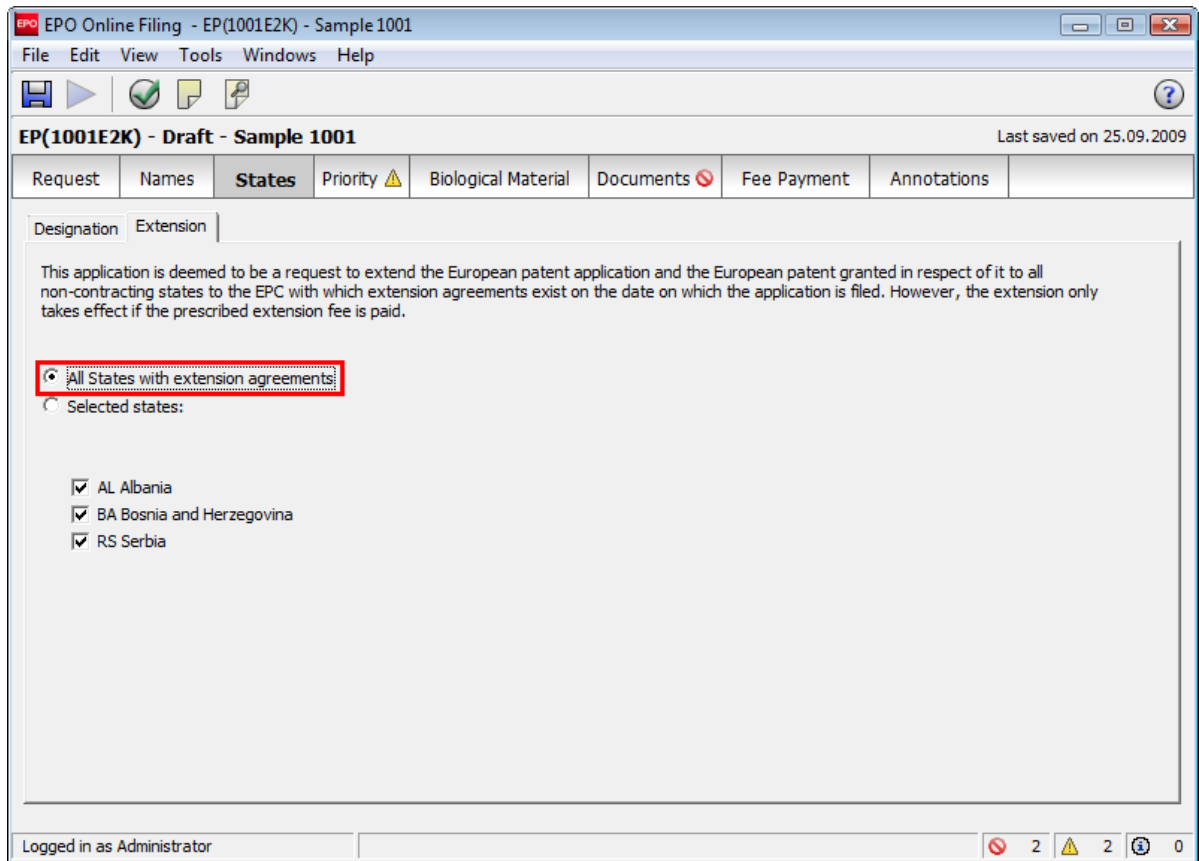


Figure 19: Automatic designation of all contracting states to the EPC

Extension states

- Click the **Extension** sub-tab.
- Select the option **All States with extension agreements**.
The states are automatically selected.



EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 25.09.2009

Request Names **States** Priority ⚠ Biological Material Documents ❌ Fee Payment Annotations

Designation Extension

This application is deemed to be a request to extend the European patent application and the European patent granted in respect of it to all non-contracting states to the EPC with which extension agreements exist on the date on which the application is filed. However, the extension only takes effect if the prescribed extension fee is paid.

☒ All States with extension agreements

☐ Selected states:

- ☒ AL Albania
- ☒ BA Bosnia and Herzegovina
- ☒ RS Serbia

Logged in as Administrator

2 2 0

Figure 20: All states with extension agreements selected

2.6 EP(1001E2K) Priority

In the **Priority** tab of EP(1001E2K) you can specify details of the priority application you wish to claim. We are going to add an international priority in our example. The application must be filed within one year of the claimed priority.

- Click the **Add** button and then select **National**.



- Complete the details on the right.
- Enter **CA** in the **National office** field and select **patent application** as the **Kind**.
- Select a **Filing date** using the **Calendar** button.



- Enter the sample **Application Number 2,123,456**.

A sample application number for the national office you have selected will be displayed next to this field.

- To initiate accelerated processing, select the option **It is not intended to file a (further) declaration of priority**.

Your screen should look like this:

Figure 21: Details of national priority

- ① Translations of priority documents can be attached in the **Documents** tab.

Re-establishment of rights

Applications should normally be filed within 12 months of the date of filing of the claimed priority.

- ➔ Select the option ***Re-establishment of rights is hereby requested*** if the date of filing of the priority application is between 12 and 14 months prior to the current date.

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 26.10.2009

Request	Names	States	Priority	Biological Material	Documents	Fee Payment	Annotations
<div> <div>+</div> <div>×</div> </div> <div> <div>Nationals</div> <div>CA-2,123,456</div> <div>Regionals</div> <div>Internationals</div> </div>			National office: CA Canada Kind: patent application Filing date: 3 September 2008 Application Number: 2,123,456 2nnnnnn, spaces, hyphens or commas allowed between data items <input checked="" type="checkbox"/> Re-establishment of rights is herewith requested <input type="checkbox"/> It is hereby declared that this European patent application is a complete translation of the previous application (Rule 53(3))				

☐ It is not intended to file a (further) declaration of priority

Logged in as Administrator

2 1 1

Figure 22: Declaration of a national priority with request for re-establishment of rights

2.7 EP(1001E2K) Biological Material

In the **Biological Material** tab of EP(1001E2K) you can add the details relating to a patent application for a biological invention.

- To add data for the biological material, click the **Add** button and select **Biology**.
- Complete the details.

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 30.10.2008

Request	Names	States	Priority	Biological Material	Documents	Fee Payment	Annotations
<div style="display: flex;"> <div style="border: 1px solid red; padding: 5px; margin-right: 10px;"> <div style="display: flex; align-items: center;"> + × </div> <div>BIO-CA-2, 123,456</div> </div> <div> <p>The invention relates to and/or uses biological material which has been deposited under Rule 31</p> <p>Deposit details Further details</p> <p>Identification Reference: BIO-CA-2, 123,456</p> <p>Depository: National Microbiology Laboratory, Health Canada</p> <p>Name and address: Federal Laboratories for Health Canada, Room H5190, 1015 Arlington Street, Winnipeg, Manitoba, Canada R3E 3R2</p> <p>Accession number: NMLHC-08/023456</p> <p><input type="checkbox"/> The particulars referred to in Rule 31(1)(c) (if not yet known, the depository institution and the identification reference(s) [number, symbols, etc.] of the depositor are given in the technical documents in the application on</p> <p>Page(s) Line(s)</p> <p><input type="checkbox"/> Availability restricted to experts (Rule 32(1))</p> </div> </div>							

Logged in as Administrator

2 1 0

Figure 23: Details of biological material

In our example we do not need to enter any information on this tab so you should delete the entry for biological material before proceeding.

- Click the **Delete** button.



The details of the biological material are removed.

2.8 EP(1001E2K) Documents

In the **Documents** tab of EP(1001E2K) you can attach all the documents accompanying your application. At least an electronic document containing the patent description and the claims must be attached in order to file the application to the EPO. This is why the **Documents** tab displays a red validation icon in its initial state.

Online Filing allows you to submit all the mandatory information either in combined files or in single files for the different documents. For example, you could prepare the description, the claims, the abstract and the drawings consecutively in one text file, save this in PDF format and attach it to your application. Alternatively, you could also save each document as an individual file and attach them separately.

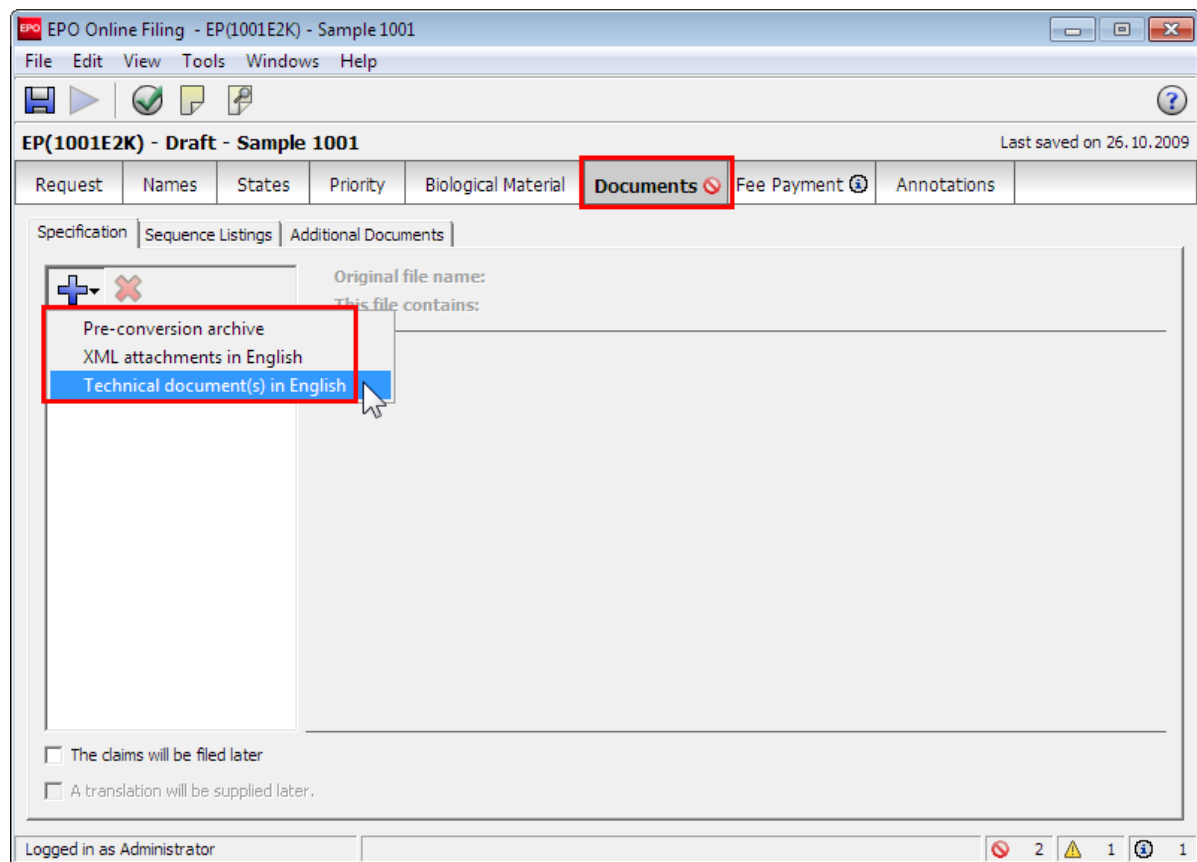


Figure 24: Options for attaching technical documents

We are going to attach separate files for the description, claims, abstract and drawing in our example.

① Additional, non-mandatory, documents are attached in the **Additional Documents** sub-tab.

Attaching separate files

Description

- In the **Documents** tab, under **Specification**, click the **Add** button.



- Select the **Technical document(s) in English** option, navigate to the file on your computer, select it and click **Open**. This will attach the file to your application.

In this example we will use a file called **Engine filter description.pdf**.

- Select the check box for **Description**.

The file is renamed to **SPECEPO-1.pdf**. The original file name and the number of pages are automatically added to the form.

Your screen should look like this:

The screenshot shows the EPO Online Filing interface for 'EP(1001E2K) - Draft - Sample 1001'. The 'Documents' tab is active, and the 'Specification' section is expanded. In the 'Technical document(s) in ...' list, 'SPECEPO-1.pdf' is attached. The 'Original file name' is 'Engine filter description.pdf' and the 'Number of pages' is '7'. The 'Description' checkbox is checked. Other options like 'Claims', 'Abstract', and 'Drawings' are unchecked. The 'From page' and 'To page' fields are empty for all sections. The status bar at the bottom indicates 'Logged in as Administrator'.

Figure 25: Description attached as separate file

Claims

→ Repeat this process to attach the claims.

In this example we will use a file called **Engine filter claims.pdf**.

→ Tick the check box for **Claims**.

The file is renamed to **SPECEPO-2.pdf**.

→ Enter **10** as the number of claims.

The yellow validation icon in the **Documents** tab indicates that information is missing, but that this information may be filed later. The validation message indicates that the electronic file is required for the abstract.

In the toolbar the blue **Next** button is active, as the application now contains all the necessary data.

Your screen should look like this:

The screenshot shows the EPO Online Filing application window titled "EPO Online Filing - EP(1001E2K) - Sample 1001". The interface includes a menu bar (File, Edit, View, Tools, Windows, Help) and a toolbar with icons for saving, navigating, and viewing. The main area is divided into tabs: Request, Names, States, Priority, Biological Material, **Documents** (highlighted with a yellow warning icon), Fee Payment, and Annotations. Below the tabs, there are sub-tabs for Specification, Sequence Listings, and Additional Documents. The left sidebar shows a list of technical documents: "SPECEPO-1.pdf" and "SPECEPO-2.pdf" (highlighted with a red box). The main content area displays details for the selected document "Engine filter claims.pdf". It includes fields for "Original file name:", "This file contains:", "Number of pages:" (4), and "Number of claims:" (10, highlighted with a red box). The "Claims" checkbox is checked, and the "Number of claims" field is set to 10. Other options like "Description", "Abstract", "Drawings", and "Figure to be Published with Abstract" are also visible. At the bottom, there are checkboxes for "The claims will be filed later" and "A translation will be supplied later." The status bar at the bottom indicates "Logged in as Administrator" and shows a progress bar with icons for various actions.

Figure 26: Claims attached as separate file

Abstract

→ Repeat this process to attach the abstract.

In this example we will use a file called **Engine filter abstract.pdf**.

→ Tick the check box for **Abstract**.

The file is renamed to **SPECEPO-3.pdf**.

→ Enter the number **1** in the **Figure to be published with abstract** field.

Your screen should look like this:

The screenshot shows the EPO Online Filing interface for 'EP(1001E2K) - Draft - Sample 1001'. The 'Documents' tab is active. On the left, under 'Technical document(s) in ...', three files are listed: 'SPECEPO-1.pdf', 'SPECEPO-2.pdf', and 'SPECEPO-3.pdf'. 'SPECEPO-3.pdf' is selected. The main area shows the 'Original file name' as 'Engine filter abstract.pdf' and 'Number of pages' as 2. Under 'This file contains:', the 'Abstract' checkbox is checked. The 'Figure to be Published with Abstract' field contains the number '1'. The 'Number of claims' field is empty. The 'Number of Drawings' field is empty. The status bar at the bottom indicates 'Logged in as Administrator' and shows a progress bar with 1, 0, and 1.

Figure 27: Abstract attached as separate file

Drawings

→ Repeat this process to attach the drawing.

In this example we use a file called **Engine filter drawing.pdf**.

→ Tick the check box for **Drawings**.

The file is renamed to **SPECEPO-4.pdf**.

→ Enter the number **1** in the **Number of drawings** field.

Your screen should look like this:

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 26.10.2009

Request Names States Priority Biological Material **Documents** Fee Payment Annotations

Specification Sequence Listings Additional Documents

Technical document(s) in ...

- SPECEPO-1.pdf
- SPECEPO-2.pdf
- SPECEPO-3.pdf
- SPECEPO-4.pdf**

Original file name: **Engine filter drawings.pdf** Number of pages: 1

This file contains:

☐ Description From page: to

☐ Claims Number of claims: From page: to

☐ Abstract Figure to be Published with Abstract: (eg 1, 2a) From page: to

☒ **Drawings** Number of Drawings: **1** From page: **1** to **1**

☐ The claims will be filed later

☐ A translation will be supplied later.

Logged in as Administrator

Figure 28: Drawings attached as separate file

Viewing attached documents

- In the toolbar click the **Preview** button to view your application as it would look on a printed form.
- Click the **Preview** button to the right of the selected file to view it.

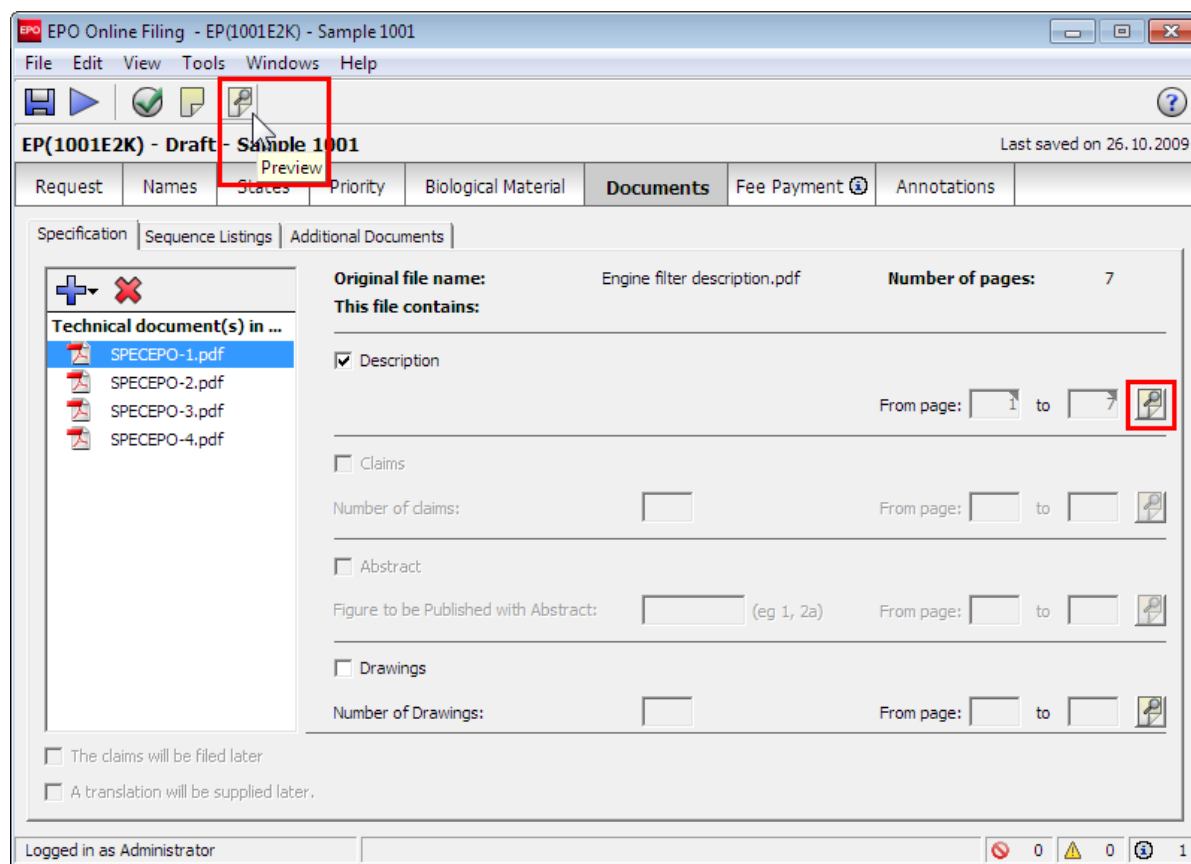


Figure 29: Preview buttons

Changing documents

- To remove a document, select it and then click the **Delete** button.



If a mandatory document is removed, the validation icon changes back to red, and the **Next** button in the toolbar becomes unavailable.

- Attach the single files one by one as described above.
- Complete the information required.
- Check for any validation messages and check which documents are still missing.

2.9 EP(1001E2K) Fee Payment

In the **Fee Payment** tab of EP(1001E2K) the fees associated with your submission are calculated and the method of payment is indicated. The relevant fees payable for your patent application have been selected automatically in accordance with your earlier specifications.

In our example we will pay frequently paid fees using the **Debit from a deposit account** mode of payment, and we will request additional copies of the documents in the search report.

- Click the **Fee selection** sub-tab to see the fees listed.
- Make sure the option **Initial fees** is selected in the **Show** list.
- Click the **Payment Details** sub-tab.
- Select the **Debit from deposit account** option from the **Mode of payment** list.
The corresponding fields are displayed for completion.
- Enter the sample account number **123456** after the digits **28**.
EPO deposit account numbers consists of eight digits, starting with **28**.
- Enter **IP Partners** in the **Account holder** field.
- Mark the check-box for **Additional copies of the documents cited in the European search report** and enter the number of copies required.

Your screen should look like this:

EPO Online Filing - EP(1001E2K) - Sample 1001

File Edit View Tools Windows Help

EP(1001E2K) - Draft - Sample 1001 Last saved on 25.09.2009

Request	Names	States	Priority	Biological Material	Documents	Fee Payment	Annotations
<div> <div>Payment Details</div> <div>Fee selection</div> </div> <div> Mode of Payment: Debit from deposit account Currency: EUR The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs indicated on the fees page. </div> <div> Deposit account number: 28123456 Account holder: IP Partners </div> <div> <input type="checkbox"/> Only required if different from above - Reimbursement, if any, to be made to deposit account with the EPO: 28 Account holder: </div> <div> <input type="checkbox"/> Refund of search fee (Art. 9 RFees) is requested on the basis of the earlier search report: </div> <div> <input checked="" type="checkbox"/> Additional copies of the documents cited in the European search report: 3 Copies </div>							

Figure 30: Mode of payment and account details added

Debit from deposit account

If you choose this mode of payment, the relevant fees will be debited directly from your EPO deposit account. If you issue a debit order during normal working hours (08.00-18.00 hrs), you can usually view it under **pending orders** within about 30 minutes. The actual deduction from your account will appear 5 to 6 days later.

If you are not sure how you will be paying your fees, you may want to indicate **Not specified**.

IMPORTANT: As of 1 April 2008 the EPO will no longer accept payment by cheque. Payments should be made using one of the following options:

- ◆ payment or transfer to any bank account held by the EPO in its member states
- OR-
- ◆ payment via a deposit account held with the EPO.

Online fee payment

The EPO offers a quick and secure online fee payment service designed for holders of EPO deposit accounts. For more information, go to the **EPO Online Services website** (<http://www.epoline.org>) and navigate to **Products and services > Online Fee Payment**.

2.10 EP(1001E2K) Annotations

In the **Annotations** tab you can add notes for the EPO. For notes intended for your own use and not for transmission to the EPO you can create **Internal Notes**.

Adding annotations for the EPO

We are going to add an annotation for the EPO.

- Click the **Add** button and then select **New Note**.



- Enter **David Kilburn** in the **Author** field, enter **Priority document translation** in the **Subject** field and enter **The translation of the priority document issued by the Canadian National Office will be filed subsequently** in the **Note** field.

Your screen should look like this:

The screenshot shows the EPO Online Filing application window. The title bar reads 'EPO Online Filing - EP(1001E2K) - Sample 1001'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Windows', and 'Help'. The toolbar contains icons for saving, undo, redo, and help. The main window displays the 'EP(1001E2K) - Draft - Sample 1001' form. The 'Annotations' tab is selected, showing a list of annotations on the left and a detailed view on the right. The detailed view shows the following fields:

- Author:** David Kilburn
- Subject:** Priority document translation
- Note:** The translation of the priority document issued by the Canadian National Office will be filed subsequently.

The status bar at the bottom indicates 'Logged in as Administrator' and shows three icons with counts: a red circle with a slash (0), a yellow triangle (0), and a blue circle with an 'i' (0).

Figure 31: Note for the EPO added

Creating internal notes

You can use the **Internal Notes** function to create notes intended for you or your colleagues, and not for the EPO.

- Click the **Internal Notes** button in the toolbar.



- Enter **David Kilburn** in the **Author** field, enter **Check documents** in the **Subject** field.
- Enter **Please check all documents before sending** in the **Note** field.

Your internal note should look like this:

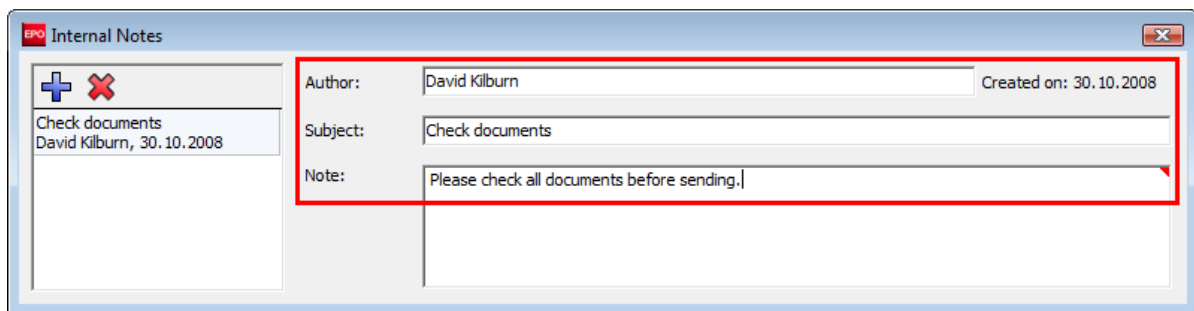
A screenshot of the 'Internal Notes' application window. The window has a title bar with 'EPO Internal Notes' and a close button. On the left is a sidebar with a list of notes, each preceded by a plus or minus icon. The main area contains three input fields: 'Author' with 'David Kilburn', 'Subject' with 'Check documents', and 'Note' with 'Please check all documents before sending.'. A 'Created on' field shows '30.10.2008'. A red rectangle highlights the Author, Subject, and Note fields.

Figure 32: Creating internal note

2.11 EP(1001E2K) Previewing the completed application

Before we sign and send our application, we are going to preview it.

- Click the **Preview** button in the toolbar.



The application opens in the **PDF Viewer**.

- Use the **Print** and **Save** buttons in the PDF viewer toolbar to print or save your application as a PDF file.
- Scroll through the application, and when ready click **Cancel** in the lower right-hand corner.

The application should look similar to this:

PDF Viewer

application-body.xml (application-body.xml)
ep-request.pdf (ep-request.pdf)
ep-request.xml (ep-request.xml)
f1002-1.pdf (f1002-1.pdf)
package-data.xml (package-data.xml)
pkgheader.xml (pkgheader.xml)
SPECEPO-1.pdf (SPECEPO-1.pdf)
SPECEPO-2.pdf (SPECEPO-2.pdf)
SPECEPO-3.pdf (SPECEPO-3.pdf)
SPECEPO-4.pdf (SPECEPO-4.pdf)

Request for grant of a European patent

For official use only

1 Application number:	MIKEY
2 Date of receipt (Rule 36(2) EPC):	DREC
3 Date of receipt at EPO (Rule 36(4) EPC):	RENA
4 Date of filing:	

6 Grant of European patent, and examination of the application under Article 94, are hereby requested. ☒

6.1 The applicant waives his right to be asked whether he wishes to proceed further with the application (Rule 70(2)) ☐

Procedural language: en

Description and/or claims filed in: en

6 Applicant's or representative's reference: Sample 1001

Applicant 1

7.1 Name: Universal Engineering

Registration No.: 708012345

Department: Solar technology

8.1 Address: 100 Pacific Highway
Los Angeles CA California 91234
United States of America

10.1 State of residence or of principal place of business: United States of America

12.1 Telephone: +1 619 505 1234

Cancel

Figure 33: Preview of application using Form EP(1001E2K)

2.12 EP(1001E2K) Signing the application

Once all the mandatory information is completed, the application can be signed. In our example we will add a digital signature to the application using an EPO smart card.

→ Click the **Next** button to move the application to **Ready to Sign** status and initiate the signing process.

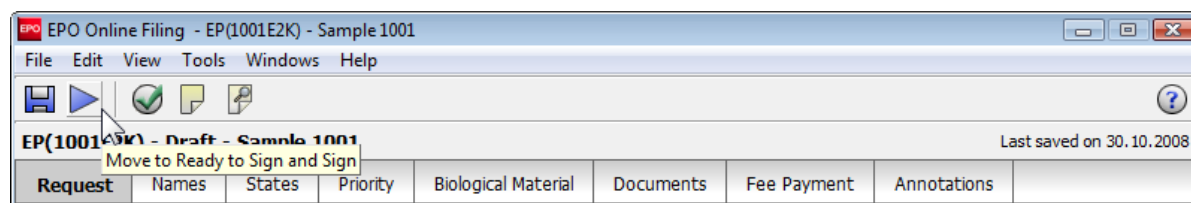


Figure 34: Workflow button active: "Move to Ready to Sign and Sign"

Your application is displayed in the **PDF Viewer**. The documents you have attached are listed on the left.

The system files required for transmission to the EPO are also listed. These are in **XML**. The **eXtensible Markup Language** is a document-processing standard defined by the World Wide Web Consortium. It provides a way to define and manage information and can be used to check the accuracy and quality of document format.

→ Click the name of a document to display its contents, e.g. **ep-request.xml**.

→ Click **Sign Now** in the lower right corner to continue.

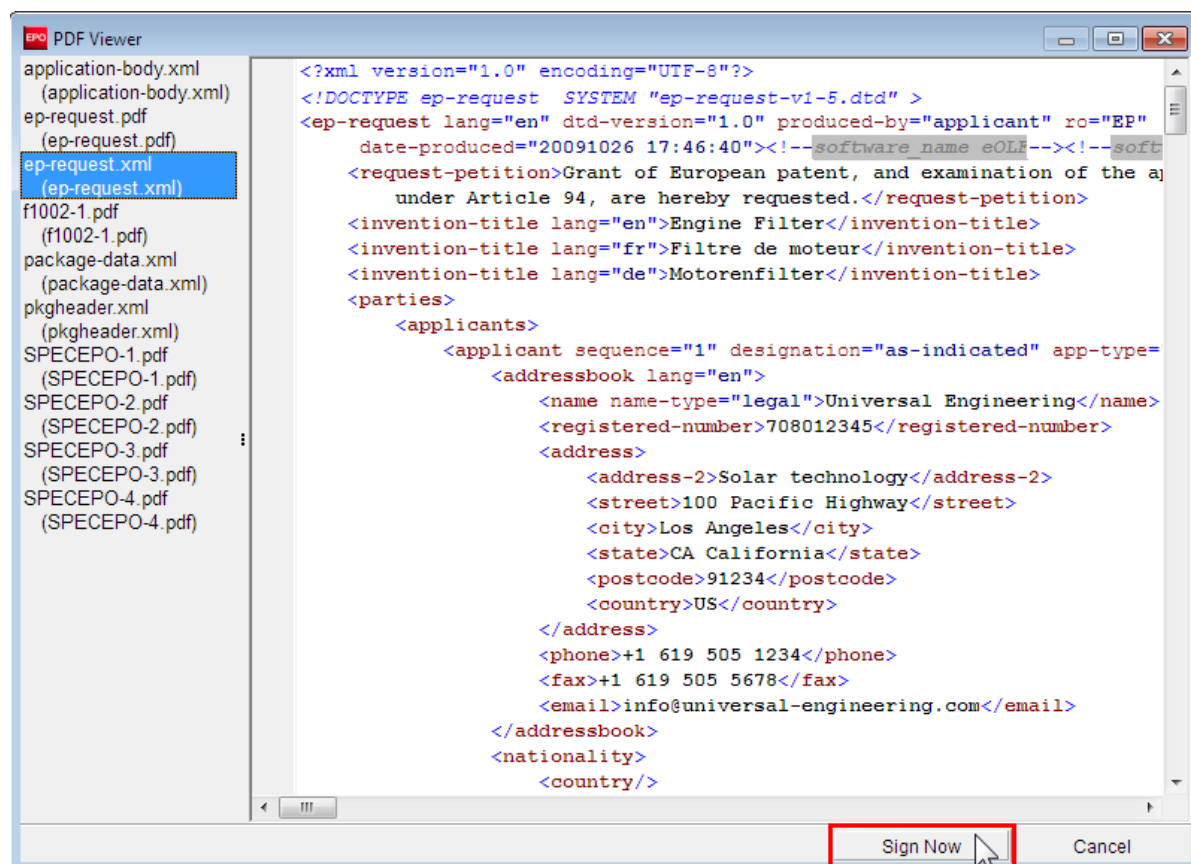


Figure 35: Application in XML format in PDF viewer

The **Sign Application** window opens.

- For the purposes of this tutorial, select the representative **David Kilburn**.
- Select **Smart Card** as the type of signature.
- Enter your **PIN code**.
- Enter **Cambridge** in the **Place of Signing** field (optional) and then click **Sign**.

The screenshot shows the 'Sign Application' window. On the left, under 'Applicants', 'Representatives' is expanded, and 'David Kilburn' is selected. The main area is titled 'Sign for representative David Kilburn:'. It contains a 'Representative Name' field with 'David Kilburn'. Below this, 'Type of signature:' has four options: 'Smart Card' (selected), 'Soft Certificate', 'Alphabetical', and 'Facsimile'. Under 'Smart card details:', there is an 'Enter PIN Code:' field with a masked input. Below that is a 'Place of Signing:' field with 'Cambridge'. At the bottom right, there is a 'Sign' button with a mouse cursor over it, and a 'Close' button. A checkbox at the bottom left is labeled 'Save settings as default (Can be changed in preferences)'.

Figure 36: Digital signature with smart card

Once the Online Filing software has verified the smart card details, Form EP(1001E2K) closes and the File Manager opens. The status of our application has changed to **Ready to send**.

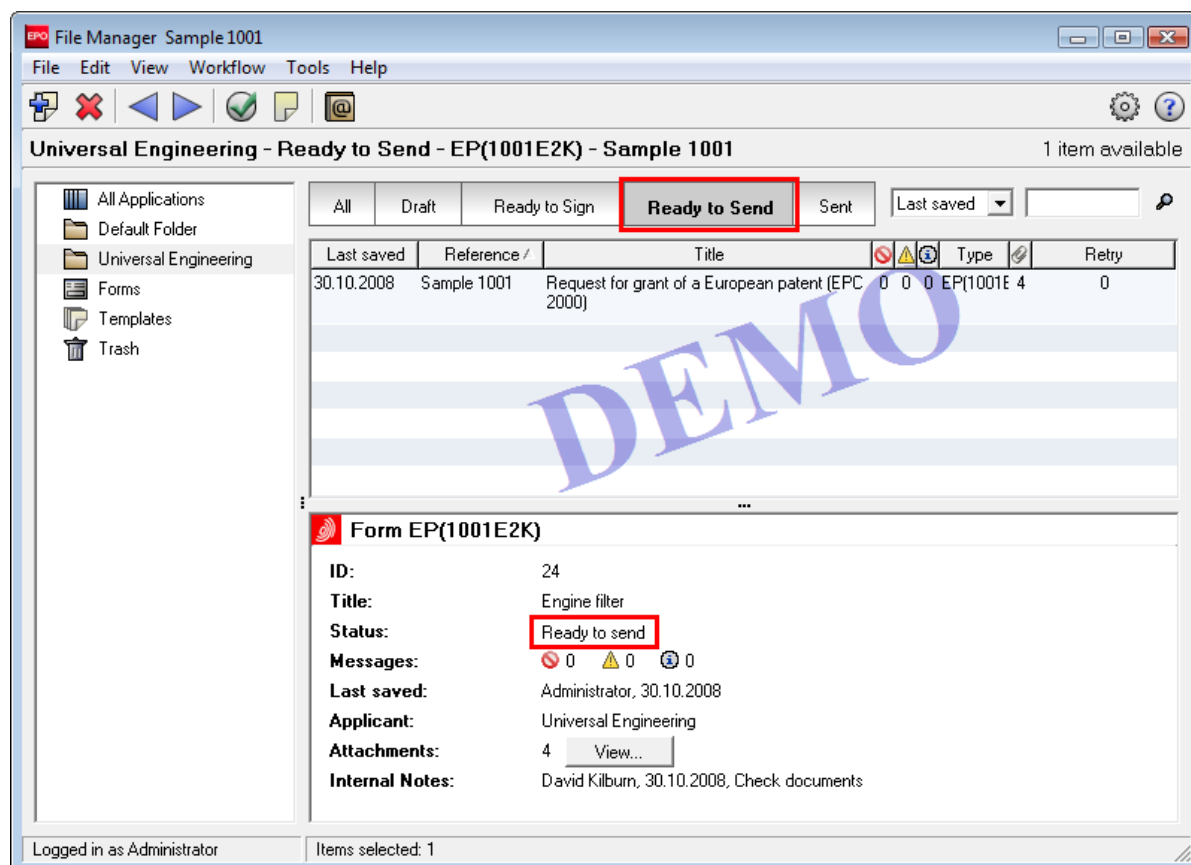


Figure 37: File Manager showing application with "Ready to send" status

① At least one digital signature is required on the application. To sign applications you require appropriate Online Filing user rights within your company.

2.13 EP(1001E2K) Sending the application

As soon as a digital signature has been applied, the form is moved to **Ready to send** status. We are going to send our application to the demo server in The Hague.

- Click the **Next** button to proceed.

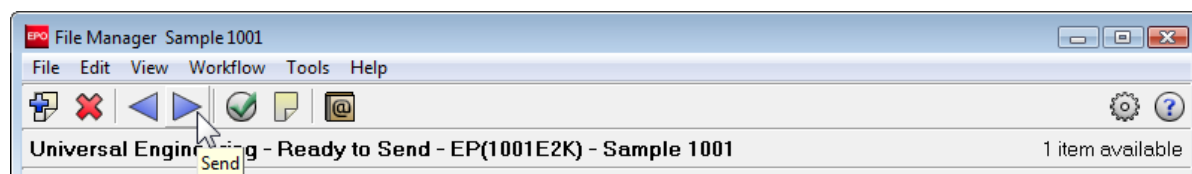


Figure 38: The workflow button "Next" is active

- At the warning prompt, ensure that the transmission is being sent to the location you intend: in this case to the demo server.
- Click **Continue Sending**.

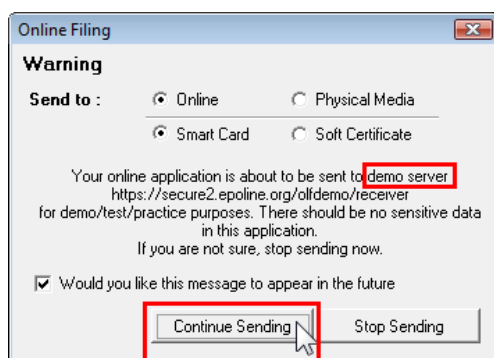


Figure 39: Sending application to demo server

- Enter your **PIN code** at the prompt.

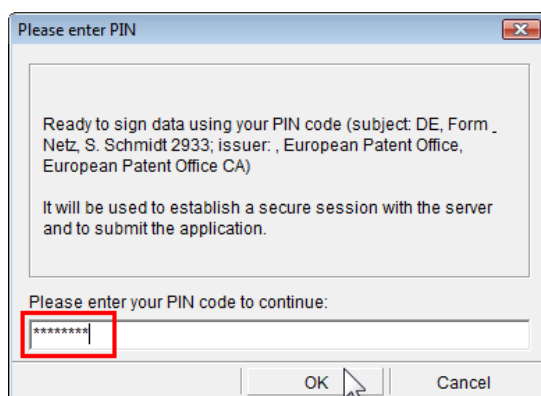


Figure 40: Entering PIN code before sending

A progress indicator informs you of the current stage of the transmission.

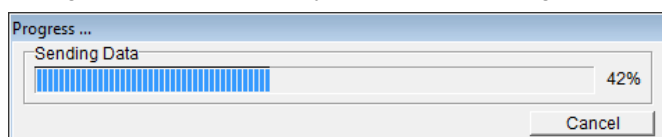


Figure 41: Progress indicator

2.14 EP(1001E2K) Viewing the receipt

When the transmission is finished, a prompt appears, notifying you that the filing has been completed, and asking you if you want to view the receipt.

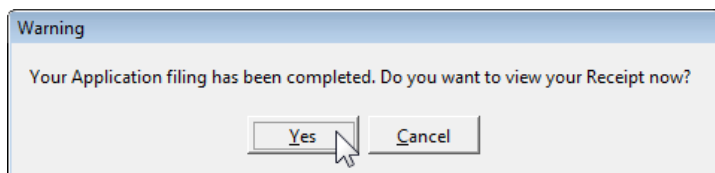


Figure 42: Send application: Prompt to view receipt

→ At the prompt click **Yes** to see the PDF version of the receipt.

The receipt bears the EP Application number and the exact date and time of submission.

You can view the receipt again at any time.

→ Select the application (the status is **Sent**) in the File Manager and click **View...** in the **Info Pane**.

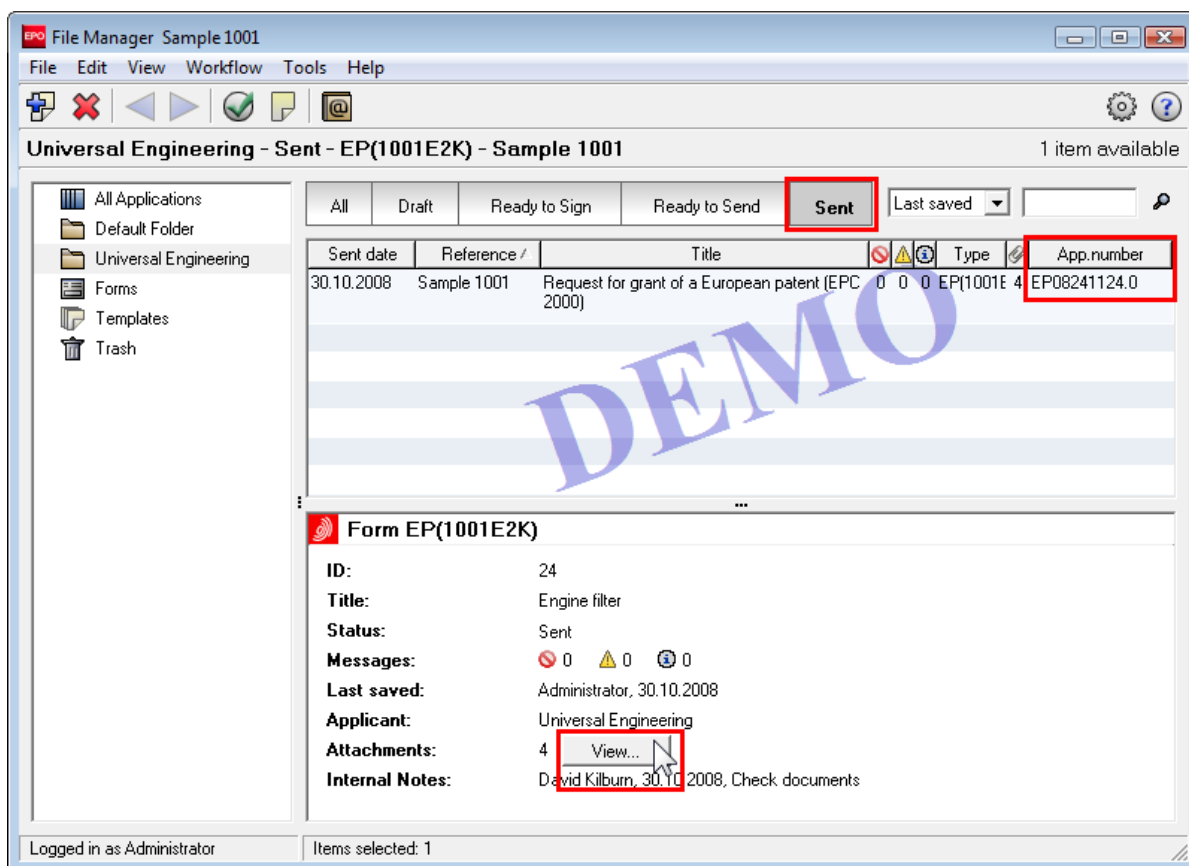


Figure 43: File Manager showing application with "Sent" status

The application opens in the **PDF-Viewer**.

- Select **receipt.pdf** from the list on the left.
- If you wish to save a copy or print the receipt, use the buttons in the PDF viewer.

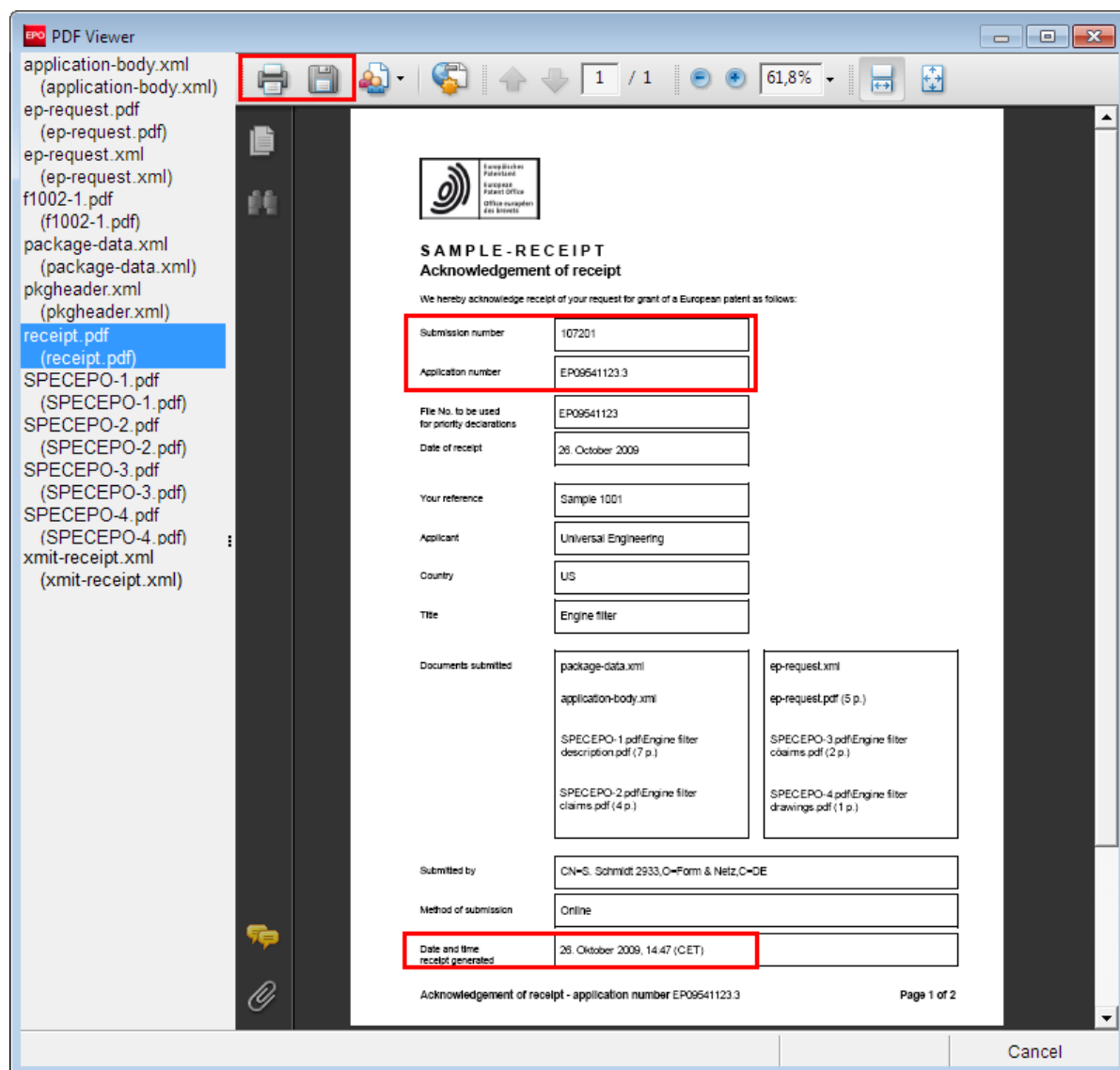


Figure 44: Viewing the receipt in the PDF Viewer

3 Euro-PCT(1200E2K) Overview

Euro-PCT(1200E2K) is the form used for entry into the regional phase. The EPO is either the designated office or the elected office.

The screenshot shows the 'Euro-PCT(1200E2K) - Draft - Sample 1200' form. The interface includes a menu bar (File, Edit, View, Tools, Windows, Help), a toolbar with icons for saving, opening, and printing, and a location indicator bar showing 'EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200'. The navigation bar contains tabs for 'EP Phase', 'Names', 'States', 'Biological Material', 'Documents', 'Fee Payment', and 'Annotations'. The main form area is divided into sections: 'Entry into the European Phase' with radio buttons for 'EPO as designated office' (selected) and 'EPO as elected office'; a section for examination fees and language; and a 'Past Record' section with fields for PCT Application Number, PCT Publication Number, EP Application Number, and International Filing Date. The status bar at the bottom shows 'Logged in as Administrator' and a summary of counts: 7 documents, 1 warning, and 8 information items.

Menu Bar Toolbar Location Indicator Bar Navigation Bar

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 06.04.2010

EP Phase Names States Biological Material Documents Fee Payment Annotations

Entry into the European Phase

☒ EPO as designated office
☐ EPO as elected office

Examination of the application under Article 94 EPC is hereby requested. The examination fee is being (has been, will be) paid.

☐ Request for examination in an admissible non-EPO language

☐ The applicant waives his right to be asked under Rule 70(2) EPC whether he wishes to proceed further with the application.

Past Record

The language of the international publication is:

PCT Application Number: PCT/____/____
PCT Publication Number: WO_____
EP Application Number: EP_____
International Filing Date: dd.mm.yyyy

International Search Authority (ISA)

International Preliminary Examination Authority (IPEA)

☐ IPEA other than EPO
☒ IPEA is EPO

Logged in as Administrator

7 1 8

Details Area Status Bar

Figure 45: Euro-PCT(1200E2K) - Overview

Form element	Comments
Menu Bar	Provides all options to edit, save, import and export applications, set the display and change the status, as well as other tools.
Toolbar	Provides shortcuts to the most frequently used tasks and tools.
Location Indicator Bar	Shows the selected procedure, the current status and the user reference for an application.
Navigation Bar	Displays tabs corresponding to the sections of the form.
Details Area	Displays data entry fields appropriate to the selected tab.
Status Bar	Displays information about the current activity. Shows the total number of validation messages for the open application on the right.

The little red triangle in the upper right-hand corner of a data field indicates mandatory information.

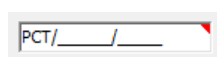


Figure 46: Mandatory fields are marked with a red triangle

The validation icons indicate whether there are any validation messages for a particular tab of the form.

Icon	Level	Meaning
	1	The red "disallowed" icon means that mandatory information required by the European Patent Convention is missing. You must supply this information before submitting your application.
	2	The yellow "caution" icon means that the information is incomplete but may be supplied subsequent to filing.
	3	The grey "information" icon provides helpful hints concerning your filing.

3.1 Euro-PCT(1200E2K) Tutorial scenario

For the purposes of this tutorial, we are going to enter the following information:

Our application is **PCT Application Number PCT/US2008/001234** dated **August 18, 2008**. The **PCT Publication Number** is **WO2008123456**.

- ◆ We wish the EPO to act as the **elected Office**.
- ◆ We also wish the EPO to act as the **International Preliminary Examining Authority (IPEA)**.
- ◆ We are going to add a **new representative**.
- ◆ We are also going to attach **amended claims**. The document contains 25 patent claims, comprises 10 pages and should completely replace the previous claims in the international application.
- ◆ The **documents** to be used for examination will be described in more detail. They comprise a total of 40 pages.
- ◆ We intend to **pay fees** for all designated states and all extension states.
- ◆ We are going to pay **selected fees** via a **deposit account**.

Suggested details

User Reference: Sample 1200

Representative: Mr. David Kilburn
IP Partners, European Patents
100 Red Lion Square, Cambridge CB2 1AB, Cambridgeshire
Registration number 14556889
Ph.: +44 1223 351681
Fax: +44 1223 351690
E-mail: kilburn@ip-partners.co.uk
Country of residence: GB
Nationality: GB, United Kingdom

3.2 Euro-PCT(1200E2K) EP Phase

In the **EP Phase** tab of Euro-PCT(1200E2K) you can officially request examination of the application under Article 94 EPC.

We are going to select the EPO as the designated office and IPEA. We will enter data relating to our earlier PCT application as the past record.

Entry into the European Phase

- Create a new application based on Form Euro-PCT(1200E2K).
- Enter **Sample 1200** as the user reference.
- Save the application to the **Universal Engineering** folder.
- Select the option **EPO as elected Office**.

Past Record

- Select **the language of the international publication**, in this example **English**.
- Enter the number from the previous application in the **PCT Application Number** field. For our example enter the number **US2008001234** without any spaces or punctuation. It is formatted automatically by the system.
- Enter **2008123456** in the **PCT Publication Number** field, it should read **WO2008123456**.
- Enter **18082008** in the **International Filing Date** field, for 18th August 2008.

-OR-

Select the date using the **Calendar** button.



- Enter **IP** as **International Search Authority (ISA)**.
- Select **IPEA is EPO** under **International Preliminary Examining Authority (IPEA)**.

 The options under **International Preliminary Examining Authority (IPEA)** are only available if you select **EPO as elected Office** in the **Entry into the European phase** section.

Once the mandatory information has been entered, the validation icon changes to the grey information sign. You will see a validation message informing you that the EP application number is missing. This information is not mandatory and you can proceed to the next step.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material Documents Fee Payment Annotations

Entry into the European Phase

☐ EPO as designated office
☒ **EPO as elected office**

Examination of the application under Article 94 EPC is hereby requested. The examination fee is being (has been, will be) paid.

☐ Request for examination in an admissible non-EPO language

☐ The applicant waives his right to be asked under Rule 70(2) EPC whether he wishes to proceed further with the application.

Past Record

The language of the international publication is: English

PCT Application Number: PCT/US2008/123456

PCT Publication Number: WO2008123456

EP Application Number: EP_____

International Filing Date: 18 August 2008

International Search Authority (ISA): EP European Patent Office (EPO)

International Preliminary Examination Authority (IPEA):
☐ IPEA other than EPO
☒ **IPEA is EPO**

Logged in as Administrator

7 3 6

Figure 47: EP Phase with details entered

3.3 Euro-PCT(1200E2K) Names

In the **Names** tab of Euro-PCT(1200E2K) you can note any changes to the details on applicant or representative. In our example we are going to add a representative and inform the EPO that there is an authorisation attached to the application.

Adding representative

→ In the **Names** tab click the **Add** button.



→ Select **Representative, Authorised** from the list.

→ Click the **Address Book** button and add **David Kilburn**.



Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase **Names** States Biological Material Documents Fee Payment Annotations

Indications concerning the applicant(s) are contained in the international publication or recorded by the International Bureau after the international publication. Changes which have not yet been recorded by the International Bureau are set out here:

Applicants
Representatives
Kilburn, David

Name and address | Authorisation

Last name: Kilburn Registration: 14556889

First name: David Company: IP Partners

Title: Mr. Department: European Patents

Please use appropriate upper and lowercase letters

Country: GB United Kingdom Telephone: +44 1223 351681

Address: Cambridge Science Park Fax: +44 1223 351690

e-mail: kilburn@ip-partners.co.uk

Postal code: CB2 1AB

City: Cambridge

GB County: Cambridgeshire

Logged in as Administrator

2 1 5

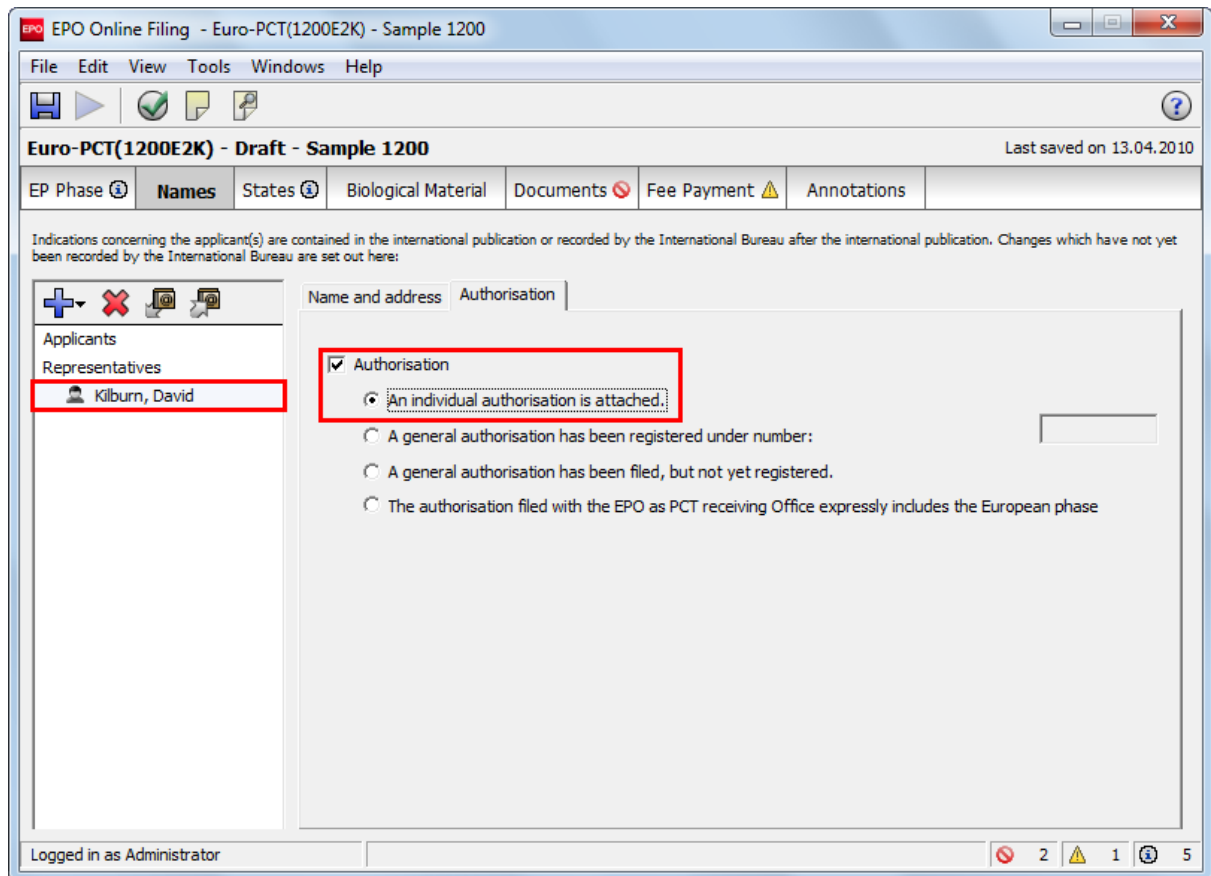
Figure 48: Representative added

Details relating to the representative's authorisation

The applicant granted his representative, David Kilburn, an authorisation, which we will attach in electronic form later in the **Documents** tab.

- Select the representative **David Kilburn** in the **Names** tab.
- Click the **Authorisation** sub-tab.
- Select the **Authorisation** check box.
- Select the option **An individual authorisation is attached.**

Your screen should look like this:



The screenshot shows the EPO Online Filing window for 'Euro-PCT(1200E2K) - Sample 1200'. The 'Names' tab is active, and 'Kilburn, David' is selected under 'Representatives'. The 'Authorisation' sub-tab is selected, and the 'Authorisation' checkbox is checked. The radio button for 'An individual authorisation is attached.' is selected. The status bar at the bottom indicates 'Logged in as Administrator' and shows 2 errors, 1 warning, and 5 information messages.

Figure 49: Details relating to the authorisation of the representative

3.4 Euro-PCT(1200E2K) States

In the **States** tab of Euro-PCT(1200E2K) you can designate the countries in which you require patent protection. The fee reform of 1 April 2009 introduced a flat fee for the designation of contracting states, as a result of which all the contracting states are automatically designated as a matter of course. If you want to exclude a particular state from designation you must request the withdrawal of designated states in a subsequent filing.

In our example we will also designate all the states with which the EPO has extension agreements.

Designation

→ Click the **Designation** sub-tab.

Under the heading **All states which are contracting states to the EPC at the time of filing of this application are hereby designated** you will see that all the states have been automatically designated.

Your screen should look like this:

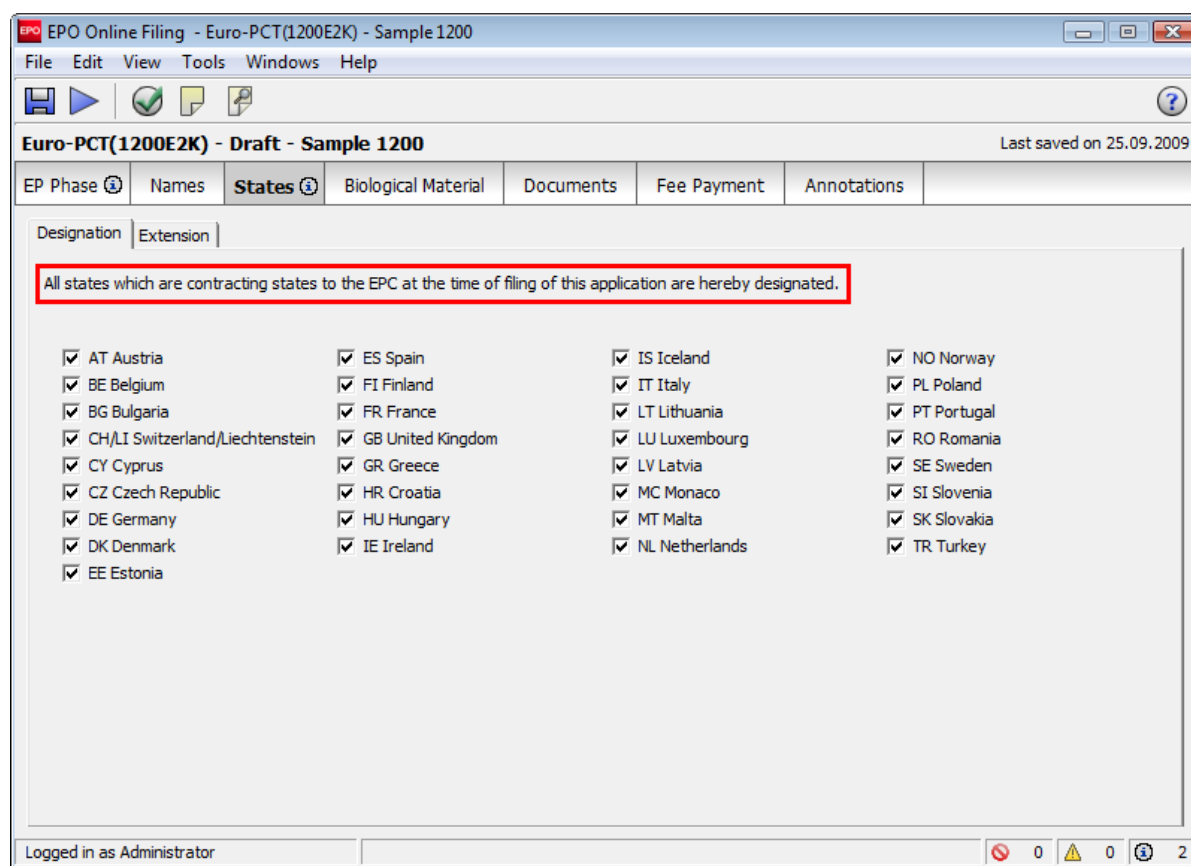


Figure 50: Automatic designation of all contracting states

Extension states

→ In the **States** tab click the **Extension** sub-tab.

→ Select the option **All states with extension agreements**.

① The states shown in the list will depend on the international filing date entered in the EP Phase tab.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 25.09.2009

EP Phase Names **States** Biological Material Documents Fee Payment Annotations

Designation Extension

Note: Under the automatic debiting procedure, extension fees will only be debited for states indicated here, unless the EPO is instructed otherwise before expiry of the period for payment.

☒ All states with extension agreements

☐ Selected states:

- ☒ AL Albania
- ☒ BA Bosnia and Herzegovina
- ☒ MK The former Yugoslav Republic of Macedonia
- ☒ RS Serbia

Logged in as Administrator 0 0 1

Figure 51: All states with extension agreement selected

3.5 Euro-PCT(1200E2K) Biological Material

In the **Biological Material** tab of Euro-PCT(1200E2K) you can include details of the biological material filed and name the depositary institution.

You can of course only do this if the invention relates to or uses biological material deposited in accordance with Rule 31 EPC.

- Click the **Add** button and select **Biology**.
- Add the details of the biological material in the **Deposit details** and **Further details** sub-tabs.

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 31.10.2008

EP Phase Names States **Biological Material** Documents Fee Payment Annotations

BIO-US-2008123456

The invention uses and/or relates to biological material which has been deposited under Rule 31.

Deposit details Further details

Identification reference: BIO-US-2008123456
 Depository institution: American Type Culture Collection
 Name and address: 10801 University Blvd., Manassas, Virginia 20110-2209 United States of America
 Accession number: ATCC08123456

☐ The particulars referred to in Rule 31(1)(c) (if not yet known, the deposit institution and the identification reference(s)) [number, symbols, etc.] of the depositor are given in the international publication or in the translation submitted on

Page(s) Line(s)

Logged in as Administrator

Figure 52: Details of biological material

In our example it is not necessary to add any information in this tab, so you should remove the reference to biological material before proceeding.

- Click the **Delete** button.



The details of the biological material are removed.

3.6 Euro-PCT(1200E2K) Documents

In the **Documents** tab of Euro-PCT(1200E2K) you can indicate the documents to be used in proceedings before the EPO. You can both attach documents and make a reference to international documents already published.

We are going to attach amended claims, which should completely replace the previous claims. We are also going to specify the exact number of pages in the documents in the international application. Finally, we are going to file a reply to the written opinion.

Proceedings

→ Click the **Proceedings** sub-tab and select the option **Enclosed amendments**.

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material **Documents** Fee Payment Annotations

Proceedings Amendments and Translations Document Overview Sequence Listings Additional Documents

Documents to be used in proceedings before the EPO

Proceedings before the EPO as elected Office (PCT II) are to be based on:

The documents on which the international preliminary examination report is based, including any annexes

☒ Enclosed amendments

Declaration

Priority Document(s):

☐ It is hereby declared that the international application as originally filed is a complete translation of the previous application (Rule 53(3) EPC)

Use of test reports

☒ If the EPO as International Preliminary Examining Authority has been supplied with test reports, these may be used as the basis of proceedings before the EPO.

Logged in as Administrator

2 2 5

Figure 53: Enclosed amendments option selected

Attaching amendments

→ Click the **Amendments and Translations** sub-tab.

→ Click the **Add** button.



→ Select **Amendments** from the drop-down list.

→ Attach the file, in our example **Amended Claims.pdf**.

→ Select the **Amended claims** check box.

The file is renamed to **AMSPECEPO-1.pdf**.

The original file name is displayed for reference.

The number of pages is automatically entered.

The screenshot shows the EPO Online Filing interface for 'Euro-PCT(1200E2K) - Sample 1200'. The 'Amendments and Translations' sub-tab is selected. In the 'Amendments' section, a file named 'AMSPECEPO-1.pdf' (renamed from 'Amended claims.pdf') is attached. The 'Amended claims' checkbox is checked, and the page range is set from 1 to 10. The 'Original file name' is 'Amended claims.pdf' and the 'Number of pages' is 10. The interface also shows other tabs like 'Proceedings', 'Document Overview', 'Sequence Listings', and 'Additional Documents'. The status bar at the bottom indicates 'Logged in as Administrator' and shows 2 errors, 1 warning, and 2 information messages.

Figure 54: Amended claims attached

3.7 Euro-PCT(1200E2K) Documents: Document Overview

The **Document Overview** tab is where you enter details relating to the scope of all documents to be examined with your application. These documents are the ones you attached under **Amendments and Translations** as well as already-published parts of the international application you reference. The total number of pages is needed for the purpose of calculating the correct fee because the EPO charges an extra fee for each page from the 36th onwards.

The **number of claims on entry into the European phase** is also entered in the Document Overview tab. The EPO needs this value for the purpose of fee calculation, too.

A red validation icon appears on the **Documents** tab label.

→ Open the **Validation Messages** window.

- In the case of the description, you must specify the document type, where the description is found in the document and the number of pages.
- In the case of claims, you must specify the document type, where the claims are found in the document and the number of pages. You should also enter the number of claims.

The screenshot shows the EPO Online Filing interface for Euro-PCT(1200E2K) - Draft - Sample 1200. The 'Documents' tab is selected and highlighted with a red box. Below the tab, the 'Document Overview' sub-tab is active. The overview table shows the following data:

Total number of pages - description:	0
Total number of pages - claims: +	0
Total number of pages - drawings: +	0
default one page - abstract: +	1
Total number of pages:	1

At the bottom, the 'Validation Messages/Documents' window is open, showing three error messages:

- Severity 1: 2 error(s)**
 - * Claims overview: Make a selection in the Claims tab to complete the document overview table, which can be found in the Overview tab.
 - * Description overview: Make a selection in the Description tab to complete the document overview table, which can be found in the Overview tab.
- Severity 3: 1 error(s)**
 - * To facilitate correct calculation of fees please indicate the number of claims.

Figure 55: The document overview is still incomplete

Completing the document overview

We are now going to make a reference to the description and the drawings in the international application.

In this example, the description comprises 20 pages. The drawings comprise 10 pages. The description starts on page 5 in the international application and is followed by the claims, although these should be replaced by the amendments previously attached. The drawings make up the last part of the international application and start on page 36.

In the Claims tab, we are going to enter data on the document that is already attached and contains the amended claims. This document comprises 10 pages. The claims in the international application as published should no longer be taken into account.

Details relating to the description

- Click the **Description** tab.
- Select the **International application as published** check box.
- Enter **5-25** in the **Pages from ... to ...** field.
- Enter **20** in the **Number of pages** field.

The software automatically calculates the **total number of pages - description**.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material **Documents** Fee Payment Annotations

Proceedings Amendments and Translations Document Overview Sequence Listings Additional Documents

Documents intended for proceedings before the EPO (R. 159 (1) (b) EPC) and for calculating the additional fee (Art. 2, item 1a, RFees):

Overview Description Claims Drawings

The description on entry into the European phase comprises the following parts:

Part	Pages from...to...	Number of pages
<input checked="" type="checkbox"/> International application as published	5-25	20
<input type="checkbox"/> Translation of international application as published		
<input type="checkbox"/> Art. 34 PCT amendments		
<input type="checkbox"/> Amendments on entry into the European phase		

Total number of pages - description: 20

Logged in as Administrator

Figure 56: Details relating to the description in the Document Overview tab

Details relating to the claims

- Click the **Claims** tab.
- Type **25** in the **Number of claims on entry into the European phase** field.
- Select the **Amendments on entry in the European phase** check box.
- Enter **1-10** in the **Pages from ... to ...** field.
- Enter **10** in the **Number of pages** field.
- Check for validation icons: there are no longer any validation messages at present for the **Documents** tab.

The software automatically calculates the **total number of pages - claims**.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material **Documents** Fee Payment Annotations

Proceedings Amendments and Translations Document Overview Sequence Listings Additional Documents

Documents intended for proceedings before the EPO (R. 159 (1) (b) EPC) and for calculating the additional fee (Art. 2, item 1a, RFees):

Overview Description Claims Drawings

Number of claims on entry into the European phase: 25

The set of claims on entry into the European phase comprises the following parts:

Part	Pages from...to...	Number of pages
<input type="checkbox"/> International application as published		
<input type="checkbox"/> Translation of international application as published		
<input type="checkbox"/> Art. 19 PCT amendments		
<input type="checkbox"/> Art. 34 PCT amendments		
<input checked="" type="checkbox"/> Amendments on entry into the European phase	1-10	10

Total number of pages - claims: 10

Logged in as Administrator

Figure 57: Details relating to the claims in the Document Overview tab

Details relating to the drawings

- Click the **Drawings** tab.
- Select the **International application as published** check box.
- Enter **36-45** the **Pages from ... to ...** field.
- Enter **10** in the **Number of pages** field.

The software automatically calculates the **total number of pages - drawings**.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material **Documents** Fee Payment Annotations

Proceedings Amendments and Translations Document Overview Sequence Listings Additional Documents

Documents intended for proceedings before the EPO (R. 159 (1) (b) EPC) and for calculating the additional fee (Art. 2, item 1a, RFees):

Overview Description Claims **Drawings**

The drawings on entry into the European phase comprises the following parts:

Part	Pages from...to...	Number of pages
<input checked="" type="checkbox"/> International application as published	36-45	10
<input type="checkbox"/> Translation of international application as published		
<input type="checkbox"/> Art. 34 PCT amendments		
<input type="checkbox"/> Amendments on entry into the European phase		
Total number of pages - drawings:		10

Logged in as Administrator

Figure 58: Details relating to the drawings in the Document Overview tab

Result

→ Click the **Overview** tab again.

The total number of pages is now listed for all three sections (Description, Claims and Drawings). The EPO adds one page by default to the calculation bringing the total number of pages to 41.

Your screen should look something like this:

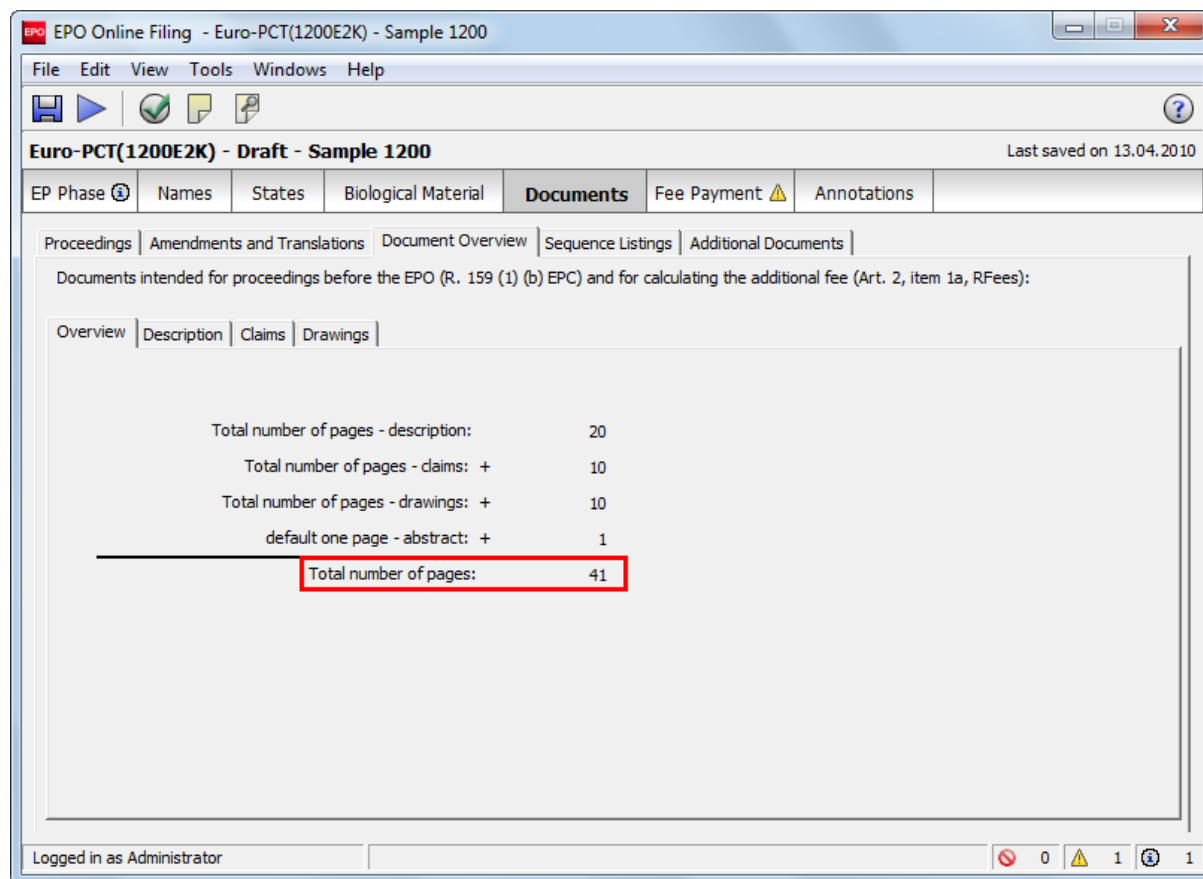


Figure 59: Complete document overview

3.8 Euro-PCT(1200E2K) Documents: Additional documents

In this example, we are going to attach an authorisation for the new representative. We are also going to file a reply to the written opinion.

- Click the **Additional documents** sub-tab.
- Click the **Add** button and select the option **Other document**.



- Go to where your file is stored and attach the file.
- Select the option **Specific Authorisation** from the **Document type** list.
- The file is renamed to **SPECAUTH-1.pdf**.
- Click **Add** again and select the **Reply to Written Opinion** option.
- Attach the file.

The file is renamed **REPLYWO-1.pdf**.

Your screen should look like this:

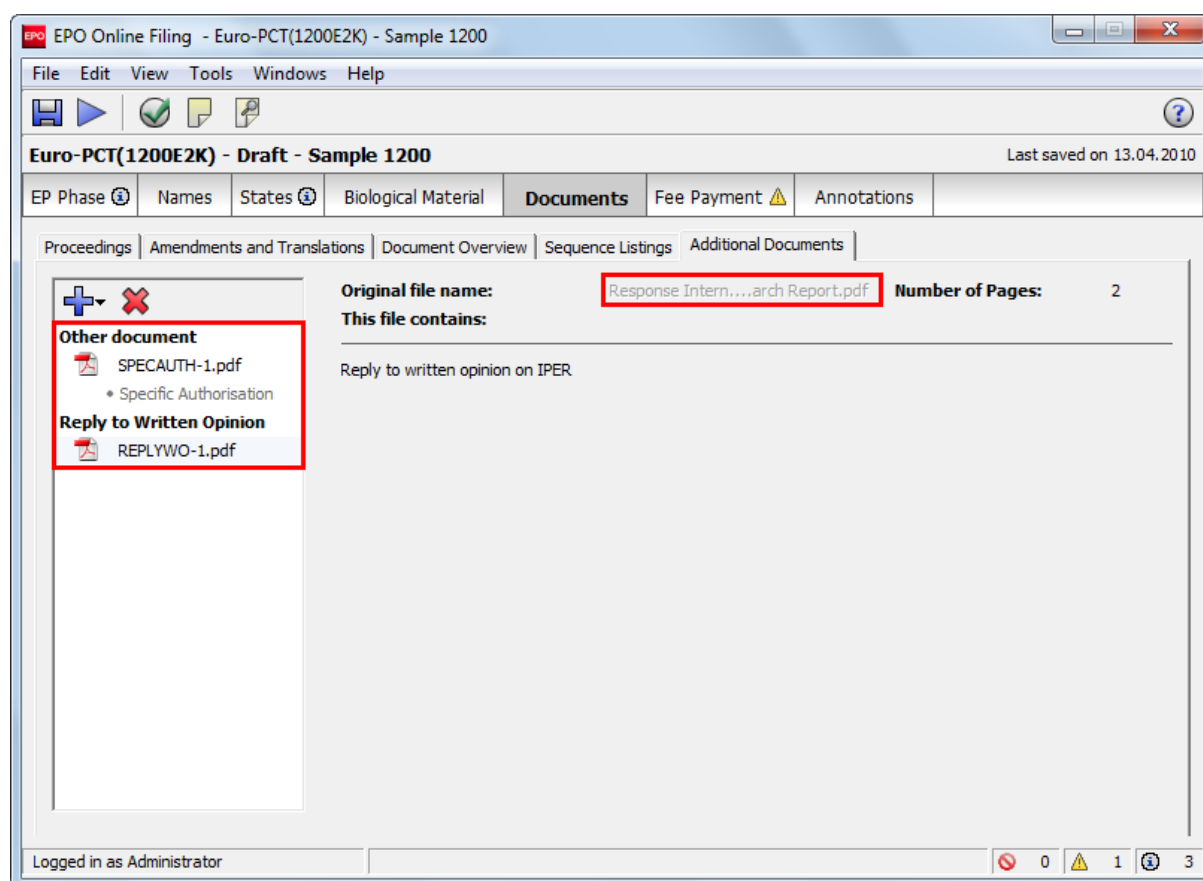


Figure 60: Specific Authorisation and Reply to Written Opinion attached

3.9 Euro-PCT(1200E2K) Fee Payment

In the **Fee Payment** tab of Euro-PCT(1200E2K) you can specify the mode of payment and give details of account number and account name. We are going to pay selected fees in our example.

Payment details

All payments to the EPO must be made in EUR.

- Click the **Payment details** sub-tab.
- Select the **Debit from deposit account** option from the **Mode of payment** list.
- Enter the account number **123456** in the **Deposit account number** field, after the digits **28**.
- Enter **IP Partners** in the **Account holder** field.

Your screen should look like this:

EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 25.09.2009

EP Phase Names States Biological Material Documents Fee Payment Annotations

Payment Details Fee selection

Mode of payment: Debit from deposit account Currency: EUR

The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs indicated on the fees page.

Deposit account number: 28123456

Account holder: IP Partners

☐ Only required if different from above - Reimbursement, if any, to be made to deposit account with the EPO: 28

Account holder:

☐ Additional copies of the documents cited in the supplementary European search report are requested. 0

Logged in as Administrator

Figure 61: Mode of payment and account details added

Fee selection

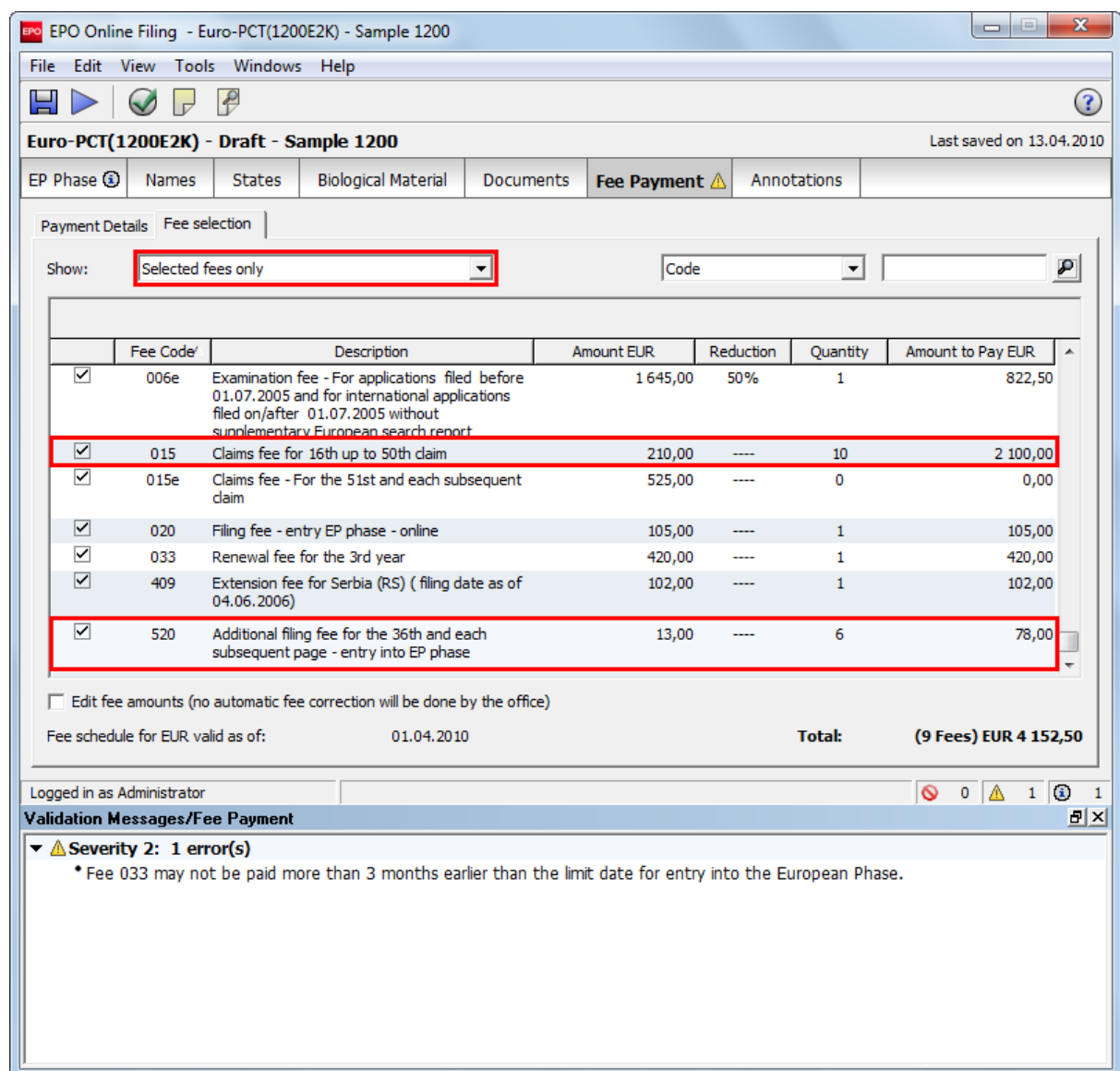
- Click the **Fee selection** sub-tab.
- Select **Selected fees only** from the **Show** list.

The fees payable to the EPO are automatically selected.

- ♦ Fee 015 is due ten times for the 16th to the 25th claim.
- ♦ Fee 520 is due six times for the 36th to the 41st page.
- ♦ Fee 033 - the renewal fee for the third year - may already be due because the international filing date was in 2008.

① Note the relevant validation message displayed: you cannot pay fee 033 more than three months before the time limit for entry into European phase.

Your screen should look like this:



EPO Online Filing - Euro-PCT(1200E2K) - Sample 1200

File Edit View Tools Windows Help

Euro-PCT(1200E2K) - Draft - Sample 1200 Last saved on 13.04.2010

EP Phase Names States Biological Material Documents **Fee Payment** Annotations

Payment Details **Fee selection**

Show: **Selected fees only** Code

	Fee Code	Description	Amount EUR	Reduction	Quantity	Amount to Pay EUR
<input checked="" type="checkbox"/>	006e	Examination fee - For applications filed before 01.07.2005 and for international applications filed on/after 01.07.2005 without supplementary European search report	1 645,00	50%	1	822,50
<input checked="" type="checkbox"/>	015	Claims fee for 16th up to 50th claim	210,00	----	10	2 100,00
<input checked="" type="checkbox"/>	015e	Claims fee - For the 51st and each subsequent claim	525,00	----	0	0,00
<input checked="" type="checkbox"/>	020	Filing fee - entry EP phase - online	105,00	----	1	105,00
<input checked="" type="checkbox"/>	033	Renewal fee for the 3rd year	420,00	----	1	420,00
<input checked="" type="checkbox"/>	409	Extension fee for Serbia (RS) (filing date as of 04.06.2006)	102,00	----	1	102,00
<input checked="" type="checkbox"/>	520	Additional filing fee for the 36th and each subsequent page - entry into EP phase	13,00	----	6	78,00

☐ Edit fee amounts (no automatic fee correction will be done by the office)

Fee schedule for EUR valid as of: 01.04.2010

Total: (9 Fees) EUR 4 152,50

Logged in as Administrator

Validation Messages/Fee Payment

▼ **Severity 2: 1 error(s)**

- * Fee 033 may not be paid more than 3 months earlier than the limit date for entry into the European Phase.

Figure 62: Selected fees only shown

3.10 Euro-PCT(1200E2K) Annotations

In the **Annotations** tab you can enter notes for transmission to the EPO. In our example we will inform the EPO that the translation of the US priority document will be filed at a later date.

→ In the **Annotations** tab click the **Add** button.



→ Select **New note**.

→ Enter your text in the **Author**, **Subject** and **Note** fields.

Your screen should look like this:

The screenshot shows the EPO Online Filing interface for Euro-PCT(1200E2K) - Sample 1200. The 'Annotations' tab is selected. The 'Author' field is 'David Kilburn', the 'Subject' field is 'Priority document translation', and the 'Note' field is 'The translation of the US priority document is going to be filed subsequently.' The fields are highlighted with a red box.

Figure 63: Note for the EPO added

3.11 Euro-PCT(1200E2K) Previewing the completed form

→ Click the **Preview** button in the toolbar.



The application opens in the **PDF Viewer**.

The core reference data for the application is listed in the upper part of the form.

PDF Viewer

AMSPECEPO-1.pdf (Amended claims.pdf)
 application-body.xml (application-body.xml)
 ep-euro-pct.xml (ep-euro-pct.xml)
epf1200.pdf (epf1200.pdf)
 package-data.xml (package-data.xml)
 pkgheader.xml (pkgheader.xml)
 REPLYWO-1.pdf (REPLYWO-1.pdf)
 SPECAUTH-1.pdf (SPECAUTH-1.pdf)

Entry into the European phase
 (EPO as designated or elected Office)
 To the European Patent Office

European application number	
PCT application number	PCT/US2008/123456
PCT publication number	WO2008123456
Applicant's or representative's reference	Sample 1200
International Filing Date	18.08.2008
International Search Authority (ISA)	EP
International Preliminary Examination Authority (IPEA)	EP

1. Applicant
 Indications concerning the applicant(s) are contained in the international publication or were recorded by the International Bureau after the international publication.
 Changes which have not yet been recorded by the International Bureau are set out here:

☒ ☐

2. Representative
 This is the representative who will be listed in the Register of European Patents and to whom notifications will be made
Representative 1

Name: Kilburn, Mr. David
 Registration No.: 14566889
 Company: IP Partners
 Department: European Patents
 Address of place of business: Cambridge Science Park
 Cambridge, Cambridgeshire, CB2 1AB
 United Kingdom
 Telephone: +44 1223 351681
 Fax: +44 1223 351690
 e-mail: kilburn@ip-partners.co.uk

3. Authorisation
 An individual authorisation is attached. ☒
 A general authorisation has been registered under No: ☐
 A general authorisation has been filed, but not yet registered. ☐
 The authorisation filed with the EPO as PCT receiving Office expressly includes the European phase. ☐

4. Request for examination
 Examination of the application under Art. 94 EPC is hereby requested. The examination fee is being (has been, will be) paid. ☒
 Request for examination in an admissible non-EPO language: ☐
 The applicant waives his right to be asked under Rule 70(2) EPC whether he wishes to proceed further with the application. ☐

Cancel

Figure 64: Euro-PCT(1200E2K) - Preview

4 EP(1038E) Overview

EP(1038E) is the form used in the European patent procedure to submit documents filed subsequently to an application. The form has been designed to allow you to:

- ◆ Add applicant and representative information
- ◆ Submit additional documents after the patent application has been filed
- ◆ Pay fees
- ◆ Write annotations to the EPO
- ◆ Submit an appeal and/or documents filed subsequently in appeal proceedings. It is important that these filings may only be signed using a smart card issued to a person authorised in the appeal proceedings.

Menu Bar Toolbar Location Indicator Bar Navigation Bar

EPO Online Filing - EP(1038E) - Sample 1038

File Edit View Tools Windows Help

EP(1038E) - Draft - Sample 1038 Last saved on 13.04.2010

Application No Names Documents Fee Payment Annotations

EP Application number: EP_____

Logged in as Administrator

2 0 1

Details Area Status Bar

Figure 65: Form EP(1038E) - Overview

4.1 EP(1038E) Tutorial scenario

For the purposes of this tutorial we are going to add the details for an **authorised representative** who wishes to attach a document concerning the **designation of inventor**.

Suggested details

User reference: Sample1038

Representative: Mr. David Kilburn
IP Partners, European Patents
100 Red Lion Square, Cambridge CB2 1AB, Cambridgeshire
Registration number 14556889
Ph.: +44 1223 351681
Fax: +44 1223 351690
E-mail: kilburn@ip-partners.co.uk
Country of residence: GB
Nationality: GB, United Kingdom

4.2 EP(1038E) Application number

In the **Application No.** tab of EP(1038E) you can enter the EP application number. The red validation icon indicates that this information is mandatory.

→ Enter the application number with check digit **08001122.4** in the **EP Application number** field.

Enter the number without spaces or punctuation.

Once a correct application number is entered, the red validation icon disappears from the **Application No.** tab.

Your screen should look like this:

The screenshot displays the EPO Online Filing application window titled "EPO Online Filing - EP(1038E) - Sample 1038". The window has a menu bar (File, Edit, View, Tools, Windows, Help) and a toolbar with icons for file operations. The main area shows a tabbed interface with the "Application No" tab selected and highlighted by a red rectangle. Other tabs include "Names", "Documents", "Fee Payment", and "Annotations". The "Application No" tab contains a text input field labeled "EP Application number:" which is also highlighted by a red rectangle and contains the value "EP08001122.4". The status bar at the bottom indicates "Logged in as Administrator" and shows a red prohibition icon with the number 1, a yellow warning icon with 0, and a blue information icon with 1.

Figure 66: EP application number entered

4.3 EP(1038E) Names

In the **Names** tab of EP(1038E) you can add details of applicants and representatives. We are going to add the details for an authorised representative.

Adding names

→ In the **Names** tab, click the **Add** button.



→ Select the role **Representative, Authorised** from the list.

Once a role is selected, the **Add** button becomes unavailable, as only one name may appear in the form.

→ Copy the details for **David Kilburn** from the **Address Book**.

Your screen should look like this:

EPO Online Filing - EP(1038E) - Sample 1038

File Edit View Tools Windows Help

EP(1038E) - Draft - Sample 1038 Last saved on 31.10.2008

Application No	Names	Documents	Fee Payment	Annotations
<div> <div> <div>+</div> <div>×</div> <div>📄</div> <div>📄</div> </div> <div> <div>Applicants</div> <div>Representatives</div> <div>Kilburn, David</div> </div> </div> <div> <div>Last Name:</div> <div>First Name:</div> <div>Title:</div> <div>Country:</div> <div>Address:</div> <div>Postal code:</div> <div>City:</div> <div>GB County:</div> </div> <div> <div>Registration:</div> <div>Company:</div> <div>Department:</div> <div>Telephone:</div> <div>Telefax:</div> <div>E-mail:</div> </div>				

Figure 67: Authorised representative added

4.4 EP(1038E) Documents

In the **Documents** tab of EP(1038E) you can attach documents subsequent to filing. Initially there is a red validation icon for the **Documents** tab because the software assumes that at least one document will be submitted with the filing. However, if you select an option in the **Fee Payment** tab, the validation icon for the **Documents** tab disappears, since the software assumes in this case that you merely wish to pay a fee.

Adding documents

- In the **Documents** tab, click the **Add** button.



- Select **Applicant-Representative-Inventor** in the drop-down list.
- Attach the file **Representative.pdf**.
- Select **Document concerning representation** in the **Document type** list.

The document is renamed to **FREP-1.pdf**, and the document type is indicated underneath. The original file name is displayed for reference.

Your screen should look like this:

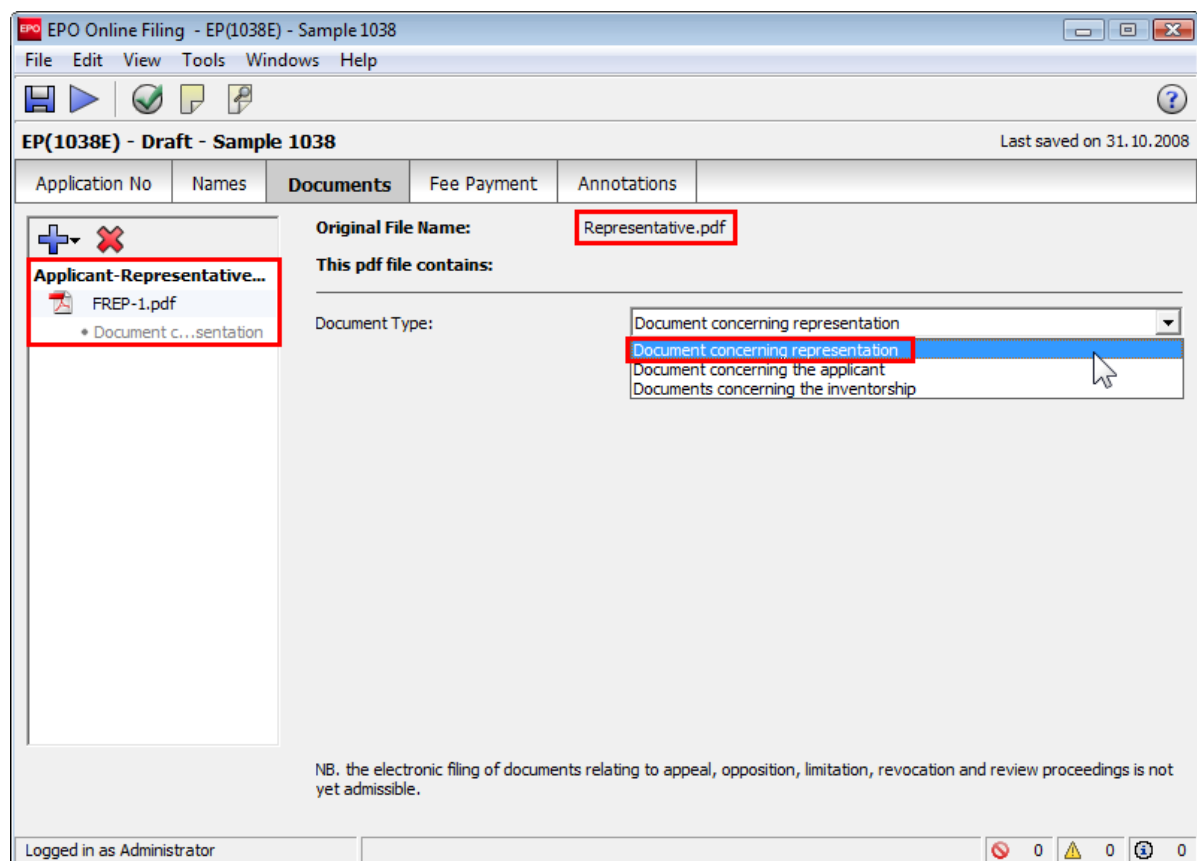


Figure 68: Document concerning representation added

Exclusions

The following document types may **NOT** be submitted via the EP(1038E) Subsequently Filed Documents form:

- ◆ Notice of opposition to a European patent as first communication in opposition proceedings
- ◆ Priority documents if not digitally signed by the issuing authority and recognised by the EPO
- ◆ Documents filed subsequently in the PCT patent grant procedure

4.5 EP(1038E) Fee Payment

In the **Fee Payment** tab of EP(1038E) you can calculate fees associated with your application and enter payment details.

In our example we will pay the designation fee for all the contracting states and the examination fee.

Payment details

All payments to the EPO must be made in EUR.

- Click the **Payment details** sub-tab.
- In the **Mode of payment** list, select **Debit from deposit account**.
- In the **Deposit account number** field, enter the account number **123456** after the digits **28**.
- In the **Account holder** field enter **IP Partners**.

Selecting the schedule of fees

The fee reform of 1 April 2009 introduced a number of changes, in particular with regard to the designation and claims fees.

There are two possible options for applications filed with Form EP(1038E):

- ♦ (A) The schedule of fees dated 1 April 2009 applies to filings relating to applications for which the date of filing or date of entry into the regional phase is on or after 1 April 2009. This is the default option.
- ♦ (B) If the filing relates to an application for which the date of filing or date of entry into the regional phase is before 1 April 2009, then the previous schedule of fees applies.

In our example the reference application was filed in 2008.

- Select the option **Date of filing or entry into regional phase before 01.04.2009**.

❗ You have not yet selected any fees. You will therefore see a red validation icon in the **Fee Payment** tab.

Your screen should look like this:

EPO Online Filing - EP(1038E) - Sample 1038

File Edit View Tools Windows Help

EP(1038E) - Draft - Sample 1038 Last saved on 25.09.2009

Application No	Names	Documents	Fee Payment	Annotations
<p>Payment details Fee selection</p> <p>Mode of payment: Debit from deposit account Currency: EUR</p> <p>The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs indicated on the fees page.</p> <p>Deposit account number: 28123456</p> <p>Account holder: IP Partners</p> <hr/> <p>Fee schedule:</p> <p><input type="radio"/> Date of filing or entry into regional phase on or after 01.04.2009</p> <p><input checked="" type="radio"/> Date of filing or entry into regional phase before 01.04.2009</p> <p>European divisional application received before 01.04.2009 or European patent application filed before 01.04.2009 or Euro-PCT application validly entering the regional phase before 01.04.2009 or Euro-PCT application with date of filing or earliest priority before 01.09.2006</p> <p><input type="checkbox"/> Only required if different from above - Reimbursement, if any, to be made to deposit account with the EPO: 28</p> <p>Account holder: </p>				

Logged in as Administrator

1 0 0

Figure 69: Mode of payment and fee schedule selected, deposit account number entered

Selecting fees

- Click the **Fee selection** sub-tab.
- Select **All Fees** from the **Show** list.
- Select **005 Designation fee for each state designated**.
The **Designation states** tab becomes visible.
- Select **006 Examination fee**.

Your screen should look like this:

EPO Online Filing - EP(1038E) - Sample 1038

File Edit View Tools Windows Help

EP(1038E) - Draft - Sample 1038 Last saved on 25.09.2009

Application No Names Documents **Fee Payment** Annotations

Payment details Fee selection **Designation states**

Show: All Fees Fee code

	Fee Code	Description	Amount EUR	Reduction	Quantity	Amount to Pay EUR
<input type="checkbox"/>	001	Filing fee	100,00	----	1	0,00
<input type="checkbox"/>	002	Fee for (supplementary) European search for applications filed on/after 01.07.2005	1 050,00	----	1	0,00
<input type="checkbox"/>	002e	Fee for supplementary European search for applications filed before 01.07.2005	760,00	----	1	0,00
<input checked="" type="checkbox"/>	005	Designation fee for each state designated (max. 7x)	85,00	----	7	595,00
<input checked="" type="checkbox"/>	006	Examination fee (EP and Euro-PCT with supplementary European search report)	1 405,00	----	1	1 405,00
<input type="checkbox"/>	006e	Examination fee (Euro-PCT without supplementary European search report)	1 565,00	----	1	0,00
<input type="checkbox"/>	007	Fee for grant, including fee for publication of the European patent specification	790,00	----	1	0,00

☐ Edit fee amounts (no automatic fee correction will be done by the office)

Fee schedule for EUR valid as of: 01.04.2008

Total: (2 Fees) € 2 000,00

Logged in as Administrator

Figure 70: Fees selected

4.6 EP(1038E) Annotations

In the **Annotations** tab of EP(1038E) you can add annotations to be transmitted to the EPO.

Adding an annotation

- In the **Annotations** tab, click the **Add** button and select **New Note**.



- Enter **David Kilburn** in the **Author** field.
- Enter **Note on new change of representative** in the **Subject** field.
- Enter **Mrs. Jennifer Hancock is going to act as representative on behalf of Universal Engineering starting December 1, 2008** in the **Note** field.

Your screen should look like this:

EPO Online Filing - EP(1038E) - Sample 1038

File Edit View Tools Windows Help

EP(1038E) - Draft - Sample 1038 Last saved on 31.10.2008

Application No	Names	Documents	Fee Payment	Annotations
Annotations for the EPO:				
<div> <div> + - X </div> <div> Note on new change of repr... </div> </div>				
<div> <div> Author: David Kilburn Created on 31.10.2008 </div> <div> Subject: Note on new change of representative </div> <div> Note: Mrs. Jennifer Hancock is going to act as a representative on behalf of Universal Engineering starting December 1, 2008. </div> </div>				

Logged in as Administrator

0 0 0

Figure 71: Note for the EPO added

4.7 EP(1038E) Previewing the completed application

→ Click on the **Preview** button in the toolbar.



The application opens in the **PDF Viewer**.

EP(1038E) Previewing the completed application

PDF Viewer

epf1038.pdf (epf1038.pdf)

ep-sfd-request.xml (ep-sfd-request.xml)

FREP-1.pdf (FREP-1.pdf)

package-data.xml (package-data.xml)

pkgheader.xml (pkgheader.xml)

Letter accompanying subsequently filed items

Sender:

Mr. David Kilburn
IP Partners
European Patents
45 Red Lion Square
Cambridge Cambridgeshire CB2 1AB
United Kingdom

Phone: +44 1223 351681
Fax: +44 1223 351690
E-mail: kilburn@ip-partners.co.uk

80298 Munich
Germany
Tel: +49(0)89 2399-0 | Fax -4466

P.O. Box 6818
NL-2280 HV Rijswijk
Netherlands
Tel: +31(0)70 340-2040 | Fax -3016

10958 Berlin
Germany
Tel: +49(0)30 26901-0 | Fax -840

The document(s) listed below is (are) subsequently filed documents pertaining to the following application:

Application number: 09001122.4

Applicant's or representative's reference: Sample 1038

	Description of document	Original file name	Assigned file name
1	Document concerning representation	Representative.pdf	FREP-1.pdf

	Fees	Factor applied	Fee schedule	Amount to be paid
16-1	005 Designation fee Designated states: AT, BE, BG, CH&LI, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HR, HU, IE, IS, IT, LT, LU, LV, MC, MT, NL, NO, PL, PT, RO, SE, SI, SK, TR	7	85.00	595.00
16-2	005 Examination fee (EP and Euro-PCT with supplementary European search report)	1	1 405.00	1 405.00
	Total:		EUR	2 000.00

Payment	
1	Mode of payment: Debit from deposit account
	Currency: EUR
The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs	

Cancel

Figure 72: Preview of application in the PDF viewer