

List of industrial design related correspondence which the Patents Office deems suitable for Email

(Note: Much of the Office's correspondence can now be dealt with by email and while the following list is comprehensive, it should not be regarded as being definitive.)

Industrial Design Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Finance and Customer Service letters		
Design Application Filing Receipt		X
Fee Receipt		X
General queries in relation to fees/payments	X	X
CTM or Community Design Applications		
General requests/queries re CTM or Community Design Applications	X	X
Design Exam Letters		
	In	Out
General formalities Letter		X
Reply to general letter	X	
Design - Objection letter under Section 20(1)		X
Reply to Objection letter under Section 20(1) (where no fee)	X	
Design - Objection letter under Section 21		X
Design Exam. Non Completion under Regulation 14 – 1st Notification		X
Design Exam. Deemed Abandoned (Extension) – 2nd Notification		X
Design Exam. Deemed Abandoned – Final Letter		X
Correction of Clerical Error	X	

Industrial Design Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Reply to request to amend application		X
Reply to request for Division		X
Reply to request for Grounds		X
Reply to application for Extension		X
Reply to application for Hearing		X
Reply to request for Information		X
Reply to request for Search – 2001 Act		X
Reply to request for Search – 1927 Act		X
Reg Admin - DESIGNS		
Request for recordal of Change of Name/Address of Proprietor on Designs	x	
Confirmation of recordal of Change of Name/Address of Proprietor on Designs		x
Confirmation of recordal of change of address for service for Designs		x
Confirmation of recordal of Design assignment/Merger and notification of assignment with new assignee name and address		x
Defects letter for assignment on a Design		x

Industrial Design Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Notification of a security interest on a Design		x
Request for Cancellation of Security Interest Design	x	
Cancellation of a security interest on a Design		x
Confirmation of recordal of a license on Designs		x
Design pre-renewal reminders		x
Design expiry letters		x
Design renewal certificates		x
Requests for removal of a Licence on a Design	x	
Request for change of address for service on Design (2001 Act)	x	
Application for a registrable transaction (assignment, merger, licence and security interest) including a scanned version of deed of assignment, certificate of merger, licence agreement, security debenture document etc	x	
Confirmation of recordal of registrable transactions		x

Note:

Some of the letters listed which can be sent by email, are in respect of requests which should be accompanied by payment of a prescribed fee. The Office will only be able to deal with such requests when it is informed that the prescribed fee has been paid or if details of how the payment was made (i.e. by EFT, Credit Card etc.) and the date of payment are included in the email in which the request is made.