

List of trade mark 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.)

Trade Marks Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Trademark Application Filing Receipt		X
Fee Receipt		X
General queries in relation to fees/payments	X	X
National applications - Letters at Examination stage		
Objections letter		X
Response to objections letter (excepting where additional class fees are being paid)	X	
General letter re: application		X
Reply by applicant to general letter	X	
Request for the grant of an extension of time	X	
Reply to request for the grant of an extension of time .1		X
Reply to request for Grant of ext.2		X
Reply to request for Grant of ext.3		X
Reply to request for late extension		X
10 day letter issued when no response to Official objections letter permitting applicant to request a hearing		X
Letter of refusal if no response to 10 day letter		X
Letter requesting a hearing	X	
Acknowledgement of request for hearing		X
CTM conversion -request for fee etc		X
Request for Information (Caveat)	X	X
Request for withdrawal of a trade mark	X	
Acknowledgement of request for withdrawal of a trade mark		X

Trade Marks Letters	Correspondence which the Office will accept if sent by Email	Correspondence which the Office will issue by Email
TM Exam -International registrations – Letters at Examination stage		
General correspondence regarding an international application	X	X
Office response to general letter		X
Request for extension – on time	X	
Grant of extension .1		X
Grant of ext.2		X
Grant of ext.3		X
10 day letter (when an Email address is known)		X
Oppositions – 1996 Act and Rules		
Rule 18 - Opposition		
Notice of Opposition	X	
Acknowledgement of receipt of notice of Opposition		X
Rule 19 - COUNTER STATEMENT		
Filing of counter statement	X	
Acknowledgement of filing of counter statement		X
Counter statement not filed on time – Deemed withdrawn 2 letters		X
Rule 20 Evidence in Support of Opposition		
Acknowledgement Rule 20(1) (2 letters issued)		X
Rule 20(1) not filed – opposition deemed abandoned – 2 letters		X
Rule 20(1) Extension request	X	
Rule 20(1) Extension granted - 2 letters		X

Trade Marks Letters	Correspondence which the Office will accept if sent by Email	Correspondence which the Office will issue by Email
RULE 21 – Evidence in support of application		
Acknowledgement of submission of Rule 21 evidence (2 letters issued)		X
Rule 21 Extension request	X	
Rule 21 Extension granted – 2 LETTERS		X
Rule 22 – Evidence in reply by opponent		
Acknowledgement of submission of Rule 22 evidence (2 letters issued)		X
Rule 22 Extension request	X	
Rule 22 Extension granted – 2 LETTERS		X
Rule 22 – late extension request	X	
GENERAL - opposition		
Acceptance of request to amend spec or mark – letter to both parties		X
Opposition withdrawn by request	X	
Acknowledgement of withdrawal of opposition 2 letters		X
Application of national TM withdrawn by request	X	
Acknowledgement of national TM application withdrawn - 2 letters		X
HEARINGS		
General correspondence about hearings received.	X	
General correspondence about hearings issued		X
Hearings decision issued – 2 LETTERS		X
Grounds issued (2 LETTERS)		X
COSTS		
Costs requested	X	
Costs - letter to other party		X
Amount of costs (2 letters issued)	X	

Trade Marks Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Grants and Register Administration - TRADEMARKS		
Notification of Acceptance of TM for advertisement in the Journal		X
Request for change of applicants name/address	X	
Confirmation of change of applicants name/address		X
Request for change of address for service	X	
Confirmation of change of Address for Service		X
Request for correction of clerical error	X	
Confirmation of correction of clerical error		X
Request for Extension under rule 63 (Where late fees have been paid)	X	
Extension under rule 63 granted		X
Registration fee request letter		X
Request to pay registration fee- Pre-reminder		X
Registration fee paid-extension fee outstanding		X
Withdrawal due to non-payment of registration fee		X
Request for Re-instatement of National mark	X	
Re-instatement of National mark		X
Withdrawal at request of agent	X	
Confirmation of withdrawal		X
International marks		
Notification of acceptance and publication of International mark		X
Notification regarding granting of protection to mark		X
Office of Origin Applications		
Application for International Registration	X	
Notification of Irregularities on Office of Origin Applications		X
Response to Irregularities notification	X	
General requests/queries re Office of Origin Applications and onward transmission to WIPO	X	X
General requests/queries re EUTM Applications	X	X

Trade Marks Letters	Correspondence which the Office will accept if sent by Email	Correspondence which the Office will issue by Email
Request for recordal of Change of Name/Address of Proprietor on Trade Mark	x	
Confirmation of recordal of Change of Name/Address of Proprietor on Trade Mark		x
Request for Change of address for service	x	
Change of address for service	x	
Confirmation of recordal of change of address for service for Trademarks		x
Confirmation of recordal of Trade Mark assignment and notification of assignment with new assignee name and address (except where original documents have to be returned)		x
Defects letter for assignment on a Trade Mark		x
Confirmation of recordal of Trade Mark Merger		x
Notification of a security interest on a Trade Mark		x
Cancellation of a security interest on a Trade Mark		x
Trade Mark pre-renewal reminders		x
Trade Mark renewal certificates		x
Confirmation of recordal of surrender/partial surrender of a TM		x
Confirmation of an amendment of Spec for a Trade Mark		x

Trade Marks Letters	Correspondence which the Office will accept if sent by Email	Correspondence which the Office will issue by Email
Application for alteration of a Trade Mark	x	
Alteration of a Trade Mark <ul style="list-style-type: none"> • Letter informing agent/proprietor of advertisement in Journal • Confirmation that alteration acceptable 		x
Application for Restoration of a Trade Mark	x	
Restoration of a Trade Mark		x
Confirmation of recordal of licence on Trade Marks		x
Confirmation of a cancellation of a license on a Trade Mark		x
Confirmation of the correction of errors on Trade Marks		x
Overdue reminder to Trade Mark Agents for annual renewal registration fees		x
Requests for removal of a Licence on a Trade mark	x	
Application for surrender	x	
Application for amendment of spec.	x	
Application for the recording of 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.