

## Request for copy documents

For more information, please see the guidance notes available on the IPO website - [www.guernseyregistry.com/ipo](http://www.guernseyregistry.com/ipo)

Tel: +44 (0) 1481 743800

Fax: +44 (0) 1481 743801

Email: [ipo@guernseyregistry.com](mailto:ipo@guernseyregistry.com)

1. Please identify type of Intellectual Property for which a copy document is required:

Trade Mark

Image Right

Patent

Design Right

2. Reference Number:

3. Please tick which copy documents are required:

<u>Document type</u>	<u>Certified</u>	<u>Uncertified</u>
<b>Registration</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renewal</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electronic copy of a file document</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paper copy of a file document</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Replacement certificate of registration</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please specify:

**Applicant/agent details:**

**Note:** If you provide an agent number in section 5 you will not need to complete sections 8-10.

4.	I am a:	<b>Registered patent agent:</b>	<input type="checkbox"/>	<b>Trade mark/Design right agent:</b>	<input type="checkbox"/>	<b>Patent proprietor ordinarily resident in the Bailiwick of Guernsey:</b>	<input type="checkbox"/>
		<b>Trade mark proprietor:</b>	<input type="checkbox"/>	<b>Other applicant:</b>	<input type="checkbox"/>		

  

5.	Agent number (If any):	<input type="text"/>	6.	Your ref:	<input type="text"/>
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7.	Signature:	<input type="text"/>
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8.	Name and Address:	<input type="text"/>
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9.	Email address:	<input type="text"/>
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10.	Telephone no:	<input type="text"/>
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**Completion checklist:**

Before returning the completed application form to the Intellectual Property Office, please:

- Make sure you have completed all questions;
- Enclose payment, or state an account for the filing fee to be charged to (see the fee schedule available on the website: [www.guernseyregistry.com/ipo](http://www.guernseyregistry.com/ipo));
- Include any additional documents as may be required;
- Ensure the form is signed and dated by an authorised signatory;
- Send it to the address shown on the front page.

**I have completed all of the above:**