



# Intellectual Property Office

Serving the Bailiwick of Guernsey

## Change of proprietor name/address

### When should I change the proprietor details?

When name and address details of the proprietor of intellectual property registered in the Bailiwick changes, the Registrar should be notified to ensure that the registers of intellectual property are correct.

Trade Marks proprietor details may be changed using the online services portal. All other registered intellectual property will need to use the 'Change of Proprietor Name or Address' paper form.

### When should I not use a change proprietor details form/online submission?

- If the ownership of the intellectual property has changed (not just the name/address of the existing proprietor), an assignment must be recorded instead of a change of proprietor details. For more information please see separate guidance on assignment on the Intellectual Property Office website ([www.guernseyregistry.com/ipo](http://www.guernseyregistry.com/ipo)).
- If the name/address of the proprietor is incorrect (for example due to a clerical error), a rectification should be filed instead.

### How do I complete the paper form?

Completing the form is straightforward. However, you will need to ensure that you have the following information:

- The reference numbers to which the changes are to apply (unless you select ALL IP related to the proprietor);
- The new name and/or address details to be recorded;
- The effective date on which the changes are to apply;
- The necessary fee.

### Who can complete the paper form?

- A registered patent agent
- A trade mark agent
- A design right agent
- A trade mark proprietor
- A patent proprietor (ordinarily resident in the Bailiwick of Guernsey)

Communications Manager

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