



Intellectual Property Office

Serving the Bailiwick of Guernsey

Appointment of an Agent

Why do I need to appoint an agent?

For certain intellectual property rights, an agent is required to make the necessary submissions.

It is usual that an agent is appointed at the initial registration stage. However, the 'appointment of an agent' form can be used to change or subsequently assign an agent to act on behalf of a rights holder.

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;
- 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)

If you are unsure whether you need to appoint an agent to manage your intellectual property rights, please call the office on tel: +44 1481 743800 or email: ipo@guernseyregistry.com

Communications Manager

February 2012