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Your reference:
Application number:

Dear Sirs

Patents Act 1977: Patent Rules 2007

Your application for a patent

Thank you for your letter dated DD/MM/YYYY which we received on DD/MM/YYYY. Unfortunately, we cannot treat your letter as a patent application because there is no description of your invention.

Description of your invention

A patent application must contain at least a small amount of technical description to be given a valid filing date. For a patent to be granted, the application must contain a description that describes the invention in a manner which is clear enough and complete enough for the invention to be performed by a person skilled in the art.

Filing a valid application

If you wish to gain protection for your invention you should complete the enclosed Patents Form 1 and send it to us together with at least one page of description. There are a number of patent fact sheets available on our website. I recommend reading these before starting another application. The fact sheets can be found on our website by following this link:

<https://www.gov.uk/government/publications/patent-fact-sheets>

Seeking professional advice

If you are in any doubt about how best to protect your invention, you should consider seeking professional advice from a patent agent. Most classified telephone directories will include a list of patent agents. You can also obtain a list of patent agents from the Chartered Institute of Patent Attorneys (website: www.cipa.org.uk or telephone: 020 7405 9450).

Yours faithfully

Formalities Examiner

Important information for patent applicants

The content of a patent application

The effectiveness of a patent application depends on how well it is drafted. You are likely to encounter difficulties at later stages in the application process if your application is not well drafted. If you are in any doubt about whether your patent application is likely to be effective, you should consider consulting a chartered patent agent or patent attorney. A patent application should normally contain the following:

A full description - this is a written description of your invention, which usually sets out the background of the invention, explains the particular problem that your invention solves, how your invention is made and/or used, and includes references to any drawings.

Drawings - drawings are intended to help a person understand your invention. References to features in the drawings should be included in the description.

One or more claims - a claim is a precise legal statement which should clearly define the technical features of the invention that you wish to protect. The wording of your claims is extremely important and will determine the effectiveness of your application.

Abstract - an abstract is a brief summary of the invention, which may be edited by the Office.

Further information on how to draft a patent application is given in our Patents: Application Guide booklet which is available from our Information Centre 0300 300 2000. The booklet also explains some of the later stages in the application process:

Preliminary Examination

We can only carry out a preliminary examination of your application if you have filed the application fee, which can be paid at the same time as the search fee using form 9A. If a Statement of Inventorship (Form 7) is required, you will receive a reminder at the preliminary examination stage.

Search

We can only process a search request if the application fee and search fee have been paid and your application has at least one claim. You should normally expect to receive the results of the search within 6 months of making your search request. The publication of your application is an important stage in the process, and you will need to decide whether the publication of the technical information in your application is in your best interests.

Substantive Examination

Substantive examination of your application will be carried out if you file a form 10. You will be sent a copy of form 10 if and when your application is published. If you need a form 10 before then, please contact our Information Centre on 0300 300 2000.

Renewals

If your application is granted, you will need to pay renewal fees to keep it in force.

Time Limits

In certain circumstances you may be able to request the extension of a particular time limit, for example by paying a late fee.