

Annex 3

REQUEST FOR INDEX AND SCAN

Please provide all of the following information:

From:	
Section:	
Extension:	

Dossier (inc check digit):	
Doc Code:	
Doc Date:	
Number of Pages:	
Is this a fax copy?	

Send message (if any) to:

Team:	Insert 'Inter Partes'
User (if any):	Insert name of Case Officer (if known)
Message text:	Example: New F2

Does this need to be processed urgently?

YES

NO

Other instructions:

Include any instructions to annotate