

## Annex 5(a)

**Your Reference:**

**Our Reference: Room no./name/number ref**

Date

Dear Sir

**Latest date for filing Patents Form 4 and fee: ..... (insert date)**

***Title in bold***

1. Please find enclosed, in accordance with rule 80(1)(a) of the Patents Rules 2007, a copy of the defendant's counter-statement.
2. In accordance with rule 80, as amended, if you wish to continue the proceedings, you need to file Patents Form 4 (copy enclosed) and pay the appropriate fee [.....] (insert fee) within two weeks of the date of this letter.
3. Patents Form 4 and the fee should be filed by ..... (insert date).
4. If Patents Form 4 and the fee are not received by this date, you will be deemed to have withdrawn the proceedings (rule 81A of the Patents Rules 2007).
5. A copy of this letter has been sent today to the defendant.

Yours faithfully

Name  
Section  
Directorate