

**Annex 10**  
**CLEAR RECORDS PRO FORMA – OFFICE DECISIONS**

**PATENT NUMBER –**

**DECISION NUMBER –**

**DECISION DATE –**

**SECTION OF ACT –**

**APPEAL PERIOD EXPIRES –**

**B3/B2**

1. Update COPS and carry out Register Entries. If S13 case carry out clear records and publishing action.
2. Pass to Hearings Clerk

**Hearings Clerk**

1. Ex Parte – If no appeal, return to relevant fmls group as:-  
  
Application refused – please terminate the application as of the date of the decision  
  
Application allowed – please refer to examiner or other responsible person
2. Inter Partes – If no appeal, return to relevant B2 case officer for clear records
3. Section 13 / Rule 10(2) – cleared by B3
4. Any other scenario (Specific Instructions required)