**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? | |

| | |
|---|---|
| Team: | Insert 'Inter Partes' |
| User (if any): | Insert name of case officer |
| Message text: | Example: New F2 |

Does this need to be processed urgently?

                    YES                                        NO

Other instructions:

Include any instructions to annotate.