



## Designs Form DF2A – Guidance Notes

### Section 1 – Applicant Details

If you are applying as an individual you should enter your full name. Alternatively if the owner of the design is a company you should enter the 'full registered company name' here. 'Full Registered Company name' is the name of the incorporated Company or Limited Liability Partnership which will own the Design. In the UK, incorporated bodies usually have a formal designation such as 'Limited', 'Plc' or 'LLP'.

Partnership - You must enter the details of at least one partner. When completing the first partner's name please also type in the name of the partnership e.g. John Smith a partner in The Demo Partnership

Trading name - A trading name is NOT the same as a company name. If using a trading name as part of this application; you must also provide the name of the body which is legally entitled to hold property e.g. 'Smith Ltd trading as Smith's'.

Please be aware that your design may be declared null and void if you do not have the necessary standing to hold intellectual property. It is your responsibility to ensure that the applicant is legally capable of owning property in the name entered on this application.

### Section 2 – Representative Details

Please only complete this section if you have someone acting on your behalf such as an IP Attorney, solicitor etc. All correspondence will be sent to this address.

### Section 3 – Number of Designs

Please specify the total number of designs applied for.

### Section 4 – Fee Paid

Application to be published immediately:	<b>£60</b> (for a single design or for the 1 <sup>st</sup> design in a multiple). <b>£40</b> for each additional design if filing a multiple.
Publication to be deferred:	<b>£40</b> (for a single design or for the 1 <sup>st</sup> design in a multiple). <b>£20</b> for each additional design if filing a multiple.

Please use the designs fee calculator on the website to ensure the correct fees are paid as we cannot refund your application fee.

### Section 5 – Do you wish to register your Design straight away?

You can choose to defer the publication of your application for up to 12 months from the date of filing your application. This allows you to secure a filing date whilst also giving you more time to market your product or to apply for a patent before publicly disclosing your design(s) on our website. The initial fees for a deferred application are less (see section 4 notes for fees). Please note that if you defer publication of the design, it will not be registered until you instruct us to do so. A further form and fee will be due within 12 months of your filing date. Failure to file the form DF2C and fee within the 12 month non-extendable deadline will result in your application being refused.

### Section 6 – What is your Design?

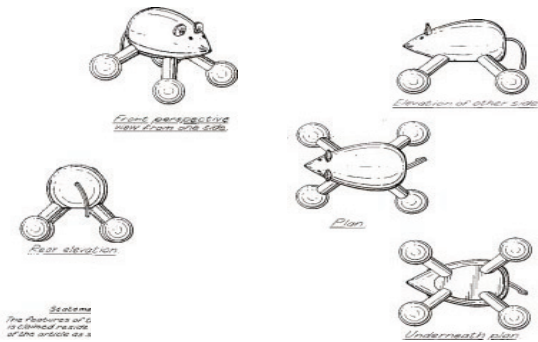
You should state exactly what the design actually is e.g. logo, chair, car, t-shirt, wardrobe etc.

## Section 7 - Representation of your Design

Representations should be presented as follows:

- Either line drawings, CAD or photographs showing the design as it actually appears to the eye
- Show the design in isolation e.g. with no other designs or background detail visible
- Plain A4 paper
- Do not include any technical detail such as borders/labelling/dimensions
- Show all relevant views of the design e.g. perspective view, rear view, front view, side view etc.
- The only text accepted on representations are view designations (perspective view, front view etc) and/or disclaimers should you choose to use them.

Example of good representations:



## Section 8

Disclaimers and Limitations are optional.

Limitations – you may wish to protect only part of a product. If so, the area for which protection is sought must be clearly identified by either:

- circling the area in red and adding the disclaimer 'Protection is sought for the area circled in red alone' to the representations
- OR**
- presenting the area for which protection is sought in solid lines and the rest of the product in broken lines, adding the disclaimer 'Protection is sought for the area shown in solid lines alone'.

Disclaimers – you may wish to produce your design in a variety of colours and materials. If so, you may wish to add a suitable disclaimer to the representations e.g. 'No claim is made for the colour(s) shown', 'No claim is made for the material(s) shown'. Any limitations or disclaimers should be placed on the bottom of the relevant sheet of representations but you should ensure they do not obstruct the design itself.

## Section 9 – Repeated Surface Pattern (optional)

Views of designs with a repeated surface pattern should show the complete pattern and be surrounded with enough of the repeat to fully illustrate the entire pattern. Examples of such designs are wallpaper or textile materials.

### Additional Information

On filing your application, it will undergo an examination process where we will examine your application to ensure it meets the requirements of the Registered Designs Act 1949 and The Registered Designs Rules 2006. Please be aware that we do not conduct a novelty search as part of the process. We can conduct a search of identical designs registered in the UK on request by filing form DF21 and a £25 fee.

The rules regarding ownership have changed (1<sup>st</sup> October 2014). Employers continue to own the rights to any design created by employees as part of their employment. If you are an independent designer you own the rights to your design even if commissioned unless a contract is in place stating otherwise. If you pay someone commission to create a design on your behalf, you do not own the rights in the design unless a contract is in place stating otherwise.



## Designs Form DF2A

### Use this form to file your application to register a Design

Fee - Up to date fees are published on our website ([www.gov.uk/government/publications/design-forms-and-fees](http://www.gov.uk/government/publications/design-forms-and-fees))

As part of the registration process your name, address and details of your design are published.

#### 1. Full name

Proposed owner (as it will appear on the Registration Certificate)

#### Owner type

Note: Specify the owner is an individual, registered company/LLP, partnership or trust

#### Address

If the address is not within the United Kingdom, European Economic Area (EEA) or the Channel Islands you must also complete section 2 below

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

#### Email address

Complete if you have no representative and would like us to correspond with you by email.

#### Company registration number

Complete if the applicant is a company or LLP incorporated in the UK

#### Country of incorporation

If registered in USA also enter the 'State' e.g. 'Delaware'.

#### Contact details

Name, daytime telephone number of the person to contact in case of a query

#### 2. Representative name

If you have no representative, go to section 3.

#### Address

The address provided in this section must be in the UK, European Economic Area (EEA) or the Channel Islands.

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

#### Email address

Complete if you would like to correspond via this address

#### 3. Number of Designs

Please confirm the number of designs you are applying for.

#### 4. Fee Paid

Please ensure the correct fee has been enclosed.

A fee calculator is available with this form

(<https://www.gov.uk/government/publications/design-application-fee-calculator>)

## About Your Design

This is the (for example, first) design out of a total of designs.

You must answer these questions for each design in a multiple application, so copy this sheet as many times as you need.

### 5. Do you wish to register your Design straight away?

Please indicate **yes** or **no** here

**Yes**

**No**

If you wish to delay registration, detailed guidance notes as to why this may be a possible option for you are available with this form

### 6. What is your Design?

Please tell us what the design is i.e. a chair, wardrobe, hosepipe etc

### 7. Representation of your Design

Please include a representation of your design on the representation sheet provided. Further details on how to present your representations are available with this form.

### 8. Disclaimers and Limitations (Optional)

If you want to disclaim any part of the design e.g no claim is made for the colours shown, you can do so here. This should also be applied to the representation of your Design

### 9. Repeated Surface Pattern (Optional)

Write "RSP" if this is the design of a pattern which repeats across the surface of a product, for example, wallpaper here and on your representation of the Design

### 10. Priority Claim (Optional)

If you have applied for this Design outside of the UK in the last six months you can claim priority by entering the details here

Priority Claim Country

Application/Registration Number

Priority Claim

### 11. Declaration

#### Signature

A signature must be supplied

#### Name

(BLOCK CAPITALS)

#### Date

I can confirm that:

The applicant is entitled to hold property

I understand and accept that any application fees paid are non-refundable (even if the application is not acceptable)

### 12. Your reference

Complete if you would like us to quote this in communications with you, otherwise leave blank.

#### Checklist

Please make sure you have remembered to:

- ☐ Sign and date the form
- ☐ Complete fee sheet (Form FS2)
- ☐ Enclose the fee and fee sheet
- ☐ Enclose the representations of the Design

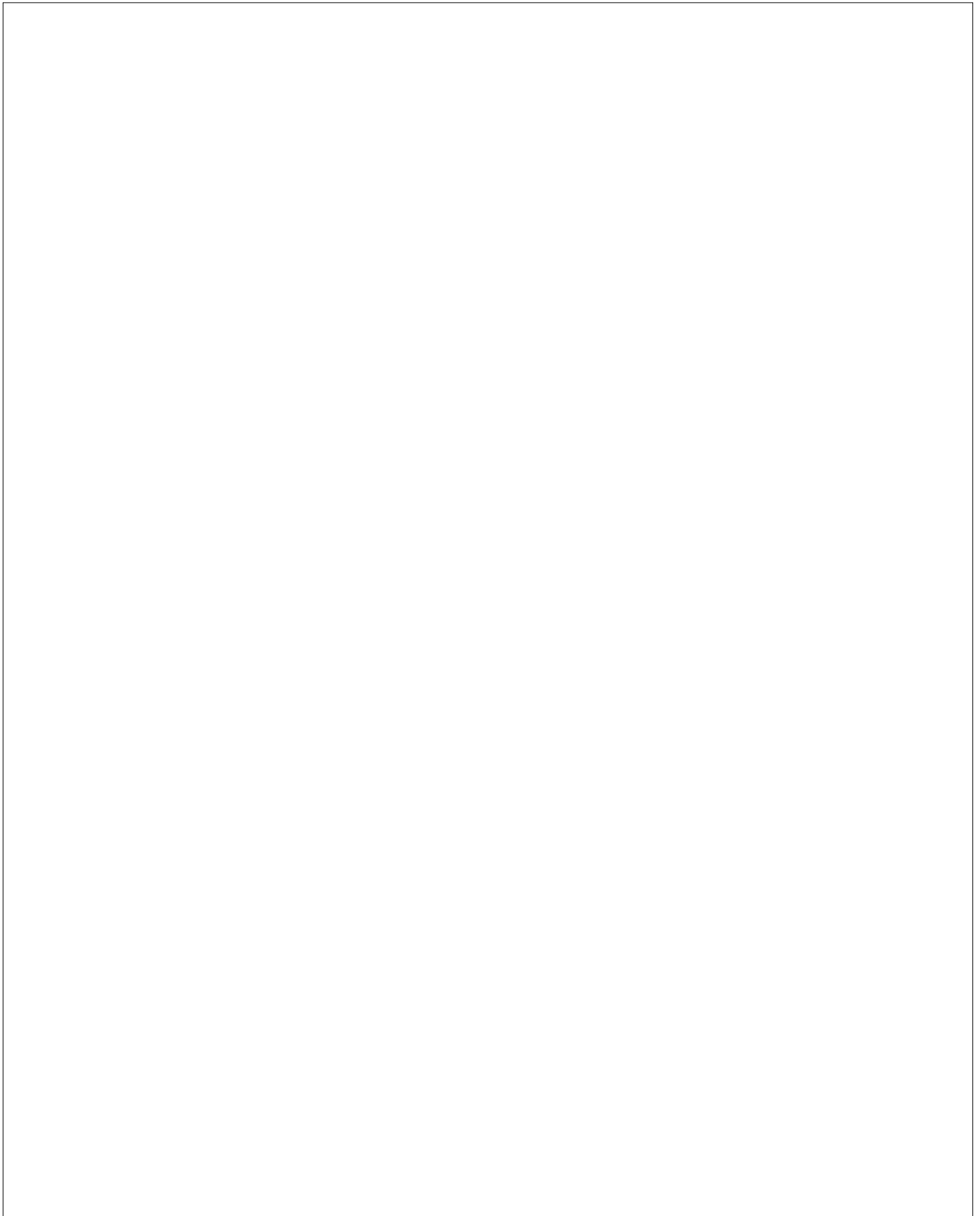
#### Where to send

Intellectual Property Office  
Trade Marks Registry  
Concept House  
Cardiff Road  
Newport  
South Wales  
NP10 8QQ

**Representation of your Design (Please ensure you use one format of representations only i.e. line drawings OR photographs).**

**You can use this sheet or present your design on separate plain A4 paper**

This is the (for example, first) design out of a total designs

A large, empty rectangular box with a thin black border, intended for the user to draw or photograph their design. It occupies the majority of the page below the instructions.