

Annex 4(a)

Your Reference:

Our Reference: Room no./name/number ref

Date

Dear Sirs,

Latest date for filing counter-statement: (insert date)

Title

1. Please find enclosed the following:

[insert list of documents enclosed]

These documents have been filed at the UK Intellectual Property Office in connection with the above proceedings.

[insert paragraph below as appropriate in relation to interested parties]

2. The documents have been sent to you as you are considered likely to have an interest in these proceedings - see rule 77(2) of the Patents Rules 2007. The Patents Rules are available on our website at <https://www.gov.uk/government/publications/the-patents-rules-2007-and-patents-fees-rules-2007>

Counter-statement

3. Should you wish to do so, you may oppose the proceedings by filing a counter-statement (rule 77(5)). The counter-statement should be filed in accordance with the requirements of rule 78. You should file two copies of your counter-statement within **six weeks** of the date of this letter. Your counter-statement should be filed by **(insert date)**.

[insert paragraph 4 below if appropriate]

4. Please note that if you wish to file a counter statement to oppose the proceedings, you will be required to provide an Address for Service in the UK, which includes the Isle of Man (or Gibraltar and the Channel Islands).

5. If you do not file a counter-statement, we will take it that you support the claimant's

case (see rule 77(9)). However we will not treat you as a party to these proceedings and will not send you copies of any other documents filed in connection with this matter.

Professional Representation

6. Proceedings can be complex and involve intricate aspects of the law. If you decide to oppose these proceedings we strongly recommend you seek professional representation. Below is a link to the Chartered Institute of Patent Attorneys (CIPA) where you can obtain details of patent attorneys practicing in your area:

<http://www.cipa.org.uk>

CIPA may also be able to advise you on obtaining pro bono (free) representation for the purposes of these proceedings.

Additional information

7. Further information relating to proceedings before the comptroller may be found in the enclosed booklet entitled 'Patents: deciding disputes'. Alternatively, please contact me (Telephone: +44 (0)1633 81xxxx).

8. A copy of this letter has been sent today to the claimant for information.

Yours faithfully

Name
Section
Directorate