

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 If Patents Form 4 and the fee are not received by this date, you will be deemed to have withdrawn the proceedings (rule 81A of the Patents Rules 2007).

[insert paragraph 5 below if appropriate]

5. I note that on filing these proceedings, you have provided an Address for Service in the E.E.A. (European Economic Area). Please be advised that the requirements for address for service have changed with effect 1 January 2021 and for all filings from this date a UK address for service is required. However, as you have filed these proceedings prior to 1 January 2021, you may retain your existing address for service for the duration of these proceedings, including any appeal proceedings.

5. A copy of this letter has been sent today to the defendant.

Yours faithfully

Name

Section

Directorate