



Designs Form DF1A

Appointment or change of agent or contact address

Please read the guidance note on the next page about filling in this form.

1. Your reference:	
2. Type of Design (tick only one)	<input type="checkbox"/> UK designs <input type="checkbox"/> International Design (UK)
3. Design number or numbers affected. (List on a separate sheet if there is not enough space on this form – there is not a limit)	
4. Full name of the applicant or proprietor	
5. Full name and address (including postcode) of the new agent or contact address.	
Designs ADP number (if you know it)	
6. Have you been authorised to act in all matters relating to the above design or designs?	
If 'no' please give details of the extent of your appointment.	
7. Declaration	We have been appointed by the above applicant or proprietor
Signature of the applicant or their representative <small>This can be typed or handwritten</small>	
Name in BLOCK CAPITALS	
Date	
8. Name and daytime phone number of the person we should contact in case of query. You may also provide your email address.	
9. Number of sheets attached to this form	

Note:

We suggest you check the proprietor's name and the designs they own by doing a proprietor search on our website www.ipo.gov.uk before you fill in the form.

Before you send us your form

Make sure you have:

- Answered questions 1 – 9.
- Provided a signature and date at question 7. This can be typed or handwritten.
- Recorded the correct owner. If there are multiple owners, record the first owner listed.

Email your completed PDF form to:
forms@ipo.gov.uk

If you cannot email us your form, you can print and post your form to:
Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.

Please note: It takes longer to process paper forms sent by post.

Data Privacy: <https://www.gov.uk/government/publications/intellectual-property-office-privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>