



Designs Form DF9A

Official fee due with this form.

Renewal of design registration

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference.

2. Design number.

3. Full name of the registered proprietor.

4. Renewal date.

5. Fees: Amount of renewal fee (£).

Amount of late renewal fee.
(You must pay this if you are renewing up
to six months after the renewal date.)

Total fee (£).

6. If you would like confirmation of renewal sent
to an address that is not the address of the
registered proprietor, please give details here.

7. Signature.
This can be typed or handwritten.

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.

A fee will need to be paid for this form.

Tell us how you would like to pay on the following page.

Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on [GOV.UK for 'design forms and fees'](#)

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

Using a debit or credit card – you will need the internet to pay by card

- 1 Go to our secure website – <https://fees.ipo.gov.uk/pay>
- 2 Enter your name, email address and total amount to pay from above
- 3 As proof of payment, write below the 10-character reference code displayed from the online payment screen.
DO NOT write your debit/credit card number

Deduct from IPO deposit account

IPO deposit account number

Cheque – make payable to 'Intellectual Property Office'

Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don't.

Use the following bank account details

| | |
|----------------|------------------------------|
| Sort code | 20-18-23 |
| Account number | 80531766 |
| Account name | Intellectual Property Office |
| SWIFT code | BARCGB22 |
| IBAN number | GB92 BARC 2018 2380 5317 66 |

Before you send us your form

Make sure you have:

- Answered questions 1 – 8.
- Provided a signature and date at question 7. This can be typed or handwritten.
- Made payment by card, cheque, bank transfer or IPO deposit account.
- Completed the payment sheet above.

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>