



For Official Use

**Design Right Form 1**

Reference of dispute to Comptroller

Copyright, Designs & Patents Act 1988

1. Your reference.

2. Please give full name and address of person making the reference.

Name

Address

3. Please give an address for a service in the United Kingdom to which all correspondence will be sent.

Name

Address

4. Please identify the design which is the subject of the proceedings.

5. The dispute to be settled is in respect of:

the subsistence of the design right

the term of the design right

the identity of the person in whom design right first vested

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6. Please give the name and address of the other party to the dispute.

Name

Address

ADP number (if known)

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7. Signature.

This can be typed or handwritten.

Date.

**Notes:**

Please type or write in dark ink using BLOCK LETTERS. For details of prescribed fees please contact the Intellectual Property Office.

Rule 3 of the Design Right (proceedings before Comptroller) Rules 1989 is the main rule governing the completion and filing of this form.

This form must be filled together with a statement in duplicate setting out the matters referred to in Rule 3(1).

Identification may be made by providing drawings, photographs or other identifying material.

**Reminder**

Have you attached:

the statement case in duplicate?

the prescribed fee?

# 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](https://www.gov.uk/search?q=design+forms+and+fees) for 'design forms and fees'

Total Fee Paying (£)

Your own reference (Optional)

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## Your contact details should we have a query

Name

Email

Phone

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## 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 – 7.
- 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](mailto: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>