



For Official Use

Design Right Form 4

Application by Design Right or
Copyright owner to vary terms of licence of right

1. Your reference.

2. Please give full name and address of applicant.

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 licence which is the subject of the application.

5. Please give the name and address of the licence holder.

Name

Address

6. 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 14 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 particular of the grounds for variation and the terms required to be varied.

Reminder

Have you attached:

the prescribed fee?

a statement in duplicate of the grounds for variation and the terms required?

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) 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 – 6.
- Provided a signature and date at question 6. 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>