



Designs Form DF2A – Guidance Notes

Section 1 – Applicant Details

If you are applying as an individual you should enter your full name. Alternatively if the owner of the design is a company you should enter the 'full registered company name' here. 'Full Registered Company name' is the name of the incorporated Company or Limited Liability Partnership which will own the Design. In the UK, incorporated bodies usually have a formal designation such as 'Limited', 'Plc' or 'LLP'.

Partnership – You must enter the details of at least one partner. When completing the first partner's name please also type in the name of the partnership; for example, 'John Smith a partner in The Demo Partnership'.

Trading name – A trading name is NOT the same as a company name. If using a trading name as part of this application; you must also provide the name of the body which is legally entitled to hold property; for example, 'Smith Ltd trading as Smith's'.

Please be aware that your design may be declared null and void if you do not have the necessary standing to hold intellectual property. It is your responsibility to ensure that the applicant is legally capable of owning property in the name entered on this application.

The application will be published shortly after registration of your application and most information and documents filed in relation to the application will become publicly available online. This includes the name and address of the owner which will be published on our website and are likely to appear in external search engine results. These details will remain online even if the design right is cancelled. **You should provide a business or PO Box address if you do not want your home address published online.**

Section 2 – Address for Service Details

Name of your representative (if you have one) - Please supply your representative name if you have someone acting on your behalf such as an IP Attorney, solicitor and so on.

Address for service - If the address provided in section 1 is not within the United Kingdom, Gibraltar or Channel Islands then you must provide an address for service within these areas.

Any representative you appoint must have an address for service in the United Kingdom (including the Isle of Man), Gibraltar or the Channel Islands. They must also reside or have a place of business in the UK, Isle of Man or the European Economic Area. You do not need to provide this information on the form, but we may ask to confirm it if the representative's address for service is in Gibraltar or the Channel Islands.

As part of the registration process the name of your representative, the address for service and details of your design are published online as part of the process.

Section 3 – Number of Designs

Please specify the total number of designs applied for.

Section 4 – Fee Paid

Application Fee: **£60** (for a single design or for the 1st design in a multiple).
 £40 for each additional design if filing a multiple.

Section 5 – Do you wish to register and publish your Design straight away?

You can choose to defer the registration of your application for up to 12 months from the date of filing your application. This allows you to secure a filing date whilst also giving you more time to market your product or to apply for a patent before publicly disclosing your design(s) on our website. Please note that if you defer registration of the design, it will not be registered until you instruct us to do so. A further form and fee will be due within 12 months of your filing date. Failure to file the form DF2C and fee within the 12 month non-extendable deadline will result in your application being refused.

Section 6 – Indication of Product

You **must** tell us the product to which your design is intended to be applied or in which it is intended to be incorporated. For example, is your design going to be used on or incorporated onto, furniture, toys, clothing or a graphic representation. Note brand names must not be used.

Your representation or specimen may also be accompanied by a brief description of the design (optional).

Section 7 – Illustrations of your Design

Illustrations should be presented as follows:

- Either line drawings, CAD or photographs showing the design as it actually appears to the eye – **Please ensure you use one format of representations only.**
- Show the design in isolation; for example, with no other designs or background detail visible.
- Plain A4 paper.
- Do not include any technical detail such as borders/labelling/dimensions.
- Show all relevant views of the design – perspective view, rear view, front view, side view and so on.
- The only text accepted on representations are view designations (perspective view, front view and so on) and/or disclaimers should you choose to use them.
- Please do not fold or crease the images.
- Please ensure the print quality of the images is not affected by printer lines and so on.

Examples of acceptable illustrations are overleaf.

Section 8 – Do I need to include a disclaimer or limitation?

A disclaimer or limitation, alongside the illustration, can help define the scope of protection given to your design. It is important that you think carefully about whether you want or need to make a disclaimer. If your design contains features; for example, pattern(s) or colour(s) which do not relate to your design, then you should consider the use of a disclaimer. Equally, if your design only relates to a part of the product, then you should consider whether or not to limit the scope of your design to that particular element.

Disclaimers and limitations can play an important role in any dispute where you want to enforce your rights against someone who is copying your design, or if there is any dispute about its validity.

Here are three example scenarios where a disclaimer or limitation could be used:

Disclaimers



Example 1: You want to file a design for a bike. Although the illustration shows the bike in pink, the design relates only to its *shape*, and not to the colour shown in the illustration. In this case, the applicant should consider making a disclaimer to the colour shown in the illustration. If they do not, the protection given may be limited to the design shown in the colour pink. In this example, the designer might say “*no claim is made to the colour shown in the illustration*”.



Example 2: You want to file a design for a teapot. Although the illustration shows a pattern applied to the teapot, the design relates only to its shape and not to the pattern. In this case, a feature of the design (the pattern) is not part of the design and so the designer should consider disclaiming the pattern shown in the illustration. In this example, a disclaimer might be “No claim is made for the pattern shown on the surface of the teapot”.

Limitation



Example 3: You want to file a design for a table. Although the illustration shows the whole table including its top, bottom, legs and side views, the design relates to the legs of the table only – the table top is not part of the design. The designer should consider limiting the design to the table legs. In this example, you may wish to highlight the relevant part of your illustration (the table legs) by using a clear visual border, or by greying-out the irrelevant parts of your design.

If I need to record one, how do I submit a disclaimer or limitation?

You can specify the part of your design which you want protection for by using either a *disclaimer* or a *limitation* as outlined in the above examples.

A disclaimer and limitation can either be shown visually (graphically) by indicating that protection is intended for only part of your article. Using the table example, you may wish to highlight the relevant part of your illustration (the table legs) by using a clear visual border, or by greying-out the irrelevant parts of your design.

Alternatively, If you wish to record a written disclaimer or limitation (and it isn't already clear from the illustrations you have submitted), you should enter it in **Section 8** of the form:

Please note that disclaimers and limitations are optional. If you want protection for the whole of your design as shown on the illustration(s), then you should not use them. Please also note that disclaimers and limitations will limit the scope and extent of protection conferred upon your design.”

Section 9 – Repeated Surface Pattern (optional)

Views of designs with a repeated surface pattern should show the complete pattern and be surrounded with enough of the repeat to fully illustrate the entire pattern. Examples of such designs are wallpaper or textile materials.

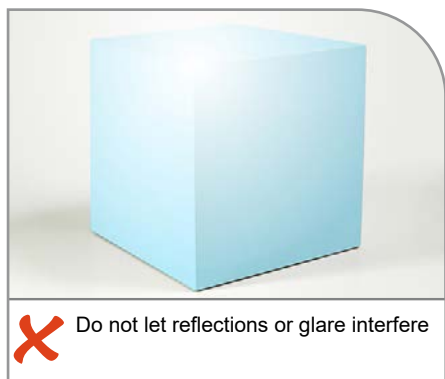
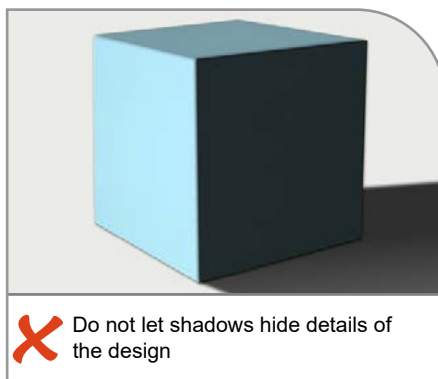
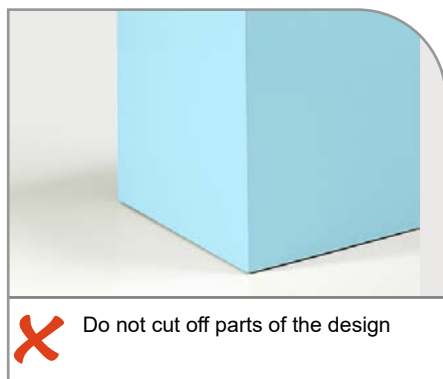
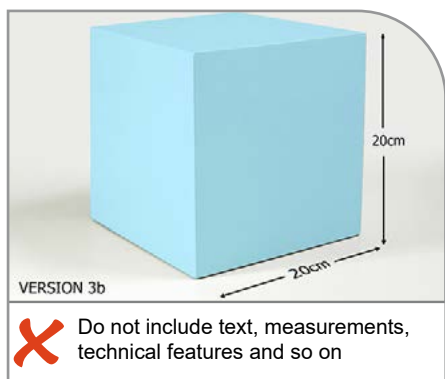
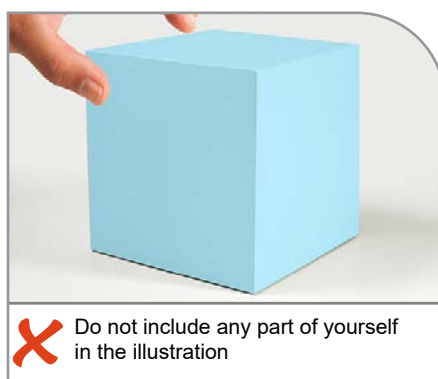
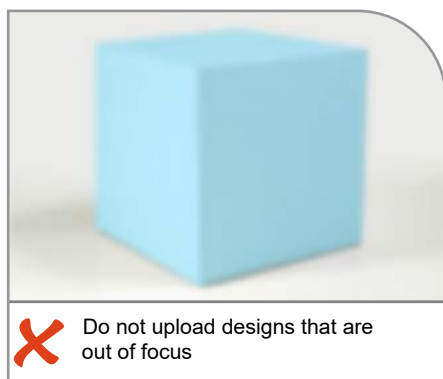
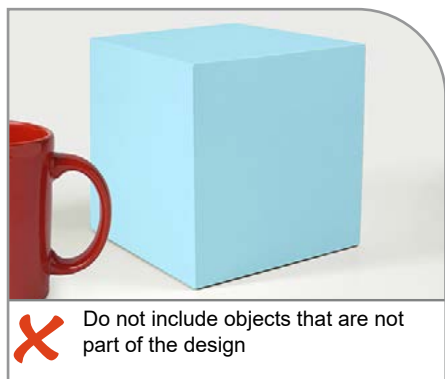
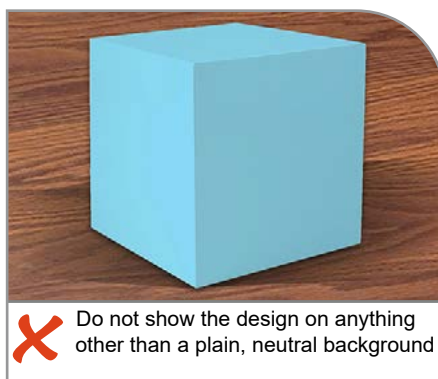
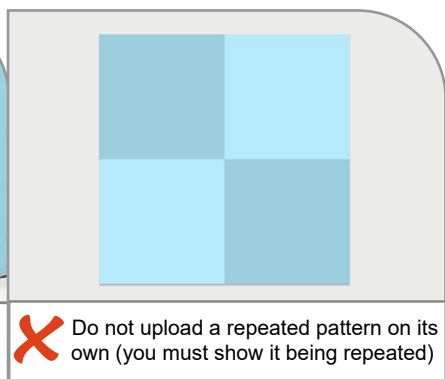
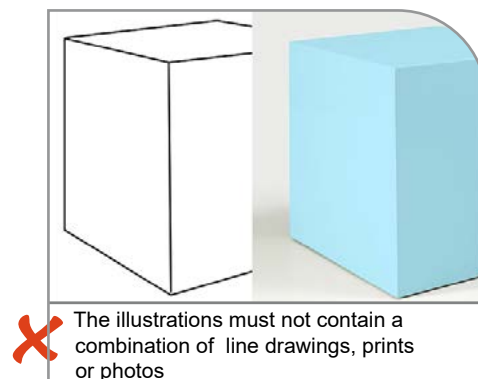
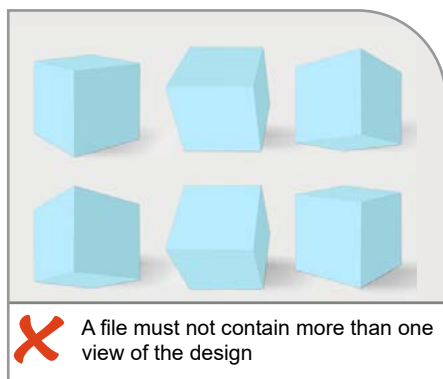
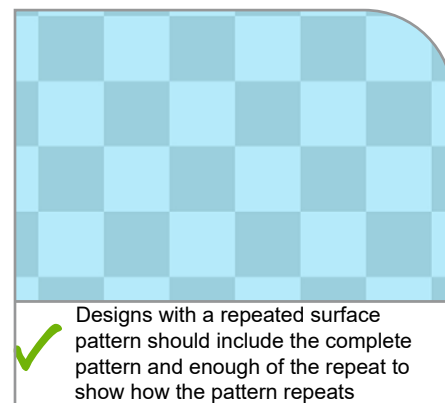
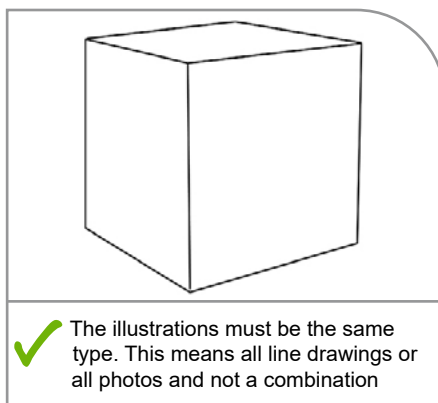
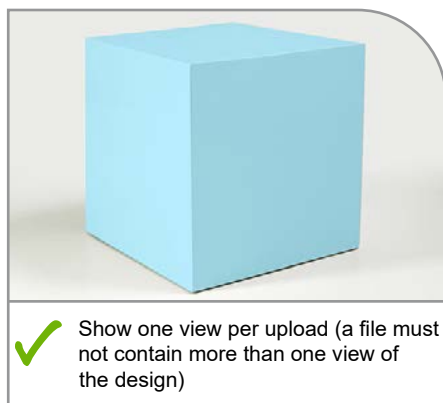
Additional Information

On filing your application, it will undergo an examination process where we will examine your application to ensure it meets the requirements of the Registered Designs Act 1949 and The Registered Designs Rules 2006. Please be aware that we do not conduct a novelty search as part of the process. We can conduct a search of identical designs registered in the UK on request by filing form DF21 and a £24 fee.

The rules regarding ownership have changed (1st October 2014). Employers continue to own the rights to any design created by employees as part of their employment. If you are an independent designer you own the rights to your design even if commissioned unless a contract is in place stating otherwise. If you pay someone commission to create a design on your behalf, you do not own the rights in the design unless a contract is in place stating otherwise.

Section 7 cont. - Illustrations dos and don'ts

Colour included in these diagrams is used for illustrative purposes only.





Designs Form DF2A

Use this form to file your application to register a Design

As part of the registration process your name, address and details of your design are published online.

1. Full name

Proposed owner (as it will appear on the Registration Certificate).

Owner type

Note: Specify the owner is an individual, registered company/
LLP, partnership or trust.

Address

If this address is not within the United Kingdom, Gibraltar or
Channel Islands then in section 2 you must provide an
address for service.

Postcode

Email address

Complete if you have no representative and would like us
to correspond with you by email.

Country of incorporation

If registered in USA also enter the 'State';
for example, 'Delaware'.

Contact details

Name, daytime telephone number of the person to contact
in case of a query.

2. Representative name

Name of your representative (if you have one). A representative
is someone acting on your behalf such as an IP Attorney,
solicitor and so on.

Address for service

'Address for Service' in the United Kingdom, Gibraltar or the
Channel Islands to which any postal correspondence should
be sent.

Postcode

Email address

This is the email address we will use for correspondence with
your representative. All correspondence will go to this email
address and not the email address in section 1.

3. Number of Designs

Please confirm the number of designs you are applying for.

4. Fee Paid

Please ensure the correct fee has been enclosed.

About Your Design

This is the (for example, first) design out of a total of designs.

You must answer these questions for each design in a multiple application, so copy this sheet as many times as you need.

5. Do you wish to register and publish your Design straight away? Yes No

Please indicate yes or no here

If you wish to delay registration, detailed guidance notes as to why this may be a possible option for you are available with this form.

6. Indication of Product

Please tell us the product to which your design is intended to be applied or in which it is intended to be incorporated. For example, furniture, toys, clothing or a graphic representation.

Add a description of the design (optional)

7. Representation of your Design

Please include a representation of your design on the representation sheet provided. Further details on how to present your representations are available with this form.

8. Disclaimers and Limitations (Optional)

If you want to disclaim any part of the design; for example, no claim is made for the colours shown, you can do so here.

9. Repeated Surface Pattern (Optional)

Write “RSP” if this is the design of a pattern which repeats across the surface of a product; for example, wallpaper here and on your representation of the Design

10. Priority claim (Optional)

If you have applied for this design outside the UK in the last six months you can claim priority by entering the details here.

Priority Claim Country
Application/Registration Number
Priority Claim

11. Declaration

I understand and accept that:
The name and address of the owner(s) will be published online if registered (see guidance notes for section 1)
All application fees are non-refundable (even if the design is not accepted)

Signature
This can be typed or handwritten

Name
(BLOCK CAPITALS)

Date

12. Your reference

Complete if you would like us to quote this in communications with you, otherwise leave blank.

Representation of your Design (Please ensure you use one format of representations only; that is line drawings OR photographs).

You can use this sheet or present your design on separate plain A4 paper

This is the (for example, first) design out of a total of designs.

A large, empty rectangular box with a thin black border, intended for the user to draw or photograph their design. It occupies the majority of the page below the instructions.

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 'patent 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 – 12.
- ☐ Provided a signature and date at question 11. This can be typed or handwritten.
- ☐ Made payment by card, cheque, bank transfer or IPO deposit account.
- ☐ Completed the payment sheet above.

Ensure you have attached the representation of the Design.

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-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>