



Patents Form SP2

Patents Act 1977 (Rules 116(5))

Payment of annual fees (and additional fee for late payment)

(See the notes on the back of this form)

| | |
|---|--|
| 1. Your reference. | |
| 2. Certificate application number. | |
| 3. Full name of the or of each certificate holder. | |
| 4. When are or were the annual fees due? | |
| 5. What period do you want the certificate to be effective for? | |
| 6. Amount of annual fees. | |
| Amount of late payment fee. | |
| Total amount paid. | |
| 7. Name, address and postcode of the person paying the fee. | |
| Patents ADP number: <i>(if you know it)</i> | |
| 8. Normally, we will send a certificate that the fees have been paid to the address at 7 above. If you want us to send this to a different address, give the name, address and postcode here. | |

9. Name, email address, telephone and/or mobile number, if any, of a contact point for the applicant.

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Notes

- a) *If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *For details of fees and ways to pay, please contact the Office.*

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=patent+forms+and+fees) 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 all applicable questions.
- 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-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>