

5. Existing deadline	
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6. How much more time do you want from the expiry date stated above?	
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7. Why do you want more time? (Use a separate blank sheet if there is not enough space for your answer).	
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Number of continuation sheets attached	<input type="text"/>
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8. Signature This can be typed or handwritten.	
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Name (BLOCK CAPITALS)	
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Date	<input type="text"/>
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9. Your reference Complete if you would like us to quote this in communications with you, otherwise leave blank.	
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Contact details Name, daytime telephone number of the person to contact in case of query.	
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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 'trade mark 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 – 9.
 - Provided the trade mark number at question 1.
 - Provided a signature and date at question 8. This can be typed or handwritten.
 - Made payment by card, cheque, bank transfer or IPO deposit account.
 - Completed the payment sheet above.
- | Send a copy to all other parties if the time period concerns opposition or cancellation proceedings

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