



Patents Form 51

Patents Act 1977 (*Rule 101*)

Appointment or change of agent
(See the notes on the back of this form)

1. Your reference:
(optional)

2. Patent application or patent number(s):
(see note (d))

3. Full name and address of the, or of each,
person who you are authorised to act for

Patents ADP number (if you know it):

4. Name of agent

“Address for Service” (including postcode) in the
United Kingdom, Gibraltar or the Channel Islands to
which all correspondence should be sent.
(see note (e))

Patents ADP number (if you know it):

5. Have you been authorised to act in all matters
relating to the above application(s) or patent(s)?

If ‘no’ please give details of the extent of your
appointments

6. I/We declare that I/we have been appointed by the
person(s) named in part 3 above to act as agent as
stated in part 5 above

Signature
This can be typed or handwritten

Date

7. Name, email address, telephone and/or mobile
number of the new agent

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) This form is for use only where a person who is already involved in proceedings before the Comptroller appoints an agent for the first time or appoints a new agent in place of another.
- d) The form may be used for more than one application or patent if the same authorisation has been given. In this situation, if there is not enough room for all the details at part 2 write “see attached list” and give the details on a separate sheet of paper. If you are requesting over 50 changes, you can file in bulk by using the CSV document which can be found on our website: <https://www.gov.uk/government/publications/appointment-or-change-of-agent>.
- e) You must have an address for service in the United Kingdom (including the Isle of Man), Gibraltar or the Channel Islands. You 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 agent’s address for service is in Gibraltar or the Channel Islands.
- f) This form must be completed by the newly appointed agent.
- g) Once you have filled in the form remember to sign and date it.

Before you send us your form

Make sure you have:

Answered all applicable questions.

Provided a signature and date. This can be typed or handwritten.

**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>