



## Designs Form DF12A

Application to record a change of ownership or to record or cancel a licence or security.

Please read the notes at the end of the form for guidance on filling in the form.

1. Your reference.

2. Design numbers affected.

(List on a separate continuation sheet if there is not enough space on the form.)

3. Full name of applicant or proprietor showing on the register.

4. Are you:

Recording a change of ownership  
If so, complete sections 5 and 6.

Recording or cancelling a Licence or Security  
If so, complete sections 7 and 8.

5. To record a change of ownership.

Full name and address (including postcode) of the new owner.

6. Stamp duty declaration.

Please confirm that any necessary stamp duty has been paid, or that it is not payable with reference to the underlying documentation transferring the rights which relate to this application. We may ask you for further evidence to support your declaration before we register the change of ownership (Tick applicable box.)

"IP" means intellectual property and includes patents, trade marks, designs and copyright.

**Note:** If you need advice on stamp duty visit HM Revenue and Customs (HMRC) website at [www.hmrc.gov.uk/so/index.htm](http://www.hmrc.gov.uk/so/index.htm) or call their helpline 0300 200 3510.

**No stamp duty is payable.**

The most common reason for this will be that the transfer was made.

- (i) In respect of IP only, or IP and related goodwill only, and
- (ii) on or after 28 March 2000.

**Stamp duty has been paid in respect of the transfer documentation to HMRC.**

Stamp duty may be payable in HMRC if the transfer was made in respect of:

- IP only and prior to 28 March 2000.
- IP and related goodwill only, and prior to 28 March 2000.
- IP and unrelated goodwill only, prior to 23 April 2002.
- IP and other transferable property, at any time.

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**7. To record or cancel a licence or security.**

Tick the "R" Box to record and the "C" box to cancel

- |                 |   |   |
|-----------------|---|---|
| (a) A licence.  | R | C |
| (b) A security. | R | C |

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8. Full name and address (including postcode) of the licensee, or person granted a security against the design.

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9. Date of the transfer, licence or security.

This should be in the dd/mm/yyyy format and must not be in the future. (See notes).

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10. Name, address and telephone number of the person to write to with confirmation that the transaction has been recorded, if different to that shown in Section 3.

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**AUTHORISATION**

11. Signature of the person applying to record the transaction, or their representative. (See notes).  
This can be typed or handwritten.

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Name in BLOCK CAPITALS.

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Date.

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12. Name, daytime phone number and email address of the person to contact in the case of a query.

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13. Number of sheets attached to this form.

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**Notes**

Use this form to ask us to record changes in the ownership of designs, including company mergers, or to record or cancel a licence or security interest against a design. It is not a substitute for the assignment document or other proof of the transaction. In the case of an assignment, if the form is not signed by the old owner or their representative, a copy of the transaction document will need to be provided.

If the applicant or proprietor has merely changed their name, use Form DF16A, not this one.  
Any change to the ownership and grant or cancelation of a security or licence must have occurred prior to the filing of the form.

We suggest you check the proprietors name and the designs they own by doing a proprietor search on our website [www.ipo.gov.uk](http://www.ipo.gov.uk) before you fill in the form.

# Before you send us your form

## Make sure you have:

- Answered questions 1 – 13.
- Provided the date you transferred ownership or cancelled a license or security at question 9. This must not be in the future.
- Provided a signature and date at question 11. This can be typed or handwritten.

If the applicant or proprietor has changed their name, use Form DF16A instead.

**Email your completed PDF form to:**  
**[forms@ipo.gov.uk](mailto: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>