

**Schedule to Directions under section 31A of the Registered Designs Act 1949
and section 66 of the Trade Marks Act 1994**

**Changes to designs and trade mark forms to improve clarity and facilitate
processing**

April 2025



Designs Form DF2B

Official fee due with this form

Application to register one or more designs divided from an earlier application

Please read the guidance note below about filling in this form.

1. Your reference.	
2. Design number of earlier application.	
3. If you are applying for more than one design, please state the total number (excluding your original design application). How many of these designs do you wish to have published and registered immediately?	
4. Full name of the applicant. If you are applying in the name of a company, where is it incorporated? If incorporated in the USA, in which state is it incorporated? <i>Your application details, including your name and address, will appear on our records both in the office and on the electronic register which is searchable by the public.</i>	
5. Full name and address (including postcode) of your agent or your contact address (including postcode) if not the same as in section 4 above.	
6. Fees enclosed Fee guidance on the first page	
7. Signature of the applicant or their representative. This can be typed or handwritten Name in BLOCK CAPITALS. Date	

8. Name and daytime phone number of the person we should contact in case of query.
You may also provide your email address.

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How many pages are you sending us?

How many pages are
you sending us?

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Note:

Section 6: If this application contains more than one design, attach a Designs Ready Reckoner sheet.

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.

A. Name of the applicant	<input type="text"/>		
B. What product is your design going to be used on or incorporated into? For example, furniture, toys, clothing or a graphic. Note: brand names must not be used.	<input type="text"/>		
C. How many illustration sheets are there for this design?	<input type="text"/>		
D. Write "RSP" if this is the design of a pattern which repeats across the surface of a product, for example, wallpaper.	<input type="text"/>		
E. If you wish, you may give a brief description of the design shown in the illustration or sample.	<input type="text"/>		
F. List any limitations or disclaimers you want to record.	<input type="text"/>		
G. Do you agree that we should publish this design as soon as possible? Please state yes or no.	<input type="text"/>		
H. If you are claiming priority from an earlier application to register this design, give these details.	Priority date <input type="text"/>	Country <input type="text"/>	Application number <input type="text"/>
I. If the earlier application was made in a different name, say how the current applicant has a right to apply. If, for example, by assignment of the earlier application, give the date of the transaction.	<input type="text"/>		

Notes:

You MUST answer all of the questions above which are shown in BOLD print.

Please phone us on 0300 300 2000 if you need help to fill in this form.

Checklist

Tick the box if you have included priority documents with this application

☐

Illustration Sheet

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



Form TM12

Request to divide an application

Fee £100

Use this form to divide the application. Where there are objections to some of the goods and services, the acceptable terms can be transferred to the divisional case. This allows the acceptable terms to go forward for publication whilst outstanding objections are dealt with on the original case.

Note: You cannot use this form to divide a series of marks.

1. Trade mark number		
2. Full name of owner		
3. Full name Person making this request		
Address The address must be in the United Kingdom, Gibraltar, or the Channel Islands.		
		Postcode
4. Interest in the trade mark Tick one of the options	<input type="checkbox"/>	Recorded owner
	<input type="checkbox"/>	Recorded representative for the owner
	<input type="checkbox"/>	Other (Please specify)

5. Tell us below the class number and the list of goods or services to be transferred to the divisional case.
Use a continuation sheet if necessary

Class number	List of goods and services

Class Number	List of goods and services

Number of continuation sheets attached

6. Signature

This can be typed or handwritten.

Name

(BLOCK CAPITALS)

Date

7. Your reference

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

Contact details

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



Intellectual Property Office

Form TM16 Application to record a change of ownership

Fee £50 (For one or more trade marks registered to the same owner)

Use this form to record changes to the ownership of UK trade marks for full assignment of the rights.

Do not use this form to record a partial change to the owner's rights. Use form **TM16P**. To make a change to an owner's name, use form **TM21A**.

Note: This form is not a substitute for the assignment document or other proof of the transaction.

1. Your Reference

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

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2. Trade mark number(s)

☐ Tick if continuation page is attached.

If this transfer includes certification trade marks, please tick this box.

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Note: Certification trade marks are used to guarantee the quality of goods or services rather than their trade source. 99% of marks are not certification trade marks. We may request that you file amended regulations for the assignment of a certification mark.

3. Full name of owner(s) currently recorded on our register

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4. Full name of new owner(s)

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Owner type

Specify whether Person, Company/LLP, Partnership, Trust or Other.

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Address

If the address is not within the United Kingdom, Gibraltar or the Channel Islands you must also complete section 5.

	Postcode

Email address

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

Company registration number:

Complete if the applicant is a company incorporated in the UK.

Country of incorporation:

If registered in USA also enter the 'State', e.g. 'Delaware'.

5. Representative name

For new owner, if applicable.

Address

The address provided in this section must be within the United Kingdom, Gibraltar or the Channel Islands.

Note: We will record this address as the contact address for future correspondence.

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

Email address

Complete if you would like us to correspond with you by email.

6. Date of transfer of ownership

This should be in the dd/mm/yyyy format and must not be in the future.

7. Method of transfer

Tick as appropriate.

Assent – This is used when carrying out duties as executor/administrator of a deceased person's estate.

<input type="checkbox"/>	Assignment
<input type="checkbox"/>	Court order
<input type="checkbox"/>	Assent
<input type="checkbox"/>	Company merger

8. 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 or call their helpline 0300 200 3510.

<input type="checkbox"/>	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
<input type="checkbox"/>	Stamp duty has been paid in respect of the transfer documentation to HMRC. Stamp duty may be payable to 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.

9. Authorisation to change register

Note: Both parties or their representatives must sign this form. If this cannot be done, then supporting documentary evidence must be provided.

Signature (Old Owner)

This can be typed or handwritten.

Name

(BLOCK CAPITALS)

Interest in trade mark(s)

(Indicate as appropriate)

	Old owner
	Old owner's recorded representative

Signature(s) (New Owner)

This can be typed or handwritten.

Name

(BLOCK CAPITALS)

Interest in trade mark(s)

(Indicate as appropriate)

	New owner
	New owner's representative

10. Person making this request

Full Name.

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Address (If different to Sections 3 or 4)

Note: Confirmation of the assignment will be sent to this address.

	Postcode

Date

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11. Other register changes

If you are filing any other forms to change the register details of the trade mark(s) listed, enter details here. (If not enough space; use a continuation sheet and attach).

Note: to help us process a multiple request, please provide the same reference on all your forms in the "Your Reference" box on the last page of the forms.

Form No	Trade Mark No(s)

Number of sheets attached to this form.

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12. Contact details

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

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Continuation Page

[illegible]



Intellectual Property Office

Form TM24C

Application to cancel a security interest

Fee £50

Use this form to tell us about a cancellation to any security interest on a registered trade mark.

Note: The trade mark owner or their representative can sign section 5 'Authorisation to change register' without the need to provide written proof of the cancellation. If the grantee or their representative signs this section, then they must provide proof of the cancellation.

1. Trade mark number(s)

Use a continuation sheet if necessary and attach

2. Full name of recorded owner as currently recorded on the Register (grantor)

3. Full name of grantee

The security holder to be removed as having an interest in the trade mark(s)

Grantee type

Specify whether Person, Company/LLP, Partnership, Trust or Other

Address

Postcode

Email address

Complete if you would like us to correspond with you by email

4. Charge details

Indicate type as appropriate
Tick one option

Fixed and floating charge

Fixed charge

Floating charge

Start date of the original charge/security to be cancelled

This is the security date that was recorded in section 5 of the original TM24 form

5. Authorisation to change register

Note: The grantor shown in section 2 (or their representative) can sign this section without the need to provide written proof of the cancellation. If the grantee or their representative signs this section, then they must provide proof of the cancellation.

Signature

This can be typed or handwritten.

Name

(BLOCK CAPITALS)

Date

Written proof of transaction

Tick if attached

6. Full name

Person making this request

Address

(Complete if different to section 3)

Note: We will send confirmation to this address

Postcode

Interest in the trade mark

Tick one of the options

Grantee (Security Holder)
Grantee Representative
Grantor (TM Owner)
Grantor Representative
Other (Please specify)

7. Other register changes

If you are filing any other form to change the register details of the trade mark(s) listed, enter details here. If not enough space use a continuation sheet

Note: To help us process a multiple request, please provide the same reference on all your forms in the 'Your reference' box on the last page on all the forms.

Number of sheets attached to this form

Form No	Trade Mark No(s)
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8. Your reference

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

Contact details

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



Intellectual Property Office

Form TM31R Request for a Certified Copy

Fee £20 [for each copy]

Use this form to request a certified copy of a UK trade mark.

Do not use this form to request a certified copy of a European Union trade mark, apply to **EUIPO** or to request a certified copy of an International trade mark (UK), apply to **WIPO**.

Please note you can only quote one Trade Mark Number per form.

You will not receive a copy of the registration certificate.

1. Trade mark number Only one trade mark number starting with 'UK'		
2. Name of trade mark owner		
3. Full Name Person making this request		
Address and company name (if applicable). The certified copy will be sent to this address.		
		Postcode
4. Certified copies Tick required certificate.	<input type="checkbox"/>	The application as originally filed.
	<input type="checkbox"/>	The application or registration as it currently is.
Number of copies	<input type="text"/>	
5. About the certificate Tick if applicable	<input type="checkbox"/>	The certificate will be legalised by the Foreign and Commonwealth office. (We will need to provide a signature)
	<input type="checkbox"/>	The certificate is for use in Guernsey. (We will need to provide a seal)

6. Signature This can be typed or handwritten.	
Name (BLOCK CAPITALS)	
Date	

7. Your reference Complete if you would like us to quote this in communications with you, otherwise leave blank.	
Contact details Name, daytime telephone number of the person to contact in case of query.	