



# Intellectual Property Office

## Patents Form 12

Patents Act 1977 (Rule 36)

### Payment of renewal fee (and additional fee for late payment)

(See the notes on the back of this form)

Concept House  
Cardiff Road  
Newport  
South Wales  
NP10 8QQ

1 Your Reference.	
2 Patent Number.	
3 Which year are you paying for? (In terms of the life of the patent e.g. 6th)	
4 Amount of renewal fee.	
Amount of late payment fee.	
Total amount paid.	
5 Name, address and postcode of the person paying the fee.	
Patents ADP number (if you know it)	
6 If your next renewal is overdue, the Office will send a reminder to your chosen address. If you have previously provided an Address for Service or a specific address for the renewal reminder, and it remains unchanged, you can leave this space blank. However, if you wish to change your chosen address, please provide the details here and sign and date it. (see note c for further details)	
Signature This can be typed or handwritten	
(Permanent changes of the address for service should be notified by a separate letter)	Date
7 Name, email address, telephone and/or mobile number, if any, of a contact point for the applicant.	

## 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) *If completing by hand please write in capitals, using a black pen.*
- c) *Where a renewal fee has not been paid, the IPO sends a renewal reminder to the proprietor. The renewal reminder will be sent to the address provided for this purpose. If no such address has been provided, it will be sent to the Address for Service. Use part 6 of this form if you would like to change the address to which the Office sends the renewal reminder.*
- d) *If you have filled in part 6 of the form remember to sign and date it.*
- e) *For details of fees and ways to pay, please contact the Office on 0300 300 2000.*

# 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 for 'patent forms and fees'](#)

Total Fee Paying (£)

Your own reference (Optional)

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**Your contact details should we have a query**

Name

Email

Phone

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**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.
- ☐ Provided a signature and date. This can be typed or handwritten.
- ☐ 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>