



Intellectual
Property
Office

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Patents Form SP2

Patents Act 1977 (Rule 116(5))

Payment of annual fees (and additional fee for late payment)

Fee: £800-£5,340 in accordance with Rule 6(2) Patents (Fees) Rules 2007

Notes

- a) If you need help to fill in this form or you have any questions, please contact the Intellectual Property Office on 0300 300 2000.
- b) Write your answers in capital letters using black ink or you may type them.

1. Your reference
(you do not have to supply a reference,
but it may be useful for your own records)

2. Certificate application number

3. Full name of the
certificate holder(s)

4. When are or were the annual fees due?

5. What period do you want the certificate
to be effective for?

6. Amount of annual fees

Amount of late payment fee

Total amount paid

7. Name and address of the
person paying the fee

8. Normally, we will send a certificate that
the fees have been paid to the address
at 7 above. If you want us to send this
to a different address, give the name,
address and postcode here

9. Name and contact details
(telephone and/or email) for
the person completing this form

Pay for this form

To check the correct fee for this form, search on [GOV.UK for 'Patent 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 – [Pay the fee on the IPO's secure website](#)
(or type <https://fees.ipso.gov.uk/pay/> into a web browser and select 'Other payment to IPO')
- 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

How do you want to send us this form?

To submit this form online, go to option A

Or

To post this form, go to option B

Option A: Submit this form online

Follow these steps:

1. Save your completed form
2. Sign in or create your Intellectual Property account (see below)
3. Select the correct service and upload this completed form

Sign in or create an Intellectual Property account:

<https://www.manage-intellectual-property.service.gov.uk/>

Option B: Submit this form by post

Print and post your form to:
Intellectual Property Office
Concept House, Cardiff Road,
Newport, South Wales,
NP10 8QQ