



# Intellectual Property Office

## Form TM16P

### Application to record a partial assignment of goods and/or services

Fee £60

**Use this form** to record a **partial assignment** of goods and/or services for a single trade mark.

**Do not use** this form to record a change to the ownership for a full assignment of rights. Use form **TM16**. 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. Trade mark number

If this transfer is for a certification or collective trade mark, please tick this box.

**Note:** Certification trade marks are used to guarantee the quality of goods or services rather than their trade source. Collective trade marks are used to indicate that goods or services originate from members of a particular association rather than just one trader. 99% of marks are not certification or collective trademarks. We will request that you file amended regulations for the assignment of a certification or collective mark.

#### 2. Full name of owner(s)

As currently recorded on our register.

#### 3. Full name of new owner(s)

##### Owner type

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

##### New owner's address

If the address is not within the United Kingdom, Gibraltar or the Channel Islands, you must also complete section 4 below.

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	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'.

<b>4. Representative name</b> For new owner If applicable.	
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Note: We will record this address as the contact address for future correspondence.

**Address**

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

	Postcode

**Email address**

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

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<b>5. Date of transfer of ownership</b>	
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<b>6. Method of transfer</b> Tick as appropriate.		Assignment
		Court order
		Assent of personal representative

**7. Rights transferred - Goods and Services**

You **must** tell us which goods and/or services are being transferred to the new owner.  
List the class number and the goods or services being transferred.

Class Number	List of goods and services

**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](http://www.hmrc.gov.uk/so/index.htm) or call their helpline 0845 6030135.

**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 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, supporting documentary evidence must be provided.

**Signature (current owner)**

This can be typed or handwritten.

**Name**

(BLOCK CAPITALS)

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**Interest in trade mark**

Indicate as appropriate.

	Current owner
	Current owner's representative

**Signature (new owner)**

This can be typed or handwritten.

**Name**

(BLOCK CAPITALS)

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**Interest in trade mark**

Indicate as appropriate.

	New owner
	New owner's representative

**Date**

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**10. Person making this request**

Full Name.

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**Address (If different to Sections 3 or 4)**

**Note:** Confirmation of the partial assignment will be sent to the address give here.

	Postcode

**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)

**12. 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.

Number of sheets attached to this form.

# 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](https://www.gov.uk) for 'trade mark 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 questions 1 – 12.
- Provided the date you transferred ownership at question 5. This must not be in the future.
- Provided both signatures and date at question 9. 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-notice-privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>