



Intellectual Property Office

Form FS4

Fee sheet for: International Trade Mark applications made through the Intellectual Property Office.
Please read the guidance notes on the next page about filling in this form.

Your IPO Account
Number *(if you have one)*

Details of the person we should contact in case of query.
Name:

Your name and full
address
(including postcode)

Daytime phone number:

Your customer reference
(Optional)

Email address:

List of forms included

Date:

	Form number	Application reference <i>(exactly as shown on page 1 of your application form)</i>	Handling Fee £50 per application
1			
2			
3			
4			
5			
Totals			

How do you wish to pay?

Tick payment method

1. Online by credit or debit card

- Go to fees.ipo.gov.uk/pay to make your payment
- Write below the 10-character reference code displayed from the online payment screen. Enter this into the box below

Payment reference



***We will not be able to process your form(s) without the payment reference.
This may affect your filing date.***

2. Deduction from IPO Deposit Account quoted above
3. Cheque, made payable to 'Intellectual Property Office'
4. Bank transfer

Help with completing this form

If you provide a customer reference, this will be printed on the fee acknowledgement that we send, so that you can link the transactions with your own records.

Arrange your forms in the same order that you list them on this form.

- Form number:** This is the number printed at the top right of the WIPO form.
- Application reference:** Use the same reference that you put in Section 12 of your WIPO form.
- Handling Fee:** A handling fee is for new applications only.
Other forms should be listed on the fee sheet but **do not** include a handling fee.

How to pay

Payment by card

Use the online payment service, visit fees.ipo.gov.uk/pay to pay the handling fee only. Once your payment is accepted you will be given a 'payment reference number' which you must enter in the box provided on the previous page.

Payment by cheque

Cheques should be made payable to the 'Intellectual Property Office' and sent to the address below.

Payment by bank transfer

Use the following bank account details:

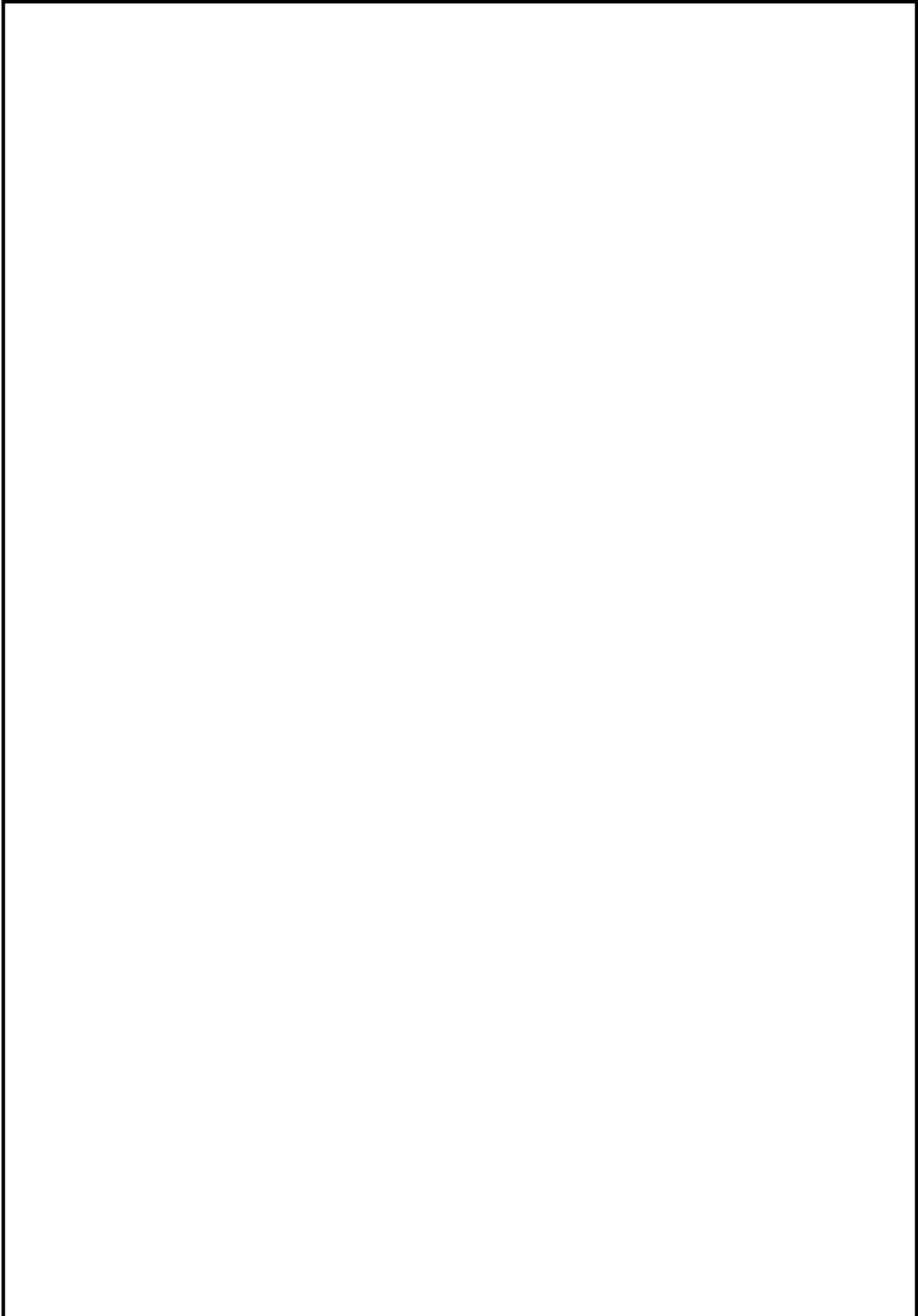
- Bank sort code: 20-18-23
- Bank name: Barclays Bank PLC
3rd Floor Windsor Court
3 Windsor Place
Cardiff
CF10 3ZL
- Account number: 80531766
Account name: Intellectual Property Office
Reference: Quote your account number (as shown on the front of this form) or some other identifier.
- SWIFT code: BARCGB22
IBAN number: GB92 BARC 2018 2380 5317 66

Where to send

Instructions on where to send the MM2 form is displayed at the end of this form.

What happens after I send my form

1. You will receive a payment receipt within 5 days after sending us your MM2 application form.
2. We will tell you if your MM2 application has been certified or if we have identified any deficiencies within 15 working days after you receive your payment receipt.
3. If you have not received a certification or a deficiency letter 15 working days after receiving your payment receipt, contact 0300 300 2000.
4. Your application will be examined by WIPO and you will be notified of any irregularities. WIPO will then forward your application to the national IP office of the countries you have designated. They will decide if your trade mark is acceptable for registration.



Before you send us your form

Make sure you have:

Answered all applicable questions on this MM2 form.

If required, include the following forms:

- TM16
- MM18 (compulsory if designating the United States of America).
Send the MM18 directly to WIPO if not submitted with the MM2.
- TM21A
- Completed fee sheet (form FS4)

Number of sheets attached to the form: _____

Made payment by card, cheque, bank transfer or IPO deposit account.

Completed the payment sheet above.

Do not send duplicate forms to this or other email accounts as this may result in you being charged twice

**Email your completed PDF form to:
internationaltrademarks@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>