



# Patents Form 51

Patents Act 1977 (Rule 101)

Change representation

**Fee:** No fee

## Notes

- a) This form must be completed by the newly appointed representation.
- b) If you need help to fill in this form or you have any questions, please contact the Intellectual Property Office on 0300 300 2000.
- c) Write your answers in capital letters using black ink or you may type them.
- d) This form is for use where a person who is already involved in a proceeding under the Act appoints an agent for the first time or appoints a new agent in place of another.
- e) The form may be used for more than one application or patent if the same authorisation has been given. In this situation, if there is not enough room for all the details at part 2 write “see attached list” and give the details on a separate sheet of paper.
- f) Although you may have an address for service in the Channel Islands or Gibraltar, any representation must reside or have a place of business in the United Kingdom, the Isle of Man or the European Economic Area.
- g) Any request for change of representation for a patent that is Pre A-Publication must be supported by evidence of authority to act.

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

2. Patent application or patent number(s)  
(see note (e))

3. Full name and address of the person, or of  
each person, you are authorised to act for

4. Name of representation

“Address for Service” (including postcode)  
in the United Kingdom, Gibraltar  
or the Channel Islands to which all  
correspondence should be sent  
(see note (f))

5. Have you been authorised to act in all  
matters relating to the above application(s)  
or patent(s)?  
If ‘no’ please give details of the extent of  
your appointments

6. Tick and date to confirm you have been  
appointed by the person(s) named in  
question 3 to act as representation as  
stated in question 5

Date

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

**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>