
EXPLANATORY NOTES ON
REPLACEMENT/APPOINTMENT OR DELETION OF A REPRESENTATIVE

FIELD 1 Details of the person requesting the change/reference/file(s) affected by the change

This field refers to the person requesting the change. The requestor can be the owner of a mark or design or a representative.

ID number

ID number of the person requesting a change in representation.

ID stands for Identification: it is a number attributed by the Office to any person existing in EUIPO's database. This number is only used for practical/administrative reasons.

If you know your ID number please insert it here.

Association stands for a group of 1 or more legal practitioners or EUIPO professional representatives

Reference This field is to allow you to give us your own internal reference number for the request. It can be made up of numbers or letters or a combination of both.

File(s) affected by the change.

Please tick the appropriate box(es)

It is **mandatory** that the affected files are enumerated. Each file, whether EUTM or RCD, has been attributed a number by EUIPO.

If no file numbers are given your request will be rejected.

FIELD 2 Replacement/Appointment/Deletion of a representative

Please tick the appropriate box:

When does the Office consider a request as a replacement, appointment or deletion?

Replacement means that you, as requestor, know that the file was managed by a representative and you want to replace this representative by another one.

Appointment means that currently there is no representative present in the file and you want to appoint this representative.

Deletion is used when you want the existing representative to be removed (deleted) and no other representative is known. All future correspondence will go automatically to the owner of the file(s).

Different types of representation

Please tick the appropriate box.

Please note that the Office gives priority to the Association number (if applicable). An individual (lawyer or EUIPO professional representative) is given his own ID-number BUT when this person is linked to an Association, by default the Office will use the Association number.

If the new representative is already known to the Office, you can find the ID-number online at the following address,

<http://euipo.europa.eu/FRP/RequestManager?transition=start&source=Log-in.html&language=en&application=FRP>

If the representative is new to the Office, when the request is examiner, if applicable the EUIPO will attribute the new representative an ID number.

More information on representation can be found at the following links:

<http://euipo.europa.eu/ows/rw/pages/CTM/FAQ/CTM4.en.do>

http://euipo.europa.eu/ows/rw/resource/documents/CTM/legalReferences/partasection5_profrep.pdf

FIELD 3 Comments

Used for any kind of comments in relation to this request.

FIELD 4

It is mandatory to date and sign your request.

Position in the company/association

If the owner is a company, an employee of the company may file the request.