



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:

Fax Number:

Your customer
reference
(Optional)

E-mail address:

If you fax us your forms, say how many
sheets (including this one) you are sending

List of forms included

Date:

	Form number	Application reference (exactly as shown on page 1 of your application form)	Handling Fee £40 per application	IPO Deposit account holders only Amount of WIPO international fees (Swiss Francs) to be deducted from your IPO deposit account
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.ipso.gov.uk/pay to make your payment
- We will send you a payment reference once payment is made. 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.***

- Deduction from IPO Deposit Account** quoted above
- Cheque**, made payable to 'Intellectual Property Office'
- 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.
- WIPO fee transfer:** If you have an IPO deposit account and want us to pay WIPO using this account, write the correct WIPO fee in Swiss francs in this column. We will deduct the sterling equivalent from your account.
- NOTE: If you pay this way, please give a breakdown of the fees on the WIPO Application Fee Calculation Sheet, but do not fill in boxes (a) and (c) on that sheet.**

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 first 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

If you are paying the application fees straight to WIPO, their bank account details are on the Fee Calculation Sheet

Where to send

By post to: Intellectual Property Office
Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Or fax them to: 01633 817777 **[NOTE: You must also send us the originals by post]**