

# Request for re-entry on the list of professional representatives before the European Patent Office

(to be submitted to the Legal Division of the EPO (Dept. 5.3.2.1))

The European Patent Office (EPO) is committed to respecting and protecting your personal data and ensuring your rights as a data subject. If you have any questions on the processing of personal data for entry on the list of professional representatives before the EPO, please consult the data protection statement.

This form may be used if you are not using online services in the MyEPO Portfolio **Representative area**.

## Section 1: Request for re-entry on the list of professional representatives before the EPO

**1** Registration on the list of professional representatives before the EPO will only be possible if all information in this section is provided and supported by the appropriate evidence. Your last name, first name(s) and the full postal address of your place of business/employment will be published in the searchable database of professional representatives on the EPO website.

Last name

First name(s)

I,

hereby request re-entry on the list of professional representatives before the EPO pursuant to Article 134 in conjunction with Rule 154(3) of the European Patent Convention (EPC). I fulfil the conditions prescribed by Article 134(2) EPC.

I am a national of a contracting state, namely:

**2** I have my place of business or employment in a contracting state, namely at (full business/employment address, including company name of employer, in line with the requirements for postal delivery (no PO boxes)):

**3** Please consult the notes on the specific requirements for evidence and certificates to be filed.

Place

Date

Signature

#### 4 Section 2: Telecommunication details and their publication in the searchable database on the EPO website

Please provide your various telecommunication details for use by the EPO and the Institute of Professional Representatives before the EPO (epi) for internal purposes. Subject to your explicit consent, these are all or individually published in the searchable database on the EPO website.

Telecommunication details:	I hereby consent to the publication of the following telecommunication details in the searchable database on the EPO website. I am aware that I can withdraw my consent at any time.
	All details: <input type="checkbox"/> Only the following details:
Phone: <i>(country and area code, number)</i>	<input type="checkbox"/>
Email:	<input type="checkbox"/>
Website:	<input type="checkbox"/>

#### Section 3: Further information for internal purposes

##### Outstanding epi annual subscriptions (if applicable)

I hereby confirm that all subscription fees due in accordance with the epi Rules governing payment of the annual subscription have been paid to the epi  
Proof of payment is enclosed.

☐

##### 5 Date of oral proceedings

I have oral proceedings scheduled on:  
Copy of the summons is attached.

Email address for receipt of personalised communications:

#### 6 Section 4: Items to be filed (tick as appropriate):

- 1 ☐ Signed request for re-entry on the list of professional representatives before the EPO
- 2 ☐ Where applicable, certified copy of a valid passport or identity card (not a driving licence)
- 3 ☐ Proof of current place of business/employment
- 4 ☐ Where applicable, proof of payment (epi annual subscription)
- 5 ☐ Where applicable, copy of the summons to oral proceedings

## Notes

- 1 For details on publication of the list of professional representatives, refer to the decision of the President of the EPO dated 27 November 2024 concerning the publication of the list of professional representatives (OJ EPO 2024, A107) and related notice from the EPO (OJ EPO 2024, A109).
- 2 Please insert your full business/employment address, including company name of employer, street, postcode and city (written in the national language of the relevant country) in line with the requirements for postal delivery. Note that indicating only a PO box number is not accepted.

### 3 Evidence

In the event that your name or nationality has changed since you were last entered on the list, please provide a certified copy of your passport.

Certification may be performed by national authorities of the contracting states, professional representatives registered on the list of professional representatives before the EPO as well as legal practitioners provided, they are entitled to do so under national law.

For proof of your place of business or employment, please file confirmation from your current employer or, for self-employed representatives, other appropriate evidence, e.g. proof of tax/business registration.

- 4 Failure to provide your telecommunication details to be used by the EPO and the epi may result in delays in the processing of your request and could also impede your future exchanges with the EPO and the epi.
- 5 Requesters with forthcoming oral proceedings will be handled with priority.
- 6 Filing of the request

Information on the filing of requests can be found in the Law and Practice section and in the FAQ on the EPO website.

You will receive confirmation, together with your new professional representative number, once your request has been processed and you have been entered on the list.