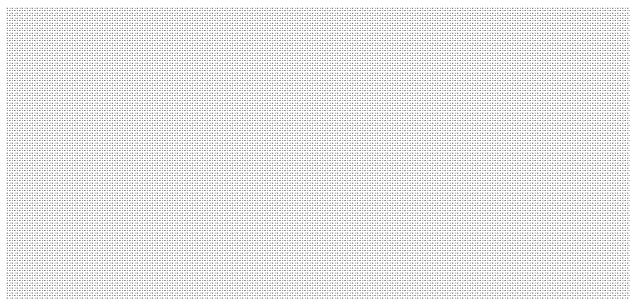


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Date

***** * DO NOT DISPATCH * *****

Reference	Application No./Patent No.
Applicant/Proprietor	

Important information: new filing and format requirements in force for debit orders/orders for automatic debiting since 1 December 2017

Since 1 December 2017, the EPO is only accepting debit orders/orders for automatic debiting submitted in electronically processable XML format, i.e. via

- EPO Online Filing or the EPO Case Management System (CMS), using EPO Forms 1001E, 1200E, 2300E (not for automatic debit orders) and 1038E;
- PCT-SAFE or ePCT, using the PCT fee calculation and payment feature; or
- Online Fee Payment.

Debit orders/orders for automatic debiting submitted in any other way, e.g. on paper, using EPO Form 1010, by mail, by fax, via the web-form filing service or as a PDF attachment, **are now considered invalid** and therefore not to be carried out (see point 5.1.3 of the revised Arrangements for deposit accounts (ADA), in force since 1 December 2017).

Such invalid debit orders/orders for automatic debiting are therefore to be resubmitted using one of the accepted electronic means set out above. The date of receipt of the electronic debit order is then the effective date of payment, provided your deposit account contains sufficient funds.

Alternatively, you can pay by credit card or make a payment or transfer to the EPO's bank account.¹

For more details, see the ADA, or visit the EPO's website at: www.epo.org.

If you have any queries, please contact our customer services at <http://www.epo.org/service-support/contact-us.html>.

Receiving Section



¹ See the EPO website: "Making payments"