

## Chapter II – Filing of international applications and examination on filing

### 1. Where and how international applications may be filed

#### 1.1 Filing with the EPO as receiving Office

Natural and legal persons who are nationals or residents of a PCT contracting state may file an international application with any of the following as receiving Office: *Art. 9, 10*  
*R. 18, 19*

- the national office of that state
- the office acting for that state
- the IB

Natural and legal persons who are nationals or residents of an EPC contracting state may file an international application with the EPO as receiving Office instead. *Art. 151 EPC*  
*R. 157(1) EPC*  
*OJ EPO 2014, A33*

For more on when the EPO is competent to act as receiving Office, see *GL/PCT-EPO A-II, 2*.

#### 1.2 Methods of filing with the EPO as receiving Office

International applications must be filed using the PCT request form (*PCT/RO/101*), and either on paper or electronically. They must be filed in one copy only. *OJ EPO 2006, 439*

##### 1.2.1 Filing of applications by delivery by hand or by post

An international application may be filed by delivery by hand or by post with one of the EPO's filing offices in Munich, The Hague or Berlin. All EPO filing offices are based in the Central European Time (CET) zone. For further details, see *GL/EPO A-II, 1.1*. *OJ EPO 2017, A11*  
*OJ EPO 2018, A18*  
*OJ EPO 2018, A27*

The date of filing accorded to an application delivered by hand or by post is the date of handing over or receipt respectively at an EPO filing office, provided that the requirements under *Art. 11* are fulfilled (see *GL/PCT-EPO A-II, 4.1*).

If a filing sent by post is lost or delayed, the EPO accepts evidence of posting only if the document was sent via a postal authority or one of the following generally recognised postal service providers: Chronopost, DHL, Federal Express, flexpress, TNT, SkyNet, UPS or Transworld. As evidence, confirmation of registration by the post office or confirmation of receipt by the postal service provider must be provided at the EPO's request. *Rule 82* does not apply to the priority period. *Art. 48(1)*  
*R. 26bis.3, 82.1*  
*OJ EPO 2015, A29*

##### 1.2.2 Filing of applications by fax

An international application may be filed by fax with one of the EPO's filing offices in Munich, The Hague or Berlin. All EPO filing offices are based in the Central European Time (CET) zone. *R. 92.4*  
*R. 29.1*  
*OJ EPO 2019, A18*