**BY EMAIL ONLY**

14 August 2020

Your ref:

Our ref:

Further to our acknowledgement of [InsRec\_X: Date of our acknowledgement], we are writing to report that the above application has been filed at the European Patent Office (EPO). A copy of all the documents filed at the EPO is attached. The filing details recorded on our records system are listed below and the official records of the EPO are given on the enclosed extract from the EPO register. Please inform us if any of these details do not match your records.

**Our records**

Applicant **[Applicant\_C:Applicant]**

Application No **[EPAppNo\_d#:Application Number]**

Client Title **[CatchWord\_C:Title]**

Filing Date **[EPAppNo\_d:Application Date]**

Based on **[PCTappln\_d#:PCT Application Number]**

Publication No. **[PCTpubln\_d#:PCT Publication Number]**

Publication Date **[PCTpubln\_d:PCT Publication Date]**

Earliest Priority Application **[Priority\_d#:Earliest Priority Number]**

Earliest Priority Date **[Priority\_d:Earliest Priority Date]**

**Amendments**

No amendments have been filed on entry to the regional phase at the EPO and the application will proceed on the basis of the international application as published. The application as published includes more than 15 claims and excess claims fees are payable at a rate of about **£275** (including our charges) per claim for claims 16 to 50 (and about **£640** per claim over 50). These fees have not yet been paid. However, we shall have an opportunity to review the claims to avoid or delay these excess claims fees (see below).

**Rule 161/162 Communication**

The next anticipated action on the application will be the issue of the Rule 161/162 Communication. The Rule 161/162 Communication is usually issued within a month or so from filing at the EPO. The communication sets a six month time period for:

* filing a response to any objections raised in the Written Opinion attached to the International Search Report;
* filing any amendments to the claims, including reducing their number; and
* paying any excess claims fees for claim 16 onwards.

We will write to you regarding the Rule 161/162 Communication when we receive it from the EPO.

**Official Filing Fees**

We have paid the official fees for filing, search, examination, designation and excess pages (for pages of the published international application over 35) on entry to the European regional phase.

If excess claims fees (for claims in excess of 15) are payable we will seek instructions from you regarding payment of these fees nearer the due date.

**Withdrawal of Application**

Please note if it is decided to withdraw the application, a refund of all or part of the official fees may be possible. The amount of refund depends on what stage of prosecution has been reached. Please let us know at any time if withdrawal of the application is under consideration and we will investigate the refund possibilities.

**Renewal Fees**

We paid the renewal fee in respect of the 3rd year on filing the application and the next renewal fee (in respect of the fourth year) is due [PCTAppln\_d+36m:International filing date + 3 years].

OR

The next renewal fee (in respect of the third year) is due [PCTAppln\_d+24m:International filing date + 2 years].

[IF RENHGF|We have entered this case into our Central Renewals System (CRS) and HGF will be responsible for monitoring and paying the renewal fees for this case on your behalf. If you would prefer to use a different party for monitoring and paying the renewal fees on this application then please let us know. However, please be aware that there is a small risk associated with not using HGF for monitoring the renewal fees.|Following your instructions, we have **not** entered this case into our Central Renewals System (CRS) and we will **not** be responsible for monitoring or paying the renewal fees for this case on your behalf. Please note that there is a small risk associated with not using HGF for monitoring the renewal fees.] If you would like to find out more about these risks then please click [here.](http://www.hgf.com/media/216504/EU-Applications-Renewals-Warning.pdf)

**Extending protection**

As mentioned in our communication acknowledging your instructions, protection may be extended to additional [extension/validation states](https://www.epo.org/about-us/foundation/member-states.html) by payment of one or more fees.  We have not currently sought to extend protection in this application to these states.  If you wish to do so, please let us know IMMEDIATELY and in which states you wish to seek protection as it may be possible for these fees to be paid within a grace period (usually up to 2 months after entering the regional phase at the EPO).  The cost for each extension/validation state is approximately £250-400 (including a surcharge for late payment).

[IF INVPARA|Thank you for your instructions in this matter. We shall let you know when there is anything further to report; in the meantime, our invoice is attached.|Thank you for your instructions in this matter. We shall let you know when there is anything further to report; in the meantime we have added our charges to your account and they will appear on your monthly invoice in due course.|Thank you for your instructions in this matter. We shall let you know when there is anything further to report; in the meantime we have added our charges to the electronic billing system we use for you.]