



- Validation State Laos (as from 1 April 2025)
- New types of automatic debiting (as from 1 April 2025)
- MyEPO Roadmap
- Digital priority document in MyEPO
- Transfers of right in MyEPO
- Shared Area in MyEPO
- APIs (OLF 2.0 and MyEPO)
- Signatures on contracts and declarations under Rules 22 and 85 and Rule 23 EPC
- Contingency Upload Service (CUS)

NEW VALIDATION AGREEMENT LAOS

epo.org

As from 1 April 2025

Validation of European patents in the Lao People's Democratic Republic (LA) with effect from 1 April 2025 (OJ EPO 2025, A22); Validation of European patents in the Lao People's Democratic Republic (OJ EPO 2025, A23); Decision of the President of the European Patent Office dated 19 February 2025 fixing the amount of the fee for validating European patent applications and patents in the Lao People's Democratic Republic (OJ EPO 2025, A24)

epo.org

The agreement entered into force on 1 April 2025

- Validation can be requested for European patent applications and international applications filed as from that date
- Validation fee Laos: 180 EUR (fee code 425)
- Surcharge for late payment: 90 EUR (fee code 455)
- The same time limits as for "extension" apply to "validation"

NEW TYPES OF AUTOMATIC DEBITING

epo.org

As from 1 April 2025

Notice from the European Patent Office dated 12 February 2025 concerning improvements to the automatic debiting procedure (OJ EPO 2025, A18)



NEW TYPES OF AUTOMATIC DEBITING

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Before April 2025

EP: all EP fees

• PCT: all PCT fees

• UP: all UP fees

As from April 2025

• EP: all EP fees

• EPNIRF: EP excluding renewal fees

EPIRF: EP renewal fees only

PCT: all PCT fees

• UP: all UP fees



PCT:

NEW TYPES OF AUTOMATIC DEBITING - REQUEST/REVOCATION

epo.org

Request before April 2025 via:

CFP/ OLF 2.0 / OLF

UP: CFP/ OLF 2.0 / OLF

• EP: CFP/ OLF 2.0 / OLF

Request as from April 2025 via:

PCT: CFP/ OLF 2.0 / OLF

• UP: CFP/ OLF 2.0 / OLF

• EP: CFP/ OLF 2.0 / OLF

• EPNIRF: CFP/OLF2.0

EPIRF: CFP

Revocations can be submitted via CFP only (no change)

NEW TYPES OF AUTOMATIC DEBITING

epo.org

Why add new types?

- Enable different persons to share the responsibility of automatically paying the renewal and procedural fees for a single application (user wish)
- To ensure convenience, accuracy, and timeliness in payments during the European Patent grant procedure
- Increase efficiency and flexibility for applicants in line with the Strategic Plan 2028

NEW TYPES OF AUTOMATIC DEBITING

epo.org

What happens to existing EP automatic debit orders after 01 April 2025?

- Existing EP automatic debit orders remain effective for all EP fees and must be actively revoked if a different automatic debit type should be requested
- No overlapping possible (e.g. existing automatic debit order EP, and EPIRF requested => EPIRF rejected by the system)



epo.org

Manage automatic debit orders

- Overview of all applications covered by automatic debiting
- Revoke automatic debit orders

Request new automatic debit orders

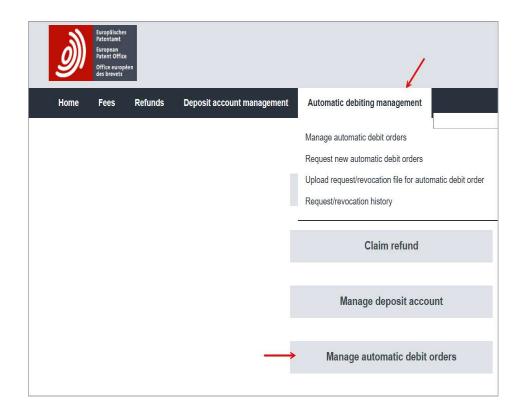
Submit single requests

Upload request/revocation file

Submit batch of requests/revocations

Request/revocation history

Check the status of your submission

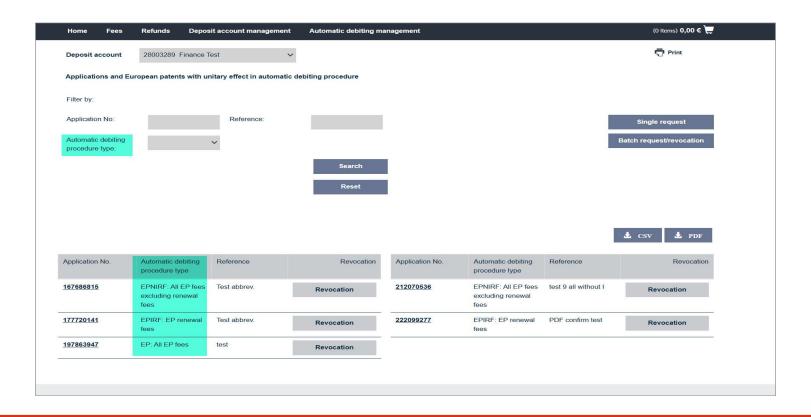




epo.org

Manage automatic debiting procedure:

The automatic debiting type is displayed and can be filtered

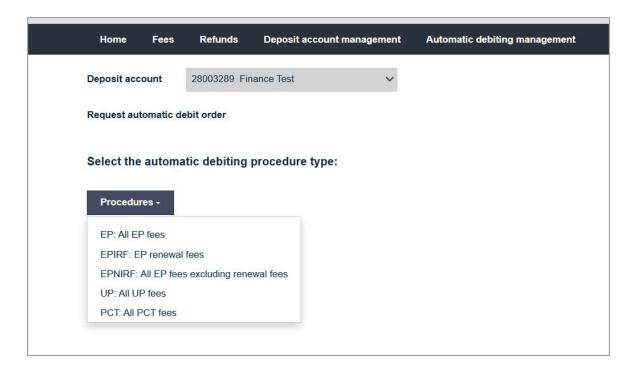




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Single automatic debit order request in CFP:

Select automatic debiting procedure type



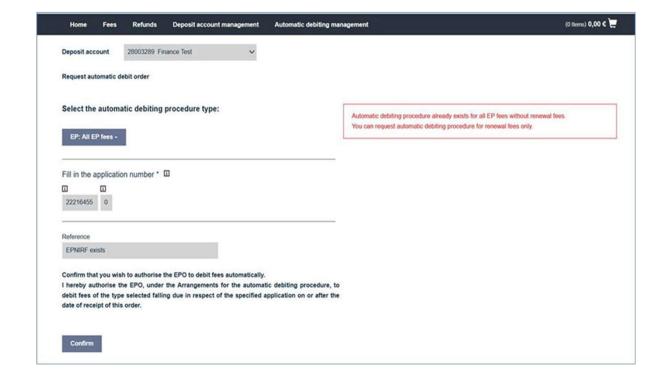


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Single automatic debit order request in CFP:

- Request validated online
- Invalid requests are blocked and the reason provided

Example: Request for an automatic debit order for all EP fees, but an automatic debit order excluding renewal fees is already in place

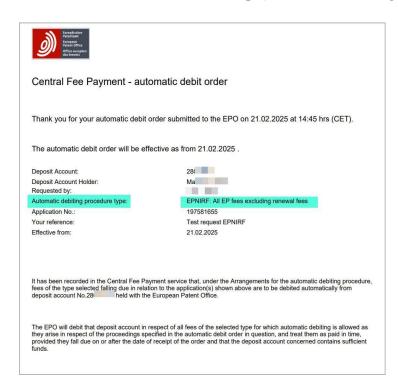


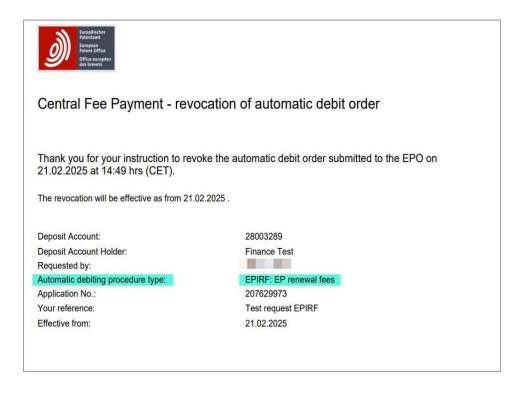


epo.org

Request / revocation confirmation is stored be found in history:

The automatic debiting procedure type is displayed







epo.org

Automatic debit request / revocation history

- New: users can also see rejected automatic debit requests submitted via OLF2.0
- It is highly recommended to check the history for accepted and rejected requests and revocations
- Error messages provide the reason for the rejection of failed requests

						± CSV ± PDF
Submission date	Automatic debiting procedure type	Application No.	Туре	Status	Download PDF	Reason for rejection
26.02.2025	EPIRF: EP renewal fees	167070143	Request	Success	B	
26.02.2025	EPIRF: EP renewal fees	177093697	Request	Success	B	
26.02.2025	EPNIRF: All EP fees excluding renewal fees	181724212	Request	Fail		Automatic debiting procedure already exists for all EP fees.
26.02.2025	EP: All EP fees	181973710	Request	Fail		Automatic debiting procedure already exists for renewal fees only. You can request automatic debiting procedure for all EP fees without renewal fees.
26.02.2025	EPIRF: EP renewal fees	187039573	Request	Success	₽	
26.02.2025	EPNIRF: All EP fees excluding renewal fees	197581655	Request	Fail		Automatic debiting procedure already exists for all EP fees without renewal fees. You can request automatic debiting procedure for renewal fees only.
26.02.2025	EPNIRF: All EP fees excluding renewal fees	207059742	Request	Success	ð	
26.02.2025	EPNIRF: All EP fees excluding renewal fees	207076076	Request	Success	ē	
26.02.2025	EPIRF: EP renewal fees	241596808	Request	Fail		Automatic debiting procedure already exists for renewal fees only. You can request automatic debiting procedure for all EP fees without renewal fees.
26.02.2025	EP: All EP fees	241651918	Request	Fail		Automatic debiting procedure already exists for all EP fees without renewal fees. You can request automatic debiting procedure for renewal fees only.

15



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Automatic debit request / revocation history

- Revocations can only fail if submitted via batch revocation
- Check if the correct automatic debit type was entered in the csv file

						♣ CSV ♣ PDF
Submission date	Automatic debiting procedure type	Application No.	Туре	Status	Download PDF	Reason for rejection
27.02.2025	EPIRF: EP renewal fees	222142457	Revocation	Fail		This automatic debit order does not exist for this application. Please check.
27.02.2025	EPNIRF: All EP fees excluding renewal fees	<u>251503249</u>	Revocation	Fail		This automatic debit order does not exist for this application. Please check.
27.02.2025	EP: All EP fees	251503447	Revocation	Fail		This automatic debit order does not exist for this application. Please check.
27.02.2025	EPIRF: EP renewal fees	251503454	Revocation	Fail		This automatic debit order does not exist for this application. Please check.
27.02.2025	EPIRF: EP renewal fees	<u>251503470</u>	Revocation	Fail		This automatic debit order does not exist for this application. Please check.



epo.org

- All applications with automatic debiting listed
- Revocation of automatic debit orders
- Submit single and batch requests/revocations
- Shows the status of your (automatic) debit orders
- All types of automatic debit orders covered
- Warning if there are active automatic debit orders covering the same type of fee

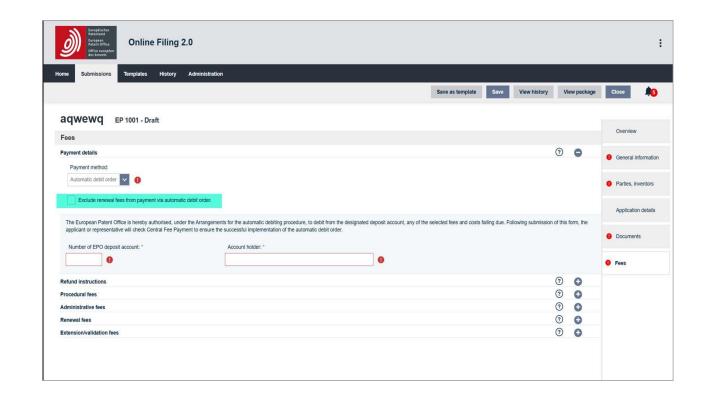
Use CFP to check status of automatic debit orders submitted in OLF 2.0!

NEW TYPES OF AUTOMATIC DEBITING – ONLINE FILING 2.0

epo.org

Automatic debit request F1001

- New: Tick box "Exclude renewal fees from payment via automatic debit order"
- If the tick box is not used the automatic debit will cover all EP fees
- Amended text

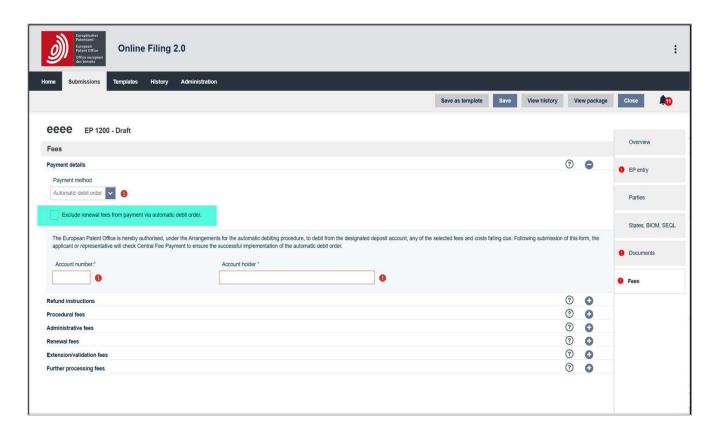


NEW TYPES OF AUTOMATIC DEBITING – ONLINE FILING 2.0

epo.org

Automatic debit request F1200

- New: Tick box "Exclude renewal fees from payment via automatic debit order"
- If the tick box is not used, the automatic debiting will cover all fees
- Amended text



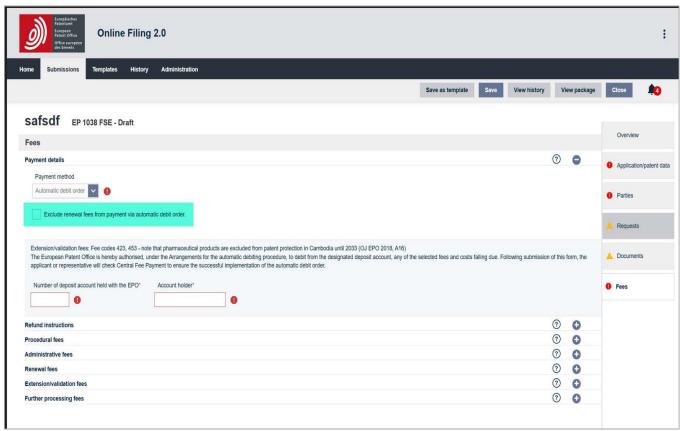


NEW TYPES OF AUTOMATIC DEBITING – ONLINE FILING 2.0

epo.org

Automatic debit request F1038

- New: Tick box "Exclude renewal fees from payment via automatic debit order"
- If not ticked, used the automatic debit will cover all EP fees
- Amended text





MY EPO SERVICES OVERVIEW



A single integrated suite of online services for EP, UP and PCT procedures, providing:

- more direct interaction with the EPO on files
- easier access to digital information with self-service options and procedural guidance
- simplified procedures and exchange of structured data

https://new.epo.org/en/applying/myepo-services



MYEPO ROADMAP - MIGRATION TO 2FA COMPLETE

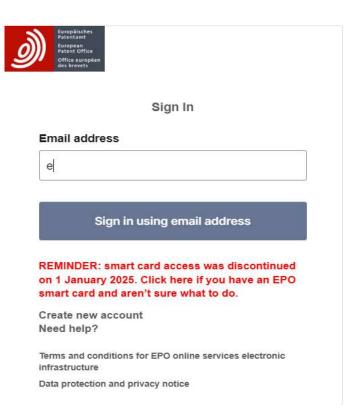
- Since 1 January 2025 the EPO tools can no longer be accessed with smart cards
- Smartcards that have not expired can be used for filings with National Offices, if the NO so allows
- 2FA can be used for:
 - Online filing (version 5.15 and higher)
 - Online filing 2.0
 - Central Fee Payment
 - MyEPO
 - Since 1 January 2025 a new 2FA needs to be created, if a smartcard has not been migrated



MYEPO ROADMAP - ACCESSING MYEPO SERVICES USING 2FA

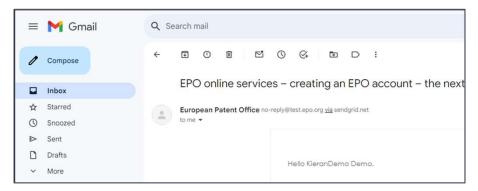
epo.org

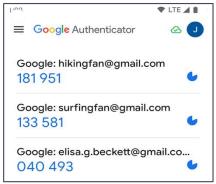
STEP 1

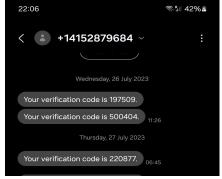


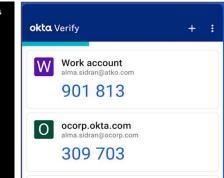


STEP 2











MYEPO ROADMAP - LEGACY TOOLS - ACCESS

- Legacy Administration, Mailbox, MyFiles have been decommissioned 1 July 2024
- Fax filing has been decommissioned as from 1 July 2024
- Web-form filing has been decommissioned as from 1 January 2025
- All smartcards expired 1 January 2025 (EPO tools and forms)
- OLF (formerly known as "Epoline") is planned to be decommissioned as from
 1 January 2026





NEW FEATURES RELEASED IN 2024

- New technical interfaces (API)
- Company administrators can manage company members
- Representative area permissions for IP support professionals
- Entry in the list of representatives
- Manage composition of an association
- Enhanced receipt information
- Enhanced EP application detail screen

- Portfolio access rights (sign/send)
- *Transfer of rights
- *Licence management
- *Request certified copies
- Bulk requests for an uploaded list of applications
- Paperless refund claims



NEW FEATURES RELEASED IN NOVEMBER 2024 AND 2025

- Entry in the list of representatives¹
- Manage composition of an association
- Enhanced receipt information
- All submissions can be saved as draft
- Enhanced EP application detail screen
- More technical interfaces (APIs)
- Enhanced portfolio access rights (sign/send)

- Electronic priority documents
- Download citations (including multimedia)
- Third-party observations



NEW FEATURES RELEASED IN 2025 – Q1

- Searchable Database of Professional Representatives
- Third Party Observations possible online
- Legal Interactive Platform open to the public
- Improved overview of all proceedings
- Download citations
- Deposit account administration



NEW FEATURES PLANNED FOR 2025 – Q2

- Self-service address management
- Increase self-service and electronic actions in MyEPO
- Full Release in Production of new features
- Enhancement to the Shared Area and integration with Back Office processes
- Manage General Authorisations
- Electronic priority documents
- New "starting page" for users
- Enable Initial and Subsequent DocX



NEW FEATURES PLANNED FOR 2025 – Q3 AND Q4

- B2B: Improve APIs and increase of use to support transition from eOLF to OLF 2.0
- End-to-End DocX filing (OLF 2.0 and MyEPO Portfolio)
- Colour filings: End-to-end processing of application and other documents in colour
- Announcement of the decomissioning of eOLF



MYEPO: APPLICATION DETAIL SCREEN IMPROVEMENTS

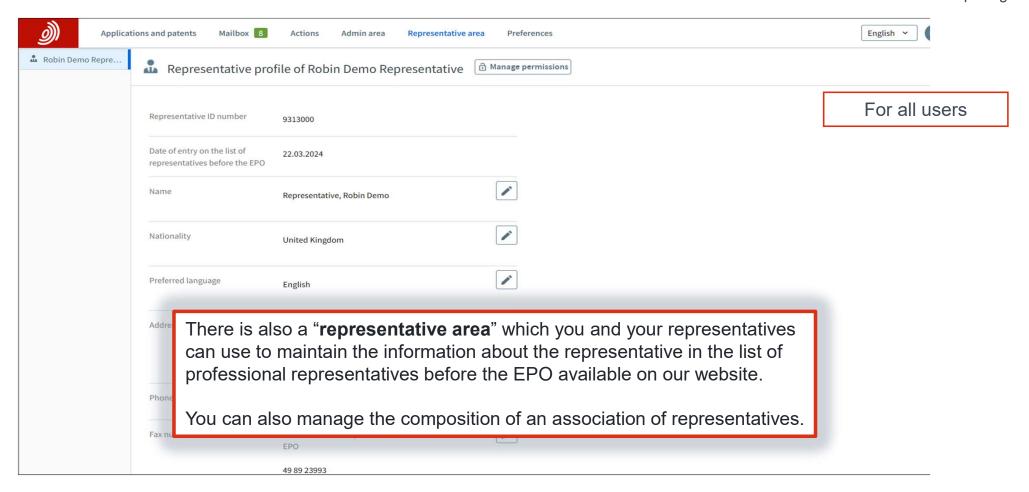
epo.org

For all users

- Unitary patent information and opposition panel
- Reset draft actions to "not started" and option to delete user-initiated actions



MYEPO: REPRESENTATIVE AREA

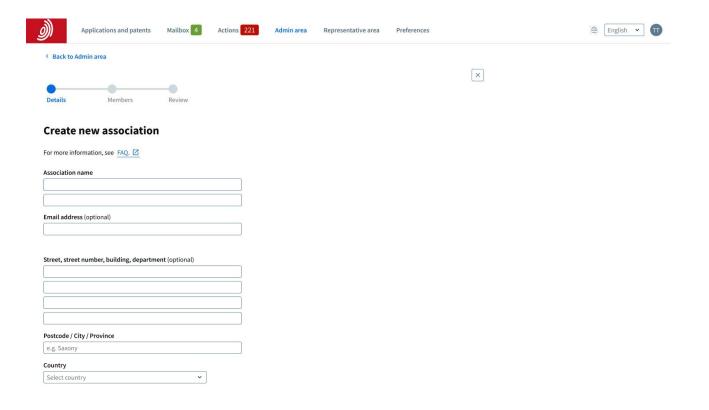




MYEPO: CREATE NEW ASSOCIATION

epo.org

For all users



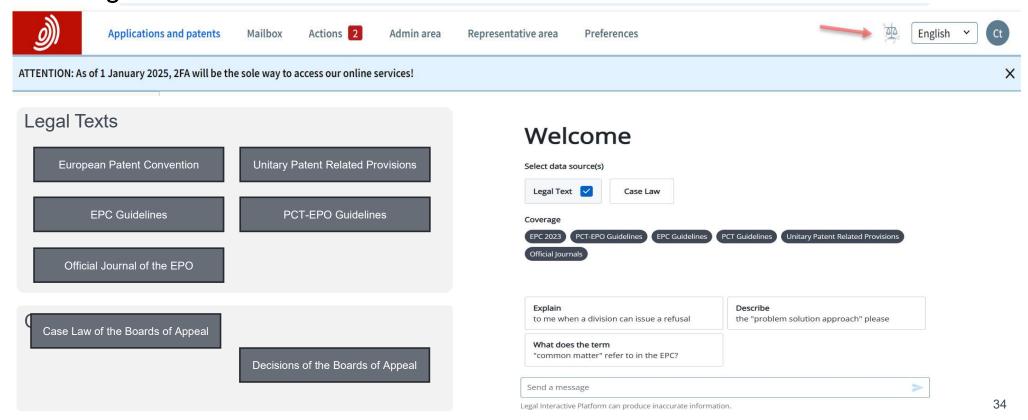


LEGAL INTERACTIVE PLATFORM

epo.org

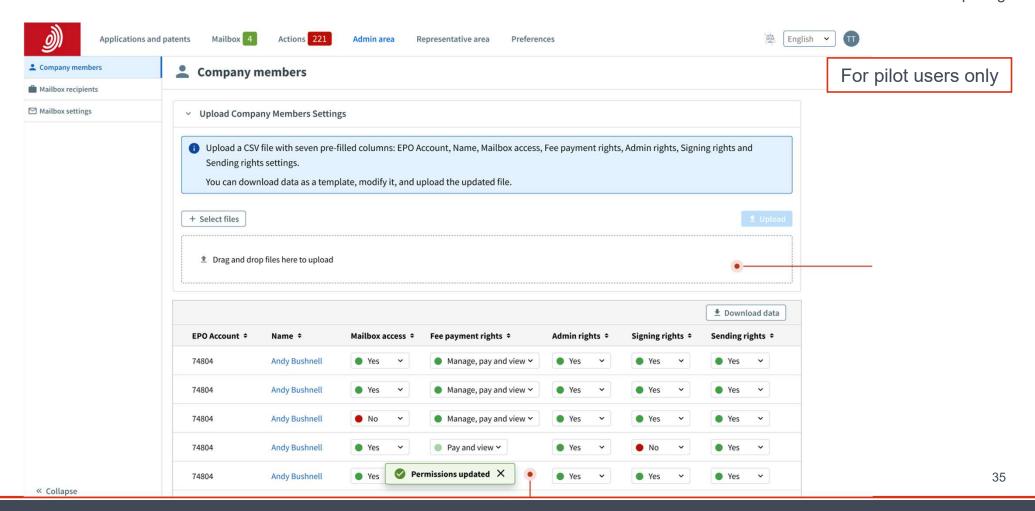
An Al-based conversational agent that helps users get the most out of the

EPO's legal sources



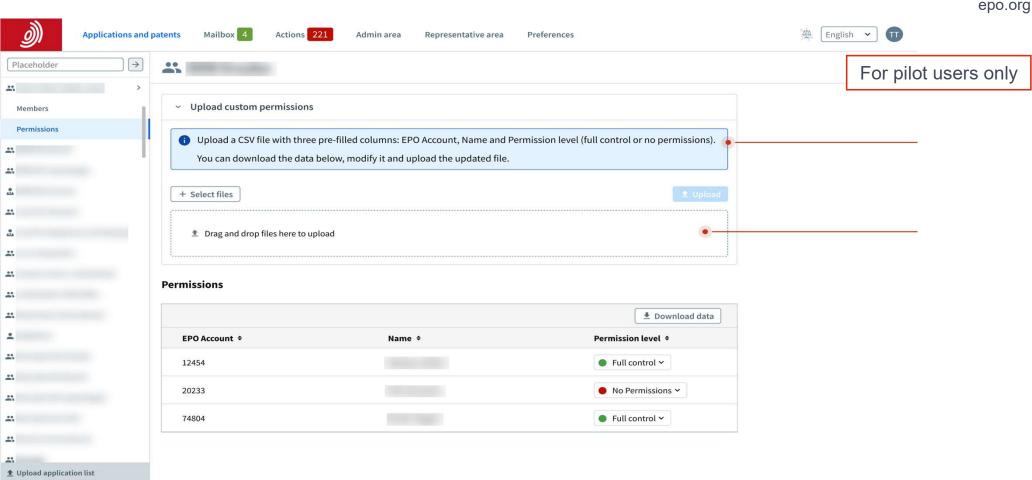


NEW BULK REQUEST OPTIONS — COMPANY MEMBERS





NEW BULK REQUEST OPTIONS – PERMISSIONS PORTFOLIO



ELECTRONIC PRIORITY DOCUMENTS FOR EP AND PCT/EP

epo.org

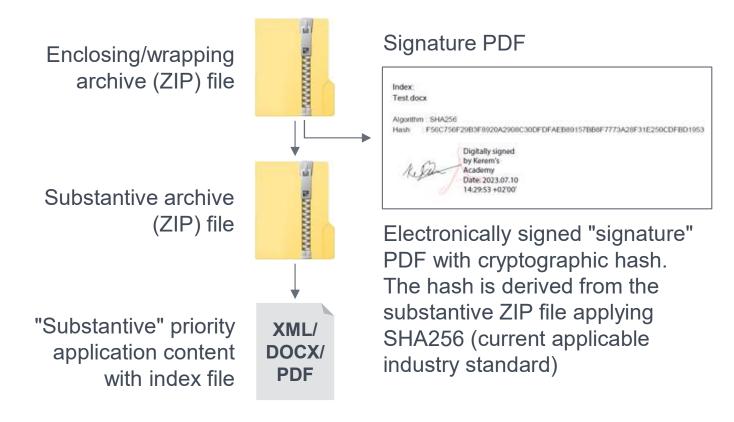
For pilot users only

- Publication of Decision of the President and Official Journal Notice in January 2025 (OJ EPO 2025, A3)
- Publication of the technical specification so electronic priority documents can be validated by offices of second filing
- Start of pilot phase following publication in the Official Journal in February 2025
- Priority documents issued electronically via Mailbox
- Full release for all users following successful completion of the pilot (week 15 tbc)
- Paper priority documents remain available on request

ELECTRONIC PRIORITY DOCUMENTS – STRUCTURE AND FORMAT

epo.org

For pilot users only



ELECTRONIC PRIORITY DOCUMENT

epo.org

When is the electronic version sent to the user?

When certain conditions are met:

- If the requester is linked to the application (i.e. the application belongs to their portfolio)
- The company they are associated to have activated their Mailbox

If both conditions are met, the system displays the option "Digitally signed priority document" => priority document is sent electronically to the mailbox

If at least one of the condition is not met, then the system displays the option "Priority document" => priority document is sent on paper

If you want to request a paper copy, select "other" in the certified copy section and add an explanatory note



ELECTRONIC PRIORITY DOCUMENT Office surprises BLECTRONIC PRIORITY DOCUMENT

Applications and patents Representative area < Back to EP21702679.8 × Request details Sign Send Request a certified copy For more information, see Rules 54 ☑, 74 ☑ and 152 EPC ☑. **◆** Download data > Selected applications / patents (1) Select type of certified copy O Digitally signed Priority Document I'm authorized to request a digital priority document Purpose of your request Filing purposes at a patent office O Commercial purposes O Patent court proceedings Other European patent certificate Extract from the European Patent Register Published application (A document) O Published patent (B document) Unitary Patent certificate Extract from the Unitary Patent Register Other

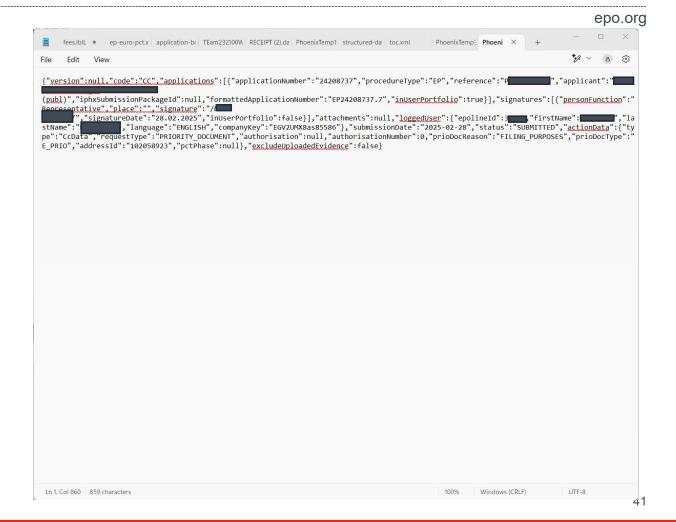


ELECTRONIC PRIORITY DOCUMENT

Upon submission, MyEPO generates a json file with information needed by to generate the ePRIO

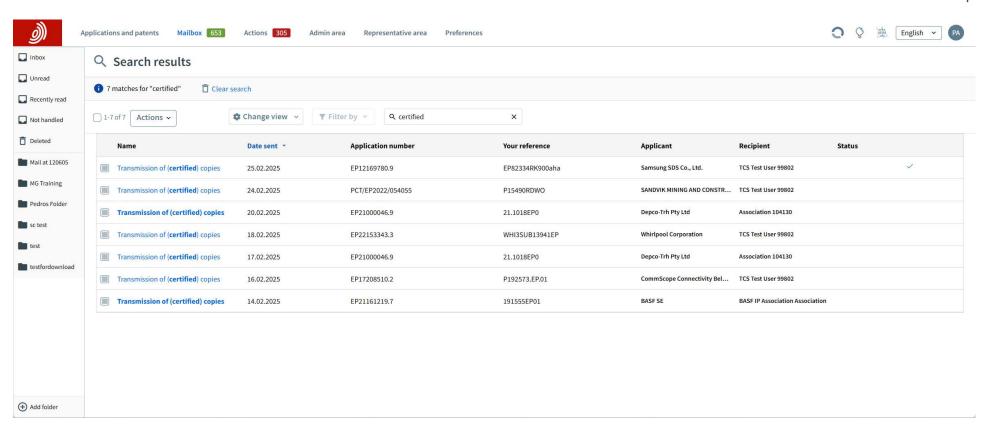
The ePRIO is

- sent to the user's Maibox (esignature)
- to the EPO's internal file (nonpublic part of the file)



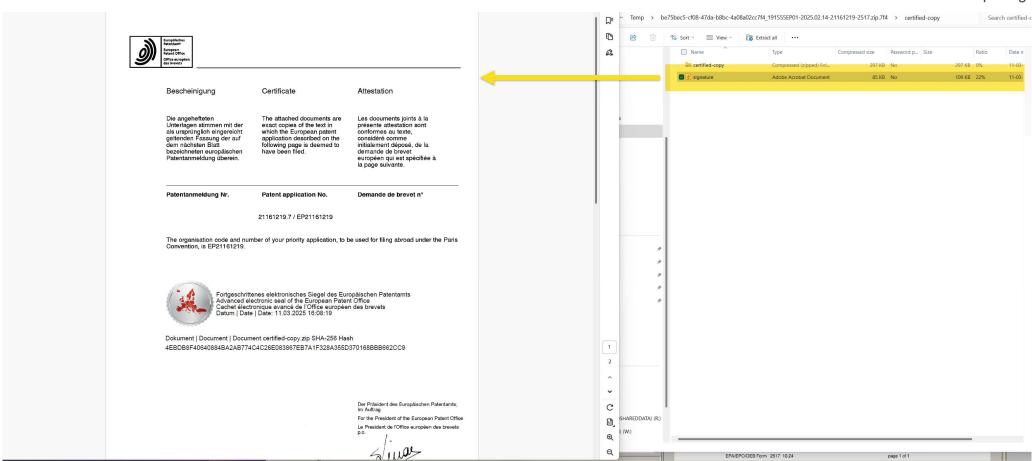


ELECTRONIC PRIORITY DOCUMENT





ELECTRONIC PRIORITY DOCUMENT – ELECTRONIC SIGNATURE





epo.org

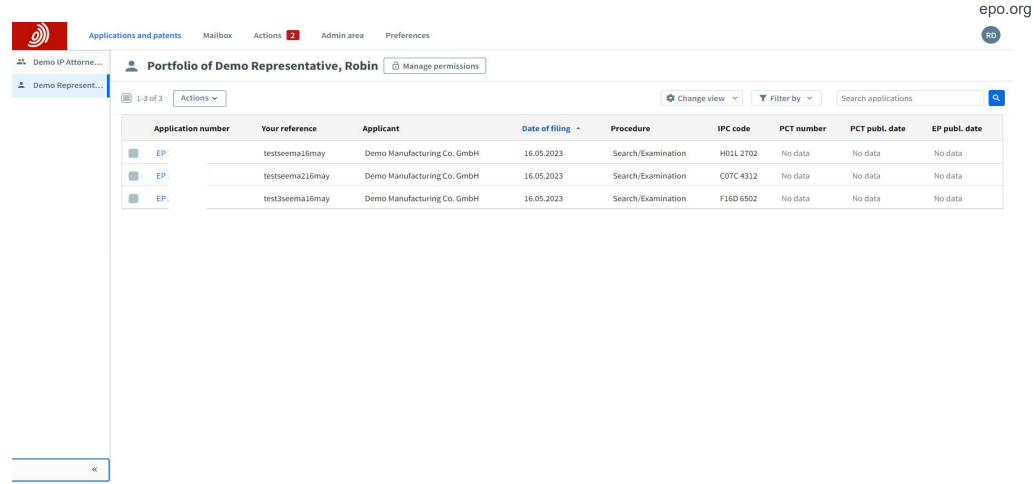
Log into MyEPO (For info on setting up MyEPO access, consult the User Guide if necessary https://link.epo.org/web/myepo-services/interact/en-myepo-portfolio-feature-guide-managing-user-access.pdf)

There are two options for filing Transfers:

- selecting files in your portfolio view, or
- uploading a CSV file for batch transfers

If a csv file is uploaded, it should contain only one column with the application numbers in the format EPyynnnnnn.n (in one cell)

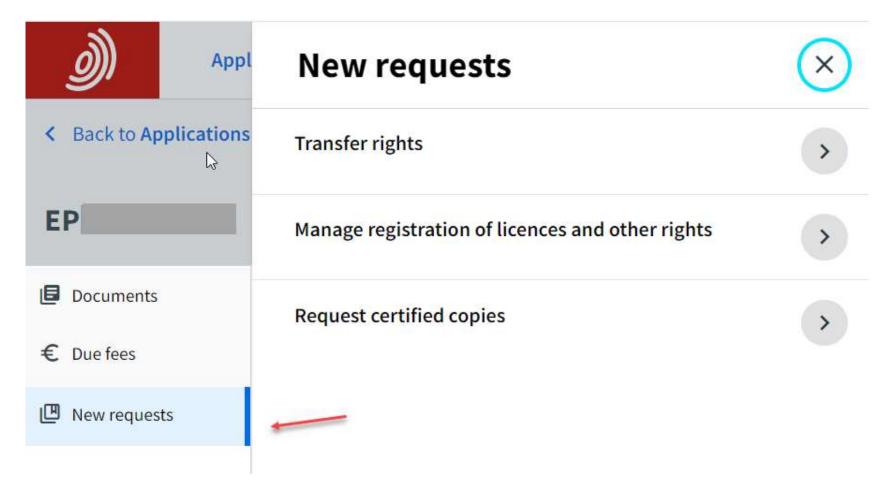






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EP							
■ Documents	Date ▼	Title 🌣		Code •	Procedure •	Public 🗢	Pages •
€ Due fees	11.03.2024	Letter accompanying	subsequently filed	1038	Appeal	•	2
■ New requests	11.03.2024	Letter dealing with or	al proceedings dur	APPEAL-ORA	L Appeal	•	1
	11.03.2024	(Electronic) Receipt		RECEIPT-OLF	Appeal	•	1
	08.03.2024	F3017 Oral Proceedin	gs: Notification of c	. 3017	Appeal	•	1
	08.03.2024	F3017 Oral Proceedin	gs: Notification of c	. 3017	Appeal	•	1
	07.03.2024	F3345 Forwarding of s	submissions to par	3345	Appeal	•	4
	07.03.2024	F3014 Oral Proceedin	za. Ordar sansallin	3014	Appeal	•	1

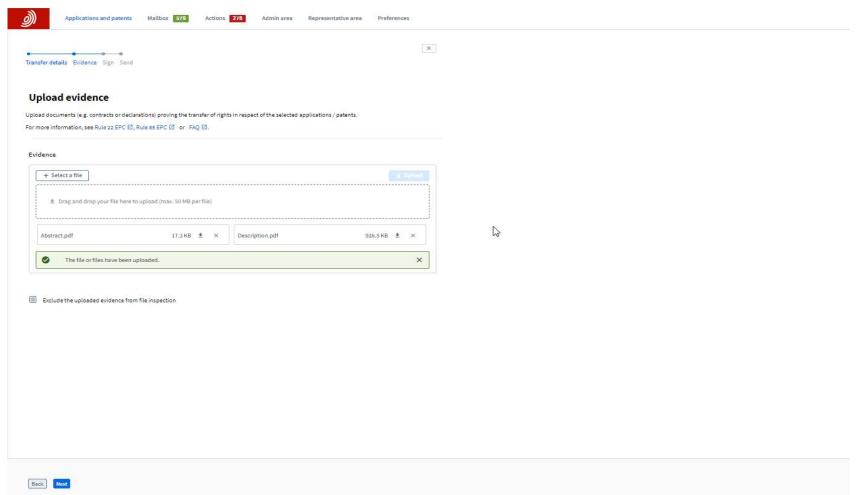




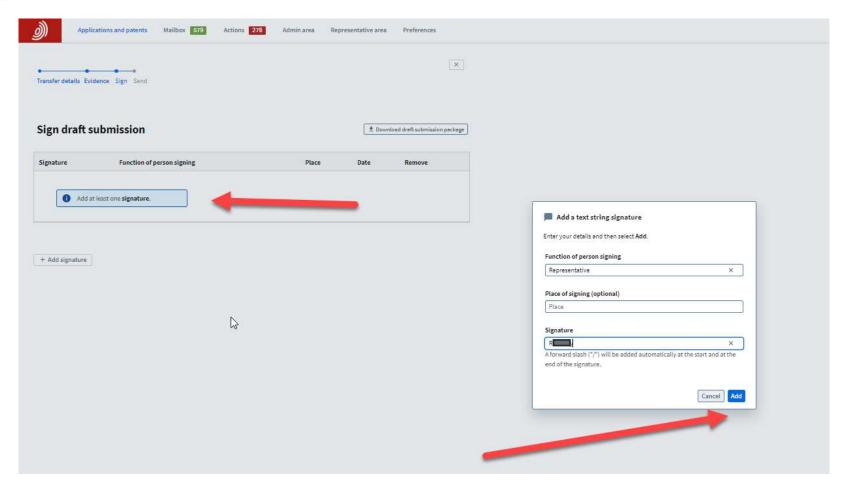


Applications and patents × Transfer of rights Evidence Sign Send **Transfer of rights** For more information, see Rule 22 EPC or FAQ Selected applications and patents (2) Download data .csv Application nr. • Your reference • Applicant • Procedure • 12 Demo IP Attorneys AG Search/Examination EP2 70 Demo Manufacturing Co. GmbH Search/Examination Choose request: Transfer rights to one applicant/proprietor for all designated states Other request Details of new assignee Name B Address line 1 Add extra line City / Province / Postal code B Country Select

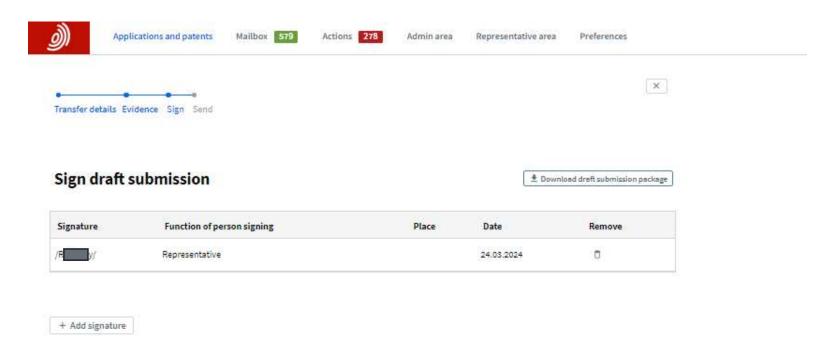




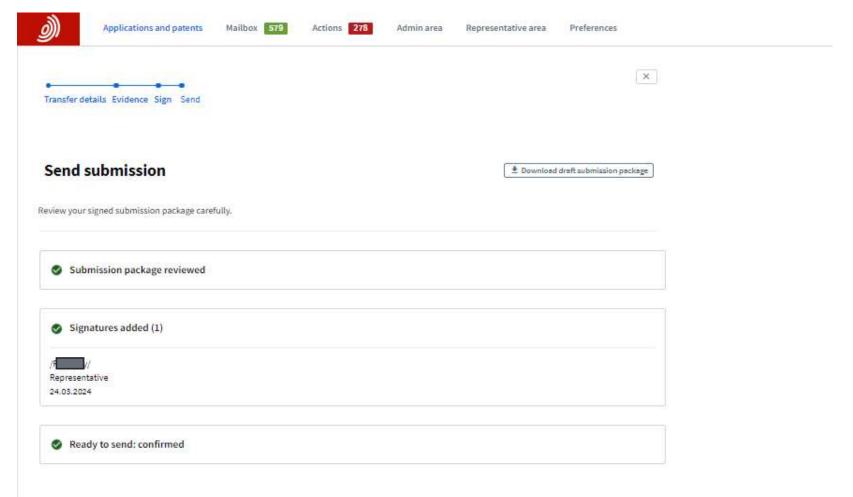














<u>@</u>) Applications and patents Mailbox 1 Actions 7 Admin area Representative area Preferences English ~ Enter application No. Portfolio of Manage permissions < Back to Applications and patents **Upload application list** × Upload a CSV file identifying the applications for which you want to take an action. + Select file 1 Drag and drop file here to upload 2 applications/patents were identified. × Select an action Actions ^ Transfer of rights Manage licences and other rights **±** Upload application list

REQUESTS FREE OF CHARGE IF FILED IN MYEPO

epo.org

- Fee for registration of transfer fee code 022
- Fee for registration or cancellation of licences and other rights fee code 023
- Fee for certified copy fee code 029

Applies only if requests are made via MyEPO – if the requests are filed via other means, the fees must be paid!

SHARED AREA FOR EXAMINERS & REPRESENTATIVES TO INTERACT

epo.org

User journey (example)

As Representative ...

... I received a communication from the EPO however I believe that I can quickly reach a better understanding of the issue and speed up the resolution through a direct interaction with the examiner/division. I will make an appointment with the EPO examiner to discuss this communication.

As Examiner ...

... I have a potential grant that require minor amendements. I used to call the representative and exchange emails in the past. I will now make a Teams/Zoom appointment and discuss the case online using the new digital tools (DFR/PWB).

https://new.epo.org/en/applying/myepo-services/interact



SHARED AREA - IMPLEMENTATION

- Uses a DocX Open Source editor
- External access: integration in MyEPO
 A Shared Area for interactions with examiners/division
- Internal access: integration in Examiners' tools
 A Shared Area for external interactions
- The Shared Area for a specific patent application can be found in the application detail screen in MyEPO (select the application "Applications and Patents")
- Only available to company members who have been granted access to the corresponding application portfolio by the company administrator

SHARED AREA - BENEFITS

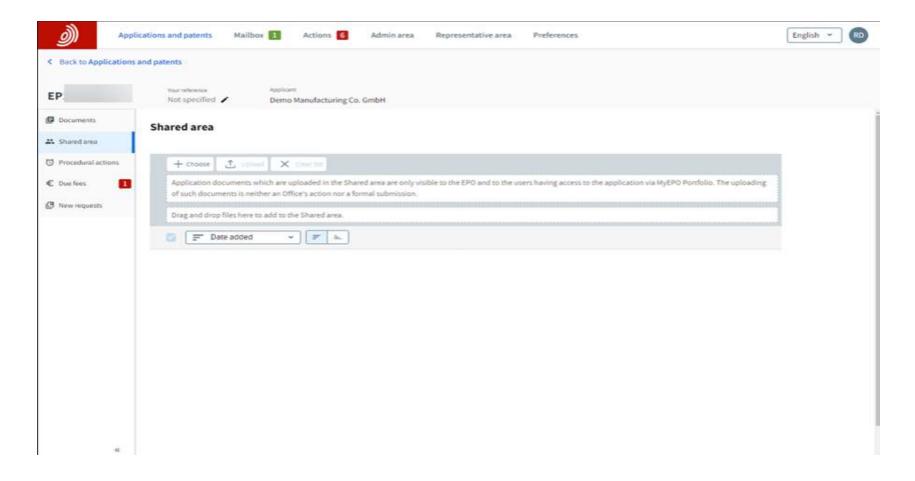
- Quality: direct interactions will help both parties to better understand the case and the potential issues
- Efficiency: the text is directly available and discussed online, potentially no need for further communications
- Focus on examination
- You can upload documents, jointly edit them in real time during a consultation and discuss changes
- "Track Changes" is on by default and there is also a chat function.



SHARED AREA – LEGAL AND PROCEDURAL FRAMEWORK

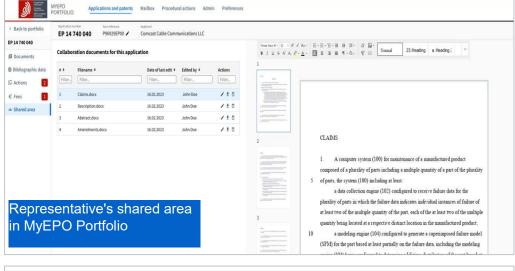
- The Shared Area can be used during an agreed consultation with the Examiner (e.g. Meeting in Teams or Zoom)
- Documents uploaded to the shared area, as well as any documents edited there, will not be considered as filed with the EPO or notified by the EPO
- They will not be included in the electronic file for the application
- Any submissions or changes arising from an informal consultation will have to be filed using the usual channels
- Minutes for the consultation will be written by the examiner and despatched to the applicant (no change of the current procedure)

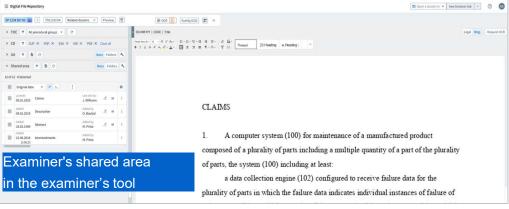
SHARED AREA — APPLICATIONS AND PATENTS

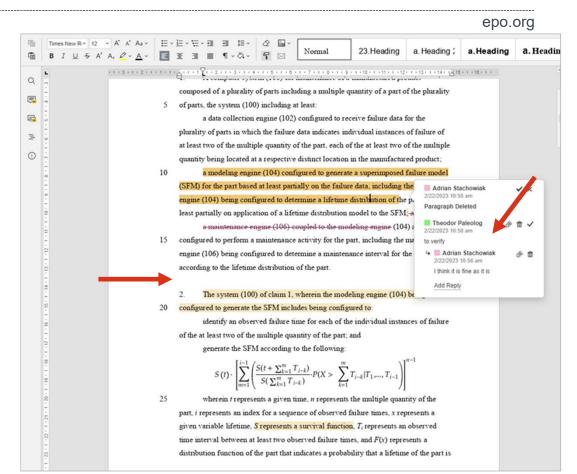




SHARED AREA







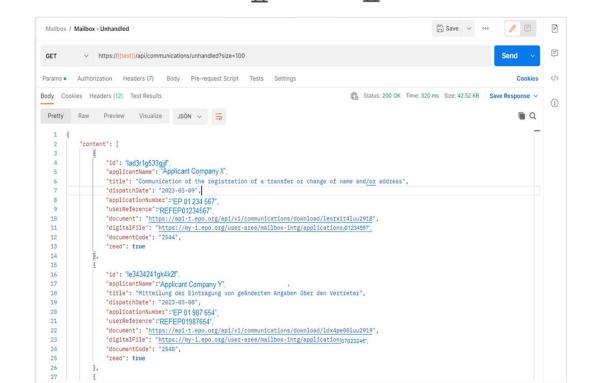


APIS FOR EXCHANGING DATA WITH IP MANAGEMENT SYSTEMS

epo.org

Now available:

- MyEPO Portfolio API
- Online Filing 2.0 API
- Our APIs are in line with World Intellectual Property Office recommendations for processing and communicating Intellectual Property data using Web APIs
- WIPO Standard ST.90



□ Runner ill Trash 교 ②



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Key features

- retrieve lists of Mailbox communications (handled, unhandled) and lists of folders
- download Mailbox communications (documents and data)
- move Mailbox communications into a folder and mark as handled
- retrieve due fees for an application
- retrieve due dates for an application and descriptions for the terms indicated
- retrieve all applications, portfolios and all applications for a given portfolio
- retrieve bibliographic data
- retrieve the schedule of fees
- update user references

epo.org

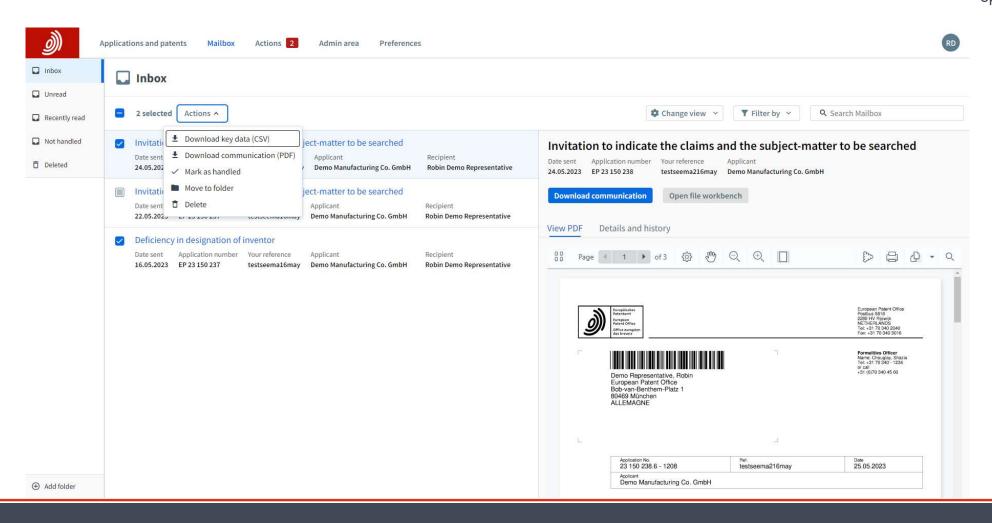
Key features

- Import and export of all EP forms (backwards compatible with eOLF format)
- Import signed packages, or Sign & Submit via the API
- B2B import of PCT forms not possible yet (conversations with WIPO ongoing)
- This APIs facilitates a smooth transition from eOLF to OLF2.0

- Select records in MyEPO Portfolio screens and manually download to .csv files (data) and .zip files (documents)
- Use MyEPO business-to-business technical interfaces (APIs application programming interfaces) to exchange data and documents with your IP management and docketing systems without the need for human intervention

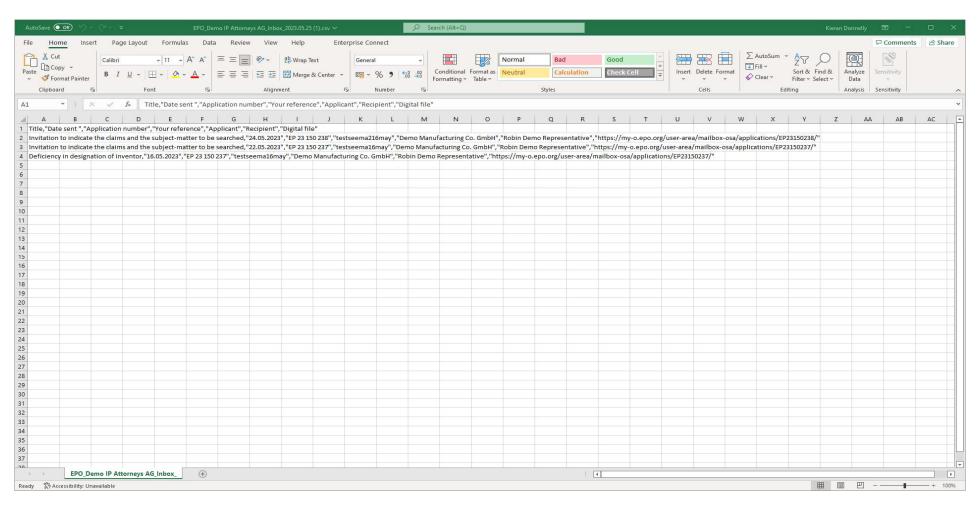


DOWNLOADING DATA IN MYEPO





DOWNLOADING DATA IN MYEPO



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Sandbox environment

- More realistic dummy data (pdf and metadata)
- Reset functionality
- Corrections applied (paging, parameters, ...)

Production environment

- Stabilisation of the system
- 16 accounts working defined
- Process to deliver production B2B accounts to companies

- Import made backward compatible with eOLF to facilitate the move from PMS eOLF Gateway to OLF2.0 endpoints
- Endpoint to Import and Download submissions
- Endpoint to sign & send submissions
- Access based on the Mailbox B2B API account
- Alignment with WIPO for ePCT import

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Stage 1

- Import via B2B API
- Export via B2B API
- Sign & Submit via OLF2.0 (user intervention required)

Stage 2

- Import via B2B API
- Export via B2B API
- Support for import of signed packages
- Sign & Submit via B2B API

WHERE TO FIND MORE INFORMATION ABOUT MYEPO

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- Read about MyEPO services on our website
- Browse our <u>MyEPO services e-learning tutorials</u>
- Explore the EPO's Strategic Plan 2028
- See what's coming next on our Online User Engagement Pipeline for MyEPO services

https://www.epo.org/en/applying/myepo-services

https://e-courses.epo.org/course/view.php?id=50%E2%80%8B

https://www.epo.org/en/about-us/office/strategic-plan-2028

https://link.epo.org/web/MyEPO_roadmap.pdf



Signatures on contracts and declarations under Rules 22 and 85 and Rule 23 EPC

as from 1 April 2024

Decision of the Administrative Council of 14 December 2023 amending Rules 1, 22, 41, 147 and 152 of the Implementing Regulations to the European Patent Convention, OJ EPO 2024, A16;

Decision of the President of the European Patent Office dated 9 February 2024 concerning signatures on contracts and declarations under Rules 22 and 85 and Rule 23 EPC, OJ EPO 2024, A17;

Decision of the President of the European Patent Office dated 9 February 2024 concerning signatures on contracts and declarations relating to European patents with unitary effect, OJ EPO 2024, A18



TRANSFER OF RIGHTS – AMENDED RULE 22 EPC

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Applicable to the registration of grants, transfers and cancellations of licences and other rights under Rules 22, 23 and 24 EPC and to equivalent procedures relating to European patents with unitary effect

Acceptance of electronic signatures on contracts and declarations:

- Handwritten signatures
- Facsimile signatures
- Text string signatures within the meaning of Article 12(2) and (3) of the decision by the President of the European Patent Office dated 3 May 2023 concerning the electronic filing of documents
- Documents bearing a facsimile signature or a text string signature may be filed either on paper or electronically



TRANSFER OF RIGHTS – AMENDED RULE 22 EPC

- Digital signatures that use Public Key Infrastructure (PKI) technology, including advanced and qualified electronic signatures within the meaning of the EU's eIDAS Regulation
- Digital signatures that do not use PKI technology if the following conditions are met:
 - filed electronically
 - legible
 - not infected with a computer virus and do not contain other malicious software
- The EPO does not examine the authenticity of the signature applied to a document. In case of any doubts over its authenticity, clarification and further evidence will be requested



TRANSFER OF RIGHTS – AMENDED RULE 22 EPC

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Entitlement to sign

- The EPO has changed its practice concerning the examination of the entitlement to sign on behalf of the legal person in support of requests under Rules 22 and 85 and Rules 23 and 24 EPC
- Where a person is entitled to sign by virtue of their position within the legal person, this
 position needs to be expressly indicated. However, the entitlement will no longer be
 checked by the EPO

Filing of the request

- Request to be signed by authorised person, filing:
 - On paper (fee due)
 - Electronically (eOLF, OLF) via form 1038 (fee due)
 - Electronically (MyEPO) (free of charge)



Signing and filing of authorisations

as from 1 November 2024

Decision of the President of the European Patent Office dated 8 July 2024 on the signing and filing of authorisations (OJ EPO 2024, A75)

Decision of the President of the European Patent Office dated 8 July 2024 on the signing and filing of authorisations in proceedings under the Rules relating to Unitary Patent Protection (OJ EPO 2024, A76)

Notice from the European Patent Office dated 8 July 2024 concerning the signing and filing of authorisations (OJ EPO 2024, A77)



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These measures apply to authorisations filed in procedures relating to European patent applications, European parents and European patents with unitary effect as from 1 November 2024

Obligation to file an authorisation for European representatives and legal practitioners:

- At the EPO's invitation, or
- In case of a change of representative involving representatives not being members of the same association and without the explicit withdrawal of the previous representative from representation

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Information if there is a change of representative and if the previous representative has not explicitly withdrawn from representation:

The EPO will inform the previous representative of the change, but will no longer send them the new authorisation (or indicate the registration number of a general authorisation)

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Acceptance of electronic signatures on authorisations

The EPO will accept a broad range of electronic signatures on authorisations:

- Handwritten signatures
- Facsimile signatures and text-string signatures within the meaning of Article 12(2) and (3) of the decision of the President of the European Patent Office dated
 May 2023 concerning the electronic filing of documents.
- Documents bearing a facsimile signature or a text-string signature may be filed either on paper or electronically using the EPO's electronic filing services



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Acceptance of further electronic signatures on authorisations

- In addition, the EPO will accept digital signatures that use public key infrastructure (PKI) technology, including advanced and qualified electronic signatures within the meaning of the EU's eIDAS Regulation
- It will also accept digital signatures that do not use PKI technology if the following conditions:
 - filed electronically,
 - Legible
 - not infected with a computer virus and do not contain other malicious software



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Authenticity of the signature

- The EPO does not examine the authenticity of the signature applied to an authorisation
- In case of any doubts over its authenticity, the EPO will require clarification and may request further evidence

Entitlement to sign

- The position of the person entitled to sign within the legal person must be indicated
- The entitlement is no longer checked by the EPO



The EPO Contingency upload service (emergency filing tool) available since 1 July 2023

Notice form the European Patent Office dated 3 May 2023 concerning new milestones for EPO online services, OJ EPO 2023, A50



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The Contingency upload service can be found on our homepage:

♠ > Applying for a patent > MyEPO services > File with us > What if our online filing services are down?

https://new.epo.org/en/applying/myepo-services/file-with-us/cus

- Access via an EPO account with two-step verification or an EPO smart card
- If signing in or creating an EPO account is not possible, access can be obtained by providing a valid email address.

See also Notice from the European Patent Office dated 22 October 2020 concerning the procedures and safeguards which apply under the EPC and the PCT in the event of outages of means of electronic filing and other online services, OJ EPO 2020, A120.



- Access via your EPO account (SC, 2FA)
- If signing-in or creation of an account is not possible, an email can be provided, you will then receive an email to the address you provided, with an access link to the Contingency Upload Service
- The uploaded documents are stored encrypted, and the timestamp of the upload is logged
- Upon the successful upload, you will receive an automated email acknowledging the receipt of the documents, along with the timestamp of the receipt and a unique reference code for the upload will be sent
- A direct link to the Contingency Upload Service will be published on EPO's outage pages in the event of an unavailability of the EPO filing tools



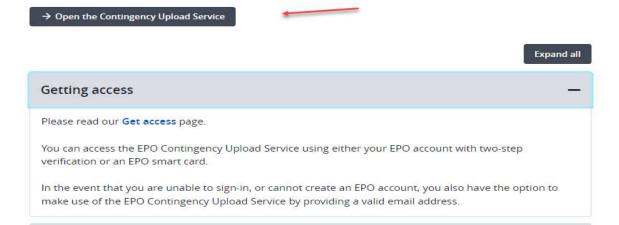
- If a new European patent application or international application is uploaded, the email acknowledging the receipt of your documents will not contain an EP application number or PCT application number.
- The EP-/ or PCT-number is will be issued after the successful processing of the upload
- Allowed formats: PDF, XML, SEQL, ZIP.
- It is not possible to upload pre-conversion archives
- The existing fee reductions for filing in electronic form also apply to the Contingency Upload Service
- Fees cannot be paid from within the Contingency Upload Service

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In the unlikely event that the other EPO filing tools are not available, or it is not possible to create, or sign-in to an EPO account for making use of the EPO filing tools, the EPO Contingency Upload Service replaces fax as an alternative method to submit documents to the EPO. However, this service is only offered as a contingency. Applicants are strongly encouraged to use the normal EPO online services and filing tools whenever possible to benefit from the business validations and the accelerated processing of submissions that originate from these tools.

See also Notice from the European Patent Office dated 22 October 2020 concerning the procedures and safeguards which apply under the EPC and the PCT in the event of outages of means of electronic filing and other online services, OJ EPO 2020, A120.





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EPO Contingency Upload Service

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Welcome to the EPO Contingency Upload Service

This service allows you to upload documents to the EPO if the EPO's standard filing tools are not available. It's for emergency use only.

To use the service, sign in using your EPO account.

Sign in using EPO account

If it's not possible to sign in using your EPO account, we can email you an access link instead. This link will be active for one hour only.

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Thank you for your attention!

