

## UK-IPO Trade Mark Search and Advice Service

### **IMPORTANT NOTICE OF CLOSURE – 12 DECEMBER 2008**

This notice is to advise you that the Trade Marks Search and Advice service provided by the UK Intellectual Property Office will no longer be available after **12 December 2008**. The reason for this is that demand for this service has declined over a period of time and the cost of its provision has become unsustainable.

Any requests for this service received by 12 December will be processed as normal. This does not affect any part of the UK trade marks application process.

We do, of course, remain committed to providing information to customers before they make a decision on whether to make an application to register a trade mark. Our Central Enquiry Unit staff will be happy to provide general guidance on registrability and information can also be found on our website which includes a free search facility. You may also like to know that we are currently looking at providing a new pre-application service offering a number of options to customers, possibly from late 2009, and will post any further information on our web site in due course.

If you have any queries about this notice, then please contact our **Central Enquiry Unit** on **0845 9 500 505** or Email: [enquiries@ipo.gov.uk](mailto:enquiries@ipo.gov.uk)

Outside the United Kingdom (UK): +44 1633 813930  
Minicom (text phone): 08459 222 250  
Fax: +44 (0)1633 817777

**PLEASE SCROLL DOWN FOR APPLICATION FORM.**

## How to fill in your request for a trade mark Search and Advisory Service (SAS) Report

Please fill in the form in CAPITAL LETTERS or type it and return it to Search and Advisory Service, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ. If there is not enough space for any of your answers, use separate sheets, numbering each one. If you need any more help, please contact us by:

**Phone: +44(0)1633 811010**

**Fax: +44(0)1633 811020**

**E-Mail: [sas@ipo.gov.uk](mailto:sas@ipo.gov.uk)**

### What to put in each section of the form

**You must fill in at least sections 3 to 6 for us to process your request.**

- | Section | What is needed  |
|---------|---|
| 1.      | This section of the form gives you the opportunity to say how you found out about Search and Advisory Service e.g. from a business link, solicitor, searching the internet or a seminar run by the office.  |
| 2.      | Your reference. You don't have to provide one, but if you do we will use it whenever we contact you.  |
| 3.      | Provide an illustration of your trade mark, which may be a word or words, logo, picture or a combination of these, in the box. We will consider the mark exactly as you show it in the box, so do not underline it, or put it in quotes, for example, unless you actually use the mark in that style. If your mark is larger than the box, you can send us a copy of it on a separate sheet which must be no larger than A4 size. Please do not staple the illustration to the application form.                  |
| 4.      | We are unable to search the class number alone, e.g. class 25, 41 & 43. If you are not sure which class (es) you require it is advised that you provide a description of all the goods or services you trade in e.g. clothing, training services & catering services. If you require any further assistance please visit our website or contact our Classification Department on +44(0)01633 811148, Fax +44(0)1633 811174 or E-Mail <a href="mailto:tmclassification@ipo.gov.uk">tmclassification@ipo.gov.uk</a> |
| 5.      | Please include your name, address, a daytime phone number, and a mobile phone number or e-mail address if you have them, so that we can contact you as soon as possible if we have any queries.   |
| 6.      | Please give details of who we should make our invoice out to, that is, an individual or a company name. If you have not used this service before, you must pay for the report before we can send it to you.   |
| 7.      | You can pay by authorising us to take money out of your deposit account with us (if you have one), by cheque payable to 'UK Intellectual Property Office', by bank transfer, or by debit or credit card. We will call you for debit/credit card details.  |
| 8.      | If you are in the UK, you must pay value added tax (VAT) on our fees. If you are somewhere else in the EU, you will have to pay VAT unless you are VAT registered and can provide your registration number. If you are outside the EU, you do not have to pay VAT.  |

### Additional Information

You should read our 'Search and Advisory Service' leaflet, which provides full details of our services, including our terms and conditions, or view the leaflet at our website [www.ipo.gov.uk](http://www.ipo.gov.uk).

There is a sample of a completed SAS form on the next page to help you.

### How much does it cost?

The cost of a Search and Advisory Service Report depends on the number of classes of goods or services you are interested in. You can use this ready reckoner to work out the fees.

Number of Classes	Fee including VAT	Fee excluding VAT
1, 2 or 3	94.00	80.00
4	105.75	90.00
5	117.50	100.00
6	129.25	110.00

Request for a trade mark Search and Advisory Service (SAS) report

Search and Advisory Service  
Concept House  
Cardiff Road, Newport  
South Wales NP10 8QQ

Please read the guidance notes about filling in this form.

1. Please could you provide an indication of how you found out about our services?	At a seminar held in Swindon
2. Your reference	BL942
3. Please provide an illustration of the mark you want us to provide advice about.	<b>Blogwidge</b>
4. We are unable to search using the class number(s) alone.  Please list: - the class number (if you know it), and - the goods and or services that you are interested in.	<b>Class 9</b> Computers, computer hardware, modems, data processing apparatus, computer software for database management, sound recordings, tapes, cassettes, compact discs, films, video recordings.  <b>Class 42</b> Computer advisory, consultancy and design services, leasing, rental and hire of computer software, computer programming.
5. Your name and address  Your daytime phone number  Your mobile phone number  Your e-mail address	Mr J Blogwidge 1 Invention Street London, YD0 1T  01633 819999  00712345678  blodwidge@email.com
6. Name and address (including postcode) where we should send our report and invoice if not the same as section 4 above.	Bloggins plc 49 Acacia Avenue London W32 1XY
7. How do you wish to pay us?	<input type="checkbox"/> Deposit Account – what is your account number? D12345..... <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card
8. VAT registration details.	Country: France                      VAT No: 0123456

<b>Note 1:</b>	Our fee is £80 + VAT (total £94) for each mark, and £10 + VAT (total £11.75) for each class of goods or services exceeding three classes. <b>Please note that we cannot deduct the cost of this search from any future application fees.</b>
<b>Note 2:</b>	The search is conducted on the basis of what is recorded on our Register at the time of your SAS application

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(SAS) report**

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1. Please could you provide an indication of how you found out about our services?	
2. Your reference	
3. Please provide an illustration of the mark you want us to provide advice about.	
4. We are unable to search using the class number(s) alone.  Please list: - the class number (if you know it), and - the goods and or services that you are interested in.	
5. Your name and address  Your daytime phone number  Your mobile phone number  Your e-mail address	
6. Name and address (including postcode) where we should send our report and invoice if not the same as section 5 above.	
7. How do you wish to pay us?	<input type="checkbox"/> Deposit Account – what is your account number? ..... <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card
8. VAT registration details.	Country: _____ VAT No: _____

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