

Introductory Certificate in Patent Administration

Mock Examination

Resource Pack

This Resource Pack is supplied for your reference and for you to select and complete relevant forms when instructed by the question.

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2024

January						
Wk	Mo	Tu	We	Th	Fr	Su
1	1	2	3	4	5	6
2	8	9	10	11	12	13
3	15	16	17	18	19	20
4	22	23	24	25	26	27
5	29	30	31			

May						
Wk	Mo	Tu	We	Th	Fr	Su
18			1	2	3	4
19	6	7	8	9	10	11
20	13	14	15	16	17	18
21	20	21	22	23	24	25
22	27	28	29	30	31	

September						
Wk	Mo	Tu	We	Th	Fr	Su
35						1
36	2	3	4	5	6	7
37	9	10	11	12	13	14
38	16	17	18	19	20	21
39	23	24	25	26	27	28
40	30					

February						
Wk	Mo	Tu	We	Th	Fr	Su
5				1	2	3
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28	29		

June						
Wk	Mo	Tu	We	Th	Fr	Su
22						1
23	3	4	5	6	7	8
24	10	11	12	13	14	15
25	17	18	19	20	21	22
26	24	25	26	27	28	29

October						
Wk	Mo	Tu	We	Th	Fr	Su
40		1	2	3	4	5
41	7	8	9	10	11	12
42	14	15	16	17	18	19
43	21	22	23	24	25	26
44	28	29	30	31		

March						
Wk	Mo	Tu	We	Th	Fr	Su
9					1	2
10	4	5	6	7	8	9
11	11	12	13	14	15	16
12	18	19	20	21	22	23
13	25	26	27	28	29	30

July						
Wk	Mo	Tu	We	Th	Fr	Su
27	1	2	3	4	5	6
28	8	9	10	11	12	13
29	15	16	17	18	19	20
30	22	23	24	25	26	27
31	29	30	31			

November						
Wk	Mo	Tu	We	Th	Fr	Su
44					1	2
45	4	5	6	7	8	9
46	11	12	13	14	15	16
47	18	19	20	21	22	23
48	25	26	27	28	29	30

April						
Wk	Mo	Tu	We	Th	Fr	Su
14	1	2	3	4	5	6
15	8	9	10	11	12	13
16	15	16	17	18	19	20
17	22	23	24	25	26	27
18	29	30				

August						
Wk	Mo	Tu	We	Th	Fr	Su
31				1	2	3
32	5	6	7	8	9	10
33	12	13	14	15	16	17
34	19	20	21	22	23	24
35	26	27	28	29	30	31

December						
Wk	Mo	Tu	We	Th	Fr	Su
48						1
49	2	3	4	5	6	7
50	9	10	11	12	13	14
51	16	17	18	19	20	21
52	23	24	25	26	27	28
1	30	31				

UK Public holidays 2024

1 January New Year's Day
27 May Spring Bank Holiday

29 March Good Friday
26 August August Bank Holiday

1 April Easter Monday
25 December Christmas Day

6 May Early May Bank Holiday
26 December Boxing Day

2025

January						
Wk	Mo	Tu	We	Th	Fr	Sa Su
1			1	2	3	4 5
2	6	7	8	9	10	11 12
3	13	14	15	16	17	18 19
4	20	21	22	23	24	25 26
5	27	28	29	30	31	

February						
Wk	Mo	Tu	We	Th	Fr	Sa Su
5						1 2
6	3	4	5	6	7	8 9
7	10	11	12	13	14	15 16
8	17	18	19	20	21	22 23
9	24	25	26	27	28	

March						
Wk	Mo	Tu	We	Th	Fr	Sa Su
9						1 2
10	3	4	5	6	7	8 9
11	10	11	12	13	14	15 16
12	17	18	19	20	21	22 23
13	24	25	26	27	28	29 30
14	31					

April						
Wk	Mo	Tu	We	Th	Fr	Sa Su
14		1	2	3	4	5 6
15	7	8	9	10	11	12 13
16	14	15	16	17	18	19 20
17	21	22	23	24	25	26 27
18	28	29	30			

May						
Wk	Mo	Tu	We	Th	Fr	Sa Su
18				1	2	3 4
19	5	6	7	8	9	10 11
20	12	13	14	15	16	17 18
21	19	20	21	22	23	24 25
22	26	27	28	29	30	31

June						
Wk	Mo	Tu	We	Th	Fr	Sa Su
22						1
23	2	3	4	5	6	7 8
24	9	10	11	12	13	14 15
25	16	17	18	19	20	21 22
26	23	24	25	26	27	28 29
27	30					

July						
Wk	Mo	Tu	We	Th	Fr	Sa Su
27		1	2	3	4	5 6
28	7	8	9	10	11	12 13
29	14	15	16	17	18	19 20
30	21	22	23	24	25	26 27
31	28	29	30	31		

August						
Wk	Mo	Tu	We	Th	Fr	Sa Su
31					1	2 3
32	4	5	6	7	8	9 10
33	11	12	13	14	15	16 17
34	18	19	20	21	22	23 24
35	25	26	27	28	29	30 31

September						
Wk	Mo	Tu	We	Th	Fr	Sa Su
36	1	2	3	4	5	6 7
37	8	9	10	11	12	13 14
38	15	16	17	18	19	20 21
39	22	23	24	25	26	27 28
40	29	30				

October						
Wk	Mo	Tu	We	Th	Fr	Sa Su
40			1	2	3	4 5
41	6	7	8	9	10	11 12
42	13	14	15	16	17	18 19
43	20	21	22	23	24	25 26
44	27	28	29	30	31	

November						
Wk	Mo	Tu	We	Th	Fr	Sa Su
44						1 2
45	3	4	5	6	7	8 9
46	10	11	12	13	14	15 16
47	17	18	19	20	21	22 23
48	24	25	26	27	28	29 30

December						
Wk	Mo	Tu	We	Th	Fr	Sa Su
49	1	2	3	4	5	6 7
50	8	9	10	11	12	13 14
51	15	16	17	18	19	20 21
52	22	23	24	25	26	27 28
1	29	30	31			

UK Public holidays 2025

1 January New Year's Day
26 May Spring Bank Holiday

18 April Good Friday
25 August August Bank Holiday

21 April Easter Monday
25 December Christmas Day

5 May Early May Bank Holiday
26 December Boxing Day

2026

January						
Wk	Mo	Tu	We	Th	Fr	Su
1				1	2	3 4
2	5	6	7	8	9	10 11
3	12	13	14	15	16	17 18
4	19	20	21	22	23	24 25
5	26	27	28	29	30	31

May						
Wk	Mo	Tu	We	Th	Fr	Su
18					1	2 3
19	4	5	6	7	8	9 10
20	11	12	13	14	15	16 17
21	18	19	20	21	22	23 24
22	25	26	27	28	29	30 31

September						
Wk	Mo	Tu	We	Th	Fr	Su
36		1	2	3	4	5 6
37	7	8	9	10	11	12 13
38	14	15	16	17	18	19 20
39	21	22	23	24	25	26 27
40	28	29	30			

February						
Wk	Mo	Tu	We	Th	Fr	Su
5						1
6	2	3	4	5	6	7 8
7	9	10	11	12	13	14 15
8	16	17	18	19	20	21 22
9	23	24	25	26	27	28

June						
Wk	Mo	Tu	We	Th	Fr	Su
23	1	2	3	4	5	6 7
24	8	9	10	11	12	13 14
25	15	16	17	18	19	20 21
26	22	23	24	25	26	27 28
27	29	30				

October						
Wk	Mo	Tu	We	Th	Fr	Su
40				1	2	3 4
41	5	6	7	8	9	10 11
42	12	13	14	15	16	17 18
43	19	20	21	22	23	24 25
44	26	27	28	29	30	31

March						
Wk	Mo	Tu	We	Th	Fr	Su
9						1
10	2	3	4	5	6	7 8
11	9	10	11	12	13	14 15
12	16	17	18	19	20	21 22
13	23	24	25	26	27	28 29
14	30	31				

July						
Wk	Mo	Tu	We	Th	Fr	Su
27			1	2	3	4 5
28	6	7	8	9	10	11 12
29	13	14	15	16	17	18 19
30	20	21	22	23	24	25 26
31	27	28	29	30	31	

November						
Wk	Mo	Tu	We	Th	Fr	Su
44						1
45	2	3	4	5	6	7 8
46	9	10	11	12	13	14 15
47	16	17	18	19	20	21 22
48	23	24	25	26	27	28 29
49	30					

April						
Wk	Mo	Tu	We	Th	Fr	Su
14			1	2	3	4 5
15	6	7	8	9	10	11 12
16	13	14	15	16	17	18 19
17	20	21	22	23	24	25 26
18	27	28	29	30		

August						
Wk	Mo	Tu	We	Th	Fr	Su
31						1 2
32	3	4	5	6	7	8 9
33	10	11	12	13	14	15 16
34	17	18	19	20	21	22 23
35	24	25	26	27	28	29 30
36	31					

December						
Wk	Mo	Tu	We	Th	Fr	Su
49		1	2	3	4	5 6
50	7	8	9	10	11	12 13
51	14	15	16	17	18	19 20
52	21	22	23	24	25	26 27
53	28	29	30	31		

UK Public holidays 2026

1 January New Year's Day
25 May Spring Bank Holiday

3 April Good Friday
31 August August Bank Holiday

6 April Easter Monday
25 December Christmas Day

4 May Early May Bank
26 December Boxing Day
28 December Substitute day

EPO Closing Dates 2025

This calendar of EPO Closing Dates has been drawn up by the PEB for use in the ICPA Mock Examination on Thursday, 12 December 2024. It should not be used for any other purpose.

Munich

Date	Holiday
1 January	New Year's Day
18 April	Good Friday
21 April	Easter Monday
1 May	Labour Day
29 May	Ascension Day
8 June	Whit Monday
19 June	Corpus Christi
15 August	Assumption Day
3 October	Day of German Unity
1 November	All Saints' Day
25 December	Christmas Day
26 December	2nd Day of Christmas
29-31 December	Bridging Days

The Hague

Date	Holiday
18 April	Good Friday
21 April	Easter Monday
29 May	Ascension Day
8 June	Whit Monday
25 December	Christmas Day
26 December	Boxing Day
29-31 December	Bridging Days

Berlin

Date	Holiday
8 March	International Women's Day
18 April	Good Friday
21 April	Easter Monday
1 May	Labour Day
29 May	Ascension Day
8 June	Whit Monday
3 October	Day of German Unity
25 December	Christmas Day
26 December	Boxing Day
29-31 December	Bridging Days

Vienna

Date	Holiday
6 January	Epiphany
21 April	Easter Monday
1 May	Labour Day
29 May	Ascension Day
8 June	Whit Monday
19 June	Corpus Christi
15 August	Assumption Day
26 October	National Holiday
15 November	Saint Leopold's Day
8 December	Immaculate Conception
25 December	Christmas Day
26 December	St Stephen's Day
29-31 December	Bridging Days



Patents Form 1

Patents Act 1977 (Rule 12)

Request for grant of a patent

(An explanatory leaflet on how to fill in this form is available from the office)

no fee immediately due

Fee £90 (if paid when filing this form)

Application number GB

1. Your reference: (optional)			
2. Full name, address and postcode of the applicant or of each applicant (<i>underline all surnames</i>): The name(s) and address(es) provided here will be published online as part of the application process (see warning note below) Patents ADP number (<i>if you know it</i>).			
3. Title of the invention:			
4. Name of your agent (<i>if you have one</i>): "Address for service" to which all correspondence should be sent (<i>including postcode</i>). This may be in the United Kingdom, Gibraltar or Channel Islands: (see warning note below) Patents ADP number (<i>if you know it</i>):			
5. Priority declaration: Are you claiming priority from one or more earlier-filed patent applications? If so, please give details of the application(s):	Country	Application number (if you know it)	Date of filing (day/month/year)
6. Divisionals etc: Is this application a divisional application, or being made following resolution of an entitlement dispute about an earlier application? If so, please give the application number and filing date of the earlier application:	Number of earlier UK application	Date of filing (day/month/year)	
7. Inventorship: (Inventors must be individuals not companies)	(Please tick the appropriate boxes)		
Are all the applicants named above also inventors?	Yes	☐	No ☐
If yes, are there any other inventors?	Yes	☐	No ☐
8. Are you paying the application fee with this form?	Yes	☐	No ☐

9. Accompanying documents:
please enter the number of pages of each item
accompanying this form:

Continuation sheets of this form:

Description:

Claim(s):

Abstract:

Drawing(s):

If you are not filing a description, please give
details of the previous application you are
going to rely upon:

Country

Application number

Date of filing
(day/month/year)

10. If you are also filing any of the following, state how
many against each item.

Priority documents:

Statement of inventorship and right to grant of a
patent (*Patents Form 7*):

Request for search (*Patents Form 9A*):

Request for substantive examination
(*Patents Form 10*):

Any other documents: (please specify)

11. I/We request the grant of a patent on the basis of this application.

Signature(s):

This can be typed or handwritten

Date:

12. Name, email address, telephone and/
or mobile number, if any, of a contact
point for the applicant:

Warning

After an application for a patent has been filed, the Comptroller will consider whether publication or communication of the invention should be prohibited or restricted under section 22 of the Patents Act 1977. You will be informed if it is necessary to prohibit or restrict your invention in this way. Furthermore, if you are resident in the United Kingdom and your application contains information which relates to military technology, or would be prejudicial to national security or the safety of the public, section 23 of the Patents Act 1977 prohibits you from applying for a patent abroad without first getting written permission from the Office unless an application has been filed at least 6 weeks beforehand in the United Kingdom for a patent for the same invention and either no direction prohibiting publication or communication has been given, or any such direction has been revoked. Until such time or until the revocation of any direction, for any such application the address for service referred to at part 4 above must be in the United Kingdom.

In all other cases, the name of the applicant will be published online shortly after we receive your application, together with the title of the invention. Later, when the whole application is published, most information and documents filed in relation to the application will become publicly available online. **The name and address of the applicant, the agent, and the address for service will be published on our website and are likely to appear in external search engine results.** You should provide a business or PO Box address if you do not want your home address published online.

Although you may have an address for service in the Channel Islands or Gibraltar, any agent you appoint to act for you must reside or have a place of business in the United Kingdom, the Isle of Man or the European Economic Area.

Notes

A leaflet on how to fill in this form is available from the Office. If you would like a copy of the leaflet it is available on our website at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893060/Form-1-guidance.pdf or alternatively you could telephone 0300 300 2000 or send an email to information@ipo.gov.uk to request a copy.

Fees and payment

Please note you only need to complete this form if paying the Application Fee for Patents Form 1

To check the correct fee for this form, search on [GOV.UK for 'patent forms and fees'](https://www.gov.uk/search?q=patent+forms+and+fees)

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

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- 1 Go to our secure website – <https://fees.ipo.gov.uk/pay>
- 2 Enter your name, email address and total amount to pay from above
- 3 As proof of payment, write below the 10-character reference code displayed from the online payment screen.
DO NOT write your debit/credit card number

☐

Deduct from IPO deposit account

IPO deposit account number

☐

Cheque – make payable to 'Intellectual Property Office'

☐

Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don't.

Use the following bank account details

Sort code	20-18-23
Account number	80531766
Account name	Intellectual Property Office
SWIFT code	BARCGB22
IBAN number	GB92 BARC 2018 2380 5317 66

Before you send us your form

Make sure you have:

- ☐ Answered all applicable questions.
- ☐ Provided a signature and date. This can be typed or handwritten.
- ☐ Made payment by card, cheque, bank transfer or IPO deposit account.
- ☐ Completed the payment sheet above.

**Email your completed PDF form to:
forms@ipo.gov.uk**

**If you cannot email us your form, you can print and post your form to:
Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.**

Please note: It takes longer to process paper forms sent by post.

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