

Patent  
Examination  
Board

# ICPA: Introductory Certificate in Patent Administration

**Thursday 23 January 2025**

**10.00-12.30 UK Time (GMT)**

**Examination time: 2 hours 30 minutes plus 15 minutes upload time**

The 2 hours 30 minutes is allocated as follows:

- 10 minutes** – Downloading and printing the Question Paper and Resource pack;
- 15 minutes** – Reading time;
- 2 hours** – Answering the questions;
- 5 minutes** – Screen break.

**At 12.30 you MUST immediately stop answering the questions.** You then have **15 minutes** in which to upload your Answer document to the PEBX system.

**You MUST upload your Answer document and form(s) to the PEBX system by 12.45. After 12.45, you will not be able to upload them and your examination will be void.**

## INSTRUCTIONS TO CANDIDATES

This examination pack comprises:

|                            |           |
|----------------------------|-----------|
| Instructions to Candidates | 1 sheet   |
| Question paper             | 5 sheets  |
| Resource Pack              | 14 sheets |

1. You have 15 minutes reading time at the start of the examination. During this time, you **must not type in the Answer document or write** on the forms, question paper, calendars or annexes.
2. You should attempt **all** the questions in this question paper.
3. The total number of marks available for this paper is 80.
4. Answers must be submitted in the Answer document and forms provided.
5. Do not attempt to change the font style, font size, font colour, line spacing or any other preset formatting in the Answer document.
6. Start each question on a new page. To begin a new page, press the Control key and the Enter key simultaneously.
7. When you begin a new question, type in the question number at the top of the page.
8. A **Resource Pack** is provided. The Resource Pack has a contents page and contains calendars, office closure dates, and forms.
9. Select and complete the relevant form(s) when instructed by the question.
10. Write your answers on the form(s) using black pen.
11. Where a question refers to 'today', assume today's date.
12. Do not state your name anywhere in your answers.

This question paper consists of **6 sheets** in total, including this sheet.

## AT THE END OF THE EXAMINATION

13. Upload your Answer document to the PEBX system. You should upload it as a Word document. PEBX will automatically convert it to PDF.
14. Save the PDF(s) of your scanned form(s) to PEBX.

### **Question 1**

You filed a PCT application on 14 June 2024, claiming priority from a GB application that was filed on 16 June 2023. The ISR and WO was dated 29 November 2024 and received by your office on 3 December 2024.

**What is the deadline to file a Demand for further International Preliminary Examination under Chapter II of the PCT? Show your calculations.**

**7 marks**

### **Question 2**

You receive a decision to refuse a patent from the EPO, dated 6 December 2024, and your client wishes to appeal the decision.

**a) What is the deadline for filing the Notice of Appeal? Show your calculations.**

**2 marks**

**b) What is the deadline for filing the Grounds of Appeal? Show your calculations.**

**3 marks**

**Total 5 marks**

### **Question 3**

You receive a Decision to Grant communication from the EPO. The communication is dated 10 January 2025 and indicates that the patent will grant on 5 February 2025.

**a) What is the deadline for requesting unitary effect? Show your calculations.**

**3 marks**

**b) Where must the request for unitary effect be filed?**

**1 mark**

**Total 4 marks**

### **Question 4**

You filed a PCT application on 20 December 2024, without paying any fees.

**a) What fees are now due?**

**3 marks**

**b) By when must these fees be paid? Show your calculations.**

**2 marks**

**Total 5 marks**

**Question 5**

State three ways of obtaining a European patent.

**3 marks**

**Question 6**

What are the minimum requirements to secure a filing date for a UK design?

**3 marks**

**Question 7**

You filed a European patent application at the EPO on 18 September 2024, in Spanish.

**What language-related steps are now required, and by when must those steps be taken?**

**2 marks**

**Question 8**

You filed a UK design on 12 December 2024, with deferred publication.

**What steps must be taken, and by when, to ensure the application proceeds to publication? Show your calculations.**

**3 marks**

**Question 9**

A UK patent application with a filing date of 1 March 2021 was granted on 23 August 2023.

**a) When is the first renewal fee due? Show your calculations.**

**4 marks**

**b) If the due date for paying the renewal fee is missed, what is the latest date it can be paid? Show your calculations.**

**3 marks**

**Total 7 marks**

## Question 10 – EPO Form 1200

You work as a paralegal at Hudson and Peters LLP, and receive the following instruction from your attorney:

Our client, Bolston Engineering LLC of Unit 43, Tungsten Industrial Park, Oxford, OX1 1BS, has asked us to enter the European Regional Phase of their PCT application, published in English, details below.

PCT application no. PCT/GB2023/050206

PCT publication no. WO2023/987753

International filing date: 4 August 2023

Priority date: 11 August 2022

Description: 18 pages, 1 to 18

Claims: 15 claims, pages 19 to 21

Abstract: 1 page

Drawings: 2 pages

Please prepare the Form 1200, quoting our ref: BolsEP1MB. We have a general authorisation at the EPO for this client, no. 124567.3. There is no sequence listing or biological deposit.

We didn't file a Demand on this one and no changes to the applicant details have occurred since international publication.

I've emailed you amended claims 1–15 (still on pages 19 to 21) that I'd like to file with the application.

Please note that the client has specifically requested that we file this on 15 February 2025. Our Accounts Department will pay the fees from our deposit account separately.

No additional copies of the documents cited in the search report are required and we're not waiving any communications.

Finally, note that the client would like to designate the extension state as Bosnia and Herzegovina. Please indicate this accordingly. The client does not wish to designate any validation states.

Kind regards

Mark Butcher EPA  
Hudson and Peters LLP  
16a Highview Drive  
Medway  
ME5 9UN  
United Kingdom  
Tel: +44(0)1634 681111

**8 marks**

### Question 11

A UK Patent application published on 13 November 2024 was filed on 13 May 2024 with a priority date of 13 May 2023.

- a) What is the deadline for filing the request for examination? Show your calculations.

3 marks

- b) What actions must be taken by this date?

1 mark

Total: 4 marks

### Question 12

A first communication under Article 94(3) *EPC* dated 5 December 2024 has been issued on a European patent application.

- a) Calculate the usual date for filing a response, assuming that no extensions of time are requested. Show your calculations.

3 marks

- b) If the time limit for filing the response was missed, what would happen to the application?

1 mark

- c) What would the EPO do next, and what can be done to retrieve the situation?

4 marks

Total 8 marks

### Question 13

Business X with their registered office in Scotland wants to file a new PCT application.

With which Receiving Offices can they file their International application?

3 marks

### Question 14

List two possible consequences for a breach in your duty of care.

2 marks

### Question 15

European patent application no. 22345123.3 was filed on 7 January 2022, claiming priority from UK patent application no. 221345.6, filed 7 January 2021. The EPO issued the Decision to Grant on 19 December 2024 indicating that EP22345123.3 will grant on 8 January 2025. The client wants the patent validated in France, Germany and the UK.

**To whom is the fourth-year renewal fee payable and why?**

**2 marks**

### Question 16

The EPO issued a R.71(3) *EPC* communication (Notice of Intention to Grant) on 18 December 2024. The client has approved the text for grant, which is in English.

**What steps must be taken, and by when, for this patent to grant? Show your calculations.**

**5 marks**

### Question 17

There are four standard publications that you might receive in the course of the European Patenting process.

**Name each of these four documents and explain the differences between them.**

**4 marks**

### Question 18

How is the period for putting a GB application in order for grant (compliance date) calculated?

**2 marks**

### Question 19

An examination report dated 3 October 2024 is issued on a GB patent application. The examination report sets a deadline for response of 5 February 2025.

**What is the latest date for response, without needing to rely on the discretion of the UK IPO? Show your calculations**

**3 marks**

**Total: 80 marks**