

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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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

2027

January							February							March							April									
Wk	Mo	Tu	We	Th	Fr	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
53					1	2	5	1	2	3	4	5	6	7	9	1	2	3	4	5	6	7	13				1	2	3	4
1	4	5	6	7	8	9	6	8	9	10	11	12	13	14	10	8	9	10	11	12	13	14	14	5	6	7	8	9	10	11
2	11	12	13	14	15	16	7	15	16	17	18	19	20	21	11	15	16	17	18	19	20	21	15	12	13	14	15	16	17	18
3	18	19	20	21	22	23	8	22	23	24	25	26	27	28	12	22	23	24	25	26	27	28	16	19	20	21	22	23	24	25
4	25	26	27	28	29	30									13	29	30	31					17	26	27	28	29	30		
May							June							July							August									
Wk	Mo	Tu	We	Th	Fr	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
17						1	22		1	2	3	4	5	6	26				1	2	3	4	30							1
18	3	4	5	6	7	8	23	7	8	9	10	11	12	13	27	5	6	7	8	9	10	11	31	2	3	4	5	6	7	8
19	10	11	12	13	14	15	24	14	15	16	17	18	19	20	28	12	13	14	15	16	17	18	32	9	10	11	12	13	14	15
20	17	18	19	20	21	22	25	21	22	23	24	25	26	27	29	19	20	21	22	23	24	25	33	16	17	18	19	20	21	22
21	24	25	26	27	28	29	26	28	29	30					30	26	27	28	29	30	31	29	34	23	24	25	26	27	28	29
22	31																						35	30	31					
September							October							November							December									
Wk	Mo	Tu	We	Th	Fr	Sa	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
35			1	2	3	4	39					1	2	3	48			1	2	3	4	5	49			1	2	3	4	5
36	6	7	8	9	10	11	40	4	5	6	7	8	9	10	45	8	9	10	11	12	13	14	50	6	7	8	9	10	11	12
37	13	14	15	16	17	18	41	11	12	13	14	15	16	17	46	15	16	17	18	19	20	21	51	13	14	15	16	17	18	19
38	20	21	22	23	24	25	42	18	19	20	21	22	23	24	47	22	23	24	25	26	27	28	52	20	21	22	23	24	25	26
39	27	28	29	30			43	25	26	27	28	29	30	31		29	30							27	28	29	30	31		

UK Public holidays 2027

1 January	New Year's Day	29 March	Easter Monday	30 August	August Bank Holiday	28 December	Substitute day
26 March	Good Friday	31 May	Spring Bank Holiday	27 December	Substitute day		
3 May	Early May Bank Holiday	26 December	Boxing Day				
25 December	Christmas Day						

EPO Closing Dates 2026

Days		Munich	The Hague	Berlin
New Year's Day	01.01.2026	▪	▪	▪
Epiphany	06.01.2026	▪		
Good Friday	03.04.2026	▪	▪	▪
Easter Monday	06.04.2026	▪	▪	▪
King's Day	27.04.2026		▪	
Labour Day	01.05.2026	▪		▪
Liberation Day	05.05.2026		▪	
Ascension Day	14.05.2026	▪	▪	▪
Whit Monday	25.05.2026	▪	▪	▪
Corpus Christi	04.06.2026	▪		
Christmas Eve	24.12.2026	▪	▪	▪
Christmas Day	25.12.2026	▪	▪	▪
Bridging day	28.12.2026	▪	▪	▪
Bridging day	29.12.2026	▪	▪	▪
Bridging day	30.12.2026	▪	▪	▪
New Year's Eve	31.12.2026	▪	▪	▪



Intellectual Property Office

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

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.

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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](https://www.gov.uk/patent-forms-and-fees) for 'patent forms and fees'

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

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IPO deposit account number

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☐

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

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Make sure you have:

- ☐ Answered all applicable questions.
- ☐ Provided a signature and date. This can be typed or handwritten.
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Data Privacy: <https://www.gov.uk/government/publications/intellectual-property-office-privacy-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>



Patents Form 9A

Patents Act 1977 (*Rule 27*)

Request for search

(*See the notes on the back of this form*)

1. Your reference:
(*optional*)

2. Patent application number (e.g. GB7654321.0):

3. Full name of the applicant or of each applicant:

4. Is this request for (please tick one box):

☐

a) A search under Section 17(1) for an international application which has been searched in the international phase?

☐

b) A search under Section 17 (1) for any other application?

☐

c) A supplementary search under Section 17(8)?
(*See note (b) for help choosing which search you require*)

☐

d) A search of a further invention under Section 17(6)?

If your answer is (d), identify which invention you would like to be searched by referring to the claims to be searched (*See note (c)*):

(we will automatically send you a paper copy of any cited non-patent documents, see note (d))

5. Are you paying the application fee with this form?
(*See note (e)*)

YES

No

6. Number of claims in your application:
(*Only relevant for options (a) and (b) above. See note (f)*)

7. (*please see note (g)*) Signature
This can be typed or handwritten.

Date

8. Your name and full address:

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

--

Notes

- a) *Please type or write your answers using black ink. If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.*
- b) *Identifying the type of search you require:*
- Option a) *choose this option if your application is a PCT application.*
- Option b) *choose this option if your application is a UK national application, and this is the first search you have requested for your application.*
- Option c) *this option is used if you have already had a search done, but the claims have since been amended or corrected so that the defined invention has changed, and was not covered by the original search. An examiner will tell you if you need to request a supplementary search.*
- Option d) *sometimes an examiner will tell you that your claims relate to more than one invention. In such circumstances the examiner will only search the first invention of the claims. If you wish other inventions to be searched you should use this option, filing a separate form with this option ticked for each invention you wish to be searched. You should also indicate on the form(s) the claims relating to the invention to be searched. You will need to pay a fee for each further invention to be searched.*
- c) *If you do not identify an invention, the second invention specified in the search report previously made under Section 17(5) will be searched.*
- d) *We will supply one copy of each non-patent document such as journal articles cited in the search report or during the substantive examination process. Patent documents cited during the application process are usually accessible for free on the internet (particularly from <http://worldwide.espacenet.com/>) and you will not be issued with a copy of them. For copyright reasons, all copies of citations supplied by the Office must be used for the sole purpose of processing the patent application.*
- e) *Before your application is searched you must pay an application fee, as well as the search fee required with this form. If you have not already paid the application fee you can do so when filing this form. Note that the application fee is higher when paid after the date you filed your application. For details of the fees and ways to pay them, please contact the Office.*
- f) *If you have selected option (a) or (b) in part 4 of this form, please indicate the current number of claims in your application. The search fee increases if your application includes more than 25 claims. Such an increase does not apply to searches under option (c) or (d). For details of the fee payable with this form and ways to pay, please contact the Office.*
- g) *In order to promote efficient and high quality patent processing internationally, we are cooperating with other patent offices to share the results of searches and examinations. We are obliged to provide some information before publication to the European Patent Office. We may also provide the results of the search and any examination that has been carried out to other patent offices, even if this is prior to publication of your application. Any sharing prior to publication of your application will be carried out on a confidential basis and the results will not become publicly available through the other patent office before publication takes place in the UK.*
- h) *Once you have filled in this form remember to sign and date it.*

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Search fee

Application fee

(only if not paid with Patent Form 1)

Excess claims fee

Total fee paying

Your own reference (Optional)

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Email

Phone

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☐

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☐

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Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.**

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