

CMS Patent Formalities Guide: Recording an Assignment or a Change of Name or Address at the EPO Before the Date of Grant

- Recording an assignment or a change of the applicant's name/ address centrally at the European Patent Office (EPO) before the application is granted ensures any changes are transmitted automatically to the national patent offices where the European patent is validated.
- This represents a significant time and cost efficiency as compared with recording changes after grant at the national patent offices where the European patent is validated.
- If recorded after grant, a similar or higher cost can be expected to be incurred in each jurisdiction as compared to recording centrally at the EPO. For example, costs will be at least 5 x higher if the change is recorded after grant at 5 national patent offices as compared with recording at the EPO.

At the EPO

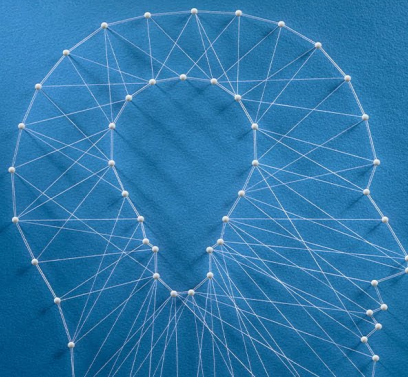
- There is no EPO official fee for recording a change of the applicant's name or address.
- There is an EPO official fee for recording an assignment (registration of transfer).
- No evidence is required to record a change of address.
- In the case of a change of name or an assignment, documents evidencing the change or transfer must be filed. Further details on recording an assignment at the EPO can be found in our article [here](#).

At national patent offices

- Official fees vary between countries and can be expected to be in the range of from £50-£200.
- Aside from official fees, formalities requirements also vary, which also has cost implications, For example, in the case of an assignment, some jurisdictions require a notarized extract of the agreement.
- More information on fees and formal requirements for European countries, as well as other countries, can be found in our 2021 [CMS Expert Guide to transferring IP rights](#).

Best Practice

- We will notify you of the current registered applicant name and address when reporting the text approved for grant with the EPO Rule 71(3) EPC communication.
- It is important to review the current registered applicant name and address in the Rule 71(3) EPC communication and to take the appropriate action to ensure any changes are recorded before the European patent is granted.



- The application typically will grant around 6 weeks after approving the text in response to the Rule 71(3) EPC communication. As such, the safest time to request recordal of a change is when responding to the Rule 71(3) EPC communication.

EPO Guidelines on recording an assignment can be found [here](#)

This guide is for general information only. Please contact your usual CMS contact for advice regarding any specific patent or patent application.