LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Économie

Office de la propriété intellectuelle

Annex 4

Procedures within the framework of the Benelux Patent Platform (BPP)

The purpose of this document is to present, in a structured manner, the standard procedures within the Benelux Patent Platform (BPP), as well as the procedures applicable to the submission of requests by applicants or their representatives.

For each procedure, details are provided regarding the submission method, authorised communication channels, formal requirements to be met, and - where applicable - any required documents or information. These provisions aim to ensure uniform application of procedures, legal certainty in exchanges, and efficient administrative processing.

As part of administrative simplification and the digitisation of processes, the procedures described below are accessible electronically wherever possible. Compliance with the indicated procedures is a prerequisite for the admissibility and processing of requests by the Intellectual Property Office (OPI).

eFiling

https://efiling.mypatent.lu/

The new "eFiling" electronic system, developed by the European Patent Office, is already in use or being adopted by 18 Member States, including the Benelux countries. It enables the online filing of patents and supplementary protection certificates (SPCs) via a secure platform, without the need for local installation and with two-factor authentication.

- Filing of a national patent (NP) → eFiling
- *Subsequent Action* regarding **one** NP → eFiling -- (*Subsequent Action* regarding **multiple** NP → e-mail (see below))
- Filing of an SPC application → eFiling
- Filing of an SPC extension request → eFiling
- *Subsequent Action* regarding an SPC → eFiling

e-mail

By way of exception to the procedures accessible via eFiling, certain requests must still be submitted via e-mail. For these specific procedures, the applicable submission modalities remain in force.

Applicants must strictly adhere to the requirements and conditions detailed below for every request submitted electronically. We invite you to submit requests **via e-mail to bpp@eco.etat.lu**.

- *Subsequent Action* regarding **multiple** NPs or SPCs
- *Subsequent Action* regarding one or more EPVs.
- Filing of a translation of claims (Art. 67 EPC)

Instructions regarding the format of official request emails

- Subject line: Please use a subject line corresponding to the request type, as indicated below.
- Attachments: requests and supporting documents must be attached in PDF format, in one or more files, as indicated below (please merge files if necessary)
- E-mail body: this will not be retained in the register; you are therefore free to use it for practical purposes.

Request types

- E-mail body + 1 attachment
  - Appointment of representative
    - Request letter (1 file)
  - Restoration
    - Request letter (1 file)
  - Restitutio in integrum
    - Request letter + supporting document(s) (1 file)
  - Transfer of ownership
    - Request letter + assignment agreement (1 file)
  - Change of name or address
    - Request letter + supporting document(s) (1 file)
  - Record of a licence
    - Request letter + licence agreement (1 file)
  - Pledge
    - Request letter + pledge agreement (1 file)
  - Withdrawal of representation
    - Request letter (1 file)

- E-mail body + 2 attachments
  - Translation of the claims (Art. 67 EPC)
    - Request letter (1 file)
    - Translation of the claims (1 file)

MyPage

https://mypage.mypatent.lu/

MyPage is a BPP online service that provides secure electronic access to patent applications filed with the Luxembourg Office for Intellectual Property.
With MyPage you can:

- monitor your patents, including the status and the pending fees of your patents
- make payment orders for your patents
- make 3rd party payment orders for other people's patents
- monitor your current account

Important information: All payments should be made to account IBAN LU91 1111 7125 0540 0000 (BIC: CCPLLULL) (Beneficiary: TS-CE MINISTERE DE L'ECONOMIE - Office de la propriété intellectuelle, L-2914 Luxembourg).

NP = National Patent / SPC = Supplementary Protection Certificate / EPV = European Patent Validation / RFC = Request for Change

Request submitted by a registered representative or a lawyer are filed based on the representative's good faith. The Intellectual Property Office may, where appropriate, require the submission of a power of attorney if circumstances so demand – particularly in the event of doubt regarding the registered representative's mandate.