



**Digitalisation of the exchange of correspondence concerning the Benelux patent platform (BPP)**

With a view to continuously improve our services, and in order to harmonise the exchange of correspondence by electronic means, we provide you with the opportunity to send us the requests listed in the annexed table **by e-mail at the following address: [bpp@eco.etat.lu](mailto:bpp@eco.etat.lu)**.

These requests sent by email replace the sending by postal mail, respectively by fax. It will no longer be necessary to confirm them by post.

If you have not done it by now, please send us the e-mail address at which you wish to receive all relevant documents (confirmation letters, regularisation requests ...) in response to your request(s).

Instructions concerning the format of e-mails containing official requests:

- Subject: please use a subject corresponding with the request type as indicated in the annexed table;
- Attached files: the request letters and the annexed documents must be attached in PDF format, in one or multiple files as indicated in the annexed table (please merge files if necessary);
- E-mail body: it will not be entered in the patent registry. It can be used for practical purpose.

**Instructions concerning the format of e-mails containing official requests**

<i>Type of request</i>	<i>Corresponding cases <sup>(1)</sup></i>	<i>Content of the e-mail</i>	<i>Annex(es) <sup>(2)</sup></i>
1. Registration of an address for service	NP/SPC/EPV	E-mail body + 1 annex	- Request letter <b>1 file</b>
2. Restoration	NP/SPC/EPV	E-mail body + 1 annex	- Request letter <b>1 file</b>
3. Restitutio in integrum	NP/SPC	E-mail body + 1 annex	- Request letter - Supporting document(s) <b>1 file</b>
4. Filing of an SPC	SPC	E-mail body + x annexes	- Application form - Copy of the marketing authorisation - Summary of the product characteristics <b>Separate files</b>
5. Filing of an SPC paediatric extension	SPC	E-mail body + x annexes	- Application letter or application form - Copy of the amended marketing authorisation - Copy of the paediatric investigation plan - in exceptional cases, a copy of all national marketing authorisations <b>Separate files</b>
6. Filing of claims translation (Art. 67 EPC)	EPV	E-mail body + 1 annex	- Request letter - Translated documents <b>1 file</b>
7. Change of ownership	RFC (NP/SPC/EPV)	E-mail body + 1 annex	- Request letter - Assignment agreement <b>1 file</b>
8. Change of name or address	RFC (NP/SPC/EPV)	E-mail body + 1 annex	- Request letter - Supporting document(s) <b>1 file</b>
9. Registration of a licence	RFC (NP/SPC/EPV)	E-mail body + 1 annex	- Request letter - Licence agreement <b>1 file</b>
10. Pledge	RFC (NP/SPC/EPV)	E-mail body + 1 annex	- Request letter - Pledge agreement <b>1 file</b>
11. Removal of a representative	RFC (NP/SPC/EPV)	E-mail body + 1 annex	- Request letter <b>1 file</b>

<sup>(1)</sup> NP = National Patent / SPC = Supplementary Protection Certificate / EPV = European Patent Validated (in Luxembourg) / RFC = Request For Change

<sup>(2)</sup> Requests made by a patent attorney or an attorney at law are made on good faith basis. The intellectual property office may require that an authorisation be produced if the circumstances of a particular case necessitate this, particularly in case of doubt as to the professional representative's entitlement to act.