

## Information to our costumers regarding payment information

The Danish Patent and Trademark Office often receives payment orders relating to several different files and types of intellectual property rights issued and / or administered by the Danish Patent and Trademark Office.

To ensure a fast and correct handling of payment orders, we kindly ask our costumers using payment orders to write the file numbers in the proper format as illustrated below.

When paying a fee in relation to a:	Please use this format :	Example:
European patent valid in Denmark Publication number:	D K / E P 0 0 0 0 0 0 0 0	DK/EP 0142372
alternatively Application number:	0 0 0 0 0 0 0 0 . 0	9091746.5
Danish patent application	P A Y Y Y Y 0 0 0 0 0	PA 2003 00234
Danish patent	P R 0 0 0 0 0 0	PR 129234
Danish Trademark application	V A Y Y Y Y 0 0 0 0 0	VA 2003 00123
Danish Trademark	V R Y Y Y Y 0 0 0 0 0	VR 2002 00285
Danish Design application after 1. October 2001)	D A Y Y Y Y 0 0 0 0 0	DA 2003 00023
Danish Design issued on the basis of application filed after 1. October 2001	D R Y Y Y Y 0 0 0 0 0	DR 2002 00834
Danish Design Application before 1. October 2001	M A Y Y Y Y 0 0 0 0 0	MA 1998 00253
Danish Design issued on the basis of application filed before 1. October 2001	M R Y Y Y Y 0 0 0 0 0	MR 1997 00043
Danish Utility model application	B A Y Y Y Y 0 0 0 0 0	BA 2003 00143
Danish Utility model	B R Y Y Y Y 0 0 0 0 0	BR 2003 00428
Danish collective mark application	F A Y Y Y Y 0 0 0 0 0	FA 2000 00756
Danish collective mark	F R Y Y Y Y 0 0 0 0 0	FR 2000 00736
Danish supplementary protection certificates application	C A Y Y Y Y 0 0 0 0 0	CA 2000 00914
Danish supplementary protection certificates	C R Y Y Y Y 0 0 0 0 0	CR 2000 00915
Danish patent based on PCT-application	P C T / D K Y Y / 0 0 0 0 0	PCT/DK02/00387

The Danish Patent and Trademark Office would like to stress the importance of using the correct file number format. Many file numbers are often written in an incorrect way which makes it more time consuming to process the payment order straight away.

Furthermore the office often receives payment lists containing several payment orders for different intellectual property rights.

When receiving a payment order the Danish Patent and Trademark Office checks what file number the payment order relates to, whether the IPR is still in force and whether our information about the applicant / proprietor is coherent with the payment order.

The Danish Patent and Trademark Office does not check whether the payment is made by the applicant / proprietor, a representative or a third party.

If the information is correct the office will transfer the money to the right file number. If the data is correct and file numbers are written as listed above, the payment is made immediately.

The more precise the data are the faster the payment orders will be processed. Listed below are some examples of time consuming payment orders which we often experience,

- payment lists where the file numbers are written in a confusing way that does not correspond with the formats as listed above.  
*The Danish Patent and Trademark Office then has to check the available information and contact the orderer by letter, e-mail or phone.*

payment lists where file numbers refer to patents that never were designated in Denmark.

*The Danish Patent and Trademark Office has to check the available information and return the money to the orderer.*

- payment lists that contain payment orders on files that are no longer in force. *The Danish Patent and Trademark Office has to identify the reason why the intellectual property rights have ceased and the fees designated for the files in question has to be returned to the orderer.*
- payment lists where a file number regards a file that never was validated in Denmark  
*The Danish Patent and Trademark Office has to check the available information and return the money to the orderer.*
- payment lists where an annuity was not paid the year before and therefore the intellectual property right is no longer valid in Denmark.  
*The Danish Patent and Trademark Office has to check the available information on the file and return the money to the orderer.*
- payment lists where a file number is mentioned more than once.  
*The fee is transferred to the relevant file only once and "extra" fees for the same file will*

*be returned. Please bear in mind that payment lists has to be processed manually by the cashiers office.*

- payment lists where the information about the applicant / proprietor is not in coherence with the case file.  
*The Danish Patent and Trademark Office has to check the available information and contact the orderer by letter, e-mail or phone.*
- payment orders relating to files that have all ready been paid by someone else.  
*The Danish Patent and Trademark Office then has to return the fee paid relating to this specific file. When a fee has all ready been paid by a third party – even though it is not the usual source of payment – the payment from the usual orderer will be returned.*

We hope for your understanding in this matter and hope the list above will serve as a guide to the procedure of payment orders in Denmark.

Yours sincerely,

Mona Andersen  
Cashier  
The Danish Patent and Trademark Office