

Quick guide to the new DK/EP validation platform.

Select DK/EP validation at <https://pvs-efiling.dkpto.dk/>

## e-filing system

---

[Start Page](#)

[My applications](#)

[Profile](#)

---

## Patents

[Patent](#)

1

[DK/EP validation](#)

1. Select "DK/EP validation" to start the submission process and to get to the "Guidelines" tab

## The “Guidelines” tab

Do you need help  
Call our customer support:  
Tel. +45 4350 8301  
E-mail: pvs@dkpto.dk

When you use our e-filing for patent application, we process personal data about you. You can read about how we process your data and what rights you have in this regard by clicking on the link:

[Processing of personal data when you use our e-filing for patent application](#)



Click on the "Start" button at the bottom of the page to get to the "Names" tab

The "Names" tab:

**1. Names**

2. Validation

3. Documents

4. Renewal fee

5. Notes

6. Review application

7. Payment

8. Receipt

## Names

In case of multiple applicants, we will communicate with applicant 1. Under the tab "Comments" you can supply another letter recipient than the applicant.

**2** EP-patentnumber or EP-applicationnumber  
Supply EP-patentnumber or EP-applicationnumber (only digits is allowed)

### Agent or common representative

An agent or a common representative is not required. You can read more (In Danish) about [representatives](#) and when we require a [power of attorney](#) in our [Guidelines for Patents](#).

**3** Agent or common representative

**4** Reference  
You may supply an optional reference number

**5** Next

On the "Names" tab there are the following options:

1. The "Names" tab
2. Enter EP number (The field must be filled in)
3. Add agent or common representative. (Optional)
4. Enter your own reference number (Optional)
5. Go to the next tab "Validation"

Selection of an agent or a common representative on tab "Names" (Optional):

There are two options if an agent or common representative is chosen.

The first option is:

The screenshot shows a web form with a sidebar on the left containing a list of steps: 1. Names, 2. Validation, 3. Documents, 4. Renewal fee, 5. Notes, 6. Review application, 7. Payment, and 8. Receipt. The main content area is titled "Names" and contains the following text: "In case of multiple applicants, we will communicate with applicant 1. Under the tab 'Comments' you can supply another letter recipient than the applicant." Below this is a section titled "EP-patentnumber or EP-applicationnumber" with the instruction "Supply EP-patentnumber or EP-applicationnumber (only digits is allowed)" and a text input field containing the number "0". A dropdown menu labeled "Agent or common representative" is open, displaying a list of names. A red circle with the number "6" is placed next to the dropdown menu. To the right of the dropdown menu, there is a text input field and a "Lookup company" button. Below the dropdown menu, there are labels "Firm name" and "E-mail name".

1. Names  
2. Validation  
3. Documents  
4. Renewal fee  
5. Notes  
6. Review application  
7. Payment  
8. Receipt

## Names

In case of multiple applicants, we will communicate with applicant 1. Under the tab "Comments" you can supply another letter recipient than the applicant.

**EP-patentnumber or EP-applicationnumber**  
Supply EP-patentnumber or EP-applicationnumber (only digits is allowed)

0

Agent or common representative

6

- Activinova v/Rudolf Nikolajsen
- Larsen & Birkeholm A/S Skandinavisk Patentbureau
- Plougmann Vingtoft A/S
- Murgitroyd & Company
- Marks & Clerk (Luxembourg) LLP
- Budde Schou A/S
- Patentgruppen A/S
- Hegner & Partners A/S
- Nordic Patent Service A/S
- Zacco Denmark A/S
- Holme Patent A/S
- Konsulent Erling Henriksen
- RWS Group
- Chas. Hude A/S
- Høiberg P/S
- Inspicos P/S
- Novozymes A/S Patents
- Patrade A/S
- Heiden ApS
- Novozymes A/S

Firm name E-mail name

Lookup company

6. Select an agent or a common representative from the drop-down menu

The second option of choosing an agent or a common representative is:

## Agent or common representative

An agent or a common representative is not required. You can read more (In Danish) about [representatives](#) and when we require a [power of attorney](#) in our [Guidelines for Patents](#).

<b>Company</b> The name of the company	<b>VAT number</b> Company VAT	<input type="button" value="Lookup company"/>
<input type="text"/>	<input type="text"/>	
<b>First name</b> First name	<b>Last name</b> Last name	
<input type="text"/>	<input type="text"/>	
<b>Address line 1 *</b> Address line 1	<b>Address line 2</b> Address line 2	
<input type="text"/>	<input type="text"/>	
<b>Zip code *</b> Zip code	<b>City *</b> City	<b>Country</b> Select country
<input type="text"/>	<input type="text"/>	<input type="text" value="Denmark (DK)"/>
<b>Phone</b> Phone	<b>Email *</b> Email	
<input type="text"/>	<input type="text"/>	

7. – 11. Fill in Company name/CVR number or First name/Surname (One of the parts must be filled in or get company name from the CVR register).
12. Address line 1 (Must be filled in)
13. Address Line 2 (Optional)
14. Postal code (Must be filled in)
15. City (Must be filled in)
16. Country (Select country from drop-down menu)
17. Telephone (Optional)
18. Email (Must be filled in)

The "Validation" tab:

**Validation**

**Title of the patent \***  
Title of the patent (max 256 characters). If the title is longer please write it under the tab Notes

**Field is required**

1

**Type of validation** 2

Please state which kind of validation you want to do

- T1 – Danish translation of claims in an EP patent application
- T2 – Corrected Danish translation of claims in an EP patent application
- T3 – EP patent with Danish or English description and Danish claims
- T3 – EP patent with English description and Danish claims. Description is automatically downloaded from EPO
- T4 – Changed EP-patent with Danish or English description and Danish claims
- T4 – Changed EP patent with English description and Danish claims. Description is automatically downloaded from EPO
- T5 – Corrected version of translation of EP-patent with English or Danish description and Danish claims
- T6 – EP-patent with English or Danish description and limited claims in Danish

Back 3

4 Next

1. Enter the title of the invention (Must be filled in)
2. Select type of validation (Must be filled in)
3. Go back to the "Names" tab
4. Go to the "Documents" tab

## The "Documents" tab

1. Names

2. Validation

3. Documents

4. Renewal fee

5. Notes

6. Review application

7. Payment

8. Receipt

### Documents

**Enclosure**  
Here you can upload your enclosures

1

2 Back

3 Next

1. Upload relevant enclosures with drop down menu
2. Go back to the "Validation" tab
3. Go to the "Annual fee" tab

1. Names

2. Validation

3. Documents

4. Renewal fee

5. Notes

6. Review application

7. Payment

8. Receipt

### Documents

**Enclosure**  
Here you can upload your enclosures

4

Next

- Danish Claims
- Danish description
- English description
- Drawings
- Sequence listing
- Power of attorney
- Transfer of ownership

4. Via the dropdown menu, upload relevant enclosures in relation to the selected validation type (T1 – T6). For all validation types, Danish claims must be uploaded and for specific types either a Danish or an English description must be uploaded)

On the "Renewal fee" tab, you must decide whether you want to pay renewal fees

1. Names

2. Validation

3. Documents

4. Renewal fee

5. Notes

6. Review application

7. Payment

8. Receipt

## Renewal fee

If you also wish to pay for a renewal fee.

1

- No payment of renewal fee
- 1. fee year
- 2. fee year
- 3. fee year
- 4. fee year
- 5. fee year
- 6. fee year
- 7. fee year
- 8. fee year
- 9. fee year
- 10. fee year
- 11. fee year
- 12. fee year
- 13. fee year
- 14. fee year
- 15. fee year
- 16. fee year
- 17. fee year
- 18. fee year
- 19. fee year
- 20. fee year

2 [Fees for DK/EP validation.](#)

3 Back

4 Next

1. Choose whether you do not want to pay renewal fees or which fee year you want to pay for.
2. See the total price list for publication fees and renewal fees for DKEP applications here.
3. Go back to the "Documents" tab
4. Go to the "Notes" tab

## The "Notes" tab

On the "Notes" tab, you can add comments

**Notes**

If you need to enclose comments to your validation you can do it here. It is possible to enclose one or more PDF-files to your patent. If you enclose more documents than the description, claims and drawings please write why under the tab Notes.

Additional comments for this application

**1**

**2** Add document

**3** Back

**4** Validate form and see data overview

1. Add notes
2. Add (upload) document with additional comments
3. Go back to the "Renewal fee" page
4. Go to the "Review application" tab

## Review application

1. Review the application
2. Bibliographic data

1. Names	<h3>Review DK/EP application</h3> <p><b>1</b> Please review your application and check for possible errors by clicking "Validate DK/EP application".</p> <p>When you apply for a patent, we process personal data about you. You can read about how we process your data and what rights you have in this regard by clicking on the link: <a href="#">Processing of personal data when you apply for a patent.</a></p> <p>No validation errors were found. You are now ready to submit your application. Please click the 'Proceed to payment' button to continue.</p> <p><b>2</b></p> <ul style="list-style-type: none"><li>• EP Number :</li><li>• Publication number :</li></ul> <p><b>The case is known with the following applicant</b></p> <p>Name</p> <p>Address</p>
2. Validation	
3. Documents	
4. Renewal fee	
5. Notes	
<b>6. Review application</b>	
7. Payment	
8. Receipt	

**3** Proceed to payment

3. Proceed to payment.

## The "Payment" tab

1. Names
2. Validation
3. Documents
4. Renewal fee
5. Notes
6. Review application
<b>7. Payment</b>
8. Receipt

### Payment

Description	Count	
Publication fee, basic fee	1	2,075.00 DKK <b>1</b>
Renewal fee, 10th fee year	1	2,385.00 DKK <b>2</b>
Total		4,460.00 DKK <b>3</b>

Pay with creditcard or PVS account with PVS Pay:

**Pay with PVS Pay** **4**

For non PVS Pay users, pay with PVS account:

**PVS account** **5**

1. The publication fee is displayed here
2. The selected renewal fees are displayed here
3. The total amount is displayed here
4. Select here if payment is to be made by credit card or PVS account via PVS Pay
5. Select here if payment is to be made via a PVS account without PVS Pay.

## Receipt

(here payment is made by credit card)

### Credit Card Payment

**Created**  
2023-06-20 11:46:46

**Created by**  
CustomerWeb

**Amount**  
4,460.00 DKK

**Status**  
✔ Payment complete

**Reference**  
CCPG6YYDM9

**Number of cases**  
1

**Credit Card Transaction**  
Captured

**Card Type**  
dankort

**Name on Card**

**Card Mask**  
457199

**Card Expiry**  
23/11

[Download receipt](#) 1

**Description**  
ansøgning with key FIRKGQkCah

[Go back to your application](#) 2

Case no	Registration number	Your case no	Amount	Due date	Description	ID
FIRKGQkCah			4,460.00 DKK	2023-06-20	Publication fee, basic fee 2,075.00 DKK, Renewal fee, 10th fee year 2,385.00 DKK	167258

1. Download receipt
2. Go back to your application