

List of patent-related correspondence which the Intellectual Property Office of Ireland deems suitable for transmission via email

(Note: Much of the Office's correspondence can now be dealt with by email and while the following list is comprehensive, it should not be regarded as being definitive.)

Patents Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Issuing of patent application filing receipt		X
Fee Receipt		X
General queries in relation to fees/payment	X	X
Notice of formal defects in a patent application		X
Responses to formal defects letter(s)	X	
Acknowledgement of evidence of novelty		X
Amendment to patent specification following receipt of evidence of novelty	X	
Response to Search Report/Written Opinion	X	
Response to PA4a	X	
Notice of absence of response to PA4a		X
General letter		X
Request for change of applicant's name/address	X	
Change of applicant's name/address		X
Request for change of address for service	X	
Acknowledgement of change of address for service		X
Correction of clerical error	X	X
Administrative defects letter for SPCs		X
Response to defects letter for SPCs	X	
Patent withdrawal and refusal		X
Request for extension of time to respond to defects letter	X	
Letter advising of the grant of an extension of time		X
Grant final extension of time		X
Request to pay the fee for the grant of a patent		X
Request of the fee for the grant of a patent overdue reminder		X
Issuing of granted patent specification		X

Patents Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Correction of clerical error	X	
Application for restoration of a lapsed patent or SPC	X	
Application for reinstatement of a patent or SPC application	X	
Request for information (Caveat)	X	X
Request for the cancellation of a security interest	X	
General queries on PCT applications		X
Formalities check on PCT applications		X
Response to formalities check on PCT applications		X
Notice of substantive defects		X
Reply to Notice of substantive defects in patent application	X	
Notice of absence of response		X
General letter from patent examiner		X
Reply to general letter from examiner	X	
SPC technical defect letter		X
Reply to SPC technical defect letter	X	
SPC substantive defects letter		X
Reply to SPC substantive defects letter	X	
Reply to request for extension of time		X
Reply to request for final extension of time		X
Request for recordal of change of name/address of proprietor for a patent	X	
Confirmation of recordal of change of name/address of proprietor for a patent		X
Request for of recordal of change of address for service for a patent	X	
Confirmation of recordal of change of address for service for a patent		X
Caveat letters for patents on renewals SGA2		X
Notification of a security interest on a patent		X

Patents Letters	Correspondence which the Office will accept if sent by email	Correspondence which the Office will issue by email
Cancellation of a security interest on a patent		X
Patent pre-renewal reminders		X
Patent overdue reminders		X
Patent renewal certificate		X
Amendment of patent specification <ul style="list-style-type: none"> • Notification that the amendment will be advertised in the Journal • Confirmation that the amendment is allowed 		X
Application for surrender of a patent	X	
Surrender of a patent <ul style="list-style-type: none"> • Letter acknowledging receipt of surrender application • Confirmation that the patent has been surrendered 		X
Application for recordal a registrable transaction (assignment, merger, licence and security interest) including a scanned version of deed of assignment, certificate of merger, licence agreement, security debenture document etc	X	
Confirmation of recordal of registrable transactions		X
Confirmation of recordal of patent assignment/merger		X
Confirmation of recordal of a license for a patent		X
Confirmation of a cancellation of a license on a patent		X
Confirmation of the correction of error in a patent		X
Request for removal of licence from register	X	
Confirmation of removal of licence from register		X
Overdue reminder to Patent Agents for payment of annual renewal registration fees		X

Note: Some of the letters listed which can be sent by email, are in respect of requests which should be accompanied by payment of a prescribed fee. The Office will only be able to deal with such requests when it is informed that the prescribed fee has been paid or if details of how the payment was made (i.e. by EFT, Credit Card etc.) and the date of payment are included in the email in which the request is made.