



# IPA4SME

*Your path towards IP valorisation*

## **Boosting the use of Intellectual Property with an action specifically designed for Innovative European SMEs – IPA4SME**

### **Guide for Beneficiaries – Service 2**

Version March 2021

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## 1. Introduction

This guide is intended to provide beneficiaries with instructions on how to proceed in order to benefit the most from **EPO fee reimbursement** service in an easy and efficient way. It provides step-by-step directions on how the support service should be activated and managed by the beneficiaries.

## 2. Service 2: Partial reimbursement of European Patent Office (EPO) fees

This service offered to SMEs within IPA4SME is focused on providing economic support to cover a percentage of their patents' application fees before the European Patent Office (EPO). The action will help SMEs not only in their plans and activities to protect their innovative solutions, but also it will extend the SMEs' economic capabilities and IP exploitation benefits.

**Note:** Our support exclusively covers **European Patent** registration processes, which for the purpose of IPA4SME is defined as filing an application for a patent before the EPO **covering more than two EU Member States**. PCT Patents (International) are considered eligible if the registration is being done through the EPO.

Each candidate SME can request the co-financing of more than one EPO patent application (up to a maximum of five, either for the same call cut-off dates or different ones).

Through this support action the beneficiary SME will have the chance to be reimbursed of 75% of the EPO fees for depositing an application for a European or unitary patent (up to a maximum of EUR 2 500 per eligible SME per patent application) upon delivery of a EPO receipt in the name of the beneficiary SME issued after the date of awarding.

### 2.1 Service 2 workflow

The steps involved in activating and receiving Service 2 are the following:

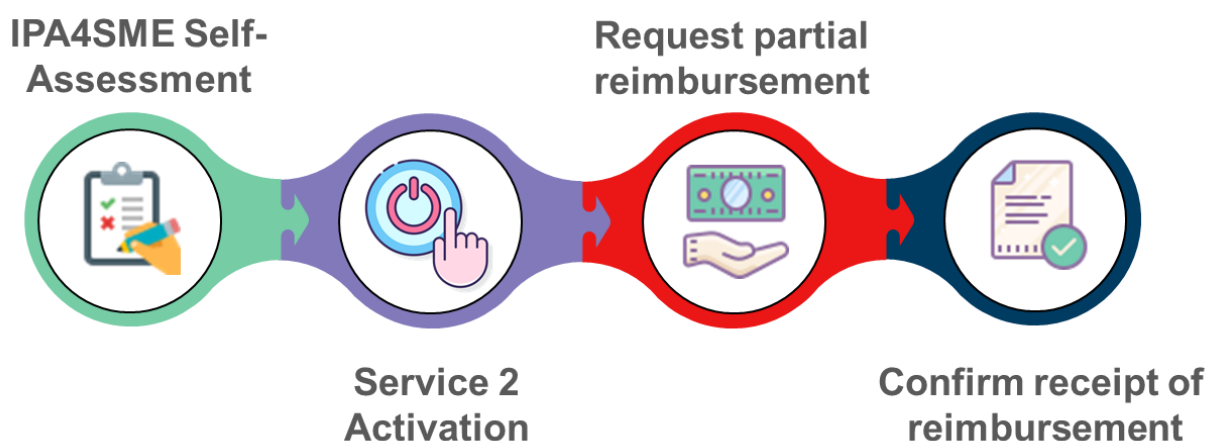


FIGURE 1: SERVICE 2 OVERALL WORKFLOW



1. **IPA4SME Self-Assessment:** The beneficiary should complete the exercise following the communication of the support award.

**Note:** Beneficiaries who have received more than 1 support service need to complete the IPA4SME self-assessment only once.

2. **Service 2 Activation:** Being awarded with Service 2 does not mean that the Service 2 is activated. To activate the support, beneficiaries have to make a first request for reimbursement by uploading in EMS at least 1 valid invoice from an IP Patent or valid EPO Debit Order submission confirmation together with its corresponding proof of payment. The activation of the service must be done **within 4 months of date of communication of award**.

### **2.1 EPO Patent registration** – There can be two situations:

- a) The EPO Patent registration is made by an IP attorney on behalf of the beneficiary company (see Annex I):

Valid IP attorney invoice: Beneficiaries can only be reimbursed once they have one or more valid invoices from an **IP Patent Attorney**. To be considered valid Service 2 reimbursement the invoice must be **dated after the date of communication of IPA4SME support**.

To qualify for reimbursement, IP Patent Attorney invoices must include the following information:

- i. **Name of Patent Attorney** – The name must be the same as in the EPO database.
- ii. **Patent application process** – The invoice must reference the title of invention or IP being protected.
- iii. **EPO debit order number** and the requested **EPO service (Code)**, which can be one or several of the following services<sup>1</sup>:

Code	Description
001	Filing fee - EP direct - not online
001	Filing fee - EP direct – online
002	Fee for a European search - Applications filed on/after 01.07.2005
005	Designation fee - For all contracting States designated for applications filed on/after 01.04.2009
006	Examination fee - For applications filed on/after 01.07.2005
007	Fee for grant and printing (not more than 35 pages) or fee for grant including fee for publication
033	Renewal fee for the 3 <sup>rd</sup> year

<sup>1</sup> More information on specific EPO fees is available on the EPO website:  
<https://my.epoline.org/epoline-portal/classic/epoline.Scheduleoffees?language=en>



TABLE 1: ELIGIBLE EPO FEES

**Note:** Please note that only the EPO fees above are considered eligible for reimbursement under the IPA4SME program. Therefore, the invoice must clearly state which EPO fees were covered during the patent filing process.

- b) EPO Patent registration has been made directly by the beneficiary company (see Annex II):

Valid EPO Debit Order submission confirmation: Beneficiaries can only be reimbursed once they have the pdf document of the debit order submission confirmation from the EPO Online filing software logged by the beneficiary, issued after the date of communication of IPA4SME support.

**IMPORTANT NOTICE:** Be aware to SAVE or PRINT the confirmation immediately after submitting the online debit order in the EPO Online Filing system as you will not be able to do this later.

To qualify for reimbursement, Valid EPO debit order submission confirmations must include the following information:

- i. **Patent application process** – The debit order must reference the title of invention or IP being protected.
- ii. **EPO debit order number** and the requested **EPO service (Code)** from the IPA4SME eligible EPO fees listed in Table 1 above.

**2.2. Proof of payment:** Beneficiaries must provide proof that the IP Patent Attorney invoice (or the EPO Debit Order submission confirmation) has been paid before partial reimbursement can occur. Only **bank transfer receipts** which clearly indicate the name of the beneficiary, the IP patent attorney and the invoice number (or the EPO Debit Order submission number) **will be accepted**. The date of payment must be **after the date of communication of IPA4SME support**.

3. **Request partial reimbursement:** To request partial reimbursement, beneficiaries simply need to:

- a) Case of EPO Patent registration made by an IP attorney on behalf of the beneficiary: Upload one or more valid invoices and corresponding proofs of payment to EMS ("support documentation section").
- b) Case of EPO Patent registration made directly by the beneficiary: Upload one or more valid debit order submission confirmations to EMS ("support documentation section").



**Note:** Beneficiaries are requested to upload all the documentation necessary to activate the service as a single PDF or ZIP file in EMS.

4. **Confirmation of reimbursement:** Once the reimbursement has been received from IPA4SME Coordination Centre, the beneficiary will need to upload a signed confirmation, using the model provided in the "Support Documentation" section of EMS. The model will be made available automatically each time the beneficiary makes a reimbursement request.

## 2.2 Timeframe

Service 2 beneficiaries must activate their support service **within 4 months of date of communication of the award**. If a beneficiary does not activate their Service 2 award within 4 months, the support will be cancelled.

Once activated, together with receive a first payment reimbursement, **beneficiaries will have until the end of the IPA4SME project (31<sup>st</sup> December 2021) to make their**

**Note: Service 2 reimbursements are limited to 2 requests.** For this reason, beneficiaries may submit as many invoices and proofs of payment or debit order confirmations as they have available for each request. Once beneficiaries have made a second request for reimbursement they will not be able to make additional requests even if they have not reached the maximum reimbursement amount.

**second request for reimbursement.** Be aware that the second payment request must refer to the same patent number / title through which the beneficiary activated the service.

In the event that a beneficiary has been awarded both Service 2 and 3 from the same cut-off date, **the activation of either of the support services will automatically extend the time for the activation of the other service by an additional 4 months.**



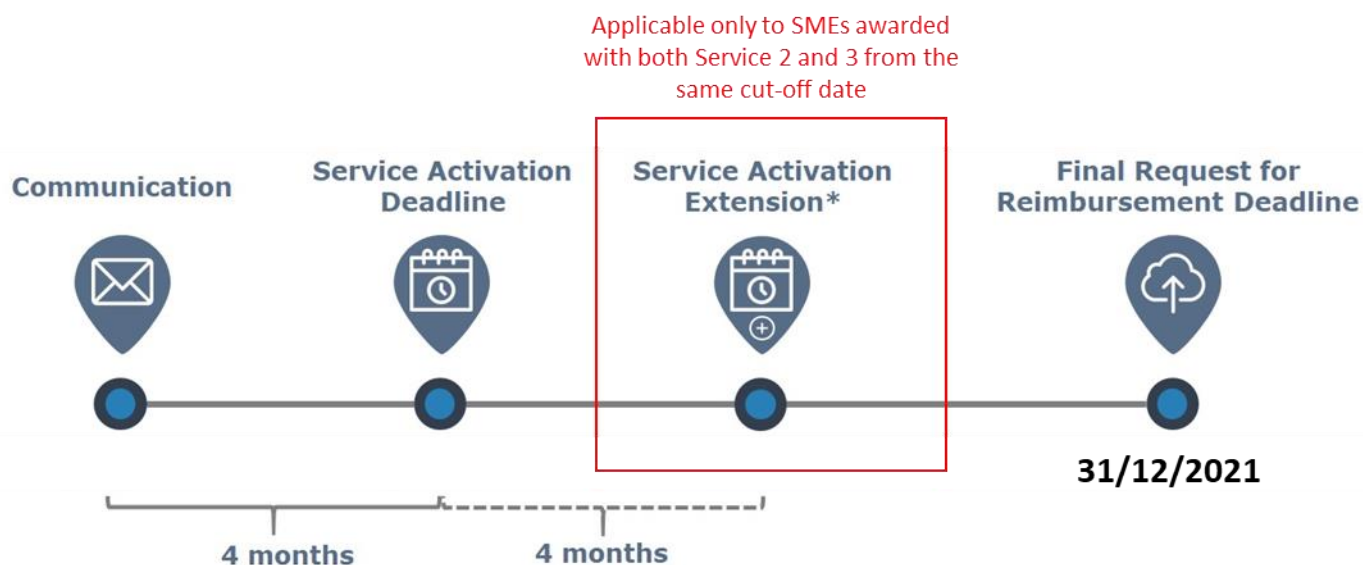


FIGURE 2: SERVICE 2 TIMEFRAME

**Communication:** Date when notification of service award sent by Coordination Centre

**Service Activation Deadline:** Limit for support service activation. If the Support Service has not been activated by this date the support is rescinded unless an extension has been granted.

**\*Service Activation Extension:** Beneficiaries will be given an additional 4 months to activate their Service 2 when they activate the corresponding Service 3 support from the same cut-off date. This only applies when beneficiaries have been granted both Service 2 and 3 support from the same cut-off date.

### 3. Other information

Consult our [Guide for Beneficiaries](#) for more information. This include: managing the support service through the IPA4SME Electronic Submission System (EMS), periodically participating in impact and satisfaction surveys, and providing a valid Financial Identification form for those services which involve the reimbursement of fees paid by the beneficiaries.

Also, please consider that the IPA4SME Coordination Centre has put at the disposal of potential applicants the following email accounts for support:

[calls@ipa4sme.eu](mailto:calls@ipa4sme.eu)

Communications with SMEs involved in the submission of applicants, beneficiaries of support actions and technical support queries.

[helpdesk@ipa4sme.eu](mailto:helpdesk@ipa4sme.eu)

General inquiries and communications with the Coordination Centre. This account will be the primary point of contact for SMEs with Centre once the company is a beneficiary.



In case of doubts or uncertainties, do not hesitate to contact us!

## Annex I: Example of Valid IP attorney invoice

If a beneficiary decides to proceed with the registration of the EPO/PCT patent by consulting an attorney specialised in IP patents, an example of a valid invoice is suggested below.

**Intellectual Property  
Law Firm Logo**

**CARSA**  
Asua-la Avanzada Errepidea, 6  
48930, Getxo  
SPAIN

**INVOICE No: XXXX**

**Patent Application No. XXXXX in EPO/PCT**  
Applicant:  
Your ref.:  
**Title of the invention: XXXX**  
**Name of Patent Attorney: XXXX**

*"EPO Registration Fees "TITLE OF INVENTION/IP", EPO Debit Order Number <EPO APPLICATION NUMBER> for the EPO Service <CODE OF SERVICE> provided by <NAME OF PATENT ATTORNEY> to <NAME OF BENEFICIARY> with PIC <PIC NUMBER>".*

SERVICES PROVIDED	COST (EUR)
<b>OFFICIAL FEES</b>	
- Filing fee EP direct online (EPO 001)	XXX
- Fee for European Search (EPO 002)	XXX
- Additional filing fee for the 36th and each subsequent page (EPO 501)	XXX
<b>ATTORNEY FEES</b>	
- Study and drafting of a patent application on your invention	XXX
- Drawing costs	XXX
- Administrative costs of filing the application and representation with the European Patent Office	XXX
<b>TOTAL COST (Official + Attorney)</b>	<b>XXX</b>
<b>VAT (20%)</b>	<b>XXX</b>
<b>Total amount EUR</b>	<b>XXX</b>

Date: April 15, 2021

Invoice must be dated after the date of communication of IPA4SME support.

Fill in and include the following declaration template if you do not intend to translate the original invoice into English.

The invoice must clearly state which EPO fees were covered during the patent filing process (as indicated in the example).

The reimbursable costs within Service 2 are normally recognized as OFFICIAL FEES.

Invoice must contain information on regards of:

- Title of invention;
- Patent application number;
- Name of Patent Attorney.

**FIGURE 3: EXAMPLE OF ELIGIBLE INVOICE.**

It is not mandatory to translate the invoice into English. Therefore, to facilitate the reimbursement process, we kindly ask you to include in the invoice the **following model statement**:




*"EPO Registration Fees "TITLE OF INVENTION/IP", EPO Debit Order Number <EPO APPLICATION NUMBER> for the EPO Service <CODE OF SERVICE> provided by <NAME OF PATENT ATTORNEY> to <NAME OF BENEFICIARY > with PIC <PIC NUMBER>".*

## **Annex II: Example of EPO Debit Order submission confirmation**

In the event that the registration of the EPO patent has been carried out directly by the beneficiary company, the following two documents issued by the EPO must be provided for the activation of the Service.





Europäisches Patentamt  
European Patent Office  
Office européen des brevets

### Acknowledgement of receipt

We hereby acknowledge receipt of your request for grant of a European patent as follows:

Submission number	9450679	
Application number	<del>XXXXXXXXXX</del>	
File No. to be used for priority declarations	<del>XXXXXXXXXX</del>	
Date of receipt	29 January 2021	
Your reference	<del>XXXXXXXXXX</del>	
Applicant	<del>XXXXXXXXXX</del>	
Country	GB	
Title	<del>XXXXXXXXXX</del>	
Documents submitted	package-data.xml application-body.xml SPECEPO-1.pdf88317D1 - Spec.pdf (22 p.) f1002-1.pdf (2 p.)	ep-request.xml ep-request.pdf (5 p.) SPECEPO-2.pdf88317D1 - Figs.pdf (17 p.)
Submitted by	CN= <del>XXXXXXXXXX</del>	
Method of submission	Online	
Date and time receipt generated	29 January 2021, 13:48 (CET)	
Message Digest	8F:32:72:F5:C4:C9:13:80:C4:BD:A6:F7:D3:72:61:DB:9E:3A:8E:75	


/European Patent Office/

Acknowledgement of receipt - application number EP21154327.7

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**FIGURE 4: "ACKNOWLEDGE OF RECEIPT ISSUES" ISSUED BY EPO**





Europäisches Patentamt  
European Patent Office  
Office européen des brevets

## Request for grant of a European patent

<i>For official use only</i>		
1 Application number:	<div style="border: 1px solid black; padding: 2px;">MKEY</div>	
2 Date of receipt (Rule 35(2) EPC):	<div style="border: 1px solid black; padding: 2px;">DREC</div>	
3 Date of receipt at EPO (Rule 35(4) EPC):	<div style="border: 1px solid black; padding: 2px;">RENA</div>	
4 Date of filing:		

5 Grant of European patent, and examination of the application under Article 94, are hereby requested. ☒

5.1 The applicant waives his right to be asked whether he wishes to proceed further with the application (Rule 70(2)) ☐

Procedural language: 

en

Filing Language: 

en

6 Applicant's or representative's reference 

CLJ88317P.EPPD1

Filing Office: 

EP

**Applicant 1**

7-1

8-1

10-1

14.1 The/Each applicant hereby declares that he is an entity or a natural person under Rule 6(4) EPC. ☐

Name: 

[Redacted]

Address: 

[Redacted]  
London SW4 7NQ  
United Kingdom

State of residence or of principal place of business: 

United Kingdom

**Representative 1**

15-1

16-1

Name: 

[Redacted]

Association No.: 820

Address of place of business: 

[Redacted]  
Birmingham West Midlands B16 8QQ  
United Kingdom

**FIGURE 5: "REQUEST FOR GRANT OF A EUROPEAN PATENT" ISSUED BY EPO**



Make sure **Section 43 "Refunds"** is included in the "Application for granting a European patent". The information included in this table is essential to validate the refund.

**42 Payment**  
  
 Method of payment
 

Debit from deposit account

The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs indicated on the fees section below.

Currency:
 

EUR

Deposit account number:
 

28050004

Account holder:
 

~~XXXXXXXXXX~~

**43 Refunds**  
  

Fees	Factor applied	Fee schedule	Amount to be paid
001 Filing fee - EP direct - online	1	125.00	125.00
002 Fee for a European search - Applications filed on/after 01.07.2005	1	1 350.00	1 350.00
015 Claims fee - For the 16th to the 50th claim	0	245.00	0.00
015e Claims fee - For the 51st and each subsequent claim	0	610.00	0.00
033 Renewal fee for the 3rd year	1	490.00	490.00
501 Additional filing fee for the 36th and each subsequent page	4	16.00	64.00
Total:		EUR	2 029.00

**44-A Forms**  
  
 Details:
 

A-1 Request

1. Designation of inventor

System file name:
 

as ep-request.pdf

as f1002-1.pdf

**44-B Technical documents**  
  
 Original file name:
 

Specification

88317D1 - Spec.pdf

System file name:
 

SPECEPO-1.pdf

**FIGURE 6: SECTION 43 "REFUNDS" OF REQUEST FOR GRANT OF A EUROPEAN PATENT**

