1. Support Service Cancellation Procedure

In the event that a beneficiary does not wish to make use of one or more of the support services awarded to them, they may communicate their decision to the Coordination Centre **at any time prior to the service activation limit date**. To do so, beneficiaries should use the model Support Service Cancellation letter provided on the next page of this document.

The letter should be **completed, signed, scanned and then sent to** [calls@ipa4sme.eu](mailto:calls@ipa4sme.eu).

Once the Coordination Centre has received notification of cancellation of the service or services mentioned in the Support Service Cancellation letter, they **will be deactivated** in the beneficiary’s EMS account.

Cancellation of one or more support services **will not affect** any other current or future services the beneficiary may have or receive.

IPA4SME Support Service Cancellation Letter

Dear Coordination Centre,

<NAME OF COMPANY[[1]](#footnote-2)> with <PIC NUMBER> has decided not to use the following IPA4SME Support Services awarded to the company on <Date of communication of award> (*Please select all that apply)*:

|  |  |
| --- | --- |
| ( ) | Service 1: IP Pre-diagnostic |
| ( ) | Service 2: Partial reimbursement of EPO fees |
| ( ) | Service 3: Partial reimbursement of IP attorney fees |

The reason(s) for the decision to cancel the service(s) awarded to the company are the following (*Please select all that apply)*:

*Service 1*

|  |  |
| --- | --- |
| ( ) | We do not have the necessary availability to complete the service at this time |
| ( ) | We are no longer interested in the IP Pre-diagnostic service |
| ( ) | Other: |

*Service 2/3*

|  |  |
| --- | --- |
| ( ) | We do not anticipate generating EPO fees in the next 4 months |
| ( ) | We do not anticipate generating IP attorney fees in the next 4 months |
| ( ) | We are not currently pursuing a European Patent application |
| ( ) | Other: |

Sincerely,

|  |  |
| --- | --- |
| Signature: | Date: |
| Name of legal representative: | |

1. These must be the same as the name and PIC number used for the IPA4SME application [↑](#footnote-ref-2)