



Australian Government

IP Australia

Discovery House, Phillip ACT 2606

PO Box 200, Woden ACT 2606

Australia

Phone: 1300 651 010

International Callers: +61-2 6283 2999

Facsimile: +61-2 6283 7999

Email: assist@ipaaustralia.gov.au

Website: www.ipaustralia.gov.au

Official Notice

Faxes - No Confirmation Copies

On 17 April 2003, an Official Notice was published requesting that practitioners cease to file 'confirmation' copies of faxes. A significant number of practitioners still file 'confirmation' copies of faxes.

Where a document is faxed to IP Australia with a confirmation copy also being filed, some significant difficulties can arise. In particular, because the document will enter the processing systems at different times and locations, there is a real possibility that the confirmation copy will be acted upon as an action in its own right – with obvious duplication of effort and resulting confusion about what is happening. This situation has been growing in frequency over several years.

Practitioners are requested NOT to file confirmation copies of any documents faxed to the Office – unless IP Australia asks for the original to be filed.

If for some reason the faxed copy of a document is deficient in some manner, IPAustralia will ask for the original document to be filed. Situations where IPAustralia might ask for the original to be filed are:

- the faxed copy of the document fails to meet the usual formality requirements; or
- there is some special reason why the original document is required on the file (e.g. in certain circumstances, statutory declarations; copies of Design representations)

Fees accompanying a faxed document

A common practice is for a practitioner to file an urgent office action by fax, and to file the original at a State Office as a vehicle for any associated fee payment. This practice gives rise to considerable confusion with the processing of the application.

Practitioners are requested to either:

- create a separate document as the vehicle for the fee payment, with that document simply referring to the faxed correspondence;
- pay any required fees by credit card payment as part of the faxed correspondence; or
- (in the case of most patent matters) wait for an "Invitation to Pay" to be issued, and pay against that invitation.



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Email Sales Requests

Practitioners are also reminded that the preferred method for requests for Sale of documents is by email which should be no more than one page in length.

Contact: IP Australia
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