Australian Government

IP Australia

Application for documents under the Freedom of Information Act 1982

(P) (TM) (D) (PBR)

Privacy Notice

The personal information collected on this form is collected for the purposes of the Freedom of Information Act 1982 (*www.comlaw. gov.au/Details/C2014C00041*) and is protected by the *Privacy Act 1988.*

All personal information you provide on this form is handled in accordance with IP Australia's Privacy Policy (*www.ipaustralia.gov. au/about-us/corporate/privacy-policy/*).

The Privacy Policy contains relevant information, including:

- how you may seek access to and correction of the personal information we hold;

- how you may make a complaint about a breach of the Privacy Act and how we will deal with your complaint; and

- IP Australia's Privacy Contact Officer details.

Any personal information you provide will be used for the purposes of processing this form and your FOI request. IP Australia may also contact you via email to request your feedback on our products and services.

IP Australia will not otherwise use or disclose your personal information without your consent, unless authorised or required by or under law.

ABN 38 113 072 755

Australian Government

IP Australia

Application for documents under the Freedom of Information Act 1982

(P) (TM) (D) (PBR)

Applicant details

Applicant full name and title

Firm or company name (if applicable)

Postal address

	State	Postcode

Email address

Phone ( )   Fax ( )

Although the *Freedom of Information Act 1982* (**FOI Act**) does not require an applicant to provide **phone** or **fax** contact numbers, it will assist IP Australia in contacting you about your application.

Client details

If you are lodging this request on behalf of a client, you should provide evidence to show that your client has authorised you to:

- make this request on their behalf;

- communicate with IP Australia in relation to your request; and

- receive all relevant notices regarding this request under the FOI Act; and

- obtain or inspect any documents that may be released by IP Australia in response to your request.

Authorisations should be provided by your client in writing on their respective letter head and confirming the above.

Client full name and title

Firm or company name (if applicable)

Firm or company address

	State	Postcode

Client authorisation enclosed: ☐ Yes ☐ No

ABN 38 113 072 755

Documents requested by the applicant

The applicant requests access to the following documents:

Provide as much information as is reasonably necessary to enable IP Australia to identify the documents requested, for example, the relevant trade mark application number, and date or content of documents.

If there is any additional information that would assist IP Australia to process your request, please provide it with this form.

Communication

Nominate your preferred method of communication for:

a) receiving notices regarding this request under the FOI Act:

☐ electronic means (online services account or email); or

☐ post; and

b) accessing any documents that may be released by IP Australia in response to your request:

☐ electronic means (online services account or email);

☐ post; or

☐ inspection at the Canberra Office of IP Australia

Consultation with third parties

If the documents identified above relate to an individual or organisation (other than the applicant) it may be necessary for IP Australia to consult that individual or organisation in order to obtain their views about the potential release of documents.

In the event that third party consultation is necessary in relation to this request, revealing the applicant's identity to relevant third parties who are consulted may inform their submission on the potential release of the document(s), and can often expedite the process.

Do you (and your client, if applicable) consent to IP Australia disclosing your identity for the purposes of third party consultation?

☐ Yes   ☐ No

Charges

The charges applicable for processing an FOI request are fixed in accordance with the *Freedom of Information (Charges) Regulations 1982*. An estimate of charges will be provided to you by IP Australia.

Lodgement

Online: Register or logon to online services to submit this request online

By post: FOI Contact Officer, Information Access Unit, IP Australia, PO Box 200, Woden ACT 2606

By email: foi@ipaustralia.gov.au

In person: The Canberra Office of IP Australia, opening hours are between 9am, and 5pm AEST, Monday to Friday.

You can find us at:

Discovery House

47 Bowes street

Phillip ACT 2606

By lodging this FOI request form, you are declaring that the information provided in this form is accurate and complete.

Further information

If you have any questions about making an FOI request to IP Australia, please contact the FOI Contact Officer on 1300 651 010 or by email (foi@ipaustralia.gov.au).