

Customer Number:

XXXXXX

< Enter six digit Customer Number >

PCT Applications Customer Number Upload Spreadsheet

NOTE: Bold X's indicate where data is entered. You can enter data for each PCT application starting on line 16. Insert as many additional rows as required immediately below row 16 in order to add more application updates. Do not skip rows between entries.

XXXXXXXXXXXXXXXXXXXXXX
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Rows 3 through 9 are for entering Customer Number address.
Note: Customer Number and address are only displayed on page one.

In accordance with WIPO Administrative Rule 92bis, this spreadsheet may not be used to modify PCT applications correspondence addresses.

PCT Application Number
(17 characters w "/")

Registration Number

Enter valid PCT application numbers, to be updated, in column 'A' starting with row 16. Enter the PCT application number as a 17-character number. See 'INSTRUCTIONS' tab for more details.

PCT/USXXXX/XXXXXX		XXXXX

Enter valid Attorney Registration Numbers in column 'C' starting in row 16.

Do not skip rows between entries.

Save as an Excel (.XLS) spreadsheet. Do not make separate files for each attorney.

Only PCT International Applications may be listed on this spreadsheet.

Customer number uploads MUST be submitted via diskette or CD accompanied by a cover letter signed by the applicant, or one or more attorney or agent of record in each PCT application listed on the spreadsheet. If the attorney or agent of record in each of the applications is not known, then more than one attorney, agent or person granted limited recognition may sign the cover sheet so that at least one signer is of record in the listed applications.

Mail your diskette/CD to:

Mail Stop EBC
Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450

The USPTO will update the above listed PCT applications only when the identified Customer Number, PCT application number(s), Attorney Registration Number(s) and the authorizing signature on the cover letter are valid.

For questions please contact the Electronic Business Center Help Desk at (866) 217-9197 or by e-mail to ebc@uspto.

PCT Upload Instruction Sheet:



The Customer Number uploads **MUST** be submitted via **diskette or CD accompanied by a cover letter** (see sample cover letter) signed by someone who, for each PCT application listed on the attached spreadsheet, is either: (1) the applicant, (2) a person granted limited recognition or (3) an attorney or agent of record.

Mail your diskette or CD to:

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P.O. Box 1450
Alexandria, VA 22313-1450**

When entering PCT application numbers please enter using the 17-character format. (E.g., PCT/US2006/012345) In some cases, only 14- character PCT application numbers have been issued. Please enter the application number according to the 17-character format. For example PCT/US06/12345, would be entered into the spreadsheet as PCT/US2006/012345.

According to WIPO Administrative Rule 92*bis*, the PCT application correspondence address may not be changed using this spreadsheet. The Customer Number address provided on this spreadsheet will only be used as point of contact information for this Customer Number update request.

The USPTO will update the above listed PCT applications only when the identified Customer Number, PCT application number(s), Attorney Registration Number(s) and the authorizing signature on the cover letter are valid.

Authorization to communicate via e-mail should be provided on the cover letter to expedite processing.

For questions please contact the Electronic Business Center Help Desk at toll free (866) 217-9197 or by e-mail at EBC@uspto.gov (questions only).



What happens after USPTO receives the disk?

1. USPTO will check to see that your Customer Number is on file and matches the Customer Number address provided on the spreadsheet. Remember, for each application you can designate a different Customer Number. You must apply for your customer numbers before submitting this disk.
2. After confirmation of a valid Customer Number, we check for two criteria: data validity, correct PCT application number and signature authorization. Applications that pass the two checks are uploaded. Ensure that the person(s) signing the batch update request is either the applicant, a person granted limited recognition, or a registered attorney or agent of record in each application on the spreadsheet. Any discrepancies will result in failure to update the PCT application(s).
3. USPTO ensures that WIPO Administrative Rules are followed. According to Rule 92*bis*, the PCT Applications Customer Number Upload Spreadsheet process does not permit changing PCT applications correspondence addresses. The Customer Number address provided on the spreadsheet is only used as point of contact for the Customer Number update request.
4. An Upload Report will be generated and provided to you. The report lists successful updates and application number(s) not updated for failing the system audits. Review the information provided and make corrections by: correcting invalid application number(s), providing the proper authorization signature or submitting a new POA form to make valid the authorization signature. Once corrected submit a new upload disk. The Upload Report lists all applications updated to reflect the Customer Number as designated. **Please review carefully. If a file is not familiar, it may be that you updated another customer's file with your Customer Number.**
5. Documents pertaining to Customer Number uploads are retained for no longer than twelve months after processing of the Customer Number Upload Request.

Note that this batch update can not be used to change the power of attorney.

For questions please contact the Electronic Business Center Help Desk

**PCT Applications
Customer Number
Upload Spreadsheet
Cover Letter**

Address to:

Mail Stop EBC
Commissioner for Patents
P.O. Box 1450
Alexandria VA 22313-1450

Dear Commissioner for Patents:

Please associate the customer number: XXXXXX

with the PCT application(s), as shown on the attached spreadsheet.

For each application listed on the attached spreadsheet, I am:

Select one:

- The Applicant and there is no registered patent attorney or agent of record.
- An Attorney, Agent of Record or person granted Limited Recognition

Typed or printed name, signature and Registration Number (if any):

Printed Name / Signature	Registration Number

Note: Signatures of (1) a registered patent attorney, agent of record or person granted Limited Recognition or (2) the signature of the common representative under PCT Rule 90.2 (see MPEP 1820 for the required signature of a corporate applicant) in each of the applications listed on the spreadsheet are required.

Date: _____ Telephone Number: _____

Recognizing that Internet communications are not secure, I hereby authorize the USPTO to communicate with me concerning any subject matter of this Customer Number Upload Request by electronic mail.

E-mail Address: _____

Privacy Act Statement:

This information is collected under the authority of 35 USC 2. This information is also being collected in conjunction with the provisions of the Government Paperwork Elimination Act. This information will only be used by the U. S. Patent and Trademark Office (USPTO) staff to associate PCT application(s) with your Customer Number, and to assure that the person(s) submitting this information is associated with the application(s) in question. Furnishing the information on this form is voluntary, but failure to do so may result in USPTO not processing your request.

The information provided by you in this form will be subject to the following routine uses:

1. This information may be disclosed to Federal, state, local, or foreign agencies responsible for investigating, prosecuting, enforcing, or implementing laws, contracts, rules, or regulations, if these records indicate a violation or a potential violation of a law or contract. These violations or potential violations can be civil, criminal, or regulatory in nature and can arise from general or particular program statutes or contracts, rules, regulations, or from the necessity of protecting an interest of the Department.
2. A record from this system of records may be disclosed to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
3. A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
4. A record in this system of records may be disclosed to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
5. A record in this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation (as set forth in OMB Circular No. A-19) at any stage of the legislative coordination and clearance process as described in the Circular.
6. A record in this system of records may be disclosed to the Department of Justice to determine whether disclosure is required by the Freedom of Information Act (FOIA).
7. The information may be disclosed to the agency contractors, grantees, experts, consultants, or volunteers who have been engaged by the agency to assist in the performance of a service related to this system of records and who have need to have access to the records in order to perform the activity. Recipients of information shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 USC 552a(m).
8. The information may be disclosed to the Office of Personnel Management (OPM) for personnel research purposes as a data source for management information, for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Paperwork Reduction:



This information is collected under the authority of 35 USC 2. This information is required to obtain or retain a benefit by the public which is to associate PCT application(s) with Customer Numbers.

Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. The time required to complete this collection of information is estimated at 1 hour, including gathering, preparing and submitting the information to the USPTO. Actual time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, P.O.Box 1450, Alexandria, VA 22313-1450. **DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS.**

Send Customer Number Upload Spreadsheets via diskettes or CDs and the required cover letter signed by either the applicant, or an attorney or agent with a registration number associated with each PCT application listed to:

**Mail Stop EBC
Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450**