



Intellectual Property Protection -How to Guide-

...also see the IPO website www.ipo.gov.uk/home

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Preliminary Comments

If you are an individual, an entrepreneur, thinking of setting up your own business or if you already own a small or medium-sized enterprise (SME) and you are wondering about how significant intellectual property is, these study notes should prove useful.

It provides an introduction to patents, designs, trademarks and copyright. We know that many people often misunderstand IP and so it is often overlooked.

It will show you the positive benefits as well as the responsibilities of recognising your intellectual property rights. It does not provide legal, business or other professional advice so if you are in any doubt, you should get independent advice.

The key types of IP are covered

Patents

Trademarks

Copyright

Designs

Each section includes a basic overview of that particular right and shows you some of the actions you may have to take as well as the order in which you should be doing them.

At each stage, you can refer to the IPO website. The relevant links are at the bottom of each page. At the back of the booklet you will find a list of useful names and addresses as well as who to contact in the Intellectual Property Office to get more published material.

So, read on and discover what is your IP

The outcome from using these notes shall hopefully be that you can realise the 'value benefit' from intellectual property and also understand why it is important for you and your business to look after your intellectual property rights.

You should have some knowledge of which rights concern you and which areas you may need to look into in more depth.. You can get more information, as well as details of other publications, from the IPO website : <http://www.ipo.gov.uk/home.htm>

However, these notes cannot provide legal, business or other professional advice. You should, if you are in any doubt at all, get independent advice. You can find a list of organisations that may be able to help you with this at the back of these notes.

Rules for IP management

This next section aims to summarise some of the many benefits to your business that your IP can provide. All you need to do is follow a few simple rules

Rule 1

Treat your IP as a business asset with a real financial value.

Rule 2

Protect your IP as you would any of your other assets.

Rule 3

Keep a look out for infringers - they can profit from your hard work and reduce your return from it. Be prepared, as a last resort, to enforce your rights by taking legal action if you cannot sort out a dispute informally.

Rule 4

Be careful to avoid infringing the IP rights of others.

Rule 5

Understand the different types of IP and research which ones apply to you and make full use of the IP system.

Rule 6

Get independent, legal, financial and business advice whenever necessary. Don't leave it too late.

Rule 7

Communicate to get the best from your product or service. Be an information gatherer! But remember to keep your ideas confidential until they are fully protected.

Rule 8

Be prepared to make your IP work for you. Remember that you could profit by selling or licensing your IP as well as producing a product or providing a service yourself.

Rule 9

Remember that most IP rights are limited by country.

Make sure that you have the correct level of IP protection internationally. If in doubt, seek appropriate advice.

IP – a most valuable asset

Your IP is one of your most valuable business assets.

It can increase your competitiveness and contribute to your businesses success and allow you to make the most of its value.

We know that IP is often misunderstood and, so, easily overlooked. But you must remember that if you fail to protect your IP it may put your business at risk. If you do not look after your IP rights, others can take advantage of your competitive edge.

Because IP assets cannot be seen or touched it is sometimes hard to appreciate their true value. However, a basic understanding of the law and its principles will help make sure that you make the most of the mechanisms designed to protect them.

For example, you could protect:

- the branding of your goods / services using a registered trade mark;
- the way your product looks using a registered design;
- how the technology works using a patent; and any literature or artistic work automatically using copyright.

The table below gives you an 'at a glance' view of the IP system in the United Kingdom. It will help you decide which of the IP rights apply to you and your business

	Patents	Trademarks	Registered Design Right	Copyright
Term	<i>Up to 20 years (subject to annual renewal)</i>	<i>Rights can last forever</i>	<i>Up to 25 years</i>	<i>Life plus 70 years (Broadcast + sound recording copyright lasts for 50 years, typographical arrangement for 25 years)</i>
Protection	<i>Throughout the (UK)</i>	<i>Through the UK</i>	<i>Throughout the UK</i>	<i>Throughout the UK And much of the world</i>
Protects against	<i>Your idea being used sold or manufactured</i>	<i>The use of your trademark by others without your permission</i>	<i>Your perfect being manufactured, sold or imported</i>	<i>Your work being copied or reproduced in communication or performance</i>
What is protected	<i>inventions</i>	<i>Brand identity, including words, logos and other signs</i>	<i>What the product looks like</i>	<i>Music, art, film, library works and broadcasts</i>

Protecting your IP

Protecting your IP is very important for your business success. Building a successful business reputation using IP strategies is a large, but necessary, commitment.

Nevertheless, you should remember that the better you protect your intellectual property, the easier it tends to be to enforce it. If others try to copy anything you have protected or use them without your permission, it is called infringement.

Counterfeiters produce fake goods while piracy involves illegally copying your property. These actions can quickly destroy your markets and goodwill, so it is wise to have enough deterrents in place.

If anyone infringes your rights you should always try to sort out the situation. The legal framework is there if you need it. You should consider the possibility that you may have to take the person to court. This, of course, will cost and is not something you should do lightly.

In cases of counterfeiting and piracy more than one criminal law may apply and so there may be more than one enforcement agency involved. The best first contact is usually Trading Standards.

After this, you can contact the police or HM Revenue and Customs. Similar contacts exist in other countries if your rights have been infringed internationally

As well as making sure that you protect your own intellectual property, you should make sure, just as carefully, that you do not infringe anybody else's rights.

Like other forms of property, you can buy, sell, and license IP. If you want to use someone else's IP you may be able to negotiate and come to an agreement.

Remember! You should always get independent advice if you are in any doubt about IP infringement. You can get general advice about infringement and enforcement from IPO Information Centre on 0300 300 2000. You will find a list of useful contacts at the back of this booklet.

PATENTS IPP

If you develop a process or a product that is new or inventive and could be used in industry, in other words, it can be made, and then you can apply for a patent.

A patent can protect your invention by making it unlawful for anyone, apart from you or someone with your permission, to produce, use, import or sell it. In other words, it gives you an exclusive right in the country where the patent has been granted as long as you pay the renewal fees every year.

It is worth noting that patents are territorial rights so if your patent is granted in the UK you, the holder, will have rights in the United Kingdom only.

A granted patent becomes property, like any other property you can buy, sell or licence it out. Equally you may be able to buy or licence Patents belonging to others.

One really important point for you to remember is that **you must not have publicly revealed** your invention before you apply for your patent. You must keep your idea secret otherwise it may put your chances of being granted a patent at risk.

You cannot patent your invention if it falls into the category if:

- a scientific or mathematical discovery, theory or method;
- a literary, dramatic, musical or artistic work
- ... a way of performing a mental act, playing a game or doing business
- the presentation of information, or some computer programs
- an animal or plant variety; a method of medical treatment or diagnosis; anything immoral or contrary to public policy.

Beyond the UK

If you want to file an international application, you should do so no later than 12 months after filing your UK application. You should also decide, on a commercial basis, which countries you wish to gain patent protection in. There are several different filing routes to consider:

1. Filing a patent application separately in each country where protection is required
2. Filing a single European patent application (EP) giving protection in a number of countries in Europe.
3. Filing a single application under the Patent Cooperation Treaty (PCT) for patent protection in a number of countries throughout the world.

What to do and when: *also see IPO website*

1. You prepare your patent specification which is a written description and drawings of your invention with your claims for what it does and a summary which includes all the important technical parts of your invention.
2. You will fill in form 1 along with your patent specification. This asks the IPO to grant you a patent.
3. IPO will give you a receipt confirming the date we received your application and an application number.
4. Within 12 months of the filing date you must fill in and file form 9A which asks us to carry out a search together with the appropriate fee.
5. IPO carries out an preliminary examination to make sure your application meets our formal requirements. IPO does this within one month of receiving the form 1 and fee.
6. IPO shall search for inventions like yours within 4 months of you filing the form 9A and fees. IPO shall send you a report detailing the documents which have been found. IPO shall publish your patent application 18 months after your filing date as long as you have not asked for a withdrawal of your application. On publication, all correspondence between you and the IPO will be open to public inspection, including the IPO website.
7. You will fill in and file form 10, along with the fess, no later than 6 months from publication. This asks the IPO to carry out a substantive examination.
8. The IPO examines your application and lets you know about any changes which are needed. If your application meets all the requirements of the Patents Act 1977, the IPO will grant your patent, publish your patent and send you a grant certificate.

Patents Glossary

ABSTRACT

A summary that includes all the important technical aspects of your invention.

CLAIMS

Concise written statements that define your invention in single clause form identifying its distinctive technical features.

DAMAGES

The amount which a court awards you if someone infringes your rights.

FEES

Our fees for processing a UK patent application are £280 if filed on paper and £230 if you file on-line.

FILING DATE

The date IPO office receive your patent application.

GRANT

When the IPO office confirm that your patent application meets all the legal requirements.

HEALTHCHECK

An on-line diagnostic tool that helps to identify and protect your IP
(www.ipo.gov.uk/iphealthcheck)

INFRINGEMENT

When someone does something covered by the claims without your permission.

OUTSOURCE

Where an external body is used to undertake specific tasks as part of the production of the product or process the patent refers to.

PATENT

An exclusive right to make use of an invention commercially in return for disclosing it and as long as you pay fees.

PATENT APPLICATION

The documents you need to file, giving details of your invention.

PCT

Patent co-operation treaty.

PRELIMINARY EXAMINATION

Examination of the patent application documents to make sure that formal requirements are met.

PUBLISH

We make the details of your application available to the public and correspondence on the file is open to public inspection, including on the IPO website.

SEARCH

We search previous inventions and publications and send you a report.

SUBSTANTIVE EXAMINATION

We examine your application and send you a report letting you know any objections we have to granting a patent on your application.

WITHDRAWAL

The act of withdrawing an application.

TRADEMARKS IPP



A trade mark is a sign which can distinguish your goods and services from those of other traders. A sign includes, for example, words, logos, pictures or a combination of these. You can use your trade mark as a marketing tool so that customers can recognise your products or services. As such, it can be a very valuable asset for your business.

If you have a registered mark, you have the right to use your mark on the goods and services in the classes for which it is registered. You also have the legal right to take action against anyone who uses your mark or a similar mark on the same or similar goods and services to those that are set out in the registration.

To be registrable, your trade mark must be distinctive for your goods and services (that you are applying to register the mark for).

Before attempting to protect your trade mark, you should remember we will object to words, logos, pictures or other signs which are unlikely to be seen as a trade mark by the public. For example, marks which describe your goods or services or any characteristics of them (e.g. marks which show the quality, quantity, purpose, value or geographical origin of your goods or services); terms that have become customary in your line of trade (e.g. technical terms that are in common use); terms that are not distinctive (e.g. promotional advertising slogans); or a combination of these.

IPO will also not accept marks which are offensive (e.g. taboo swear words), against the law (e.g. promoting illegal drug use), or deceptive (e.g. there should be nothing in your mark which would mislead the public).

In addition, we will object to marks that contain specially protected emblems (e.g. the Red Cross or Olympic symbols).

IPO usually consider invented words (or even dictionary words which are not in any way associated with your goods or services) as distinctive.

Your application may also be objected to by the owner of an earlier mark on the register which is considered to be confusingly similar to your trade mark. To find out if there is, we search existing registrations and tell you the results of the search. If you proceed with the application we then write to tell the owners of the earlier registration so that when the application is published in the Trade Marks Journal they can oppose if they wish.

If they do so successfully you may be liable for the costs of the opposition and your mark will not be registered.

When you have decided what mark you would like to attempt to get registered, you should apply to our Trade Marks Registry. If you get your mark registered with us, you will be given trade mark protection in the UK.

It is important for you as the owner of the trade mark to protect your brand to make sure that no one is using your mark without your permission. You should also be aware of what

other marks are being applied for here in the UK. or at OHIM. If you consider a mark to be too similar to your registered trade mark, you can choose to oppose it. You may want to consider using the services of a Trade Mark

Attorney to assist in looking after your mark (contact details for the Institute of Trade Mark Attorneys (ITMA) are given at the back of this leaflet).

You do not have to register your trade mark. If you use an unregistered trade mark, you will have certain rights under common law and you can use the TM symbol. However, it is easier to enforce your rights if you register your mark and use the registration symbol to indicate that it is registered. You need to pay a renewal fee every ten years.

Like other IP rights, a trade mark can make you money if you sell, lease, or license it for use by another trader. It can be a valuable asset and it is important to make it work for you.

If you have any questions, or you need further help in relation to applying to get your mark registered, please phone the IPO Information Centre on 0300 300 2000. The IPO also have more information on applying to register trade marks in our other publications (details are at the back of this leaflet).

Please remember that registering a company name at Companies House or an internet domain name with a registrar, such as Nominet UK (www.nominetorg.uk), does not mean the IPO will automatically accept that name as a trade mark. These registrations do not give you exclusive right to use that name. Also, a domain or company name registration may infringe someone else's trade mark.

Beyond the UK

If you want to register your mark in countries other than or as well as the UK, you can protect it in more than one country using a single application.

1. To register in Europe, you can apply for a European Community trade mark with the Office for Harmonisation in the Internal Market (OHIM)
2. You can also register your trade mark in certain countries by applying to the World Intellectual Property Organisation (WIPO)
3. For certain countries, you cannot apply to WIPO. In these cases you will need to apply separately in each country where protection is required.

You should be aware of the effects of the international trade mark systems even if you do not want to register your mark outside the UK. For example, you will need to oppose a European Community trade mark that clashes with your own UK trade mark if you want to stop the European Community mark being valid in the UK.

What to do and when: *also see IPO website*

1. You prepare your trade mark application (on Form TM3 which you can get in paper or electronic form). You send the completed form to us along with your fee and fee sheet FS2. The fee is not refundable for any reason.
2. The IPO send you a receipt to let you know that we have received your application.
3. An examiner checks your application and sends you a report detailing the results of the examination, and explaining any objections.
4. If the IPO have objected to your application, you can contact the examiner to discuss possible ways forward. If you are unable to overcome the objections, you can withdraw the application, or we will refuse it.
5. If no objections are raised during the examination, or you overcome all of the objections, we will advertise your application in the Trademark Journal. There is then a period of two months for anyone to oppose, or consider opposing the registration of your mark. This period can be extended to three months on request by someone considering opposition.
6. If no-one opposes your application, or you overcome their challenges, the IPO will register your trade mark and send you a registration certificate.

It will normally take around four months for a trade mark to become registered if an application is straightforward and does not have objections raised against it. The process will take longer if the IPO raise objections, or if your mark is opposed unsuccessfully.

Conduct your own trademarks health check on the IPO website and get a fully comprehensive, confidential

Fees are not refundable for any reason. You cannot alter your mark or add goods and services after you have sent us your application form, it is therefore

Important to get the details correct before you apply.

Your application details, including your name and address will appear on our records. The IPO also include them in the Trade Marks Journal if your application is accepted. Both are open to the public on the IPO website.

TRADE MARKS GLOSSARY

CLASSES

Goods and services are divided into classes. Trade mark applications and registrations must specify the classes that cover the goods and the services that the mark is going to be used on. To find out more about what classes apply to your trade mark, visit our website, or contact the IPO Information Centre on 0300 300 2000.

COMMUNITY TRADE MARK

A trade mark registration that provides protection in all EU member states (including the UK). These applications are dealt with by OHIM. Further information can be found on our website, or at www.oami.europa.eu

FEES

Our application fee is £200 for a single class application. If you apply for more than one class on an application, the fee will be £200 plus an additional £50 for each extra class. Online application fees are £170 plus £50 for each additional extra class (May 2011). The IPO cannot refund your fees for any reason. For a full list of current fees, please contact the IPO Information Centre on 03003002000.

LOGO

A graphic representation such as a symbol, badge, or picture that is often used as a trade mark, or a word or words incorporated into a picture device.

OHIM

An acronym for The Office for Harmonisation in the Internal Market. Applications for a Community Trade Mark are processed by this office.

RENEWAL

The registration of your trade mark can last forever. However, if you want this to happen you must renew it every 10 years on the anniversary of the date we received your application. You can renew a registration up to six months before the renewal date, but we will write to remind you three months before renewal is due and send you the correct form to do so. See FEES for the current cost of renewing your registration. ® This symbol indicates that a mark is registered. It is an offence to use this symbol if the mark is not registered somewhere in the world. Anyone can use the letters TM as this shows that something is being used as a trade mark, not that it is actually registered.

RIGHT START

An online trade mark service that allows applicants to make an initial payment of half the standard examination fee (£100) and to see the examination report before the remainder of the fees are due.

TRADE MARKS JOURNAL

The IPO advertise trademarks which are accepted in the Trade Marks Journal which is published every Friday on our website at www.ipo.gov.uk

COPYRIGHT IPP

Copyright is an IP right which relates to the expression of an idea, not the idea itself. For example, anyone can write a story based on the idea of a boy-wizard, but they cannot copy text or illustrations from other books about the same subject. Copyright can protect a drawing from which you make an item and could protect the item itself, for example a sculpture, but will not protect the process by which you make it.

Copyright protects sound recordings, films, broadcasts and original artistic, musical, dramatic and literary works. This includes, for example, photographs, sculptures, websites, computer programs, plays, books, videos, databases, maps and logos. But it does not protect the names, designs or functions of the items themselves.

Copyright is an automatic right which you do not need to formally apply or pay for. It arises as soon as the work is "fixed" eg written down, recorded or stored in a computer memory.

You can use © followed by your name and the date to indicate when it was created and by who. A dated copy of the work can be deposited with a solicitor or bank to establish beyond doubt when you created your work, this can be important if someone copies your work without permission i.e. infringes your rights. If they created their work before you created yours, then there is no infringement.

Moral rights, for example, the right to be named as the author are associated with certain copyright works. Copyright in literary, musical, artistic and dramatic work lasts for the creator's lifetime plus 70 years. For films it is 70 years after the death of the last of the directors, score composer, dialogue or screenplay authors and for TV and radio programmes it is 50 years from the first broadcast.

Sound recording copyright lasts for 50 years. Publisher's right which covers the typographical layout of published editions like books or newspapers (how it is presented on the page) lasts for 25 years from creation.

As the owner of the copyright you have the right to license it or sell, or otherwise transfer the copyright to someone else, for example your heirs. If you want to use someone else's copyright material in your business, you must normally get permission either directly from the owner or from an organisation which represents groups of copyright owners who offer blanket licences to users, in return for the payment of royalties.

Beyond the UK

Your copyright will be automatically protected in most major countries, including the majority of Europe, the USA, Russia and China. Despite this, it is sensible to mark your work with the international © symbol, followed by the name of the copyright owner and the year in which the work was created.

The USA has an official register of copyright works and, although registration is not actually needed to qualify for copyright protection in the USA, registration entitles you to enhanced protection there

What to do and when: *also see IPO website*

1. Have the idea.
2. Turn the idea into something tangible, for example, write your story down, record your piece of design, sound scape or create your form, installation.
3. You can date your work and apply the © symbol with your name and the date you created it.
4. You don't need to apply for copyright as it is an automatic right.
5. Consider giving a copy of the work to a solicitor or bank to keep or post it 'special delivery' to yourself and leave it unopened, to provide evidence if you need to take action because someone has infringed your copyright.
6. If anyone copies or uses your work without permission, see if they are infringing your copyright, and if so, what can be done to stop it or license it.
7. Conduct your own copyright health check IPO website and get a fully comprehensive, confidential report.

COPYRIGHT GLOSSARY

BLANKET LICENCE

Permission to use the rights of a particular group or type of creations. © This symbol gives notice that copyright is claimed in whatever bears it. To strengthen your position it is preferably accompanied by the name of the copyright owner and the year in which it was first published.

INFRINGING

The act of copying someone else's work without their permission, while copyright exists.

MORAL RIGHTS

Enable certain originators of copyright to insist on the use of their name in connection with the work, or to stop others from changing or distorting the work.

PUBLIC DOMAIN

The body of works not or no longer protected by IP rights which are available for the public to use without seeking permission or paying royalties.

ROYALTIES

Compensation paid to the owner of the copyright for using that right.



A design protects the visual appearance of a product, part of a product, or its ornamentation. This can also apply to an industrial or handicraft item. This IP right gives no protection for how a product works but merely for its appearance. That appearance can be affected by a number of contributory features including:

1. lines
2. contours
3. colours
4. shape
5. texture
6. material

There are several forms of IP protection in the UK that may apply to your design.

Registered design offers protection throughout the UK and gives more comprehensive cover than an unregistered design.

The protection lasts initially for five years and you can renew it every five years for up to 25 years. You have to apply for this IP right from the IP Design Registry where you will pay a fee - it is not an automatic right. You are allowed up to one year from the date your design was first made public before you have to register it.

UK design right prevents others from copying your design. It is not a complete right as it covers only the 3D aspects of the item and does not protect the surface decoration of the product or any 2D pattern such as a wallpaper or carpet design. UK design right lasts for either 10 years after first marketing of the design or 15 years after creation, whichever the earlier.

To qualify for any of these rights, your design must be new - which means that it must not be the same as any design which has already been made available to the public.

It should pass the '*deja vu*' test.

Individual in character - which means that the overall impression the design gives the informed user must be different from any previous designs. In assessing individual character, it is important to consider the degree of freedom the designer had in crafting the appearance of the design.

Also it is worth remembering that you can't register your design if:

It's more than 12 months since the design was first publicly disclosed (there is a risk that your design could be invalidated otherwise);

The design is dictated only by how the product works;

The design includes parts of complicated products that cannot be seen in normal use (for example, vehicle engine spare parts or the parts inside a computer); it is offensive; or it involves certain national emblems and protected flags.

As with other intellectual property rights, owning a registered design means you can sell, or licence someone else to use it.

Beyond the UK

If you want to register your design in countries, other than, or as well as, the UK you can protect it in more than one country using a single application.

1. You can apply for a registered community design with the Office for Harmonisation in the Internal Market (OHIM). This will offer like protection in all EU member states, including the UK, and can be renewed every five years up to 25 years.
2. You can also apply to register your design in certain countries by applying to the World Intellectual Property Organisation (WIPO)
3. For certain countries, you cannot apply to WIPO. In these cases you will need to apply separately in each country where protection is required Unregistered Community design is an automatic right and offers protection from copying the design on any item. Protection lasts for three years after the design has been made available to the public and covers all EU countries.

What to do and when: *also see IPO website*

1. You have one year from the first showing of your design to the public to assess whether it is marketable. In this period your design is protected by design right. If you then want to apply for registered design status, you must do it no later 12 months from first showing the design.
2. You prepare your application for design registration and include one copy of illustrations (drawings or photos) of your design to ensure all of the features or drawings or drawings with excessive text.
3. IPO examines your application. Normally this is done within month of receiving the application.
4. IPO will send a letter with the results of the examination or if the design is acceptable a grant certificate will be issued.
5. If the IPO objects to the design you have a minimum of 2 months to either overcome the objections or try to persuade the IPO that the objections are not justified.
6. If you cannot overcome the objections, you can withdraw your application. If the IPO does not hear from you it will be assumed you have withdrawn your application.
7. If you overcome the IPO's objection or if there is no objection in the first instance the IPO office shall send you a certificate of registration.
8. You can delay the publication of the design for up to a year if you want to pay an additional fee. You may wish to do this if you are pursuing a patent application or do not want to publicly disclose your design yet.

DESIGN GLOSSARY

DEJA VU

The basic starting point when assessing the novelty (newness) of the design based on whether it has been seen in public before.

DESIGN REGISTRATION

Protects the way a product looks. Design refers to features which can be judged by the eye in the finished item.

FEES

The fee for UK design registration is currently £60. With a multiple design application, the first design costs £60, all the others within the application are £40 each (May 2011). Unfortunately, the IPO cannot refund the fees if you don't go ahead. For a list of current fees, including registered design renewal fees, contact the IPO Information Centre on 0300 300 2000.

INFORMED USER

A person with expertise in that particular field of design.

MONOPOLY RIGHT

You own all the rights to the particular design.

OHIM

An acronym for The Office for Harmonisation in the Internal Market. Applications for Community Designs are processed by this office. The following list contains some contact details you may find useful. It is not a full list but it does provide a good starting point.

General Glossary

ASSET

Anything you or your business owns or are entitled to, such as cash, investments or money owed to you. It includes furniture, stock, equipment and property, including intellectual property.

AUTOMATIC RIGHT

A free IP right which does not have to be formally applied for.

COUNTERFEITER

Someone who produces imitation or fake goods or services.

ENTREPRENEUR

A business person who shows initiative.

INFRINGEMENT

Using IP without the owner's permission. In other words using someone's intellectual property unlawfully.

IP

Property created through intellectual or creative activity. It includes patents, trademarks, copyright and designs. Like all property, if you own it you can rent it, lease it, licence it, give it away or sell it.

LICENSE

This is a way of giving permission to somebody else to produce, sell or use your invention, copyright, design or trade mark. As the owner you would normally receive royalty payments.

PATENT INFORMATION CENTRES

There are thirteen libraries/information centres (also known as Patent Libraries) in the United Kingdom. To find out more about these centres, visit our website or contact our Information Centre on 0300 300 2000.

PIRACY

The act of illegally copying goods or services.

SME

A small to medium-sized enterprise with 1 to 249 employees including yourself.

Intellectual Property Office Information Centre

Website: www.ipo.gov.uk

Phone: 0300 300 2000

The British Library

Website: <http://www.bl.uk/bipc>

Phone: 020 7412 7454

The European Patent Office

Website: www.epo.org

Phone: +0049 89 2399 4636

Office for Harmonisation in the Internal Market

Website: www.oami.europa.eu

Phone: +0034965139100

The Chartered Institute of Patent Attorneys

Website: www.cipa.org.uk

Phone: 0207 405 9450

The Institute of Trade Mark Attorneys

Website: www.itma.org.uk

The Alliance Against IP Theft (AAIPT)

Website: www.allianceagainstiptheft.co.uk

Phone: 0207 803 1324

BPI - The British Recorded Music Industry

Website: www.bpi.co.uk

Phone: 0207 803 1300

Federation Against Copyright Theft

Website: www.fact-uk.org.uk

Phone: 0208 568 6646

Business Link (England)

Website: www.businesslink.gov.uk

Phone: 0845 600 9006

Invest Northern Ireland

Website: www.investni.com

Phone: 0800 181 4422

Innovators Counselling and Advisory Service for Scotland (ICASS)

Website: www.icass.co.uk

Phone: 0845 601 1718

Intellectual Asset Centre (Scotland)

Website: www.ia-centre.org.uk

Phone: 0141 243 4920

Business Gateway (Scotland)

Website: www.businessgateway.com

Phone: 0845 609 66~1

Business Wales

Website: <http://business.wales.gov.uk>

Phone: 03000 6 03000

The British Chambers of Commerce

Website: www.britishchambers.org.uk

Phone: 0207 654 5800

Trading Standards Institute

Website: www.tsi.org.uk

Phone: 0870 872 9000

UK Trade and Investment

Website: www.uktradeinvest.gov.uk

Phone: 02072158000

HM Revenue and Customs

Website: www.hmrc.gov.uk

Phone: 0845 010 9000

Companies House

Website: www.companies-house.gov.uk

Phone: 0303 1234 500

Intellectual Property Awareness Network

Website: www.ipaware.net

Nominet

Website: www.nominet.org.uk

Phone: 01865 332 244

Federation Against Software Theft

Website: www.fast.org.uk

Phone: 01628622121

PRS for MUSIC

Website: www.prsformusic.com

Phone: 0207 580 5544

UKIE-The Association for UK Interactive Entertainment

Phone: 0207 534 0580

Website: www.UKIE.info

Designing Demand

Website: www.designingdemand.org.uk A business mentoring service from the Design Council - discover how design can transform your business for free (workshops and up to five days' Design Associate support provided at no charge).

Patent Information Centres

(Also known as Patent Libraries)

Website: www.ipo.gov.uk/business-patlib

Phone: 0300 300 2000

The Law Society

Website: www.lawsociety.org.uk

Phone: 0207 242 1222