



**Form TM3**

**TRADE MARKS REGISTRY**

**Request to Appoint an Agent or to  
Enter Change of Address for Service**

**Trade Marks Registry  
4<sup>th</sup> Floor, PCJ Building  
36 Trafalgar Road  
Kingston 10**

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1. Your reference

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2.	Give details of the Applications or Registrations this will affect	Numbers	(Lowest) Class	Licensee Numbers
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3. Full name of proprietor or  
licensee or opponent

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4. On behalf of the proprietor,  
licensee or opponent we notify  
You that we are the authorized:  
(a) Agent and Address for service **or**  
(b) Address for Service **or**  
(c) Agent  
*(indicate(a),(b)or (c) as appropriate)*

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5. Is the Agent or Address for Service  
authorised for:  
(a) all matters **or**  
(b) or one action only  
*(indicate (a) or (b) and if (b)  
Provide details.*

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6. *New name or address and postcode  
to be recorded*

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*Signature*

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*Name (block capitals)*

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*Date*

**Trade Marks Act 1999**

**Form TM3**

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Name and daytime telephone number of  
person to contact

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State number of any sheets attached to this form

**Notes**

- a) *These notes will help you fill in this form. If you need any more help or you have any questions, please contact the Trade Marks Registry.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *If there is not enough space for your answer to any section of this form, use separate sheets. Number each one and write on the form how many extra sheets you have used.*
- d) *Once you have filled in the form you must remember to sign and date it.  
For details of fees and ways to pay, please contact the Trade Marks Registry.*
- e) *This form is used if you want to appoint an agent either for the first time or replace an existing agent recorded against a Trade Mark Application or Registration. You may also use it to enter or change an Address for Service. (Rule 9, 33 and 41 of the Trade Marks Rules 2001 refer).*
- f) *This form can be used for as many cases as you need. You should say at section 2, the registration or application numbers of all the cases affected by these changes.*