



PATENTS REGULATIONS 1991 and TRADE MARKS REGULATIONS 1995

Continuing Professional Education Requirements (CPE)

Privacy Notice

The personal information collected on this form is collected for the purposes of the Patents Act 1990, Patents Regulations 1991, Trade Marks Act 1995 and the Trade Marks Regulations 1995.

All personal information you provide on this form is handled in accordance with the *Privacy Act 1988* and IP Australia's Privacy Policy.

The Privacy Policy contains relevant information, including:

- how you may seek access to and correction of the personal information we hold;
- how we protect your personal information;
- how you may make a complaint about a breach of the Privacy Act and how we will deal with your complaint; and
- the contact details for the Privacy Contact Officer.

Any personal information you provide will be used for the purposes of processing this form. We may also contact you, using the contact details you have provided, to request your feedback on our services.

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

The personal information that we may publish on the TTIPA website, with your approval, includes your:

- name;
- publication address;
- telephone number; and
- email address.

When you complete this form, you provide your consent to your personal information being published on the TTIPA website. Once information is available on the internet, the Designated Manager and IP Australia has no control over its subsequent use and disclosure.

As far as your personal information is concerned only the information you have provided in the details for publication will be published on the website, along with your first and last name.

**PATENTS REGULATIONS 1991 and TRADE MARKS REGULATIONS 1995****Continuing Professional Education Declaration for Renewals**

Before completing this form, please ensure you have familiarised yourself with the Trans-Tasman IP Attorney Board's [CPE Guidelines](#). Upon annual renewal, attorneys must declare to the Designated Manager that they have met the annual CPE requirements to maintain registration. Attorneys also need to be able to produce CPE evidence upon request during the annual audit and records must be kept for a period of 3 years after the end of the renewal period. Please contact the [Secretariat](#) if you have any queries.

PLEASE COMPLETE THE DECLARATION BELOW AND SUBMIT WITH YOUR ANNUAL REGISTRATION FEE

By completing this form, you consent to your personal information being handled in accordance with the Privacy Notice on page 1 of this form

Contact Details (any changes required to the website will need to be emailed to the Secretariat separately)

| | | |
|---------------|-----------------|----------|
| Salutation: | Name: | Surname: |
| Full Address: | | |
| Email (H): | Contact number: | |
| Employer: | Email (W): | |

Applying for renewal against the below regulation(s)

- ☐ Patents ☐ Trade Marks

Continuing Professional Education (CPE) (Select the relevant declaration)

| | Single Registration | Dual Registration |
|--|---------------------|-------------------|
| <input type="checkbox"/> I have met the required hours of CPE within the 12 months immediately prior to my renewal payment and can provide evidence if requested. Failure to meet this requirement upon an annual audit will result in an automatic suspension for up to 6 months. | 10 | 15 |
| <input type="checkbox"/> I have NOT met the required hours of CPE. I request a CONDITIONAL APPROVAL. I understand that the shortfall in hours must be completed in addition to the standard hours before the next renewal period. Failure to do so will result in removal from the register for up to 6 months (Patents Regulations reg 20.28). I have completed <input type="text"/> of the required <input type="text"/> hours within the past 12 months. | | |
| <input type="checkbox"/> I gained a conditional approval last year and have completed <input type="text"/> hours within the past 12 months. | | |
| <input type="checkbox"/> I gained registration after 1 July of the previous year, no CPE is required. | | |

Prescribed Fees for renewals (in accordance with Schedule 7 of the Patents Regulations, and Schedule 9 of the Trade Marks Regulations)

- ☐ Patent and Trade Marks Attorney - \$650
- ☐ Patent Attorney - \$450
- ☐ Trade Marks Attorney - \$450

Declaration by applicant

I declare that all the information provided is true and correct. Signature or type name Date

For more information on requirements relating to CPE please visit our [website](#).

Reminder that registered attorneys who have been charged with a serious offence must, within 14 days after being charged, notify the Designated Manager, in writing, of the charge. Failure to do so constitutes unsatisfactory professional conduct (Reg 20.28A).

To return this form, please "print to PDF" before attaching in online services when making payment through the [IP Australia online services](#)