Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

12 November 2013 [shall come into force on 16 November 2013];

22 December 2015 [shall come into force on 1 January 2016];

22 February 2022 [shall come into force on 25 February 2022].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 224

Adopted 1 April 2008

**Regulations Regarding Patents and Patent Applications**

*Issued pursuant to*

*Section 27, Paragraph two, Section 28, Paragraph seven, Section 36, Paragraph one, Section 37, Paragraph two, Section 47, Paragraph three, Section 51, Paragraph five, and Section 71, Paragraph two of the Patent Law*

[*22 February 2022*]

**I. General Provision**

1. The Regulation prescribes:

1.1. the content of the patent application;

1.2. the procedures for the availability of biological material;

1.3. [22 December 2015];

1.4. the procedures for the filing of amendments to the patent application;

1.5. the procedures for the filing of the divisional patent application;

1.6. the content of the patent;

1.7. the procedures for the maintenance of the Patent Register and the information to be included therein;

1.8. the procedures for the transfer of a patent and a patent application to another person;

1.9. the procedures for the filing of a translation of the European patent claims;

1.10. [22 February 2022].

[*22 December 2015; 22 February 2022*]

**II. Submission for the Granting of a Patent**

2. A submission for the granting of a patent shall include:

2.1. a request of the applicant to grant the patent of an invention;

2.2. information on the applicant (given name, surname of a natural person or name, address, country, postal code, telephone number, and electronic mail address of a legal person);

2.3. the name of the invention (identical to the name used in the description of the invention);

2.4. information on the inventor;

2.5. information on the representative of the inventor if the application is submitted by a representative;

2.6. priority data if the applicant requests the priority of an earlier filing;

2.7. the number and date of the initial application (basic application) if the application has been submitted due to division of the initial application;

2.8. a reference to the use of a new biological material with limited public availability (if it is intended to use such);

2.9. a reference to the drawing to be published (if the application dossier includes several drawings);

2.10. correspondence address (electronic mail address or note regarding the official electronic address, including the data for the use of the official electronic address);

2.11. other information necessary for the examination of the application and granting of the patent.

[*22 February 2022 / See Paragraph 88*]

3. If the patent application is submitted in printed form, it shall be submitted in two copies.

[*22 December 2015*]

4. [22 December 2015]

**III. Description of an Invention**

5. The description of an invention shall contain the following sections (in the indicated order):

5.1. the name of the invention (as indicated in the submission);

5.2. a reference to the sector of technology to which the invention applies;

5.3. a short analysis of the level of technology known to the applicant which may be of importance for understanding the invention and the expert-examination thereof (it is also preferable to indicate references to the sources of information, appending their list at the end of the description);

5.4. a concise layout of the technical problem and the type of the solution for it;

5.5. the list of drawings if drawings have been appended to the disclosure of the essence of the invention;

5.6. a detailed layout of one or several examples of the implementation of the invention, describing the possible type of industrial use;

5.7. nucleotide or amino acid sequences in accordance with the requirements of the standard ST.25, Standard for the Presentation of Nucleotide and Amino Acid Sequence Listings in Patent Applications, of the World Intellectual Property Organization (one may become acquainted with the abovementioned standard at the Patent Office or on the website http://www.european-patent-office.org/filingsoft/bio\_tools/index.htm).

[*22 December 2015*]

6. The name of an invention shall be sufficiently short and specific to identify the object of the invention. It is recommended to use not more than 10 words for the name of the invention. Fictional, non-technical designations shall not be used in the name.

7. The description referred to in Paragraph 5 of this Regulation must be clear and complete in the view of an expert. Such person shall be considered as the abovementioned expert who has the necessary knowledge in the sector of technology to which the invention applies and in such extent which corresponds to the idea of the state of the art within the meaning of Section 5, Paragraph two and three of the Patent Law. Moreover, it shall be assumed that he or she has technical means of general use and also, if necessary, the opportunity of conducting experimental work to implement the relevant invention at his or her disposal.

7.1 If references to drawings are used in the description of the invention, they shall be expressed with digits in brackets which correspond to the digits used in the drawing. References which are not of importance for clearer understanding of the description of the invention shall not be included in the description.

[*22 December 2015*]

8. If implementation of the invention is related to a technical problem the solution of which requires knowledge of several sectors of technology, such person or group of persons shall be considered as the abovementioned expert who has the necessary knowledge in all relevant sectors at large.

**IV. Patent claims**

9. The number of patent claims (hereinafter – the claim) must justifiably arise from the essence of the invention. Claims shall be numbered sequentially with Arabic numerals.

[*22 December 2015*]

10. References to other parts of the description shall not be used in the claim, except for the case if it is necessary for understanding the invention.

11. If references to drawings are used in claims, they shall be expressed with digits in brackets which correspond to the digits used in the drawing. References which are not of importance for clearer understanding of claims shall not be included in the description.

12. The invention shall be characterised in claims with the set of technical features of the object of the invention.

13. If permitted by the essence of the invention, claims shall consist of two parts, i.e. the preamble and the characterising portion. The preamble of claims shall contain a reference to the object of the invention and the technical features that are shared with the state of the art. The characterising portion shall start with the words “is distinctive because” or similar delimiting words and shall contain specific technical features which distinguish the invention from the known state of the art but which identify the object of the invention in its entirety together with the features of the preamble. Two-part claims shall not be used if they do not correspond to the nature of the invention.

14. The patent application may contain more than one independent claim of one category (product, method, device, or use) if the subject-matter of the application conforms to at least one of the following conditions:

14.1. the subject-matter of the application contains many mutually related products;

14.2. the subject-matter of the application applies to different uses of the product or device;

14.3. the subject-matter of the application contains an alternative solution of each particular problem which cannot be included in one claim.

15. Each claim in which the essential features of the invention have been formulated may be followed by one or several claims applying to the specific cases of the implementation of the invention.

16. Each claim which contains all features of another claim (dependent claim) shall contain a reference to the relevant other claim in the introductory part and formulate additional features for which protection is being requested. A dependent claim shall also be permitted if the claim of reference itself is a dependent claim.

17. All dependent claims which contain a reference to one previous claim and all dependent claims which contain references to several previous claims (multiple-dependent claim) shall be grouped after the claim on which they are dependent and to which a reference is given in the dependent claim so that the link between these claims would be as rational as possible. The reference in a multiple-dependent claim may be written in alternative form only (using the conjunction “or”). The multiple-dependent claim may not serve as a reference to another multiple-dependent claim either directly or indirectly.

**V. Drawings**

18. A drawing shall contain graphic material necessary to understand the essence of the invention and the patent claims (for example, graphic material of the isometric view and other view, block diagram, electric chain diagram, diagram, amino acid, and nucleotide sequence of the apparatus).

19. A drawing is not a chemical and mathematical formula, and also a table which is a part of claims, description, and abstract of the invention. The technical provisions of Paragraphs 24 and 25 of this Regulations for the drawing up of a drawing shall not apply to formulas.

**VI. Abstract of a Patent**

20. The abstract (not more than 150 words) shall include:

20.1. a reference to the sector of technology to which the invention applies;

20.2. a concise and accurate description of the technical problem and its solution which reflects the essence of the invention, if necessary, with references to a drawing;

20.3. a reference to the main types of use of the invention.

21. The abstract may include a mathematical or chemical formula or such drawing may be appended thereto which provides the best characterisation of the essence of the invention.

**VII. Form of Filing a Description, Claims, Drawings, and Abstract of the Patent**

22. A description, claims, drawings, and abstract of the patent shall be drawn up in conformity with the following requirements:

22.1. the text shall be placed in vertical direction (on a page of portrait orientation);

22.2. the description, claims, and abstract shall be on separate pages;

22.3. the size of the page shall be A4;

22.4. the minimum page margins of the description, claims, and abstract shall be as follows:

22.4.1. the upper margin – 2 cm;

22.4.2. the left margin – 3 cm;

22.4.3. the right margin – 2 cm;

22.4.4. the lower margin – 2 cm;

22.5. pages shall be numbered with Arabic numerals in the middle of the upper edge. Pages of drawings shall be numbered separately, indicating the number of the relevant page on each page and the total number of pages (for example, 1/3, 2/3, 3/3);

22.6. the text in the description shall be arranged in paragraphs. Each paragraph shall be numbered sequentially, indicating the number in square brackets (for example, [001], [002]).

[*12 November 2013; 22 December 2015*]

22.1 When submitting a description, claims, drawings, and abstract of the patent in printed form, they shall be drawn up in a manner to allow direct reproduction (by photographing, copying, or scanning) in order to obtain any number of copies, ensuring that:

22.11. the pages are not crumpled, torn, or folded;

22.12. only one side of the page is used;

22.13. the paper is pliable, white, smooth, mat, and durable;

22.14. the materials of the application have not been joined together in a way that could damage the pages if separated;

22.15. there are no inscriptions, stamps, or signatures on the edges of the pages.

[*12 November 2013*]

23. The abstract, claims, and summary shall be prepared in computer writing. Only graphic symbols or values, chemical or mathematical formulas, if necessary, may be written by hand or drawn (in conformity with the provisions of the technical lettering). Spacing of 1.5 shall be used between rows. The text shall be drawn up in one font using characters for which the dimensions of capital letters are at least font size 12. The text shall be typed, using clear, black letters. The rows shall be perpendicular in relation to edges.

24. Drawings shall be drawn up as follows:

24.1. drawings shall be numbered;

24.2. the used area of the page used for drawings shall not exceed 26.2 x 17.0 cm. The used area of the page shall not be framed. The minimum page margin shall be as follows:

24.2.1. the upper margin – 2.5 cm;

24.2.2. the left margin – 2.5 cm;

24.2.3. the right margin – 1.5 cm;

24.2.4. the lower margin – 1 cm;

24.3. drawings shall not include inscriptions, except for an individual word or words when it is necessary (for example, “water”, “vapour”, “open”, “part AB”). If electric chains or block diagrams are depicted in the drawing, short explanations for better understanding of the drawing shall be permitted;

24.4. drawings shall be created, using durable, black, sufficiently dense, uniformly thick and pronounced lines without painting. Cross-sections shall be marked with hatching of oblique parallel lines which does not hinder clear visibility of the main lines and inscriptions. All numbers, letters, and lead lines in the drawing must be simple and clear. Number and letters shall not be placed in brackets, circles, or quotation marks. All lines shall be drawn, using drawing tools. The height of numbers and letters in drawings shall not be less than 0.32 cm.

25. There may be several drawings in one page. Drawings shall be placed on a page in a way to avoid unnecessary empty areas; however, to ensure their clear separation from one another. It is recommended to place drawings in the vertical direction of the page (on a page of portrait orientation). If drawings or tables are placed in the horizontal direction of the page, the upper part of drawings shall be on the left side of the page.

**VIII. Access to Deposited Biological Material**

26. A deposited biological material shall be publicly available to any person on the basis of a request from the day of publishing the patent application but prior to this day in accordance with the procedures laid down in Section 35, Paragraph two, Clause 2 of the Patent Law. In accordance with Section 35, Paragraph two, Clause 2 of the Patent Law, these rights are exercised by issuing a sample deposited biological material to the person who submits a request.

27. A sample deposited biological material shall be issued if the Patent Office together with the request has received a written certification submitted to the applicant or owner of the patent that it will not do the following with this biological material or its derivative:

27.1. will not hand over to the third parties;

27.2. will use it only for experimental purposes until the time when the patent application is rejected or revoked or is considered revoked, or until the end of the term of operation of the patent.

28. A certification of the use of biological materials or their derivatives for experimental purposes only shall not be required if:

28.1. the applicant or owner of the patent notifies the Patent Office of refusing from the requirement for such certification;

28.2. the requester is using this material on the basis of a compulsory licence.

29. The applicant may, until technical preparation of the publication of the application is completed, inform the Patent Office that, until publishing of the notification on the granting of the patent or 20 years after the date of the application if the application has been rejected, revoked, or recognised as revoked, the public availability referred to in Paragraph 26 of this Regulation is ensured by issuing a sample only to an expert recommended by the requester if, when submitting a request to the Patent Office, the requester also submits proof that the applicant has consented to the recommended expert. Such expert certification shall also be submitted together with the request in which the expert certifies to the applicant that he or she undertakes the liabilities referred to in Paragraph 27 of this Regulation until the day when the term of operation of the patent expires or, if the application has been rejected, revoked, or recognised as revoked, until the day referred to in Sub-paragraph 27.2 of this Regulation. The requester shall be regarded as the third party.

30. The derivative of a biological material referred to in Paragraph 27 of this Regulation is a material still possessing such properties of the deposited material which are of the essence for the implementation of the invention. The liabilities referred to in Sub-paragraph 27.2 of this Regulation shall not hinder depositing of a derived biological material for patenting purposes.

31. The request referred to in Paragraph 26 of this Regulation shall be submitted to the Patent Office, using a form of the Patent Office. The Patent Office shall certify in the form that the patent application which contains a reference to the deposited biological material has been submitted and the requester or the expert recommended by him or her is entitled to receive a sample material. The request shall be submitted to the Patent Office also after granting of the patent.

32. The Patent Office shall forward a copy of the request together with the certification referred to in Paragraph 28 of this Regulation to the depository and the applicant or owner of the patent.

33. If it is not possible to receive such biological material from the depository anymore which has been deposited in accordance with the conditions of Section 28, Paragraph seven of the Patent Law because it is not viable anymore or the depository is not able to supply samples due to other reasons and the sample biological material has not been transferred to another depository recognised for the purposes referred to in Section 28, Paragraph seven of the Patent Law from which it should be received, the interruption in the availability of samples shall be considered as not having happened if new deposit of the initially deposited biological material is deposited within three months from the day on which the depository notifies the depositor of interruption and a copy of the receipt of the deposit which contains the number of the patent application or patent issued by the depository is sent to the Patent Office within four months from the day of depositing the new deposit.

34. In the case provided for in Paragraph 33 of this Regulation, a new deposit shall be deposited in the depository in which the initial deposit was deposited or in another recognised depository referred to in Section 28, Paragraph seven of the Patent Law.

35. If the depository in which the initial deposit was deposited stops being the recognised depository referred to in Section 28, Paragraph seven of the Patent Law completely or in relation to such type of biological material the samples of which have been deposited or the depository temporarily or completely discontinues the fulfilment of the functions in relation to the deposited biological material and if the notification referred to in Paragraph 33 of this Regulation from the depository has not been received within six months from such case, the three-month period referred to in Paragraph 33 of this Regulation shall start from the day on which the notification on such case is published in the Official Gazette of the Patent Office.

36. A notification signed by the depositor that the new deposit of biological material is the same as the initially deposited material shall submitted concurrently with the new deposit.

**IX. Authorisation of the Representative of the Applicant**

[22 December 2015]

37. [22 December 2015]

38. [22 December 2015]

**X. Amendments to the Patent Application**

39. Amendments to the patent application shall be drawn up as pages with indications of marked amendments and replacement clean copy pages for each page with amendments. In addition, an accompanying letter with an explanation of amendments shall be submitted. If amendments revoke any of the pages, it shall be indicated by the applicant.

[*22 December 2015*]

40. The amendments made to the patent application shall not change the essence of the invention and shall not extend the scope of the patent claims if, as per understanding of the expert, they directly and unequivocally arise from the patent application submitted initially.

41. Amendments to the feature of independent claims of the invention shall be permitted if they apply to the adjustment (account, formulation) of the language of the feature, do not change the technical essence of the feature, and do not extend the scope.

**XI. Procedures for the Filing of the Divisional Patent Application**

42. The divisional patent application may be filed, upon initiative of the applicant or upon request of the Patent Office, until the date when the Patent Office sends the decision of the expert-examination to the applicant on granting of the patent for the invention (group of inventions) of its initial patent application.

43. The divisional patent application shall only apply to the invention or group of inventions which was applied and described in the initial application.

44. The divisional patent application shall be considered as filed on the date of the initial patent application and all rights of priority of the initial patent application shall be retained for it if, in filing the divisional patent application, the applicant complies with the requirements laid down in Paragraphs 42 and 43 of this Regulation.

45. The divisional patent application which additionally contains a new claim not contained by the initial patent application shall be considered as filed on the date of the initial patent application and the right of priority of the initial patent application shall be retained for it if all elements of the new claim were described in the description of the invention of the initial patent application but other claims were part of the initial patent application.

**XII. Patent**

46. A patent shall consist of covers, title page, and annex pages. The dimensions of the patent shall conform to an A4 sheet.

47. The following elements shall be placed on the patent cover or the first page of the electronic certificate:

47.1. in the background – grid;

47.2. in the upper part – the image of the supplemented lesser State coat of arms, below it – the inscriptions “THE REPUBLIC OF LATVIA” and “PATENT”;

47.3. in the middle part – the text “The Patent Office certifies that the invention included in this patent has been included in the Patent Register under No. <00000>. The patent is valid in the Republic of Latvia for 20 years from <date of application> if this period does not end sooner in the case provided for in the Patent Law” (the number and the application date shall be entered according to the particular case);

47.4. below the text on the left side – the image of the ribbon in the colours of the national flag of Latvia and seal impress of the Patent Office;

47.5. on the lower edge on the left side – the date of issue and the date of granting the patent;

47.6. on the lower edge on the right side – the details of the signature (the name of the office “Director of the Patent Office”, the signature and given name, surname of the Director of the Patent Office.

[*22 February 2022*]

48. The bibliographic data, the abstract and, if necessary, drawing of the invention shall be placed on the title page of the patent under the list of codes. The aggregate of this information shall form the bibliographic data (hereinafter – the basic information).

[*22 February 2022*]

49. The annex pages of the patent shall consist of the description, claims, and drawings of the patent.

[*12 November 2013*]

50. The patent shall be sewn through and certified with the seal of the Patent Office.

51. One copy of the patent shall be issued. If several persons are mentioned in the register as the joint owners of the patent and there are no other instructions in the application materials, the patent shall be issued to such joint owner who is the first person mentioned in the submission of the patent application.

52. A duplicate of the patent shall be issued in accordance with the procedures laid down in the laws and regulations regarding the development and drawing up of documents on the basis of a submission of the owner of the patent.

**XIII. Content of the Patent Register**

53. The Patent Register shall include information on the published patent applications, granted patents, European patents after their approval in the Republic of Latvia, and supplementary protection certificates (the corresponding internationally adopted codes (INID codes) which are used for the identification of bibliographic data of patents are indicated in brackets):

53.1. the number of the patent (11);

53.2. the International Patent Classification (51);

53.3. the patent application number (21);

53.4. the date of filing the application (22);

53.5. the date of making the patent application available to the public (41);

53.6. the date of publication of the notification on the granting of the patent (45);

53.7. the number and filing date of the earlier application from which the present patent document has been divided up (62);

53.8. the number assigned to priority application (31);

53.9. the date of filing priority application (32);

53.10. the identification code of the country of priority application (33);

53.11. the application number, filing date of regional or Patent Cooperation Treaty application (86);

53.12. the publication number and publication data of regional or Patent Cooperation Treaty application (87);

53.13. the name of patent applicant, address, code of country (71);

53.14. the inventor, address, code of country (72);

53.15. the name of the owner of the patent, address, code of country (73);

53.16. the representative, address, code of country (74);

53.17. the title of the invention (54);

53.18. information on the transfer of patent rights;

53.19. information on the reinstatement of patent rights in accordance with Section 46 of the Patent Law;

53.20. information on the transfer of the right to use patent;

53.21. information on the extension of the term of validity of the patent;

53.22. the number of supplementary protection certificate (application);

53.23. the date of submission of supplementary protection certificate;

53.24. the number and date of granting the registration certificate or medicinal products or plant protection products in Latvia (92);

53.25. the number and date of granting the marketing authorisation or medicinal products or plant protection products in the European Union (93);

53.26. the term of operation of supplementary protection certificate (94);

53.27. the name of product in basic patent (95);

53.28. information on patent encumbrances (claim brought to court in accordance with Section 55 of the Patent Law, application of the means for ensuring a claim specified in the law in accordance with Section 63 of the Patent Law);

53.29. information on expiry of the term of validity of the patent, end date of the term of validity of the patent;

53.30. information on an early patent lapse in accordance with Section 55 of the Patent Law;

53.31. information on a patent invalidation in accordance with Section 56 of the Patent Law;

53.32. changes in the information specified in Sub-paragraphs 53.15 and 53.16 of this Regulation.

[*22 February 2022*]

54. Information on corrections of errors in the information specified in Paragraph 53 of this Regulation shall also be included in the Patent Register.

55. The Patent Office shall include the information referred to in Paragraph 71 of this Regulation in the basic information, supplementary protection certificate, notifications (in the form of extracts from the Patent Register) on transactions related to the patent, or notifications on amendments to the information related to the patented invention respectively. The aggregate of the abovementioned documents shall form the Patent Register.

[*22 February 2022*]

56. The Patent Office shall keep the Patent Register in the form of electronic files in which a set of documents of a file regarding each patent shall consist of the basic information supplemented with corresponding notifications on amendments to the information related to the relevant patent. A set of documents related to the supplementary protection certificate shall include the supplementary protection certificate which is supplemented with notifications on changes in the information related to the relevant certificate.

[*22 February 2022*]

57. The following shall be included in correspondence with the Patent Office which is related to the patent application or patent, or supplementary information on the submitter (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address):

57.1. information on the patent application or patent which clearly identifies the patent file, i.e. the number of the patent application or patent, the name of the invention, or, if necessary, the date of the patent application;

57.2. accurate information on the documents appended to the submission (date, type, name of the document and its scope).

58. [22 December 2015]

**XIV. Transfer of a Patent or Patent Application to Other Persons**

59. If the applicant or owner of the patent changes, the owner of the patent, the applicant of the patent, or also the person to whom the patent or patent application has been transferred shall submit a request to the Patent Office for the inclusion of changes in the information of the Patent Register.

60. The Patent Office shall include the changes which are related to the transfer of the patent or patent application to another person in the Patent Register when the owner or applicant of the patent files a submission to the Patent Office. The submission shall include the following information:

60.1. the applicant or owner of the patent (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address);

60.2. the number of the patent or patent application;

60.3. the new applicant of the patent or the new owner of the patent (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address);

60.4. if the applicant or owner of the patent has a representative, the given name, surname, and address of such representative;

60.5. if the new applicant or owner of the patent has a representative, the given name, surname, and address of such representative.

[*22 February 2022*]

61. If the change of the applicant or owner of the patent arises from the contract, such fact shall be indicated in the submission and, if the request is filed by the new applicant or owner of the patent, a copy of the contract or an extract certified by the competent authority from the contract which would point towards the change of ownership rights shall be appended to the submission.

62. If the change of the applicant or owner of the patent arises from the merging, division, or restructuring of legal persons, this fact shall be indicated in the submission and a copy of such document shall be appended to the submission in which the competent authority certifies the abovementioned merging, division, or restructuring and the attribution of the rights involved therein.

63. If one or several but not all applicants or joint owners change and the transfer of such patent or patent application arises from a contract, such document shall be submitted to the Patent Office which shall be signed by each applicant or joint owner of the patent to which transfer of the patent or patent application does not apply, certifying clearly expressed consent to such transfer of the patent or patent application.

64. If the transfer of the patent or patent application does not arise from a contract, the merging, reorganisation, or division of legal persons but it has another reason (for example, force of law or court decision, establishment or transfer of property law, or any other legal activities provided for in legal acts in accordance with Section 50, Paragraph one of the Patent Law), this fact shall be indicated in the submission and a copy of the document certifying such change shall be appended to the submission.

65. If changes apply to several patents or patent applications but the owner or applicant of the patent and the new owner or applicant of the patent are the same person respectively, it shall be permitted to file one submission only, provided that all numbers of the relevant patents or patent applications have been indicated in the submission and the fee for the transfer of the patent or patent application for each of these patent or patent applications has been paid.

[*22 December 2015*]

66. If the applicant or owner of the patent has a representative, an authorisation issued by the new owner or applicant of the patent shall be issued concurrently with the document certifying the transfer of the rights.

**XV. Change of the Given Name, Surname (Name) or Address of the Owner of the Patent**

67. If only the given name, surname (name) or address of the owner or applicant of the patent changes, the owner or applicant of the patent shall submit a request to the Patent Office for the inclusion of changes in the information of the Patent Register.

68. The Patent Office shall include the changes which are related to the change of the owner or applicant of the patent in the Patent Register when the owner or applicant of the patent files a submission to the Patent Office. The submission shall include the following information:

68.1. the given name, surname, and address of the owner of the patent;

68.2. if the applicant or owner of the patent has a representative, the given name, surname, and address of such representative;

68.3. the number of the patent or patent application;

68.4. the new given name, surname (name) or address of the owner or applicant of the patent which should be included in the information of the Patent Register on such patent or patent application.

[*22 February 2022*]

69. If the change applies to several patents of the same person, it shall be permitted to file one submission only, provided that all numbers of the relevant patents have been indicated in the submission and the fee for the changes in the information of the Patent Register for each of these patents or patent applications has been paid.

[*22 December 2015*]

**XVI. Change of the Representative**

70. If the representative of the owner or applicant of the patent changes, the owner of the patent or his or her new representative shall submit a request to the Patent Office for the inclusion of amendments to the information of the Patent Register.

71. The Patent Office shall include changes which are related to the change of the owner or applicant of the patent in the Patent Register if a document certifying the authorisation of the new representative has been appended to the submission and the following information has been indicated in the submission:

71.1. the given name, surname, and address of the owner of the patent;

71.2. the number of the patent or patent application;

71.3. the given name, surname, and address of the new representative.

[*22 February 2022*]

72. If changes apply to several patents or patent applications of the same person, it shall be permitted to file one submission only, provided that there is the same new representative for each patent accordingly, all numbers of the relevant patents have been indicated in the submission, and the fee for the changes in the information of the Patent Register for each of these patents has been paid.

[*22 December 2015*]

**XVII. Registration of Licence Contracts**

73. A submission for the registration of a licence contract shall be filed to the Patent Office either by the licensor or his or her representative, or the licensee or his or her representative.

74. The Patent Office shall include the information related to a licence contract in the Patent Register when the licensor or his or her representative submits a submission to the Patent Office. The submission shall include the following information:

74.1. the licensor (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address);

74.2. the licensee (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address);

74.3. the number of the patent or patent application;

74.4. the type of the licence;

74.5. the term and place of operation of the licence;

74.6. the date of entering into the licence contract.

[*22 February 2022*]

75. If registration is requested by the licensee, a copy of the licence contract or an extract certified by the competent authority from the licence contract which includes information clearly identifying the contracting parties, the patent file regarding which the licence contract has been entered into, and also information on the term of operation of the licence shall be appended to the submission.

76. If one or several but not all joint owners of the licence are participants in the licence contract, such document shall be submitted to the Patent Office which is signed by each joint owner of the patent to whom the contract applies, certifying clearly expressed consent to the registration of such licence contract.

77. If the licence contract applies to several patents but the licensor and the licensee accordingly are the same for each patent, it shall be permitted to file one submission only, provided that all numbers of the relevant patents have been indicated in the submission and the fee for the registration of the licence contract for each of these patents or patent applications has been paid.

[*22 December 2015*]

78. If the submission conforms to the requirements laid down in Paragraphs 74, 75, 76, and 77 of this Regulation, the Patent Office shall include the information on the transfer of the right to use the patent or patent application according to the licence contract in the Patent Register, publish a notification thereon in the Official Gazette of the Patent Office, and also send it to the submitter.

**XVIII. Corrections of Errors in the Patent Register**

79. [22 December 2015]

80. The following information shall be indicated in the submission for the correction of errors:

80.1. the owner of the patent (for a natural person – the given name, surname, and address of the place of residence, for a legal person – the name and legal address);

80.2. the given name, surname, and address of the representative if the applicant or owner of the patent has a representative;

80.3. the number of the patent or patent application;

80.4. the erroneous entry to be corrected;

80.5. the correct entry to be included in the Patent Register.

[*22 February 2022*]

81. If the correction applies to several patents or patent applications of one person but the error and the correction requested is the same in each patent or patent application of such person, it shall be permitted to file one submission only, provided that all numbers of the relevant patents have been indicated in the submission and the fee for the correction of the error in each of these patents or applications has been paid.

[*22 December 2015*]

82. [22 December 2015]

**XIX. Filing of a Translation of the European Patent Claims**

83. The owner of a European patent shall submit the following to the Patent Office:

83.1. the submission for the approval of the European patent in the Patent Office. The submission shall include the following information:

83.1.1. the number of the European patent application;

83.1.2. the date of the European patent application;

83.1.3. the number of the European patent;

83.1.4. the date of granting the European patent;

83.1.5. the title of the invention;

83.1.6. the owner of the patent (the given name, surname of a natural person or the name, address, country, and postal code of a legal person);

83.1.7. a representative in Latvia (given name, surname, address);

83.1.8. correspondence address (telephone number, electronic mail address or note regarding the official electronic address, including data for the use of the official electronic address);

83.1.9. the position, given name, surname, signature of the applicant or representative, and the date;

83.2. the translation of the European patent claims into Latvian;

83.3. [22 December 2015];

83.4. [22 February 2022].

[*22 February 2022*]

84. The Patent Office shall verify whether the translation of claims corresponds to the original.

[*22 February 2022*]

85. When submitting the translation of claims (in printed form and electronically or electronically only), the requirements laid down in Paragraphs 22, 22.1, and 23 of this Regulation for the patent application form shall be complied with.

[*12 November 2013*]

86. When submitting the translation of claims electronically, the following requirements shall be complied with:

86.1. the text shall be saved in a file with extension “doc” in “Windows-1257” format coding;

86.2. the file name shall consist of the letters “EP” and the patent number consisting of seven digits (for example, EP0456789);

86.3. chemical formulas shall be included in the text but a drawing shall be added at the end of the text;

86.4. if the applicant has corrected the text according to the recommendations of the Patent Office (if any) in accordance with Paragraph 84 of this Regulation, the text “\_corrected” (for example, EP0456789\_corrected) shall be added to the file name after the digits of the patent number;

86.5. [22 February 2022].

[*22 December 2015; 22 February 2022*]

87. If the translation of claims is submitted electronically, both the translation and other documents referred to in Paragraph 83 of this Regulation shall be filed to the Patent Office within the period referred to in Section 71, Paragraph two of the Patent Law.

**XX. Closing Provision**

[*22 February 2022*]

88. The type of correspondence referred to in Sub-paragraphs 2.10 and 83.1.8 of this Regulation, using the official electronic address, shall be applied from 1 December 2022.

[*22 February 2022*]

Prime Minister I. Godmanis

Minister for Justice G. Bērziņš

**Annex 1**

Cabinet Regulation No. 224

1 April 2008

**Sample Patent**

[22 February 2022]

**Annex 2**

Cabinet Regulation No. 224

1 April 2008

[22 February 2022]

**Annex 3**

Cabinet Regulation No. 224

1 April 2008

**Authorisation for Representation in the Patent Granting Procedure in the Patent Office**

[22 February 2022]

**Annex 4**

Cabinet Regulation No. 224

1 April 2008

**Submission for the Transfer of the Patent Application or Patent to Another Person**

[22 February 2022]

**Annex 5**

Cabinet Regulation No. 224

1 April 2008

**Submission for the Change of the Given Name, Surname, Name, or Address**

[22 February 2022]

**Annex 6**

Cabinet Regulation No. 224

1 April 2008

**Submission for the Registration of the Licence Contract**

[22 February 2022]

**Annex 7**

Cabinet Regulation No. 224

1 April 2008

**Submission for the Correction of Errors**

[22 February 2022]

**Annex 8**

Cabinet Regulation No. 224

1 April 2008

**Submission for the Approval of the European Patent in the Patent Office**

[22 February 2022]