

Filing a standard patent application in New Zealand

Minimum requirements

1. Name of applicant(s).
2. A copy of the specification in English, and drawings if any. The specification and drawings may be informal.
3. Priority date(s) – if convention priority is claimed.

Full requirements

1. Convention or non-convention application form signed by the applicant(s). These forms include the required Authorisation of Agent. Our convention application form also includes the required declaration of inventorship. The application form can be filed by A J Park, with a formal copy signed by the applicant(s) due within four months from the application filing date (extendible by a further 14 months).
2. To enable us to prepare or check the application form, please provide the following.
 - 2.1. For convention and non-convention applications:
 - a. Full name, nationality and street address of the applicant(s).
 - b. Full name, nationality and street address of the inventor(s).
 - c. Details of the assignment from the inventor(s) to the New Zealand applicant(s) if the New Zealand applicant(s) is/are not the inventor(s).
 - 2.2. The following additional information is required for convention applications only.
 - d. Details of the filing date(s) and country or countries in which the priority-forming application(s) was/were filed.

- e. Full name, nationality and street address of the basic applicant(s) in respect of each priority-forming application(s).
 - f. Details of the assignment from the basic applicant(s) to the New Zealand applicant(s) if the New Zealand applicant(s) is/are not the basic applicant(s).
3. Two copies of the specification in English (one for filing at the patent office and one for our file). Specifications should be on A4 paper in legible characters, in at least 1½ line spacing, with a left-hand margin of at least 2.5 cm and a right-hand margin of at least 1 cm. The application may be filed with an informal specification and a formal specification is due within four months of the application filing date (extendible by a further 14 months).
 4. Two copies of any drawings (one for filing at the patent office and one for our file). Drawings should be on A4 paper, with a clear margin of at least 1.5 cm at the edges of the paper. The application may be filed with informal drawings, with formal drawings due within four months of the application filing date (extendible by a further 14 months).
 5. Priority document(s) (for convention applications). If a priority document is not in English, a verified English translation is also required. These documents are due within three months of the application filing date (extendible only in genuine and exceptional circumstances).