



**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*, TTIPAB's Privacy Policy 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 your application for registration. IP Australia may contact you to provide you with updates and information about developments in Intellectual Property law and practice, and other relevant information which may be of interest to you and the attorney profession. IP Australia may also contact you, using the contact details you have provided, to request your feedback on our products and 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 TTIPAB website, 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 TTIPAB website. Once information is available on the internet, the TTIPAB has no control over its subsequent use and disclosure.

As far as your personal information is concerned:

- you may provide a post office box address as your publication address if you do not want your physical address to be published; and
- if you do not provide the personal information required, we may not be able to process your application.



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# Continuing Professional Education Declaration for Renewals

Before completing this form, please ensure you have familiarised yourself with the [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 [TTIPAB 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.

**Personal Details** *These aren't published on the website-for internal use only*

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

**Applying for renewal against the below regulation(s)**

- Patents       Trade Marks

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

- I have met the required hours of CPE within the 12 months immediately prior to my renewal payment and can provide evidence if requested.

Single Registration	Dual Registration
10	15

- 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  of the required  hours within the past 12 months.
- I gained a conditional approval last year and have completed the standard and additional hours required before this renewal.
- 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 - \$600
- Patent Attorney - \$400
- Trade Marks Attorney - \$400

Please check your details [published online](#), and if an update is required email [mail.ttipab@ipaaustralia.gov.au](mailto:mail.ttipab@ipaaustralia.gov.au)

**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](#).

To return this form, please attach the PDF when making payment through the [IP Australia online services](#)