Deutsches
Patent- und Markenamt

Information Concerning the Use of the SEPA Payment Schemes

	Address	Telephone	Fax
Dienststelle München	Central mailing address:	Customer Care and Services:	Central fax number:
Dienststelle Jena	80297 München	+49 89 2195-1000	+49 89 2195-2221
Informations- und Dienstleistungszentrum Berlin			

Beneficiary: Bundeskasse
IBAN: DE84 7000 0000 0070 0010 54, BIC (SWIFT-Code): MARKDEF1700

Address of the bank: Bundesbankfiliale München, Leopoldstraße 234, 80807 München

Internet:
https://www.dpma.de

A 9534.1/10.25

Contents

What is SEPA? 3
Which documents need to be submitted for a payment by SEPA core direct debit? 3
Which date will be deemed to be the payment date? 4
How long will a SEPA core direct debit mandate be valid? 4
What kinds of information need to be included on the „SEPA Core Direct Debit Mandate“ form? 4
What kinds of additional information concerning the SEPA core direct debit mandate are required? 4
Do I need to authorise a separate mandate for each single payment? 4
What is a mandate for a one-off payment? What is a mandate for recurrent payments? 5
Will there be any pre-notification? 5
Which payments can be made by SEPA core direct debit mandate? 5
Which payments cannot be made by SEPA core direct debit mandate? 5
How can I communicate changes? 5
Will it also be possible to authorise SEPA core direct debit mandates electronically? 5
In which language do I have to fill in the mandate form? 6
What is the creditor identifier? 6
Where can I find my IBAN and BIC? 6
How will credit transfers be affected? 6
What are the SEPA-compliant bank details of the DPMA? 6
Can I make SEPA payments in a currency other than euro? 6
Do you have any questions left? Or do you need more information? 6

What is SEPA?

SEPA (Single Euro Payments Area) creates a single payment area for non-cash payments in euro. This means that there is no longer any difference between domestic and cross-border payments. The direct debit scheme can then also be used for cross-border payments in euro in the participating countries, which include the EU member states plus Switzerland, Monaco, Iceland, Liechtenstein and Norway.

How to make payments by SEPA core direct debit:

- Please use the mandate form published by the DPMA (A 9530.1).
- The form already has the individual mandate reference number identifying the SEPA core direct debit mandate printed on it.
- The „SEPA Core Direct Debit Mandate“ form needs to include the following mandatory information: creditor identifier of the federal administration/DPMA, name and address of the person authorising the mandate (= payer) and the bank details (BIC and IBAN of the bank account from which the debit is to be collected).
- You will need to submit the original form bearing your handwritten signature to the DPMA.
- The purpose of use needs to be always indicated on form A 9532.1 so that the DPMA can definitely assign an intended payment to a fee.
- You can submit the „Specification of the purpose of use of the mandate“ form together with the „SEPA Core Direct Debit Mandate“ form or, if the mandate form has already been submitted, later separately (please always refer to the relevant mandate reference number).
- As the person authorising the mandate, you can communicate later changes of name, address and/or bank details in writing, for example, by letter or fax.

More information on the SEPA schemes at the DPMA:

Which documents need to be submitted for a payment by SEPA core direct debit?

For a payment to be made to the DPMA by SEPA core direct debit, the following two forms should preferably be submitted:

- the „SEPA Core Direct Debit Mandate“ form (A 9530.1) to authorise the mandate and
- the „Specification of the purpose of use of the mandate“ form (A 9532.1).

Important: You will need to submit the **original** „SEPA Core Direct Debit Mandate“ form bearing **your handwritte**

The „SEPA Core Direct Debit Mandate“ form (A 9530.1) and the „Specification of the purpose of use of the mandate“ form (A 9532.1) are available on the DPMA website (www.dpma.de).

The individual mandate reference number will be automatically printed on the forms.

Where should I send the SEPA documents?

The original „SEPA Core Direct Debit Mandate“ form must be submitted.

Important: **It is not sufficient to submit the mandate forms by fax.**
However, if you just want to claim a certain payment date, you may submit your „SEPA Core Direct Debit Mandate“ form by fax and then send us the original form within one month after receipt of the fax by the DPMA. If the original „SEPA Core Direct Debit Mandate“ form is received later than one month after receipt of the fax by the DPMA, however, only this later date may be used as the payment date.

Address

Deutsches Patent- und Markenamt

Zahlungsverkehr

Zweibrückenstraße 12

80331 München

Germany

You can send us a paper copy of the „Specification of the purpose of use of the mandate“ form or submit it by fax or via DPMAdirekt. Please send it to:

Address

Deutsches Patent- und Markenamt

Zahlungsverkehr

Zweibrückenstraße 12

80331 München

Germany

Telefax: +49 89 2195-2221

DPMAdirekt:

https://www.dpma.de/english/services/efiling/dpmadirekt/index.html

Which date will be deemed to be the payment date?

For payments by SEPA core direct debit, the date

- on which a valid „SEPA Core Direct Debit Mandate“ form has been received by the DPMA and
- on which the „Specification of the purpose of use of the mandate“ form has been submitted will be deemed to be the payment date.

For fees due at a later date, the due date will be deemed to be the payment date.

If we already have received a valid (original) „SEPA Core Direct Debit Mandate“ form, the payment date will be deemed to be the date on which the „Specification of the purpose of use of the mandate“ form has been received by us (even if by fax) (however, no sooner than the due date of a fee).

If we have not received a valid „SEPA Core Direct Debit Mandate“ form yet, you can submit it together with the „Specification of the purpose of use of the mandate“ form. You can also send us both forms by fax. In this case, the date of receipt of the fax will be deemed to be the payment date if the original „SEPA Core Direct Debit Mandate“ form bearing your handwritten signature is submitted within one month after receipt of the fax by the DPMA. If the original „SEPA Core Direct Debit Mandate“ form is received later than one month after receipt of the fax by the DPMA, only this later date may be used as the payment date.

Another requirement for a date to be deemed to be the payment date is that the collection can be effectively made.

How long will a SEPA core direct debit mandate be valid?

As a rule, you may authorise a SEPA core direct debit mandate for a one-off payment or recurrent payments.

A SEPA core direct debit mandate will expire if it is not used for any direct debit collection within 36 months after the last collection. Each time the mandate is used, the mandate will become valid for another 36 months.

A SEPA core direct debit mandate will expire 36 months after the last collection initiated on the basis of the SEPA core direct debit mandate.

What kinds of information need to be included on the „SEPA Core Direct Debit Mandate“ form?

The SEPA core direct debit mandate will allow the Bundeskasse (federal cash office) to collect funds from the account of the person authorising the mandate for the benefit of the DPMA. Furthermore, the person authorising the mandate will allow their bank, the so-called payment service provider, to debit their account in accordance with the instructions from the Bundeskasse.

The following details are mandatory:

- the creditor identifier of the federal administration (already printed on the „SEPA Core Direct Debit Mandate“ form [A 9530.1]),
- name and address of the person authorising the mandate (= payer, who is the account holder or the authorised representative),
- bank details (IBAN and BIC of the account to be debited) and
- mandate reference number which the DPMA assigns to you as the person authorising the mandate (already printed on the „SEPA Core Direct Debit Mandate“ form [A 9530.1]).

What kinds of additional information concerning the SEPA core direct debit mandate are required?

What is the „Specification of the purpose of use of the mandate“ form used for?

The DPMA will only be able to accurately allocate, on the basis of your SEPA core direct debit mandate, future payments of fees or costs due with regard to an IP procedure if you additionally provide the specific purpose of use of the mandate (for example, an IP file number together with a fee number).

Unlike under the pre-SEPA direct debit scheme, you will need to submit two documents in future, the „SEPA Core Direct Debit Mandate“ form and the „Specification of the purpose of use of the mandate“ form, including in particular the relevant file numbers, fee numbers and amounts. Only then will the requirements of collection be met and timely information about payment will be sent to the IP procedure.

Please use the „Specification of the purpose of use of the mandate“ form (A 9532.1) provided additionally to specify the purpose of use of the SEPA core direct debit mandate.

The „Specification of the purpose of use of the mandate“ form can be submitted together with the „SEPA Core Direct Debit Mandate“ form or later separately (please always refer to the relevant SEPA mandate reference number).

If a valid „SEPA Core Direct Debit Mandate“ form has already been submitted, it is sufficient to send us the „Specification of the purpose of use of the mandate“ form, giving your mandate reference number. You can send us a paper copy of this form or submit the form by fax or electronically via DPMAdirekt.

Do I need to authorise a separate mandate for each single payment?

Not if you have authorised a mandate for recurrent payments to the DPMA that is still valid. The primary advantage of the direct debit scheme is the fact that it

can be used for the collection of payments of different amounts for a wide variety of fees. Therefore, please authorise a mandate for recurrent payments if possible.

What is a mandate for a one-off payment? What is a mandate for recurrent payments?

As a rule, a SEPA core direct debit mandate can be authorised for a one-off payment.

However, one single SEPA core direct debit mandate can also be used for several IP rights, file numbers, „*Kassenzeichen*" references, invoices and payment transactions. You will need to authorise a mandate for recurrent payments for this.

By specifying the purpose of use of the SEPA core direct debit mandate, the SEPA core direct debit mandate can be assigned to an IP right, file number, „*Kassenzeichen*" reference or invoice.

Please note that the SEPA core direct debit mandate should be authorised for recurrent payments and be used for several IP rights, file numbers or payment transactions if possible.

Will there be any pre-notification?

A pre-notification is any message to the payer that announces a collection from the payer's account by SEPA direct debit.

The DPMA will not send any additional notification of the amount of the debit to be collected and the exact date on which the debit is to be collected. Please refer to the information leaflet concerning costs, fees and expenses (A 9510.1; https://www.dpma.de/english/services/forms/payments/index.html for the amounts of the relevant fees and costs.
As soon as we have received a valid „SEPA Core Direct Debit Mandate" form and the relevant „Specification of the purpose of use of the mandate" form, the payments will be immediately collected. Please make sure that your accounts are always covered accordingly.

Which payments can be made by SEPA core direct debit mandate?

- Payments for all IP rights,
- payments for all file numbers and invoices in connection with IP procedures (including appeal fees for the Federal Patent Court),
- payments of costs arising under the Patent Costs Act (Patentkostengesetz) and the Ordinance Concerning Administrative Costs at the DPMA (DPMA-Verwaltungskostenverordnung),
- payments of international filing fees and search fees (PCT procedures). Following the established practice at our office, please use the SEPA Core Direct Debit Scheme to pay the international filing fees and search fees in addition to the transmittal fees (fee number 313 900) and the fees for the preparation of priority documents (fee number 301 300), and please indicate this accordingly on the „Specification of the purpose of use of the mandate" form.

Important: If a nullity action has been brought before the Federal Patent Court, please contact the Federal Patent Court directly for the court file number and indicate it as the purpose of use in the „Specification of the purpose of use of the mandate" form (A 9532.1). Please note that a collection can only be made of all documents required for a mandate (including the „Specification of the purpose of use of the mandate" form) have been received.

Which payments cannot be made by SEPA core direct debit mandate?

Other payments to the DPMA, in particular payments under private-law contracts, cannot currently be made under the SEPA Core Direct Debit Scheme (for example, licence fees).

Payments of invoices arising from or after proceedings before the Federal Patent Court or other courts or authorities cannot be made either.

Important: In case of fees notes from courts or other authorities, please contact directly the unit that has issued the fee note/invoice.

How can I communicate changes?

As the person authorising the mandate, you can communicate changes of name, address and/or bank details in writing, for example, by letter or fax.

Address

Deutsches Patent- und Markenamt

Zahlungsverkehr

Zweibrückenstraße 12

80331 München

Germany

Telefax: +49 89 2195-2221

Will it also be possible to authorise SEPA core direct debit mandates electronically?

Currently, it is not planned to introduce electronic mandates (e-mandates) in Germany. At present, a mandate can only be authorised in writing.

In which language do I have to fill in the mandate form?

You can fill in the „SEPA Core Direct Debit Mandate“ form in German or English.

What is the creditor identifier?

In order to receive payments by direct debit under the SEPA direct debit schemes as a payee, you will need a creditor identifier. This is an account-independent code that additionally identifies the payee as the person receiving payments by direct debit. The DPMA’s creditor identifier is already printed on the „SEPA Core Direct Debit Mandate“ form (A 9530.1).

The DPMA’s creditor identifier is:

DE09ZZZ00000000001

Where can I find my IBAN and BIC?

You can find your IBAN and your payment service provider's BIC on statements for your bank account. E-banking users can also find their IBAN and BIC in their account details.

Furthermore, these codes are already printed on the bank cards of most payment service providers.

How will credit transfers be affected?

There will be no significant changes for credit transfers at the DPMA; credit transfers will still be possible as usual. However, account number and bank sort code will be replaced by IBAN and BIC for credit transfers as well.

What are the SEPA-compliant bank details of the DPMA?

Our SEPA-compliant bank details for the payment of fees and costs of the DPMA and the Federal Patent Court are as follows:

IBAN: DE84 7000 0000 0070 0010 54

BIC (SWIFT Code): MARKDEF1700

Can I make SEPA payments in a currency other than euro?

No. SEPA payments can only be made in euro. As before, payments in other European currencies will only be possible by international credit transfer.

Do you have any questions left? Or do you need more information?

Please contact our SEPA hotline:

+49 89 2195-4500

Or send us an e-mail to:

sepa-hotline@dpma.de

You can also read our latest publications on our website, where you can also find an FAQ section on SEPA:

https://www.dpma.de

https://www.dpma.de/english/services/fees/payment_transactions/faq/index.html