

"PCT LINK" – RECEIVING YOUR EPO PCT COMMUNICATIONS ELECTRONICALLY

PIFC 2025 IN TOKYO

RICHARD GARVEY | KEY ACCOUNT MANAGER | 45335 KEY ACCOUNT MANAGEMENT AND CUSTOMER SERVICES

AGENDA

- **Conditions:** How to allow Japanese Agents to receive EPO communications electronically
- **Mandatory Correspondence Address**
- **2 Factor Authentication**
- **Mailbox Set Up**
- **PCT Link**
- **Mailbox Access**

CONDITIONS FOR THE EPO TO ACT AS ISA/IPEA

- The European Patent Office may be chosen as ISA for applications filed in English filed with the JPO as receiving Office.
- If the international search was carried out by the EPO, then the EPO can also act as ISA (& Subsequently IPEA)
- In this case you can use the PCT LINK to receive communications electronically

FILING PCT RO101 OR 401

MANDATORY CORRESPONDENCE ADDRESS

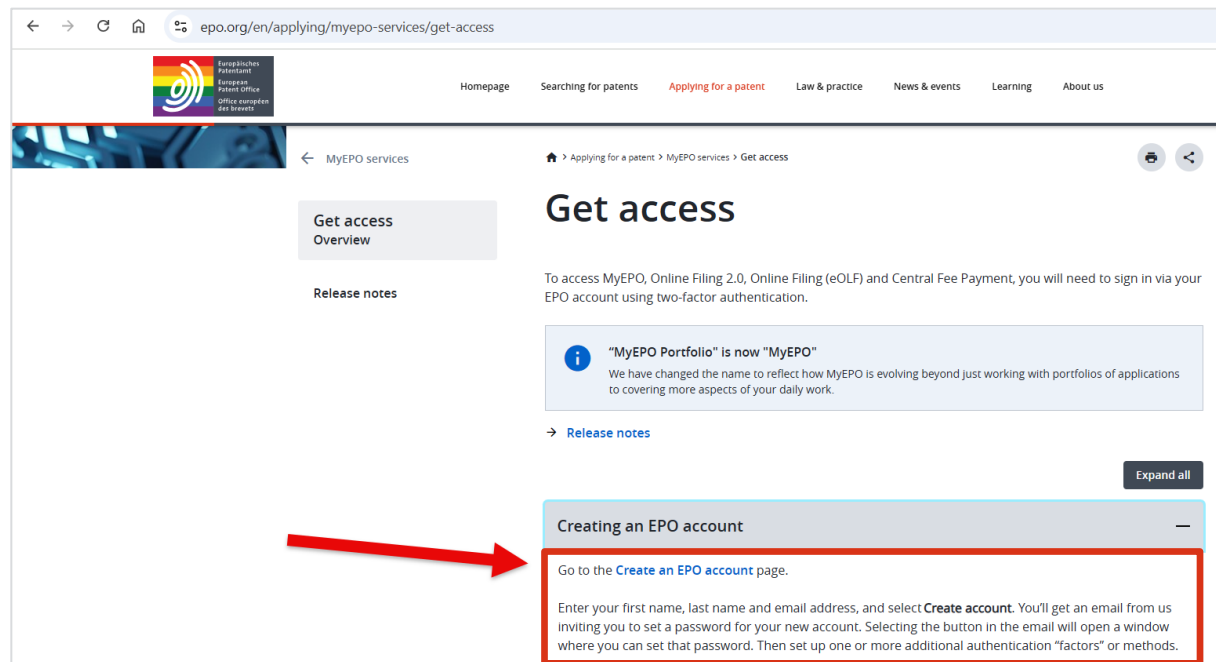
Party ☒ Agent ☐ Common representative ☐ Address for correspondence (no agent or common representative appointed)	Name * GARVEY LTD
Type * ☒ Legal entity ☐ Natural person	Street address * Bob-van-Benthem-Platz 1
	☐ Check this box if no street address is applicable.
	City * Munich
	Country or territory * DE - Germany
	Postal Code 80335
	Telephone * +49 89 23990
	Please enter the full international number, prefixed with '+' (e.g. +15031234567 for the United States). Only the following non-numerical characters are allowed: () + - x
	Fax
	E-mail * garveyltdcocketing@gmail.com

FILING PCT RO101 OR 401

MANDATORY CORRESPONDENCE ADDRESS

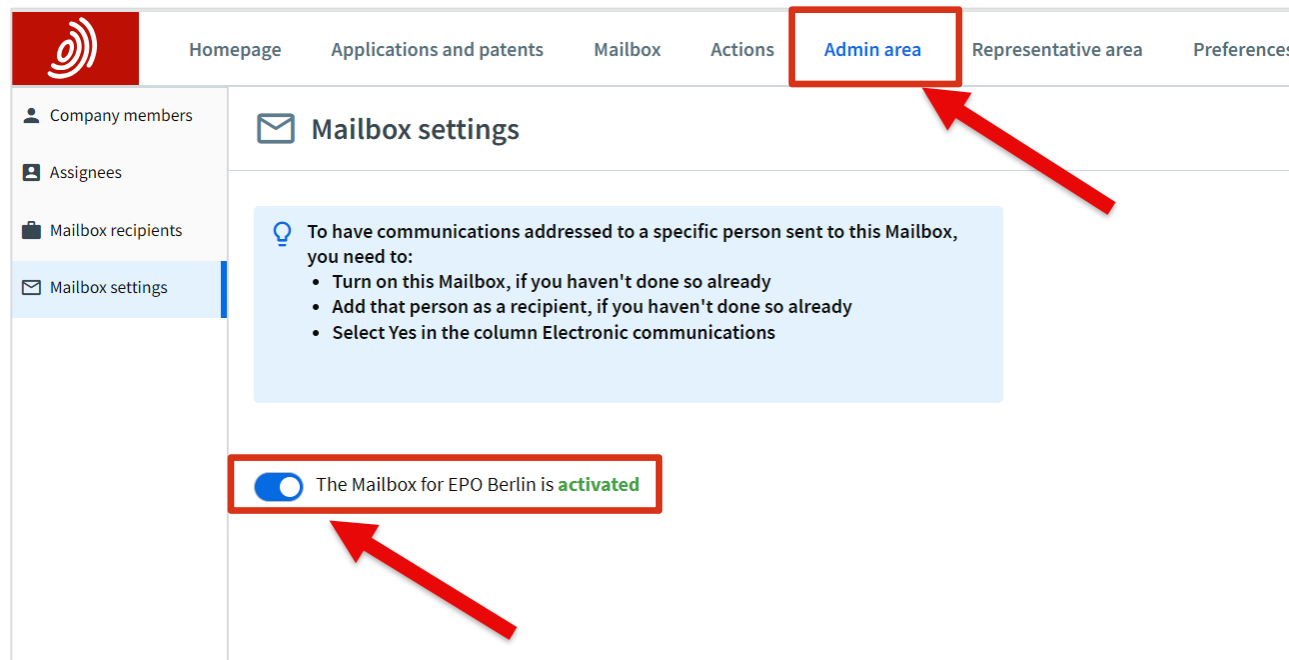
Party ☐ Agent ☐ Common representative ☒ Address for correspondence (no agent or common representative appointed)	First Name * Richard
Type * ☐ Legal entity ☒ Natural person	Last Name * GARVEY
	Street address * Bob-van-Bentham-Platz 1
	☐ Check this box if no street address is applicable.
	City * Munich
	Country or territory * DE - Germany
	Postal Code 80335
	Telephone * +49 89 23990
	Please enter the full international number, prefixed with '+' (e.g. +15031234567 for the United States). Only the following non-numerical characters are allowed: () + - x
	Fax
	E-mail * rgarvey@garveyltd.org

REQUIREMENTS 2FA ACCOUNT TO LOG IN



The screenshot shows the EPO website's 'Get access' page. The breadcrumb trail is 'Applying for a patent > MyEPO services > Get access'. The page title is 'Get access'. Below the title, it states: 'To access MyEPO, Online Filing 2.0, Online Filing (eOLF) and Central Fee Payment, you will need to sign in via your EPO account using two-factor authentication.' There is an information box titled '"MyEPO Portfolio" is now "MyEPO"' with the text: 'We have changed the name to reflect how MyEPO is evolving beyond just working with portfolios of applications to covering more aspects of your daily work.' Below this is a link to 'Release notes'. At the bottom, there is a section titled 'Creating an EPO account' with a minus sign icon. This section is highlighted with a red box, and a red arrow points to it from the left. The text inside the red box reads: 'Go to the [Create an EPO account](#) page. Enter your first name, last name and email address, and select **Create account**. You'll get an email from us inviting you to set a password for your new account. Selecting the button in the email will open a window where you can set that password. Then set up one or more additional authentication "factors" or methods.'

MAILBOX SET UP ACTIVATE



Homepage Applications and patents Mailbox Actions **Admin area** Representative area Preferences

Company members
Assignees
Mailbox recipients
Mailbox settings

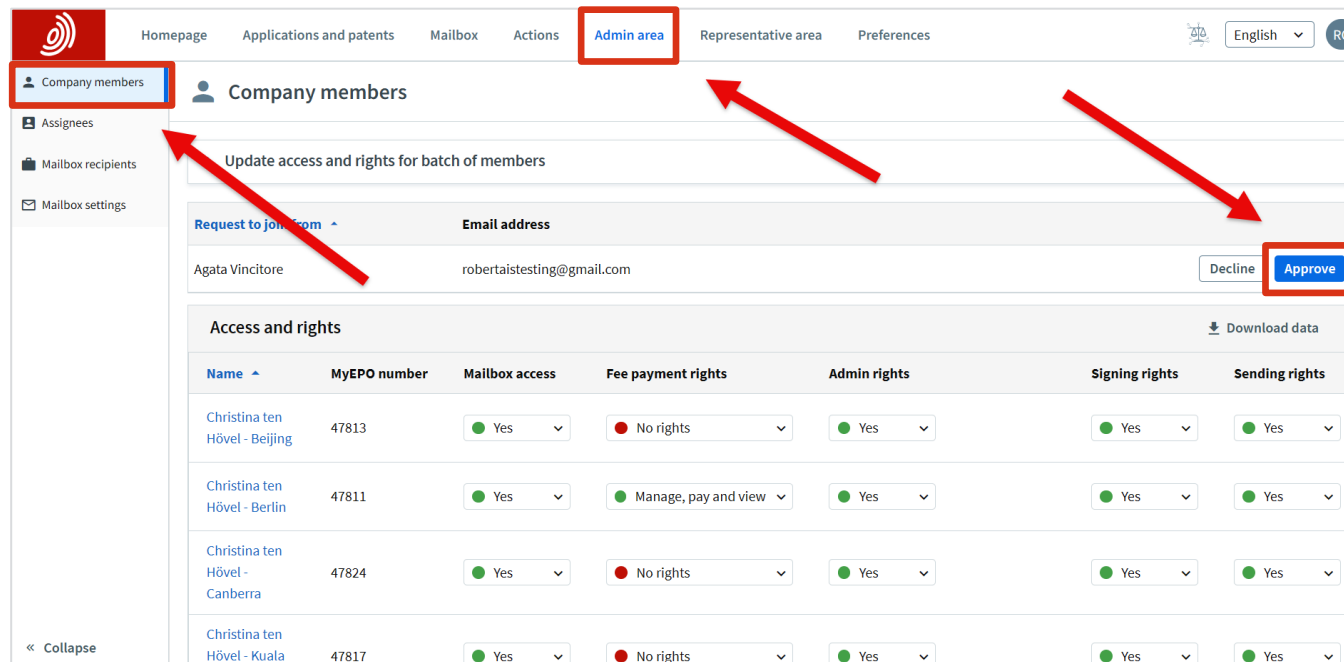
Mailbox settings

To have communications addressed to a specific person sent to this Mailbox, you need to:

- Turn on this Mailbox, if you haven't done so already
- Add that person as a recipient, if you haven't done so already
- Select Yes in the column Electronic communications

☒ The Mailbox for EPO Berlin is **activated**

MAILBOX SET UP COMPANY MEMBERS



Homepage Applications and patents Mailbox Actions **Admin area** Representative area Preferences

Company members

Assignees
Mailbox recipients
Mailbox settings

Update access and rights for batch of members

Request to join from **Email address**

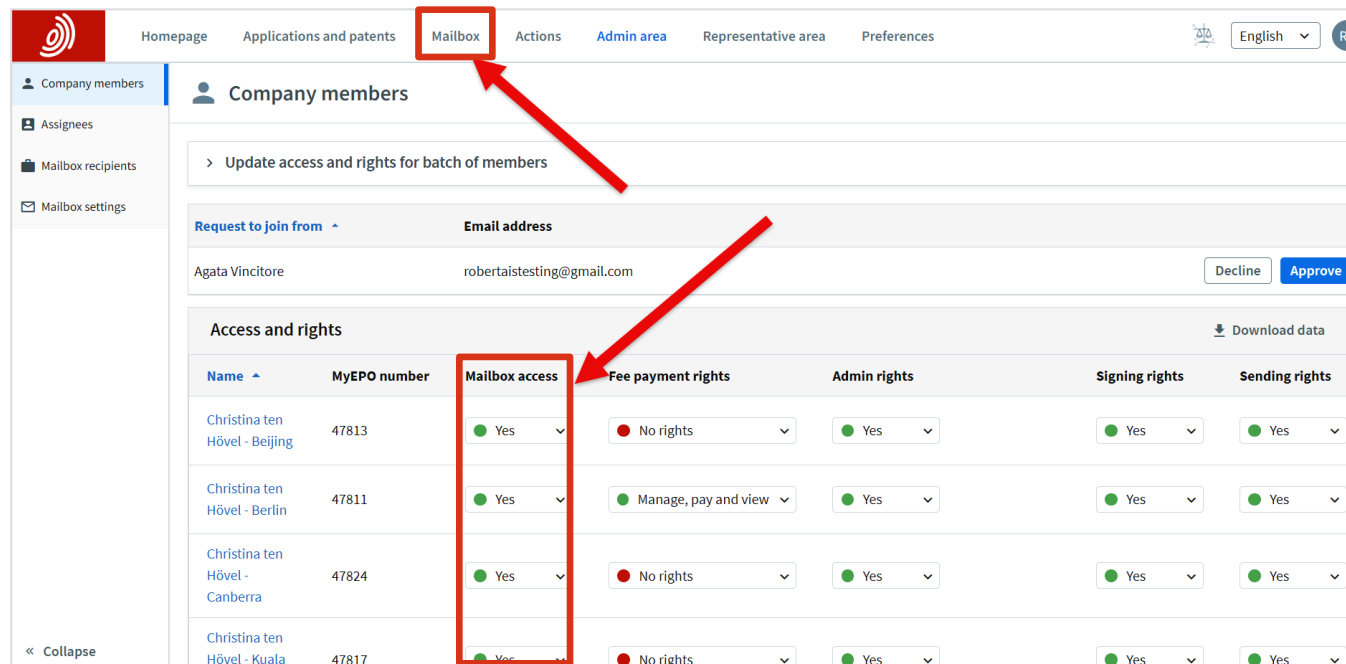
Agata Vincitore robertaistesting@gmail.com Decline Approve

Access and rights Download data

Name	MyEPO number	Mailbox access	Fee payment rights	Admin rights	Signing rights	Sending rights
Christina ten Hövel - Beijing	47813	Yes	No rights	Yes	Yes	Yes
Christina ten Hövel - Berlin	47811	Yes	Manage, pay and view	Yes	Yes	Yes
Christina ten Hövel - Canberra	47824	Yes	No rights	Yes	Yes	Yes
Christina ten Hövel - Kuala	47817	Yes	No rights	Yes	Yes	Yes

« Collapse

MAILBOX SET UP COMPANY MEMBERS



Homepage Applications and patents **Mailbox** Actions Admin area Representative area Preferences

Company members Assignees Mailbox recipients Mailbox settings

Company members

> Update access and rights for batch of members

Request to join from Email address

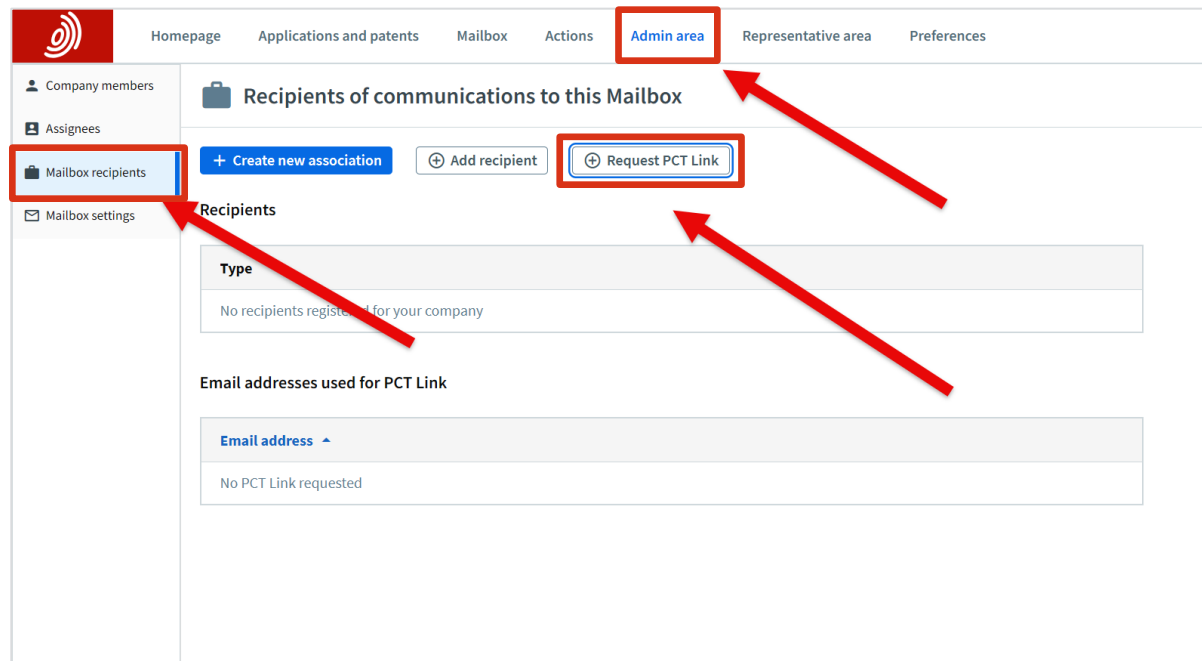
Agata Vincitore robertaistesting@gmail.com Decline Approve

Access and rights Download data

Name	MyEPO number	Mailbox access	Fee payment rights	Admin rights	Signing rights	Sending rights
Christina ten Hövel - Beijing	47813	Yes	No rights	Yes	Yes	Yes
Christina ten Hövel - Berlin	47811	Yes	Manage, pay and view	Yes	Yes	Yes
Christina ten Hövel - Canberra	47824	Yes	No rights	Yes	Yes	Yes
Christina ten Hövel - Kuala Lumpur	47817	Yes	No rights	Yes	Yes	Yes

MAILBOX SET UP

MAILBOX RECIPIENTS



The screenshot shows the EPO mailbox management interface. The top navigation bar includes links for Homepage, Applications and patents, Mailbox, Actions, **Admin area** (highlighted with a red box), Representative area, and Preferences. The left sidebar contains links for Company members, Assignees, **Mailbox recipients** (highlighted with a red box), and Mailbox settings. The main content area is titled "Recipients of communications to this Mailbox" and features three buttons: "+ Create new association", "+ Add recipient", and "+ Request PCT Link" (highlighted with a red box). Below these buttons, there are two sections: "Recipients" and "Email addresses used for PCT Link". The "Recipients" section shows a table with a header "Type" and a message "No recipients registered for your company". The "Email addresses used for PCT Link" section shows a table with a header "Email address" and a message "No PCT Link requested". Three red arrows point to the "Admin area" link, the "Mailbox recipients" link, and the "+ Request PCT Link" button.

Homepage Applications and patents Mailbox Actions **Admin area** Representative area Preferences

Company members Assignees **Mailbox recipients** Mailbox settings

Recipients of communications to this Mailbox

+ Create new association + Add recipient + Request PCT Link

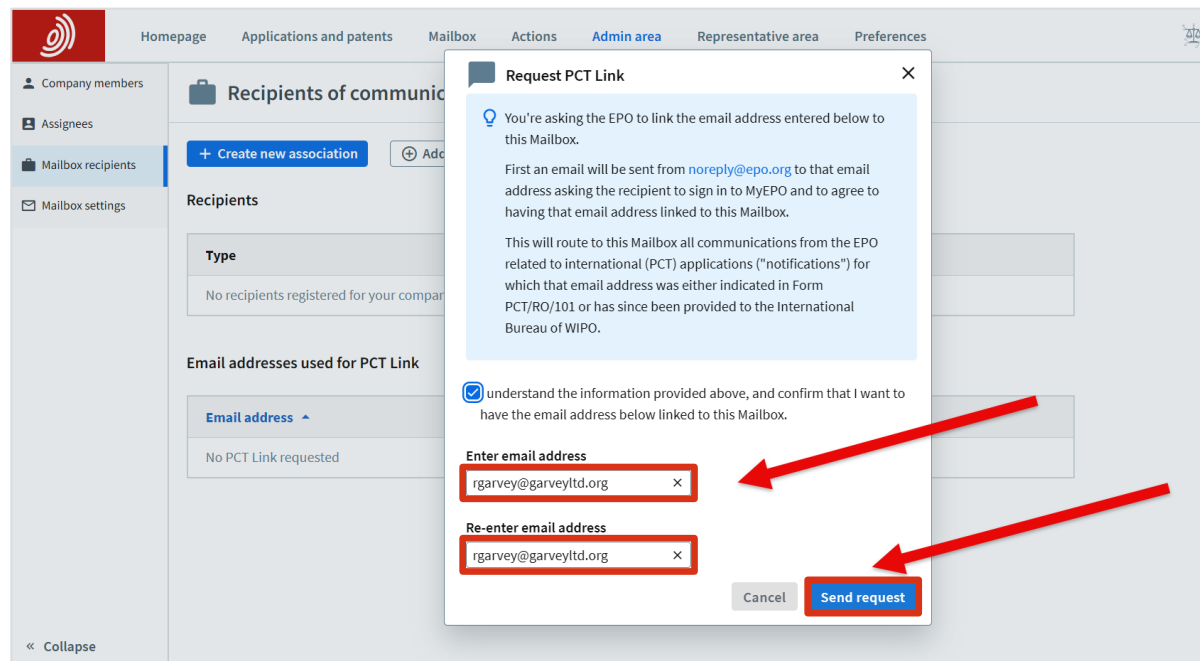
Recipients

Type
No recipients registered for your company

Email addresses used for PCT Link

Email address
No PCT Link requested

SET UP PCT LINK



The screenshot shows the EPO MyEPO interface with the 'Request PCT Link' dialog box open. The background interface includes a top navigation bar with 'Homepage', 'Applications and patents', 'Mailbox', 'Actions', 'Admin area', 'Representative area', and 'Preferences'. A left sidebar contains 'Company members', 'Assignees', 'Mailbox recipients', and 'Mailbox settings'. The main content area is titled 'Recipients of communication' and includes a '+ Create new association' button, a 'Recipients' section with 'Type' and 'No recipients registered for your company', and an 'Email addresses used for PCT Link' section with 'Email address' and 'No PCT Link requested'.

Request PCT Link

You're asking the EPO to link the email address entered below to this Mailbox.

First an email will be sent from noreply@epo.org to that email address asking the recipient to sign in to MyEPO and to agree to having that email address linked to this Mailbox.

This will route to this Mailbox all communications from the EPO related to international (PCT) applications ("notifications") for which that email address was either indicated in Form PCT/RO/101 or has since been provided to the International Bureau of WIPO.

☒ understand the information provided above, and confirm that I want to have the email address below linked to this Mailbox.

Enter email address

Re-enter email address

Two red arrows point from the right side of the image to the 'Enter email address' and 'Re-enter email address' input fields. Another red arrow points from the right side to the 'Send request' button.

MAILBOX

Homepage Applications and patents **Mailbox** Actions Admin area Representative area Preferences English ▼ RG

 Inbox

 Unread

 Recently read

 Not handled

 Deleted

 Archive

 dave

 EPO

 Muenchen

 Paris

 peter

 Team 2

 **Inbox**

☐ 1-5 of 5 Actions ▼

⚙️ Change view ▼ 🔍 Filter by ▼ 🔍 Search Mailbox

Name	Date sent	Application number	Your reference ▼	Status
 International search report	17.02.2015	PCT/FI2014/050813	NC83692WO	
 International search report	15.05.2015	PCT/GB2015/050725	KK/P215487WO	
 International search report	07.12.2015	PCT/EP2015/075173	369293D34397	
 International search report	25.10.2018	PCT/EP2018/074281	170026W001	
 International search report	25.10.2018	PCT/EP2018/074281	170026W001	

RELEVANT LINKS

- 2 Factor Authentication Form: <https://www.epo.org/en/applying/myepo-services/get-access>
- 2 Factor Authentication Seminar: <https://www.youtube.com/watch?v=AChD4wkyVOK>
- PCT Link Set up seminar: <https://www.youtube.com/watch?v=T8sYBhB1SbY>
- PCT Link & Mailbox seminar: <https://www.youtube.com/watch?v=T8sYBhB1SbY>

CONTACT DETAILS

<https://www.epo.org/en/contact-us>

YOUR GLOBAL INNOVATION JOURNEY: HOW THE EPO SUPPORTS JAPANESE INNOVATORS

Strong industrial property protection is essential for turning innovation into global success.

This seminar introduces Japanese innovators to key EPO tools:

PCT Link for electronical communication during the PCT procedure, the **Unitary Patent** for broad European coverage with reduced cost and complexity, and the **European Patent Register** for transparent, convenient access to application files.

Join us to learn how the EPO can make your journey from Japan to Europe more efficient, reliable, and future-ready.



Online Seminar 18 November 2025, 16 hrs – 18 hrs (Japan time zone)

epo.org/supporting-japanese-innovators