



Form for Payments Not Made via Online Services



Privacy Notice

The personal information collected by this form is collected for the purposes of:

Intellectual Property (IP) Rights legislation: (<https://www.ipaustralia.gov.au/about-us/ip-legislation-in-australia>)

- *Patents Act 1990* and the *Patents Regulations 1991*;
- *Trade Marks Act 1995* and the *Trade Marks Regulations 1995*;
- *Designs Act 2003* and the *Designs Regulations 2004*; and
- *Plant Breeder's Rights Act 1994* and the *Plant Breeder's Rights Regulations 1994*

AND

Freedom of Information requests under the *Freedom of Information Act 1982*.

Any personal information you provide will be used for processing your payment and any other administrative process required, as a result of your payment. If you are completing this form on behalf of another person or providing another person's personal information, you must ensure that you have obtained consent from that individual.

All personal information you provide on this form is protected by the *Privacy Act 1988* and handled in accordance with IP Australia's Privacy Policy (<https://www.ipaustralia.gov.au/about-us/our-agency/privacy>).

The Privacy Policy contains relevant information, including:

- what personal information is held by IP Australia and for what purposes;
- how you may seek access to and correction of the personal information we hold;
- how you may make a complaint about the way IP Australia has handled your personal information and how we will deal with your complaint and;
- IP Australia's Privacy Officer's contact details.

IP Australia will not otherwise use or disclose your personal information without your consent, unless authorised or required by or under law.

Disclosure of personal information - IP Rights

IP Australia will disclose information, including personal information obtained once this payment has been processed, about IP Rights applicants, owners and others as required under the IP Rights legislation we administer. Generally, this disclosure occurs via publication in the Official Journal, Registers, our databases, and Application Programming Interfaces (APIs), all of which are publicly available on the Internet.

When IP Australia publishes personal information on the internet or in online databases, that information may be accessed by individuals anywhere in the world. IP Australia has no control over the subsequent use and disclosure of that personal data and cannot be accountable for any subsequent use under the Privacy Act. You should be aware that the information (including personal information) held in IP Australia's online IP Rights databases is also available on request, subject to our terms and conditions, but will not include any sensitive information.

As far as your personal information is concerned:

- you may provide a post office box address if you do not want your residential address to be published; and
- if you do not provide the personal information required on this form, IP Australia may not be able to process your payment request.

IP Australia will not disclose your credit card details.



Form for Payments Not Made via Online Services



Step 1 - Complete your details

Payer Details

You MUST provide your **phone** or **email** contact details so IP Australia can contact you if there is a problem with your payment.

The information collected on this form is collected for the purpose of identifying and processing your EFT payment. It will be used internally by IP Australia administrators and disclosed to relevant financial institutions to effect the EFT payment.

Any personal information collected will be handled in accordance with IP Australia's [privacy policy](#) and the Privacy Act 1988.

Name			
Address			
	State	Postcode	
Email			
Phone	()		

Step 2 - Tell us what you would like to pay

Payment Details

Please tell us the **reason for your payment** and ensure you include all unique identifying numbers to help us match your payment. You can do this by quoting your application, registration, or invoice number/s as relevant.

What service are you paying for? (Tick a box)	Trade Mark <input type="checkbox"/>	Design <input type="checkbox"/>	Freedom of Information <input type="checkbox"/>
	Patent <input type="checkbox"/>	Plant Breeder's Right <input type="checkbox"/>	Other <input type="checkbox"/>

Reason for Payment

Please enter the amount being paid in **Australian (\$)**

Step 3 - How would you like to make payment?

- EFT** - please refer to section (a), below.
- Credit Card** - please complete section (b) on the next page. Please note that we do not accept Diners Club.
- Cheque or Money Order** – Please make your cheque or money order payable to IP Australia and post it with this form to the address shown in the contact details at section (c) on the next page. Cheques or money orders are to be in Australian currency and bankable at an Australian bank.

Section (a) - Electronic Funds Transfer

You can make your EFT payment to IP Australia's bank account details at:

Account Name	IP Australia - Departmental Account	Bank	Commonwealth Bank of Australia
BSB Number	062-900	Branch	London Circuit & Ainslie Place
Account Number	11081457	SWIFT Code	CTBAU2S

Noting that EFT is not an approved means for the purpose of obtaining the discounted fee available on some transactions;

- After completing your EFT payment, please email your completed form to accounting.ops@ipaustalia.gov.au or you can post it to the Receiver of Relevant Money, IP Australia, PO Box 200, Woden ACT 2606.
- As we receive numerous EFT payments daily, it is very important that you clearly identify for us what your payment is for. This way we can easily locate your EFT in our bank account, and receipt it against the service you wish to pay for.



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Section (b) - Credit Card

Credit Card Details

Please note we do not accept Diners Club

Mastercard VISA card American Express Please charge this amount to my credit card in AUD \$

Card No.

Expiry Date on card (You must fill this in)

Name on Card

After adding your credit card details, please post your form to the Receiver of Relevant Money, IP Australia, PO Box 200, Woden ACT 2606 or fax it to +61 2 6285 4731.

Please do not email your form with credit card information. According to the Payment Card Industry Data Security Standard (PCI DSS), businesses are not allowed to store or transmit credit card information via email. This is because email is not a secure form of communication, and credit card information can be intercepted and used for fraud, if it is sent via email.

Section (c) - IP Australia's contact details

Mail:

You can write to us at:

IP Australia
Receiver of Relevant Money
PO Box 200
Woden ACT 2606

Email:

You can email us your completed form,
but not credit card details, to:
accounting.ops@ipaaustralia.gov.au

Phone:

Calls within Australia - 1300 651 010
Calls from outside Australia - +612 6283 2999

Fax:

You can fax us on +612 6285 4731