

## Class 1 Agent Licence Application Checklist

	<b>Class 1 Agent Licence Application Form (required)</b>
	<p><b>Canadian Residency (required)</b> Proof demonstrating Canadian residency is required. If an applicant does not reside in Canada or does not retain a business address in Canada, secondary residential ties must be established. Details can be found in the <a href="#">Registrar's Policy on Canadian Residency</a>.</p>
	<p><b>Fees (required)</b> The fee for the application for an initial registration as a Class 1 licensee is \$261 plus applicable taxes. Details regarding payment can be found on the Class 1 Agent Licence Application Form.</p>
	<p><b>Professional Liability Insurance (required)</b> Proof that, as of the effective date of the licence, the applicant will be insured against professional liability, as required by subsection 34(1) of the Act, or proof that they are exempt from that requirement and the reason for the exemption.</p>

## Class 1 Agent Licence Application Form

### Instructions:

Complete this form in its entirety and submit it to the College of Patent Agents and Trademark Agents (CPATA) via email, along with all required supporting documentation, to the attention of the Director of Registration at [registration-inscription@cpata-cabamc.ca](mailto:registration-inscription@cpata-cabamc.ca).

### Section 1: Personal Information

#### Current Legal Name

First Name:

Middle Name:

Last Name:

#### Previous Name(s) (if applicable):

Previous First Name:

Previous Middle Name:

Previous Last Name:

Known by this name from:

to:

Preferred Name:

Date of Birth:

### Section 2: Contact Information

#### Business Address

Company Name:

Address:

Unit/Suite:

City:

Province:

Country:

Postal Code:

Business Email Address:

Business Phone:

Extension:

#### Home Address

Address:

Unit/Suite:

City:

Province:

Country:

Postal Code:

Personal Email Address:

Preferred Phone:

[Preferred Contact](#)[Home](#)[Business](#)**Optional Information**

To assist CPATA in connecting with licensees, we invite applicants to provide us with social media contact information. This information will not be published but will be used solely for CPATA's purposes. Please provide this information if not previously provided to CPATA during the Class 3 registration process.

Twitter:

Facebook:

LinkedIn:

Instagram:

Others:

**Section 3: Post-Secondary Education Information**

Please provide this information if not previously provided to CPATA during the Class 3 registration process.

<b>Name of Institution</b>	<b>Dates of Attendance</b>	<b>Credential Awarded</b>

**Section 4: Professional Employment History**

Please provide this information if not previously provided to CPATA during the Class 3 registration process, or if the information has changed since the class 3 application was approved.

Please attach separate sheets as needed.

<b>Employer Name</b>	<b>Job Title</b>	<b>Start Date</b>	<b>End Date</b>

### Section 5: Canadian Residency

The [Registrar's Policy on Canadian Residence](#) describes how an applicant can meet the Canadian residence requirement.

I meet the Canadian Residency requirement by:

Residing in Canada and/or Retaining a Business Address in Canada; or

Demonstrating Secondary Residential Ties (Please provide additional documentation according to the [Registrar's Policy on Canadian Residence](#))

### Section 6: Good Character Declarations

Please answer the questions below. If "yes" is indicated for any of the questions, please attach a separate sheet outlining the details of the matter.

Since the approval of your class 3 application,

i. have you been served with an application for bankruptcy, make an assignment of property for the benefit of creditors or present a proposal in bankruptcy to creditors under the <i>Bankruptcy and Insolvency Act</i> ?	Yes	No
ii. have you had a judgment entered against you by a court?	Yes	No
iii. are you personally subject to an order for costs?	Yes	No
iv. have you been charged with, plead guilty to or are found guilty of any offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Excise Tax Act</i> , a provincial act respecting securities, employment standards or official languages or any other provincial act that creates an offence that implicates an individual's integrity?	Yes	No
v. have their professional licence restricted or suspended by a professional regulatory body, or are found by a professional regulatory body to have committed professional misconduct or to be incompetent within the meaning of the statute under which the body made its finding?	Yes	No
vi. have you been or are you currently the subject of an investigation by a regulatory body or a body authorized to lay charges under any Federal or Provincial statute?	Yes	No
vii. have you been sanctioned or had a penalty imposed upon you by a court, an administrative tribunal or a regulatory body?	Yes	No
viii. have you been discharged from any employment where the employer alleged there was cause?	Yes	No
ix. have you been disciplined by an employer?	Yes	No

x. have you been a respondent in proceedings in relation to a violation of any human rights legislation?	Yes	No
xi. Is there, to your knowledge or belief, any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches or may concern your conduct, character and reputation, and that you know is or believe might be thought to be an impediment to the issuance of a licence to you or warrant full inquiry by the College?	Yes	No

### Section 7: Fitness to Practise Declaration

The CPATA Regulations and By-laws require that an Agent applicant, must, among other requirements, be fit to practise. To comply with this requirement, we ask a fitness question to address the applicant’s current capacity to be a Trademark Agent or a Patent Agent.

In striving to balance respect for human dignity with the College’s obligation to protect the public interest, all applicants are required to answer the following question and, if the question is answered affirmatively, to provide a general description of the condition. If your response is yes, please refer to the Procedure Regarding an Affirmative Answer to the Fitness Question on the CPATA Application Forms.

Please contact the Director of Registration if you have any concerns about responding ‘yes’ to the following question.

Based on your personal history, your current circumstances or any professional opinion or advice you have received, are you currently experiencing any condition which is reasonably likely to substantially impair your ability to perform the duties of a Patent Agent or Trademark Agent (as the case may be)?

Yes      No

### Section 8: Fees

The fee to apply to the Registrar for an initial Class 1 Licence is \$261 plus applicable taxes. Please complete the payment authorization at the end of the form.

Before the Registrar issues the licence, the licensee must pay to the College the fee set out in item 10 or 11 of Schedule 1, prorated to the number of months remaining in the year following the month in which the licence is issued.

If applying between January 1 – March 31: You will be invoiced the class 3 annual fee, pro-rated to the number of months before the class 1 licence is issued, including the month it is issued. The pro-rated class 1 annual fee will be invoiced at the same time. The fees will be payable through the Licensee Portal.

If applying between April 1 – December 31: The annual fee will be invoiced once the application has been reviewed for approval. The fee will be payable through the Licensee Portal.

### **Section 9: Professional Liability Insurance**

Please select one of the following and provide the required information:

- a. On the effective date of my licence, I will have professional liability insurance that complies with CPATA's requirements.

Name of Insurer:

Policy Number (Optional):

- b. My employer holds professional liability insurance that covers my practice and that complies:

Name of Insurer:

Policy Number (Optional):

- c. I am exempt from holding professional liability insurance because I am employed by an employer that carries on business in Canada and who provides patent agent or trademark agent services solely to their employer and not to the public

### **Section 10: Authorization and Undertaking**

I declare that I will:

Practise with integrity;

Uphold the independence of the patent and trademark professions; and

Comply with the Code of Professional Conduct.

I grant to CPATA authority to make inquiries from any police or other authority with regard to a criminal record or matters referred in Section 6, and I authorize all persons enquired of pursuant to this authorization to provide the information requested.

I undertake to CPATA I will report, in writing, if:

- I am served with an application for bankruptcy, make an assignment of property for the benefit of creditors, or present a proposal in bankruptcy to creditors under the *Bankruptcy and Insolvency Act*;
- I have been given a judgment by a court;
- I am personally subject to an order for costs;
- I am charged with, plead guilty to or am found guilty of any offence under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Income Tax Act*, the *Excise Tax Act* or under a provincial securities act, employment standards or official languages, or any other provincial act that creates an offence that implicates an individual's integrity;
- I have had my professional licence restricted or suspended by a professional regulatory body, or are found by a professional regulatory body to have committed professional misconduct or to be incompetent within the meaning of the statute under which the body made its finding.

### Section 11: Signature

Signature

Date

*Any information with respect to this application will be collected, used or disclosed in accordance with the CPATA's Privacy Statement.*

### Section 12: Payment Authorization

Credit Card:

Type:

Visa

Mastercard

AMEX

Card #:

Card Validation Code (CVC):

Expiry Date:

Name on Card:

Signature of Cardholder:

Authorized Amount \$ (including tax):

**Once processed this information will be deleted by CPATA**

Electronic Funds  
Transfer:

Please email payments to: [payments-paiements@cpata-cabamc.ca](mailto:payments-paiements@cpata-cabamc.ca) and provide your name and "Class 1 Licence Application Fee" in the comments section.

**Tax Rates:**

Please select the tax rate based on the province associated with your business address.

Province	Tax Rate (%)	Province	Tax Rate (%)
British Columbia	5	Nova Scotia	15
New Brunswick	15	Nunavut	5
Manitoba	5	Ontario	13
Alberta	5	Quebec (HST ONLY)	5
Newfoundland and Labrador	15	Saskatchewan	5
Prince Edward Island	15	Yukon	5
Northwest Territories	5		