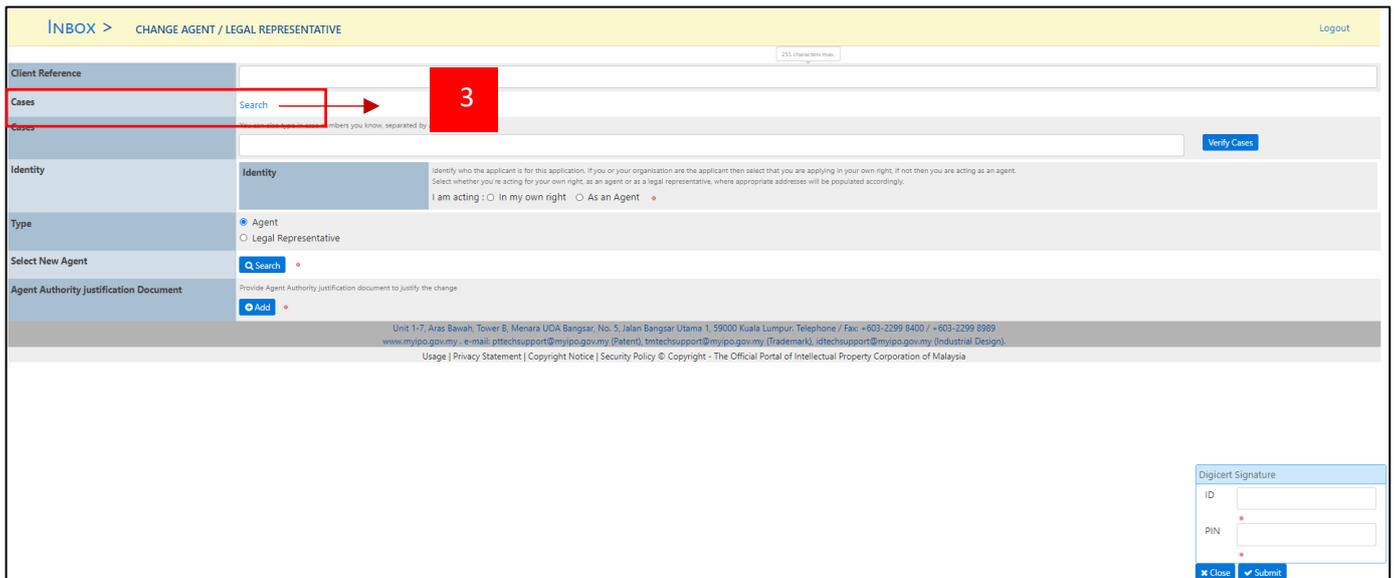# ID Form 10 (Appointment or change of agent And Change of Agent's Address for Service)

## A. Appointment / Change of Agent

1. In SPHI, Extra users can submit an appointment or change of Agent through the Request Change Agent / Legal Representative module. This module is common to all domains, and will be adjusted to include the appointment or change for Industrial Designs.


2. After Extra users click Request Change Agent/Legal Representative (ID10 for Design), page as show above will be display. Extra click Search button to find the cases that

3. Extra users click Search at cases field to find case that need to change the agent.
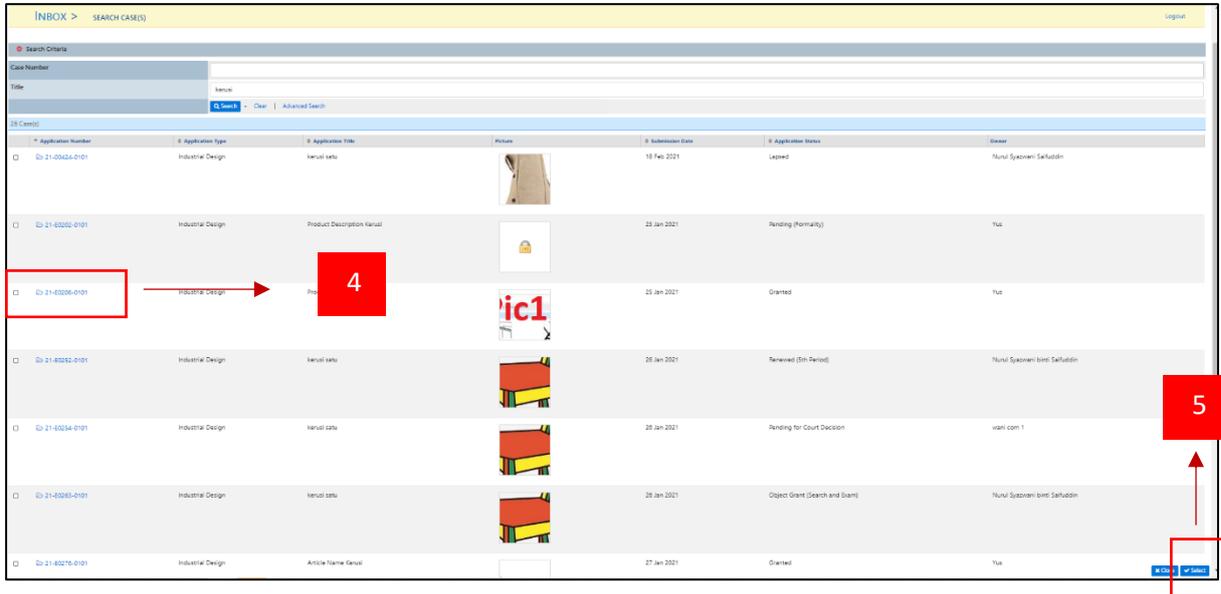
4. Extra users tick Application number for case that need to change the agent.
5. Click Select button to proceed with next step.
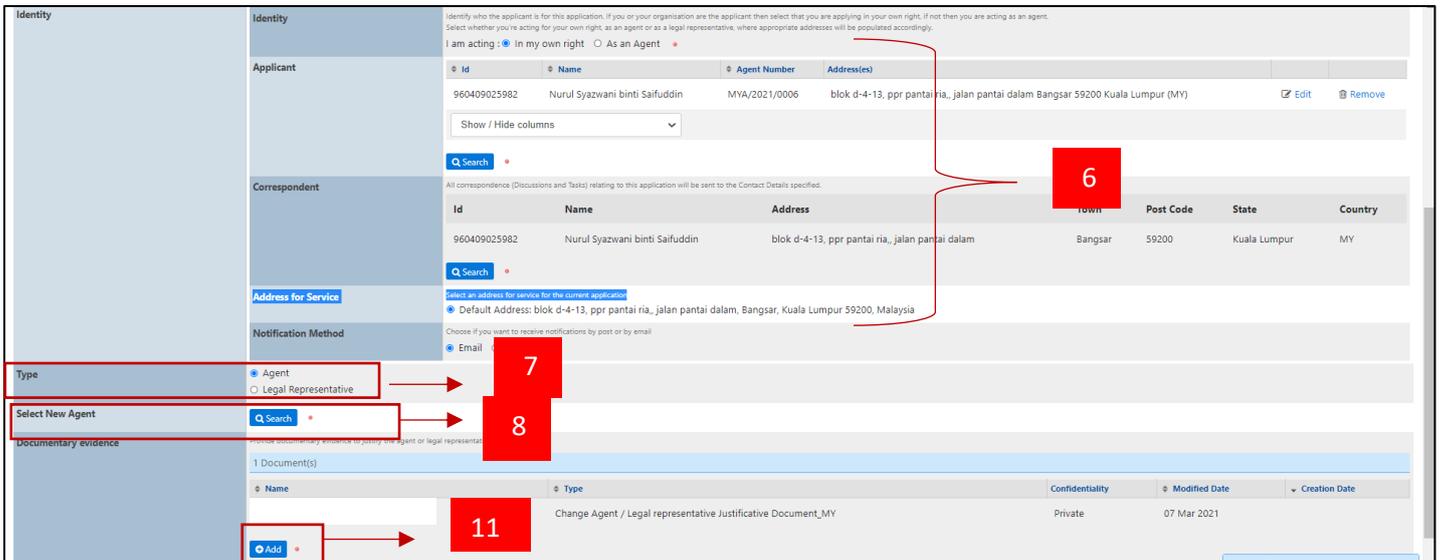
6. After done select case, extra user need to fill in field identity, applicant, correspondent
7. Extra choose type Agent or Legal Representative
8. Extra user click button Select to choose new agent.
9. Extra can tick box "Individual/Company linked to myself" to find agent related with extra.
10. Click select button after done choose new agent.
11. Extra user needs to add Documentary evidence.

12. Extra enter digicert ID and PIN.
13. Extra click submit button to submit the application.

14. System will generate Gr number for ID10 application.
15. If the request is accepted, the Agent newly appointed will appear on the Bibliographical Data of the Design and will become the Correspondent on the case.

B. Change of Address for Service

1. After extra user log in, click "Maintain Individual/Company" under My Account Tab.

2. Extra user tick "Individual/Company linked to myself" if want to find agent that related to the user. Then click Search button.
3. The system will list all agent that linked to extra user.
4. Click Edit button to edit the agent.

5. Extra user can change the detail that they want.
6. After done change details, click Submit button.

7. System will generated GR number.