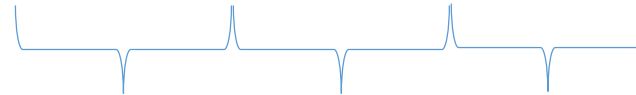Your excel file must be defined / organized like this

	ThisFileName	Publication number (EP number)	SPC grant number (if applicable)	Applicant/Proprietor	Status of the Person Lodging the Application	Application Document Name	Your application date
1							
2							
3	[insert here name of this file - please use the name of the representative in the file name] sample: John Doe_opt-out application_date	EPXXXXXXX	SPC grant number 1; SPC grant number 2;....,			APP_EPXXXXXXX.pdf (where EPXXXXXXX is the number of the first patent mentioned in the application form)	DD/MM/YYYY
4							
5							

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