*Designs Formalities*

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| Core Quality Standards  |
| Formalities Assessment:* Valid deficiencies are raised. Invalid deficiencies are not raised or maintained.
* Amendment requests are assessed and applied correctly.

Administration and Reporting:* Case file contains correct and necessary details including reasoning for decisions made.
* The Formalities Notice has been written in a professional manner and will assist the reader to readily understand the issues and submit information responsive to the deficiency / deficiencies raised.
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| Excellence Guidelines (standards) |
| Formalities Assessment:* Where a product name could be classified in multiple classes, further clarification has been sought where appropriate to try and determine the most appropriate class.
* An attempt has been made to ensure the product name is unambiguous.

Administration and Reporting:* Information on the case file clearly sets out why a decision has been made.
* The Formalities Officer has identified a potential outcome for the application and has structured the notice to facilitate progress to that end result.
* The Formalities Officer has provided additional information that is potentially useful for the customer.
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