



Patents Form P4

Request to record a designated patent application for a standard patent

Patents Ordinance (Cap. 514)

Patents (General) Rules (Cap. 514C)

Important notes

1. General notes:

- a. Either Chinese or English can be used as the language of proceedings. Please complete this form in English unless otherwise stated.
- b. This form must be signed and dated.
- c. If there is not enough space for any part on this form, please continue on an additional sheet. Number each additional sheet and state the number of additional sheet(s) in Part 11(a).
- d. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk

2. Use of Personal data:

- a. The provision of your personal data is voluntary. However, the Patents Registry may be unable to handle your application, filing request or notice if you do not provide sufficient information.
- b. The Patents Registry will use any personal data provided in this form and any document(s) filed in relation to it for processing your application, request or notice, as well as for the purposes of collection set out at www.ipd.gov.hk/eng/home.htm. **Any of the information provided may be made available for public inspection, in full or in part, pursuant to section 147 of the Patents Ordinance, Cap. 514. Such information may be accessed through the Internet.**
- c. The Patents Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before making them available for public inspection. Please **DO NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted.**
- d. Subject to the requirements of the Patents Ordinance, Cap. 514, any person has the right to request access to and correct his/her personal data held in the patent records maintained by the Patents Registry, pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance, Cap. 486.
- e. For further details, please see the Personal Information Collection Statement at www.ipd.gov.hk/eng/home.htm.

3. Use of Other Information:

- a. The Patents Registry will use any information relating to any commercial enterprise or entity provided in this form and any document(s) filed in relation to it for processing your application, request or notice, and for the purposes of collection set out at www.ipd.gov.hk/eng/home.htm. **They may be made available for public inspection, in full or in part, pursuant to section 147 of the Patents Ordinance, Cap. 514. Such information may be accessed through the Internet.**
- b. **DO NOT include any business information of your own or that of third parties which you consider to be confidential or commercially sensitive.** Where such information is included in this form or any document(s) filed in relation to it, the Registrar will treat it as an express and voluntary consent given by you and any such third party to disclosure of all such information for the purpose of public inspection.

4. Submission of application/request/notice:

In person or by mail with the appropriate fee to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong, China. The fee schedule can be viewed at www.ipd.gov.hk/eng/forms_fees.htm. Payment can be made in person by cash, or by sending a cheque made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.

01 Your reference	
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02 Details of applicant <i>(If the name of the applicant is not in Roman letters or in Chinese, please include a transliteration in Roman letters.)</i>	
Name	
Name in Chinese <i>(if applicable)</i>	
Address	

<p>03 Is the applicant the person named as the applicant in the designated patent application?</p>	<p><i>Please mark the appropriate box</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If you have marked “No”, you need to submit a statement explaining the applicant’s entitlement to apply for the grant of a standard patent and the prescribed documents supporting the statement. <i>(section 15(2)(d), Patents Ordinance and section 9, Patents (General) Rules, which can be viewed at www.ipd.gov.hk)</i></p>	<p>Statement</p>

Note 1 You must state the title of the invention in both English and Chinese.
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<p>04 Title of invention <i>(Note 1)</i></p> <p>English</p>	
<p>Chinese</p>	

<p>05 Details of designated patent application</p> <p>(a) Application no.</p> <p>(b) Filing date (DD-MM-YYYY)</p> <p>(c) Publication no. (if any)</p> <p>(d) Publication date (if any) (DD-MM-YYYY)</p>	
<p>06 Details of international application If the designated patent application is based on</p> <p>(a) International application no.</p> <p>(b) International filing date (DD-MM-YYYY)</p> <p>(c) International publication no.</p> <p>(d) International publication date (DD-MM-YYYY)</p> <p>(e) Date of publication in the designated patent office indicating that the international application has validly entered the national phase (if different from the date of publication in Part 05(d) above)</p> <p>or</p> <p>Date of issuance of the National Application Notification by the State Intellectual Property Office, People's Republic of China</p> <p>(section 16, Patents Ordinance and section 15, Patents (General) Rules, which can be viewed at www.ipd.gov.hk)</p>	 <p>Please mark the appropriate box and enter the date in the space provided if applicable</p> <p><input type="checkbox"/> _____ (DD-MM-YYYY)</p> <p>or</p> <p><input type="checkbox"/> _____ (DD-MM-YYYY)</p>

Note 2 A claim of earlier application date may be made under:
 (a) section 22, Patents Ordinance for divisional application;
 (b) section 55, Patents Ordinance for new application filed on court order upon determination of right to patent after grant.
 The Patents Ordinance can be viewed at www.ipd.gov.hk.

07 Details of earlier application If the application is divided or derived from an earlier Hong Kong SAR application (<i>Note 2</i>) (a) Section under which an earlier application is claimed (b) Earlier application no. (c) Earlier application filing date (DD-MM-YYYY) (d) Publication date of the request to record of the earlier application (DD-MM-YYYY)	Please mark the appropriate box Patents Ordinance <input type="checkbox"/> Section 22 <input type="checkbox"/> Section 55

08 Priority (*please do not submit the priority document*)
 Where a **claim of priority** under section 98, Patents Ordinance is made, please provide a **statement** and **details** in accordance with section 15(2)(e), Patents Ordinance which can be viewed at www.ipd.gov.hk.

Statement

Country/Territory/Area	Priority application no.	Priority application filing date (DD-MM-YYYY)

09 Name of inventor (*If the name of the inventor is not in Roman letters or in Chinese, please include a transliteration in Roman letters.*)
 If the designated patent application does not contain the inventor's name, please provide a statement identifying the person(s) the applicant believes to be the inventor(s).
(section 15(2)(b), Patents Ordinance, which can be viewed at www.ipd.gov.hk)

Statement

Name	Name in Chinese (<i>if applicable</i>)

