



Patents Form SP1

Request to inspect documents of published standard patent applications or of granted patents

Patents Ordinance (Cap. 514)
Patents (General) Rules (Cap. 514C)

Important notes

1. General notes:

- a. 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).
- 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 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 to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong, China.

Application no.	Patent no. (if any)	Documents to be inspected	For Official Use		
			Inspection start time	Inspection end time	Document returned
					<input type="checkbox"/>
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Details of the person(s) making the request

Name _____

Address _____

Signature

I/We confirm that I/we have read and understood the "Important notes" on page 1.

Signature

Name and Official Capacity of Signatory

Date (DD-MM-YYYY)

Reference No. (if any)

Telephone no.

State the number of additional sheet(s) attached to this form