



Patents Form SP3

Request for extension of time Paying penalty fee for late filing of translation

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 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	
Note 1 This form is for one patent application or patent.	
02 Application no./Patent no. (Note 1)	<p><i>Please mark the appropriate box and specify the no. in the space below</i></p> <p><input type="checkbox"/> Application no. <input type="checkbox"/> Patent no.</p> <p>_____</p>
03 This form is filed for:	<p><i>Please mark the appropriate box</i></p> <p><input type="checkbox"/> extension of time (section 17, 24, 29 or 68, Patents (General) Rules)</p> <p><input type="checkbox"/> late filing of translation (section 104, Patents Ordinance or section 17(4), 24(4), 56 or 68(5), Patents (General) Rules)</p> <p><i>(Patents Ordinance and Patents (General) Rules can be viewed at www.ipd.gov.hk)</i></p>
04 State the action you need to take and the reason for the delay	
05 State the length of extension required	
06 Details of the person(s) making this request	
Name	
Name in Chinese <i>(if applicable)</i>	
Address	

Note 2 An address for service in Hong Kong, China must be supplied. If you are a newly appointed agent, you have to notify the Registrar of Patents of the address in Hong Kong, China where you reside or carry on your business activities by filing Form P18 or in writing.

07 Address for service in Hong Kong, China (Note 2) Name Address Telephone no. Facsimile no. E-mail address	

08 Declaration

Please mark the box to make declaration if applicable

- I/We declare that I/we have given notice of this request to every other person who is a party to these proceedings (this declaration is to be made in inter-partes proceedings).

09 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)

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

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