



Patents Form P10

Request for renewal of a patent

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 provide a name and contact address in Hong Kong, China for correspondence.
- e. 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	
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02 This request is filed for renewing:	<input type="checkbox"/> a standard patent <input type="checkbox"/> a short-term patent <i>Please mark the appropriate box</i>
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Note 1 This form is for renewal of one patent.

03 Patent no. (Note 1)	
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04 Full name of the proprietor(s)	
Name	
Name in Chinese <i>(if applicable)</i>	

Note 2 You should pay the renewal fee before the expiry date (but not earlier than three months before the expiry date). You can still renew within six months after the expiry date but you have to pay the prescribed additional fee.
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05 Payment of renewal fee <i>(and additional fee for late payment)</i> (a) Due date of renewal fee <i>(DD-MM-YYYY)</i> (b) If you are paying late, how many months late? (c) Are you paying an additional fee? <i>(Note 2)</i>	 <i>Please mark the appropriate box</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>06 Overdue payment notice will be sent to the address for service recorded on the register. If you wish the notice to be sent to an address in Hong Kong, China other than the address for service, please mark “Yes” and give details of the address. <i>(sections 32(3) and (4), Patents (General) Rules, which can be viewed at www.ipd.gov.hk)</i></p> <p>Name</p> <p>Address</p>	<p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>

<p>07 Contact name and address for person filing this request</p> <p>Name</p> <p>Address</p> <p>Telephone no.</p> <p>Facsimile no.</p> <p>E-mail address</p>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px;"></div>
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<p>08 Signature</p> <p style="text-align: center;">I/We confirm that I/we have read and understood the “Important notes” on page 1.</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border: none;">Signature</td> <td style="border: none;">Name and Official Capacity of Signatory</td> <td style="border: none;">Date (DD-MM-YYYY)</td> </tr> </table>				Signature	Name and Official Capacity of Signatory	Date (DD-MM-YYYY)
Signature	Name and Official Capacity of Signatory	Date (DD-MM-YYYY)				

<p>09 State the number of additional sheet(s) attached to this form</p> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px auto;"></div>
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