



## Trade Mark Form T14

## Request for copy/certified copy

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

### Important notes

#### 1. General notes:

- a. This form is available in Chinese and English. 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](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: [www.ipd.gov.hk](http://www.ipd.gov.hk)

#### 2. Use of Personal data:

- a. The provision of your personal data is voluntary. However, the Trade Marks Registry may be unable to handle your application, filing request or notice if you do not provide sufficient information.
- b. The Trade Marks 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](http://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 Rules 68 and 69 of the Trade Marks Rules, Cap. 559A. Such information may be accessed through the Internet.**
- c. The Trade Marks 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 Trade Marks Ordinance, Cap. 559, any person has the right to request access to and correct his/her personal data held in the trade mark records maintained by the Trade Marks 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](http://www.ipd.gov.hk/eng/home.htm).

#### 3. Use of Other Information:

- a. The Trade Marks 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](http://www.ipd.gov.hk/eng/home.htm). **They may be made available for public inspection, in full or in part, pursuant to Rules 68 and 69 of the Trade Marks Rules, Cap. 559A. 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 Trade Marks, 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](http://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.

**Note 1** If you need a certificate under section 79(2) of the Trade Marks Ordinance (which provides that a certificate is prima facie evidence of the matters certified), you have to give details of your request in the space provided.

**01 Documents requested**

**(1)  Copy of an entry in the register**

| Application no(s). | No. of copies | No. of certified copies | Registration no(s). | No. of copies | No. of certified copies |
|--------------------|---------------|-------------------------|---------------------|---------------|-------------------------|
|                    |               |                         |                     |               |                         |
|                    |               |                         |                     |               |                         |
|                    |               |                         |                     |               |                         |

**(2)  Copy of an extract from the register**

| Application no(s). /<br>Registration no(s). | Specify the extract(s) requested | No. of copies | No. of certified copies |
|---|----------------------------------|---------------|-------------------------|
|   |                                  |               |                         |
|   |                                  |               |                         |
|   |                                  |               |                         |

**(3)  Copy of an application for registration**

| Application no(s). | No. of copies | No. of certified copies |
|--------------------|---------------|-------------------------|
|                    |               |                         |
|                    |               |                         |
|                    |               |                         |

**(4)  Certificate under section 79(2) of the Trade Marks Ordinance (Note 1)**

| Application no(s). /<br>Registration no(s). | Specify the details of this request | No. of certificates |
|---|-------------------------------------|---------------------|
|   |                                     |                     |
|   |                                     |                     |

**Note 2** Please provide the details of the contact person in Hong Kong, China for collection of the documents.

**02 Details of contact person (Note 2)**

Name:

Address:

Telephone no:

E-mail address:

**03 Signature**

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

Signatory

Name and Official  
Capacity of Signatory

Date  
(DD-MM-YYYY)

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

**FOR OFFICIAL USE ONLY**

Total amount of fee payable

HK\$

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