

Are you ready for e-filing?

You need the following for e-filing:

1. Customer identity: Multi-function unique identifier (Just apply for a Customer ID account at <http://iponline.ipd.gov.hk>.)
2. Open a Deposit Account for online payment of fees (Please call Miss Eva Lee at 2961 6929 for application of the account.)
3. Technical environment-
 - Electronic certificate from one of the recognized Certification Authorities under the Electronic Transactions Ordinance (one e-cert for each account)
 - MS Internet Explorer 5.5+ or Netscape 7.0+ for viewing
 - MS Windows 2000 / XP or above and MS Office 2000 / XP or above for submission of e-forms
 - Adobe Acrobat writer for correspondence submission

Use of stable management

Steps for reconciliation of records for the setting up of stable:

1. Filers apply for a Customer ID account.
2. Filers provide Customer ID number and batches of TM registrations for transfer to their stables; the batches should be grouped based on the date of registration. For example, a batch of registrations can be those with registration dates falling in the years 1996 – 2000.
3. Based on the batches of registrations provided by filers, IPD prepares list of applications/registrations in Excel format in a CD (2 days will be required for preparation of the Excel file). Filers are required to verify the list to confirm whether they are still the agents for the listed applications and registrations. [A sample of these records is attached.](#)
4. Filers return Excel file to IPD, with amendment, if appropriate.
5. IPD uploads Excel file to stable (2 to 3 days will be required for this step).

For further information about e-filing, please visit our web site or contact Miss Brenda Wan at 2961 6872.