



知識產權署

Intellectual Property Department

For official use

Patents Form P11

Request for certified copies or extracts Request for information Request for certificate signed by the Registrar of 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. By submitting this form, you will be treated as having given consent to the Patents Registry and its service provider to copy or communicate all the information provided to any third party (in or outside Hong Kong) who assists or supports the Patents Registry in performing its functions under the Patents Ordinance, Cap. 514 and its subsidiary legislation.
- c. This form must be signed and dated.
- d. 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).
- e. If you request a certified copy of or a certified extract from a document, specification of a patent or published standard patent application, you need not pay the prescribed fee at the time of filing of the form. You will be notified of the exact amount to be paid in due course. However, request for certified copy of an entry in the register or the certified extract from the register needs to be accompanied by the prescribed fee.
- f. Attention is drawn to section 51(13), Patents Ordinance, Cap. 514, "certified copy" and "certified extract" mean a copy and extract certified by the Registrar of Patents and sealed with the seal of the Registrar of Patent.
- g. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk
- h. The Patents Ordinance, Cap. 514 and Patents (General) Rules, Cap. 514C can be viewed at www.ipd.gov.hk.

2. Purpose of provision of personal data by the Patents Registry pursuant to your request herein:

- a. Please note that by signing this form, you acknowledge that any personal data provided to you by the Patents Registry pursuant to your request is **solely for the purpose(s) stated under paragraph 1.3(c) of the Personal Information Collection Statement of the Intellectual Property Department.**
- b. **Use of such personal data for any other purpose may be in contravention of the requirements under the Personal Data (Privacy) Ordinance, Cap. 486 which may render yourself subject to legal action and liability.**
- c. Please refer to the **Personal Information Collection Statement** at https://www.ipd.gov.hk/eng/personal_information.htm for further explanations.

3. Use of personal data:

Personal data collected by the Registrar of Patents ("the Registrar") in the forms filed with the Registrar will be used for the purposes set out in the Personal Information Collection Statement at https://www.ipd.gov.hk/eng/personal_information.htm.

4. 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 in the Personal Information Collection Statement at https://www.ipd.gov.hk/eng/personal_information.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 as 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.

5. Submission of application/request/notice:

- a. In person or by mail with the appropriate fee (where applicable) to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong. 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/bank draft (in Hong Kong dollars which can be cleared in Hong Kong) made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.
- b. This form can also be submitted electronically. For details, please visit [IPD's e-Filing System](#).

*Denotes mandatory fields

01. Reference

Filer's reference

02. *Documents / information requested

(a) Certified copy of an entry in the register

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	Specify the extract(s) requested <input type="text"/>	

(c) **Certified copy of any document or extract under section 51(11), Patents Ordinance**

Application No. / Patent No.	No. of certified copies	For official use No. of pages

Details of this request

**Copy of the application as filed (e.g. for claiming priority in an application outside Hong Kong)
Please specify the Patents Form requested:**

Others (please specify)

(d) **Request for certificate signed by the Registrar of Patents (section 51(10), Patents Ordinance)**

Application No. / Patent No.	No. of certificates
	Specify the details of this request
	Specify the details of this request

(e) **Request for information**

Application No. / Patent No.	Specify the details of this request

03. *Details of contact person

Please provide the details of the contact person in Hong Kong for collection of the documents.

***(a) Name**

***(b) Address**
You must provide an address in Hong Kong. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building
Street/District
HONG KONG

(c) Telephone no.
In Hong Kong

(d) Fax no.
In Hong Kong

04. *Signature

I/We confirm that I/we have read, understood and agreed to abide by the "Important notes" of this form.

***(a) Authorized signature**

***(b) Name of signatory**

***(c) Official capacity of signatory**
Examples: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Proprietor(s)/Agent; Applicant/Proprietor in person

***(d) Date**

05. Attachment(s)

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