



知識產權署
Intellectual Property Department

For official use

Trade Mark Form T12

Notice of attendance at hearing
Request for statement of reasons

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

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:

Personal data collected by the Registrar of Trade Marks ("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.

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 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 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:

- a. 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. 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. *Details of the notice of attendance at hearing/request for statement of reasons

***(a) Trade Mark No.**

***(b) Name of party filing this notice/request**

Examples: Name of applicant for registration; or owner of registered mark; or intervenor; or intended opponent/opponent; or applicant for revocation/invalidation/variation/rectification

***(c) Please indicate whether this form relates to**

Please mark **one** box only

Notice of attendance at hearing Go to Part 01(d)

Any party who intends to appear at the hearing should file this notice of attendance at hearing within 14 days after the Registrar of Trade Marks has fixed the date, time and place of the hearing. Failure to do so may be treated as not intending to appear at the hearing.

Request for statement of reasons Go to Part 01(e)

Any party may file a request for statement of reasons for the decision made by the Registrar of Trade Marks in the proceedings within one month after the date of the notice of decision. You must serve a copy of the request to each of the other parties to the proceedings when you file the request.

(d) Attendance at hearing only

This notice relates to

- Extension of time hearing; **or**
- Other hearing

And the hearing is for

- application for registration; **or**
- opposition; **or**
- other proceedings

Confirmation of attendance at hearing

I am/We are

- the applicant for registration/owner of trade mark or their agent
- the opponent or their agent
- others Please specify

And I/we shall attend the hearing before the Registrar of Trade Marks at

Time (hours)

On DD-MM-YYYY

(e) Statement of reasons only

Date of Registrar's decision

DD-MM-YYYY

The date on which a copy of this request for statement of reasons was served on each of the other parties to the proceedings

DD-MM-YYYY

02. *Address for service

The address for service provided in this part shall be treated as being in substitution for any address for service previously filed.

All correspondence and/or document(s) will be sent to the address below.

***(a) Name**

***(b) Address**

You must provide details of an address for service 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

(e) Reference no.

03. Agent's details

Go to Part 04 if you are not an agent.

If you have been duly authorized to act as an agent, please complete this part. The details provided in this part shall be treated as being in substitution for any agent's details previously filed.

(a) Name

(b) Address

You must provide details of an address in Hong Kong, where you reside or carry on your business activities. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building
Street/District

(c) Telephone no.
In Hong Kong

(d) Fax no.
In Hong Kong

(e) Reference no.

04. *Signature

I/We confirm that I/we have read and understood 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) or Owner(s)/Agent.

***(d) Date**

DD-MM-YYYY

05. Attachment(s)

Total number of attachment(s)