



知識產權署

Intellectual Property Department

For official use

## 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. If you request a copy, 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 a certified copy or a certificate under Section 79(2) of the Trade Marks Ordinance, Cap. 559 needs to be accompanied by the prescribed fee.
- e. Please enquire through the following means:
  - E-mail: [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: <http://www.ipd.gov.hk>

##### 2. Purpose of provision of personal data by the Trade Marks 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 Trade Marks 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](https://www.ipd.gov.hk/eng/personal_information.htm) for further explanations.

##### 3. 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](https://www.ipd.gov.hk/eng/personal_information.htm).

##### 4. 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 request. **They may be disclosed as required by law, in full or in part.**
- 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 of Trade Marks will treat it as an express and voluntary consent given by you and any such third party to the disclosure of any and all such information as required by law.

##### 5. Submission of request:

- 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](http://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. \* Documents requested**

(a)  Copy of an entry in the register

Trade Mark No(s).	No. of certified copies	No. of uncertified copies	For official use No. of pages

(b)  Copy of an extract from the register

Trade Mark No.	No. of certified copies	No. of uncertified copies	For official use No. of pages
Specify the extract(s) requested			

(c)  Copy of an application for registration

Trade Mark No(s).	No. of certified copies	No. of uncertified copies	For official use No. of pages

(d)  Certificate under section 79(2) of the Trade Marks Ordinance

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

Trade Mark No.	No. of certificates
Specify the details of this request	

**02. \*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 details of 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

**(e) Reference no.**

**03. \*Signature**

I/We confirm that I/we have read and understood the "Important notes" of this form.

**\*(a) Signature**

**\*(b) Name of signatory**

**\*(c) Official capacity of signatory**

**(d) Date**

DD-MM-YYYY

**04. Attachment(s)**

Total number of attachment(s)