

## TRADE MARKS ORDINANCE (Chapter 559)

### NOTICE OF SPECIFICATION OF FORMS

Pursuant to section 74 of the Trade Marks Ordinance (Chapter 559)(the “Ordinance”), notice is hereby given that the forms specified below and attached to this notice shall, with effect from 20 June 2016, be used in connection with the respective proceedings described below:-

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Request for search of records under section 72 of the Trade Marks Rules (Chapter 559A)(the “Rules”)	<a href="#">T1</a> <i>(paper form)</i>	24
	<a href="#">T1</a> <i>(electronic form)</i>	24
Request for preliminary advice on registrability under section 72 of the Ordinance and section 73 of the Rules	<a href="#">T1</a> <i>(paper form)</i>	25
	<a href="#">T1</a> <i>(electronic form)</i>	25
Request for copy/certified copy under section 69 or 79 of the Ordinance and section 70 of the Rules	<a href="#">T14</a> <i>(paper form)</i>	21, 22, 23

This notice shall, on 20 June 2016, supersede the [Notice of Specification of Forms](#) in relation to Form T1 and Form T14 published in the Hong Kong Intellectual Property Journal on 10 October 2014.

17 June 2016

Ada LEUNG *Registrar of Trade Marks*



香港特別行政區政府  
知識產權署  
Intellectual Property Department  
The Government of the Hong Kong  
Special Administrative Region

## Trade Mark Form T1

### Request for search of records

### Request for preliminary advice on registrability

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. Please provide a name and contact address in Hong Kong, China for correspondence.
- 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. 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 for search of records **is solely for the purpose(s) stated under paragraph 1.2(c) of the Privacy Policy 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 **Privacy Policy Statement** at [http://www.ipd.gov.hk/eng/privacy\\_statement.htm](http://www.ipd.gov.hk/eng/privacy_statement.htm) for further explanations.

##### 3. Use of personal data provided by you:

- a. The provision of your personal data in this form is voluntary. However, the Trade Marks Registry may be unable to process your request 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 request. **Any of the information provided may be disclosed as required by law, in full or in part.**
- c. The Trade Marks Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before disclosing your request herein as may be required by law. 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. Any such request for access to and correction of personal data may be made to Personal Data (Privacy) Officer at Intellectual Property Department, 24/F Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong, China.

##### 4. Use of your 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:

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 [http://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.

**01 Details of person making the request**

**Name** *(If your name is not in Roman letters or in Chinese, please include a transliteration in Roman letters.)*

**Address**

**02 This request relates to** *(Please mark the appropriate box(es))*

Search of records

Preliminary advice on registrability

**03 Trade Mark**

Place a representation of your trade mark in the box.

If colour(s) is/are claimed as a trade mark or as element(s) of a trade mark, the representation of the trade mark must be in the colour(s) for which the claim is made.

**Series Marks**

If the request relates to a series of marks, please indicate in the following box the number of marks in the series (not more than 4).

**04 3-Dimensional shape, colour, sound, smell (if applicable)**

Please indicate by marking the appropriate box(es) the nature of the mark:

3-Dimensional shape

Colour

Sound

Smell

If colour(s) or a 3-dimensional shape is/are claimed as a trade mark or as an element of the trade mark or if the trade mark consists wholly or in part of a sound or a smell, please provide a statement of that fact, and a description of the mark:

**05 Non-Roman letters and non-Chinese characters**

If the trade mark consists of or contains a word, letter or character that is neither in Roman letters nor in Chinese characters, please provide the transliteration and/or translation of the word, letter or character in the space below.

Non-Roman letters or non-Chinese characters

Language

Transliteration

Translation

**Note 1** Goods and services are classified in accordance with the Nice Classification. This can be viewed at <http://ipsearch.ipd.gov.hk/>. A copy is also available at the counter of the Trade Marks Registry.

**06 Goods and/or services covered by this request (Note 1)**

List the class number(s) in consecutive numerical order and the goods or services appropriate to that class.

Class no(s):	Specification of goods and/or services:

**07 Signature**

I/We confirm that I/we have read and understood and agreed to abide by the "Important notes" hereinabove.

Signature

Name and Official  
Capacity of Signatory

Date  
(DD-MM-YYYY)

**08 Contact name and address for person filing this request**

**Name**

**Address**

Your reference

Telephone no.

Facsimile no.

E-mail address

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

## Request for search of records

### Request for preliminary advice on registrability

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

#### Trade Mark Form T1

##### Important notes

##### 1. General notes:

- a. This form
  - is for electronic filing only.
  - must be digitally signed
- b. This form is available in Chinese and English. Please complete this form in English unless otherwise stated.
- c. You must complete Parts 01-03, 06 and 07.
- d. For enquiry, please e-mail us: [enquiry@ipd.gov.hk](mailto:enquiry@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 for search of records **is solely for the purpose(s) stated under paragraph 1.2(c) of the Privacy Policy 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 **Privacy Policy Statement** at [http://www.ipd.gov.hk/eng/privacy\\_statement.htm](http://www.ipd.gov.hk/eng/privacy_statement.htm) for further explanations.

##### 3. Use of personal data provided by you:

- a. The provision of your personal data in this form is voluntary. However, the Trade Marks Registry may be unable to process your request 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 request. **Any of the information provided may be disclosed as required by law, in full or in part.**
- c. The Trade Marks Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before disclosing your request herein as may be required by law. **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. Any such request for access to and correction of personal data may be made to Personal Data

(Privacy) Officer at Intellectual Property Department, 24/F Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong, China.

**4. Use of your 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.

<b>01 Details of person making the request</b>	
<b>Name</b> <i>(If your name is not in Roman letters or in Chinese, please include a transliteration in Roman letters)</i>	<b>Customer ID</b> <i>(if any)</i>
<input type="text"/>	<input type="text"/>
<b>Address</b>	
<input type="text"/>	
<b>Country/Territory/Area</b>	
<input type="text"/>	<input type="text"/>

<b>02 This request relates to</b> <i>(Please mark the appropriate box)</i>
<input type="checkbox"/> Search of records <input type="checkbox"/> Preliminary advice on registrability

<b>03 Trade Mark</b>
Trade Mark file name and file path (e.g. C:\trade marks\trade mark.jpg)
<input type="text"/>

If colour(s) is/are claimed as a trade mark or as element(s) of a trade mark, the representation of the trade mark must be in the colour(s) for which the claim is made.

If the trade mark contains word(s), letter(s) or Chinese character(s), please provide the details below *(if applicable)*:

If the request relates to a series of marks, please indicate in the following box the number of marks in the series (not more than 4).

**04 3-Dimensional shape, colour, sound, smell** *(if applicable)*

Please indicate by marking the appropriate box(es) the nature of the mark:

3-Dimensional shape       Colour       Sound       Smell

If colour(s) or 3-dimensional shape is/are claimed as a trade mark or as an element of the trade mark or if the trade mark consists wholly or in part of a sound or a smell, please provide a statement of that fact, and a description of the mark:

**05 Non-Roman letters and non-Chinese characters**

If the trade mark consists of or contains a word, letter or character that is neither in Roman letters nor in Chinese characters, please provide the transliteration and/or translation of the word, letter or character in the space below.

Non-Roman letters or non-Chinese characters

Language

Transliteration

Translation



**Note 1** Goods and services are classified in accordance with the Nice Classification. This can be viewed at <http://ipsearch.ipd.gov.hk/>.

**06 Goods and/or services covered by this request (Note 1)**

List the class number(s) in consecutive numerical order and the goods or services appropriate to that class.

Class no(s):	Specification of goods and/or services:

Add

Remove

**07 Contact name and address for person filing this request**

Name

Customer ID

Address

Country/Territory/Area

HK	HONG KONG
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Your reference

Telephone no.

E-mail address

**08 Attachment (if any)**

Attachment file name and file path (e.g. C:\trade marks\attachment.pdf)

**Add**

**Remove**

I/We confirm that I/we have read and understood and agreed to abide by the “Important notes” hereinabove.



香港特別行政區政府  
知識產權署  
Intellectual Property Department  
The Government of the Hong Kong  
Special Administrative Region

## 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
  - 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 1.2(c) of the Privacy Policy 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 **Privacy Policy Statement** at [http://www.ipd.gov.hk/eng/privacy\\_statement.htm](http://www.ipd.gov.hk/eng/privacy_statement.htm) for further explanations.

##### 3. Use of personal data provided by you:

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- 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 request. **Any of the information provided may be disclosed as required by law, in full or in part.**
- c. The Trade Marks Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before disclosing your request herein as may be required by law. Please **DO NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted.**
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##### 4. Use of your 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:**

In person or by mail with the appropriate fee (where applicable) 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 [http://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). / 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). / 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 and agreed to abide by the "Important notes" hereinabove.

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\$

Copies ready on

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