

## PATENTS ORDINANCE (Chapter 514)

### NOTICE OF SPECIFICATION OF FORMS

Pursuant to section 150 of the Patents Ordinance (Chapter 514), notice is hereby given that the forms specified below and attached to this notice shall, with effect from 13 February 2006, 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 alteration of applicant's/proprietor's name, address, address for service or agent's address under sections 45, 85 of the Patents (General) Rules	<a href="#">P18</a> (paper form)	-
	<a href="#">P18</a> (interactive form)	-
Request for alteration of name, address, address for service or agent's address (for persons other than applicant/proprietor) under sections 45, 85 of the Patents (General) Rules	<a href="#">P18</a> (paper form)	-
	<a href="#">P18</a> (electronic form)	-
Request for correction of address, address for service or agent's address under section 45 of the Patents (General) Rules	<a href="#">P18</a> (paper form)	-
	<a href="#">P18</a> (electronic form)	-

The following specified forms, which are currently in force, shall continue to be used in connection with the respective proceedings described below:

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Reference to the Registrar of Patents for determination before grant under sections 13(1)(a), 13(1)(b), 14(5) of the Ordinance and sections 3(1), 7(1) of the Patents (General) Rules	<a href="#">P1</a> (paper form)	1
Application for authorisation by the Registrar of Patents under section 13(5) of the Ordinance and section 6 of the Patents (General) Rules	<a href="#">P1A</a> (paper form)	3
Filing of notice of opposition or counter-statement under sections 13(6), 14(5), 44(4), 45, 48, 49, 146(2) of the Ordinance, section 13(4) of the Patents (Transitional Arrangements) Rules and sections 3(7), 7(3) and (4), 37(5), 38(4) and (5), 40(2) and (3), 40(4), 41(3), 48(4) and (5), 48(6A), 108(3) and (4) of the Patents (General) Rules	<a href="#">P2</a> (paper form)	2

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Application for addition of details in relation to a deemed standard patent to the register under section 13(8) of the Patents (Transitional Arrangements) Rules and section 109 of the Patents (General) Rules	<a href="#">P3</a> (paper form)	-
Application for deletion of details in relation to a deemed standard patent from the register under section 13(4) of the Patents (Transitional Arrangements) Rules and section 108 of the Patents (General) Rules	<a href="#">P3</a> (paper form)	-
Request to record a designated patent application for a standard patent under sections 15, 16, 22 of the Ordinance and sections 8, 18 of the Patents (General) Rules	<a href="#">P4</a> (paper form)	4
	<a href="#">P4</a> (electronic form)	4
Request for registration of a designated patent and grant of a standard patent under section 23 of the Ordinance and section 19 of the Patents (General) Rules	<a href="#">P5</a> (paper form)	5
	<a href="#">P5</a> (electronic form)	5
Request for registration of a designated patent and grant of a standard patent under section 7 of the Patents (Transitional Arrangements) Rules	<a href="#">P5</a> (paper form)	5
	<a href="#">P5</a> (electronic form)	5
Request for grant of a short-term patent under sections 113, 116, 125 of the Ordinance and sections 58, 74 of the Patents (General) Rules	<a href="#">P6</a> (paper form)	6
	<a href="#">P6</a> (electronic form)	6
Statement of inventorship in respect of a short-term patent under section 113(2) of the Ordinance and section 65 of the Patents (General) Rules	<a href="#">P6A</a> (paper form)	-
	<a href="#">P6A</a> (electronic form)	-
Request for correction of error under sections 51(2)(b)(ii), 146(1) of the Ordinance and sections 47, 48 of the Patents (General) Rules	<a href="#">P7</a> (paper form)	22
	<a href="#">P7</a> (electronic form)	22
Request to publish a corrected translation under section 106(3) of the Ordinance and section 57 of the Patents (General) Rules	<a href="#">P7</a> (paper form)	27

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
	<a href="#"><u>P7</u></a> ( <i>electronic form</i> )	27
Request to make an amendment under sections 31, 43, 120 of the Ordinance and sections 27, 35, 36, 75 of the Patents (General) Rules	<a href="#"><u>P8</u></a> ( <i>paper form</i> )	-
	<a href="#"><u>P8</u></a> ( <i>electronic form</i> )	-
Maintaining application for standard patent under section 33 of the Ordinance and section 28 of the Patents (General) Rules	<a href="#"><u>P9</u></a> ( <i>paper form</i> )	11, 12
	<a href="#"><u>P9/P10</u></a> ( <i>interactive form</i> )	11, 12
Request for renewal of a standard patent under section 39 of the Ordinance and section 32 of the Patents (General) Rules	<a href="#"><u>P10</u></a> ( <i>paper form</i> )	13, 14
	<a href="#"><u>P9/P10</u></a> ( <i>interactive form</i> )	13, 14
Request for renewal of a short-term patent under section 126 of the Ordinance and section 79 of the Patents (General) Rules	<a href="#"><u>P10</u></a> ( <i>paper form</i> )	15, 16
	<a href="#"><u>P9/P10</u></a> ( <i>interactive form</i> )	15, 16
Request for a certified copy of an entry in the register or a certified extract from the register under section 51(6) of the Ordinance and section 51(1) of the Patents (General) Rules	<a href="#"><u>P11</u></a> ( <i>paper form</i> )	28
Request for a certificate for the purposes of section 51(10) of the Ordinance under section 51(1) of the Patents (General) Rules	<a href="#"><u>P11</u></a> ( <i>paper form</i> )	28
Request for a certified copy of document, specification of a patent or published standard patent application under section 51(1) of the Patents (General) Rules	<a href="#"><u>P11</u></a> ( <i>paper form</i> )	29, 30
Request for a certified extract from a document, specification of a patent or published standard patent application under section 51(1) of the Patents (General) Rules	<a href="#"><u>P11</u></a> ( <i>paper form</i> )	29, 30
Request for information from published standard patent applications or granted patents under section 147 of the Ordinance and sections 88, 110 of the Patents (General) Rules	<a href="#"><u>P11</u></a> ( <i>paper form</i> )	30

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Application to restore a withdrawn standard patent application due to non-payment of maintenance fee under section 34 of the Ordinance and section 31 of the Patents (General) Rules	<a href="#">P12</a> (paper form)	17
	<a href="#">P12</a> (electronic form)	17
Application to restore a lapsed standard patent under section 40 of the Ordinance and section 34 of the Patents (General) Rules	<a href="#">P12</a> (paper form)	17
	<a href="#">P12</a> (electronic form)	17
Application to restore a lapsed short-term patent under section 127 of the Ordinance and section 81 of the Patents (General) Rules	<a href="#">P12</a> (paper form)	17
	<a href="#">P12</a> (electronic form)	17
Notice requesting reinstatement of a patent application under sections 28, 123 of the Ordinance and sections 25, 76 of the Patents (General) Rules	<a href="#">P13</a> (paper form)	18
	<a href="#">P13</a> (electronic form)	18
Application for restoration of rights under sections 29, 123 of the Ordinance and sections 26, 77 of the Patents (General) Rules	<a href="#">P13</a> (paper form)	18
	<a href="#">P13</a> (electronic form)	18
Mention of inventor under section 45 of the Ordinance and sections 38(1), 38(2) of the Patents (General) Rules	<a href="#">P14</a> (paper form)	19
Notice of revocation of a standard patent under section 44(2) of the Ordinance and sections 36, 37(1) of the Patents (General) Rules	<a href="#">P15</a> (paper form)	-
Application for revocation of a standard patent under section 44(4) of the Ordinance and sections 36, 37(2) of the Patents (General) Rules	<a href="#">P15</a> (paper form)	20
Reference to the Registrar to revoke a patent under section 49(1) of the Ordinance and section 41(1) of the Patents (General) Rules	<a href="#">P15</a> (paper form)	20
Notice of offer to surrender a patent under section 48(1) of the Ordinance and section 40(1) of the Patents (General) Rules	<a href="#">P16</a> (paper form)	-
	<a href="#">P16</a> (electronic form)	-

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Request for the furnishing of a sample of a deposited micro-organism and notice of confirmation by the Registrar of Patents under section 128 of the Ordinance and section 73 of the Patents (General) Rules	<a href="#">P17</a> ( <i>paper form</i> )	-
Application for registration or notice to the Registrar of rights acquired in or under a patent or a patent application under sections 50, 51(2), 52 of the Ordinance and section 46 of the Patents (General) Rules	<a href="#">P19</a> ( <i>paper form</i> )	21
	<a href="#">P19</a> ( <i>electronic form</i> )	21

This notice shall, on 13 February 2006, supersede the [Notice of Specification of Forms](#) published in the Hong Kong Intellectual Property Journal on 18 November 2005.



## Patents Form P18

### Request for alteration of name, address, address for service or agent's address

### Request for correction of address, address for service or agent's address

Patents Ordinance (Cap. 514)

Patents (General) Rules (Cap. 514C)

#### General notes

- Please complete this form in English unless otherwise stated.
- This form must be signed and dated.
- 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 sheets.
- Please enquire through the following means:
  - E-mail: [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: [www.ipd.gov.hk](http://www.ipd.gov.hk)

#### Submission of application/request

In person or by mail to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong, China.

#### Use of personal data

Personal data provided in this form will be used by the Intellectual Property Department and can be disclosed for purposes relating to the administration of the Patents Ordinance and its subsidiary legislation. Registration will protect your intellectual property rights and information in this form is used to process your application. You can obtain information regarding access to and alteration of your personal data in accordance with the Patents Ordinance and its subsidiary legislation by contacting the Registrar of Patents.

<b>01 Your reference</b>	
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<b>Note 1</b> This form may be used for more than one application or patent if the alteration or correction is the same.
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<b>02 Application no(s)/Patent no(s). (Note 1)</b>	<p><i>Please mark the appropriate box and specify the no. in the space below</i></p> <p><input type="checkbox"/> Application no.                      <input type="checkbox"/> Patent no.</p> <p>_____</p> <p>_____</p>
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<b>03 Details of the person(s) making the request</b>
Name
Name in Chinese <i>(if applicable)</i>
Address

<b>04 This form is filed for:</b>	<input type="checkbox"/> alteration of name <i>(please complete Parts 05-08)</i> <input type="checkbox"/> alteration of address <i>(please complete Parts 05-08)</i> <input type="checkbox"/> correction of address <i>(please complete Parts 05-08)</i> <input type="checkbox"/> alteration of address for service and/or agent's address <i>(please complete Part 07 and/or 08)</i> <input type="checkbox"/> correction of address for service and/or agent's address <i>(please complete Part 07 and/or 08)</i>  <i>Please mark the appropriate box(es)</i>
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**Note 2** If there has been a change in the actual ownership of the patent application or patent, please use Form P19 instead.

<b>05 Name/address to be altered or corrected (Note 2)</b>  Name  Name in Chinese <i>(if applicable)</i>  Address	      
<b>06 New name</b> <b>New or corrected address</b> <i>(If the new name is not in Roman letters or in Chinese, please include a transliteration in Roman letters.)</i>  Name  Name in Chinese <i>(if applicable)</i>  Address	      

**Note 3** You should provide details of an address for service in Hong Kong, China. Please note that a P.O. Box or “care of” address is not acceptable.

**07 Address for service in Hong Kong, China (Note 3)**

**Important note**

**The address for service you provide here shall be treated as being in substitution for any address for service previously filed for all applications/patents listed in Part 02.**

Name

Address

Telephone no.

Facsimile no.

E-mail address

**Note 4** If you are an agent, you should provide details of an address in Hong Kong, China where you reside or carry on your business activities. Please note that a P.O. Box or “care of” address is not acceptable.

**08 Agent's address (Note 4)**

**09 Signature**

Signature

Name and Official Capacity of Signatory

Date (DD-MM-YYYY)

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



## Request for alteration of applicant's/proprietor's name, address, address for service or agent's address

Patents Ordinance (Cap. 514)  
Patents (General) Rules (Cap. 514C)

### Patents INTERACTIVE Form P18

#### Important note

Please note that this interactive form is for alteration of name, address, address for service or agent's address of an applicant/proprietor. For alteration of name, address, address for service or agent's address of persons other than the applicant/proprietor, please file Patents Form P18 electronically.

If there has been a change in the ownership of the patent application or patent prior to the alteration of name/address, please file Patents Form P19 electronically and check at <http://www.ipd.gov.hk> that the change in ownership has been recorded *before* filing this form.

Your reference

**Note 1** This form can be used for more than one application and/or patent, if the alteration is the same.

If the alteration involves more than 99 application/patent nos., please make use of the Attachment on the next page.

**Application no(s).** (Note 1)

Add

Remove

**Patent no(s).** (Note 1)

Add

Remove

**Note 2** This form allows you to alter one co-applicant's/co-proprietor's name/address. If you wish to alter the name/address of the other co-applicant(s)/co-proprietor(s), you should file a separate form for each co-applicant's/co-proprietor's name/address.

**Name of applicant/proprietor in the application or in the register** (Note 2)

Please refer to the Terms of Use at <http://www.ipd.gov.hk> for the Personal Information Collection Statement.

E-Filing Hotline: (852) 2961 6820

Please mark the appropriate box(es)

☐ **Alteration of name of the applicant/proprietor to:** *(If the new name is not in Roman letters or Chinese characters, please include a transliteration in Roman letters.)*

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**Alteration of name of the applicant/proprietor in Chinese to (if applicable):**

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☐ **Please mark the box to confirm that the above party remains the same legal entity before and after the alteration of name.**

☐ **Alteration of address of the applicant/proprietor to:**

**Address** *(Please provide your address in no more than five lines.)*

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**Country/Territory/Area**

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**Alteration of address of the applicant/proprietor in Chinese to (if applicable):**

**Address** *(Please provide your address in no more than five lines.)*

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**Country/Territory/Area**

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**Note 3** If you are the applicant's/proprietor's agent, you should provide details of an address in Hong Kong, China where you reside or carry on your business activities. Please note that a P.O. Box or "care of" address is not acceptable.

☐ **Alteration of agent's address to:**  
*(Note 3)*

**Address** *(Please provide your address in no more than five lines.)*

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**Country/Territory/Area**

HK	HONG KONG
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**Note 4** You should provide details of an address for service in Hong Kong, China. Please note that a P.O. Box or “care of” address is not acceptable.

- ☒ **Address for service in Hong Kong, China/Alteration of address for service in Hong Kong, China to:**  
(Note 4)

**Important note**

The address for service provided here would substitute the current address for service of the applicant/proprietor of all applications/patents listed under Application no(s). and Patent no(s). on page 1.

**Name**

**Customer ID**

**Address** (Please provide your address in no more than five lines.)

**Country/Territory/Area**

HK	HONG KONG
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**Telephone no.**

**Fax no.**

- ☐ **Please mark the box to confirm that the agent's address (if provided) is an address in Hong Kong, China where you reside or carry on your business activities and the address for service is a residential or business address in Hong Kong, China.**

**Attachment**

*Please attach the list of Application nos. here:*

Attachment file name and file path (e.g. C:\patents\attachment.txt)

*Please attach the list of Patent nos. here:*

Attachment file name and file path (e.g. C:\patents\attachment.txt)



## Request for alteration of name, address, address for service or agent's address (for persons other than applicant/proprietor)

## Request for correction of address, address for service or agent's address

Patents Ordinance (Cap. 514)  
Patents (General) Rules (Cap. 514C)

### Patents Form P18

#### Important note

Please note that this form is for (1) correction of address, address for service or agent's address of any party and/or (2) alteration of name, address, address for service or agent's address of persons other than the applicant/proprietor. For alteration of name, address, address for service or agent's address of an applicant or proprietor, please file Patents INTERACTIVE Form P18.

#### General notes

- a. This form
  - is for electronic filing.
  - must be digitally signed.
- b. Please complete this form in English unless otherwise stated.
- c. You must complete Parts 02 to 04 and 07.
- d. For enquiry, please e-mail us: [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk)

#### Use of personal data

Personal data provided in this form will be used by the Intellectual Property Department and can be disclosed for purposes relating to the administration of the Patents Ordinance and its subsidiary legislation. Registration will protect your intellectual property rights and information in this form is used to process your application. You can obtain information regarding access to and alteration of your personal data in accordance with the Patents Ordinance and its subsidiary legislation by contacting the Registrar of Patents.

<b>01 Your reference</b>	
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**Note 1** This form can be used for more than one application and/or patent, if the alteration or correction is the same.

<b>02 Application no(s)/Patent no(s).</b> (Note 1)	<i>Please mark the appropriate box.</i> <input type="checkbox"/> Application No. <input type="checkbox"/> Patent No.
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Add

Remove

<b>03 Details of the person(s) making the request</b>	
Name	Customer ID <i>(if any)</i>
Name in Chinese <i>(if applicable)</i>	
Address	
Country/Territory/Area	

Add

Remove

<b>04 This form is filed for:</b>	<input type="checkbox"/> alteration of name (other than applicant/proprietor) <i>(please complete Parts 05-08)</i> <input type="checkbox"/> alteration of address (other than applicant/proprietor) <i>(please complete Parts 05-08)</i> <input type="checkbox"/> correction of address <i>(please complete Parts 05-08)</i> <input type="checkbox"/> alteration of address for service and/or agent's address (other than applicant/proprietor) <i>(please complete Part(s) 07 and/or 08)</i> <input type="checkbox"/> correction of address for service and/or agent's address <i>(please complete Part(s) 07 and/or 08)</i>  Please mark the appropriate box(es).
<b>05 Name to be altered</b> <b>Address to be altered or corrected</b>  Name Name in Chinese <i>(if applicable)</i> Address Country/Territory/Area Customer ID <i>(if any)</i>	     
<b>06 New name</b> <b>New or corrected address</b> <i>(If the new name is not in Roman letters or Chinese characters, please include a transliteration in Roman letters.)</i>  Name Name in Chinese <i>(if applicable)</i> Address Country/Territory/Area Customer ID <i>(if any)</i>	<input type="checkbox"/> <i>In the case of an alteration of name, please mark the box to confirm that the named party below remains the same legal entity before and after the alteration of name.</i>

**Note 2** You should provide details of an address for service in Hong Kong, China. Please note that a P.O. Box or “care of” address is not acceptable.

**07 Address for service in Hong Kong, China (Note 2)**

**Important note**

The address for service you provide here shall be treated as being in substitution for any address for service previously filed for all applications/patents listed in Part 02.

Name

Address

Telephone no.

Fax no.

Customer ID

HK	HONG KONG

**Note 3** If you are an agent, you should provide details of an address in Hong Kong, China where you reside or carry on your business activities. Please note that a P.O. Box or “care of” address is not acceptable.

**08 Agent's address (Note 3)**

**09 Attachment (if any)**

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

Add

Remove