

## REGISTERED DESIGNS ORDINANCE (Chapter 522)

### NOTICE OF SPECIFICATION OF FORMS

Pursuant to section 84 of the Registered Designs Ordinance (Chapter 522)(the “Ordinance”) and section 2(2)(a) of the Registered Designs Rules (Chapter 522A)(the “Rules”), 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>
Application for a certified copy of an entry in the Register or a certified extract from the Register under section 69 of the Ordinance and section 54 of the Rules	<a href="#">D10</a> (paper form)	10
Application for a certified copy of a document kept by the Registry, not otherwise charged	<a href="#">D10</a> (paper form)	11
Application for a certificate for the purposes of section 65(2) of the Ordinance and section 54 of the Rules	<a href="#">D10</a> (paper form)	24
Application for a copy of an entry in the Register or an extract from the register under section 69 of the Ordinance and section 54 of the Rules	<a href="#">D10</a> (paper form)	12
Application for a copy of a document kept by the Registry, not otherwise charged	<a href="#">D10</a> (paper form)	13
Request for information or permission to inspect documents under section 70 of the Ordinance and section 55 of the Rules	<a href="#">D10</a> (paper form)	-
Application for inspection of the Register under section 68 of the Ordinance and section 52 of the Rules	<a href="#">D10</a> (paper form)	-

This notice shall, on 20 June 2016, supersede the [Notice of Specification of Forms](#) in relation to Form D10 published in the Hong Kong Intellectual Property Journal on 1 June 2007.

17 June 2016

Ada LEUNG *Registrar of Designs*



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

## Designs Form D10

# Application for certified copies or extracts Application for copies or extracts Request for information Request for inspection of document or register Request for certificate signed by the Registrar of Designs

Registered Designs Ordinance (Cap. 522)

Registered Designs Rules (Cap. 522A)

### 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. You need to use a separate form for more than four documents.
- e. If you apply for a copy of an entry in the register of designs or an extract from the register of designs, or a copy of a document kept by the Designs Registry, 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, application for a certified copy of an entry in the register of designs or a certified extract from the register of designs, or a certified copy of a document kept by the Designs Registry, or request for a certificate signed by the Registrar of Designs needs to be accompanied by the prescribed fee.
- f. 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 Designs Registry pursuant to your application or request herein:

- a. Please note that by signing this form, you acknowledge that any personal data provided to you by the Designs Registry pursuant to your application or 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:

- a. The provision of your personal data in this form is voluntary. However, the Designs Registry may be unable to process your application or request if you do not provide sufficient information.
- b. The Designs Registry will use any personal data provided in this form and any document(s) filed in relation to it for processing your application or request. **Any of the information provided may be disclosed as required by law or made available for public inspection, in full or in part, pursuant to section 70 of the Registered Designs Ordinance, Cap. 522 and section 55 of the Registered Designs Rules, Cap 522A. Such information may be accessed through the Internet.**
- c. The Designs Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before making them available for public inspection or disclosing your application or request 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 Registered Designs Ordinance, Cap. 522, any person has the right to request access to and correct his/her personal data held in the design records maintained by the Designs 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 Designs 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 or request. **They may be disclosed as required by law or made available for public inspection, in full or in part, pursuant to section 70 of the Registered Designs Ordinance, Cap. 522 and section 55 of the Registered Designs Rules, Cap 522A. 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 of Designs 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 for the purpose of disclosure as required by law or public inspection.

**5. Submission of application or request:**

In person or by mail with the appropriate fee (where applicable) to the Registrar of Designs, 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.

**Please mark the appropriate box**

- Application for certified copies or extracts
- Application for copies or extracts
- Request for information
- Request for inspection of document or register
- Request for certificate signed by the Registrar of Designs (*section 65(2), Registered Designs Ordinance, which can be viewed at [www.ipd.gov.hk](http://www.ipd.gov.hk)*)

Application no.	Registration no.	Details of the document/information requested (e.g. Forms or Extract from the register)	For Official Use	
			No. of pages	Total no. of pages
				Fee payable
				HK\$
				Prepared by
Name and address to which the document/information should be sent:			Remarks	Copies ready on
				Collected by/on

**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)

\_\_\_\_\_  
Reference no. (if any)

\_\_\_\_\_  
Telephone no.

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