

**TRADE MARKS ORDINANCE (Chapter 559)**  
**PATENTS ORDINANCE (Chapter 514)**  
**REGISTERED DESIGNS ORDINANCE (Chapter 522)**

**NOTICE OF BUSINESS HOURS AND BUSINESS DAYS OF THE TRADE MARKS REGISTRY, PATENTS REGISTRY AND DESIGNS REGISTRY**

In this notice, “the Ordinances and the Rules” means collectively the Trade Marks Ordinance (Chapter 559), the Trade Marks Rules (Chapter 559A), the Patents Ordinance (Chapter 514), the Patents (Transitional Arrangements) Rules (Chapter 514B), the Patents (General) Rules (Chapter 514C), the Registered Designs Ordinance (Chapter 522) and the Registered Designs Rules (Chapter 522A).

Pursuant to:

- (i) section 89 of the Trade Marks Ordinance and rule 114 of the Trade Marks Rules,
- (ii) section 148 of the Patents Ordinance, and
- (iii) section 71 of the Registered Designs Ordinance and section 56 of the Registered Designs Rules,

I hereby direct as follows:

**Electronic filing**

- (a) Subject to paragraph (d), for the purpose of the sending of an electronic record by electronic means to an information system designated by the Registrar of Trade Marks, Patents or Designs in accordance with rule 109(2) of the Trade Marks Rules, section 93A(2) of the Patents (General) Rules or section 60A(2) of the Registered Designs Rules, the hours of business and business days of the Trade Marks Registry, Patents Registry and Designs Registry shall be as follows:

Monday to Sunday      24 hours<sup>1</sup>

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<sup>1</sup> For system service and maintenance time, see Terms of Use.

**Earliest filing by fax under section 15 or 23 of Patents Ordinance**

- (b) Subject to paragraph (d), for the purpose of receiving by fax the earliest filing of:
- (i) any part of any request to record a designated patent application under section 15 of the Patents Ordinance; and
  - (ii) any part of any request for registration and grant under section 23 of the Patents Ordinance,
- the following shall be the hours of business and business days of the Patents Registry:

Monday to Friday                      24 hours

**Others**

- (c) Subject to paragraph (d), the hours of business and business days of the Trade Marks Registry, Patents Registry and Designs Registry for the purpose of the transaction by the public of all classes of business under the Ordinances and the Rules, other than any business referred to in paragraph (a) or (b) above, shall be as follows:

Monday to Friday                      9:00 a.m. to 5:45 p.m.

**For all classes of business**

- (d) For computation of time in respect of any business before the Trade Marks, Designs and Patents Registries under the Ordinances and the Rules (including all classes of business covered by paragraphs (a), (b) and (c) above):
- (i) if the last day of a period is a Saturday, a public holiday, a gale warning day or a black rainstorm warning day, the period shall include the next following day, not being a Saturday, a public holiday, a gale warning day or a black rainstorm warning day; and
  - (ii) where any act or proceeding is directed or allowed to be done or taken on a certain day, then if that day is a Saturday, a public holiday, a gale warning day or a black rainstorm warning day, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the next

following day, not being a Saturday, a public holiday, a gale warning day or a black rainstorm warning day.

"black rainstorm warning day" (黑色暴雨警告日) means any day throughout or for part of which a black rainstorm warning is in force; and

"gale warning day" (烈風警告日) means any day throughout or for part of which a gale warning is in force.

This Notice, with effect from 14 September 2018, supersedes all previous Notices of Business Hours and Business Days of the Trade Marks Registry, Patents Registry and Designs Registry.

Ada LEUNG  
*Registrar of Trade Marks, Patents and Designs*

14 September 2018