

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

**NOTICE OF VARIATION OF THE MODE OF TRANSACTION OF BUSINESS  
AND THE BUSINESS HOURS AND BUSINESS DAYS OF THE TRADE MARKS  
REGISTRY, PATENTS REGISTRY AND DESIGNS REGISTRY  
(from 1 February to 14 February 2019)**

For the period from 1 February to 14 February 2019, the mode of transaction of business with the Trade Marks Registry, Patents Registry and Designs Registry (“the Registries”) and the business hours and business days for transaction of business with the Registries under the above ordinances will be varied as follows:

**Electronic filing**

- (a) 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 Registries shall be as follows:

<u><b>Business Days</b></u>	<u><b>Hours of business</b></u>
1 February 2019	0:00 a.m. to 5:45 p.m. <sup>1</sup>
14 February 2019	9:00 a.m. to 11:59 p.m.

For avoidance of doubt, electronic filing will **not** be available during the following hours on the following dates:

<u><b>Dates</b></u>	<u><b>Hours</b></u>
1 February 2019	5:46 p.m. to 11:59 p.m.
2-13 February 2019	0:00 a.m. to 11:59 p.m.
14 February 2019	0:00 a.m. to 8:59 a.m.

- (b) The mere fact that electronic filing is unavailable during the hours and dates set out in paragraph (a) above will not affect the computation of time in respect of any business before the Registries under the above ordinances and the related subsidiary legislation.

---

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

### **Filing of documents and things at the ad hoc drop-box at the Registries**

- (c) The hours of business and business days of the Registries, for the purpose of delivering by hand any document or thing (as set out in the Annex hereto) at the ad hoc drop-box at the Registries, shall be as follows:

#### **Business days**

4 February 2019

8, 11-13 February 2019

#### **Hours of business**

5:46 p.m. to 8:00 p.m.

5:46 p.m. to 11:59 p.m.

### **Others**

- (d) The hours of business and business days of the Registries for the purpose of the following will remain unchanged during the period:–
- (i) filing by fax under section 15 or 23 of Patents Ordinance;
  - (ii) transaction by the public of all classes of business under the above ordinances and the related subsidiary legislation at the Public Services Counter of the Registries.

### **Effect of this Notice**

This Notice will be effective from 1 February 2019 to 14 February 2019 and will operate to modify the Notice of Business Hours and Business Days of the Trade Marks Registry, Patents Registry and Designs Registry dated 14 September 2018 (“Original Notice”) in case of inconsistencies. Upon expiry of this Notice, the Original Notice will resume its full force and effect.

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

29 January 2019

**(1) Trade Mark forms/documents**

Forms T1, T2, T2A, T3, T4, T5, T5A, T5B, T8, T9, T10, T11 and T13 (for extending time limits under rules 13(3) and 13(6) of the Trade Marks Rules only); and all trade marks correspondence **except** the following:

- (i) statutory declaration or affidavit;
- (ii) regulations governing use of certification mark or collective mark;
- (iii) statement of case for defensive mark;
- (iv) court order;
- (v) consent;
- (vi) priority Certificate/assignment document of the right of priority;
- (vii) all forms, pleadings, evidence and other communications relating to hearings/inter partes proceedings.

**(2) Patent forms/documents**

Forms P4, P5, P6, P6A, P7, P8, P9, P10, P12, P13, P16, P18, P19 and SP3; and all patents correspondence **except** the following:

- (i) statutory declaration or affidavit;
- (ii) court order.

**(3) Design forms/documents**

Forms D1, D2, D3, D4, D5, D8, D11 and D12; and all designs correspondence **except** the following:

- (i) statutory declaration or affidavit;
- (ii) court order.