

## 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 (the “Rules”), notice is hereby given that the forms specified below and attached to this notice shall, with effect from 19 December 2019, be used in connection with the proceedings described below:-

<i>Description of Proceedings</i>	<i>Form no.</i>	<i>Fee no.</i>
Notice of particulars of transactions affecting rights in applications under sections 23, 34 of the Ordinance and section 20 of the Rules	<a href="#">D5</a>	20
Application to register particulars of transactions affecting rights in registered designs under section 34 of the Ordinance and section 33 or 34 of the Rules	<a href="#">D5</a>	21
Application to cancel claim to be mortgagee or licensee under section 34 of the Ordinance and section 35 of the Rules	<a href="#">D5</a>	-
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(1) of the Rules	<a href="#">D10</a>	10
Application for a certified copy of a representation or any other document kept in the Registry or a certified extract from any such document under section 54(2)(a) of the Rules	<a href="#">D10</a>	11
Application for a certificate for the purposes of section 65(2) of the Ordinance and section 54(2)(b) of the Rules	<a href="#">D10</a>	24
Application for an uncertified copy of an entry in the Register or an extract from the Register under section 69 of the Ordinance and section 54(1) of the Rules	<a href="#">D10</a>	12
Application for an uncertified copy of a representation or any other document kept in the Registry or an uncertified extract from any such document under section 54(2)(c) of the Rules	<a href="#">D10</a>	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>	-

*Description of Proceedings*

*Form no.*

*Fee no.*

Application for inspection of the Register under section 68 of the Ordinance and section 52 of the Rules

[D10](#)

-

During the transitional period from 19 December 2019 to 19 March 2020 (the “Transitional Period”), Forms D5 and D10 as specified in the Notice of Specification of Forms published in the Hong Kong Intellectual Property Journal on 13 March 2019 (the “Previous Notice”) may continue to be used in connection with the proceedings described therein.

This notice shall, upon the expiry of the Transitional Period, supersede the Previous Notice (to the extent applicable) in relation to Forms D5 and D10.

13 December 2019

David WONG *Registrar of Designs*



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Intellectual Property Department

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## Designs Form D5

### Application to register particulars of transactions affecting rights in registered designs

### Notice of transactions affecting rights in applications

### Application to cancel claim to be mortgagee or licensee

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. By submitting this form, you will be treated as having given consent to the Designs Registry and its service provider to copy or communicate all the information provided to any third party (in or outside Hong Kong) who assists or supports the Designs Registry in performing its functions under the Designs Ordinance, Cap. 522 and its subsidiary legislation.
- c. This form must be signed and dated.
- 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: [www.ipd.gov.hk](http://www.ipd.gov.hk)
- f. The Registered Designs Ordinance, Cap. 522 and Registered Designs Rules, Cap. 522A can be viewed at [www.ipd.gov.hk](http://www.ipd.gov.hk).

##### 2. Use of personal data:

Personal data collected by the Registrar of Designs ("the Registrar") in the forms filed with the Registrar will be used for the purposes set out in the Personal Information Collection Statement at [https://www.ipd.gov.hk/eng/personal\\_information.htm](https://www.ipd.gov.hk/eng/personal_information.htm).

##### 3. Use of 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, request or notice, and for the purposes of collection set out in the Personal Information Collection Statement at [https://www.ipd.gov.hk/eng/personal\\_information.htm](https://www.ipd.gov.hk/eng/personal_information.htm). **They may be 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 will treat it an express and voluntary consent given by you and any such third party to disclosure of all such information for the purpose of public inspection.

##### 4. Submission of application/request/notice:

- a. In person or by mail with the appropriate fee to the Registrar of Designs, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong. 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/bank draft (in Hong Kong dollars which can be cleared in Hong Kong) made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.
- b. This form can also be submitted electronically. For details, please visit [IPD's e-Filing System](#).

\*Denotes mandatory fields

# Denotes fields inapplicable to transaction, instrument or event concerning mortgage, security or licence/sub-licence

**01. Reference**

Filer's reference

**02. \*Application / Registration no(s).**

You may use this form for more than one application or registration for the same transaction, instrument or event.

Application / Registration no(s).


**03. \*Name(s) of the applicant(s) or registered owner(s) as currently appearing in the application or on the register**

(a) Name in English

(b) Name in Chinese  
(if applicable)

**04. Name(s) and address(es) of the person(s) other than the applicant or registered owner making this application / notice**

(a) Name in English

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

(b) Name in Chinese  
(if applicable)

(c) Address

Flat/Floor/Building
Street/District/City
Country/Territory/Area

**05. \*Details of all the parties acquiring the rights**

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

**(b) Name in Chinese**  
 (if applicable)

**\*(c) Address**

Flat/Floor/Building
Street/District/City
Country/Territory/Area

**# (d) New applicant/owner type**  
 Please mark one box only.

- Individual** Go to [Part 06](#)
- Incorporated** Go to [Part 05\(e\)](#) (and [Part 05\(f\)](#) if applicable)
- Unincorporated** Go to [Part 06](#)

**# (e) Country/Territory/Area of incorporation**

**# (f) State of incorporation**  
 For new applicant/owner incorporated in the United States.

**06. \*Details of application / notice**

Please complete either Part (a) or Part (b) only.

**(a) Nature and date of the transaction, instrument or event under which rights are acquired or affecting the rights in the registered design(s) or the application(s) for registration**

**(i) Nature**  
 Please mark one box only.

- Assignment
- Merger
- Mortgage
- Licence
- Security
- Assent
- Court order
- Others (please specify)

(ii) Date

DD-MM-YYYY

(b) Cancel claim to be mortgagee or licensee

Explain the nature of the  
interest to be cancelled**07. Supporting documents**Specify the supporting  
documents filed with this form, if  
any**08. \*Address for service**

The address for services provided in this part shall be treated as being in substitution for any address for service previously filed.

All correspondence and/or document(s) will be sent to the address below.

**\*(a) Name****\*(b) Address**

You must provide an address for service in Hong Kong. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building

Street/District

**HONG KONG****(c) Telephone no.**

In Hong Kong

**(d) Fax no.**

In Hong Kong

**09. Agent's details**

Go to Part 10 if you are NOT an agent.

If you have been duly authorized to act as an agent, please complete this part. The details provided in this part shall be treated as being in substitution for any agent's details previously filed.

**(a) Name**

**(b) Address**

You must provide an address in Hong Kong where you reside or carry on your business activities. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building

Street/District

**HONG KONG**

**(c) Telephone no.**

In Hong Kong

**(d) Fax no.**

In Hong Kong

**10. \*Signature**

Where this form is not signed by or on behalf of the assignor, the mortgagor or the grantor of the licence/sub-licence as the case may be, the application or notice shall be accompanied by documentary evidence establishing the transaction, instrument or event (section 33(3), Registered Designs Rules).

**Signed by:**

Please mark **one** box only.

- applicant/owner as currently appearing in the application or on the register
- agent for the aforesaid applicant/owner
- grantor of sub-licence
- agent for grantor of sub-licence
- others (please specify, e.g. new applicant/owner, agent for new applicant/owner, licensee, agent for licensee)

**I/We confirm that I/we have read and understood the "Important notes" of this form.**

**\*(a) Authorized signature**

**\*(b) Name of signatory**

**\*(c) Official capacity of signatory**  
Examples: Authorized person, Director,  
Partner or Principal Officer of  
Owner(s)/Applicant(s)/Agent;  
Owner/Applicant in person

**\*(d) Date**

DD-MM-YYYY

**11. Attachment(s)**

**Total number of attachment(s)**





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Intellectual Property Department

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## 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. By submitting this form, you will be treated as having given consent to the Designs Registry and its service provider to copy or communicate all the information provided to any third party (in or outside Hong Kong) who assists or supports the Designs Registry in performing its functions under the Designs Ordinance, Cap. 522 and its subsidiary legislation.
- c. This form must be signed and dated.
- 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. 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: [www.ipd.gov.hk](http://www.ipd.gov.hk)
- g. The Registered Designs Ordinance, Cap. 522 and Registered Designs Rules, Cap 522A can be viewed at [www.ipd.gov.hk](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 1.3(c) of the Personal Information Collection 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 **Personal Information Collection Statement** at [https://www.ipd.gov.hk/eng/personal\\_information.htm](https://www.ipd.gov.hk/eng/personal_information.htm) for further explanations.

#### 3. Use of personal data:

Personal data collected by the Registrar of Designs ("the Registrar") in the forms filed with the Registrar will be used for the purposes set out in the Personal Information Collection Statement at [https://www.ipd.gov.hk/eng/personal\\_information.htm](https://www.ipd.gov.hk/eng/personal_information.htm).

#### 4. Use of 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, request or notice, and for the purposes of collection set out in the Personal Information Collection Statement at [https://www.ipd.gov.hk/eng/personal\\_information.htm](https://www.ipd.gov.hk/eng/personal_information.htm). **They may be 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 will treat it an express and voluntary consent given by you and any such third party to disclosure of all such information for the purpose of public inspection.
- 5. Submission of application/request/notice:**
- a. 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. 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/bank draft (in Hong Kong dollars which can be cleared in Hong Kong) made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.
- b. This form can also be submitted electronically. For details, please visit [IPD's e-Filing System](#).

\*Denotes mandatory fields

**01. Reference**

Filer's reference

**02. \*Type of application / request**

Please mark the box(es).

- 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)

**03. \*Details of application / request**

Application no.	Registration no.	Details of the document/information requested (e.g. Forms or Extract from the register)	Number of copies

**04. \*Details of contact person**

Please provide the details of the contact person in Hong Kong for collection of the documents.

**\*(a) Name**

If your name is not in Roman letters or in Chinese, please provide a transliteration in Roman letters.

**\*(b) Address**You must provide an address for service in Hong Kong. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building

Street/District

**HONG KONG****(c) Telephone no.**

In Hong Kong

**(d) Fax no.**

In Hong Kong

**05. \*Signature**

I/We confirm that I/we have read, understood and agreed to abide by the "Important notes" of this form.

**\*(a) Authorized signature**

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**\*(b) Name of signatory**

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**\*(c) Official capacity of signatory**

Examples: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Agent; Applicant in person

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**\*(d) Date**

DD-MM-YYYY

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**06. Attachment(s)**

Total number of attachment(s)

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**FOR OFFICIAL USE ONLY**

<b>FOR OFFICIAL USE ONLY</b>	
<b>Total no. of copies/pages</b>	
<b>Total amount of fee payable (HK\$)</b>	
<b>Prepared by</b>	
<b>Copies ready on</b>	
<b>Collected by</b>	
<b>Collected on</b>	
<b>Remarks</b>	