



Intellectual Property Department
Hong Kong Special Administrative Region Government

User Guide for E-Filing System

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1 How to Register in E-Filing System

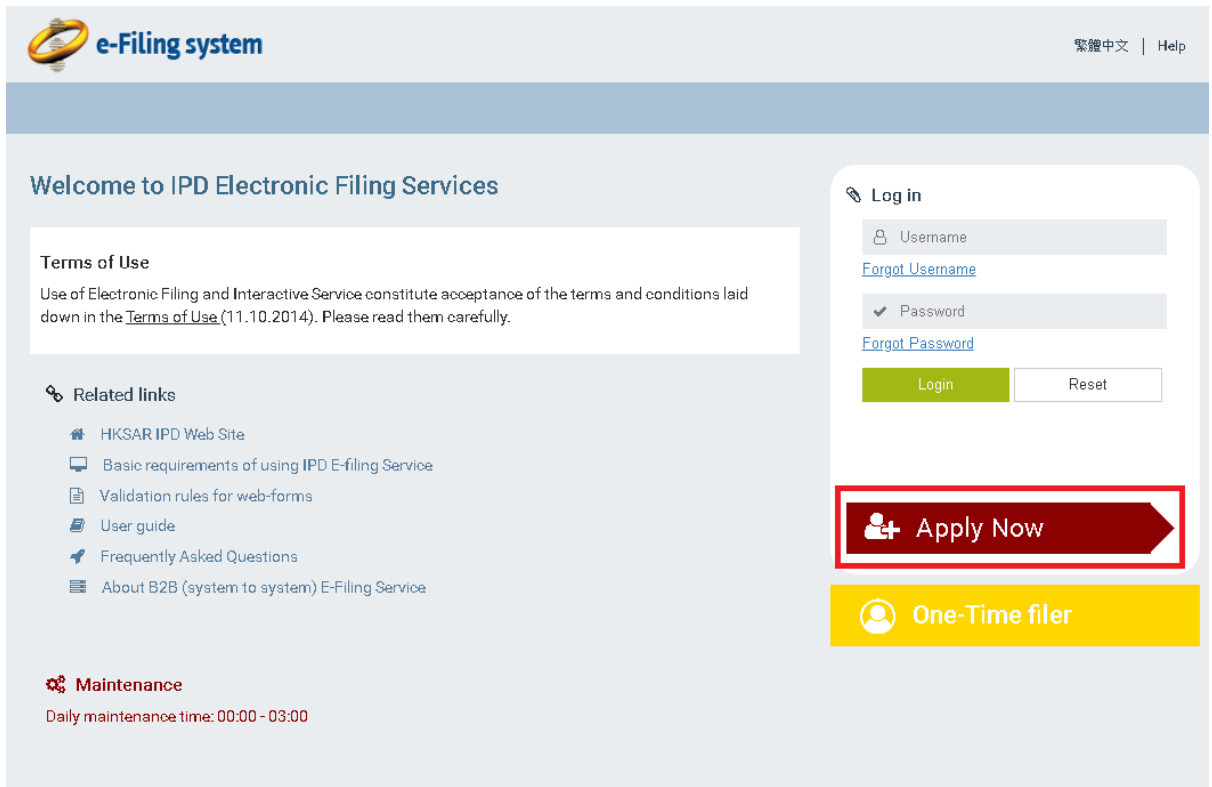
There are two types of accounts for Registered Users:

- Basic e-service account
- Full e-service account (e-Cert required)

Note: The registration request will require approval or further processing by the IPD. Following the registration approval, the system will send you a confirmation email, to the email address specified in the registration form, with information of the Username, a Temporary Password (for the first login) and your Customer ID.

1.1 Submit Request for Registration of Basic e-service account

1. Access the E-Filing home page.
2. Click on the “Apply Now” button.



The screenshot shows the IPD Electronic Filing Services home page. The header includes the 'e-Filing system' logo and '繁體中文 | Help' text. The main content area features a 'Welcome to IPD Electronic Filing Services' message, a 'Terms of Use' section, and a 'Related links' section with various service links. On the right side, there is a 'Log in' section with fields for 'Username' and 'Password', and buttons for 'Login' and 'Reset'. Below the login section, there is a prominent red 'Apply Now' button with a white arrow, and a yellow 'One-Time filer' button below it.

3. Select the 'Basic e-service account' option. The system displays the registration form.

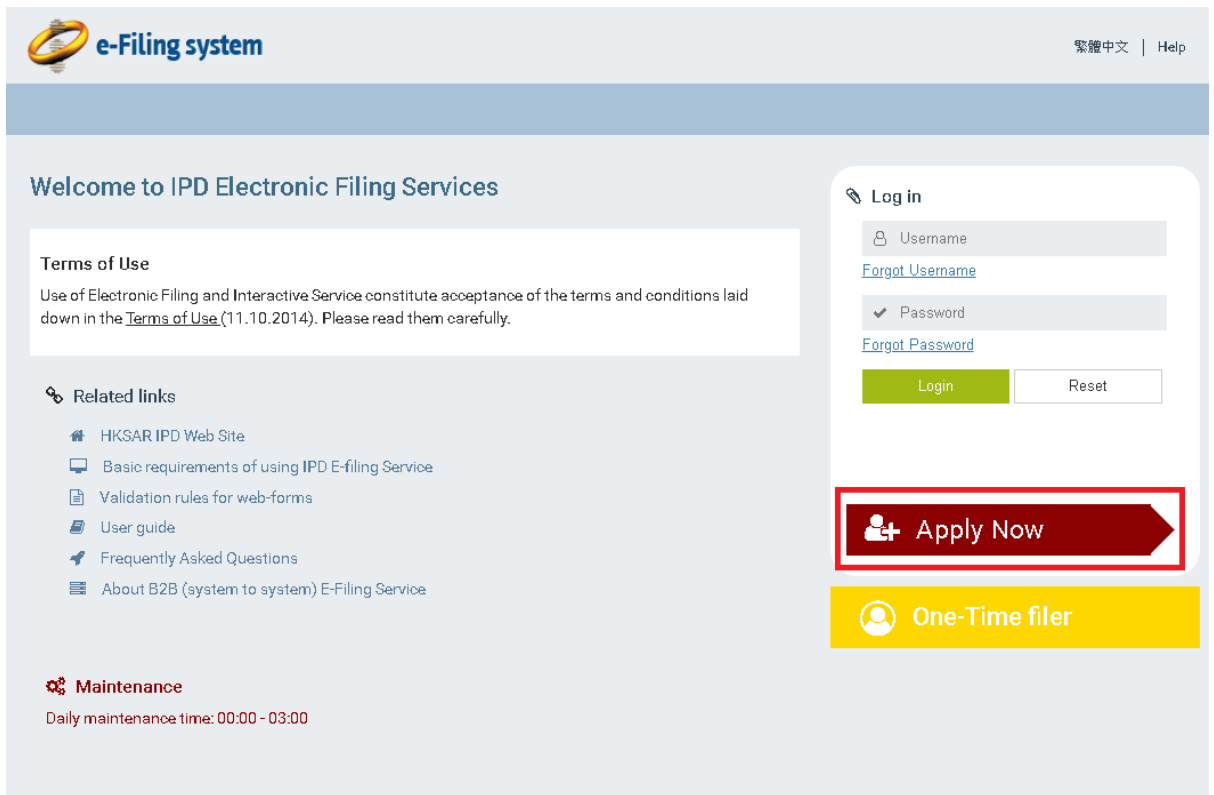
4. Fill in the mandatory fields and upload a proof of your address in the respective field.
5. Click on the “Submit” option.

6. Click on the “Confirm” option.

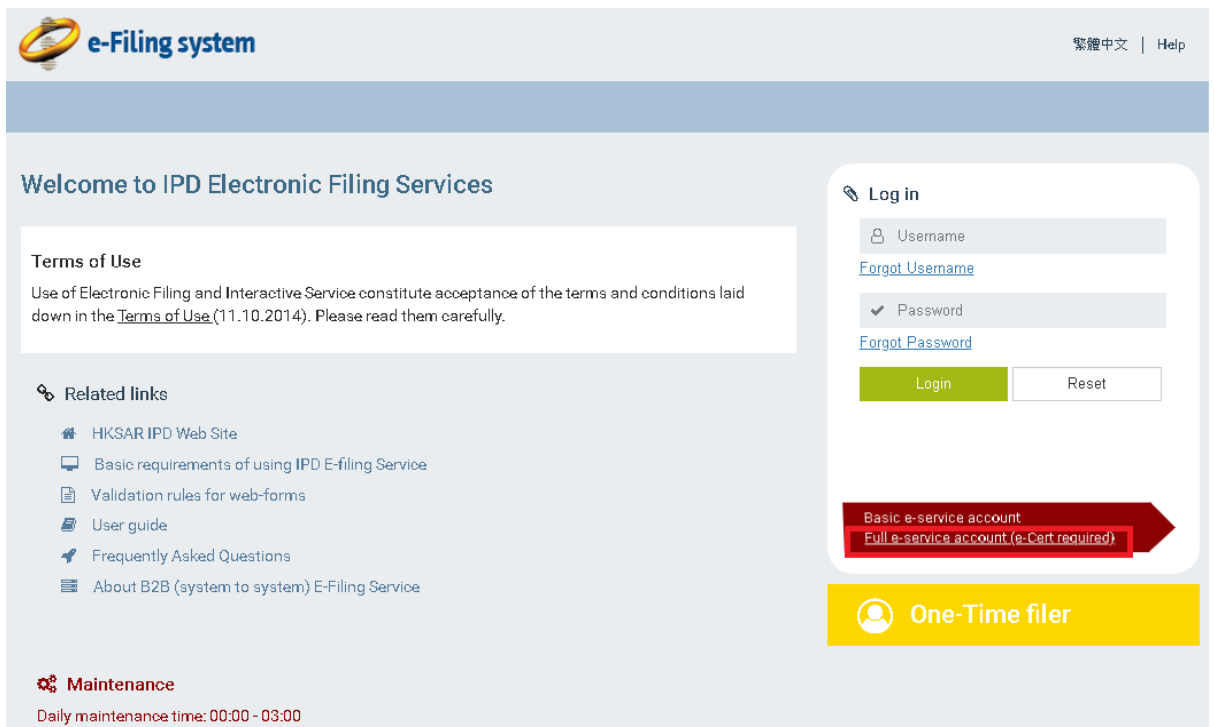
1.2 Submit Request for Registration of Full e-service account

Note: In order to submit a request for ‘Full e-service account’ registration, a valid Electronic Certificate should be installed on your browser. For more information please refer to Annex A – Electronic Certificate Requirements.

1. Access the E-Filing home page.
2. Click on the “Apply Now” button.



3. Select the ‘Full e-service account (e-Cert required)’ option.




4. Select your Electronic Certificate. The system validates the Electronic Certificate and displays the registration form.

選取憑證 ✕

主體	發行者	序列
ROBYN RYLEIGH	ID-CERT SIGNING CA C...	
RUTH REMY	ID-CERT SIGNING CA C...	
ROSALIE RIVER	ID-CERT SIGNING CA C...	
MA YAT DING	ID-CERT SIGNING CA C...	
ZHANG ZENG	ID-CERT SIGNING CA C...	

憑證資訊 確定 取消

5. Fill in the mandatory fields and any other field desired.

 繁體中文 | Login | Help

User Management Login

Application Form

All fields marked with an asterisk (*) are mandatory

User Type (*)	Agent
Account Type (*)	Firm
Company Name (English)	Lee & Co.
Company Name (Chinese)	李氏公司
Name in English	Kevin Lee
Name in Chinese	李大文
Contact Person (*)	Kevin Lee
Email Address (*)	kevinlee@lee.com.hk
Username (*)	kevinlee

Note: For Individual accounts the “Name in English” or “Name in Chinese” should match with the Subscriber’s name as available in the Electronic Certificate. The check for “Name in English” is case sensitive.

For Firm accounts:

- the “Name in English” or “Name in Chinese” should match with the Authorised User’s name as available in the Electronic Certificate and;
- the “Company Name (English)” or “Company Name (Chinese)” should match with the Subscriber Organisation’s name as available in the Electronic Certificate
- the check for “Name in English” and “Company Name (English)” is case sensitive.

6. Click on the “Submit” option.

The screenshot shows a registration form titled "Address in Chinese". It contains the following fields and values:

- Country/Territory/Area: 香港
- District/Street: 中環德輔道中130號
- Building/Floor/Flat: 開心廣場507室
- Telephone No. (*): 21234567
- Fax No.: 23216547
- Correspondence Language (*): English

At the bottom right, there is a green "Submit" button highlighted with a red box, and a "Cancel" button next to it. Above the "Submit" button is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot".

7. Click on the “Confirm” option.

The screenshot shows a confirmation dialog box titled "Application for user registration". The dialog box contains the text "Do you want to submit the form?" and two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red box.

2 How to Login to E-Filing System

1. Access the E-Filing home page.
2. Fill in the 'Username' and the 'Password' with the credentials that are associated to your account and click on the "Login" option.

The screenshot shows the e-Filing system login interface. The 'Log in' section includes a 'Username' field, a 'Password' field, and a 'Login' button. Both the input fields and the 'Login' button are highlighted with red boxes. There are also links for 'Forgot Username' and 'Forgot Password', and a 'Reset' button. Below the login section, there is a red 'Apply Now' button and a yellow 'One-Time filer' button.

Note: Newly created accounts and users that requested to reset their password (refer to 2.2 Forgot Password), will be required by the system to change the temporary password and login again with the updated credentials.

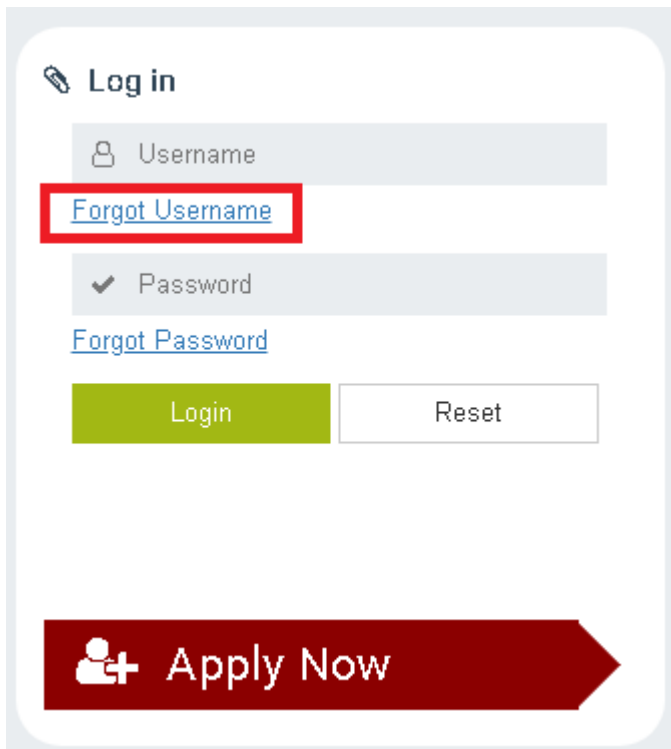
Note: A valid 'password' should fulfil the following requirements:

- i. at least eight characters long;
- ii. does not contain the user's entire account name or entire full name;
- iii. contains at least one character from each of the following categories:
 - a. English uppercase character (A - Z);
 - b. English lowercase character (a - z);
 - c. Base 10 digit (0 - 9); and
 - d. Special character of the following including character Space " ": ~ ! @ # \$ % ^ & * () _ - + = | \ { } [] : " ; ' < > , . ? /

Note: For 'Full e-service accounts', the user is prompt to select the associated Electronic Certificate. For more information please refer to Annex A – Electronic Certificate Requirements.

2.1 Forgot Username

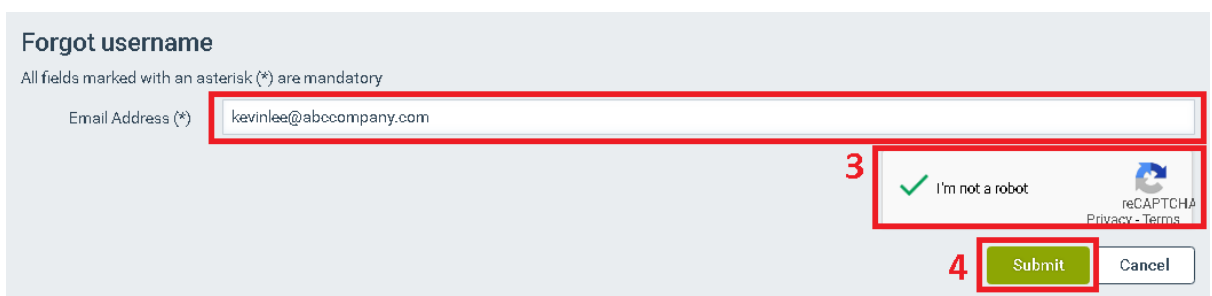
1. Access the E-Filing home page.
2. Click on the "Forgot Username" option.



The screenshot shows a login form with the following elements:

- Log in** header with a key icon.
- Username** input field with a person icon.
- Forgot Username** link, highlighted with a red box.
- Password** input field with a checkmark icon.
- Forgot Password** link.
- Login** button (green) and **Reset** button (white).
- Apply Now** button (red arrow) at the bottom.

3. Fill in the Email Address that corresponds to your account and the CAPTCHA.
4. Click on the "Submit" option. The system will send you an email with the username information.



The screenshot shows the 'Forgot username' form with the following elements:

- Forgot username** header.
- Text: All fields marked with an asterisk (*) are mandatory.
- Email Address (*)** input field containing 'kevinlee@abocompany.com', highlighted with a red box.
- 3** next to the reCAPTCHA widget.
- reCAPTCHA widget showing 'I'm not a robot' and 'reCAPTCHA Privacy - Terms'.
- 4** next to the **Submit** button (green) and **Cancel** button (white).

2.2 Forgot Password

1. Access the E-Filing home page.
2. Click on the "Forgot Password" option.

Log in

Username
[Forgot Username](#)

Password
[Forgot Password](#)

Login Reset

Apply Now

3. Fill in the Email Address that corresponds to your account and the CAPTCHA.
4. Click on the “Submit” option. The system will send you an email with a temporary password.

Forgot password

All fields marked with an asterisk (*) are mandatory

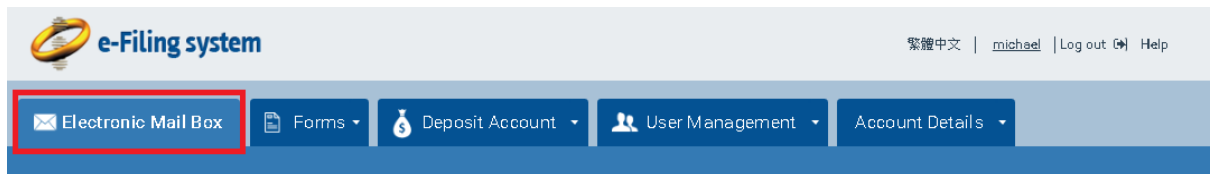
Email Address (*) kevinlee@abccompany.com

3 I'm not a robot reCAPTCHA Privacy - Terms

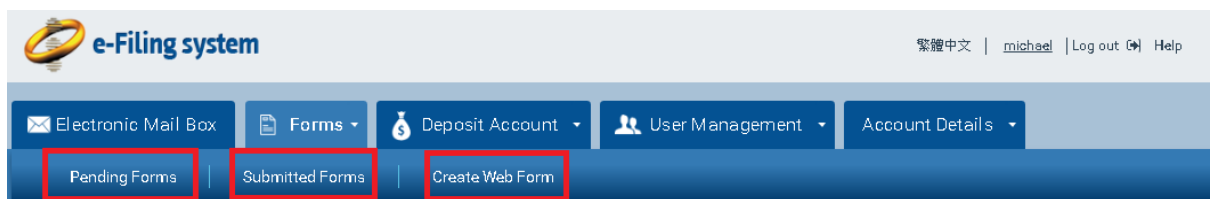
4 Submit Cancel

3 Tabs and sub-tabs in the E-Filing System

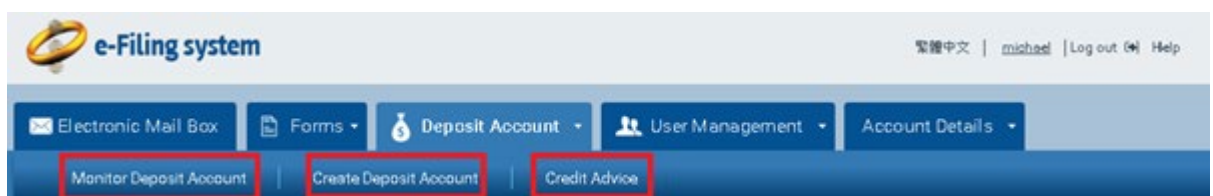
- Electronic Mail Box: This page contains letters and notifications sent by the IPD.



- Forms
 - Pending Forms: this page contains the forms that you are drafting or preparing to file with the IPD. The forms are still in your working space and have not been submitted to the IPD.
 - Submitted Forms: this page contains the forms, paid or unpaid, that you have submitted to the IPD in the last 365 days.
 - Create Web Form: this page contains the web forms that you can create.

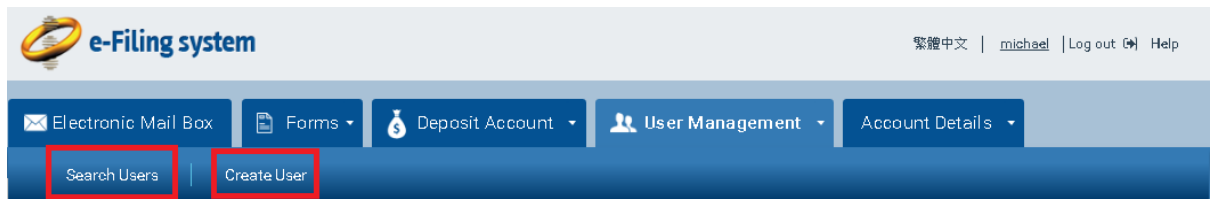


- Deposit Account
 - Monitor Deposit Account: this page contains all the transaction records of your deposit account(s)
 - Create Deposit Account: this page contains a request form for creation of deposit account.
 - Credit Advice: this page contains a request form for top-up of your deposit account.



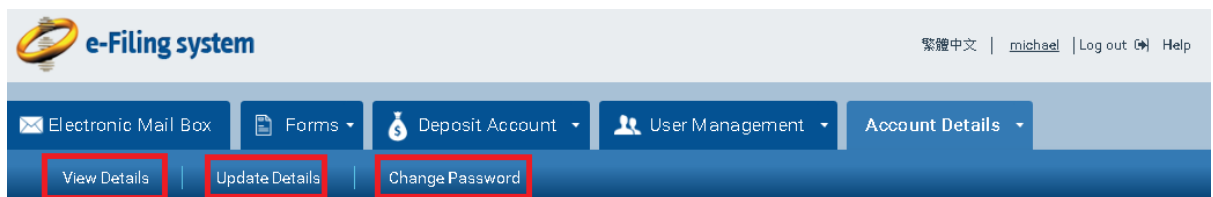
- User Management
 - Search Users: this page contains the list of subsidiary users in your Firm account

- Create User: you can create a subsidiary user account by completing the form on this page.



- Account Details

- View Details: you can view your own account profile in this page.
- Update Details: you can edit your own account profile in this page.
- Change Password: you can change your own password in this page.



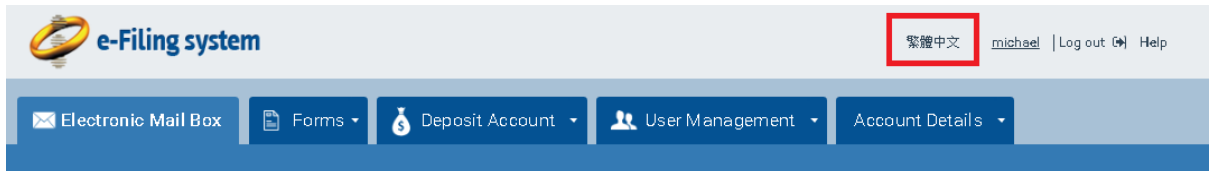
Note: Click on the respective tab or sub-tab in order to access the page you wish to browse.

Note: The availability of the system tabs depends on the account type and your rights. For more information please refer to Annex B – User Types and Annex C – Access Rights.

4 Change Display Language

You can change the language of E-Filing System screens from English to Traditional Chinese by clicking the language link that is available at the upper right corner of the banner.

1. Click to 繁體中文 to switch to Traditional Chinese.

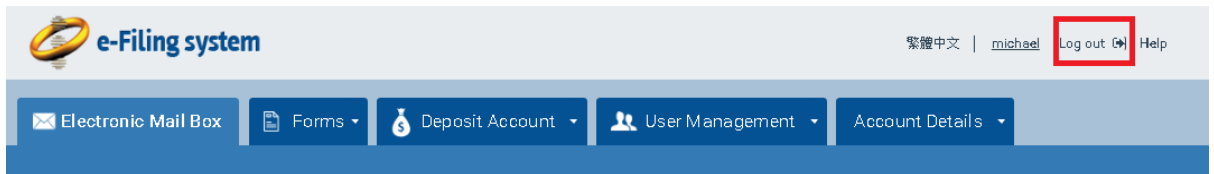


2. Click to English to switch to English.



5 How to Logout from E-Filing System

1. Click on the 'Log out' link available at the upper right corner of the banner.



Note: The system will display the Logout Page and prompt you to close the browser in order to complete the log out process.

6 How to Search in E-Filing System

1. Access the target page, the Filter section is on the top of the page (refer to section 3 Tabs and sub-tabs in the).
2. Specify at least one search criterion using the drop-down menus, text-fields and date pickers/calendars.
3. Click on the “Filter” option or press the Enter key.

2

Registry: TradeMarks

Form Name: Form T2

Case No. / IPD Reference No.:

Your Reference: 07/02 1310

Submission Date: From 13-01-2019 To 19-01-2019

Paid by:

Status: Submitted and Paid

Submitted by:

Payment Method: Select

Submission ID:

Clear 3 Filter

Note: Text fields support wildcards * and ? for searching. To perform a single character wildcard, use the ? symbol. For example search for T?STVALUE will return results for TESTVALUE. To perform a multiple character wildcard search, use the * symbol. For example search for TEST*LUE will return results for TEST1VALUE, TEST2VALUE, TESTINGVALUE etc.

Note: You may use the date fields or calendars in order to search for a date or date range. The left date-field corresponds to the “From” date value, and the right date-field corresponds to the “To” date-value. In order to search for a certain date, insert the target date in the form of DD-MM-YYYY in both the left (“From”) and right (“To”) date-fields. For example search for ‘Submission Date’ From 30-03-2018 – To 30-03-2018 will return results with Submission Date 30-03-2018 only. In order to search for a certain date range, insert the target dates in the form of DD-MM-YYYY in the left (“From”) or/and the right (“To”) date-fields. For example search for

'Submission Date' From 30-03-2018 will return results with Submission Date equal or after 30-03-2018.

6.1 How to Sort Search Results

- To sort results in ascending order, click the column header. The system displays a respective triangle indicator on the column header. A triangle indicates that the results are sorted in ascending order, and an inverted triangle indicates that the results are sorted in descending order.

10 of 229 results

<input type="checkbox"/>	Creation Date/Time 	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	21-09-2018 11:02:04	T5		michael		0.00 MB	Draft	
<input type="checkbox"/>	21-09-2018 14:58:26	T2		michael		0.00 MB	Draft	
<input type="checkbox"/>	26-09-2018 16:48:49	T1	FL 1700 26/9	michael	HK\$600.00	0.01 MB	Ready for Submission/Payment	
<input type="checkbox"/>	27-09-2018 08:57:17	T1		michael		0.00 MB	Draft	
<input type="checkbox"/>	27-09-2018 09:33:43	T1	test 27/9 0930	michael	HK\$1000.00	0.27 MB	Ready for Submission/Payment	
<input type="checkbox"/>	27-09-2018 09:54:31	T1	0950 27/9 FL	michael		5.84 MB	Draft	

- To sort results in descending order, click the same column header again. The system displays a respective triangle indicator on the column header.

10 of 229 results

<input type="checkbox"/>	Creation Date/Time 	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	11-02-2019 22:21:28	T5A		michael		0.00 MB	Draft	
<input type="checkbox"/>	11-02-2019 21:17:13	T3		michael		0.01 MB	Draft	
<input type="checkbox"/>	11-02-2019 10:03:16	T5		michael		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 21:02:40	T2		michael	HK\$2000.00	0.09 MB	Ready for Submission/Payment	
<input type="checkbox"/>	05-02-2019 22:54:03	T1		michael		0.00 MB	Draft	
<input type="checkbox"/>	05-02-2019 17:53:31	T2		michael		0.00 MB	Draft	

6.2 How to Export Search Results

- Select one of the available export options (for example, "Export to PDF") displayed in the target results section (top or bottom). The system creates and provides for download a file with the returned results.

10 of 229 results Page 1

Export options

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	11-02-2019 22:21:28	T5A		michael		0.00 MB	Draft	
<input type="checkbox"/>	11-02-2019 21:17:13	T3		michael		0.01 MB	Draft	
<input type="checkbox"/>	11-02-2019 10:03:16	T5		michael		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 21:02:40	T2		michael	HK\$2000.00	0.09 MB	Ready for Submission/Payment	
<input type="checkbox"/>	05-02-2019 22:54:03	T1		michael		0.00 MB	Draft	
<input type="checkbox"/>	05-02-2019 17:53:31	T2		michael		0.00 MB	Draft	

exportForms.pdf ^

Exported file

Note: The export file includes the full result list (with a maximum of 1000 records).

7 Electronic Mail Box

The Electronic Mail Box page allows you to view and manage electronic letters/notices send to you from an IPD user or the system in one dedicated page, and search for any received correspondence with various criteria. In particular you can search for IPD Letters, E-Filing Account Notifications or Deposit Account Notifications.

7.1 Search for Electronic Letters/Notices

1. By default, all correspondence sent to you is displayed in the Electronic Mail Box page.

Electronic Mail Box Forms Deposit Account User Management Account Details									
10 of 169 results									
<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New	
<input type="checkbox"/>	14-01-2019 17:56:23	ACCEPTANCE LETTER	text of some fields truncated in WF PDF	T134293165	T13			Accepted	
<input type="checkbox"/>	14-01-2019 17:44:06	Notice of non-automatic processing	text of some fields truncated in WF PDF	T134293165	T13			New	
<input type="checkbox"/>	12-01-2019 19:34:43	Notice of non-automatic processing	verify PDF size of 'other'	T134293138	T13			New	
<input type="checkbox"/>	11-01-2019 17:26:44	TAM - T5B (Clarification)	created for testing 31/12	TAM2825940	TAM			Ready for Publication	
<input type="checkbox"/>	11-01-2019 17:04:47	TAM - T5A (Clarification)	A7019873/BY/bl	TAM00519505	TAM			New	
<input type="checkbox"/>	11-01-2019 15:22:46	TAM - T5A (Acceptance)	A7019873/BY/bl	TAM00519505	TAM			New	
<input type="checkbox"/>	11-01-2019 11:43:56	TAM - VARIATION OR RECTIFICATION - by Owner (Acceptance)	A7019873/BY/bl	TAM00519505	TAM			New	
<input type="checkbox"/>	10-01-2019 11:31:07	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New	

2. In order to filter your list of received correspondence, use the Filter section (refer to 6 How to Search in).

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

Refresh

Registry: Select

Case No. / IPD Reference No.:

Your Reference:

Internal Progress:

Reminder Date: From To

Letter/Notification: Select

IPD Sent Date: From To

Statutory Time Limit: From To

Clear Filter

10 of 169 results

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New
14-01-2019 17:56:23	ACCEPTANCE LETTER	text of some fields truncated in WF PDF	T134293165	T13			Accepted

Note: Unread records are marked by the system in bold.

7.2 View Letter/Notification

1. You can view the content of a received electronic letter/notice with any of the following ways:

- Click on the “Clip” icon on the left of the result.

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New

- Click on the hyperlink displayed under the Letter/Notification column, for one of the received electronic letters/notifications. Select the hyperlink for the letter in the pop-up window.

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New


T1 Report Letter ✕


From
To Michael Lam
Subject T1 Report Letter

[↩ Reply](#)

A new letter has been received.

[OutgoingCorrespondence_20190114_220419.pdf](#)


- Click the 'Options' ("gear ) button, available under the Action column, for a received letter/notification and select the "View" option.

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New	
<input type="checkbox"/>	14-01-2019 17:56:23	ACCEPTANCE LETTER	text of some fields truncated in WF PDF	T134293165	T13				<input type="checkbox"/> View <input type="checkbox"/> Delete <input type="checkbox"/> Set Reminder Date <input type="checkbox"/> Reply
<input type="checkbox"/>	14-01-2019	Notice of non-	text of some						

7.3 Reply to received Letter

1. You can reply to a received electronic letter by any of the following ways:

- Click on the hyperlink displayed under the Letter/Notification column, for one of the received electronic letters. Select the "Reply" option in the pop-up window.

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	19-12-2018 15:03:19	TAM - T5A (Clarification)	8094443	TAM00287189	TAM			New	


TAM - T5A (Clarification) ✕

From
To Michael Lam
Subject TAM - T5A (Clarification)

[↩ Reply](#)

A new letter has been received.

[OutgoingCorrespondence_20181219_150319.pdf](#)

- Click the 'Options' ("gear ) button, available under the Action column, for a received letter and select the "Reply" option.

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	19-12-2018 15:03:19	TAM - T5A (Clarification)	8094443	TAM00287189	TAM			New	
<input type="checkbox"/>	17-12-2018 18:43:08	REQUEST TO CHANGE [NAME/ADDR/ADDR SERV] - CONFIRMATION		T052824077	T5				<input type="checkbox"/> View <input type="checkbox"/> Delete <input type="checkbox"/> Set Reminder Date <input type="checkbox"/> Reply
<input type="checkbox"/>	17-12-2018	Notification for Non		T052824068	T5				

- Fill in the mandatory fields and click on the “Submit” option.

TAM - T5A (Clarification)

04. Attachment(s)

TAM00287189.PDF

Browse...

05. *Signature

I/We confirm that I/we have read and understood the "Important Notes".

* (a) Authorized signature Electronically signed by Michael Lam
For and on behalf of Michael Lam Co. Ltd.

* (b) Name of signatory Michael Lam

Submit
Cancel

Note: The “Reply” option is available only for IPD letters.

7.4 Delete Correspondence

- You can delete the electronic letters/notices by any of the following ways:
 - Select one or more of the received electronic letters/notifications and click on the “Delete” icon available in the results section (top or bottom).

10 of 169 results

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input checked="" type="checkbox"/>	14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New	
<input type="checkbox"/>	14-01-2019 17:56:23	ACCEPTANCE LETTER	text of some fields truncated in WF PDF	T134293165	T13			Accepted	
<input checked="" type="checkbox"/>	14-01-2019 17:44:06	Notice of non-automatic processing	text of some fields truncated in WF PDF	T134293165	T13			New	

- Click the ‘Options’ (“gear ”) button, available under the Action column, for a received letter/notification and select the “Delete” option.

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	19-12-2018 15:03:19	TAM - T5A (Clarification)	8094443	TAM00287189	TAM			New	
<input type="checkbox"/>	17-12-2018 18:43:08	REQUEST TO CHANGE [NAME/ADDR/ADDR SERV] - CONFIRMATION		T052824077	T5				<input type="checkbox"/> View <input checked="" type="checkbox"/> Delete <input type="checkbox"/> Set Reminder Date <input type="checkbox"/> Reply
<input type="checkbox"/>	17-12-2018	Notification for Non		T052824068	T5				

7.5 Mark Received Correspondence as read

1. Select one or more of the received electronic letters/notices and click on the “Mark as read” icon available in the results section (top or bottom). The system marks the respective correspondence record(s) as “read” (un-bold).

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	14-01-2019 22:04:20	T1 Report Letter	FL test reception 1600 26/10	T016746917	T1			New	
<input checked="" type="checkbox"/>	14-01-2019 17:56:23	ACCEPTANCE LETTER	text of some fields truncated in WF PDF	T134293165	T13			Accepted	
<input checked="" type="checkbox"/>	14-01-2019 17:44:06	Notice of non-automatic processing	text of some fields truncated in WF PDF	T134293165	T13			New	






7.6 Set a Reminder

1. You can add and maintain reminder dates associated with electronic letters/notices send from an IPD user or the system by any of the following ways:
 - Select one of the received electronic letters/notifications and click on the “Reminder” icon available in the results section (top or bottom).

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input checked="" type="checkbox"/>	11-12-2018 17:52:13	DC - 2-MONTH DEFICIENCY CHECKING LETTER (1)	Ingrid 20181211 1706	304618378	T2			New	
<input type="checkbox"/>	10-12-2018 09:34:45	DC - NON-PAYMENT OF APPLICATION FEE FOR FEE DEFICIENCY (1) (CN)	Ingrid 20181012 0927	304617568	T2			New	

- Click the 'Options' (“gear ”) button, available under the Action column, for a received letter/notification and select the “Set Reminder Date” option.

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
11-12-2018 17:52:13	DC - 2-MONTH DEFICIENCY CHECKING LETTER (1)	Ingrid 20181211 1706	304618378	T2			New
10-12-2018 09:34:45	DC - NON-PAYMENT OF APPLICATION FEE FOR FEE	Ingrid 20181012 0927	304617568	T2			New


- 
-  View
-  Delete
-  Set Reminder Date
-  Reply

2. Select the reminder date/time and click on the “Add” option.

Add a reminder ✕

Reminder date

13-02-2019



09

:


00

Cancel







Add

Note: When the reminder date/time is reached you will get notified in the E-Filing Electronic Mail Box.

7.7 Edit a Reminder

1. Click the 'Options' (“gear ”) button, available under the Action column, for a received letter/notification that is associated with a ‘reminder’ and select the “Edit Reminder Date” option.


IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
11-12-2018 17:52:13	DC - 2-MONTH DEFICIENCY CHECKING LETTER (1)	Ingrid 20181211 1706	304618378	T2		13-02-2019 09:00:00	New
10-12-2018 09:34:45	DC - NON-PAYMENT OF APPLICATION FEE FOR FEE DEFICIENCY (1)	Ingrid 20181012 0927	304617568	T2			New

- 
-  View
-  Delete
-  Edit Reminder Date
-  Delete Reminder Date
-  Reply

2. Edit the reminder date/time and click on the “Save” option.


Edit reminder ✕







Reminder date

13-02-2019 

12 : 00

7.8 Remove a Reminder

1. Click the 'Options' (“gear ”) button, available under the Action column, for a received letter/notification that is associated with a ‘reminder’ and select the “Delete Reminder Date” option.

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
11-12-2018 17:52:13	DC - 2-MONTH DEFICIENCY CHECKING LETTER (1)	Ingrid 20181211 1706	304618378	T2		13-02-2019 09:00:00	New	
10-12-2018 09:34:45	DC - NON-PAYMENT OF APPLICATION FEE FOR FEE DEFICIENCY (1)	Ingrid 20181012 0927	304617568	T2			New	<ul style="list-style-type: none">  View  Delete  Edit Reminder Date <li style="border: 2px solid red;"> Delete Reminder Date  Reply

2. Click on the “Confirm” option.

IPD Sent Date/Time	Letter/Notification	Your Reference	Statutory Time Limit	Reminder Date	Internal Progress
11-12-2018 17:52:13	DC - 2-MONTH DEFICIENCY CHECKING LETTER (1)	Ingrid 20181211 1706		13-02-2019 09:00:00	New

Delete reminder

Are you sure?

7.9 Download electronic letters/notices

You can download the selected electronic letters/notices, sent from an IPD user or the system, in a zip file.

1. Select one or more of the received electronic letters/notices (up to 20) and click on the “Download” icon available in the results section (top or bottom). The system

creates and provides for download a zip file with the contents of the selected electronic letters/notices.

10 of 171 results

Page 1

1. Select letters/notices to download

IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress
11-02-2019 16:34:49	NEW LAW - DIVISION (CN)	FL refresher course CN 11/02	T030055640	T3			Recorded
11-02-2019 11:46:28	T5A - Acceptance Letter	Ingrid 20190210	TAM2827164	TAM			Recorded
10-02-2019 13:03:32	T2 - DC - 2-Month Deficiency Checking Letter	MA1310014TM.HK	304625893	T2			New
07-02-2019 14:18:09	T2 - DC - Non-payment of Application Fee for Fee Deficiency	Ingrid 20190207	304625613	T2			New

2. Click "Download"

exportElectronicMailBox.zip

3. Letters/notices downloaded as a zip file

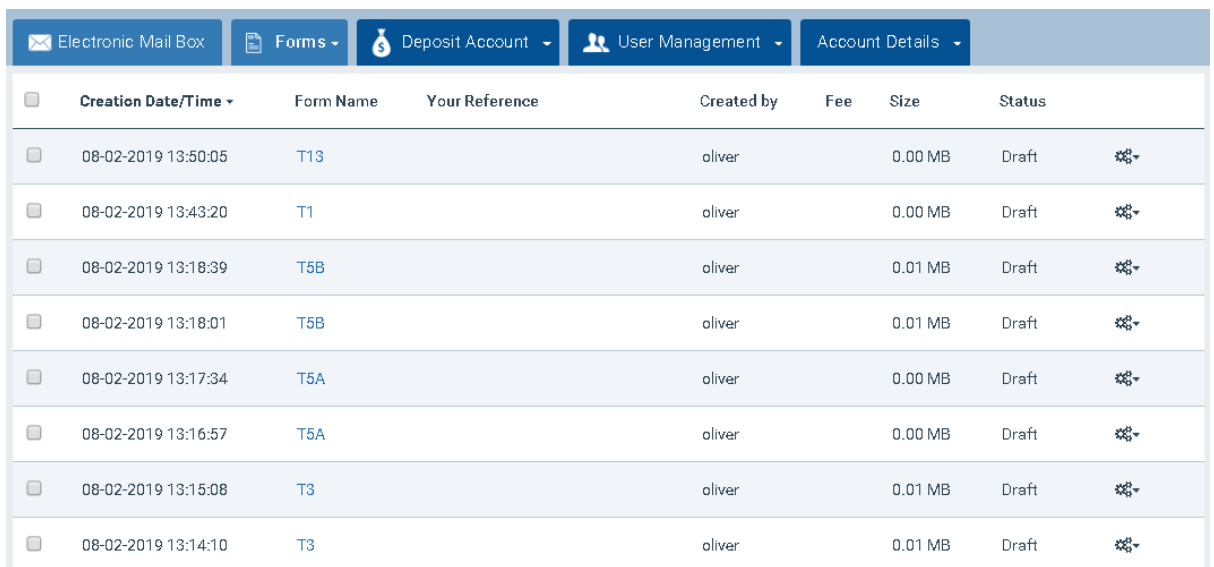
8 Forms

8.1 Pending Forms

The Pending Forms page allows you to manage your draft or finalized web-forms filled online. Each E-Filing account has a predefined maximum storage of 500mb, explicitly for holding the “pending forms”.

8.1.1 Search for Pending Forms

1. By default, all draft and finalized web-forms are displayed in the Pending Forms page.



The screenshot shows the 'Forms' section of a web application. The navigation bar includes 'Electronic Mail Box', 'Forms', 'Deposit Account', 'User Management', and 'Account Details'. The main content is a table with columns for 'Creation Date/Time', 'Form Name', 'Your Reference', 'Created by', 'Fee', 'Size', and 'Status'. The table lists several draft forms created on 08-02-2019, with form names like T13, T1, T5B, T5A, and T3. Each row includes a checkbox, a gear icon for settings, and a trash icon for deletion.

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	08-02-2019 13:50:05	T13		oliver		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:43:20	T1		oliver		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:18:39	T5B		oliver		0.01 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:18:01	T5B		oliver		0.01 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:17:34	T5A		oliver		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:16:57	T5A		oliver		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:15:08	T3		oliver		0.01 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:14:10	T3		oliver		0.01 MB	Draft	

2. In order to filter your list of pending forms, use the Filter section (refer to 6 How to Search in).

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

There are 427.953MB left of 500.00MB working space. This is your working area and it does not form part of IPD's record.

Registry: Form Name:

Your Reference:

Status:

Creation Date: From To

Signed by:

Created by:

10 of 145 results

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	08-02-2019 13:50:05	T13		oliver		0.00 MB	Draft	
<input type="checkbox"/>	08-02-2019 13:43:20	T1		oliver		0.00 MB	Draft	

8.2 Submitted Forms

The Submitted Forms page stores all of your submissions (both successful and failed) within the last 365 days.

8.2.1 Search for Submitted Forms

- By default, the electronic submissions for the last 365 days are displayed in the Submitted Forms page.

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

<input type="checkbox"/>	Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
<input type="checkbox"/>	10-02-2019 17:24:44	T3	Ingrid 20190210	T030055677	304621572	HK\$2650.00	Submitted and Paid	S00801505	
<input type="checkbox"/>	10-02-2019 13:06:18	T5A	MA1310014TM.HK	TAM2827173	304625893	HK\$0.00	Submitted	S00801504	
<input type="checkbox"/>	10-02-2019 12:57:29	T2	MA1310014TM.HK	304625893	304625893	HK\$3000.00	Submitted and Paid	S00801503	
<input type="checkbox"/>	10-02-2019 12:46:05	T2	MA1310014TM.HK	304625884	304625884	HK\$3000.00	Submitted and Paid	S00801502	
<input type="checkbox"/>	10-02-2019 12:29:44	T5A	Ingrid 20190210	TAM2827164	304625037	HK\$0.00	Submitted	S00801501	
<input type="checkbox"/>	08-02-2019 20:44:50	T3	FL refresher course CN 11/02	T030055640	304604120	HK\$650.00	Submitted and Paid	S00801499	
<input type="checkbox"/>	08-02-2019 19:16:58	T2		304625866	304625866	HK\$2000.00	Submitted and Paid	S00801498	
<input type="checkbox"/>	07-02-2019 14:57:27	T1		T016748410	T016748410	HK\$800.00	Submitted and Paid	S00801460	

- In order to filter your list of submitted forms, use the Filter section (refer to 6 How to Search in).

10 of 285 results

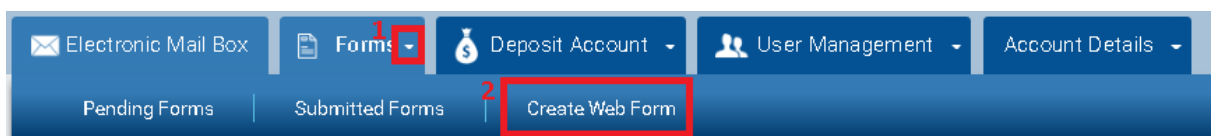
Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
10-02-2019 17:24:44	T3	Ingrid 20190210	T030055677	304621572	HK\$2650.00	Submitted and Paid	S00801505	⚙️
10-02-2019 13:06:18	T5A	MA1310014TM.HK	TAM2827173	304625893	HK\$0.00	Submitted	S00801504	⚙️
10-02-2019 12:57:29	T2	MA1310014TM.HK	304625893	304625893	HK\$3000.00	Submitted and Paid	S00801503	⚙️

8.3 Create Web-Forms

The new E-Filing System provides the functions for the e-filers to select a web-form template, create a web-form and fill in the form online in the system. The system provides a web interface and functions where possible, to aid the form filling, such as pre-filling some data fields in the web-form with data in the System, validation of input data against data in the System, calculating data and import data from another file into data field(s) in the web-form.

8.3.1 Create a Web-Form

- Select the “arrow” icon in the ‘Forms’ tab.
- Select the “Create Web Form” option.



- Click one of the available web-forms. The system opens the web-form template.

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

Pending Forms | Submitted Forms (30) | Payment/Submission List | Create Web Form

Users with basic e-service accounts may use the Forms with links below

Form Type Name

Clear Search

10 of 38 results

Form Name

T1 - Request for Search of Records/Request for Preliminary Advice on Registrability
T2 - Application for Registration of a Trade Mark (Including Certification Mark, Collective Mark and Defensive Mark)
T3 - Request to divide application for registration
T4 - Request to merge applications for registration / Request to merge separate registrations
T5 - Request to change name, address, address for service and/or agent's details
T5A - Request to Amend Application
T5B - Request to Amend Representation of Trade Mark/ Request to Delete Trade Mark in Series
T8 - Request for renewal of a trade mark registration /Request for restoration and renewal of a trade mark registration

Note: You can type the form name (e.g. T2) in the 'Form Type Name' search criterion and click on the "Search" option.

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

Pending Forms | Submitted Forms (30) | Payment/Submission List | Create Web Form

1

Form Type Name

T2

Clear Search

2

10 of 1 results

Form Name

T2 - Application for Registration of a Trade Mark (Including Certification Mark, Collective Mark and Defensive Mark)

Note: Basic e-service accounts are not able to create web-forms that require signing by Electronic Certificate.

Note: You will not be able to create a web-form when there is not enough storage space in your “working area”.

8.3.2 Save a Web-Form

You can save a web-form being filled as a draft.

1. Select the “Save Draft” option available on top of the web-form. The system displays a confirmation message and stores the web-form in the ‘Pending Forms’ page.


The screenshot shows the IPD system interface. At the top, there are navigation tabs: Electronic Mail Box, Forms, Deposit Account, User Management, and Account Details. Below these are buttons: Cancel, Download PDF, Save Draft (highlighted in red), and Finalize. The main content area shows a form with a sidebar of Important Notes (01. *Details of applicant making request under section 38(2)(a) of the Trade Marks Ordinance for registration of a trade mark, 02. *Address for service, 03. Agent's details, 04. *Trade Mark, 05. Non-Roman letters and non-Chinese characters, 06. 3-Dimensional shape, colour, sound, smell or other). The form content includes a confirmation statement and fields for authorized signature and name of signatory. Below the form, a message bar indicates 'There are 427.950MB left of 500.00MB working space. This is your working area and it does not form part of IPD's record.' A confirmation message 'Form has been saved successfully!' is highlighted in red. Below this, there are input fields for Registry, Form Name, Your Reference, Status, Creation Date (From/To), and Signed by. At the bottom, there is a table of pending forms with columns: Creation Date/Time, Form Name, Your Reference, Created by, Fee, Size, and Status. The first row is highlighted in red.

Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status
12-02-2019 14:35:15	T2		oliver		0.00 MB	Draft

Note: You will not be able to save a web-form when there is not enough storage space in your “working area”.

8.3.3 View a Web-Form


You can access a web-form in view mode with any of the following ways:

- from the results section of the Pending Forms page: click the form name hyperlink available under the 'Form Name' column.
- from the results section of the Pending or Submitted Forms page: click the 'Options' ("gear ) button, available under the Action column, for one of the forms and select the "View" option.

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status
<input type="checkbox"/>	12-02-2019 14:35:15	T2		oliver		0.00 MB	Draft
<input type="checkbox"/>	08-02-2019 13:50:05	T13		oliver		0.00 MB	
<input type="checkbox"/>	08-02-2019 13:43:20	T1		oliver		0.00 MB	
<input type="checkbox"/>	08-02-2019 13:18:39	T5B		oliver		0.01 MB	

8.3.4 Edit a Web-Form

You can edit a web-form before submitting it to the IPD.

1. Click the 'Forms' tab or select the "Pending Forms" option of the 'Forms' tab.
2. Navigate to the 'results' section.
3. Click the 'Options' ("gear ) button, available under the Action column, for one of the pending web-forms and select the "Edit" option. The system displays the selected web-form in an editable format.

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status
<input type="checkbox"/>	12-02-2019 14:35:15	T2		oliver		0.00 MB	Draft
<input type="checkbox"/>	08-02-2019 13:50:05	T13		oliver		0.00 MB	
<input type="checkbox"/>	08-02-2019 13:43:20	T1		oliver		0.00 MB	
<input type="checkbox"/>	08-02-2019 13:18:39	T5B		oliver		0.01 MB	

Note: In order to edit a web-form that is signed, you will need to remove the signature. To remove the signature, please navigate to the signature section of the form and clear the tick in the checkbox above the "Authorized signature" field.

11. *Confirmation

I/We confirm that:

I/We have read and understood the "Important Notes" of this form.

The applicant is capable of holding property including trade mark.

The trade mark is being used by the applicant or with his consent in relation to the goods and/or services indicated in Part 07, or the applicant honestly intends to use the trade mark, or allows it to be used, in relation to those goods and/or services.

*Confirmation Statement

* (a) Authorized signature


Electronically signed by Oliver Lee
For and on behalf of Oliver & Co.


* (b) Name of signatory

Oliver Lee

8.3.5 Clone a Web-Form

You can create a new web-form from one of the available draft or already submitted forms to IPD. Following the web-form creation, you may save the web-form or discard it, using the available web-form functionalities.

1. Navigate to the 'results' section of the Pending or Submitted Forms page.
2. Click the 'Options' ("gear ) button, available under the Action column, for one of the forms and select the "Clone" option. The system creates a new web-form, based on the selected one and displays it in an editable format.

<input type="checkbox"/>	Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
<input type="checkbox"/>	04-01-2019 01:49:04	T2	GNT_CC_03/01	304620258	304620258	HK\$4000.00	Submitted and Paid	S00800697	
<input type="checkbox"/>	03-01-2019 18:02:23	T1		T016747989	T016747989	HK\$800.00	Submitted and Paid	S00800697	<div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> View <input checked="" type="checkbox"/> Clone </div>

8.3.6 Download a Web-Form in PDF Format

You can download a web-form as PDF by any of the following ways:

- from the web-form details in view or edit mode: select the "Download PDF" option.

Pending Forms | Submitted Forms ³⁰ | Payment/Submission List | Create Web Form


Cancel | **Download PDF** | Save Draft | Finalize


Form T2

Important Notes

1. General notes:

- Please note that only minimal changes to the application are allowed after you have filed the application. Your attention is drawn to section 46 of the Trade Marks Ordinance, rules 23 - 24 of the Trade Marks Rules and *How to apply to register a trade mark in the Hong Kong SAR* which can be viewed at www.ipd.gov.hk.
- This form is available in Chinese and English. Either Chinese or English can be used as the language of proceedings. Please complete this form in English unless otherwise stated. The language of proceedings will be in English and the certificate of registration will be issued in English.
- You must complete Parts 01, 02, 04, 07 and 11.

- from the results section of the Pending Forms page: click the 'Options' ("gear" ) button, available under the Action column, for one of the forms and select the "Download PDF" option.

Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	Action
24-12-2018 10:54:14	T5B	FL 13988 24/12	oliver	HK\$0.00	0.01 MB	Ready for Submission/Payment	
17-12-2018 20:35:11	T1		oliver	HK\$800.00	1.01 MB	Ready for Submission/Payment	<ul style="list-style-type: none"> View Edit Clone Add to Payment List Download PDF Delete
13-12-2018 17:18:29	T2		oliver	HK\$6000.00	0.10 MB	Ready for Submission/Payment	
13-12-2018 14:37:31	T2		oliver	HK\$6000.00	0.84 MB	Ready for Submission/Payment	

- from the results section of the Submitted Forms page: click the form name hyperlink available under the 'Form Name' column.

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

10 of 285 results

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
10-02-2019 17:24:44	T3	Ingrid 20190210	T030055677	304621572	HK\$2650.00	Submitted and Paid	S00801505	
10-02-2019 13:06:18	T5A	MA1310014TM.HK	TAM2827173	304625893	HK\$0.00	Submitted	S00801504	
10-02-2019 12:57:29	T2	MA1310014TM.HK	304625893	304625893	HK\$3000.00	Submitted and Paid	S00801503	
10-02-2019 12:46:05	T2	MA1310014TM.HK	304625884	304625884	HK\$3000.00	Submitted and Paid	S00801502	

- from the 'Submission Details' window: click the form name hyperlink available under the 'Form Name' column.

Submission Date/Time	Form Name	Case No. / IPD	Related Case No. /	Submission	Action
14-01-2019 14:48:28					
14-01-2019 11:26:38					
13-01-2019 13:50:16					
13-01-2019 13:17:39					
13-01-2019 13:05:30					
11-01-2019 18:42:36					
11-01-2019 17:42:03					
11-01-2019 17:42:03					
10-01-2019					

Submission ID 遞交編號	S00800859
Payment Method 繳費方式	Deposit Account
Submitted and Paid By 遞交及繳費者	oliver
Transaction No. 交易編號	467812
Transaction Date/Time 交易日期/時間	11-01-2019 17:42:03
Total Amount Paid 繳付費用總額	HK\$4800.00

Form Name 表格名稱	Application/Registration No./IPD Reference 申請/註冊編號/知識產權署檔號	Your Reference 來稿編號	Fee Paid 已繳付費用	Created By 建立者	Receipt 收據
T1	T016748140	Ingrid 20190111 1738	HK\$800.00	oliver	
T2	304621914	GNT_DA_DP_03/01	HK\$4000.00	oliver	


10 of 2 results

Page 1

Download all receipts 下載全部收據

8.3.7 Delete a Web-Form

You can delete a web-form from “Pending Forms” page by following the steps below:

1. Navigate to the ‘results’ section.
2. Click the 'Options' (“gear ”) button, available under the Action column, for one of the forms and select the “Delete” option.

Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	Action
12-02-2019 14:56:26	T1		oliver		0.00 MB	Draft	
12-02-2019 14:56:11	T13		oliver		0.00 MB		
12-02-2019 14:35:15	T2		oliver		0.00 MB		
08-02-2019 13:50:05	T13		oliver		0.00 MB		

View
Edit
Clone
Download PDF
Delete

3. Click on the “Confirm” option.

Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status
12-02-2019 14:56:11	T13		oliver		0.00 MB	Draft
12-02-2019 14:35:15	T2		oliver		0.00 MB	Draft
12-02-2019 14:50:05	T13		oliver		0.00 MB	Draft
12-02-2019 14:43:20	T1		oliver		0.00 MB	Draft

Delete pending form	
Are you sure?	
Confirm	Cancel

8.3.8 Finalize Web-Form

After completing the key-in of all mandatory information and before proceeding with the definitive payment and submission of the web-form to the IPD, the web-form contents need to be validated.

1. Sign the form by clicking the “Confirmation Statement” checkbox displayed in the ‘Signature’ section. The system prefills the section with the user details and the web-form becomes non-editable.

11. *Confirmation

I/We confirm that:

I/We have read and understood the "Important Notes" of this form.

The applicant is capable of holding property including trade mark.

The trade mark is being used by the applicant or with his consent in relation to the goods and/or services indicated in Part 07, or the applicant honestly intends to use the trade mark, or allows it to be used, in relation to those goods and/or services.

*Confirmation Statement

* (a) Authorized signature

Electronically signed by Oliver Lee
For and on behalf of Oliver & Co.

* (b) Name of signatory

Oliver Lee

2. Select the “Finalize” option available on top of the web-form. The system validates the web-form and any attached electronic documents:

Electronic Mail Box Forms Deposit Account User Management Account Details

Cancel Download PDF Save Draft Finalize

Important Notes

01. *Details of applicant making request under section 38(2)(a) of the Trade Marks Ordinance for registration of a trade mark

02. *Address for service

03. Agent's details

04. *Trade Mark

05. *Name of signatory

The trade mark is being used by the applicant or with his consent in relation to the goods and/or services indicated in Part 07, or the applicant honestly intends to use the trade mark, or allows it to be used, in relation to those goods and/or services.

*Confirmation Statement

* (a) Authorized signature

Electronically signed by Oliver Lee
For and on behalf of Oliver & Co.

- If all validations are successfully, you will be redirected to the “Pending Forms” page to further proceed with the form Submission. The status of the form will be

updated to 'Ready for Submission/Payment' and the form fee to be paid (if applicable), will be calculated by the system based on the fee schedule.

Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status
12-02-2019 15:09:35	T2	MA1310014TM.HK	oliver	HK\$4000.00	0.17 MB	Ready for Submission/Payment

- If at least one validation error exist, you will not be able to complete the Finalization of the web-form and proceed with the Submission. The system will uncheck the "Confirmation Statement" checkbox and the whole web-form will become editable.

Note: The validation errors will be displayed below the respective field. The system will also highlight the field and the section names containing failed validations on the left hand side navigation column.

Note: You will be able to save a web-form that contains validations as a 'Draft'.

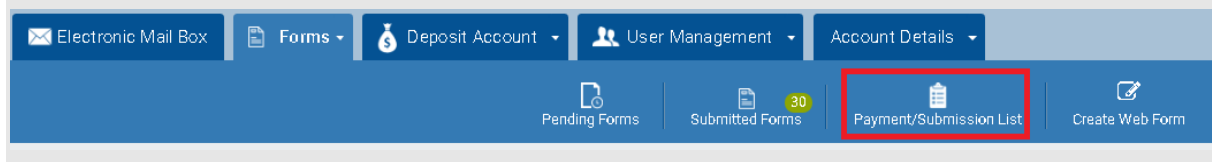
8.4 Pay and Submit Web-Forms

The E-Filing System provides the functions for the e-filers to initiate the payment and submission process for one to multiple validated web-forms in one batch or individually.

8.4.1 Payment/Submission List

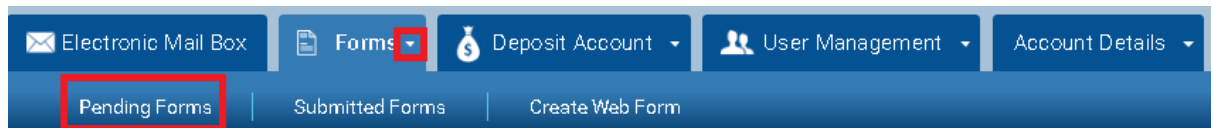
You can select individual or multiple forms that are ready for payment/submission, to be added to a “Payment/Submission List”. In particular, web-forms with status ‘Ready for Submission/Payment’.


Note: You can access the “Payment/Submission List” at any time through the ‘Forms’ tab.



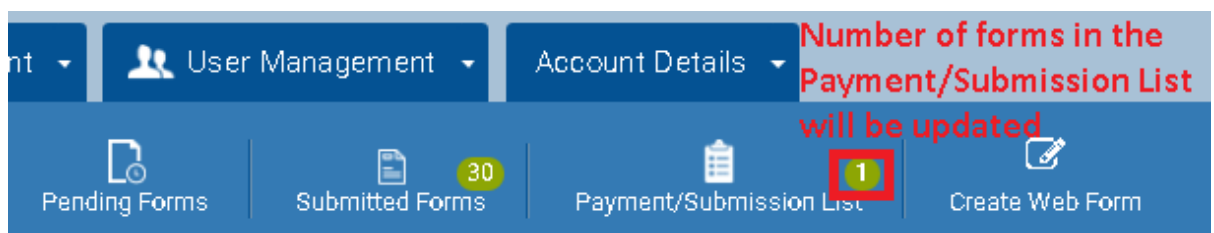
8.4.1.1 Add Forms to ‘Payment/Submission List’

1. Click the ‘Forms’ tab or select the “Pending Forms” option of the ‘Forms’ tab.



2. Click the 'Options' (“gear ”) button, available under the Action column, for a form in status ‘Ready for Submission/Payment’ and select the “Add to Payment List” option. The number of available forms in the “Payment/Submission List” is updated accordingly.

<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	
<input type="checkbox"/>	12-02-2019 15:09:35	T2	MA1310014TM.HK	oliver	HK\$4000.00	0.17 MB	Ready for Submission/Payment	
<input type="checkbox"/>	12-02-2019 14:56:26	T1		oliver		0.02 MB	Draft	
<input type="checkbox"/>	12-02-2019 14:56:11	T13		oliver		0.00 MB	Draft	
<input type="checkbox"/>	12-02-2019 14:35:15	T2		oliver		0.00 MB	Draft	



Note: The “Add to Payment List” option is not available for forms in status ‘Draft’.

In order to add multiple forms that are ready for payment/submission to the “Payment/Submission List”:

1. Navigate to the ‘results’ section.
2. Select multiple forms in status ‘Ready for Submission/Payment’, by checking the respective checkbox displayed next to the form and click the “Add to Payment List” icon available in the results section (top or bottom).

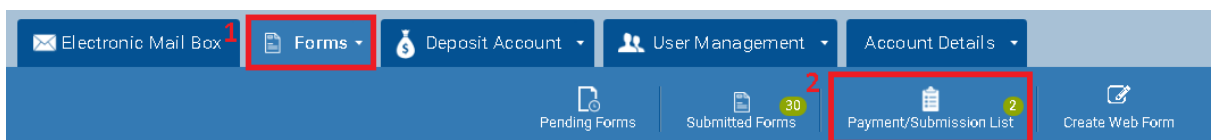


<input type="checkbox"/>	Creation Date/Time	Form Name	Your Reference	Created by	Fee	Size	Status	
<input checked="" type="checkbox"/>	12-02-2019 15:09:35	T2	MA1310014TM.HK	oliver	HK\$4000.00	0.17 MB	Ready for Submission/Payment	⚙️
<input checked="" type="checkbox"/>	22-01-2019 16:46:31	T5A		oliver	HK\$0.00	0.00 MB	Ready for Submission/Payment	⚙️
<input type="checkbox"/>	15-01-2019 11:09:04	T13	Ingrid 20190115 1108	oliver	HK\$200.00	0.12 MB	Ready for Submission/Payment	⚙️

Note: You can select up to 20 forms that are ‘Ready for Submission/Payment’ to be added in the “Payment/Submission List”.

8.4.1.2 Remove Forms from ‘Payment/Submission List’

1. Click the ‘Forms’ tab or select the “Pending Forms” option of the ‘Forms’ tab.
2. Select the ‘Payment/Submission List’ icon at the top right-hand corner.



3. Select the remove (‘x’) option for one of the available entries. The system removes the form from the ‘Payment/Submission List’ and recalculates the total fee to be paid accordingly.

Refresh

2 Forms Requiring Fee

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee	
T2		Ingrid 20190115 1100	HK\$3000.00	✕
T2		MA1310014TM.HK	HK\$4000.00	✕

Total HK\$7000.00

Cancel

Payment and Submission

Refresh

1 Forms Requiring Fee

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee	
T2		MA1310014TM.HK	HK\$4000.00	✕

Total fee recalculated after form removal.

Total HK\$4000.00

Cancel

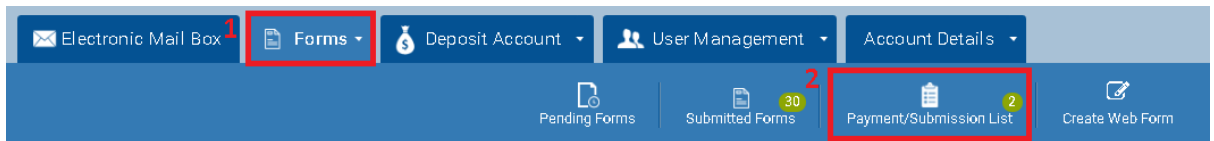
Payment and Submission

8.4.2 Forms Payment and Submission

After adding a number of forms in the “Payment/Submission List”, you may proceed with their definitive payment and submission to the IPD. For Registered Users, payment in relation to electronic filing may be made through online credit card payment services or a designated deposit account. When the payment is completed, a payment receipt will be generated.

8.4.2.1 Pay with Deposit Account

1. Click the 'Forms' tab or select the "Pending Forms" option of the 'Forms' tab.
2. Select the 'Payment/Submission List' icon.



3. Select the "Payment and Submission" option.

Payment/Submission List ✕

[Refresh](#)

2 Forms Requiring Fee

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee	
T2		Ingrid 20190115 1100	HK\$3000.00	✕
T2		MA1310014TM.HK	HK\$4000.00	✕

Total HK\$7000.00

[Cancel](#) [Payment and Submission](#)

4. Select a Deposit Account with sufficient account balance and click on the "Confirm" option.

2 Forms Requiring Fee

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee	
T2		Ingrid 20190115 1100	HK\$3000.00	✕
T2		MA1310014TM.HK	HK\$4000.00	✕

Total HK\$7000.00

Payment Method:

[Cancel](#) [Confirm](#)

Note: If there are no fees to be paid, the 'Payment Method' will be disabled and you will see the "Submit" option instead of the "Confirm". Click on the "Submit" option and the system will proceed with the form(s) submission.

5. Once the payment is verified, you will be redirected to the 'Submitted Forms' page.

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
12-02-2019 15:47:10	T2	Ingrid 20190115 1100	304625983	304625983	HK\$3000.00	Submitted and Paid	S00801542	⚙️
12-02-2019 15:47:10	T2	MA1310014TM.HK	304625992	304625992	HK\$4000.00	Submitted and Paid	S00801542	⚙️

Note: The forms will be stored with status 'Submitted' (for free forms) or "Submitted and Paid" (for 'fee bearing' forms).

8.4.2.2 Pay with Credit Card

1. Click the 'Forms' tab or select the "Pending Forms" option of the 'Forms' tab.
2. Select the 'Payment/Submission List' icon.

3. Select the "Payment and Submission" option.

Refresh

2 Forms Requiring Fee			
Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee
T2		Ingrid 20190115 1100	HK\$3000.00 ✕
T2		MA1310014TM.HK	HK\$4000.00 ✕

Total HK\$7000.00

Cancel

Payment and Submission

- Select the 'Credit Card' and click on the "Confirm" option. The system will redirect you to the online payment interface.

2 Forms Requiring Fee			
Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee
T2		Ingrid 20190115 1100	HK\$3000.00 ✕
T2		MA1310014TM.HK	HK\$4000.00 ✕

Total HK\$7000.00

Payment Method:

Credit Card

Cancel

Confirm

Note: If there are no fees to be paid, the 'Payment Method' will be disabled and you will see the "Submit" option after step 3 instead of the "Confirm" mentioned in step 4. Click on the "Submit" option and the system will proceed with the form(s) submission.

- Complete the payment process. Once the payment is verified, you will be redirected to the E-Filing 'Submitted Forms' page.

Electronic Mail Box | Forms | Deposit Account | User Management | Account Details

Form(s) submitted successfully!

Registry: Select | Form Name: Select

Case No. / IPD Reference No.: | Status: Select

Your Reference: | Submitted by: |

Submission Date: From: | To: | Payment Method: Select

Paid by: | Submission ID: |

Clear | Filter

10 of 287 results | Page 1

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
12-02-2019 15:47:10	T2	Ingrid 20190115 1100	304625983	304625983	HK\$3000.00	Submitted and Paid	S00801542	⚙️
12-02-2019 15:47:10	T2	MA1310014TM.HK	304625992	304625992	HK\$4000.00	Submitted and Paid	S00801542	⚙️

Defer payment: If there are forms for which you wish to defer the payment, click the hyperlink under the "Form Fee" and select the 'Defer payment' option in the pop-up window.

Payment/Submission List

Refresh

1 Forms Requiring Fee

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee	
T2		Ingrid 20190115 1028	HK\$2000.00	✕

Total HK\$2000.00

Cancel | Payment and Submission

Payment/Submission List

Refresh

1 Forms Requiring Payment

Form Name

Defer payment

T2

Close Save changes

Total HK\$2000.00


Cancel Payment and Submission

8.4.3 Submitted Forms Payment

You can pay individual forms already submitted to IPD online which have payment deferred.

1. Select the “arrow” icon in the ‘Forms’ tab.
2. Select the “Submitted Forms” option.



3. Click the 'Options' (“gear ”) button, available under the Action column, for a form in status ‘Payment Deferred’ and select the “Pay” option.

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
12-02-2019 16:00:23	T2	Ingrid 20190115 1028	304626009	304626009	HK\$0.00	Payment Deferred	S00801544	
12-02-2019 15:47:10	T2	Ingrid 20190115 1100	304625983	304625983	HK\$3000.00	Submitted and Paid	S00801544	<ul style="list-style-type: none"> View Pay Clone
12-02-2019 15:47:10	T2	MA1310014TM.HK	304625992	304625992	HK\$4000.00	Submitted	S00801542	

4. Select the “Payment” option.
5. Select a Deposit Account with sufficient account balance or the ‘Online Credit Card’ option and click on the “Confirm” button.

Deferred Form Payment ✕

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee
T2	304626009	Ingrid 20190115 1028	HK\$2000.00

Payment Method:

Note: If the form cannot be proceeded with (for example, status of the form is abandoned, withdrawn, refused, etc.), the system will display a blocking pop-up window, informing you that the IPD cannot accept electronic payment anymore. In this pop-up window, you will be given the option to select “No Longer Applicable”. In such case the system will set the status of the form to “Submitted and not Paid” and you will not be able to pay the form through E-Filing.

Deferred Form Payment ✕

Form Name	Case No. / IPD Reference No.	Your Reference	Form Fee
T2	304626009	Ingrid 20190115 1028	HK\$2000.00

Payment Method:

8.4.4 View Submission Details

You can view the details of past electronic submissions from the Submitted Forms or Deposit Account page:

1. Navigate to the results section.
2. Click on the ‘Submission ID’ link for one of the result entries. The system opens the “Submission Details” pop-up window.

10 of 288 results

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
12-02-2019 16:00:23	T2	Ingrid 20190115 1028	304626009	304626009	HK\$2000.00	Submitted and Paid	S00801544	
12-02-2019 15:47:10	T2	Ingrid 20190115 1100	304625983	304625983	HK\$3000.00	Submitted and Paid	S00801542	
12-02-2019 15:47:10	T2	MA1310014TM.HK	304625992	304625992	HK\$4000.00	Submitted and Paid	S00801542	

Submission Details 遞交詳情

Submission ID 遞交編號:	S00801542
Payment Method 繳費方式:	Deposit Account
Submitted and Paid By 遞交及繳費者:	oliver
Transaction No. 交易編號:	
Transaction Date/Time 交易日期/時間:	
Total Amount Paid 繳付費用總額:	HK\$7000.00

Form Name 表格名稱	Application/Registration No./IPD Reference 申請/註冊編號/知識產權署檔號	Your Reference 來檔編號	Fee Paid 已繳付費用	Created By 建立者	Receipt 收據
T2	304625992	MA1310014TM.HK	HK\$4000.00	oliver	
T2	304625983	Ingrid 20190115 1100	HK\$3000.00	oliver	

10 of 2 results

Page 1

Download all receipts 下載全部收據

Note:

-To download the receipt for one of the available records, click on the respective 'download' icon, displayed under the 'Receipt' column.

Transaction Date/Time 交易日期/時間:					
Total Amount Paid 繳付費用總額: HK\$7000.00					
Form Name 表格名稱	Application/Registration No./IPD Reference 申請/註冊編號/知識產權署檔號	Your Reference 來檔編號	Fee Paid 已繳付費用	Created By 建立者	Receipt 收據
T2	304625992	MA1310014TM.HK	HK\$4000.00	oliver	
T2	304625983	Ingrid 20190115 1100	HK\$3000.00	oliver	

10 of 2 results

Page 1

Download all receipts 下載全部收據

-To download all receipts in the pop-up window in a zip file, click on the “Download all receipts” option.

Form Name 表格名稱	Application/Registration No./IPD Reference 申請/註冊編號/知識產權署檔號	Your Reference 來稿編號	Fee Paid 已繳付費用	Created By 建立者	Receipt 收據
T2	304625992	MA1310014TM.HK	HK\$4000.00	oliver	
T2	304625983	Ingrid 20190115 1100	HK\$3000.00	oliver	

10 of 2 results

Page 1

Download all receipts 下載全部收據

8.4.5 View Related Documents

The E-Filing System provides a consolidated view of the “related documents” associated with a particular case. You are able to access all related submitted and received documents of a case by any of the following ways:

- Click the “Case No. / IPD Reference No.” or the “Related Case No. / Proceedings No.” available in the Submitted Forms page.

Submission Date/Time	Form Name	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceedings No.	Amount Paid	Status	Submission ID	Action
12-02-2019 16:00:23	T2	Ingrid 20190115 1028	304626009	304626009	HK\$2000.00	Submitted and Paid	S00801544	
12-02-2019 15:47:10	T2	Ingrid 20190115 1100	304625983	304625983	HK\$3000.00	Submitted and Paid	S00801542	
12-02-2019 15:47:10	T2	MA1310014TM.HK	304625992	304625992	HK\$4000.00	Submitted and Paid	S00801542	
10-02-2019 17:24:44	T3	Ingrid 20190210	T030055677	304621572	HK\$2650.00	Submitted and Paid	S00801505	
10-02-2019 13:06:18	T5A	MA1310014TM.HK	TAM2827173	304625893	HK\$0.00	Submitted	S00801504	

- Click the “Case No. / IPD Reference No.” available in the Electronic Mail Box page.

<input type="checkbox"/>	IPD Sent Date/Time	Letter/Notification	Your Reference	Case No. / IPD Reference No.	Matters	Statutory Time Limit	Reminder Date	Internal Progress	
<input type="checkbox"/>	11-02-2019 16:34:49	NEW LAW - DIVISION (CN)	FL refresher course CN 11/02	T030055640	T3			Recorded	🔗
<input type="checkbox"/>	11-02-2019 11:46:28	T5A - Acceptance Letter	Ingrid 20190210	TAM2827164	TAM			Recorded	🔗
<input type="checkbox"/>	10-02-2019 13:03:32	T2 - DC - 2-Month Deficiency Checking Letter	MA1310014TM.HK	304625893	T2			New	🔗
<input type="checkbox"/>	07-02-2019 14:18:09	T2 - DC - Non-payment of Application Fee for Fee Deficiency	Ingrid 20190207	304625613	T2			New	🔗

Note: The Related Documents page will open in a separate web-browser tab.

Full Documents View for 304625893

10 of 9 results Page 1

Date/Time	Submitted Form/Received Letter	Your Reference	Case No. / IPD Reference No.	Related Case No. / Proceeding No.
10-02-2019 13:06:18	T5A	MA1310014TM.HK	TAM2827173	304625893
10-02-2019 13:06:18	T5A - Receipt	MA1310014TM.HK	TAM2827173	304625893
10-02-2019 13:03:32	T2 - DC - 2-Month Deficiency Checking Letter - OutgoingCorrespondence_20190210_130332.pdf	MA1310014TM.HK	304625893	
10-02-2019 12:57:29	T2	MA1310014TM.HK	304625893	304625893
10-02-2019 12:57:29	T2 - Receipt	MA1310014TM.HK	304625893	304625893
10-02-2019 12:57:29	T2 - GREEN FARMS_D.jpg	MA1310014TM.HK	304625893	304625893
10-02-2019 12:57:29	T2 - GREEN FARMS_C.jpg	MA1310014TM.HK	304625893	304625893
10-02-2019 12:57:29	T2 - GREEN FARMS_B.jpg	MA1310014TM.HK	304625893	304625893
10-02-2019 12:57:29	T2 - GREEN FARMS_A.jpg	MA1310014TM.HK	304625893	304625893

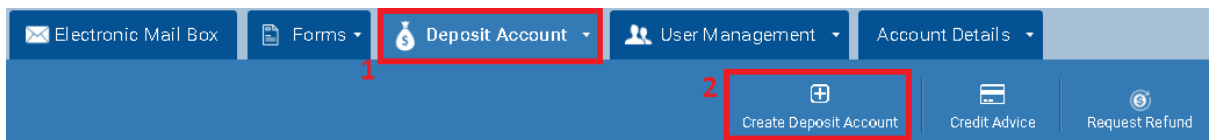
9 Deposit Account

The Monitor Deposit Account page allows you to view your Deposit Account(s) available balance, and search for records in Deposit Account(s) (e.g. Deposit Account top-ups, refunds and debits due to form(s) submissions) with various criteria.

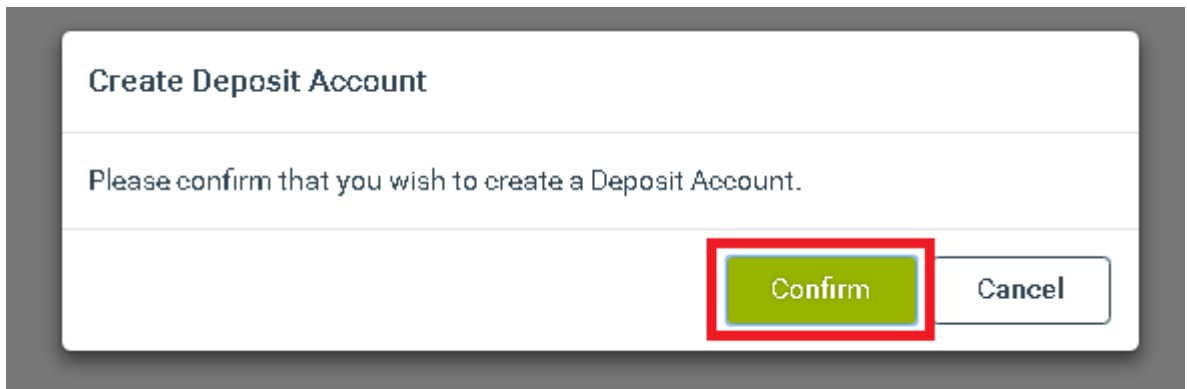
9.1 Request for Deposit Account creation

Registered e-Filers are able to create one or more Deposit Accounts to the IPD, to enable the Deposit Account payment service.

1. Click the 'Deposit Account' tab.
2. Click the "Create Deposit Account" icon available in the top right corner.



3. Select the "Confirm" option.

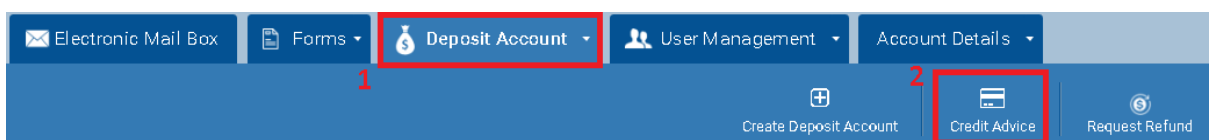


Note: This request will require further processing/confirmation by the authorised IPD users. You will get notified in the E-Filing Electronic Mail Box for the outcome of your request.

9.2 Credit Advice Request

Registered e-Filers that deposited money at the IPD's bank account, are able to request from IPD to top-up the balance of their Deposit Account(s) via the E-Filing System.

1. Click the 'Deposit Account' tab.
2. Click the "Credit Advice" icon available in the top right corner.



3. Fill in the mandatory fields and click on the "Submit" option.

Credit Advice

Deposit Account Number/Balance*
 OLI201/HK\$11580.00

Amount*
 10000

Deposit Date*
 01-02-2019

Deposit Method*
 Cash/Transfer

Bank-in slip.PDF

Cancel Submit

Note: This request will require further processing/confirmation by the authorised IPD users. You will get notified in the E-Filing Electronic Mail Box for the outcome of your request.

9.3 Search for records in Deposit Account(s)

1. By default, all the records in the deposit account(s) are displayed in the Monitor Deposit Account page.
2. In order to filter your list of records, use the Filter section (refer to 6 How to Search in System).

Electronic Mail Box Forms Deposit Account User Management Account Details

Total Balance
HK\$11,580.00
 in 1 accounts

2

Deposit Account Number/Balance: Select
 Transaction Type: Select

Transaction Date: From To
 Performed By:

Submission ID:

Clear Filter

10 of 112 results Page 1

1

Transaction Date/Time	Transaction Type	Performed By	Deposit Account Number	Amount	Submission ID
12-02-2019 16:20:09	Deposit Account Debit	oliver	OLI201	HK\$2000.00	S00801544
12-02-2019 15:47:10	Deposit Account Debit	oliver	OLI201	HK\$7000.00	S00801542
10-02-2019 17:24:44	Deposit Account Debit	oliver	OLI201	HK\$2650.00	S00801505
10-02-2019 12:57:29	Deposit Account Debit	oliver	OLI201	HK\$3000.00	S00801503
10-02-2019 12:46:05	Deposit Account Debit	oliver	OLI201	HK\$3000.00	S00801502
08-02-2019 20:44:49	Deposit Account Debit	oliver	OLI201	HK\$650.00	S00801499
08-02-2019 19:16:58	Deposit Account Debit	oliver	OLI201	HK\$2000.00	S00801498

Note: *In order to search for movements related to a certain deposit account, select the target account from the 'Deposit Account Number/Balance' criterion and click on the "Filter" option.*

10 User Management

Firm Users are able to create and manage Subsidiary User account(s) for the Firm.

10.1 Create Subsidiary User

1. Select the “arrow” icon in the ‘User Management’ tab.
2. Click on the “Create Subsidiary User” option.



3. Fill in the mandatory fields and any other field desired.
4. Assign one or more of the available Access Rights from the list displayed in the relevant field (for more information refer to Annex C – Access Rights).
5. Click on the “Submit” option.

Create Subsidiary User
All fields marked with an asterisk (*) are mandatory

3

Name in English	Cedric Cheung
Name in Chinese	張小明
Telephone No. (*)	23343456
Fax No.	
Email Address (*)	cedric@gmail.com
Username (*)	cedric
Official Capacity of User	Manager

Authentication Method(*) Basic e-service account

4

Access Rights

ACCOUNT_EDIT X	ACCOUNT_VIEW X	ADMIN_ASSIGN X	CORRESPONDENCE_EDIT X	CORRESPONDENCE_REPLY X
CORRESPONDENCE_VIEW X	FORM_CREATE X	FORM_SUBMIT X	FORM_SUBMIT_AND_PAY X	FORM_VIEW X
SUBFORM_EDIT X	SUBFORM_PAY X	SUBFORM_VIEW X	TRANSACTIONS_CREATE X	TRANSACTIONS_VIEW X

5

10.2 Search Subsidiary Users

1. By default, all Subsidiary User accounts are displayed in the User Management page.
2. In order to filter the list of accounts, use the Filter section (refer to 6 How to Search in).

Electronic Mail Box | Forms | Deposit Account | **User Management** | Account Details

2

Name: Account Status: Select

Username: Last Login: From: To:

Email Address:

Clear Filter

10 of 5 results **1** << Page 1 >>

<input type="checkbox"/>	Customer Name	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Active	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:33	
<input type="checkbox"/>	Tin	Tin003	tin3@eurodyn.com	Active		

10.3 View Subsidiary User Account Details

1. You can view the Subsidiary account details by any of the following ways:

- Click on the 'Customer Name' hyperlink for one of the available records.

<input type="checkbox"/>	Customer Name	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Suspended	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:33	

View
Un-Suspend User





- Click the 'Options' (“gear ”) button, available under the Action column, for one of the account records and select the “View” option.

<input type="checkbox"/>	Customer Name	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Suspended	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:33	

View
Un-Suspend User

10.4 Edit Subsidiary User Account Details

1. Click the 'Options' (“gear ”) button, available under the Action column, for one of the account records and select the “Edit” option.

<input type="checkbox"/>	Customer Name ▾	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Active	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:3	<ul style="list-style-type: none">  View  Edit  Suspend User
<input type="checkbox"/>	Tin	Tin003	tin3@eurodyn.com	Active		

- Update any editable field desired and click on the “Update” option.
- Click on the “Confirm” option.

Edit Subsidiary User

All fields marked with an asterisk (*) are mandatory

← Back To Results

Name in English: Cedric

Name in Chinese:

Telephone No. (*): 29616969

Fax No.:

Email Address (*): test2@gmail.com

Receive Email Reminders: Yes

Username (*): cedric

Official Capacity of User:

Authentication Method(*): Basic e-service account


Access Rights:





- ACCOUNT_VIEW × ACCOUNT_EDIT × CORRESPONDENCE_EDIT × CORRESPONDENCE_VIEW × TRANSACTIONS_VIEW ×
- TRANSACTIONS_CREATE × FORM_VIEW × FORM_SUBMIT × FORM_SUBMIT_AND_PAY × SUBFORM_VIEW ×
- SUBFORM_PAY × FORM_CREATE × ADMIN_ASSIGN × CORRESPONDENCE_REPLY × SUBFORM_EDIT ×

3 Confirm Cancel

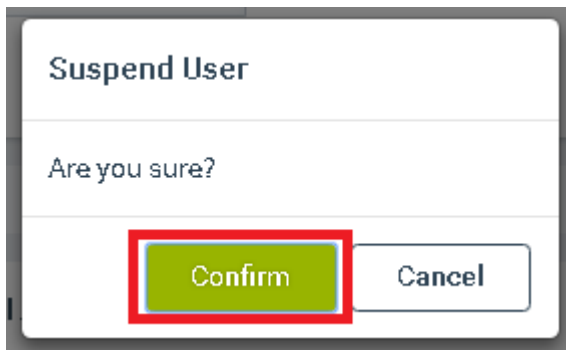
2 Update Cancel

10.5 Suspend Subsidiary User Account


- Click the 'Options' (“gear ”) button, available under the Action column, for one of the account records and select the “Suspend User” option.


<input type="checkbox"/>	Customer Name ▾	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Active	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:3	<ul style="list-style-type: none">  View  Edit  Suspend User
<input type="checkbox"/>	Tin	Tin003	tin3@eurodyn.com	Active		

- Select the “Confirm” option.

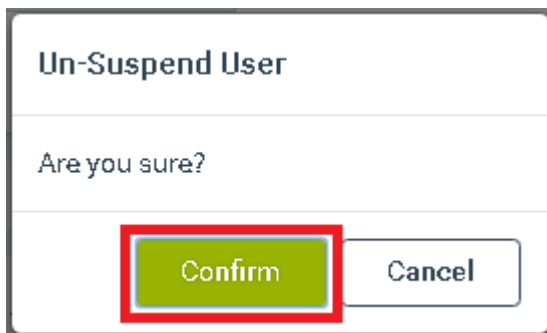


10.6 Un-suspend Subsidiary User Account

1. Click the 'Options' ("gear )" button, available under the Action column, for one of the suspended account records and select the "Un-suspend User" option.


<input type="checkbox"/>	Customer Name -	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Suspended	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:54	<input type="checkbox"/> View <input checked="" type="checkbox"/> Un-Suspend User

2. Select the "Confirm" option.




10.7 Re-activate Subsidiary User Account





Firm Users are able to re-activate an inactive or locked Subsidiary User's account.

1. Click the 'Options' ("gear )" button, available under the Action column, for one of the inactive account records and select the "Activate User" option.
2. Select the "Confirm" option.

10.8 Grant Subsidiary User Account Access Rights

Firm Users can assign different access rights to individual Subsidiary Users:

1. Click the 'Options' ("gear )" button, available under the Action column, for one of the account records and select the "Edit" option.

<input type="checkbox"/>	Customer Name ▾	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Active	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:3	<ul style="list-style-type: none">  View  Edit  Suspend User
<input type="checkbox"/>	Tin	Tin003	tin3@eurodyn.com	Active		

2. Select one or more of the available Access Rights to be assigned from the list displayed in the relevant field (for more information please refer to Annex C – Access Rights) and click on the “Update” option.

Edit Subsidiary User [← Back To Results](#)

All fields marked with an asterisk (*) are mandatory

Name in English:

Name in Chinese:

Telephone No. (*):

Fax No.:

Email Address (*):

- ACCOUNT_EDIT
- ACCOUNT_VIEW
- ADMIN_ASSIGN
- CORRESPONDENCE_EDIT
- CORRESPONDENCE_REPLY
- CORRESPONDENCE_VIEW

Receive Email Reminders:

Username (*):

Official Capacity of User:

Authentication Method(*):

Access Rights:


ACCOUNT_VIEW X ACCOUNT_EDIT X CORRESPONDENCE_EDIT X CORRESPONDENCE_VIEW X TRANSACTIONS_VIEW X TRANSACTIONS_CREATE X FORM_VIEW X FORM_SUBMIT X FORM_SUBMIT_AND_PAY X SUBFORM_VIEW X SUBFORM_PAY X FORM_CREATE X ADMIN_ASSIGN X CORRESPONDENCE_REPLY X SUBFORM_EDIT X





3. Click on the “Confirm” option.

Subsidiary User Edit

Do you want to submit the form ?

10.9 Revoke Subsidiary User Account Access Rights

1. Click the 'Options' (“gear ”) button, available under the Action column, for one of the account records and select the “Edit” option.

<input type="checkbox"/>	Customer Name ▾	Username	Email Address	Account Status	Last Login	Action
<input type="checkbox"/>	Cedric	cedric	test2@gmail.com	Active	15-01-2019 18:28:54	
<input type="checkbox"/>	Henry	henry	test@gmail.com	Active	15-01-2019 18:29:3	<ul style="list-style-type: none">  View  Edit  Suspend User
<input type="checkbox"/>	Tin	Tin003	tin3@eurodyn.com	Active		

2. Select one or more access rights to be revoked, by clicking the “x” option available in the ‘Access Rights’ field and select the “Update” option.

Edit Subsidiary User [← Back To Results](#)

All fields marked with an asterisk (*) are mandatory

Name in English:

Name in Chinese:

Telephone No. (*):

Fax No.:

Email Address (*):

Receive Email Reminders:

Username (*):

Official Capacity of User:

Authentication Method(*):

Access Rights:

ACCOUNT_VIEW ACCOUNT_EDIT CORRESPONDENCE_EDIT CORRESPONDENCE_VIEW TRANSACTIONS_VIEW

TRANSACTIONS_CREATE FORM_VIEW FORM_SUBMIT FORM_SUBMIT_AND_PAY SUBFORM_VIEW

SUBFORM_PAY FORM_CREATE ADMIN_ASSIGN CORRESPONDENCE_REPLY SUBFORM_EDIT

3. Click on the “Confirm” option.

Subsidiary User Edit

Do you want to submit the form ?

11 Account Details

11.1 Display Account Details

1. Click the 'Account Details' tab or select the "View Details" option of the 'Account Details' tab.



11.2 Update Account Details

1. Select the "arrow" icon in the 'Account Details' tab.
2. Select the "Update Details" option.



3. Update any editable field desired and click on the "Update" option.

Telephone No. (*)	<input type="text" value="21234567"/>
Fax No.	<input type="text" value="29876543"/>
Email Address (*)	<input type="text" value="chan1@bbtesting.com"/>
Receive Email Reminders	<input type="text" value="No"/>
Username (*)	<input type="text" value="chandh"/>
Correspondence Language (*)	<input type="text" value="English"/>
Account Type	<input type="text" value="Firm Agent"/>
Deposit Account Number(s)	<input type="text" value="WCH222"/>
Authentication Method(*)	<input type="text" value="Full e-service account"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

4. Click on the "Confirm" option.

Request Sent

Do you want to submit the form ?

11.3 Change Account Type - Switch to Basic e-service account

1. Select the “arrow” icon in the ‘Account Details’ tab.
2. Select the “Update Details” option.







3. Select the “Basic e-service account” option from the ‘Authentication Method’ list.

A screenshot of a web form for updating account details. The form contains several fields: 'Username (*)' with the value 'chandh'; 'Correspondence Language (*)' with a dropdown menu set to 'English'; 'Account Type' with a dropdown menu set to 'Firm Agent'; 'Deposit Account Number(s)' with the value 'WCH222'; and 'Authentication Method(*)' with a dropdown menu. The dropdown menu for 'Authentication Method(*)' is open, showing three options: 'Full e-service account', 'Select', and 'Basic e-service account'. The 'Basic e-service account' option is highlighted with a blue background and is enclosed in a red box.

4. Upload an electronic file/document for proof of address and click on the “Confirm” option.

A screenshot of a dialog box titled 'Provide a proof of address'. The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a file selection area with a button labeled '選擇檔案' (Select File) and the text 'Proof of address.pdf'. The '選擇檔案' button is highlighted with a red box. At the bottom right of the dialog, there are two buttons: 'Confirm' (highlighted with a red box) and 'Cancel'.



5. Fill in the mandatory fields and click on the “Update” option.

Username (*)	chandh	
Correspondence Language (*)	English	
Account Type	Firm Agent	
Deposit Account Number(s)	WCH222	
Authentication Method (*)	Basic e-service account	
Proof of Address (*)	Proof of address.pdf	 
		 

- Click on the “Confirm” option.

Request Sent

Do you want to submit the form ?

Note: This request will require further processing/confirmation by the authorised IPD users. In the meantime, you and your subsidiary accounts (if any) will continue accessing the E-Filing in the initial mode.

11.4 Change Account Type - Switch to Full e-service account

- Select the “arrow” icon in the ‘Account Details’ tab.
- Select the “Update Details” option.

 Electronic Mail Box	 Forms	 Deposit Account	 User Management	 Account Details 
View Details		Change Password		

- Select the “Full e-service account” option from the ‘Authentication Method’ list. The system opens a pop-up window and verifies the validity of the (selected) Electronic Certificate.

Username (*) michael

Correspondence Language (*) English

Account Type Firm Owner

Deposit Account Number(s) LMC221 LMC222

Authentication Method(*)

- Basic e-service account
- Select
- Full e-service account
- Basic e-service account

選取憑證



主體	發行者	序列
ROBYN RYLEIGH	ID-CERT SIGNING CA C...	
RUTH REMY	ID-CERT SIGNING CA C...	
ROSALIE RIVER	ID-CERT SIGNING CA C...	
MA YAT DING	ID-CERT SIGNING CA C...	
ZHANG ZENG	ID-CERT SIGNING CA C...	

憑證資訊

確定

取消

Note: A valid Electronic Certificate should be installed on your browser. For more information please refer to Annex A – Electronic Certificate Requirements.

4. Click on the “Update” option.

Username (*) chandd

Correspondence Language (*) English

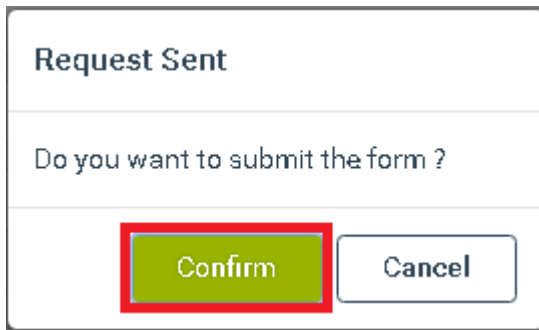
Account Type Firm Agent

Deposit Account Number(s) WCH802

Authentication Method(*) Full e-service account

Update Cancel

5. Click on the “Confirm” option.

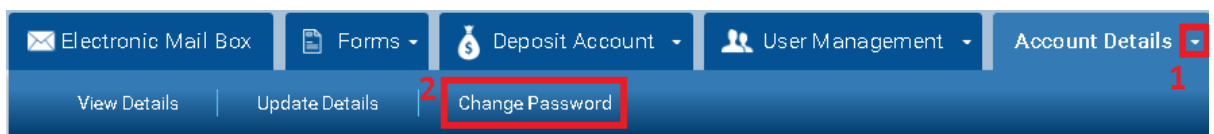


A dialog box titled "Request Sent" with the question "Do you want to submit the form?". At the bottom, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

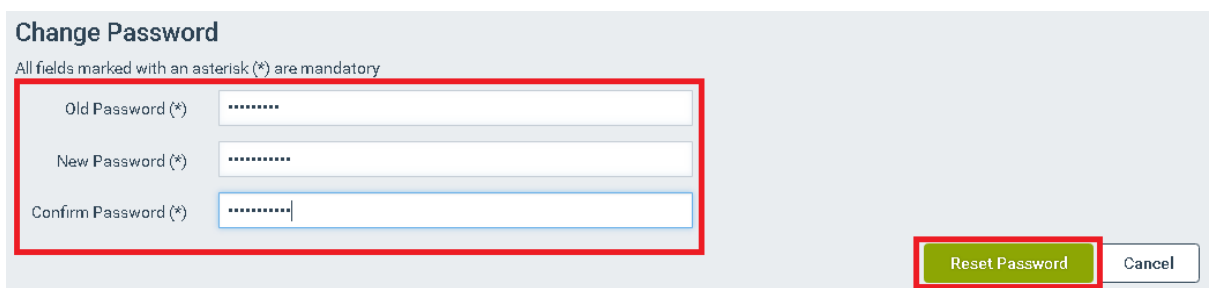
Note: This request will require further processing/confirmation by the authorised IPD users. In the meantime, you and your subsidiary accounts (if any) will continue accessing the E-Filing in the initial mode.

11.5 Change password

1. Select the “arrow” icon in the ‘Account Details’ tab.
2. Select the “Change Password” option.

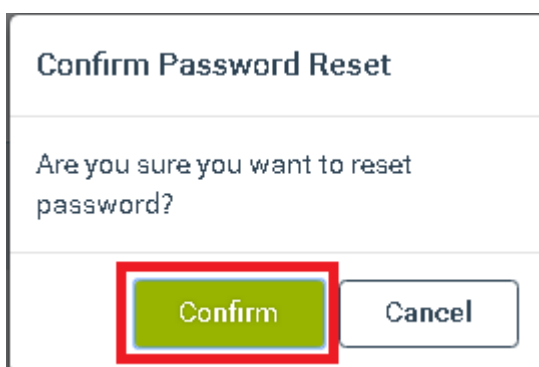


3. Fill in the mandatory fields and click on the “Reset Password” option.



A form titled "Change Password" with the instruction "All fields marked with an asterisk (*) are mandatory". It contains three input fields: "Old Password (*)", "New Password (*)", and "Confirm Password (*)". All three fields are highlighted with a red box. At the bottom right, there are two buttons: "Reset Password" (highlighted with a red box) and "Cancel".

4. Click on the “Confirm” option.



A dialog box titled "Confirm Password Reset" with the question "Are you sure you want to reset password?". At the bottom, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

Note: A valid 'password' is at least eight characters long; does not contain the user's entire account name or entire full name; and contains at least one character from each of the following categories:

i. English uppercase character (A - Z);

ii. English lowercase character (a - z);

iii. Base 10 digit (0 - 9); and

iv. Special character of the following including character Space " " : ~ ` ! @ # \$ % ^ & * () _ - + = | \ { } [] : " ; ' < > , . ? /

12 Web-Forms available for One-Time Filers

One-Time filers are users without an E-Filing account. For forms applicable to One-Time filers, please access the E-Filing home page and click on “One-Time filer”.

12.1 Create Web-Form

1. Access the E-Filing home page.
2. Select the “One-Time Filer” option.

Welcome to IPD Electronic Filing Services

Log in

Username
[Forgot Username](#)

Password
[Forgot Password](#)

Login Reset

Apply Now

One-Time filer

Terms of Use

Use of Electronic Filing Service constitute acceptance of the terms and conditions laid down in the [Terms of Use](#). Please read them carefully.

Related links

- HKSAR IPD Web Site
- Basic requirements of using IPD E-filing Service
- Validation rules for web-forms
- User guide
- Frequently Asked Questions
- About B2B (system to system) E-Filing Service

3. Click on the web form you wish to file. The system displays the selected web-form in edit mode.

Welcome to IPD Electronic Filing Services

Log in

Username
[Forgot Username](#)

Password
[Forgot Password](#)

Login Reset

Apply Now

Terms of Use

Use of Electronic Filing Service constitute acceptance of the terms and conditions laid down in the [Terms of Use](#). Please read them carefully.

Web-forms available for Unregistered e-Filers [Upload Web-Form](#)

Trade Marks Forms

- T1 - Request for Search of Records/Request for Preliminary Advice on Registrability
- T2 - Application for Registration of a Trade Mark (Including Certification Mark, Collective Mark and Defensive Mark)
- T8 - Request for renewal of a trademark registration/Request for Restoration and Renewal of a Trade Mark Registration
- T13 - Request for extension of time

Patents Forms

- P6A - Statement of inventorship in respect of a short-term patent
- P9 - Maintaining Application for Standard Patent
- P10 - Request for renewal of a patent
- P13 - Notice requesting reinstatement of a patent application /Application for restoration of rights
- P15 - Filing of notice of revocation of a standard patent /Application for revocation of a standard patent On reference to the Registrar of Patents to revoke a patent
- SP3 - Request for extension of time/ Paying penalty fee for late filing of translation

Registered Designs Forms

- D3 - Request for reinstatement of application
- D4 - Application for Extension of Time
- D11 - Application for Renewal of a Registered Design

12.2 Save Draft Web-Form

You can save a web-form being filled as a draft in an XML file in your device. You will be able to upload the XML file to the E-Filing System for subsequent editing and filling.

1. Select the “Save Draft” option. The system creates and provides for download an XML file with the contents of the filled web-form.

The screenshot shows the IPD E-Filing System interface. At the top right, there are four buttons: 'Cancel', 'Download PDF', 'Save Draft', and 'Finalize'. The 'Save Draft' button is highlighted with a red border. Below the buttons, there is a list of 'Important Notes' on the left and a form on the right. The form has two sections for entering class numbers and specifications of goods and/or services. The first section has a class number of '3' and the specification 'Cosmetics.'. The second section has a class number of '14' and the specification 'Precious metals.'. Below the form, there is a red text instruction: '1. Click "Save Draft"'. Below that, there is a red text instruction: '2. Draft downloaded as XML file'. At the bottom, there is a download link for 'Web FORM T2.xml' which is also highlighted with a red border.

12.3 Upload Web-Form

1. Access the E-Filing home page.
2. Select the “One-Time filer” option.

The screenshot shows the IPD Electronic Filing Services home page. The page has a header 'Welcome to IPD Electronic Filing Services'. Below the header, there is a 'Terms of Use' section and a 'Related links' section. On the right side, there is a 'Log in' section with fields for 'Username' and 'Password', and buttons for 'Login' and 'Reset'. Below the 'Log in' section, there is a red button with a plus icon and the text 'Apply Now'. At the bottom right, there is a yellow button with a person icon and the text 'One-Time filer', which is highlighted with a red border.

3. Select the “Upload Web-Form” option.

Welcome to IPD Electronic Filing Services

Terms of Use
Use of Electronic Filing Service constitute acceptance of the terms and conditions laid down in the [Terms of Use](#). Please read them carefully.

Web-forms available for Unregistered e-Filers **Upload Web-Form**

Trade Marks Forms

- T1 - Request for Search of Records/Request for Preliminary Advice on Registrability
- T2 - Application for Registration of a Trade Mark (Including Certification Mark, Collective Mark and Defensive Mark)
- T8 - Request for renewal of a trademark registration/Request for Restoration and Renewal of a Trade Mark Registration
- T13 - Request for extension of time

Log in

Username
[Forgot Username](#)

Password
[Forgot Password](#)

Apply Now

4. Upload the web-form XML file and click on the “Open” option. The system will validate the file and display the web-form in edit mode.

Upload Web-Form

1 **Web FORM_T2.xml** 2

12.4 Finalize Web-Form

After completing the key-in of all mandatory information and before proceeding with the definitive payment and submission of the web-form to the IPD, the web-form contents need to be validated. You are advised to save your web form before proceeding with the following steps.

1. After entering your signature and official capacity on the form, click the “Confirmation Statement” checkbox displayed in the ‘Signature’ section.

I/We confirm that:

I/We have read and understood the "Important Notes" of this form.

The applicant is capable of holding property including trade mark.

The trade mark is being used by the applicant or with his consent in relation to the goods and/or services indicated in Part 07, or the applicant honestly intends to use the trade mark, or allows it to be used, in relation to those goods and/or services.

*Confirmation Statement

* (a) Authorized signature

* (b) Name of signatory

2. Select the "Finalize" option available on top of the web-form. The system validates the web-form and any attached electronic documents:

I/We confirm that:

I/We have read and understood the "Important Notes" of this form.

The applicant is capable of holding property including trade mark.


The trade mark is being used by the applicant or with his consent in relation to the goods and/or services indicated in Part 07, or the applicant honestly intends to use the trade mark, or allows it to be used, in

- If all validations are successfully, the system will redirect you to the CAPTCHA screen and displays a 'Submit' option.

Submit

Almost Done

To confirm your request, please check the box to let us know you're a human.
(sorry, no robots allowed)

I'm not a robot
 
[Privacy - Terms](#)

- If at least one validation error exist, the system will display a message on the screen informing you about the failure in validation. You will not be able to complete the Finalization of the web-form.

Cancel Download PDF Save Draft Finalize

Important Notes

01. *Details of applicant making request under section 38(2)(a) of the Trade Marks Ordinance for registration of a trade mark

02. *Address for service

03. Agent's details

04. *Trade Mark

05. Non-Roman letters and non-Chinese characters

06. 3-Dimensional shape, colour, sound, smell or other unconventional mark

07. *Goods and/or services covered by this application

08. Convention priority details

09. Certification, collective or defensive mark

10. Disclaimer, limitation or condition

11. *Confirmation

12. Attachment(s)

Sections with failed validations will be highlighted

*Confirmation Statement
A value is required.

*(a) Authorized signature
A value is required!

*(b) Name of signatory
A value is required!

*(c) Official capacity of signatory
Examples:
Authorized person, Director,
Partner or Principal Officer of
Applicant(s)/Agent.
A value is required!

*(d) Date
DD-MM-YYYY
A value is required!

Note: The validation errors will be displayed below the respective field. The system will also highlight the field and the section names containing failed validations on the left hand side navigation column.

Note: You will be able to save a web-form that contains validation errors as a 'Draft'.

12.5 Payment and Submission of Web-Form


The payment process will be initiated once the web-form is validated. For One-Time Filers, payment can only be made through online credit card payment services.


1. Enter a valid CAPTCHA
2. Click on the "Submit" option.

Submit


Almost Done

To confirm your request, please check the box to let us know you're a human.
(sorry, no robots allowed)

1 

2 

- The system will redirect you to the online payment interface.



You will now be redirected to payment

Please wait...

Note: *If there are no fees to be paid, the system will proceed with the form(s) submission.*


- Complete the payment process by following the instructions provided in the online payment system. Once the completion of payment process is verified, you will be redirected to the E-Filing page.

Note:

-To download the receipt in PDF format, click on the "Download Receipt" option.



-To download the form submitted in PDF format, click on the "Download PDF" option.

-To receive the receipt in PDF format in your email account, specify a valid e-mail address in the 'Email Address' field and click on the "Submit" option.





Payment verified

Please download the generated documents

Please specify an email address in the box below if you wish to receive your Receipt by email

Email Address (*)

13 Annex A – Electronic Certificate Requirements

For an Electronic Certificate to be considered as a valid one, all the following criteria must be satisfied:

- The Certificate is issued by a recognized Certification Authority (CA), either HongKong Post or Digi-Sign. This is required by the Electronic Transactions Ordinance (Cap. 553): <https://www.gov.hk/en/residents/communication/infosec/digitalcert.htm>.
- The Certificate type is either Personal or Organizational certificate.
- The Certificate is current based on the validity period (from-to)
- The Certificate is not revoked or suspended based on the Certificate Revocation Lists (CRL) of the corresponding CAs.

How to install Electronic Certificates - Chrome

1. Open Google Chrome. Open the menu at the top right corner and select **Settings**.
2. Select **Advanced > Manage Certificates**.
3. Click **Import** to start the Certificate Import Wizard.
4. Click **Next**.
5. Click **Browse** to navigate to the location where your certificate file is stored (make sure to choose the option "All Files" to see those with the file extension .p12).
6. Select your SSL Certificate (.p12) File and click **Open**.
7. Click **Next**.
8. Enter the Password and click **Next**.
9. Let the Certificate Import Wizard determine the best place for the installation. Click **Next**.
10. Click **Finish**.
11. Your digital certificate is now visible in the certificates list and ready for use.

How to install Electronic Certificates - Mozilla Firefox

1. Open Mozilla Firefox, click **Tools > Options > Privacy & Security**.
2. Select **View Certificates**.
3. Click **Import**.
4. Click **Browse** to navigate to the location where your certificate file is stored (make sure to choose the option "All Files" to see those with the file extension .p12).

5. Select your SSL Certificate (.p12) File and click **Open**.
6. Enter the Password and click **OK**.
7. Your digital certificate is now visible in the certificates list and ready for use.

How to install Electronic Certificates - Microsoft Edge

1. Open Edge. Open the menu at the top right corner and select **Settings**.
2. Select **Privacy,search,and Services > Security > Manage Certificates** .
3. Click **Import** to start the Certificate Import Wizard.
4. Click **Next**.
5. Click **Browse** to navigate to the location where your certificate file is stored (make sure to choose the option "All Files" to see those with the file extension .p12).
6. Select your SSL Certificate (.p12) File and click **Open**.
7. Click **Next**.
8. Enter the Password and click **Next**.
9. Tick the second option and click **Next**.
10. Click **Finish**.
11. Your digital certificate is now visible in the certificates list and ready for use.

How to install Electronic Certificates - Safari

1. Open Keychain Access. In the **Finder** window, under **Favorites**, click **Applications**, click **Utilities** and then double-click **Keychain Access**.
2. In the **Keychain Access** toolbar, click **File > Import Items**.
3. In the **Keychain Access** window, in the **Destination Keychain** drop-down list, select **System**.
4. Navigate to and select your SSL Certificate (.p12) File and then, click **Open**.
5. In the **Keychain Access** window, enter your admin **Name** and **Password** and then, click **Modify Keychain**.
6. Enter the password in the **Password** box and then click **OK**.
7. Your SSL Certificate is now imported into your System keychain.

14 Annex B – User Types

The supported types of Registered Users are presented in the following sub-sections.

14.1 User Type

- ‘Owner’: A registered user of the E-Filing System who is the owner of intellectual property rights . An ‘Owner’ is able to file web forms and written submissions with the IPD directly.
- ‘Agent’: A registered user of the E-Filing System who is an agent authorized by another person to act for that person for handling proceedings before the Registrar of Trade Marks, Patents or Designs.

14.2 Account Type

- ‘Individual’: This account type applies to natural persons. An ‘Individual’ account user is able to perform the following key tasks:
 - Prepare and file forms and written submissions electronically
 - Undertake electronic payments
 - Manage the records of pending and submitted forms in the E-Filing account
 - Manage the records of electronic communications with the IPD through the E-Filing account
 - Manage ‘Deposit Accounts’ opened with the IPD
- ‘Firm’: This account type applies to organizations. A ‘Firm’ account managed by a ‘Firm User’ who is the administrative user of the Firm account. A ‘Firm User’ is able to perform the following key tasks:
 - Prepare and file forms and written submissions electronically
 - Undertake electronic payments
 - Manage the records of pending and submitted forms in the E-Filing account
 - Manage the records of electronic communications with the IPD through the E-Filing account
 - Manage ‘Deposit Accounts’ opened with the IPD
 - Create and manage ‘Subsidiary User’ accounts under the Firm account
 - Update the details of the account relating to the Firm
- ‘Subsidiary User’: A registered user under a Firm account. Access rights of a ‘Subsidiary User’ to functionalities of the E-Filing System is granted and managed by the ‘Firm User’, or user(s) with administrative rights (please refer to “ADMIN_ASSIGN” in Annex C for details about administrative rights). For more information please refer to 10.1 Create Subsidiary User and Annex C – Access Rights.

15 Annex C – Access Rights

Access Right	Description
ACCOUNT_EDIT	<ul style="list-style-type: none"> • Enables the 'View Details' and 'Update Details' sub-tabs • Allows the Subsidiary Users to edit its account details
ACCOUNT_VIEW	Enables the 'View Details' sub-tab.
ADMIN_ASSIGN	<ul style="list-style-type: none"> • Enables all available tabs and functionalities • Allows Subsidiary Users to create, edit, suspend and unsuspend Subsidiary User accounts
CORRESPONDENCE_EDIT	<ul style="list-style-type: none"> • Enables the 'Electronic Mail Box' tab • Allows the Subsidiary User to view/download/mark as read any of the received Letters/Notifications available in the common mail box • Allows the Subsidiary User to delete any of the received Letters/Notifications available in the common mail box
CORRESPONDENCE_REPLY	<ul style="list-style-type: none"> • Enables the 'Electronic Mail Box' tab • Allows the Subsidiary User to view/download/mark as read any of the received Letters/Notifications available in the common mail box • Allows the Subsidiary User to reply to any of the received Letters available in the common mail box • Does not allow the Subsidiary User to delete the received Letters/Notifications
CORRESPONDENCE_VIEW	<ul style="list-style-type: none"> • Enables the 'Electronic Mail Box' tab • Allows the Subsidiary User to view/download/mark as read any of the received Letters/Notifications available in the common mail box. • Does not allow the Subsidiary User to delete the received Letters/Notifications • Does not allow the Subsidiary User to reply to any of the received Letters
FORM_CREATE	<ul style="list-style-type: none"> • Enables the 'Pending Forms' and 'Create Web-Form' sub-tabs • Allows the Subsidiary User to create any of the available web-forms (the availability of the web-forms depends on the account type)

	<ul style="list-style-type: none"> • Allows the Subsidiary User to search and view/edit/clone/download/delete any of the pending forms • Does not allow the Subsidiary User to add form(s) in the Payment/Submission list to initiate the payment process
FORM_SUBMIT	<ul style="list-style-type: none"> • Enables the 'Pending Forms' sub-tab • Allows the Subsidiary User to add to any of the forms not requiring fees and in status 'Ready for Submission/Payment' to the "Payment/Submission List" and proceed with the submission • Does not allow the Subsidiary User to add any of the fee bearing forms in status 'Ready for Submission/Payment' to the "Payment/Submission List"
FORM_SUBMIT_AND_PAY	<ul style="list-style-type: none"> • Enables the 'Pending Forms' sub-tab • Allows the Subsidiary User to add any of the form(s) in status 'Ready for Submission/Payment' to the "Payment/Submission List" and initiate the payment/submission process
FORM_VIEW	<ul style="list-style-type: none"> • Enables the 'Pending Forms' sub-tab • Allows the Subsidiary User to search and view/download all pending forms • Does not allow the Subsidiary User to delete or edit the pending forms • Does not allow the Subsidiary User to add any of the forms to the "Payment/Submission List"
SUBFORM_EDIT	<ul style="list-style-type: none"> • Enables the 'Submitted Forms' sub-tab • Allows the Subsidiary User to search and view/clone/download all submitted forms • Does not allow the Subsidiary User to pay any of the submitted forms which are filed without paying the required fees.
SUBFORM_PAY	<ul style="list-style-type: none"> • Enables the 'Submitted Forms' sub-tab • Allows the Subsidiary User to search and view/download all submitted forms • Allows the Subsidiary User to pay any of the submitted forms which are filed without paying the required fees.
SUBFORM_VIEW	<ul style="list-style-type: none"> • Enables the 'Submitted Forms' sub-tab

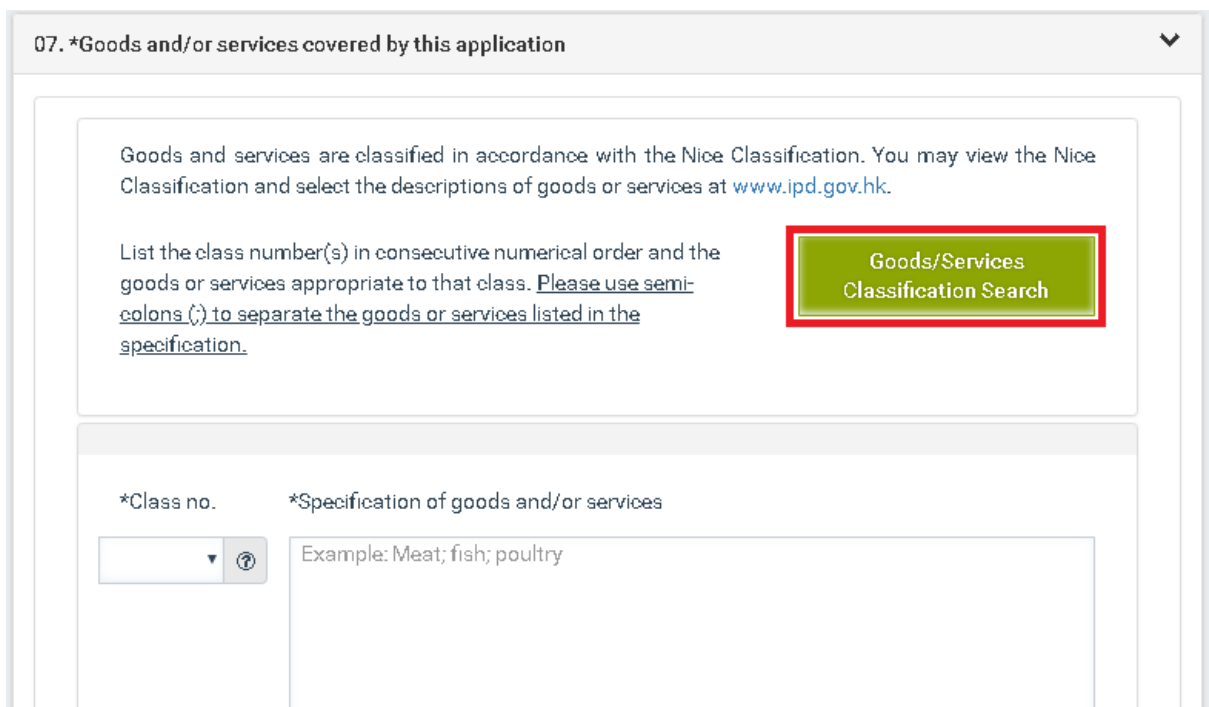
	<ul style="list-style-type: none"> • Allows the Subsidiary User to search and view/download all submitted forms
TRANSACTIONS_CREATE	<ul style="list-style-type: none"> • Enables the 'Deposit Account' tab and the following sub-tabs: <ul style="list-style-type: none"> ○ Monitor Deposit Account ○ Create Deposit Account ○ Credit Advice • Allows the Subsidiary user to submit requests for Deposit Account creation/Credit Advice
TRANSACTIONS_VIEW	<ul style="list-style-type: none"> • Enables the 'Deposit Account' tab and the 'Monitor Deposit Account' sub-tab • Allows the Subsidiary User to view all Deposit Account movements for all accounts owned by the Firm

16 Annex D – Trademark Goods/Services Classification Search

The Goods / Services Classification Search functionality allows you to enquire the Trade Mark Goods/Services Classification information stored in the System and export the selected results of goods/services classification data into web-forms with Goods & Services fields (e.g. T1 and T2).

16.1 How to utilize the Trademark Goods/Services Classification Search

1. Click the 'Goods/Services Classification Search' button available in the relevant section of the web-form, to initiate the Goods/Services Classification Search.



The screenshot shows a web-form titled "07. *Goods and/or services covered by this application". The form contains the following elements:

- A text box with the instruction: "Goods and services are classified in accordance with the Nice Classification. You may view the Nice Classification and select the descriptions of goods or services at www.ipd.gov.hk."
- A text box with the instruction: "List the class number(s) in consecutive numerical order and the goods or services appropriate to that class. Please use semi-colons (;) to separate the goods or services listed in the specification."
- A green button with a red border labeled "Goods/Services Classification Search".
- A form section with two fields:
 - *Class no. (with a dropdown arrow and a help icon)
 - *Specification of goods and/or services (with a text input field containing the example "Example: Meat; fish; poultry")

2. Select a value from the "search operator" drop down list to define the relationship between the 'Description of Goods/Services' search criterion and the "input field" value.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Source ?

All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

contains – to locate results containing the character(s) queried, regardless of its position in the text string

does not contain – to locate results not containing the text string queried.

is – To locate results containing an identical word for the character(s) queried

starts with – to locate results containing a word starting with the character(s) queried

ends with – to locate results containing a word ending with the character(s) queried

- Optionally select a value from the Boolean operators (And, Or). The system adds an additional 'Description of Goods/Services' criterion.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Class Number

Source ?

All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

Note: Click the "Clear" button to clear the values entered in the search criteria or to reset the search criteria to default.

- Insert some search criteria.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Class Number

Source

All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

Note: To search for classification under different class numbers, please provide the class numbers in a comma separated format (e.g. 9,12) or select to utilize the Classification List.

To search for classification under a specific source, please tick the checkbox of the source to be searched. If the source of the description of goods / services is not specified, the search will be carried out in respect of all sources.

5. Click on the “Search” button.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Class Number

Source

All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

6. Select one or more Goods & Services Classification data from the displayed results and click on the “Export to web-form” option.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services Hide Criteria

contains Select

Class Number

Source All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

10 of 23 results All results (23) << < Page 1 > >> ★

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input type="checkbox"/>	18	bags for umbrellas	IPD-E	English
<input type="checkbox"/>	18	beach umbrellas	IPD-E	English
<input checked="" type="checkbox"/>	18	beach umbrellas [beach parasols]	IPD-E	English
<input type="checkbox"/>	18	covers for umbrellas	IPD-E	English
<input type="checkbox"/>	18	foldable umbrellas for travel	IPD-E	English
<input checked="" type="checkbox"/>	18	frames for umbrellas	IPD-E	English

The system populates the selected Goods & Services Classification information to the open web-form as follows:

- If the selected term(s) belong to a class that has not been added in the List of Goods & Services, the system automatically adds this class in the list.
- If the selected term(s) belong to a class that has already been added in the List of Goods & Services, the system appends these terms in the existing terms of the class, if any.

16.2 Goods/Services Classification Extract List

After you have performed a Goods/Services search, you can select and save specific goods/services classification(s) in an 'Extract List'. This list is accessible by clicking on the "G&S Extract List" tab.

Goods/Services Classification Search

G&S Classification **G&S Extract List(20)**

[Remove all](#)

5 of 20 results

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input type="checkbox"/>	1	chemicals for treating water and chemicals for repelling stains for use on clothing, carpeting, textiles, wood and leather	IPD-E	English
<input type="checkbox"/>	2	cartridges of toners for use with computers	IPD-E	English
<input type="checkbox"/>	2	filled ink cartridges for computer printers	IPD-E	English
<input type="checkbox"/>	2	ink cartridges (filled) for computers, printers and word processors	IPD-E	English
<input type="checkbox"/>	2	ink contained in cartridges for computer printers and photocopiers	IPD-E	English

5 of 20 results

Note: The list of goods/services classification(s) is stored on your browser, so make sure you use the same browser to manage this list.

16.3 How to add results in the “Goods/Services Extract List”

1. Select one or multiple records, by checking the respective checkbox displayed next to the result record(s) and click the “Add to G&S Extract List” option (star icon) available in the results section (top or bottom).

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services Hide Criteria

contains Select

Class Number Source

All IPD-E IPD-C
 NICE-EN NICE-SC NICE-TC

10 of 23 results All results (23) << < Page 1 > >>

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input type="checkbox"/>	18	bags for umbrellas	IPD-E	English
<input checked="" type="checkbox"/>	18	beach umbrellas	IPD-E	English
<input type="checkbox"/>	18	beach umbrellas [beach parasols]	IPD-E	English
<input checked="" type="checkbox"/>	18	covers for umbrellas	IPD-E	English
<input type="checkbox"/>	18	foldable umbrellas for travel	IPD-E	English
<input type="checkbox"/>	18	frames for umbrellas	IPD-E	English

Note: The number of records that exist in your extract list is displayed on the header of the “G&S Extract List” tab.

16.4 How to remove results from the “Goods/Services Extract List”

While on the “Goods/Services Extract List”, you can remove previously added records by any of the following ways:





- check the respective checkboxes displayed next to the target result(s) and click on the “Remove” icon

Goods/Services Classification Search

G&S Classification G&S Extract List(20)





[Remove all](#)

5 of 20 results

« < Page 1 > »    

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input checked="" type="checkbox"/>	1	chemicals for treating water and chemicals for repelling stains for use on clothing, carpeting, textiles, wood and leather	IPD-E	English
<input type="checkbox"/>	2	cartridges of toners for use with computers	IPD-E	English
<input checked="" type="checkbox"/>	2	filled ink cartridges for computer printers	IPD-E	English
<input type="checkbox"/>	2	ink cartridges (filled) for computers, printers and word processors	IPD-E	English
<input type="checkbox"/>	2	ink contained in cartridges for computer printers and photocopiers	IPD-E	English

5 of 20 results

« < Page 1 > »    





- click the “Remove all” button

Goods/Services Classification Search

G&S Classification G&S Extract List(20)





[Remove all](#)

5 of 20 results

« < Page 1 > »    

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input checked="" type="checkbox"/>	1	chemicals for treating water and chemicals for repelling stains for use on clothing, carpeting, textiles, wood and leather	IPD-E	English
<input type="checkbox"/>	2	cartridges of toners for use with computers	IPD-E	English
<input checked="" type="checkbox"/>	2	filled ink cartridges for computer printers	IPD-E	English
<input type="checkbox"/>	2	ink cartridges (filled) for computers, printers and word processors	IPD-E	English
<input type="checkbox"/>	2	ink contained in cartridges for computer printers and photocopiers	IPD-E	English

5 of 20 results

« < Page 1 > »    

16.5 How to export results from the “Goods/Services Extract List”

1. Select one or more Goods & Services Classification data from the list and click on the “Export to E-Filing” option.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Remove all

5 of 20 results



<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input checked="" type="checkbox"/>	1	chemicals for treating water and chemicals for repelling stains for use on clothing, carpeting, textiles, wood and leather	IPD-E	English
<input type="checkbox"/>	2	cartridges of toners for use with computers	IPD-E	English
<input checked="" type="checkbox"/>	2	filled ink cartridges for computer printers	IPD-E	English
<input type="checkbox"/>	2	ink cartridges (filled) for computers, printers and word processors	IPD-E	English
<input type="checkbox"/>	2	ink contained in cartridges for computer printers and photocopiers	IPD-E	English

5 of 20 results



17 Annex E – Classification List

The Classification List contains the list of all Trademark Classes along with their descriptions and allows you to select the appropriate Trademark Class number(s) to be added in the web-form. You can initiate the 'Classification List' by any of the following ways:

- from the 'Class No(s)' button available in section 3 of the T5A web-form

If the affected class number(s) is/ are not covered by the original application, please fill in the following boxes.

Total number of class(es) added ?

Class no(s). Added Enter a new tag

- from the 'Goods/Services Classification Search' functionality available in web-forms with Goods & Services fields (e.g. T1 and T2).

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Class Number Add a tag

Source All IPD-E IPD-C NICE-EN NICE-SC NICE-TC

17.1 How to utilize the Classification List from a web-form

- Select the option to utilize the "Classification List" by clicking the 'Class No(s)' button available.

If the affected class number(s) is/ are not covered by the original application, please fill in the following boxes.

Total number of class(es) added ?

Class no(s). Added Enter a new tag

- Select the target class(es) by clicking on the class number.

Class Number Full List



Class Number

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

Clothing, footwear, headgear.

Cancel

Clear Selection

Add Selected Class(es)

3. Click on the "Add Selected Class(es)" option. The system closes the 'Classification List' pop up window and feeds the newly selected class(es) into the 'Class no(s) Added' field of the T5A web-form.

Class Number Full List



Class Number

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

Clothing, footwear, headgear.

Cancel

Clear Selection

Add Selected Class(es)

If the affected class number(s) is/ are not covered by the original application, please fill in the following boxes.

Total number of class(es) added



Class no(s). Added

25 ×

Class
No(s).

17.2 How to utilize the Classification List from the Trademark G&S Classification Search

1. Click the 'Goods/Services Classification Search' button available in the relevant section of the web-form, to initiate the Goods/Services Classification Search.

07. *Goods and/or services covered by this application

Goods and services are classified in accordance with the Nice Classification. You may view the Nice Classification and select the descriptions of goods or services at www.ipd.gov.hk.

List the class number(s) in consecutive numerical order and the goods or services appropriate to that class. Please use semi-colons (;) to separate the goods or services listed in the specification.

Goods/Services Classification Search

*Class no. *Specification of goods and/or services

Example: Meat; fish; poultry

2. Select the option to utilize the “Classification List” by clicking the ‘search’ icon displayed next to the “Class Number” criterion.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains Select

Class Number Source ⓘ

Add a tag **Q** All IPD-E IPD-C

NICE-EN NICE-SC NICE-TC

3. Select the target class(es) by clicking on the class number.

Class Number Full List



Class Number

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

Clothing, footwear, headgear.

Cancel

Clear Selection

Add Selected Class(es)

- Click on the "Add Selected Class(es)" option. The system feeds the selected class(es) into the search criterion 'Class Number'. The 'Classification List' pop up window remains open.

Class Number Full List



Class Number

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

Clothing, footwear, headgear.

Cancel

Clear Selection

Add Selected Class(es)

5. Close the 'Classification List' window using the close ('x') option.

Class Number Full List



Class Number

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

Clothing, footwear, headgear.

- Click on the "Search" option. The system retrieves the search results that correspond to the submitted criteria.

Goods/Services Classification Search

G&S Classification G&S Extract List(20)

Goods/Services

contains

Class Number

Source All IPD-E IPD-C NICE-EN NICE-SC NICE-TC

10 of 14 results

<input type="checkbox"/>	Class	Goods/Services	Source	Language
<input type="checkbox"/>	25	athletic uniforms	IPD-E	English
<input type="checkbox"/>	25	baseball uniforms	IPD-E	English
<input type="checkbox"/>	25	baseball uniforms	IPD-E	English