Validation rules for Web-Form D12

Section/Field name	Field Type	Feature	Validation
Important Notes	Note	Please refer to 'Common Features for All Designs Web-Forms'.	
01. Reference			
Filer's reference	Text		
02.*Application/Registration no(s).	Section label	Allow section repetition for this section	
You may use this form for more than one application or registration if the alteration or correction is the same.	Note		
Application/Registration no(s).	Text	• Please refer to 'Common Features for All Designs Web-Forms'.	• Mandatory • Repeatable • Must be Application/Registration nos. that exist in the system. • The status should NOT be one of the following: ■ Withdrawn ■ Refused ■ Abandoned ■ Deemed Withdrawn ■ Revoked ■ Expired ■ Ceased ■ Surrendered ■ Removed ■ Ready for Publication ■ New ■ Provisionally Refused ■ Hearing ■ Accepted
03.*Person making this request ("requester")	Section label		
*(a) Type of requester	Checkbox	Possible values: • Applicant/Owner • Licensee • Mortgagee	• Mandatory • Single selection • If 'Person...' is selected, the text field below is enabled. • If deselected, the content of the text field is cleared and disabled upon confirmation.

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		● Person having an interest in the application(s)/ registration(s) , please specify	
Please mark the appropriate box.	Note		
*(b) Name of requester currently in the application or on the register	Text		● Mandatory
Name in English	Text		● Either 'Name in English' or 'Name in Chinese' should be provided
Name in Chinese	Text		
(if applicable)	Note		
04. *Type of request	Section label		
This is a request for:	Checkbox	☐ alteration of name (please complete Parts 05(a) and 06)	● Mandatory ● Multiple selection
		☐ alteration of address (please complete Parts 05(b) and 06)	
		☐ correction of address (please complete Parts 05(b) and 06)	
		☐ alteration of address for service and/or agent's details (please complete Part 06 and/or 07)	
		☐ correction of address for service and/or agent's details (please complete Part 06 and/or 07)	
05. Details of alteration/ correction of name and address	Section label		
(a) Alteration of the name given in Part 03(b)	Text		● Mandatory if "alteration of name" in 04 is selected. (1st checkbox)
By signing this form, it is confirmed that the requester in Part 03 remains the same legal entity before and after the alteration of name. For change of ownership, please use Form D5 instead.	Note		
New name in English	Text		● Mandatory if 1st checkbox in 04 is selected ● Either 'New name in English' or 'New name in Chinese' must be filled
If the name is not in Roman letters or in Chinese characters, please include a transliteration in Roman letters.	Note		
New name in Chinese	Text		● Mandatory if 1st checkbox in 04 is selected

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			• Either 'New name in English' or 'New name in Chinese' must be filled
(if applicable)	Note		
(b) Alteration or correction of address	Text		• Mandatory if 2nd and 3rd checkboxes in 04 are selected.
New or corrected address	Text		
Flat/Floor/Building	Text		• Either 'Flat/Floor' or 'Street/District/City' must be filled.
Street/District/City	Text		• Either 'Flat/Floor' or 'Street/District/City' must be filled.
Country/Territory/Area	List		• Mandatory if 2nd and 3rd checkboxes in 04 are selected.
06. *Address for service	Section	Please refer to 'Common Features for All Designs Web-Forms'.	
07. Agent's details	Section	Please refer to 'Common Features for All Designs Web-Forms'.	
08. *Signature	Section	Please refer to 'Common Features for All Designs Web-Forms'.	
09. Attachment(s)	Section	Please refer to 'Common Features for All Designs Web-Forms'.	

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