

Common Features for All Trade Marks Web-Forms

Section/Field name	Field Type	Feature	Validation
Header of the Forms			
Important notes	Note	<ul style="list-style-type: none"> Displayed as first section in all web-forms. Collapsible and expandable section Expands and displays the information in the Section by default. 	N/A
Trade Mark No(s). (the exact name for this section varies among Web-Forms)			
Trade Mark No(s). (the exact name for this field varies among Web-Forms)	Text	<ul style="list-style-type: none"> This field will include an ‘Import’ function, where specified, in order to populate specific information from the register in the web-form. This feature applies to Web-Forms which allow only a single Trade Mark No. When the field is modified/cleared, a warning message will pop up to warn the user that any pre-filled/auto-populated fields will be cleared. 	<ul style="list-style-type: none"> Mandatory Must be a valid Trade Mark No(s). Duplicate Trade Mark No(s) is not allowed.
Name of applicant for registration / owner of registered trade mark (the exact name for this section varies among Web-Forms)			
Name of applicant for registration / owner of registered trade mark (the exact name for this field varies among Web-Forms)	Text	<ul style="list-style-type: none"> Populated from the register when the field “ Trade Mark No(s).” is filled. This feature applies to Web-Forms which allow only a single Trade Mark No. to be typed in the field “ Trade Mark No(s).” Editable When the data in the field is modified/cleared, a warning message will pop up to warn the user. 	N/A
Address for service			
The address provided below is for receiving correspondence.	Note		
(a) Name	Text	Pre-filled by system and editable if the form is created by registered e-filer (For all registered e-filers). For firm agent/owner accounts, the Company name should be populated.	Must not be empty
(b) Address	N/A		

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You must provide details of an address for service in <u>Hong Kong</u> . Please note that a P.O. Box or “care of” address is not acceptable.	Note		
Flat/Floor/Building	Text	Pre-filled by system and editable if the form is created by registered e-filer (For all registered e-filers).	There must be texts in the field for “Flat/Floor/Building” or “Street/District”.
Street/District	Text	Pre-filled by system and editable if the form is created by registered e-filer (For all registered e-filers).	There must be texts in the field for “Flat/Floor/Building” or “Street/District”.
HONG KONG	Note	For the Chinese version of the web-form, the sequence of the lines should be (1) HONG KONG, (2) District/Street, and (3) Building/Floor/Flat.	
(c) Telephone no.	Text	<ul style="list-style-type: none"> Pre-filled by the system if the form is created by registered e-filer (For all registered e-filers). If it is filled by subsidiary user, display the telephone no. of the Firm. Editable. 	
In Hong Kong	Note for (c)		
(d) Fax no.	Text	<ul style="list-style-type: none"> Pre-filled by the system if the form is created by registered e-filer (For all registered e-filers). If it is filled by subsidiary user, display the fax no. of the Firm. Editable. 	
In Hong Kong	Note for (d)		
(e) Reference no.	Text		
Agent’s details			
Go to <u>Part ‘x’</u> if you are not an agent. Please complete this part if you have been duly authorized to act as an agent on behalf of the applicant(s) for the purpose of this application.	Note		
Please mark the box and leave the following boxes in this part empty if the agent’s details are the same as the address for service above.	Checkbox	Disable (a) to (e) if user marks this checkbox.	

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(a) Name	Text	Pre-filled by system and not editable if the form is created by registered e-filer (Individual/Firm Agent accounts). For firm agent accounts, the Company name should be populated.	
(b) Address	N/A		
You must provide details of an address in <u>Hong Kong</u> , where you reside or carry on your business activities. Please note that a P.O. Box or “care of” address is not acceptable.	Note for (b)		
Flat/Floor/Building	Text	Pre-filled by system and editable if the form is created by registered e-filer (Individual/Firm Agent accounts).	There must be texts in the field for “Flat/Floor/Building” or “Street/District” if (a) Name is not empty.
Street/District	Text	Pre-filled by system and editable if the form is created by registered e-filer (Individual/Firm Agent accounts).	There must be texts in the field for “Flat/Floor/Building” or “Street/District” if (a) Name is not empty.
HONG KONG	Note	For the Chinese version of the web-form, the sequence of the lines should be (1) HONG KONG, (2) District/Street, and (3) Building/Floor/Flat.	
(c) Telephone no.	Text	<ul style="list-style-type: none"> Pre-filled by the system if the form is created by registered e-filer (for all account types). If it is filled by subsidiary user, display the telephone no. of the Firm. Editable. 	
In Hong Kong	Note for (c)		
(d) Fax no.	Text	<ul style="list-style-type: none"> Pre-filled by the system if the form is created by registered e-filer (for all account types). If it is filled by subsidiary user, display the fax no. of the Firm. Editable. 	
In Hong Kong	Note for (d)		
(e) Reference no.	Text		
Signature	All the fields in this section are mandatory.		

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<input type="checkbox"/> confirmation statement	Checkbox	<ul style="list-style-type: none"> • When a registered e-filer removes the tick from the checkbox, the system deletes the content entered in (a)-(d). • All the fields on the web-form, except (c) of this section, will be protected from editing after this checkbox is marked. • Editable • The tick in this checkbox and the content in (a)-(d) of this section will not be inherited when the form is cloned. 	
(a) Authorized signature	Text	<ul style="list-style-type: none"> • Populated by the system and non-editable • For Individual users should display “Electronically signed by [Name of user]”. • For Firm users should display: “Electronically signed by [Name of user]” “For and on behalf of [Firm name]” 	
(b) Name of signatory	Text	<ul style="list-style-type: none"> • Populated by the system • For Individual users should display “[Name of user]”. • For Firm users should display: “[Name of user]” • Not editable 	
(c) Official capacity of signatory	Text	<ul style="list-style-type: none"> • Populated by the system as follows: <ul style="list-style-type: none"> ○ For ‘Individual Owner’ pre-filled with “Applicant/Owner”. ○ For ‘Individual Agent’ pre-filled with “Agent”. ○ For ‘Firm Owner’ pre-filled with [Capacity of user defined in e-filing account profile] ○ For ‘Firm Agent’ pre-filled with [Capacity of user defined in e-filing account profile], “Agent” • Editable 	
(d) Date	Date	<ul style="list-style-type: none"> • Populated by the system with [The date when the user marks the checkbox] • Non editable 	

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Date Field(s)	Text/Date	<ul style="list-style-type: none"> Text field and Calendar Format: DD-MM-YYYY 	
Attachment(s)	Attachment	<ul style="list-style-type: none"> Allows users to browse, select, add and delete files. Allows multiple selection, deletion and uploading at the same time. Display the link for opening the attached document after uploading for viewing/playing. 	Supports the uploading of PDF only, unless otherwise specified in a specific web-form template.
Other common features applicable across different sections / fields of Web Forms			
Repeatable section/ field	All	<ul style="list-style-type: none"> Allows the user to remove each of the repeatable section(s)/field(s) one by one of one of the rows within it. When added section(s)/field(s) is/are to be deleted, a confirmation message will pop up. 	
Download a web-form in PDF format	N/A	<ul style="list-style-type: none"> “Download PDF” button is provided on web-forms. When clicked, the system creates a PDF with current state of the web-form. Texts entered by user or auto-fill by system are shown in dark blue. 	
Country/Territory/Area	List	<ul style="list-style-type: none"> The list of countries/territories/areas is compiled with reference to WIPO Standard ST.3 and ISO 3166. 	N/A
Class No.	Drop-down list for single class selection	<ul style="list-style-type: none"> Repeatable Editable 	<ul style="list-style-type: none"> Must not be empty for each repetitive section/field. Duplicate class number is not allowed. Selected class numbers are dimmed. Must exist in the list of Class Nos. defined in the corresponding version of the Nice Classification when the form is finalised.

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Validation errors	N/A	<ul style="list-style-type: none"> • The system will perform all validation checks (i.e. the validation rules that are specified under column 'Validation' in a web-form template) when the user clicks on the 'Finalize web-form' button. • If at least one validation error exist, the user will not be able to complete the Finalization of the web-form and proceed with the Submission. • The user will be able to save a web-form that contains validation errors as a 'Draft'. 	
E-filer English/Chinese Details in the Web-Forms		<ul style="list-style-type: none"> • For user interface in English, the system will populate the English texts and for user interface in Chinese, the system will populate the Chinese pre-fill the details in Chinese. • In case the English texts are not available, the system will populate the Chinese texts and vice versa. 	