

Section/Field name	Field Type	Feature	Validation
Important Notes	Note	Please refer to “Common Features for All Designs Web-Forms”.	
01. Reference	Section label		
Filer’s reference	Text		
02. *Application type	Section label		
Please mark ONE only of the following box(es) to indicate the type of application.	Note		
	Check box Possible values: <ul style="list-style-type: none"> • Single Design • Multiple designs of articles • Single set of articles • Multiple sets of articles 	<ul style="list-style-type: none"> - After user marks on a checkbox, the remaining three checkboxes should be disabled and the texts should be dimmed. - Not allow multiple selection. 	Mandatory
Single Design	Check box		
Only one design included in this application	Note		
Multiple designs of articles	Check box		
More than one design in the same class of articles.	Note		
No. of designs included in this application	Text	The system will create in the ‘Representation(s) of Design(s)’ section as many rows as the no. of designs specified: <ul style="list-style-type: none"> • Design 1 attachment • Design 2 attachment etc 	<ul style="list-style-type: none"> - Mandatory if the checkbox “Multiple designs of articles” has been checked - Must be larger than one
Single set of articles	Check box		
No. of articles included in this set	Text		<ul style="list-style-type: none"> - Mandatory if the checkbox “Single set of articles” has been checked. - Must be larger than one
Multiple sets of articles	Check box		

No. of designs included in this application	Text	The system will create in the 'Representation(s) of Design(s)' section as many rows as the no. of designs specified: <ul style="list-style-type: none"> • Design 1 attachment • Design 2 attachment etc	- Mandatory if the checkbox "Multiple sets of articles" has been checked. - Must be larger than one
No. of articles included in each set	Text	Allow section repetition for this field together with Design no.	- Mandatory if the checkbox "Multiple sets of articles" has been checked. - Must be larger than one
The term "set of articles" is defined in section 2 of the Registered Designs Ordinance as two or more articles of the same general character that are ordinarily on sale together or intended to be used together, to each of which the same design, or the same design with modifications or variations not sufficient to alter the character or substantially to affect the identity thereof, is applied, for example, a tea set.	Note		
*Representation(s) of design(s)	Attachment	<ul style="list-style-type: none"> ● Allow section repetition for this sub-section with the Design No. ● A "Browse" button is provided for uploading the file. ● The labels of file name are displayed. ● A "Remove" button for removing an uploaded file is provided. 	<ul style="list-style-type: none"> ● Mandatory ● The file format should be pdf.
<ol style="list-style-type: none"> 1. Representation(s) of design(s) must be attached to this form. 2. The representation may be either a drawing or a photograph and shall be of a size of not more than 210mm by 297mm. If the representation is a photograph, please affix it on A4 paper. 3. If the design relates to a set of articles, the representations should show the design as applied to each article in the set. 4. Please indicate the page no. on top right corner of the representations as 1, 2, 3 accordingly. For multiple applications relating to two or more designs, please also number the representations 	Note		

M001, M002, M003... for the first, second, third... designs respectively and sort them into separate sets, one for each design.			
Design no.	Text	The system should fill in the Design No. one by one (i.e. 1, 2, 3, 4 ...) in accordance with the no. of designs to ensure that the applicant attaches the representation file one by one for each multiple design separately.	Non Mandatory if 'Single design' or 'Single set of articles' is selected in section 3.
03.*Details of applicant making request under section (12)(2)(a)of the Registered Designs Ordinance for registration of design(s)	Section label	Allow section repetition for (a) to (g). Repeatable fields will be editable.	
If there is more than one applicant, please provide details of <u>all</u> applicants.	Note		
*(a) Name in English	Text	<ul style="list-style-type: none"> • Pre-filled for Individual/Firm Owner accounts • Editable for all users 	<ul style="list-style-type: none"> ● Should not be empty if 'Name in Chinese' is empty ● Cannot be empty for each section ● Must contain at least one English character. ● System should display a warning message during key in if any Chinese character is filled.
If your name is not in Roman letters or in Chinese, please include a transliteration in Roman letters.	Note for (a)		
(b) Name in Chinese	Text	<ul style="list-style-type: none"> • Pre-filled for Individual/Firm Owner accounts • Editable for all users 	<ul style="list-style-type: none"> ● Should not be empty if 'Name in English' is empty. ● Cannot be empty for each section. ● Must contain at least ONE Chinese character if not blank ● System should display a warning message during key

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			in if any English character is filled.
(if applicable)	Note for (b)		
*(c) Address	Text		
Flat/Floor/Building	Text	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users 	There must be texts in the field for “Flat/Floor/Building” or “Street/District”.
Street/District/City	Text	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users 	There must be texts in the field for “Flat/Floor/Building” or “Street/District”.
Country/Territory/Area	List	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users 	Mandatory
(d) Applicant type	Checkbox	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users ● After user marks on a checkbox, the remaining two should be disabled and the texts should be dimmed. ● If ‘Incorporated’ is selected system should enable fields (e) and (f). 	Only one type can be selected.
Please mark one box only	Note		
(e) Country/Territory/Area of incorporation	List	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users 	Mandatory if “Incorporated” is selected in (d)
(f) State of incorporation	List	<ul style="list-style-type: none"> ● Pre-filled for Individual/Firm Owner accounts ● Editable for all users ● This field is enabled only when the country of incorporation selected in (e) above is “United States of America (US)”. 	Mandatory if “Incorporated” is selected in (d) and “United States of American” is selected in (e).
For applicant incorporated in the United States.	Note		
(g)Applicant’s right to the design(s)	Checkbox	<ul style="list-style-type: none"> ● Allow section repetition for (g) with Design No. 	

	Possible value <ul style="list-style-type: none"> ● By virtue of employment ● By virtue of assignment ● Applicant commissioned the design ● Others (please specify) 	<ul style="list-style-type: none"> ● Allow multiple selection ● When the checkbox ‘Others (please specify)’ is unchecked, a warning message shall pop up to warn the filer that the information filled in that field will be lost. When he confirms, the information filled in that field is removed. ● If the user selects the ‘Others (please specify)’ the system makes the text below as editable 	
Applicant’s right to the design(s) – Others: please specify	Text		Mandatory field if the checkbox ‘Others, please specify’ is checked
If the applicant is not the designer, please mark the appropriate box(es) to explain the applicant's rights in relation to the design(s). If the box “Others” is marked, please specify the details.	Note for (d)		
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.
04. *Locarno Classification	Section label	<ul style="list-style-type: none"> ● Allow section repetition for (a) to (b) with Design No. 	
The International Classification for Industrial Designs (“the Locarno Classification”) published by the World Intellectual Property Organization is adopted for classifying design articles. For details of the Locarno Classification, please refer to the website at http://www.wipo.int/classifications/en .	Note		
*(a) Class	List	Only one can be selected.	<ul style="list-style-type: none"> ● Mandatory ● The selected number should be dimmed. ● Must exist in the list of class nos. defined in the corresponding version of Locarno

			<p>Classification when the form is finalized.</p> <ul style="list-style-type: none"> ● When adding a new entry for data input, the 'Class' no. of the first entry should be pre-filled in the second entry and it is not editable (i.e. all the entries must share the same 'Class' no.).
*(b) Sub-class	List	User can select more than one. The sub- class can be selected in the drop down list of *(b).	<ul style="list-style-type: none"> ● Mandatory field ● More than one sub-class number is allowed. The selected number(s) should be dimmed. ● Duplicated sub-class number is not allowed. ● Must exist in the list of sub-class nos. defined in the corresponding version of Locarno Classification when the form is finalized. ● The drop down list of sub-class nos. must correspond to the available sub-class nos. in the selected Class at part *(a)
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if 'Single design' or 'Single set of articles' is selected in section 3.
05. *Article	Section label	<ul style="list-style-type: none"> ● Allow section repetition for (a) to (b) with Design No. 	

The statement identifying the article(s) or set of article(s) to which the design applies must be made in English and Chinese. It should be no more than 50 words for each language in English and Chinese.	Note		
*(a) English	Text	● Allow section repetition for this subsection	● Mandatory
*(b) Chinese	Text	● Allow section repetition for this subsection.	● Mandatory
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.
06. *Statement of novelty	Section label	● Allow section repetition for (a) to (b) with Design No.	
You can provide the statement of novelty by <u>either</u> of the following:	Label		
a) Describing the feature(s) in both <i>English and Chinese</i> of the design by marking ANY of the following checkbox(es) .	Label		
The feature(s) of the design for which novelty is claimed is/are 表述所顯示的物品的	Check box Possible value: ● pattern/式樣, ● ornament/裝飾, ● shape/形狀, ● configuration/構形	● Allow multiple selection ● Once this part is input, part b) should be disabled and the texts should be dimmed.	Non mandatory
of the article as shown in the representations. 是聲稱具有新穎性的外觀設計特色。	Label		
OR	Label		
b) Providing the statement of novelty in both <i>English and Chinese</i> in the following boxes.	Label		
English	Text	● Allow section repetition for this subsection	Not mandatory
Chinese	Text	● Allow section repetition for this subsection	Not mandatory

Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.
07. Details of disclosures	Section label		Not mandatory
Go to Part 08 if you do NOT claim confidential and non-prejudicial disclosures	Note		
(a) Confidential disclosure	Text	<ul style="list-style-type: none"> ● Allow section repetition for this subsection for (a) with Design no. 	
If the design(s) has/have been previously disclosed and section 9(1) of the Registered Designs Ordinance applies, please indicate so by marking the appropriate box(es).	Note for (a)		
Section 9(1)(a)	Check box	<ul style="list-style-type: none"> ● Allow multiple selection ● If one of the options is checked, the system will enable ‘State the circumstances of the disclosure’ and ‘The relevant dates’ 	
Section 9(1)(b)			
Section 9(1)(c)			
Section 9(1)(d)			
State the circumstances of the disclosure and the relevant dates	Text		<ul style="list-style-type: none"> ● Not mandatory ● Cannot be empty if any check box is filled.
	Date	Please refer to ‘Common Features for All Designs Web-Forms’.	<ul style="list-style-type: none"> ● Not mandatory ● Cannot be empty if any check box is filled or circumstances of disclosure is stated. ● Should not be later than current date.
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	<ul style="list-style-type: none"> ● Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.

(b) Non-prejudicial disclosure	Text	Allow section repetition for this subsection for (b) (i) to (iii) with Design no.	
Disclosure at an official international exhibition under section 9(2) of the Registered Designs Ordinance.	Not for (b)	N/A	
(i) Name and place of exhibition	Text		<ul style="list-style-type: none"> ● Not mandatory ● Cannot be empty if any opening date of exhibition or date of first disclosure is stated.
(ii) Opening date of exhibition	Date	Please refer to ‘Common Features for All Designs Web-Forms’.	<ul style="list-style-type: none"> ● Not mandatory ● Cannot be empty if name and place of exhibition is stated. ● The Opening date of exhibition should not be later than the current date.
This application should NOT be made later than 6 months after this opening date.	Note for (ii)		
(iii) Date of first disclosure	Date	Please refer to ‘Common Features for All Designs Web-Forms’.	<ul style="list-style-type: none"> ● Not mandatory ● Date of first disclosure should not be a future date.
(if not on the opening date of the exhibition)	Note for (iii)		
Design no.	Text	Allow section repetition for this subsection for (b) (i) to (iii) with Design no.	Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.
08. Priority details	Section label	Allow section repetition for this subsection for (a) to (c) with Design No.	
Go to Part 09 if you do NOT claim priority.	Note		
If you have duly filed an application for registration of design(s) in a Paris Convention country or WTO member within 6 months prior to the date of filing of this application, right of priority may be claimed.	Note		

<p>Where priority is claimed, you are required to file a copy of certificate issued by the competent authority of the relevant Paris Convention country or WTO member verifying:</p> <ul style="list-style-type: none"> ● the country, territory or area of filing ● the filing date and number ● the representation of the design ● the articles covered by the previous application <p>If any copy of certificates or other document relating to the previous application is in a language other than English or Chinese, you need to file a translation into English which states the translator and his official capacity (if any).</p>			
(a) Country/Territory/Area	List		<ul style="list-style-type: none"> ● Cannot be 'Hong Kong'.
(b) Filing date	Date	Please refer to 'Common Features for All Designs Web-Forms'.	<ul style="list-style-type: none"> ● Cannot be a future date ● The Filing date should not be later than the current date
(c) Filing no.	Text		
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if 'Single design' or 'Single set of articles' is selected in section 3.
If the previous application was not made in the name(s) given in Part 03, state the instrument (for example, deed of assignment) which gives the applicant the right to claim priority including appropriate name(s) and date(s).	Note for (d), (e) and (f)	Allow section repetition for this subsection for (d) to (f) with Design no.	
(d) Name of instrument	Text		
(e) Date of instrument	Date	Please refer to 'Common Features for All Designs Web-Forms'.	<ul style="list-style-type: none"> ● Date of instrument should not be a future date.
(f) Names of parties	Text		

Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if 'Single design' or 'Single set of articles' is selected in section 3.
09. Associated designs(s)	Section label	Allow section repetition for this subsection for (a) to (b) with Design no.	
Go to Part 10 if you do NOT have associated application or registration.	Note		
State the application/registration number(s) and filing date(s) of any previous design application(s) or registration(s) for association under section 11 of the Registered Designs Ordinance.	Note		
(a) Application/Registration no(s).	Text	Please refer to the 'Common Features for All Designs Web-Forms'.	<ul style="list-style-type: none"> ● Not mandatory ● Should be a valid application no. ● Display a warning message if the status is refused, provisional refused, deemed withdrawn, withdrawn, abandoned, ceased, removed, expired, surrendered, or revoked
(b) Filing date	Date	Pre-filled by the system and non-editable if the application is in status "Registered".	<ul style="list-style-type: none"> ● Not mandatory
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if 'Single design' or 'Single set of articles' is selected in section 3.
10. Division of application	Section label	Allow section repetition for this subsection for (a) to (b) with Design no.	
Go to Part 11 if you do NOT have earlier application	Note		

State the number and filing date of any earlier application whose filing date is claimed under section 22 of the Registered Designs Ordinance.	Note		
(a) Application no(s).	Text		<ul style="list-style-type: none"> ● Should be a valid application number. ● Display a warning message if the status is refused, provisional refused, deemed withdrawn, withdrawn, abandoned, ceased, removed, expired, surrendered, revoked or registered.
(b) Filing date	Date	Pre-filled by the system and non-editable if the application is a valid application number.	<ul style="list-style-type: none"> ● Not mandatory
Design no.	Text	Allow single or multiple selection of pre-set designs no. according to the no. of designs filed.	Non mandatory if ‘Single design’ or ‘Single set of articles’ is selected in section 3.
11. *Address for service	Section	Please refer to ‘Common Features for All Designs Web-Forms’.	
12.Agent’s details		Please refer to ‘Common Features for All Designs Web-Forms’.	
13. *Declaration	Section label		
I/We confirm that I/we have read and understood the “Important notes” of this form.	Note	The ‘important notes’ text will be a link redirecting the user to the first page of the web-form with the important notes.	
I/We declare that the applicant(s) claim(s) to be the owner(s) of the design(s) in relation to the article(s) or set(s) of articles specified above. (*)	Checkbox		
* (a) Authorized signature	Text	Please refer to ‘Common Features for All Designs Web-Forms’.	
* (b) Name of signatory	Text		
* (c) Official capacity of signatory	Text		
Example: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Agent, Applicant in person	Notes		

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*(d) Date	Date		
14. Attachment(s) for priority documents	Section label	Allow section repetition for this section with Design no.	
	Attachment	Please refer to 'Common Features for All Designs Web-Forms'.	
15. Attachment(s) for other documents (if any)	Section label		
	Attachment	Please refer to 'Common Features for All Designs Web-Forms'.	