User Guide for Trade Mark Search

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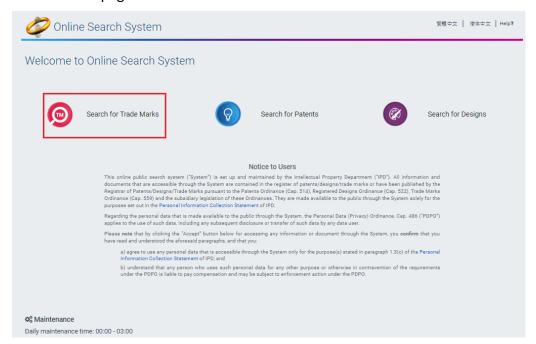
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1 How to search in Public Online Search

The Public Online Search allows you to search using any of the following options:

- perform a quick search for Trade Marks, using the Quick Search page and a basic set of search criteria
- perform a quick search for Trade Mark documents, using the Quick Search page and a basic set of search criteria (related to the Trade Mark or to the Trade Mark's documents)
- perform an advanced search for Trade Marks, using the Advanced Search page and an extended set of search criteria
- perform an advanced search for Trade Mark documents, using the Advanced Search page and an extended set of search criteria (related to the Trade Mark or to the Trade Mark's documents)
- perform a Trade Mark Goods/Services classification search using the G&S Classification page



1.1 Quick Tips

Below you may find certain tips to keep in mind when using Public Online Search to perform a search:

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.

The Public Online Search ignores from the given input the following symbols (the list does not include comma, latin questionmark, and asterisk):

The Public Online Search does not distinguish between capital and normal letters during a search. For example search either for john or JOHN will return the same results: john, JOHN, JOhn etc.

The Public Online Search supports both Search in English and Chinese (both traditional and simplified characters).

The Public Online Search supports accent search, and allows you to search for a word with or without an accent. For example search either for système or système will return the same results: système and système.

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. You may search using dates in the form of DD-MM-YYYY. In order to search for a certain date, insert the target date in both the left ("From") and right ("To") date-fields. For example search for Filing Date From 31/03/2014 – To 31/03/2014 will return results with Filing Date 31/03/2014 only. In order to search for a certain date range, insert the target dates in the left ("From") or/and the right ("To") date-fields. For example search for Filing Date From 31/03/2014 will return results with Filing Date equal or after 31/03/2014.

When you insert several words in a search field, the separation by a space is automatically interpreted by the Public Online Search as a logical AND.

When you insert several words comma separated in a search field, the separation by a comma is automatically interpreted by the Public Online Search as a logical OR. The matching records will include any of the words in the given input.

1.2 Quick Search

The 'Search Method' option available in the 'Quick Search' page defines the operation mode of the "Trademark Text" search criterion.

Wildcard:

- Trims everything except [0-9,a-z,A-Z,?,*,space] from the TM Text and the Search Input text
- Compares using LIKE

Example 1: user conducts a search for trademark name: "TM" > Public Online Search will return trademarks having trademark name: "TM".

Example 2: user conducts a search for trademark name: "TM?", "?" is treated as a wildcard POS will return trademarks: "TME", "TMT intelligence", "TACTICAL GEAR TMC", etc

Letter Mark:

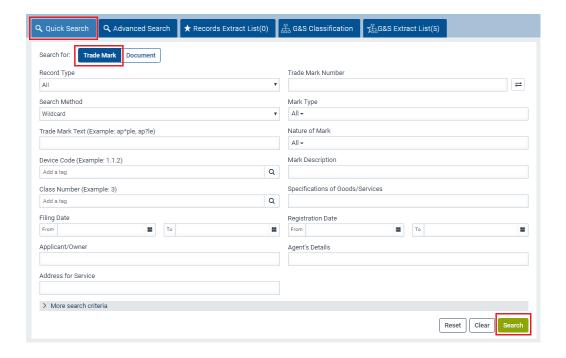
- Trims everything except [0-9,a-z,A-Z,?] from the TM Text and the Search Input text
- Compares using LIKE (to treat [?] as a wildcard)

Example 1: user conducts a search for trademark name: "TMX" → Public Online Search will return trademarks having trademark name: "TMX", "T M X", "T MX", "TM X".

Example 2: user conducts a search for trademark name: "TM?", "?" is treated as a wildcard → Public Online Search will return trademarks: "TM1", "TM2", "TMX", "T M X", etc

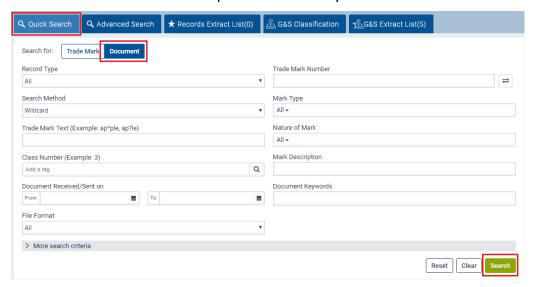
1.2.1 Search for Trade Marks - Quick Search

- 1. Select to search for Trade Mark by using the respective button available on the Quick Search page.
- 2. Insert some search criteria.
- 3. Click on the "Search" button or press the Enter key.



1.2.2 Search for Documents - Quick Search

- 1. Select to search for Document by using the respective button available on the Quick Search page.
- 2. Insert some search criteria.
- 3. Click on the "Search" button or press the Enter key.



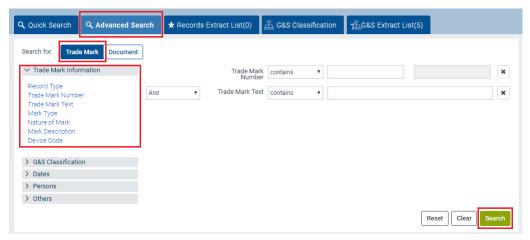
Note: Click the "Clear" button to clear the values entered in the search criteria.

Note: Click the "Reset" button to reset the search criteria of the currently active search page to default.

1.3 Advanced Search

1.3.1 Search for Trade Marks - Advanced Search

- 1. Select to search for Trade Mark by using the respective button available on the Advanced Search page.
- 2. Enter values in the default set of search criteria or select additional search criteria from the left panel.



Note: Depending on the selected search criterion, the system refreshes the possible values of the "search operator" drop-down list:

is — To locate results containing an identical word for the character(s) queried, e.g. 'apple'.

contains – to locate results containing the character(s) queried, regardless of its position in the text string, e.g. 'my apple pie'.

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

starts with – to locate records starting with the character(s) queried. For example 'apple' will bring back 'applepie'.

ends with – to locate records ending with the character(s) queried. For example 'apple' will bring back 'pineapple'.

is between – to locate records correspond to the range specified.

exists – to locate records containing the selected criterion.

does not exist – to locate records that do not contain the selected criterion.

3. Select a value from the "search operator" drop down list to define the relationship between the selected search criterion and the "input field" value.

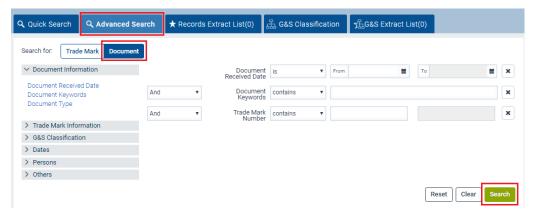
Note: Depending on the selected "search operator", the system refreshes the "input field" type, to be:

- -text field (for "free text" search criteria)
- -text field and pop-up window (for 'Device Code' and 'Class Number' criteria)
- -date field and pop-up calendar (for date search criteria)
- -drop-down list (for search criteria with a certain set of possible values)
 - 4. Insert a value in the "input field".
 - 5. You may further define the final search query and the relationship between the previously selected search terms in a search criterion or the search criteria, using the Boolean operators "And", "Or" displayed next to each added criterion:
 - "And" option is used to retrieve results that fulfill all entered search criteria (logical AND)
 - "Or" option is used to retrieve results that fulfill either one of the entered search criteria (logical OR)
 - 6. After you have defined your final search query, click on the "Search" button or press the Enter key.

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

Note: Click the "Reset" button to reset the currently active search page to default.

1.3.2 Search for Documents - Advanced Search



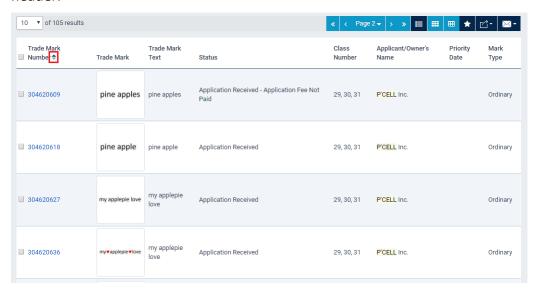
- 1. Select to search for Document by using the respective button available on the Advanced Search page.
- 2. Repeat steps 2-6 of section 1.3 Search for Trade Marks Advanced Search.

2 Managing list of results

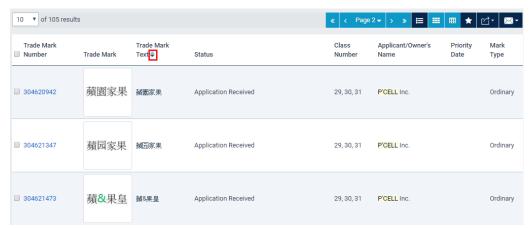
After you have performed a search, you will see a list with results. You can perform a set of actions to this list of results, like sorting by a certain column, change the search result view, export or email it to certain file types.

2.1 How to Sort Search Results

 To sort results by a variable in ascending order, click the target column header in the Results Pane once. The system displays a respective triangle indicator on the column header.



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



Note: Not all result columns are available for sorting. Columns for which sorting is not applicable will not display any triangle indicator if you try to click on them.

2.2 How to Navigate through Search Results

Note: By default, when the amount of results is larger than 10, you will only see the first 10 results.

- 1. You can navigate through the search results by any of the following ways:
 - Use the navigation arrows, available in the top or bottom of the results section
 - Use the page number drop-down list, available in the top or bottom of the results section
 - Select to see more results per page, with the respective drop-down list on the top or bottom of the results section



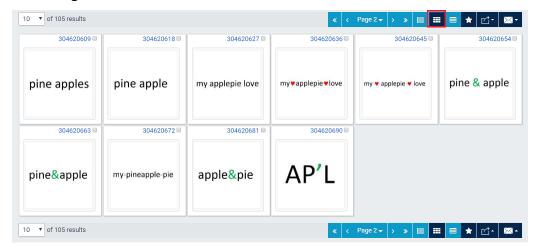
2.3 How to Change the Search Results view

The search result section displays different details per result entry depending on the selected mode.

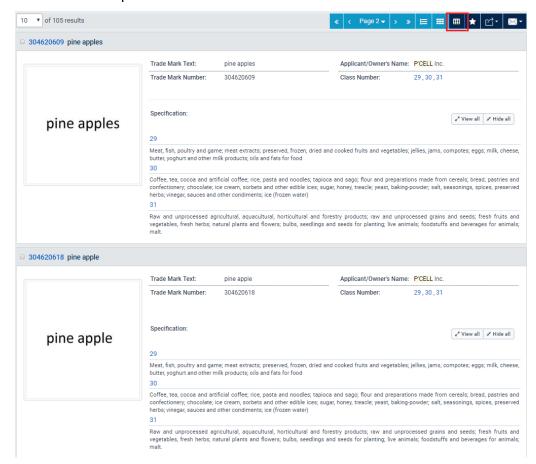
- 1. To change the results view click one of the following 'Results View' options available in the results section:
 - "Details" (default mode)



"Images"



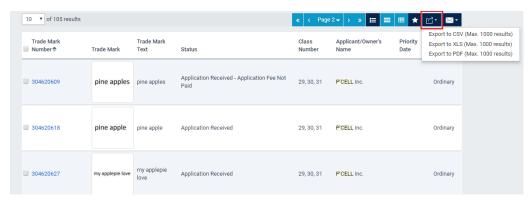
• "Details and Specifications"



Note: The subsequent search results will be displayed in the previously selected 'view' mode.

2.4 How to Export Search Results

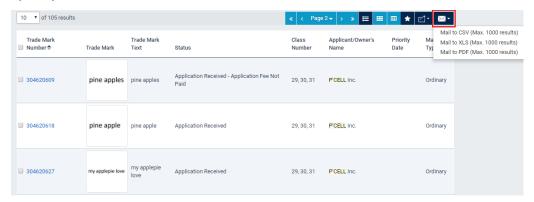
- 1. Click on the "Export Results" icon available in the target results section (top or bottom).
- 2. Select one of the available export options. The system creates and provides for download a file with the returned results.



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

2.5 How to Email Search Results

- 1. Click on the "Email Results" icon available in the target results section (top or bottom).
- 2. Select one of the available email options.
- 3. Specify a valid email address and click the 'Confirm' button.



Note: Valid formats of "Email Address" include the existence of one "@" symbol and a two-part domain name with a restriction for the last part to contain from 2 to 4 characters.

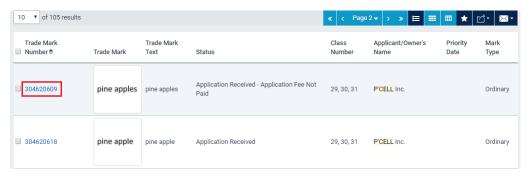
Note: The export file includes the full result list (with a maximum of 1000 records).

3 Viewing Trade Mark Details

The Public Online Search system provides a dedicated interface for viewing the Trade Mark details, including related Trade Mark documents.

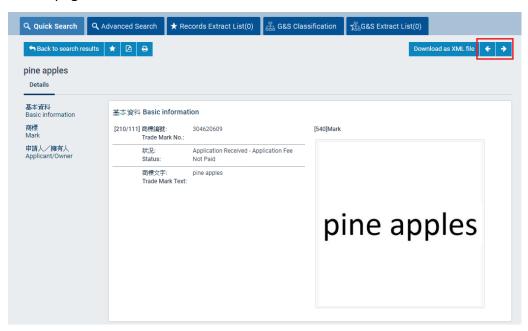
3.1 How to access the Trade Mark Details Page

1. To access the details of the target Trade Mark click on the "Trade Mark Number" link available in the results section.



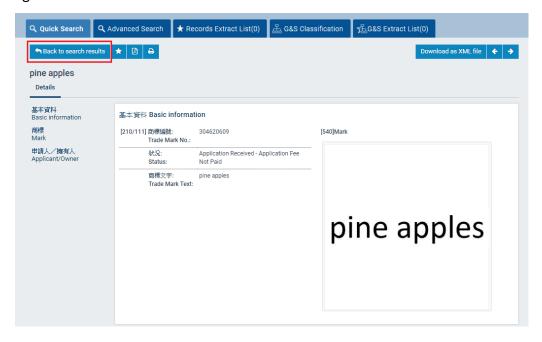
3.2 Navigate through Search Results

 You can navigate to the next/previous Trade Mark result (Details page of each Trade Mark), by clicking on the respective arrows available on the top of the Trade Mark details page.



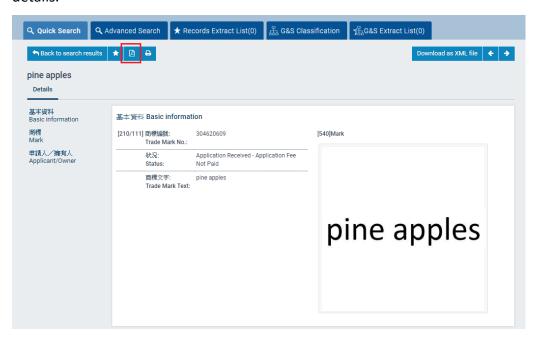
3.3 Return to Search Results List

 Click on the 'Back to search results' button available on top of the Trade Mark details page, or the browser's "Back" button. The search result previously displayed is highlighted.



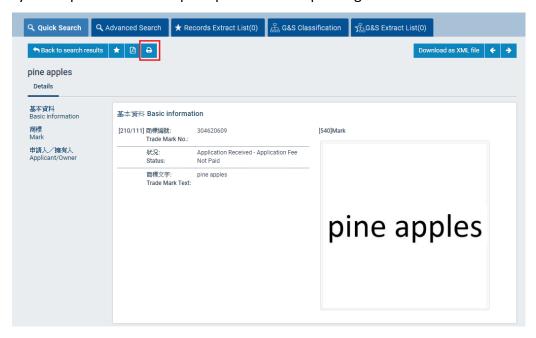
3.4 Download Trade Mark Details

Click on the "Download" option available on the top of the Trade Mark details page.
 The system generates and provides for download a PDF file with the target record details.



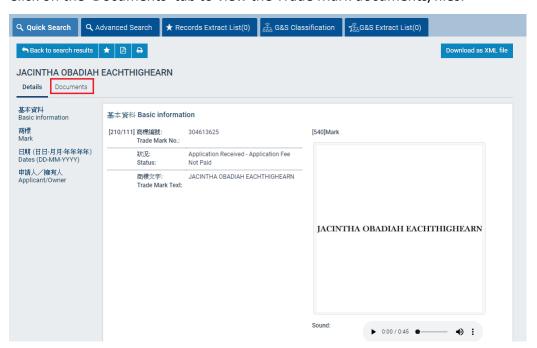
3.5 Print Trade Mark Details

1. Click on the "Print" option available on the top of the Trade Mark details page. The system opens the default prompt window for printing.



3.6 View/Download Documents

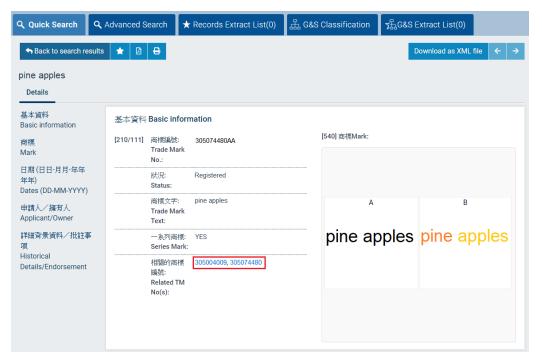
1. Click on the 'Documents' tab to view the Trade Mark documents/files.



Note: The 'Documents' tab is not displayed when there are no documents available for public inspection for the target record.

3.7 View Records before /after Merger

1. The online record of a merged registration from 2 or more separate original registrations has a new Trade Mark No. with the status "Registered". For the records of the original registrations, they have the status "Registration Merged". To view the details of the original registrations before merger, click on the links of the records under "Basic Information" > "Related TM No.(s)". Same links are also provided under the section "Historical Details/Endorsement".





Note: The online record of a merged registration has unnecessarily captured the data field "Actual Date of Registration" which is irrelevant and redundant in the context of a merged registration*. For the purpose of determining the effective date(s) of revocation of a merged registration on the ground of non-use-

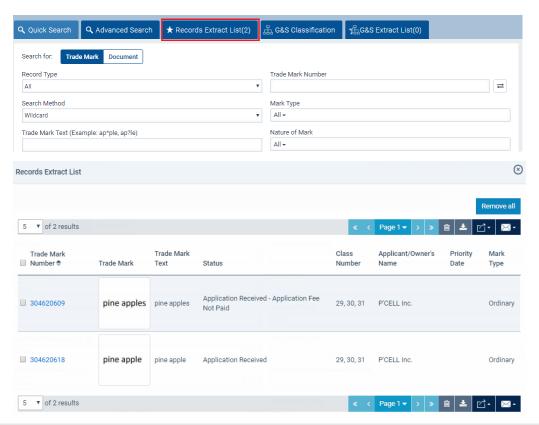
- The actual date of registration of each original registration remains unchanged after merger; and
- The applicant of revocation of a merged registration should, having regard to the extent of revocation sought, refer to the individual record of each relevant registration.

See FAQ on revocation of registration on grounds of non-use

* IPD will devise and implement appropriate system enhancement in due course to deal with the situation.

4 Managing the Extract List

After you have performed a search for Trade Marks, you can select and save specific Trade Mark results in an 'Extract List'. This list is accessible by clicking on the "Records Extract List" tab.

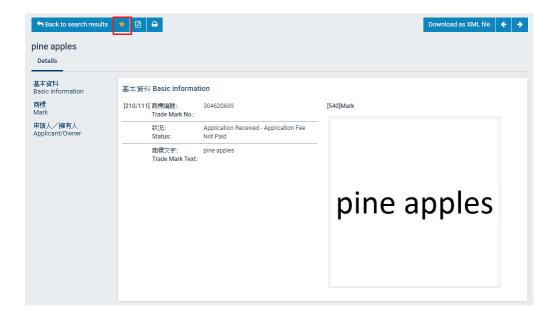


Note: The list of Trade Marks is stored on your browser, so make sure you use the same browser to manage this list.

4.1 How to add a Trade Mark in the "Records Extract List"

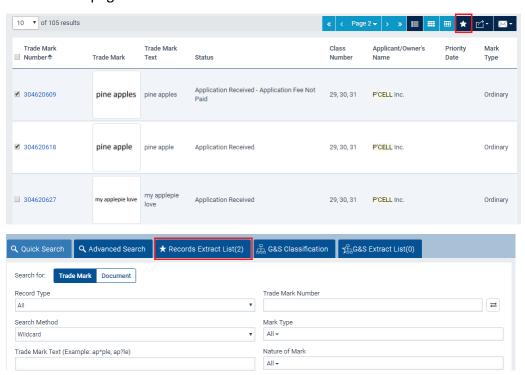
4.1.1 Add Trade Mark in Records Extract List from the search results

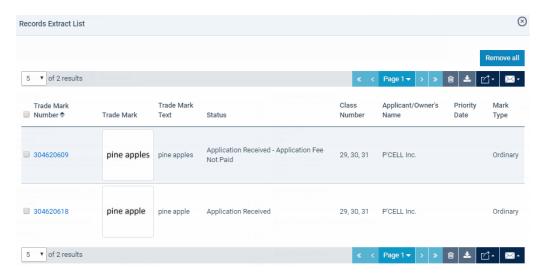
1. Select one or multiple records, by checking the respective checkbox displayed next to the result record(s) and click the "Add to Records Extract List" option (star icon) available in the results section (top or bottom).



4.1.2 Add Trade Mark in Records Extract List from Trade Mark Details Page

 Click the "Add to Records Extract List" option (star icon) available on top of the Trade Mark details page.



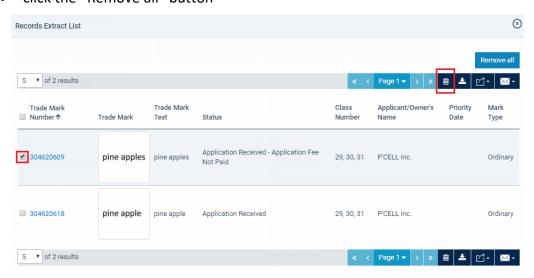


Note: The number of Trade Marks that exist in your extract list is displayed on the header of the "Records Extract List" tab.

4.2 How to Remove Trade Marks from the "Records Extract List"

While on the "Records Extract List", you can remove previously added Trade Mark records by any of the following ways:

- check the respective checkboxes displayed next to the Trade Mark result(s) and click on the "Remove" icon
- click the "Remove all" button

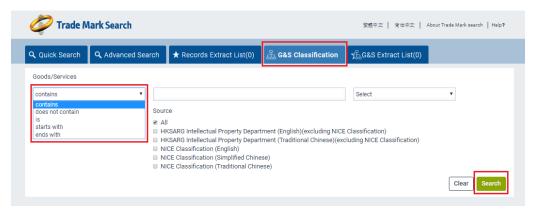


5 Trademark Goods/Services Classification Search

The Goods / Services Classification Search screen enables search for classification information by specifying the criteria: Goods/Services, Class Number, and Source, e.g. HKSARG Intellectual Property Department (Traditional Chinese) (excluding NICE Classification), NICE Classification (English), NICE Classification (Traditional Chinese).

5.1 How to utilize the Trademark Goods/Services Classification Search

- 1. Click the 'G&S Classification' tab to initiate the Goods/Services Classification Search.
- 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.



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

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

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

4. Insert some search criteria.

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/Cross Search 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.

5.2 Goods/Services Classification Extract List

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

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.

5.3 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).

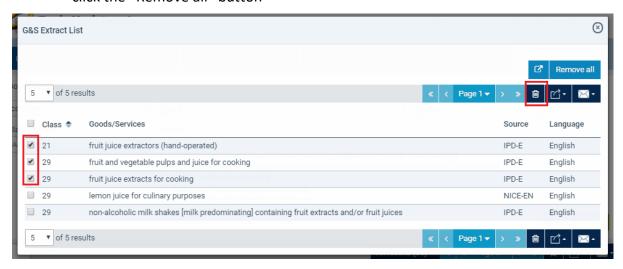


Note: The number of records that exist in your extract list is displayed on the header of the "G&S Extract List" tab.

5.4 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
- click the "Remove all" button



6 **Trademark Device Code Search**

All Trade Marks that contain an image are indexed according to a Trade Mark Device Code list (based on WIPO's "International Classification of the Figurative Elements of Marks").

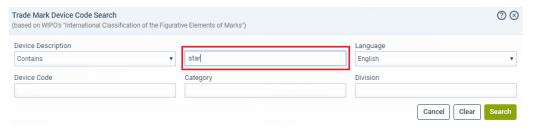
You can search and select the appropriate device code(s) from the WIPO's Vienna Classification list, to feed into the search criterion 'Device Code'.

6.1 How to utilize the Trademark Device Code Search

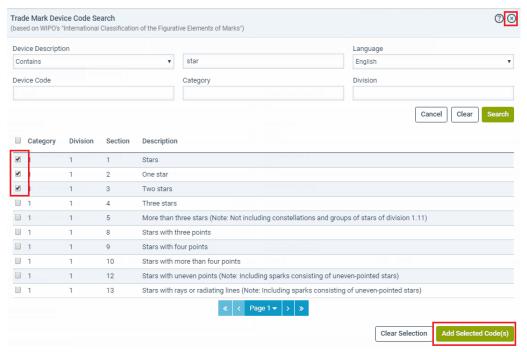
1. Select the option to initiate the "Device Code Search" by clicking the 'search' icon displayed next to the "Device Code" criterion.



2. Enter some search criteria and click on the "Search" option or press the Enter key.



3. Select the target results, by checking the respective checkbox displayed next to the result record(s) and click on the "Add Selected Code(s)" option.



4. Close the 'Device Code Search' window using the close ('x') option.

5.	. Click on the "Search" button.								

7 Classification List/Cross Search List

You can select the appropriate Trademark Class number(s) you wish to search from the list displayed. The Classification List contains a list of all Trademark classes.

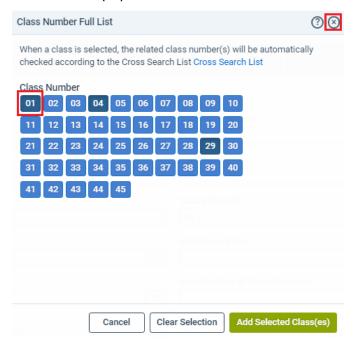
Note: When a class is selected, the related class number(s) will be automatically checked according to the <u>Cross Search List</u>. You can uncheck any selected class(es) by clicking the respective box(es).

7.1 How to utilize the Classification List/Cross Search List

1. Select the option to utilize the "Classification List" by clicking the 'search' icon displayed next to the "Class Number" criterion.



2. Select the target class(es) by clicking on the class number. The system feeds the selected class(es) into the search criterion 'Class Number'.



- 3. Close the 'Classification List' window using the close ('x') option.
- 4. Click on the "Search" button.

8 Annex A - Glossary

8.1 Mark Type

A trademark registration / application may be in respect of a certification mark, collective mark, defensive mark or of an ordinary nature.

Certification Mark

A certification mark is a sign indicating that the goods or services in connection with which it is used are certified by the trade mark owner (or by any person approved by the owner) in respect of origin, material, mode of manufacture of goods or performance of services, quality, accuracy or other characteristics.

Collective Mark

A collective mark is a sign distinguishing the goods or services of members of an association from those of other undertakings.

Defensive Mark

An owner of a registered trade mark may file an application for registration of the trade mark as defensive mark if the registered trade mark has become exceptionally well known in Hong Kong in relation to some goods or services that its use in relation to other goods or services would likely to detract from its distinctive character in relation to the goods or services for which it has been used. The owner is not required to use the trade mark on the goods or services applied for but evidence is needed to support the application.

8.2 Nature of Mark

A trademark may be a 3-dimensional shape, colour, sound, smell or other non-traditional mark.

Shape Mark

The shape is the trademark or an element of the trademark.

Colour Mark

Colour or colours is / are the trademark, or an element or elements of the trademark.

Sound Mark

The trade mark consists wholly or in part of a sound.

Smell Mark

The trade mark consists wholly or in part of a smell.

Non-Traditional Mark

Non-traditional mark may be a movement mark, or a hologram.

8.3 Mark Description

A description of the trade mark if it is a 3-dimensional shape, colour, sound or smell mark.

9 Annex B - Live and Dead records

Display of "live" and "dead" trademark records in search result

Trademark records are categorized into "live" and "dead" records for searching purposes according to the status of individual applications or registrations and the period for the status change. The 'Live/Dead Records' criterion available in the Quick and Advanced Search, provides an option for users to view dead records.

Dead trademark records are separated from live trademark records in the display of search results. This facilitates users viewing live trademark records for citation search purposes and viewing dead trademark records for reference conveniently.

What does a live or dead record mean?

The table below shows the mapping of online search status of trademark records and the classification as live or dead record.

For TM Applications:

Online Search Status	Live	Dead
Application Received	Live	
Application Received	Live	
- Application Fee Not Paid		
Application Details Checked,	Live	
Application Pending		
Application Abandoned	Live (for less than or equal	Dead (for more than one year
	to one year after date of	after date of abandonment)
	abandonment)	
Application Deemed Never to	Live (for less than or equal	Dead (for more than one year
Have Been Made	to one year after date of	after date of treating the
	treating the application as	application as deemed never
		to have been made)

	deemed never to have	
	been made)	
Examined - First Examination	Live	
Report Issued		
Examined - Further	Live	
Examination Report Issued		
Notice of publication of	Live	
Application Issued		
Application Published	Live	
Application Advertised	Live	
Proposed Opposition	Live	
Application Opposed	Live	
Application Proceeded to	Live	
Hearing		
Appeal	Live	
Refusal Letter Issued	Live	
Application Refused	Live (for less than or equal to one year after date of refusal)	Dead (for more than one year after date of refusal)
Application Withdrawn	Live (on the date of status	Dead (for one day after status
	change)	change)
Application Divided	Live (if there is at least one	Dead (if ALL the "new"
	of the "new" application	applications created after the
	created after the division	division are "dead")
	is "live")	
Application Merged	Live (if the "new"	Dead (if the "new"
	application created after	application created after the
	the merger is "live")	merger is "dead")
Partially Assigned	Live (if there is at least one	Dead (if ALL the "new"
	of the "new" application	applications created after the

created after the partial	partial	assignment	are
assignment is "live")	"dead")		

For Registered TM:

Online Search Status	Live	Dead				
Registered	Live					
Registration Expired	Live					
Registration Removed	Live (for less than or equal	Dead (for more than one year				
	to one year after date of	after date of removal)				
	removal)					
Registration Cancelled	Live (for less than or equal	Dead (for more than one year				
	to one year after date of	after date of cancellation)				
	cancellation)					
Registration Surrendered	Live (on the date of status	Dead (for one day after status				
	change)	change)				
Registration Invalid	Live (for less than or equal	Dead (for more than one year				
	to one year after date of	after date of invalidation)				
	invalidation)					
Registration Revoked	Live (for less than or equal	Dead (for more than one year				
	to one year after date of	after date of revocation)				
	revocation)					
Registration Merged	Live (if the "new"	Dead (if the "new"				
	registration created after	registration created after the				
	the merger is "live")	merger is "dead")				
Partially Assigned	Live (if there is at least one	Dead (if ALL the "new"				
	of the "new" registration	registrations created after				
	created after the partial	the partial assignment are				
	assignment is "live")	"dead")				

Contact us by	email at	enquiry@	ipd.gov.hk	for ar	y enqu	ıiries	on	our	Trade	Mark	search
facilities.											