



知識產權署

Intellectual Property Department

For official use

Designs Form D10

Application for certified copies or extracts Application for copies or extracts Request for information Request for inspection of document or register Request for certificate signed by the Registrar of Designs

Registered Designs Ordinance (Cap. 522)
Registered Designs Rules (Cap. 522A)

Important notes

1. General notes:

- a. Please complete this form in English unless otherwise stated.
- b. By submitting this form, you will be treated as having given consent to the Designs Registry and its service provider to copy or communicate all the information provided to any third party (in or outside Hong Kong) who assists or supports the Designs Registry in performing its functions under the Designs Ordinance, Cap. 522 and its subsidiary legislation.
- c. This form must be signed and dated.
- d. If there is not enough space for any part on this form, please continue on an additional sheet. Number each additional sheet and state the number of additional sheet(s).
- e. If you apply for a copy of an entry in the register of designs or an extract from the register of designs, or a copy of a document kept by the Designs Registry, you need not pay the prescribed fee at the time of filing of the form, you will be notified of the exact amount to be paid in due course. However, application for a certified copy of an entry in the register of designs or a certified extract from the register of designs, or a certified copy of a document kept by the Designs Registry, or request for a certificate signed by the Registrar of Designs needs to be accompanied by the prescribed fee.
- f. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk
- g. The Registered Designs Ordinance, Cap. 522 and Registered Designs Rules, Cap 522A can be viewed at www.ipd.gov.hk.

2. Purpose of provision of personal data by the Designs Registry pursuant to your application or request herein:

- a. Please note that by signing this form, you acknowledge that any personal data provided to you by the Designs Registry pursuant to your application or request **is solely for the purpose(s) stated under paragraph 1.3(c) of the Personal Information Collection Statement of the Intellectual Property Department.**
- b. **Use of such personal data for any other purpose may be in contravention of the requirements under the Personal Data (Privacy) Ordinance, Cap. 486 which may render yourself subject to legal action and liability.**
- c. Please refer to the **Personal Information Collection Statement** at https://www.ipd.gov.hk/eng/personal_information.htm for further explanations.

3. Use of personal data:

Personal data collected by the Registrar of Designs ("the Registrar") in the forms filed with the Registrar will be used for the purposes set out in the Personal Information Collection Statement at https://www.ipd.gov.hk/eng/personal_information.htm.

4. Use of other information:

- a. The Designs Registry will use any information relating to any commercial enterprise or entity provided in this form and any document(s) filed in relation to it for processing your application, request or notice, and for the purposes of collection set out in the Personal Information Collection Statement at https://www.ipd.gov.hk/eng/personal_information.htm. **They may be made available for public inspection, in full or in part, pursuant to section 70 of the Registered Designs Ordinance, Cap. 522 and section 55 of the Registered Designs Rules, Cap 522A. Such information may be accessed through the Internet.**

- b. **DO NOT include any business information of your own or that of third parties which you consider to be confidential or commercially sensitive.** Where such information is included in this form or any document(s) filed in relation to it, the Registrar will treat it an express and voluntary consent given by you and any such third party to disclosure of all such information for the purpose of public inspection.
- 5. Submission of application/request/notice:**
- a. In person or by mail with the appropriate fee (where applicable) to the Registrar of Designs, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong. The fee schedule can be viewed at http://www.ipd.gov.hk/eng/forms_fees.htm. Payment can be made in person by cash, or by sending a cheque/bank draft (in Hong Kong dollars which can be cleared in Hong Kong) made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.
- b. This form can also be submitted electronically. For details, please visit [IPD's e-Filing System](#).

*Denotes mandatory fields

01. Reference

Filer's reference

02. *Type of application / request

Please mark the box(es).

- Application for certified copies or extracts
- Application for copies or extracts
- Request for information
- Request for inspection of document or register
- Request for certificate signed by the Registrar of Designs
(section 65(2), Registered Designs Ordinance)

03. *Details of application / request

Application no.	Registration no.	Details of the document/information requested (e.g. Forms or Extract from the register)	Number of copies

04. *Details of contact person

Please provide the details of the contact person in Hong Kong for collection of the documents.

***(a) Name**

If your name is not in Roman letters or in Chinese, please provide a transliteration in Roman letters.

***(b) Address**You must provide an address for service in Hong Kong. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building

Street/District

HONG KONG**(c) Telephone no.**

In Hong Kong

(d) Fax no.

In Hong Kong

05. *Signature

I/We confirm that I/we have read, understood and agreed to abide by the “Important notes” of this form.

***(a) Authorized signature**

***(b) Name of signatory**

***(c) Official capacity of signatory**
 Examples: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Agent; Applicant in person

***(d) Date**

DD-MM-YYYY

06. Attachment(s)

Total number of attachment(s)

FOR OFFICIAL USE ONLY	
Total no. of copies/pages	
Total amount of fee payable (HK\$)	
Prepared by	
Copies ready on	
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Collected on	
Remarks	