



知識產權署

Intellectual Property Department

For official use

## Designs Form D12

### Request for alteration of name, address, address for service or agent's details

### Request for correction of address, address for service or agent's details

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. Please enquire through the following means:
  - E-mail: [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: [www.ipd.gov.hk](http://www.ipd.gov.hk)
- f. The Registered Designs Ordinance, Cap. 522 and Registered Designs Rules, Cap. 522A can be viewed at [www.ipd.gov.hk](http://www.ipd.gov.hk).

#### 2. 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](https://www.ipd.gov.hk/eng/personal_information.htm).

#### 3. 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](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.

#### 4. Submission of application/request/notice:

- a. In person or by mail to the Registrar of Designs, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong.
- 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. \*Application/Registration no(s).**

You may use this form for more than one application or registration if the alteration or correction is the same.

Application/Registration no(s).


**03. \* Person making this request ("requester")**

**\*(a) Type of requester**

Please mark the appropriate box.

- Applicant/Owner**
- Licensee**
- Mortgagee**
- Person having an interest in the application(s) / registration(s) (please specify)**

**\*(b) Name of requester currently in the application or on the register**

**Name in English**

**Name in Chinese**

(if applicable)

**04. \*Type of request**

**This is a request for:**

Please mark the appropriate box(es).

- alteration of name**  
(please complete Parts 05(a) and 06)
- 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****(a) Alteration of the name given in Part 03(b)**

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.

**New name in English**

If the name is not in Roman letters or in Chinese characters, please include a transliteration in Roman letters.

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**New name in Chinese**

(if applicable)

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**(b) Alteration or correction of address****New or corrected address**

Flat/Floor/Building
Street/District/City
Country/Territory/Area

**06. \*Address for service**

The address for service provided in this part shall be treated as being in substitution for any current address for service of the requester of all application(s) or registration(s) listed in Part 02.

All correspondence and/or document(s) will be sent to the address below.

**\*(a) Name**

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**\*(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
<b>HONG KONG</b>

**(c) Telephone no.**

In Hong Kong

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**(d) Fax no.**

In Hong Kong

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**07. Agent's details**

Go to Part 08 if you are NOT an agent.

The agent's details provided in this part shall be treated as being in substitution for any current agent's details of the requester of all application(s) or registration(s) listed in Part 02.

**(a) Name**

**(b) Address**

You must provide an address in Hong Kong where you reside or carry on your business activities. Please note that a P.O. Box or "care of" address is not acceptable.

Flat/Floor/Building
Street/District
<b>HONG KONG</b>

**08. \*Signature**

I/We confirm that I/we have read and understood 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)/Owners)/Agent;  
Applicant(s)/Owner(s) in person

**\*(d) Date**

DD-MM-YYYY

**09. Attachment(s)**

Total number of attachment(s)