



知識產權署

Intellectual Property Department

For official use

## Patents Form P10

### Request for renewal of a patent

Patents Ordinance (Cap. 514)

Patents (General) Rules (Cap. 514C)

#### 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 Patents 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 Patents Registry in performing its functions under the Patents Ordinance, Cap. 514 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 provide a name and contact address in Hong Kong for correspondence.
- f. 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)
- g. The Patents Ordinance, Cap. 514 and Patents (General) Rules, Cap. 514C 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 Patents ("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 Patents 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 147 of the Patents Ordinance, Cap. 514. 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 as 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 with the appropriate fee to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong. The fee schedule can be viewed at [www.ipd.gov.hk/eng/forms\\_fees.htm](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. \*Details of patent****\*(a) Type of patent**Please mark one box only

Standard patent

Short-term patent

**\*(b) Patent no.**

This form is for renewal of one patent.

**03. \*Full name of the proprietor(s)****(a) Name in English**

**(b) Name in Chinese**

(if applicable)

**04. \*Payment of renewal fee (and additional fee for late payment)**

You should pay the renewal fee before the expiry date (but not earlier than three months before the expiry date). You can still renew within six months after the expiry date but you have to pay the prescribed additional fee.

**\*(a) Due date of renewal fee**

DD-MM-YYYY

**(b) Which year are you paying for the renewal? (For standard patent only)**Please indicate the period out of the 20-year term e.g. 10<sup>th</sup> year.

th year

**(c) Are you paying late?**Please mark one box only and provide the no. of months late if applicable

Yes

No

months late

**(d) Are you paying an additional fee?**Please mark one box only.

Yes

No

**05. Overdue payment notice**

Overdue payment notice will be sent to the address for service recorded on the register. If you wish the notice to be sent to an address in Hong Kong other than the address for service, please complete this part. (Sections 32(3) and (4), Patents (General) Rules)

<b>(a) Name</b>	
<b>(b) Address</b>	Flat/Floor/Building
	Street/District
	<b>HONG KONG</b>

**06. \*Contact details of person filing this request**

<b>*(a) Name</b>	
<b>*(b) Address</b> You must provide an address in <u>Hong Kong</u> . Please note that a P.O. Box or "care of" address is not acceptable.	Flat/Floor/Building
	Street/District
	<b>HONG KONG</b>
<b>(c) Telephone no.</b> In Hong Kong	
<b>(d) Fax no.</b> In Hong Kong	

**07. \*Signature**

I/We confirm that I/we have read and understood the "Important notes" of this form.

<b>*(a) Authorized signature</b>	
<b>*(b) Name of signatory</b>	
<b>*(c) Official capacity of signatory</b> Examples: Authorized person, Director, Partner or Principal Officer of Proprietor(s)/Agent, Proprietor in person	

**\*(d) Date**

DD-MM-YYYY
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**08. Attachment(s)**

**Total number of attachment(s)**

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