



知識產權署

Intellectual Property Department

For official use

Patents Form SP2

Request for a copy of document

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. You need not pay the prescribed fee at the time of filing of this form. You will be notified of the exact payable amount in due course. The Patents Registry will not process your request further unless full payment of the prescribed fees is duly made.
- f. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk
- g. The Patents Ordinance, Cap. 514 and Patents (General) Rules, Cap. 514C can be viewed at www.ipd.gov.hk.

2. Purpose of provision of personal data by the Patents 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 Patents 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 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.

4. 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. **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 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:

In person or by mail to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong.

03. *Details of contact person(s)

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

***(a) Name**

***(b) Address**
 You must provide an address 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

04. *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)/Proprietor(s)/Agent; Applicant/Proprietor in person

***(d) Date**

DD-MM-YYYY

05. Attachment(s)

Total number of attachment(s)

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Total no. of copies/pages	
Total amount of fee payable (HK\$)	
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