



知識產權署
Intellectual Property Department

For official use

Patents Form SP3

Request for extension of time Paying penalty fee for late filing of translation

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 enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk
- f. The Patents Ordinance, Cap. 514 and Patents (General) Rules, Cap. 514C can be viewed at 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.

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. **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.

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. 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.
- a. 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 no./Patent no.****Application no./Patent no.**

This form is for one patent application or patent.

03. *Details of the person(s) making this request***(a) Name in English**

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

***(b) Name in Chinese**

(if applicable)

***(c) Address**

Flat/Floor/Building

Street/District

Country/Territory/Area

04. *Details of request***(a) Type of request**Please mark one box only.☐**Extension of time****(section 100AA or 100AAB, Patents (General) Rules)**☐**Late filing of translation****(section 104, Patents Ordinance, section 56(9) or 100AAD, Patents (General) Rules)*****(b) State the action you need to take and the reason for the delay*****(c) Length of extension required**Please mark one box only.☐**One month**☐**Two months**☐**Up to a specific date**

DD-MM-YYYY

05. *Address for service

The address for service provided in this part shall be treated as being in substitution for any address for service previously filed.

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

HONG KONG

(c) Telephone no.

In Hong Kong

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(d) Fax no.

In Hong Kong

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06. Agent's details

Go to Part 07 if you are NOT an agent.

If you have been duly authorized to act as an agent, please complete this part. The details provided in this part shall be treated as being in substitution for any agent's details previously filed.

(a) Name

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(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

HONG KONG

07. *Declaration

Please mark the box to make declaration if applicable.

- ☐ I/We declare that I/we have given notice of this request to every other person who is a party to these proceedings (this declaration is to be made in inter partes proceedings).

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)
/Agent; Applicant in person

***(d) Date**

DD-MM-YYYY

09. Attachment(s)

Total number of attachment(s)