



知識產權署
Intellectual Property Department

For official use

Application or notice to register a licence

Trade Mark Form T11

Request to amend or remove registered particulars of a licence

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

Important notes

1. General notes:

- a. Please complete this form in English unless otherwise stated.
- b. This form must be signed and dated.
- c. 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).
- d. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk

2. Use of personal data:

Personal data collected by the Registrar of Trade Marks ("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 Trade Marks 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 Rules 68 and 69 of the Trade Marks Rules, Cap. 559A. 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 Trade Marks, 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.
- b. This form can also be submitted electronically. For details, please visit [IPD's e-Filing System](#).

Documentary evidence are **NOT** required if:

- request for registration of a licence is signed by or on behalf of the grantor of the licence;
- request for removal of a licence is signed by or on behalf of the grantee of the licence;
- request for amendment of a licence is signed by or on behalf of both the grantor and grantee of the licence.

*Denotes mandatory fields

01. *Details of trade mark(s) affected by the licence

*(a) Trade Mark No(s).

This form can be used for a licence between the same parties relating to one or more than one trade mark application or registration. However, you need to file a separate form for each licence.

*(b) Name of grantor of licence/sub-licence

Grantor of the licence refers to the applicant for registration(s) or the owner of registered mark(s).
Grantor of the sub-licence refers to the licensee.

02. *Type of licence

Please mark **one** box only

☐ Licence

☐ Sub-licence

03. *Details of licensee/sub-licensee

*(a) Name

If the name of the licensee/sub-licensee is not in Roman letters or in Chinese, please provide a transliteration in Roman letters.

*(b) Address

Flat/Floor/Building

Street/District/City

Country/Territory/Area

04. *This application/notice/request relates to

Please mark **one** box only

(a) ☐ **Registration of particulars of a licence/sub-licence** Go to [Part 05](#)

(b) ☐ **Removal of registered particulars of a licence/sub-licence** Go to [Part 06](#)

(c) ☐ **Amendment of registered particulars of a licence/sub-licence**

You must provide details of amendment in the box below and go to [Part 06](#).

05. Particulars of licence/sub-licence

(a) Date licence/sub-licence starts

DD-MM-YYYY

(b) Date licence/sub-licence ends

where licence is for fixed period

DD-MM-YYYY

(c) Is the licence exclusive?

Please mark **one** box only

☐ Yes☐ No

(d) Goods and/or services covered by the licence/sub-licence

Please mark **one** box only

☐ All goods and/or services of the trade mark(s)

☐ Some goods and/or services of the trade mark(s)

You must specify the classes and goods and/or services covered by the licence/sub-licence. If the space provided is not enough, please use additional sheet(s).

Class no. <div></div>	Goods and/or services covered by the licence
Class no. <div></div>	Goods and/or services covered by the licence

(e) Other limitations to which the licence is subject

If applicable

If the space provided is not enough, please use additional sheet(s).

06. *Address for service of licensee/sub-licensee

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**

***(b) Address**

You must provide details of 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

(e) Reference no.

07. Agent's details for licensee/sub-licensee

Go to Part 08 or 09 if there is no agent for the licensee/sub-licensee.

If there is an agent for the licensee/sub-licensee, please complete this part. The details provided in this part shall be treated as being in substitution for any agent's details previously filed relating to the licensee/sub-licensee.

(a) Name

(b) Address

You must provide details of 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

(c) Telephone no.

In Hong Kong

(d) Fax no.

In Hong Kong

(e) Reference no.

08. Signature of or on behalf of grantor of the licence/sub-licence

(a) Signed by

Please mark one box only

☐

Grantor of the licence/sub-licence

☐

Agent for grantor of the licence/sub-licence

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

(b) Authorized signature

(c) Name of signatory

(d) Official capacity of signatory

Example:
Director of the grantor of the
licence/sub-licence

(e) Date

DD-MM-YYYY

09. Signature of or on behalf of licensee/sub-licensee

(a) Signed by

Please mark one box only

☐

Licensee/sub-licensee

☐

Agent for licensee/sub-licensee

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

(b) Authorized signature

(c) Name of signatory

(d) Official capacity of signatory

Example:
Director of the licensee/sub-licensee

(e) Date

DD-MM-YYYY

10. Particulars of the filer

The address provided in this part is for receiving correspondence in relation to this form.

If this part is left empty, the correspondence will be sent to the address for service of licensee/sub-licensee.

(a) Name

(b) Address

You must provide details of 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

(e) Reference no.

(f) Agent's Details

If you have been duly authorized to act as an agent to file this form, please complete the following:

(i) Name

(ii) Address

You must provide details of 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

11. Attachment(s)

Total number of attachment(s)