



知識產權署
Intellectual Property Department

For official use

Request for extension of time

Trade Mark Form T13

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

Important notes

1. General notes:

- a. This form is used for extending time limits during the application for registration process as well as in opposition or proceedings to revoke, invalidate, vary or rectify registration (rules 13(3), 13(6), 16(4), 17(3), 94, 121(2) and 121(3) of the Trade Marks Rules), Cap. 559A. The Trade Marks Rules, Cap. 559A, can be viewed at www.ipd.gov.hk.
- b. Please note that some time limits are non-extendible (see rule 95 of the Trade Marks Rules, Cap. 559A).
- c. Please complete this form in English unless otherwise stated.
- d. This form must be signed and dated.
- e. 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).
- f. 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](#).

* Denotes mandatory fields

01. * Details of the application for extension of time

***(a) Trade Mark No.**

The request relates to one trade mark application or registration only.

***(b) Name of party filing this request**

Examples: Name of applicant for registration; or owner of registered mark; or intervenor; or intended opponent/opponent; or applicant for revocation/ invalidation/variation/rectification

***(c) Please indicate whether this request relates to an application, opposition or other proceedings** (Please mark one box only)

- ☐ application for registration – rule 13(3) of the Trade Marks Rules Go to [Part 02](#)
- ☐ application for registration – rule 13(6) of the Trade Marks Rules Go to [Part 01\(d\)](#)
- ☐ opposition and other proceedings Go to [Part 01\(e\)](#)

(d) For extension of time sought under rule 13(6) only

(i) Period of extension of time requested: **Months**

(ii) Reason(s) for extension of time requested

Please mark the appropriate box(es)

- ☐ obtaining the consent of the owner of a relevant earlier trade mark
- ☐ obtaining an assignment of a relevant earlier trade mark
- ☐ disposing of invalidation proceedings which have been issued against an earlier trade mark
- ☐ disposing of revocation proceedings which have been issued against an earlier trade mark
- ☐ preparation of evidence of use
- ☐ others, please state the reasons below:

(e) For opposition and other proceedings only

- (i) Date until which extension of time is requested**

DD-MM-YYYY

- (ii) Reason for extension of time requested**

The application must be supported by full reason for the request. Simply stating that the applicant needs more time is tautologous.

- (iii) This extension request relates to:**

- ☐ Filing evidence / document / information under rule
of the Trade Marks Rules in the opposition proceedings relating to the Trade Mark No. named in Part 01(a)

- ☐ Filing evidence / document / information under rule
of the Trade Marks Rules in the
proceedings relating to the Trade Mark No. named in Part 01(a)

- (iv) Please mark the box below if you have given notice to every party to these proceedings by way of sending a copy of this request**

See rule 94(2) of the Trade Marks Rules which can be viewed at www.ipd.gov.hk

- ☐ Copy of this request has been sent to every party to these proceedings

02. *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**

***(b) Address**

You must provide details of 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

(d) Fax no.

In Hong Kong

(e) Reference no.

03. Agent's details

Go to Part 04 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

(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

HONG KONG

(c) Telephone no.

In Hong Kong

(d) Fax no.

In Hong Kong

(e) Reference no.

04. *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) or
Owner(s)/Agent.

***(d) Date**

DD-MM-YYYY

05. Attachment(s)

Total number of attachment(s)