



香港特別行政區政府知識產權署  
The Government of the Hong Kong Special Administrative Region  
Intellectual Property Department

For official use

## Designs Form D12

### Request for alteration of name, address, address for service or agent's details

### Request for correction of address, address for service or agent's details

Registered Designs Rules (Cap. 522A)

#### 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 Designs Registry and its service provider to copy or communicate all the information provided to any third party (in or outside Hong Kong, China) who assists or supports the Designs Registry in performing its functions under the Registered Designs Ordinance, Cap. 522 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](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: [www.ipd.gov.hk](http://www.ipd.gov.hk)

##### 2. Use of personal data:

- a. Personal data provided in this form and any supporting document will be used by the Registrar of Designs ("the Registrar") for the "Purposes of Collection" set out in the Personal Information Collection Statement ("the PICS") at <https://www.ipd.gov.hk/en/privacy-policy-statement/personal-information-collection-statement/index.html>.
- b. In particular, **YOU SHOULD BE AWARE THAT** personal data collected by the Registrar may, in full or part, be—
  - (i) **made available online for public access and inspection;** and
  - (ii) **published or disclosed to the "Classes of Transferees" in or outside Hong Kong, China as set out in the PICS**, including but not limited to the World Intellectual Property Organization and other intellectual property authorities/institutions/organizations **which may subsequently make the relevant data available online for public access and inspection.**
- c. **DO NOT include in this form and any supporting document any irrelevant or unnecessary personal data (whether yours or others).**

##### 3. Use of other information:

- a. Other information, including those information relating to any business enterprise or entity, provided in this form and any supporting document will also be so used by the Registrar for the purposes as referred to in paragraph 2.a. above.
- b. Such information collected by the Registrar may, in full or part, also be so made available online, published or disclosed as set out in paragraph 2.b.(i) and (ii) above.
- c. **DO NOT include in this form and any supporting document any information (whether yours or others) which is considered as confidential or commercially sensitive.**

##### 4. Submission of application/request/notice:

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

\*Denotes mandatory fields

## 01. Reference

Filer's reference

## 02. \*Application/Registration no(s).

You may use this form for more than one application or registration if the alteration or correction is the same.

Application/Registration no(s).





## 03. \* Person making this request ("requester")

\*(a) Type of requester

Please mark the appropriate box.

**Applicant/Owner**

**Licensee**

**Mortgagee**

**Person having an interest in the application(s) / registration(s) (please specify)**

\*(b) Name of requester currently in the application or on the register

**Name in English**

**Name in Chinese**

(if applicable)

## 04. \*Type of request

**This is a request for:**

Please mark the appropriate box(es).

**alteration of name**

(please complete Parts 05(a) and 06)

**alteration of address**

(please complete Parts 05(b) and 06)

**correction of address**

(please complete Parts 05(b) and 06)

**alteration of address for service and/or agent's details**

(please complete Part 06 and/or 07)

**correction of address for service and/or agent's details**

(please complete Part 06 and/or 07)

**05. Details of alteration/correction of name and address****(a) Alteration of the name given in Part 03(b)**

By signing this form, it is confirmed that the requester in Part 03 remains the same legal entity before and after the alteration of name. For change of ownership, please use Form D5 instead.

**New name in English**

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

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**New name in Chinese**

(if applicable)

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**(b) Alteration or correction of address****New or corrected address**

Flat/Floor/Building
Street/District/City
Country/Territory

**06. \*Address for service**

The address for service provided in this part shall be treated as being in substitution for any current address for service of the requester of all application(s) or registration(s) listed in Part 02.

All correspondence and/or document(s) will be sent to the address below.

**\*(a) Name**

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**\*(b) Address**

You must provide details of an address for service in Hong Kong, China. Please note that a P.O. Box, a "care of" address or an address used solely for mail forwarding is not acceptable.

Flat/Floor/Building
Street/District
<b>HONG KONG, CHINA</b>

**(c) Telephone no.**

In Hong Kong, China

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**(d) Fax no.**

In Hong Kong, China

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**07. Agent's details**

Go to Part 08 if you are NOT an agent.

The agent's details provided in this part shall be treated as being in substitution for any current agent's details of the requester of all application(s) or registration(s) listed in Part 02.

**(a) Name**

**(b) Address**

As an agent, you must provide the address of the premises in Hong Kong, China where you reside or carry on your business activities. Please note that a P.O. Box, a "care of" address or an address used solely for mail forwarding is not acceptable.

Flat/Floor/Building

Street/District

**HONG KONG, CHINA**

**08. \*Declaration/Signature**

**Warning: It is an offence in law to furnish any false statement/information or make a false declaration in this form.**

*(If you are signing this form in the capacity of an agent) I/We declare that:*

**I/We have been duly authorized to act as an agent as stated in Part 07.**

**I/We reside or carry on business activities on the premises at the address in Hong Kong, China as specified in Part 07.**

**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)/Owners)/Agent;  
Applicant(s)/Owner(s) in person

**\*(d) Date**

DD-MM-YYYY

**09. Attachment(s)**

**Total number of attachment(s)**