



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

Patents Form P10

Request for renewal of a patent

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, China) 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 provide a name and contact address in Hong Kong, China for correspondence.
- 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:

- a. Personal data provided in this form and any supporting document will be used by the Registrar of Patents ("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 with the appropriate fee to the Registrar of Patents, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong, China. The fee schedule can be viewed at <https://www.ipd.gov.hk/en/patents/forms-and-fees/index.html>. 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, China) made payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION.

*Denotes mandatory fields

01. Reference

Filer's reference

02. *Details of patent***(a) Type of patent**Please mark one box only
☐

Standard patent

☐

Short-term patent

***(b) Patent no.**

This form is for renewal of one patent.

03. *Full name of the proprietor(s)**(a) Name in English**

(b) Name in Chinese

(if applicable)

(c) Proprietor typePlease mark one box only.
☐
Individual Go to [Part 04](#)
☐
Incorporated Go to [Part 03\(d\)](#) (and [Part 03\(e\)](#) if applicable)
☐
Unincorporated Go to [Part 04](#)**(d) Place of incorporation**

(e) State of incorporation

04. *Payment of renewal fee (and additional fee for late payment)

You should pay the renewal fee before the expiry date (but not earlier than three months before the expiry date). You can still renew within six months after the expiry date but you have to pay the prescribed additional fee.

***(a) Due date of renewal fee**

DD-MM-YYYY

(b) Which year are you paying for the renewal? (For standard patent only)Please indicate the period out of the 20-year term e.g. 10th year.

th year

(c) Are you paying late?Please mark one box only and provide the no. of months late if applicable
☐

Yes

☐

No

months late

(d) Are you paying an additional fee?Please mark one box only.
☐

Yes

☐

No

05. Overdue payment notice

Overdue payment notice will be sent to the address for service recorded on the register. If you wish the notice to be sent to an address in Hong Kong, China other than the address for service, please complete this part. (Sections 32(3) and (4), Patents (General) Rules)

(a) Name

(b) Address

Flat/Floor/Building

Street/District

HONG KONG, CHINA**06. *Contact details of person filing this request*****(a) Name**

***(b) Address**

You must provide details of an address 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

HONG KONG, CHINA**(c) Telephone no.**

In Hong Kong, China

(d) Fax no.

In Hong Kong, China

07. *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 for the purpose of this request.

I/We reside or carry on business activities on the premises at the address in Hong Kong, China as specified in Part 06.

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
Proprietor(s)/Agent, Proprietor in
person

***(d) Date**

DD-MM-YYYY

08. Attachment(s)

Total number of attachment(s)