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Patents Form P11

Request for certified copies or extracts Request for information Request for certificate signed by the Registrar of Patents

Patents Ordinance (Cap. 514)
Patents (General) Rules (Cap. 514C)

Important notes

1. General notes:

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- e. If you request a certified copy of or a certified extract from a document, specification of a patent or published standard patent application, you need not pay the prescribed fee at the time of filing of the form. You will be notified of the exact amount to be paid in due course. However, request for certified copy of an entry in the register or the certified extract from the register needs to be accompanied by the prescribed fee.
- f. Attention is drawn to section 51(13), Patents Ordinance, Cap. 514, "certified copy" and "certified extract" mean a copy and extract certified by the Registrar of Patents and sealed with the seal of the Registrar of Patent.
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- 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.**

5. Submission of application/request/notice:

In person or by mail with the appropriate fee (where applicable) 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	
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02. *Documents / information requested

(a) ☐ Certified copy of an entry in the register

Application No. / Patent No.	No. of certified copies	For official use No. of pages

(b) ☐ Certified copy of an extract from the register

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	Specify the extract(s) requested	
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(c) ☐ **Certified copy of any document or extract under section 51(11), Patents Ordinance**

Application No. / Patent No.	No. of certified copies	For official use No. of pages

Details of this request

- ☐ **Copy of the application as filed (e.g. for claiming priority in an application outside Hong Kong, China)**
Please specify the Patents Form requested:

- ☐ **Others (please specify)**

(d) ☐ **Request for certificate signed by the Registrar of Patents (section 51(10), Patents Ordinance)**

Application No. / Patent No.	No. of certificates
	Specify the details of this request
	Specify the details of this request

(e) **Request for information**

Application No. / Patent No.	Specify the details of this request

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Please provide the details of the contact person in Hong Kong, China for collection of the documents.

***(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.

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Street/District

HONG KONG, CHINA

(c) Telephone no.

In Hong Kong, China

(d) Fax no.

In Hong Kong, China

04. *Signature

I/We confirm that I/we have read, understood and agreed to abide by 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)/Proprietor(s)/Agent;
Applicant/Proprietor in person

***(d) Date**

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