



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 SP2

Request for a copy of document

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. You need not pay the prescribed fee at the time of filing of this form. You will be notified of the exact payable amount in due course. The Patents Registry will not process your request further unless full payment of the prescribed fees is duly made.
- f. Please enquire through the following means:
 - E-mail: enquiry@ipd.gov.hk
 - Internet homepage address: www.ipd.gov.hk

2. Purpose of provision of personal data by the Patents Registry pursuant to your application or request herein:

- a. Please note that by signing this form, you acknowledge that any personal data provided to you by the Patents Registry pursuant to your application or request is **solely for the purpose(s) stated under paragraph 1.3(c) of the Personal Information Collection Statement of the Intellectual Property Department.**
- b. **Use of such personal data for any other purpose may be in contravention of the requirements under the Personal Data (Privacy) Ordinance, Cap. 486 which may render yourself subject to legal action and liability.**
- c. Please refer to the **Personal Information Collection Statement** at <https://www.ipd.gov.hk/en/privacy-policy-statement/personal-information-collection-statement/index.html> for further explanations.

3. 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).**

4. 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 3.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 3.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.**

5. Submission of application/request/notice:

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

03. *Details of contact person(s)

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.

	Flat/Floor/Building
	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**

05. Attachment(s)

Total number of attachment(s)

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