



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

Application or notice to register a licence

Trade Mark Form T11

Request to amend or remove registered particulars of a licence

Trade Marks Ordinance (Cap. 559)
Trade Marks Rules (Cap. 559A)

Important notes

1. General notes:

- a. Please complete this form in English unless otherwise stated.
- b. This form must be signed and dated.
- c. 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).
- d. 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 Trade Marks ("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 Trade Marks, 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/trade-marks/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.

Documentary evidence are **NOT** required if:

- request for registration of a licence is signed by or on behalf of the grantor of the licence;
- request for removal of a licence is signed by or on behalf of the grantee of the licence;
- request for amendment of a licence is signed by or on behalf of both the grantor and grantee of the licence.

*Denotes mandatory fields

01. *Details of trade mark(s) affected by the licence

*(a) Trade Mark No(s).

This form can be used for a licence between the same parties relating to one or more than one trade mark application or registration. However, you need to file a separate form for each licence.

*(b) Name of grantor of licence/sub-licence

Grantor of the licence refers to the applicant for registration(s) or the owner of registered mark(s).
Grantor of the sub-licence refers to the licensee.

02. *Type of licence

Please mark **one** box only

☐ Licence

☐ Sub-licence

03. *Details of licensee/sub-licensee

*(a) Name

If the name of the licensee/sub-licensee is not in Roman letters or in Chinese, please provide a transliteration in Roman letters.

*(b) Address

Flat/Floor/Building

Street/District/City

Country/Territory

(c) Licensee/sub-licensee type

Please 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. *This application/notice/request relates toPlease mark **one** box only

- (a) ☐ **Registration of particulars of a licence/sub-licence** Go to [Part 05](#)
- (b) ☐ **Removal of registered particulars of a licence/sub-licence** Go to [Part 06](#)
- (c) ☐ **Amendment of registered particulars of a licence/sub-licence**
You must provide details of amendment in the box below and go to [Part 06](#).

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05. Particulars of licence/sub-licence

- (a)
- Date licence/sub-licence starts**

DD-MM-YYYY

- (b) **Date licence/sub-licence ends**
where licence is for fixed period

DD-MM-YYYY

- (c)
- Is the licence exclusive?**

Please mark **one** box only

- ☐ Yes
- ☐ No

- (d)
- Goods and/or services covered by the licence/sub-licence**

Please mark **one** box only

- ☐ **All goods and/or services of the trade mark(s)**
- ☐ **Some goods and/or services of the trade mark(s)**

You must specify the classes and goods and/or services covered by the licence/sub-licence. If the space provided is not enough, please use additional sheet(s).

Class no.	Goods or services covered by the licence
<div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px;"></div>	
Class no.	Goods or services covered by the licence
<div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px;"></div>	

- (e)
- Other limitations to which the licence is subject**

If applicable

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If the space provided is not enough, please use additional sheet(s).

06. *Address for service of licensee/sub-licensee

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**

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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

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

In Hong Kong, China

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(d) Fax no.

In Hong Kong, China

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(e) Reference no.

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07. Agent's details for licensee/sub-licensee

Go to Part 08 or 09 if you are not an agent for the licensee/sub-licensee.

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

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(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

(c) Telephone no.

In Hong Kong, China

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(d) Fax no.

In Hong Kong, China

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(e) Reference no.

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

08. Signature of or on behalf of grantor of the licence/sub-licence

(a) Signed by

Please mark **one** box only

☐ Grantor of the licence/sub-licence

☐ Agent for grantor of the licence/sub-licence Please complete Part 10.

(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; and

I/We reside or carry on business activities on the premises at the address in Hong Kong, China as specified in Part(s) 07 and/or 10.

I/We confirm that I/we have read and understood the “Important notes” of this form.

(b) Authorized signature

(c) Name of signatory

(d) Official capacity of signatory

Examples:
Director of the grantor of the
licence/sub-licence

(e) Date

DD-MM-YYYY

09. Signature of or on behalf of licensee/sub-licensee

(a) Signed by

Please mark **one** box only

☐ Licensee/sub-licensee

☐ Agent for licensee/sub-licensee

(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; and

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.

(b) Authorized signature

(c) Name of signatory

(d) Official capacity of signatory

Examples:
Director of the licensee/sub-licensee

(e) Date

DD-MM-YYYY

10. Particulars of the filer

The address provided in this part is for receiving correspondence in relation to this form.

If this part is left empty, the correspondence will be sent to the address for service of licensee/sub-licensee.

(a) Name

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(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

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(d) Fax no.

In Hong Kong, China

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(e) Reference no.

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(f) Agent's Details

If you have been duly authorized to act as an agent to file this form, please complete the following:

(i) Name

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(ii) 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

11. Attachment(s)

Total number of attachment(s)

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