



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

## Request for extension of time

### Trade Mark Form T13

Trade Marks Ordinance (Cap. 559)

Trade Marks Rules (Cap. 559A)

#### Important notes

##### 1. General notes:

- a. This form is used for extending time limits during the application for registration process as well as in opposition or proceedings to revoke, invalidate, vary or rectify registration (rules 13(3), 13(6), 16(4), 17(3), 94, 121(2) and 121(3) of the Trade Marks Rules), Cap. 559A. The Trade Marks Rules, Cap. 559A, can be viewed at [www.ipd.gov.hk](http://www.ipd.gov.hk).
- b. Please note that some time limits are non-extendable (see rule 95 of the Trade Marks Rules, Cap. 559A).
- c. Please complete this form in English unless otherwise stated.
- d. This form must be signed and dated.
- e. 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).
- f. 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 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.

\* Denotes mandatory fields

## 01. \* Details of the application for extension of time

**\*(a) Trade Mark No.**

The request relates to one trade mark application or registration only.

**\*(b) Name of party filing this request**

Examples: Name of applicant for registration; or owner of registered mark; or intervenor; or intended opponent/opponent; or applicant for revocation/ invalidation/variation/rectification

**\*(c) Please indicate whether this request relates to an application, opposition or other proceedings** (Please mark one box only)

- ☐ application for registration – rule 13(3) of the Trade Marks Rules Go to [Part 02](#)
- ☐ application for registration – rule 13(6) of the Trade Marks Rules Go to [Part 01\(d\)](#)
- ☐ opposition and other proceedings Go to [Part 01\(e\)](#)

**(d) For extension of time sought under rule 13(6) only**

(i) Period of extension of time requested:  Months

**(ii) Reason(s) for extension of time requested**

Please mark the appropriate box(es)

- ☐ obtaining the consent of the owner of a relevant earlier trade mark
- ☐ obtaining an assignment of a relevant earlier trade mark
- ☐ disposing of invalidation proceedings which have been issued against an earlier trade mark
- ☐ disposing of revocation proceedings which have been issued against an earlier trade mark
- ☐ preparation of evidence of use
- ☐ others, please state the reasons below:

**(e) For opposition and other proceedings only**

- (i) Date until which extension of time is requested**

DD-MM-YYYY

- (ii) Reason for extension of time requested**

The application must be supported by full reason for the request. Simply stating that the applicant needs more time is tautologous.

- (iii) This extension request relates to:**

- ☐ Filing evidence / document / information under rule   
of the Trade Marks Rules in the opposition proceedings relating to the Trade Mark No. named in Part 01(a)

- ☐ Filing evidence / document / information under rule   
of the Trade Marks Rules in the   
proceedings relating to the Trade Mark No. named in Part 01(a)

- (iv) Please mark the box below if you have given notice to every party to these proceedings by way of sending a copy of this request**

See rule 94(2) of the Trade Marks Rules which can be viewed at [www.ipd.gov.hk](http://www.ipd.gov.hk)

- ☐ Copy of this request has been sent to every party to these proceedings

**02. \*Address for service**

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****\*(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

**(d) Fax no.**

In Hong Kong, China

**(e) Reference no.**

**03. Agent's details**

Go to Part 04 if you are not an agent.

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**

(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**

(c) **Telephone no.**

In Hong Kong, China

(d) **Fax no.**

In Hong Kong, China

(e) **Reference no.**

**04. \*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 03.**

**I/We reside or carry on business activities on the premises at the address in Hong Kong, China as specified in Part 03.**

**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) or Owner(s)/Agent.

**\*(d) Date**

DD-MM-YYYY

**05. Attachment(s)**

Total number of attachment(s)