



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

Trade Mark Form T14

Request for copy/certified copy

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

Important notes

1. General notes:

- a. This form is available in Chinese and English. 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. If you request a copy, 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 a certified copy or a certificate under Section 79(2) of the Trade Marks Ordinance, Cap. 559 needs to be accompanied by the prescribed fee.
- e. 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 Trade Marks Registry pursuant to your request herein:

- a. Please note that by signing this form, you acknowledge that any personal data provided to you by the Trade Marks Registry pursuant to your 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 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).**

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 request:

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. * Documents requested**(a) ☐ Copy of an entry in the register**

| Trade Mark No(s). | No. of certified copies | No. of uncertified copies | For official use No. of pages |
|----------------------|----------------------------|------------------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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(b) ☐ Copy of an extract from the register

| Trade Mark No. | No. of certified copies | No. of uncertified copies | For official use No. of pages |
|----------------------|----------------------------|------------------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Specify the extract(s) requested

(c) ☐ Copy of an application for registration

| Trade Mark No(s). | No. of certified copies | No. of uncertified copies | For official use No. of pages |
|----------------------|----------------------------|------------------------------|---|
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(d) ☐ Certificate under section 79(2) of the Trade Marks Ordinance

If you need a certificate under section 79(2) of the Trade Marks Ordinance (which provides that such certificate is prima facie evidence of the matters certified), you have to give details of your request in the space provided.

| Trade Mark No. | No. of certificates |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Specify the details of this request

02. *Details of contact person

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

(e) Reference no.

03. *Signature

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

***(a) Signature**

***(b) Name of signatory**

***(c) Official capacity of signatory**

(d) Date

DD-MM-YYYY

04. Attachment(s)

Total number of attachment(s)