



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 P4

# Request to record a designated patent application for a standard patent (R)

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

### Important notes

#### 1. General notes:

- a. This form is available in Chinese and English. Either Chinese or English can be used as the language of proceedings. Please complete this form in English unless otherwise stated. The language of proceedings will be in English.
- 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) in Part 11(a).
- e. 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)
- f. The Patents Ordinance, Cap 514 and Patents (General) Rules, Cap 514C can be viewed at [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 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).

#### 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 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.

#### 5. Abbreviation:

The abbreviation "CNIPA" in Part 06(f) stands for the "China National Intellectual Property Administration" which was formerly known as the "State Intellectual Property Office, People's Republic of China".

**01. Reference**

Filer's reference

**02. Details of applicant(s)**

If there is more than one applicant, please provide details of **all** applicants.

**(a) Name in English**

If your name is not in Roman letters or in Chinese, please include a transliteration in Roman letters.

**(b) Name in Chinese**

(if applicable)

**(c) Address**

Flat/Floor/Building

Street/District/City

Country/Territory

Flat/Floor/Building
Street/District/City
Country/Territory

**(d) Applicant type**

Please mark **one** box only.

- Individual** Go to [Part 03](#)
- Incorporated** Go to [Part 02\(e\)](#) (and [Part 02\(f\)](#) if applicable)
- Unincorporated** Go to [Part 03](#)

**(e) Place of incorporation**

**(f) State of incorporation**

**03. Statement of entitlement to apply**

Go to [Part 04](#) if the applicant is the person named as the applicant in the designated patent application.

If the applicant is NOT the person named as the applicant in the designated patent application, please mark the following box(es) for providing a **statement** explaining the applicant's entitlement to apply for the grant of a standard patent (R) for the invention and submit the **prescribed documents** supporting the statement. (Section 15(2)(d), Patents Ordinance and section 9, Patents (General) Rules)

**Statement**

Please mark the appropriate box(es).

- By virtue of assignment**
- By virtue of merger**
- Others (please specify)**

**04. Title of invention**

You must state the title of the invention in **both** English and Chinese.

(a) English

(b) Chinese

**05. Details of designated patent application**

(a) Application no.

(b) Filing date

DD-MM-YYYY

(c) Publication no.  
(if any)

Example: 16102178

(d) Publication date  
(if any)

DD-MM-YYYY

**06. Details of international application**

Go to [Part 07](#) if the designated patent application is NOT based on an international application.

If the designated patent application is based on an international application, please provide the following details. (Section 16, Patents Ordinance and section 15, Patents (General) Rules)

(a) International application no.

(b) International filing date

DD-MM-YYYY

(c) International publication no.

(d) International publication date

DD-MM-YYYY

(e) **Date of publication in the designated patent office indicating that the international application has validly entered the national phase**

(if different from the publication date in Part 05(d))

DD-MM-YYYY

or

(f) **Date of issuance of the official notification by the CNIPA stating that the international application has entered the national phase in that office**

DD-MM-YYYY

## 07. Details of earlier application

Go to [Part 08](#) if you do NOT claim the filing date of an earlier application.

If the application is divided or derived from an earlier application in Hong Kong, China, please provide the following details.

(a) **Type**

Please mark one box only.

**Divisional application (section 22, Patents Ordinance)**

**New application filed on court order upon determination of right to patent after grant (section 55, Patents Ordinance)**

(b) **Earlier application no.**

(c) **Earlier application filing date**

DD-MM-YYYY

(d) **Publication date of the request to record of the earlier application**

DD-MM-YYYY

## 08. Statement of details of priority claim (please do not submit the priority document)

Go to [Part 09](#) if you do NOT claim priority.

Where a **claim of priority** under section 11B, Patents Ordinance is made, please provide a statement of the following details. (Section 15(2)(e), Patents Ordinance)

	<b>Country/Territory</b>	<b>Priority application no.</b>	<b>Priority application filing date</b>
1.			DD-MM-YYYY
2.			DD-MM-YYYY
3.			DD-MM-YYYY
4.			DD-MM-YYYY
5.			DD-MM-YYYY

6.			DD-MM-YYYY
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### 09. Statement of inventorship

Go to [Part 10](#) if the designated patent application contains the inventor's name.

If the designated patent application does NOT contain the inventor's name, please provide a statement identifying the person(s) the applicant believes to be the inventor(s).

If the name of the inventor is not in Roman letters or in Chinese, please include a transliteration in Roman letters.

	Name in English	Name in Chinese (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		

### 10. Statement of non-prejudicial disclosure

Go to [Part 11](#) if you do NOT claim non-prejudicial disclosure.

Where a claim of non-prejudicial disclosure is made, please provide a statement indicating the following details relating to the previous disclosure. (Section 15(2)(f), Patents Ordinance and section 10, Patents (General) Rules)

**(a) Name of the exhibition or meeting**

**(b) Place of the exhibition or meeting**

**(c) Opening date of the exhibition or meeting**

**(d) Date of first disclosure**

(if the first disclosure did not take place on the opening date of such exhibition or meeting)

**11. List of documents**

Please enter the no. of sheets of attached document(s), if any, in the following box(es).

<b>(a) Additional sheet(s) attached to this form</b>		<b>sheet(s)</b>
<b>(b) Copy of the designated patent application as published</b>		<b>sheet(s)</b>
<b>(c) In the case of an international application, copy of:</b>		
<b>(i) the international application as published by the International Bureau</b>		<b>sheet(s)</b>
<b>(ii) translation of the international application published by the designated patent office</b>		<b>sheet(s)</b>
<b>(iii) publication of information in the designated patent office concerning the international application</b>		<b>sheet(s)</b>
<b>(d) Translation of abstract</b>		<b>sheet(s)</b>
<b>(e) The prescribed documents supporting the statement of entitlement to apply mentioned in Part 03 and its translation into the language of the proceedings if it is not in one of the official languages</b>		<b>sheet(s)</b>
<b>(f) Others (please specify)</b>		<b>sheet(s)</b>

**12. Address for service**

All correspondence and/or document(s) will be sent to the address below.

<b>(a) Name</b>				
<b>(b) Address</b> You must provide details of an address for service <u>in Hong Kong, China</u> . Please note that a P.O. Box, a "care of" address or an address used solely for mail forwarding is <u>not acceptable</u> .	<table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Flat/Floor/Building</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Street/District</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>HONG KONG, CHINA</b></td> </tr> </table>	Flat/Floor/Building	Street/District	<b>HONG KONG, CHINA</b>
Flat/Floor/Building				
Street/District				
<b>HONG KONG, CHINA</b>				
<b>(c) Telephone no.</b> In Hong Kong, China				
<b>(d) Fax no.</b> In Hong Kong, China				

**13. Agent's details**

Go to Part 14 if you are NOT an agent.

Please complete this part if you have been duly authorized to act as an agent on behalf of the applicant(s) for the purpose of this request.

**(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
<b>HONG KONG, CHINA</b>

**14. 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 13.**

**I/We reside or carry on business activities on the premises at the address in Hong Kong, China as specified in Part 13.**

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

**(a) Authorized signature**

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**(b) Name of signatory**

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**(c) Official capacity of signatory**

Examples: Authorized person, Director, Partner or Principal Officer of Applicant(s)/Agent; Applicant in person

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**(d) Date**

DD-MM-YYYY
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