



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 T12

# Notice of attendance at hearing Request for statement of reasons

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](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 notice of attendance at hearing/request for statement of reasons

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

**\*(b) Name of party filing this notice/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 form relates to**

Please mark **one** box only

☐

**Notice of attendance at hearing** Go to [Part 01\(d\)](#)

Any party who intends to appear at the hearing should file this notice of attendance at hearing within 14 days after the Registrar of Trade Marks has fixed the date, time and place of the hearing. Failure to do so may be treated as not intending to appear at the hearing.

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**Request for statement of reasons** Go to [Part 01\(e\)](#)

Any party may file a request for statement of reasons for the decision made by the Registrar of Trade Marks in the proceedings within one month after the date of the notice of decision. You must serve a copy of the request to each of the other parties to the proceedings when you file the request.

**(d) Attendance at hearing only**

**This notice relates to**

☐

Extension of time hearing; **or**

☐

Other hearing

**And the hearing is for**

☐

application for registration; **or**

☐

opposition; **or**

☐

other proceedings

**Confirmation of attendance at hearing**

I am/We are

☐

the applicant for registration/owner of trade mark or their agent

☐

the opponent or their agent

☐

others Please specify

And I/we shall attend the hearing before the Registrar of Trade Marks at

Time (hours)

On DD-MM-YYYY

**(e) Statement of reasons only**

**Date of Registrar's decision**

DD-MM-YYYY

**The date on which a copy of this request for statement of reasons was served on each of the other parties to the proceedings**

DD-MM-YYYY

**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**

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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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**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**

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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

**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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**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)