

## **Guidance notes for applying for Patent Application Grant**

1. The application form is available both in Chinese and English. The form should be typed.
2. The form is in three parts. Applicants are required to complete Parts I, II and III of the application form. Please provide supporting documents whenever appropriate. Where the information sought is not applicable or not available under a particular section, fill in “NA” or “nil”.
3. Please provide clear and concise information. Additional page(s) may be attached to the form if necessary.
4. Personal particulars of applicants and inventors are requested for processing the application under the Patent Application Grant. If necessary, the information provided will be disclosed to the implementing agent, the Hong Kong Productivity Council (HKPC) in confidence for the purpose of assessment. Applicants have the right to request access to or correction of personal data provided in the application. Such request may be made to the Innovation and Technology Commission (ITC) on 3655 5678.
5. Inventor(s) is/are to attend interview(s) in person to explain the background of the invention, provide detailed and accurate description of the invention and highlight the technology element involved in the invention.
6. To ensure genuineness of supporting documents, applicants are required to present the originals of supporting documents, including the patent search reports, for checking.
7. (For individual applicant) The applicants should have no direct or indirect financial, commercial, personal or other interests in, or have any association or connection with the owners, shareholders or management of the appointed patent agent and the staff responsible for handling the application.
8. (For company applicant) The owners, shareholders or management of the company applicant should have no direct or indirect pecuniary or other personal interests in, or have any association or connection with the owners, shareholders or management of the appointed patent agent and the staff responsible for handling the application.

9. The applicant shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) in Hong Kong. The applicants shall prohibit its directors, employees, agents, suppliers, consultants, contractors and other personnel who are involved in the PAG from offering, soliciting or accepting any advantages (as defined in the PBO) when prosecuting the patent applications under the PAG.
10. If the applicant or any of its directors, employees, agents, suppliers, consultants, contractors and other personnel who are involved in the PAG commits any offence under the PBO when prosecuting the patent applications under the PAG, HKPC and the Government shall be entitled to withhold, suspend and/or terminate the PAG immediately and hold the applicant liable for any and all losses or damages HKPC and the Government may thereby sustain.
11. The applicant shall promptly provide information or clarifications to address the questions raised by the implementation agent or ITC. If the applicant fail to respond or provide relevant information within two months from the date of issue of the second reminder by the implementation agent, it will be considered that the applicant is no longer interested in pursuing the application and the application is deemed to be withdrawn.
12. In the assessment process, if the search report result is unfavourable but the applicant would like to proceed with the application, the applicant has to appoint a patent agent to provide third party advice to confirm the patentability of the invention. To ensure the impartiality of patentability advice, the patent agent providing the patentability advice should have no direct or indirect relationship/association with the patent agent to be appointed to handle the patent application matters after approval of the PAG application.
13. PAG can be used to cover the direct expenses of patent registration. To ensure that sufficient funding is available for the completion of at least one patent registration after the filing of patent application, a portion of the PAG funding (at least \$70,000 in general) will be reserved for the post-filing stage<sup>1</sup>. Applicants are advised to communicate with the patent agent on the planned use of the funding after the approval of the application.

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<sup>1</sup> Post-filing stage refers to all the procedures after the filing stage. The filing stage involves preparation of the patent specification and filing of the patent application(s) to patent office(s). The applicants may seek clarifications from HKPC on the definition in case of doubts.

14. Please send your application to:

Hong Kong Productivity Council,  
78 Tat Chee Avenue,  
HKPC Building,  
Kowloon Tong, Kowloon

OR

Innovation and Technology Commission,  
10/F, Rykadan Capital Tower,  
135 Hoi Bun Road,  
Kwun Tong, Kowloon

15. Two copies of the application are to be submitted (with original signatures). Please also ensure that the required supporting documents are attached.

16. Please contact the Innovation and Technology Commission if you have any difficulty in preparing your application or if you require any further information (Tel. No. : (852) 3655 5678 Fax No. : (852) 2957 8726).

17. ALL INFORMATION PROVIDED WILL BE HELD IN THE STRICTEST CONFIDENCE.

Hong Kong Productivity Council  
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