

Patent Application Grant (PAG) e-Form System

User Guide

Version: 2.1

Publish Date: 6 October 2022

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1. Account Registration

1.1. Create PAG account

- a) Go to <https://apply.pag.hkpc.org> to browse the Patent Application Grant (PAG) e-platform.
- b) Click the “Apply” button at the bottom of main page and then click the “Register” button at the bottom of the Login box.
- c) Select the account type (individual account or company account)
- d) Complete the onscreen fields in the Registered Account form.
- e) Click the “Register” button.
- f) Fill in the required information.
- g) Receive an email for verification.
- h) Click the link in the verification email for completing the Account Registration process. The email link will be valid within 10 days of the account registration request was made.

For details of the “BEE ePass”, please refer to <https://bee.hkpc.org/en/bee-epass>.

Patent Application Grant (PAG)

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[Introduction](#) > [Login](#)


Login

Login

Email

Password

Captcha




[Generate a new captcha](#) [Forgot password](#)

Or

OR

Login to 「BEE ePass 資助通」 Account



Patent Application Grant (PAG)

INTRODUCTION CONTACT US APPLICATION TIPS 繁體中文 LOGIN

[Introduction](#) > Register

Register

1. In order to enrol online, you need to register as a member.
2. Please read our [Privacy Policy Statement](#) before proceeding to register.
3. The password must be over 8 characters. It includes at least one upper case and one lower case character, one digit and one symbol.
4. Please fill in all required fields (*) for PAG account registration.
5. For company account, you can register a BEE ePass account after the PAG number has been assigned. Information submitted under optional fields will be used for BEE ePass registration.

* required field

Register Account

Individual Account

Company Account

PAG Account Profile

Name:*	Email:*
<input type="text"/>	<input type="text"/>
Tel.:	Mobile:
<input type="text"/>	<input type="text"/>
New Password:*	Retype New Password:*
<input type="text"/>	<input type="text"/>

Captcha:



[Generate a new captcha](#)

Submit registration

1.2. Login

- a) Go to <https://apply.pag.hkpc.org> to browse the PAG e-platform.
- b) Click the "Apply" button at the bottom of main page or click "LOGIN" tab at the top menu.
- c) Fill in your registered Email, Password, and the Captcha code.
- d) Click the "Login" button.
- e) Receive an email with a 6 digit verification code.
- f) Fill in the 6 digit verification code.
- g) Click the "Submit" button.

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INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 **LOGIN**

Introduction > Login

Login

The screenshot shows the login interface. A red box highlights the input fields for Email, Password, and Captcha, with an arrow pointing to the instruction "2. Fill in Email, Password, and Captcha". Another red box highlights the "Login" button, with an arrow pointing to "3. Click Login". A third red box highlights the "LOGIN" link in the top navigation bar, with an arrow pointing to "1. Click to login". The page also features a "Register" button, a "Generate a new captcha" link, and a "Forgot password" link. An "OR" separator is present between the login form and the BEE ePass account login section.

Patent Application Grant (PAG)

INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 LOGIN

Introduction > Login > Two-factor Authentication

Two-factor Authentication

The screenshot shows the two-factor authentication form. A red box highlights the "Verification Code" input field, with an arrow pointing to the instruction "4. Input Verification Code". Another red box highlights the "Submit" button, with an arrow pointing to "5. Click Submit". Below the form, a message states: "The verification code was sent to your registered email account."

1.3. Logout


- a) Click “LOG OUT” tab at the top menu.

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INTRODUCTION CONTACT US APPLICATION TIPS 繁體 MY APPLICATIONS **LOG OUT**


1. Click log out

[Update Profile](#)



My Application Records

[View/Enquiry](#)



New Application

[Submit](#)

Incomplete Application Form **Action Required** Enquiry Record

Ref. No.	Applicant	Task	Issue Date	Due Date	
PG/21/003	Boris	[Action required] PG/21/003 - Patent Application Grant	2022-06-24	2022-07-08	Reply

1.4. Forgot password

- a) Go to “Login” page.
- b) Click the “Forgot Password” tab.
- a) Input your registered email.
- b) Click the “Send” button.
- c) Receive an email for re-setting your password.
- d) Click the provided link to reset password.
- e) Complete the onscreen fields in the forgot password form and click the “Save” button.
- f) Go to “Login” page to login to the system with new password.

Patent Application Grant (PAG)

INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 LOGIN

[Introduction](#) > [Login](#)


Login

Login

Email

Password

Captcha




[Generate a new captcha](#)

[Forgot password](#)

Or

OR

Login to 「BEE ePass 資助通」 Account



Click Forgot password

Patent Application Grant (PAG)

INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 LOGIN

[Introduction](#) > [Login](#) > [Forgot password](#)

Forgot password

Enter your email address to request a password reset.

The screenshot shows a form titled "Forgot password". It contains a text input field labeled "Email" and a blue button labeled "Send". Both the input field and the button are highlighted with a red rectangular border.

2. Fill in registered email

3. Click Send

[Introduction](#) > [Login](#) > [Forgot password](#)

Forgot password

Enter your email address to request a password reset.

The screenshot shows a form titled "Forgot password". It contains three text input fields: "New Password", "Retype New Password", and "Captcha". Below the "Captcha" field is a captcha image showing the text "v7myd7" with a green checkmark. Below the captcha image is a link that says "Generate a new captcha". At the bottom of the form is a blue button labeled "Send". The three input fields and the "Send" button are highlighted with a red rectangular border.

4. Fill in New Password, Retype New Password and Captcha code

5. Click Send

1.5. Update profile

- After login, click the "Update Profile" button.
- Update the information in onscreen fields.
- Click the "Save" button.

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INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 MY APPLICATIONS LOG OUT

Ref. No.	Applicant	Task	Issue Date	Due Date	
PG/21/003	Boris	[Action required] PG/21/003 - Patent Application Grant	2022-06-24	2022-07-08	Reply

Patent Application Grant (PAG)

INTRODUCTION CONTACT US APPLICATION TIPS 繁 簡 MY APPLICATIONS LOG OUT

Update Profile

PAG Account Profile

Individual

PAG Account Profile

Name:* Email:*

Tel.: Mobile:

New Password: Retype New Password:

2. Application


2.1. Create new application

- After login, click “MY APPLICATIONS” tab at the top menu.
- Click the “Submit” button in the New Application box.
- An application form will be shown on screen.

Patent Application Grant (PAG)


INTRODUCTION CONTACT US APPLICATION TIPS 繁體 **MY APPLICATIONS** LOG OUT

1. Click My Applications [Update Profile](#)



My Application Records

[View/Enquiry](#)



New Application

[Submit](#)

2. Click Submit

Incomplete Application FormAction RequiredEnquiry Record

Ref. No.	Applicant	Task	Issue Date	Due Date	
PG/21/003	Boris	[Action required] PG/21/003 - Patent Application Grant	2022-06-24	2022-07-08	Reply

[Application Tips](#)

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[My Applications](#) > [New Application](#)

APPLICATION FOR FUNDING SUPPORT [UNDER THE PATENT APPLICATION GRANT](#)

Part 1 : Applicant Information¹

* required field

A. Particulars of Individual Applicant /Applicant Company

(For applicant company, please fill in the company name. For individual applicant, please put down the name printed on the HKID card. Please note that the individual applicant/applicant company has to be the intended owner of the patent to be filed.)

Name in English*

Name in Chinese

Type:

Individual²

(Applicant must be either a Hong Kong permanent resident or a Hong Kong resident permitted to remain in Hong Kong for not less than 7 years) HKID No.³:

(HKID number: The standard format of HKID number is @ 123456(#).(a) @ represents any one or two capital letters of the alphabet.(b) # is the check digit which has 11 possible values from 0 to 9 and A.)

Company

(Applicant must be a local company incorporated under the Companies Ordinance (Cap 622))⁴

3. Application Form



2.2. Application form layout

a) Submission of the application form involves the following steps:

Part 1 - Applicant Information.

1) Fill in application information

2) Click “Save” button to save the information

3) Click “Next” button to Part 2.

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APPLICATION FOR FUNDING SUPPORT UNDER THE PATENT APPLICATION GRANT

Part 1 : Applicant Information¹

* required field

A. Particulars of Individual Applicant /Applicant Company

(For applicant company, please fill in the company name. For individual applicant, please put down the name printed on the HKID card. Please note that the individual applicant/applicant company has to be the intended owner of the patent to be filed.)

Name in English*	Name in Chinese
Test Company	N/A

Type:

Individual²
(Applicant must be either a Hong Kong permanent resident or a Hong Kong resident permitted to remain in Hong Kong for not less than 7 years)

Company
(Applicant must be a local company incorporated under the Companies Ordinance (Cap 622))⁴
BR No. 27886040

Mailing Address in Hong Kong⁵*

Flat B, B Building, B Street, Shatin

Tel.*	Mobile*	Fax

Email*

phoebel@hkpc.org

Contact Person (if different from above)

Name	Position
Test Test	

Tel.	Mobile	Fax

Email

Save Next

Part 2 – Declaration

- 1) Read the declaration 1 - 28.
- 2) Fill in the required fields at the bottom of declaration form.
- 3) Click “Next” button to Part 3.

Patent Application Grant (PAG)

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APPLICATION FOR FUNDING SUPPORT UNDER THE PATENT APPLICATION GRANT

Part 2 : Declaration

* required field

I, the individual applicant of this application/the shareholder of the applicant company/authorised signatory of the applicant company, hereby declare that **if my company have/has NEVER owned any patents in any countries or territories before and have/has NOT received any funding from the Patent Application Grant (PAG)**. I also declare that the information provided in this application is true and correct to the best of my understanding. **I have read over and fully understood and acknowledged the following declaration and Annexes 1, 2 and 3:**

1. If my company have/has the ownership of the invention as mentioned in this application and thus the patent application right of the invention.
2. If my company am/is fully responsible for the safety of the invention referred to in this application and will ensure that any relevant legislative/regulatory requirements have been complied with when the invention is put into use.
3. Hong Kong Productivity Council (HKPC) is the implementation agent of the PAG. My application will be processed by HKPC or any other implementation agent as may be assigned by the Innovation and Technology Commission (ITC).
4. The implementation agent will conduct a patent search-cum-technical assessment on my application to ascertain my eligibility for the PAG and to assess whether the invention has a reasonable chance to obtain an invention patent. This is one of the major criteria for receiving funding support under the PAG Scheme. In the event that I/my company need(s) to appoint a patent agent to provide third party advice on the patentability of the invention, the patent agent so appointed should meet the eligibility requirements set out in the prevailing "Guide for Patent Agents" issued by the implementation agent. 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.
5. The fee charged by HKPC for the direct cost of a typical patent search-cum-technical assessment is approximately in the range of HK\$2,500 – HK\$5,000 depending on the complexity of the search and assessment. It may be higher if third party advice is required to assess the patentability of the invention. The cost of a typical third party advice report is around HK\$4,500.
6. Not all inventions that are patentable will be funded by the PAG. Inventions that ITC considers as not containing technology element or not susceptible of industrial application will **not** be supported by the PAG.
7. If my company will pay the direct expenses required for patent search-cum-technical assessment to the implementation agent in advance, which covers costs of conducting assignee search and any additional amount as may be requested by the implementation agent, such as the direct costs of conducting patent search or seeking third party advice, or else my application will be deemed to be withdrawn. The patent search-cum-technical assessment fee is non-refundable and will only be covered by the PAG if my application is approved. If my company will have to be fully responsible for the patent search-cum-technical assessment fee if the application is subsequently rejected, withdrawn or terminated.

Signer Name of Applicant Company*

Position Held in Applicant Company*

Name of Applicant Company*

Test Company



Part 3 – Submission of Application Form

- 1) Download the application form to fill in the invention details.
- 2) Upload the completed application form in docx format (only docx document is accepted).
- 3) Click “Next” button to Part 4.

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Part 3 : Submission of Application Form

Please download the application form to complete Part II and Part III and then submit for application. Please prepare the following supporting documents and upload the same in Part 4.

1. Valid Business Registration Certificate (BR) (required)
2. Certificate of Incorporation (CI) (required)
3. Incorporation Form (Form NNC1) or latest Annual Return (Form NAR1) for the applicant company and the mother company(ies) (required)
4. Address proof (required)
5. Filing documents relating to any patent applications, including but not limited to filing receipt and filing specifications (if applicable)
6. Search Report on the proposed invention (if applicable)
7. Prior art documents of any patents or publications (if applicable)
8. Proof of direct relationship (if applicable)
9. Other supporting documents (if applicable)

[Download](#)

Uploaded Documents

Document Name	Status	
pag_application_form (5).docx	Uploaded	Delete

File(s) uploaded successfully



Part 4 – Supporting documents

- 1) Upload supporting documents.
- 2) Click “Next” button to Part 5.

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Part 4 : Supporting Documents

The submitted document must be in PDF, DOC/DOCX or Image (JPG, DOC/DOCX, PNG) format.

Please upload the following supporting documents:

HKID (required)	Select files
Address proof (required)	Select files
Filing documents relating to any patent applications, including but not limited to filing receipt and filing specifications (if applicable)	Select files
Search Report on the proposed invention (if applicable)	Select files
Prior art documents of any patents or publications (if applicable)	Select files
Other supporting documents (if applicable)	Select files

Document Name	Document Type	Status	
test.pdf	HKID	Uploaded	Delete
test.pdf	Address proof	Uploaded	Delete

File(s) uploaded successfully

Back	Upload	Next	Cancel
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Part 5 – Footnotes of the application form

- 1) Read the footnotes.
- 2) Click “Next” button to Part 6.

Patent Application Grant (PAG)

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Part 5 : Footnotes of the application form

Please make sure you have read over and fully understood the following footnotes.

1. For completion by every applicant, Personal particulars of applicants/inventors are required for the processing of the application and related purposes under the Patent Application Grant (PAG). The information provided will be disclosed to the implementation agent of the scheme or other parties in confidence for assessment/processing purposes. 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 by telephone at 3655 5678 or fax at 2957 8726.
2. Applicant under the age of 18 will require a Guarantee from his/her parent/guardian. A copy of the Guarantee can be obtained from the Innovation and Technology Commission or the Hong Kong Productivity Council.
3. For individual applicant, this application form should be submitted together with **one photocopy of HKID card**.
4. For applicant company, this application form should be submitted together with **one photocopy each of the Certificate of Incorporation, valid Business Registration Certificate, and Incorporation Form (Form NN1) or latest Annual Return (Form NAR1) filed with the Companies Registry**.
5. Applicant should provide **direct** contact information including the **address proof**. Applicant should inform the Innovation and Technology Commission immediately in writing of any **change of the particulars provided above**. Correspondences sent to the mailing address provided would be deemed to have been received by the individual applicant/applicant company. For applicant company, please fill in the address of registered office in Hong Kong.
6. The PAG is a funding scheme to encourage first-time patent seekers, that have never owned any patents before and have not received any funding from the PAG, to apply for patent registration. Funding support will not be provided if PAG has been granted to the applicant company's related company(ies) (i.e. (1) company(ies) having a major shareholder (viz. those with 50% or more ownership) in common with the applicant company or (2) company(ies) without major shareholder(s) but having shareholders identical to those of the applicant company).
7. (a) **For individual applicant, the applicant must be the sole inventor or one of the joint inventors mentioned in Section C of Part I of this application form.** The applicant may be required to prove to the satisfaction of the Innovation and Technology Commission or the implementation agent that the invention is actually invented solely by himself/herself or jointly with the other inventors.
(b) **For applicant company, the sole inventor or each of the joint inventors shall be a directly related party to the applicant company, e.g. owner, shareholder, director, or staff.** Upon request by the Innovation and Technology Commission or the implementation agent of the Patent Application Grant, the applicant company is required to provide written document on how it obtains the patent application right from the inventor(s).
8. Filing stage of patent application involves preparation of patent specification and filing of the patent application(s) to patent office(s). Post-filing stage refers to all the procedures after the filing stage of patent application. Applicants are advised to plan the use of PAG funding after the approval of the PAG application and seek clarifications from the Implementation agent in case of doubts.
9. The PAG is a funding scheme under the Innovation and Technology Fund (ITF). As a condition of ITF funding, only inventions that ITC considers as containing technology element and susceptible of industrial application will be supported by the PAG. Regarding inventions that are related to food or drug, individual applicant/applicant company may need to provide the relevant scientific test result and/or laboratory evidence to ITC and/or the implementation agent upon request.



Back



Next



Cancel

Part 6 – Preview

- 1) Preview the application form in PDF format.
- 2) Click “Submit” button to submit the application.

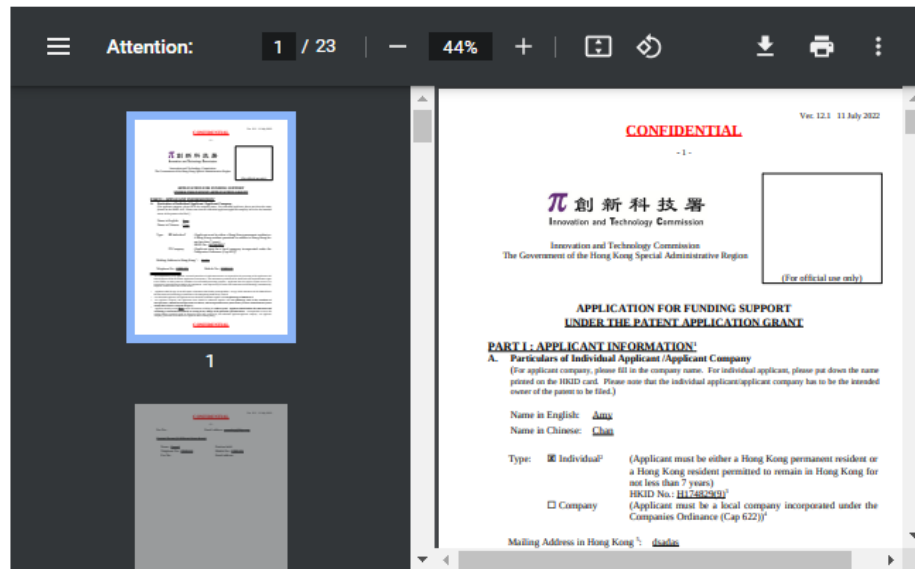
Patent Application Grant (PAG)

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My Applications > New Application

APPLICATION FOR FUNDING SUPPORT UNDER THE PATENT APPLICATION GRANT

Part 6 : Preview



Supporting Documents

Uploaded Documents

Document Name	Document Type	Status
<div style="display: flex; justify-content: center; gap: 10px;">← Back ⬆️ Submit 🗑️ Cancel</div>		

2.3. Save and edit application form

- a) When the application form is at open stage, click the “Save” button at the bottom toolbar to store the current editing contents.

The screenshot shows the 'Particulars of Inventor(s)' section of the application form. At the top right, there is a blue button labeled 'Add Co-Applicant'. Below it, there are two more buttons: 'Copy from Individual Applicant Information' (blue) and 'Add Inventor' (green). The form includes several input fields: 'Inventor Information 1:' with a red 'Delete' button, 'Name in English*', 'Name in Chinese', 'Company', 'Position', 'Mailing Address in Hong Kong*', 'Phone No.*', 'Fax No.', and 'Email*'. At the bottom, there is a toolbar with three buttons: 'Save' (with a floppy disk icon), 'Next' (with a right arrow icon), and 'Cancel' (with a trash can icon). The 'Save' button is highlighted with a red box, and a red arrow points from the text below to it.

Click Save to store the current editing content

- b) Click the “Next” or “Back” button at the bottom of the application form to return to the previous page or go to the next page, respectively. The inputted data will also be saved by clicking the “Next” or “Back” button.

The screenshot shows the bottom toolbar of the application form, which contains three buttons: 'Back' (with a left arrow icon), 'Next' (with a right arrow icon), and 'Cancel' (with a trash can icon). The 'Back' and 'Next' buttons are highlighted with a red box, and a red arrow points from the text below to the 'Back' button.

Click Back to return to the previous page, or
Click Next to go to the next page

- c) Click the “Back” button at the bottom of the application form to edit the inputted fields. You cannot edit the application after submission.


2.4. Re-open application form

- Click "MY APPLICATIONS" tab at the top menu.
- Click the "Incomplete Application Form" tab.
- Click the draft application form under the tab.

Patent Application Grant (PAG)


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1. Click My Applications



My Application Records

[View/Enquiry](#)



New Application

[Submit](#)

2. Click the Incomplete Application Form Tab

[Incomplete Application Form](#) | [Action Required](#) | [Enquiry Record](#)

Applicant	Task	Issue Date	
Boris	Incomplete Application Form	2022-06-26	Delete

3. Select and click the incomplete application form

2.5. Submit application form

- When the application is open, go to Part 6: Preview.
- Click the “Submit” button at the bottom toolbar for submitting the application.

Patent Application Grant (PAG)

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My Applications > New Application

APPLICATION FOR FUNDING SUPPORT
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Part 6 : Preview ← 1. Go to Part 6:

CONFIDENTIAL Ver. 12.1 11 July 2023

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π 創新科技署
Innovation and Technology Commission
Innovation and Technology Commission
The Government of the Hong Kong Special Administrative Region

(For official use only)

**APPLICATION FOR FUNDING SUPPORT
UNDER THE PATENT APPLICATION GRANT**

PART I: APPLICANT INFORMATION:

A. Particulars of Individual Applicant / Applicant Company
(For applicant company, please fill in the company name. For individual applicant, please put down the name printed on the HKID card. Please note that the individual applicant/applicant company has to be the intended owner of the patent to be filed.)

Name in English: **Amg**
Name in Chinese: **Chan**

Type: Individual* (Applicant must be either a Hong Kong permanent resident or a Hong Kong resident (permitted to remain in Hong Kong for not less than 7 years)
HKID No.: **H117482909**
 Company (Applicant must be a local company incorporated under the Companies Ordinance (Cap 622))¹

Mailing Address in Hong Kong²: **shatin**

Telephone No.: **22885325** Mobile No.: **22885325**

¹ For completion by every applicant. Personal particulars of applicants/companies are required for the processing of the application and related business under the Patent Application Form (PAF). The information provided will be disclosed to the trademark office.

Supporting Documents

Uploaded Documents

Document Name	Document Type	Status
<div style="display: flex; justify-content: center; gap: 20px;">← Back↑ Submit🗑️ Cancel</div>		

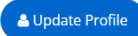
2. Click


2.6. View and reply to questions raised by HKPC's Officer in charge (OIC) and submit supporting documents

- a) Click "MY APPLICATIONS" tab at the top menu.
- b) Click the "Action Required" tab.
- c) Click the "Reply" button of the reply slip.
- d) Open the message/question content.
- e) Edit the reply message/slip and submit supporting documents by clicking and selecting the documents by clicking "Select files" button (if required).
- f) Click "Save" button to store the current editing content.
- g) Click "Submit" button to submit the reply to the OIC.

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INTRODUCTION CONTACT US APPLICATION TIPS 繁體 簡體 **MY APPLICATIONS** LOG OUT

1. Click My Applications 



My Application Records

[View/Enquiry](#)



New Application

[Submit](#)

2. Click Action Required Tab

Incomplete Application Form **Action Required** Enquiry Record

Ref. No.	Applicant	Task	Issue Date	Due Date	
PG/21/003	Boris	[Action required] PG/21/003 - Patent Application Grant	2022-06-24	2022-07-08	Reply

3. Click Reply

Reply Message

Ref. No.: [PG/21/003](#)

Date: 2022-06-24 12:29:41

本函編號:	PG/21/003	我方傳真:	(852) 3187 4509
來函編號:		貴方傳真:	不適用
		貴方電郵:	kcbshum@gmail.com

24 June, 2022

AAA

Boris

*致: Boris

事由: 專利申請資助計劃 (PG/21/003)

你好: 有關題述申請, 根據我們20xx年x月x日發送給閣下/貴公司的電子郵件, 閣下/貴公司需要提供額外的文件或資料, 以繼續題述申請 (請參閱附件的電子郵件副本)。我們確認到目前為止, 我們還沒有收到閣下/貴公司的任何回覆或所需的額外文件/資料。

請注意, 若未能於20XX年X月X日收到上述所需資料, 並會向創新科技署報告上述情況, 並將此案作結案處理。

如有任何查詢, 請致電 (852) 2788 5325 或電郵至 ipsc@hkpc.org 與葛小姐聯絡。

周子靜
高級顧問
中小企資助計劃部
香港生產力促進局
24 June, 2022

1. Write your reply message

1 Reply Message

File

• Technical Specification for HKPC FundingApp SSO Solution-v1.3 (2).docx [Delete]

• Technical Specification for HKPC FundingApp SSO Solution-v1.3 (2).docx [Delete]

Select files

Print Save Submit

2. Select files to be submitted

2.7. Making case enquiry to HKPC's officer in charge (OIC)


- a) Click "MY APPLICATIONS" tab at the top menu.
- b) Click "View/Enquiry" tab.
- c) Select the required application and click "Enquiry" button.
- d) Edit the enquiry content.
- e) Select files that that you wish to upload as supporting documents by clicking "Select files" button (if required).
- f) Input the Captcha code as indicated.
- g) Click "Submit" button to submit the enquiry to the OIC.
- h) When the OIC replied to your enquiry, a reply email will be sent to the corresponding applicant.
- i) The enquiry history can be found at the "Enquiry Record" tab under "MY APPLICATIONS" Page.

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Ref. No.	Applicant	Task	Issue Date	Due Date	
PG/21/003	Boris	[Action required] PG/21/003 - Patent Application Grant	2022-06-24	2022-07-08	Reply

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10. Enquiry and Reply content

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Reply (Reply Date: 2022-05-13 16:59:44)

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