# Patent Application Grant (PAG) e-Form System

## User Guide

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## 1. Account Registration

#### 1.1. Create PAG Account

- 1. Go to <u>https://apply.pag.hkpc.org</u>, the PAG website and click "Apply" button at the bottom of page and then click the "Register" button at the bottom of the "Sign On" box.
- 2. Complete the onscreen fields in the Registered Account form.
- 3. Click "Register" button.
- 4. An email will be sent to your email address for email verification.
- 5. Click the link in the verification e-mail that's automatically sent to complete the Account Registration process. The email link will be valid within 7 days of the account registration request was made.

	Patent Application Gra	nt	
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Introduction > Sign On			
Login			
	Sign On		
	Email		
	Password		
	Captcha		
	b7ap		
	Sign On		
	Or Register	Apply PAG Account	
Contact Phone No.: (852) 2788 5958		Privacy Policy	
Email: ipsc@hkpc.org			
The Government of the Hose Kora Special Administrative Region the Department of the Hose Kora Special Administrative Region of the Peopul's Regulation of China	*hkpc*		
Copy Right @ 2021 Hong Kong Productivity Cou	ncil		

Patent Application Grant					
INTROD	UCTION FAQ CONTACT US 繁 简	SIGN ON			
Introduction > Register					
Register					
<ol> <li>In order to enrol online, you need to register as a member.</li> <li>Please read our DATA PROTECTION AND PRIVACY POLICY before proceeding to register.</li> <li>The password must be over 8 characters. It includes at least one upper case and one lower case character, one digit and one symbol.</li> </ol>					
	Register Account				
	Name*				
	Email*				
	Phone No.				
	Mobile No.				
	New Password*				
	Retype New Password*	Submit Registration			
	Register				
Contact Phone No.: (852) 2788 5958		Privacy Policy			
Email: ipsc@hkpc.org					
Innovation and Technology Commission The Government of the Kong Kong Special Administrative Region of the People's Republic of China Copy Right @ 2021 Hong Kong Productivity Counci	<sup>**</sup> hkpc <sup>*</sup>				
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#### 1.2. Login

- 1. Go to <u>https://apply.pag.hkpc.org</u> the PAG website and click "Apply" button at the bottom of page or click the "SIGN ON" menu at the top menu bar.
- 2. Fill in your registered Email, Password, and the Captcha Code.
- 3. Click "Sign On" button.
- 4. You can get an email with 4 digits verification code.
- 5. Click "Submit" button

	Pa	atent Application Grant	
	Introduction > Sign On Login	CTION FAQ CONTACT US 繁 篱 SIGN ON	1. Click to login
Ċ		Sign On Email Password Captcha Captcha F364 Forget password Sign On Or Register	2. Fill in Email, Password and Captcha code. 3.Click Sign On
	Contact Phone No.: (852) 2788 5958 Email: ipsc@hispc.org		Privacy Policy
	Copy Right @ 2021 Hong Kong Productivity Council	<sup>*</sup> hkp <u>c</u> *	



#### 1.3. Logout

1. Click the "Logout" at the top menu.



Contact Phone No.: (852) 2788 5958

Privacy Policy

#### 1.4. Forgot Password

- 1. Go to Login page.
- 2. Click the "Forgot Password " link.
- 3. Enter your Email.
- 4. Click "Send" button.
- 5. A new system generated password email will send to your email address.
- 6. Sign on the system with the new password.
- 7. In the Update Profile page, input your new password and confirm password.
- 8. Click Save button to reset password.

	Patent Application Grant
	INTRODUCTION FAQ CONTACT US 繁 简 SIGN ON
Introduction > Sign On	
Login	
	Sign On
	Email
	Password
	Captcha 1 s g 4 Forget password
	Sign On Click Forgot Password
	Or Register



## 1.5. Update Profile

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

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<b>O</b> Today						<b>\</b>
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		Terms & Cond	litions			

Patent Application Grant					
INTROD	UCTION FAQ CONTACT US 繁 简 MY APPLIC	ATIONS LOG OUT			
Update Profile					
	Account Profile Name* boris Emai* kcbshum@gmail.com Phone No. 1234 5678 Mobile No. 2345 6789 New Password Retyne New Password	2. Fill in the profile			
	Save	3. Click Save			
Contact Phone No.: (852) 2788 5958 Email: ipsc@hkpc.org		Privacy Policy			
Copy Right @ 2021 Hong Kong Product	n arasee Region tivity Council				

## 2. Application

## 2.1. Create New Application

- 1. After login, click the "MY APPLICATION" link at the top menu.
- 2. Click "Add" button at the New Application box.
- 3. An application form will be shown on screen.



	Patent Application Grant	
INTRO	iDUCTION FAQ CONTACT US 繁简 MY APPLICATIONS LOG OUT	
My Applications > New Application		
	APPLICATION FOR FUNDING SUPPORT	
	UNDER THE PATENT APPLICATION GRANT	
Part 1 : Applicant In	ıfo <sup>1</sup>	
A. Particulars of Individ	dual Applicant /Applicant Company	3. Application Form
(For applicant company, please fill in	the company name. For individual applicant, please put down the name printed on the HKID ca	ard. Please note that
the individual applicant/applicant co	mpany has to be the intended owner of the patent to be filed.)	
Name in English* boris	Name in Chinese	
Individual <sup>2</sup> (Applicant must be either a Hong     HKID No. <sup>3</sup> :	; Kong permanent resident or a Hong Kong resident permitted to remain in Hong Kong for not le	ess than 7 years)
Ocmpany (Applicant must be a local compa	any incorporated under the Companies Ordinance (Cap 622))*	
Company (Applicant must be a local compa Residential / BR Address <sup>5</sup> *	any incorporated under the Companies Ordinance (Cap 622))*	
Company (Applicant must be a local compa Residential / BR Address <sup>5</sup> *	any incorporated under the Companies Ordinance (Cap 622))*	
Company (Applicant must be a local compa Residential / BR Address <sup>5</sup> * Contact Address (if different from th Phone No.*	he above)	
Company (Applicant must be a local compa Residential / BR Address <sup>5</sup> * Contact Address (if different from th Plome No.* 1234 5678	ne above)  Mobile No.* 2345 6789 Fax No.	
Company (Applicant must be a local company) Residential / BR Address <sup>5</sup> * Contact Address (if different from th Phone No.* 1234 5578 Email* kcbshum@gmail.com	he above)	
Contact Address (if different from the Plane No.* 123678 Email* kcbshum@gmail.com	Mobile No.*         Fax No.	

## 2.2. Application Form Layout

In the application form you can find:

- 1. Applicant Information
- 2. Download and submit application in docx format
- 3. Upload supporting documents
- 4. Accept the Terms and Conditions of the application
- 5. Preview the application format is PDF format and uploaded files.

		Patent Application G	irant	
	INTRODUCTION	FAQ CONTACT US 繁 简 MY	APPLICATIONS LOG OUT	
	My Applications a New Application			
	APPL	ICATION FOR FUNDING	SUPPORT	
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	Part 1 : Applicant Info <sup>1</sup>	-lisest (Applicent Company		
	For applicant company, please fill in the company	plicant /Applicant Company	own the name orinted on the HKID card. Please note that	
	the individual applicant/applicant company has	to be the intended owner of the patent to be fi	ed.)	
	Name in English* boris	Name in Chine	ie	
	Yppe:         Individual <sup>2</sup> Applicant must be either a Hong Kong perm.         HDD No. <sup>3</sup> :         Company         // Applicant must be a local company incorpor.         Nateward: It in Advers <sup>3</sup> :         A         Contact Address (if different from the above).         Phone to:*         1234 5678         Emst*         Kobshum@gmail.com         Contact Person (if different from above).         Name         boris         Pinne to:         Pinne to:	anent resident or a Hong Kong resident permit ated under the Companies Ordinance (Cap 622 block tos.* 2345 6789 2345 6789 Position Muldir No.	ted to remain in Hong Kong for not less than 7 years) (j)4	
	1234 5678	2345 6789	Fax No.	
	Email  1. For completion by every applicant. Personal particul Application Grant (PAG). The information provided y purposes. Applicant have the right to request acce Technology Commission by tradinos at 3455 5576. 2. Applicant under the age of 18 will require a Guarant Commission of the Hong Kore Productivity Council	lars of applicants/Inventors are required for the proce will be disclosed to the implementation agent of the s sits or correction of personal data provided in the ag or farst 3937 372.6. see from his/her parent/guardian. A copy of the Guars	Add Co-Application soing of the application and related purposes under the Patent theme or other parties in confidence for assessment/processing plication. Such request may be made to the Innovation and rese can be obtained from the Innovation and Technology	
	3. For individual applicant, this application form should     4. For applicant company, this application form should     Certificate, and incorporation Form (Form NNC1     5. Applicant should provide direct contact information	d be submitted together with one photocopy of HKII i be submitted together with one photocopy each of or latest Annual Return (Form NAR1) filed with the including the address proof. Applicant should info	) card. the Certificate of Incorporation, valid Business Registration te Companies Registry. m the Innovation and Technology Commission immediately	
	in writing of any change of the particulars provid Individual applicant/applicant company. For applicant	ded above. Correspondences sent to the mailing add nt company, please fill in the address of registered of	ress provided would be deemed to have been received by the lice in Hong Kong.	
6. 7.		Save Next		

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My Applications a New Application		
APPL	ICATION FOR FUNDING SUPPORT	
UNDE	ER THE PATENT APPLICATION GRANT	
Part 2 : Submit Form		
Download form		
Please download the Part II and Part III of the ap	pplication form and then submit for application.	
Download		
Uploaded Documents		
Document Name	Status	
Context Bhone No : (857) 7768 5958		Drázev Beliov
Contact Phone No.: (852) 2788 5958 Email: ipsc@hipc.org		Privacy Policy
Contact Phone No.: (852) 2788 5958 Email: ipso@hkpc.org		Privacy Policy
Contact Phone No.: (852) 2788 5958 Email: ipso@hkpc.org The sector of Technology Commission the Sector and Technology Commission the Sector and Technology Commission	<sup>≆</sup> hkoc°	Privacy Policy
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Contact Phone No.: (852) 2788 5958 Email: ips:@hkpc.org mail: ips:@hkpc.org Innovation and Technology Conveisedor Pailionsment the imp King Speel Administrate Rigen The Nauk Administrate Rigen Copy Right @ 2021 Hong Kong Productivity Cour	₩ <b>ÈKÇÇ</b>	Privacy Policy
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Part 3 : Supporting Document	]	
The submitted document must be in PDF or Image (JPG, PNG) for	mat.	
(Individual Applicant) HKID		
		Select files
Document Name	Status Unloaded	
	Delete	
(Company Applicant) Valid Business Registration Certi	ificate (BR)	
		Select files
Document Name	Status	
(Company Applicant) Certificate of Incorporation (CI)		
		Select files
Document Name	Status	
(Company Applicant) Incorporation Form (Form NNC1)	) or latest Annual Return (Form NAR1) for the applicant com	pany and the
mother company(ies)		
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(Individual / Company Applicant) Address proof		
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Document Name	Status	
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Patent Application Grant
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My Applications a New Application
APPLICATION FOR FUNDING SUPPORT
UNDER THE PATENT APPLICATION GRANT
Part 4 : Declaration
I, the undersigned, also the individual applicant of this application/the shareholder of the applicant company/authorised signatory of the applicant company, hereby declare that <i>I</i> /my company have/has <u>NVER</u> owned any patents in any countries or territories before and have/has <u>NOT</u> received any funding from the Patent Application for ant (PAC). 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 THREE pages of declaration and the TWO Annexes to this form:
<ol> <li>If my company have/has the ownership of the invention as mentioned in this application and thus the patient application right of the invention.</li> <li>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</li> </ol>
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 (ITQ). 4. The implementation agent will conduct a patent search-count-technical assessment on my application to ascertain my eligibility for the PAG and to assess whether the invention has a reasonable channe 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, are the so appointed should meet the eligibility requirements set out in the prevailing "Guide for Patent Agents" issued by the implementation agent. To ensure the impariality 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\$6,000 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. Umy 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. Immy company will have to be fully responsible for the patent search-cum-technical assessment fee if the application is subsequently rejected, withdrawn or terminated.
8. Based on the result of the patent search-cum-technical assessment conducted by the implementation agent, ITC will inform me of the result of my/my company's application. Nevertheless, ITC reserves the right to reject any applications regardless of the patentability of the invention. The decision of ITC on this application shall be final.
9. ITC and/or the implementation agent may contact me/the contact person mentioned in Part I/the inventor(s) direct/in person to seek additional information/darification relating to my/my company's application. Inventor(s) is/are required to attend a <u>face-to-face interview</u> conducted by the implementation agent in Hong Kong for assessing the patentability and technical feasibility of the invention. Failure to respond to such requests from ITC or the implementation agent in the suspension of processing of this application.
10. If my company shall promptly provide information or clarifications to address the questions raised by the implementation agent or ITC. If I/my company fails to respond or provide relevant information within two months from the date of issue of the second reminder notification by the implementation agent, it will be considered that I/my company am/s no longer interested in pursuing the application is determed to be withdrawn.
11. If my/my company's application is approved, ITC will provide a grant of not more than HK\$250,000 or 90% of the sum of the total direct cost of the patent application(s) (including the direct cost for patent search-cum-technical assessment), whichever is the lower. Funds will only be released to the implementation agent, through which the patent application(s) is/are processed. The PAG may not be sufficient to cover the patent application expenses, and I/my company have/has to bear the remaining balance.
12. The PAG will be used to cover the cost for patent search-cum-technical assessment, as well as other direct costs involved in the patent application process, such as attorney fees, consultant Lees and filing of patent application(s). Any costs incurred (including filing of any patent applications by the applicant) before the date of approval of the PAG application will <b>not</b> be reimbursed from the grant apart from the fee of patent application-assessment mentioned above. The renewal fee of granted patents will also <b>not</b> be covered by the PAG.
13. To ensure that sufficient funding is available for the completion of at least one patent registration, a portion of the PAG funding (\$70,000) will be reserved for covering expenses to be incurred in the procedure(s) after the filing of patent application(s) to patent office(s), i.e. the post-filing stage <sup>8</sup> of patent application.
14. If my/my company's application is approved, I/my company have/has to appoint patent agent(s) meeting the eligibility requirements set out in the prevailing "Guide for Patent Agents" issued by the implementation agent to handle the patent application(s), but ITC or the implementation agent may reject the patent agent(s) so appointed if ITC or the implementation agent is not satisfied with the qualification or expertise of the patent agent in handling patent applications.
15. (For individual applicant/applicant company who has already filed patent application(s) with patent office(s)) ITC and the implementation agent will <u>not</u> give priority treatment to any applications irrespective of whatever priority deadlines that may have been imposed by the relevant patent office(s). ITC and the implementation agent will <u>not</u> bear any responsibility arising from such priority deadlines.
16. The PAG is non-transferable and will be valid for three years from the date of approval of the application. Vmy company will inform the implementation agent within two months after the patent whose registration is funded by the PAG is successfully registered. TC and/or the implementation agent may contact me or the contact person mentioned in Part I direct to enquire the progress/outcome of the registration of patent(s) funded by the PAG within two years after the expire of the erant.
Back Save Next

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Supporting Docu	ment		
Document Name Test.png	(Individual Applicant) HKID	Uploaded	
Contact Phone No.: (852) 2788 55	58		Privacy Policy
	<	•	

## 7.1. Save Application Form

- 1. When the application form is open, click the "Save" button at the bottom toolbar.
- 2. You can also click "Next" or "Back" button at the bottom of the application form and the inputted data will be saved.

17. Applications of which the subject invention has been granted patents of any kind in any countries of territories to any parties before will <u>not</u> be accepted by PAG, regardless of whether the PAG applicant is the owner of the granted patent.				
18. When two or more separate PAG applications involve the same invention in all material aspects (having considered all materials submitted by these separate applications during PAG assessment and/or prosecution of patent application), only one of the PAG asplications will be accepted. ITC and the implementation agent have the right to let all parties know their existence. Normally, the PAG application first received by ITC or the implementation agent will be accepted and the other PAG asplications[) will be recepted and the other PAG application[) will be recepted and the other PAG application[) will be rejected. Likewise, if a new PAG application involves the same invention (in all material aspects) as another application already funded by the PAG (having considered all materials submitted by the two applications during PAG assessment and/or prosecution of patent application application, the new application will <u>not</u> be accepted. The decision of ITC on this application shall be final.				
19. For any patent application that has already been funded by PAG, the divisional / continuation-in-part patent application based on the said patent application will not be funded by other separate PAG application(s). The decision of ITC on this PAG application shall be final.				
20. (For individual applicant) I declare that I am the sole inventor / one of the joint inventors of the subject invention in this application form. I understand that I may be required to prove to the satisfaction of ITC or the implementation agent that the invention is actually invented solely by myself or jointly with the other inventors. The decision of ITC on this application shall be final.				
21. (For company applicant) I declare that the sole inventor or each of the joint inventors of the subject invention in this application form is a directly related party to my company. e.g. owner, shareholder, director, or staff. I understand that my company may be required to prove to the satisfaction of ITC or the implementation agent that the invention is actually invented by the inventors listed in the form and they all have direct relationship to my company. The decision of ITC on this application shall be final.				
22. (For individual applicant/applicant company who has submitted more than one application) If my/my company's application is subsequently approved by ITC, any other applications being processed would be deemed to be withdrawn and I/my company will have to pay for any patent search-cum-technical assessment fee that has been incurred in respect of the other applications.				
23. Costs relating to patent application for the invention contained in my application will <u>not</u> be covered by other sources of government funding e.g. Innovation and Technology Support Programme or University-Industry Collaboration Programme, Partnership Research Programme, or Dedicated Fund on Branding, Upgrading and Domestic Sales etc. Likewise, costs already covered by other sources of government funding will <u>not</u> be funded by PAG.				
4. I/my company will not publicise the funding support obtained under the PAG without prior consent from ITC.				
25. I/my company will observe the Prevention of Bribery Ordinance (Cap. 201) ("PBO") and shall procure that I/my company's directors, employees, agents, suppliers, consultants, contractors and other personnel who are in any way involved in the application shall not offer to or solicit or accept from any person any advantages, including money, girds, loan ext. (Sa defined in the PBO) in relation to the application. ITC shall be entited to withhold, suspend and/or terminate the application intermediately, cancel the funding approved, and recover the PAG if I/my company commits an offence under the PBO in relation to the application, and I/my company shall be held liable for any loss or damages the Government of the Hong Kong Special Administrative Region may thereby sustain.				
26. The Government of the Hong Kong Special Administrative Region reserves the right to recover the PAG if I/my company have/has provided false declaration or have/has acted improperly or dishonestly in this application.				
27. The information provided in connection with this application will be disclosed to the implementation agent and/or other third parties (including patent attorneys) in confidence for assessment/processing purposes. ITC and the implementation agent will <u>not</u> be held liable for unauthorised disclosure of any such information or any unauthorised disclosure of the same by third parties to whom the information has been disclosed.				
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.				
I/We read and confirm the declaration.				
Back Save Next				

## 2.3. Re-open Application Form

- 1. Click "MY APPLICATION" link at the top menu.
- 2. Click the draft application form at Follow Up Issue.

		Patent A	Application Grant		
	INT	RODUCTION FAQ COM	NTACT US 繁简 MY APPLICATION	IS LOG OUT	
Applicat	ion Timel	ine	1. Click My A	pplication	Update Profile
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		View		Add	
FOIIOW L PAG Code	Jp Issue Applicant	Invention Title	Task	Issue Date	Due Date
-	Someone	It is a test for Check box	Incomplete Application Form	2021-03-05	
	Someone		Incomplete Application Form	2021-03-05	-
-	Someone		Incomplete Application Form	<sup>2021-03</sup> 05per	h Application Forn
	Someone		Incomplete Application Form	2021-03-05	
	Someone		Incomplete Application Form	2021-03-08	
	Donicone		incomplete Applettion Form	2021-03-03	
-	Someone		Incomplete Application Form	2021-05-09	-

## 2.4. Submit Application Form

- 1. When the application is open, go to Part 5 preview.
- 2. Click "Submit" button at bottom toolbar.

