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香港特別行政區政府憲報一般在星期五出版。刊登公共啟事的申請表格 GLD 18 連同所需文件，必須在該星期的星期一下午四時前送達政府物流服務署印務科。如星期一至星期五的其中一天為公眾假期，則申請須於上一星期的星期五下午四時前送達印務科。如遇兩天或以上的公眾假期，截稿時間將於假期前三星期在憲報第 6 號副刊及憲報網頁 (<http://www.gld.gov.hk/egazette>) 內公佈。

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如申請人未能在指定限期前交回印刷稿，將視作撤銷刊登公共啟事處理，惟申請人仍須繳交全部有關費用。收費表刊載於憲報第 6 號副刊的封面內頁及政府物流服務署網頁內。費用並不包括知識產權署或公司註冊處等其他政府部門的收費。

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根據《商標條例》(第 559 章) 第 42 條所接納的商標註冊申請無須刊登於憲報。但根據被廢除的《商標規則》(第 43A 章) 第 22(5) 條，商標註冊申請的啟事須於憲報刊登；申請表格需夾附知識產權署所發出的表格 IP185 正本，而商標圖示(需為照片或印在白紙上的線條繪圖)亦應一併遞交。申請人可於公共啟事刊登後一個月內取回照片或線條繪圖，否則將予毀棄而不再另行通知。

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The Printing Division will typeset the public notice in accordance with the house style of the Gazette, and by fax send a proof to applicant for checking. Should there be no receipt of any proof by noon four days before the expected publication date, applicant is advised to contact the Printing Division at 2564 9570.

Applicant should check the proof carefully and sign the proof slip for approval; and by following the instructions in the proof slip, return the proof with the necessary fee to the Government Logistics Department before the specified deadline. Only one proof will be provided for proofreading.

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The Director of Government Logistics reserves the right to reject public notices which are considered not suitable for publication.

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