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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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申請人應仔細校對印刷稿，然後填寫回條及簽署作實；並根據回條上的指示，在指定限期前將印刷稿連同所需費用交回政府物流服務署。稿件祇供校對一次。

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。

如欲撤銷刊登啟事，申請人必須以書面通知，並於指定截稿時間翌日中午十二時前送達印務科，以進行辦理撤銷手續。逾時通知概不受理。如於印刷稿送出後始要求撤銷刊登公共啟事，不論原因為何，申請人仍須繳付全部費用。

如申請人就同一啟事將超過一份稿件送交印務科排版，則每份稿件將視作獨立申請處理。不論公共啟事最終是否刊登，申請人須繳付全部費用。

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 Government of Hong Kong Special Administrative Region Gazette is normally published on Friday. For publication of a public notice in the Gazette, the application form GLD 18 together with relevant documents must reach the Printing Division, Government Logistics Department not later than 4.00 p.m. on Monday in the same week. If any one day from Monday to Friday of the week is a general holiday, the application must reach the Printing Division not later than 4.00 p.m. on Friday of the previous week. If there are two or more general holidays in the week, the closing date will be announced in Gazette Supplement No. 6 and on the Gazette website (<http://www.gld.gov.hk/egazette>) three weeks prior to the holidays.

Application form GLD 18 is available for downloading from the Government Logistics Department website (<http://www.gld.gov.hk/index.html>) and also obtainable from the Printing Division (2564 9570). It is acceptable for application to be submitted in company letterhead but all the information as required in application form GLD 18 must be provided.

Application form GLD 18 together with relevant documents may be sent to the Printing Division by one of the three means, viz. email, fax or by hand. The email, fax and the front of the envelope should be clearly marked 'GAZETTE DRAFT' for facilitating the processing of the application. Application for the same public notice should not be sent by all the above three means, otherwise all of them will be treated as separate applications. The public notice submitted for publication in the Gazette must be ensured accurate and is in its final form.

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.

Any proof not returned before the deadline as specified in the proof slip will be treated as withdrawal of application, but applicant will still be required to pay the full fee. Fees for publication of public notices are listed on the inside front cover of the Gazette Supplement No. 6 and on the Government Logistics Department website. Payment does not include any fee charged by other Government departments including the Intellectual Property Department and the Companies Registry.

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Trade mark applications which are accepted under section 42 of the Trade Marks Ordinance (Cap. 559) are not required to be advertised in the Gazette. However, notices of trade mark applications are required to be advertised in the Gazette pursuant to rule 22(5) of the repealed Trade Marks Rules (Cap. 43A); and the application form should attach form IP185 issued by the Intellectual Property Department; and the trade mark representations (either photographs or line drawings on plain paper) should be submitted with the application. Photographs or line drawings submitted along with the application should be collected by applicant within one month from the date of publication, otherwise they will be disposed of without further notice.

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

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