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印務科會依照憲報的印刷格式排版，並會傳真印刷稿予申請人校對。如在預計刊登公共啟事日期前四天的中午仍未收到通知，申請人可致電 2564 9570 查詢。

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。

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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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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.

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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.

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