

# Knowledge Transfer Office

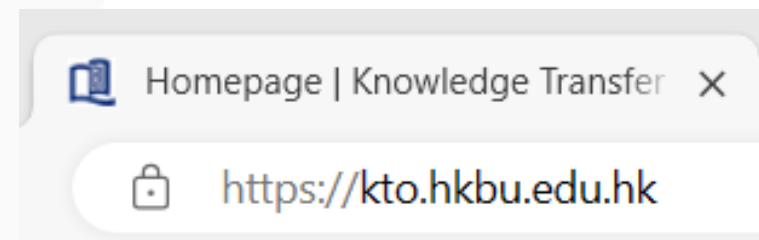
Guidance notes:  
Computer Copyright Recordal on  
IP management system

January 2024

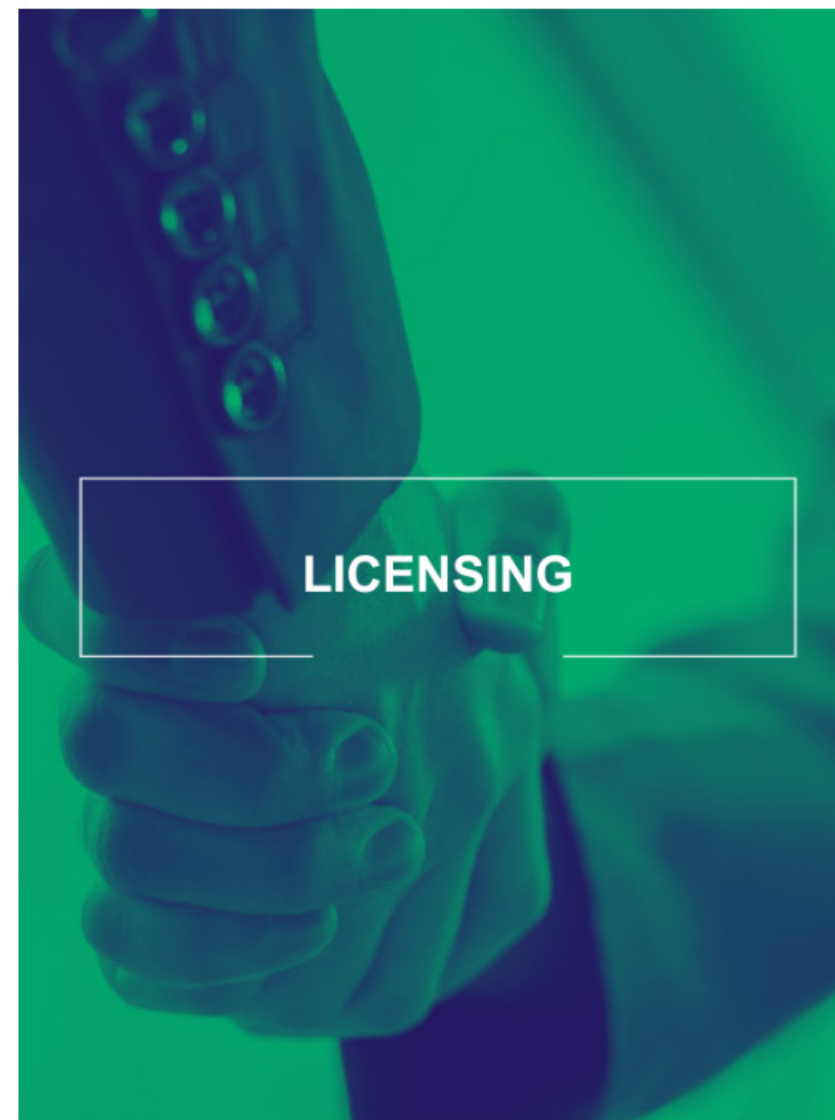
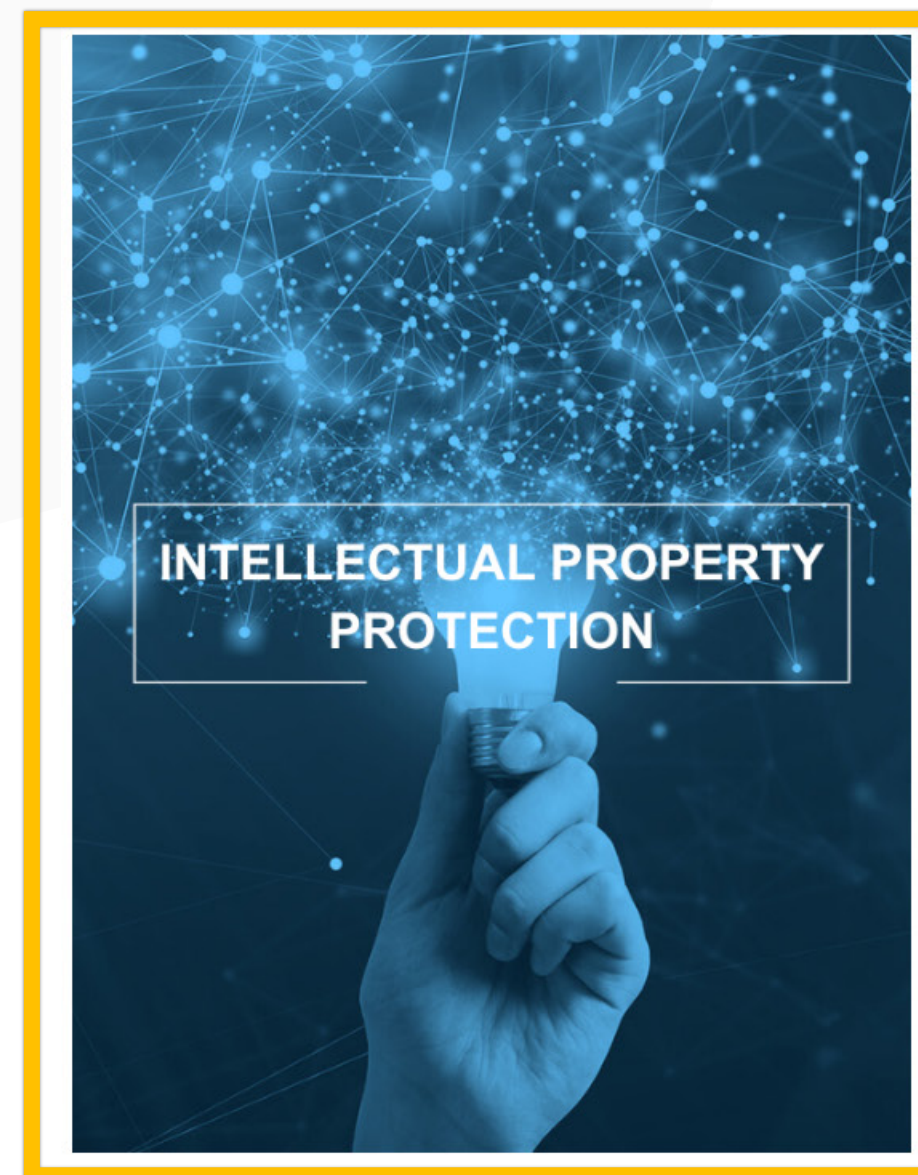


# Visit the KTO homepage

1. Use Chrome / Firefox / Edge, go to KTO's website <https://kto.hkbu.edu.hk/>



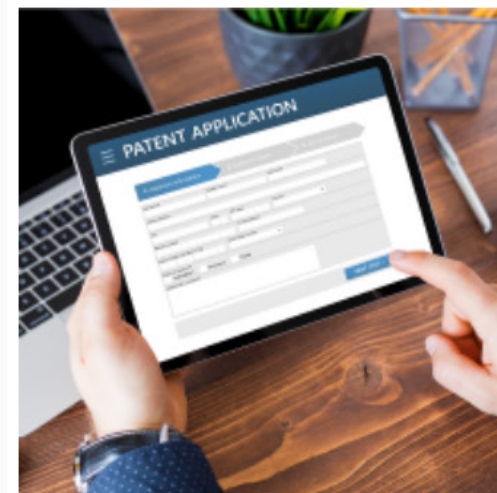
2.1 Scroll down and find “**Our Services**”, then click “**Intellectual Property Protection**”





# Visit the KTO homepage

2.2 Scroll down and find “**Copyright Recordal**”, then click “**More info**”



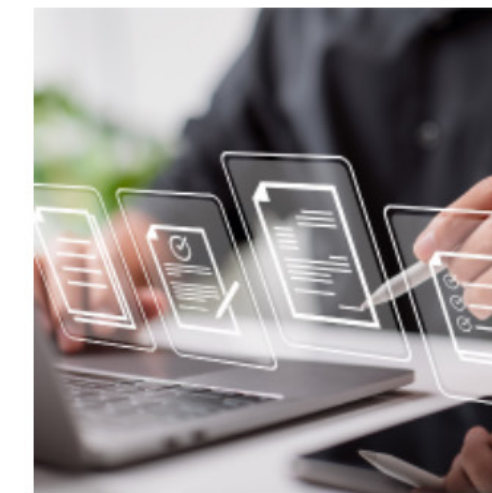
Patent Application

More Info



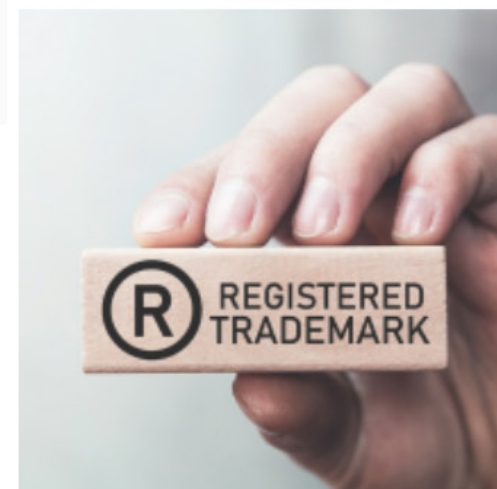
Invention Submission

More Info



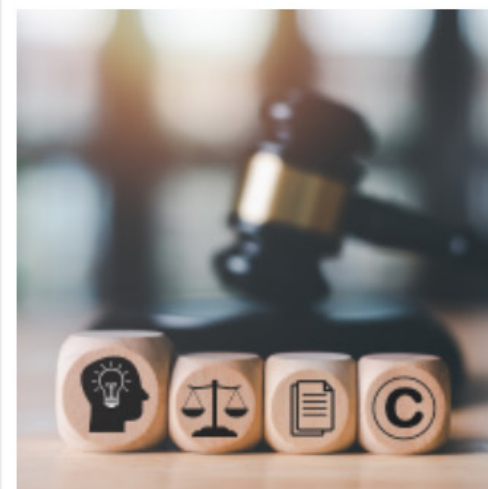
Patent Maintenance

More Info



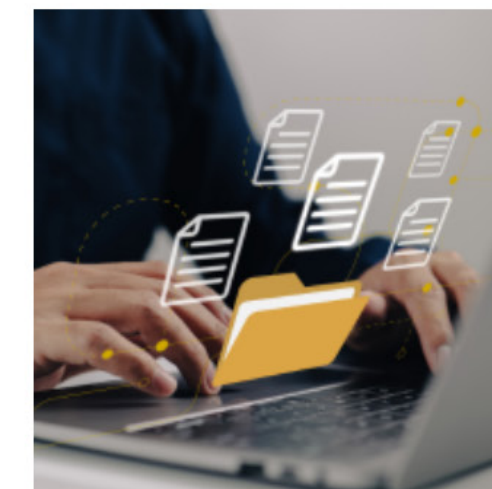
Trademark Registration

More Info



Copyright Recordal

More Info

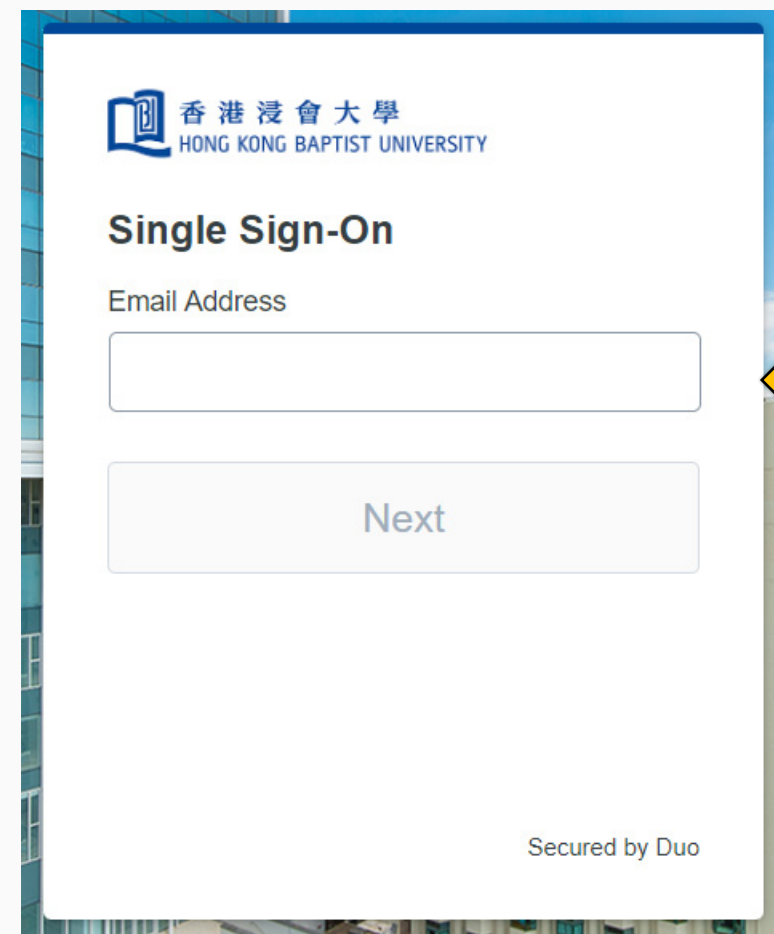


Contract Templates  
(for HKBU Staff only)

Download Here

# IP System Login Page

3. Please login with your Single-Sign-On Account (SSOid).



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

**Single Sign-On**

Email Address

Next

Secured by Duo

# IP System's URL

4. Click the link “**HKBU IP Management System**” to access the IP management system.

## IP Management System

### Guidance notes

 [Online Copyright Recordal](#)

 [Online Computer Copyright Recordal](#)

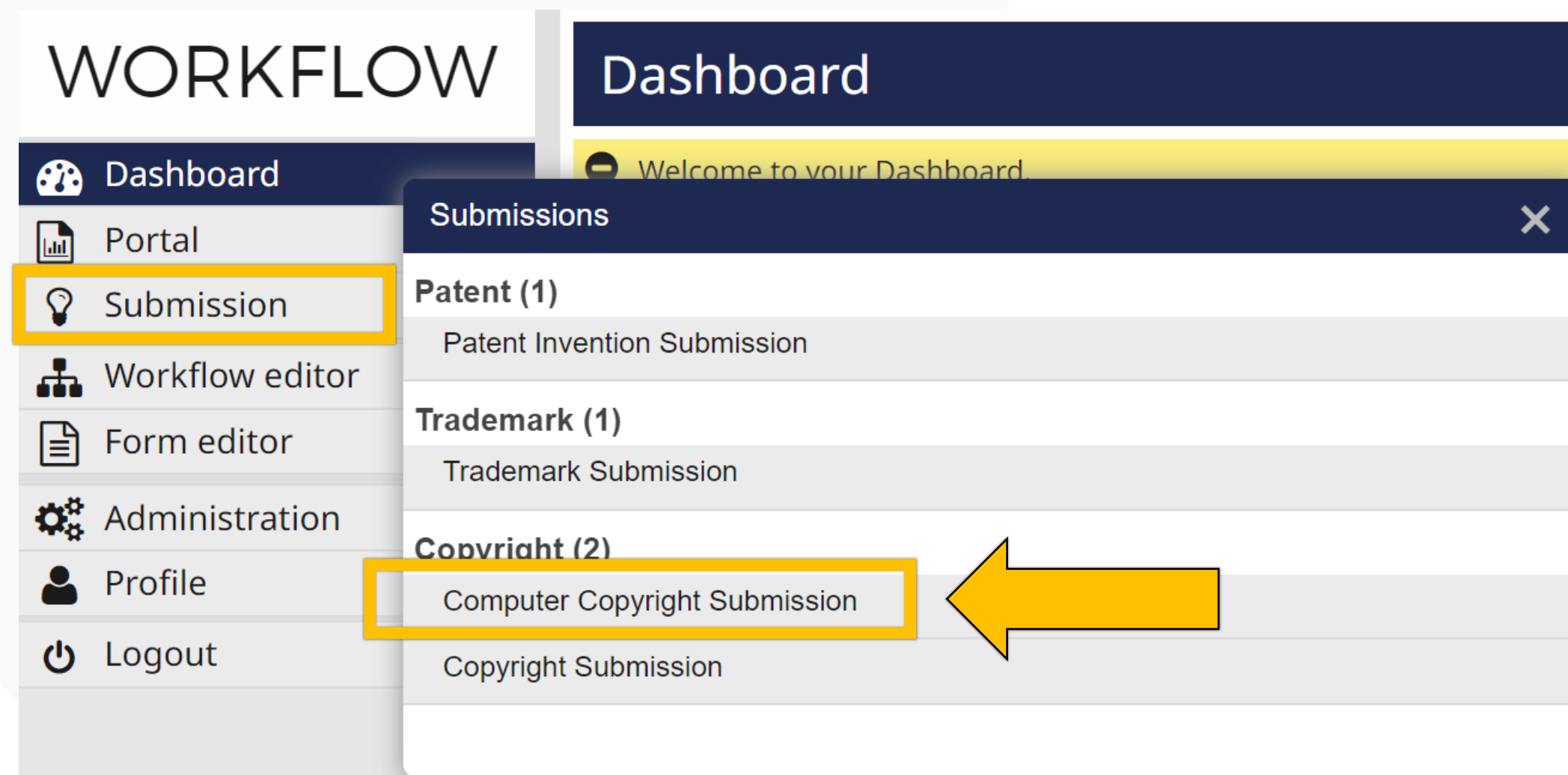
### Website

 [HKBU IP Management System](#)



# Computer Copyright Recordal

5. Click “**Submission**” and “**Computer Copyright Submission**” for Copyright Recordal.



# Recordal Request Form

6. Please fill in the information of your Computer Copyright recordal request on the online form.

The fields with “\*” are mandatory.

For example Item 1 Submitter Email

Please enter HKBU email

e.g. chandaiman@hkbu.edu.hk

## 1. Work Information

For definition of different terms (\*), you may refer to below link  
[https://drive.google.com/file/d/1--5YtTXRu6JdAB6WPBwxbs\\_Sl/view?usp=sharing](https://drive.google.com/file/d/1--5YtTXRu6JdAB6WPBwxbs_Sl/view?usp=sharing)

Full name of the Computer software: \*

Simplified name of the Computer software:

Submitter Email: \*

Classification number (please refer link below):

Please confirm and enter your correct HKBU email address.

<https://wipo.lex.wipo.int/en/text/337800>

Version number (if any):



# Recordal Request Form (Cont'd)

7. Go to the top of the page, download the IDF signature form from **"HKBU Computer Software Copyright Disclosure Form"**.

Please download the signature form and return the signed form to us by using below "Attach documents" function

HKBU Computer Software Copyright Declaration Form

8. Drag and drop or click the box for uploading the executed HKBU Computer Software Copyright Disclosure Form.

**Attach documents**

+ Add documents

Drop files here or click to upload

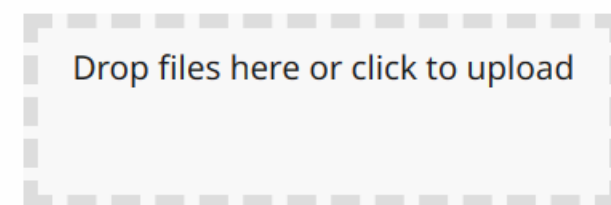


# Recordal Request Form (Cont'd)

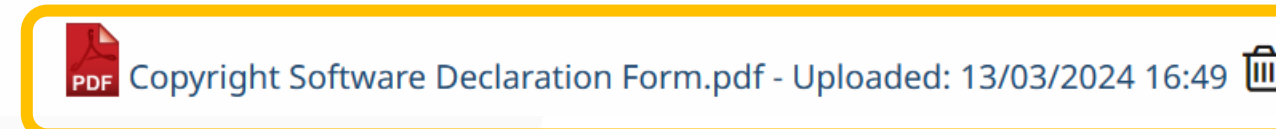
9. Uploaded documents can be shown below.

## Attach documents

+ Add documents



Attached files:



10. Click “**Submit**” button to submit the Computer Copyright recordal request.



Please read this Privacy Policy Statement (PPS) and Personal Information Collection Statement (PICS) carefully to understand the policy and practice of Hong Kong Baptist University regarding how your personal data will be treated.

# Computer Copyright Recordal

11. Author can always check the status of the Computer Copyright recordal request at the IP management system.

Dashboard				
<div>Welcome to your Dashboard.</div> <div>To start, select <b>Submission</b> from the left hand menu.</div> <div>Show me</div>				
My tasks 0	My submissions 57	Associated submissions 55		
Task	Title	Reference	Create date	Status
		0035		
Validation	My Computer Software	CPR-0035	2021-11-04	Awaiting Validator Review

# Notification email

12. For successful submission of Computer Copyright recordal, software developer will receive an acknowledge email generated by the system.

((UAT)IP System) Submission of your copyright of computer software



Administrator ((UAT)IP System) <hkbu@memotech.cpaglobal.com>

To: Siu Yi Pauline FUNG

Cc: HKBU Intellectual Property Rights

Dear Submitter,

Your computer copyright recordal request entitled "My Computer Software" was received for validation (reference number CPR-0035).

We shall keep you informed of any decision regarding your submission.

If you have any additional information/question, please contact KTO by email: [patent@hkbu.edu.hk](mailto:patent@hkbu.edu.hk) or phone: 3411-2830

Best regards

KTO

This is an automatically generated email from system. Please do not reply.



# Contact us

For any enquires, please contact KTO at 3411 2830 or email at [ip-enquiry@hkbu.edu.hk](mailto:ip-enquiry@hkbu.edu.hk)

Thank you !