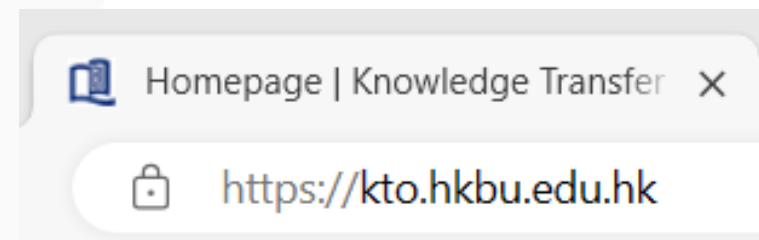**Knowledge Transfer Office**
Guidance notes:
Computer Copyright Recordal on
IP management system

January 2024
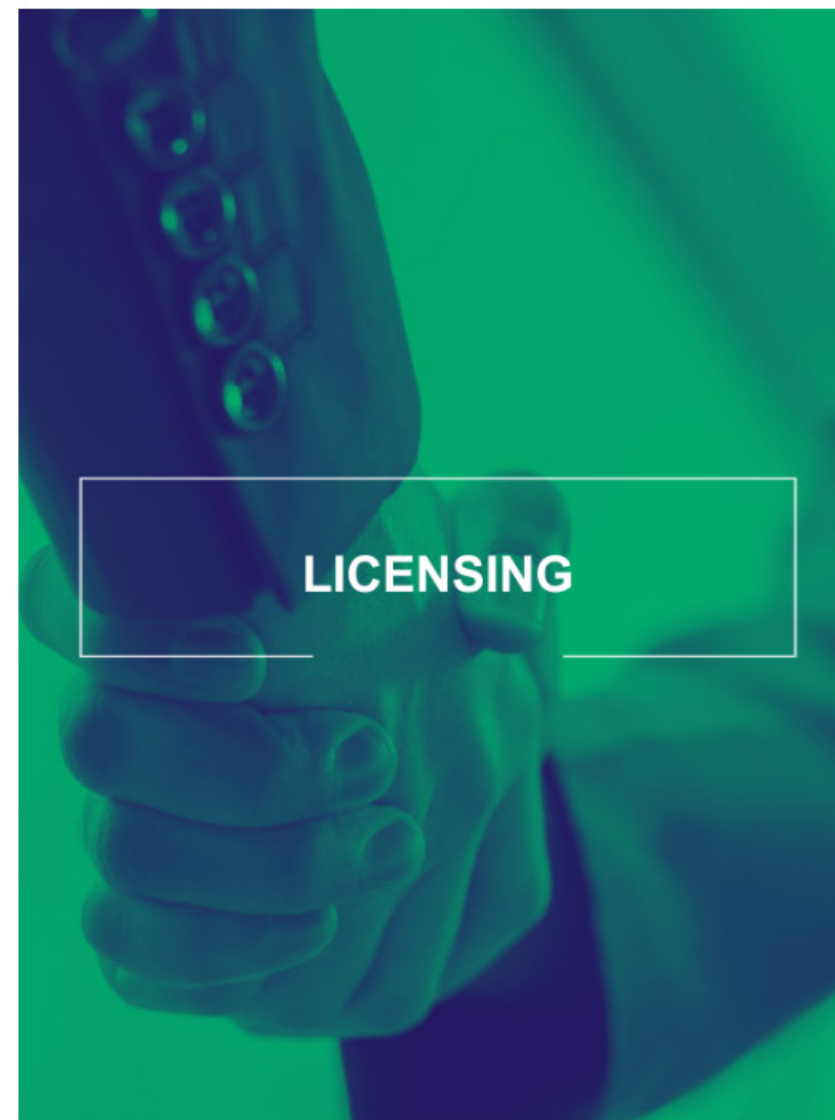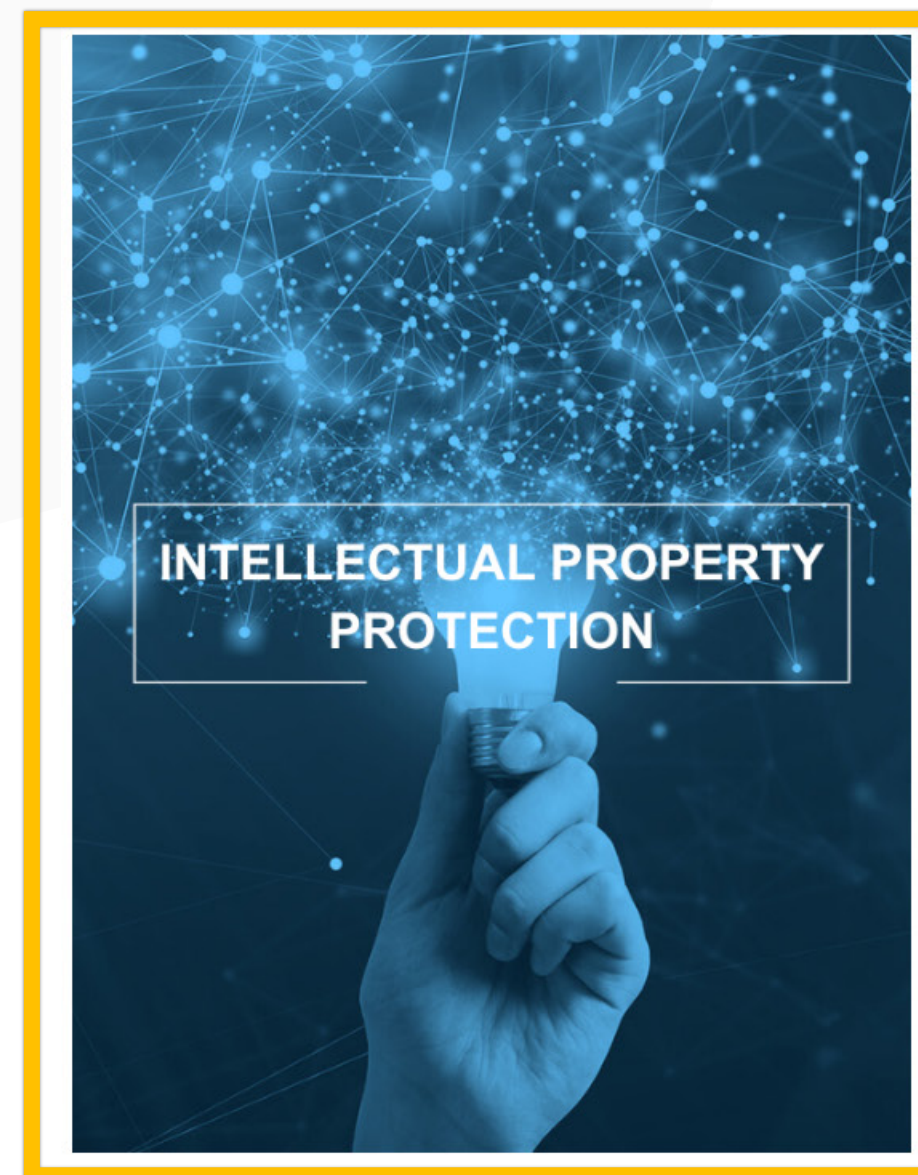
Visit the KTO homepage

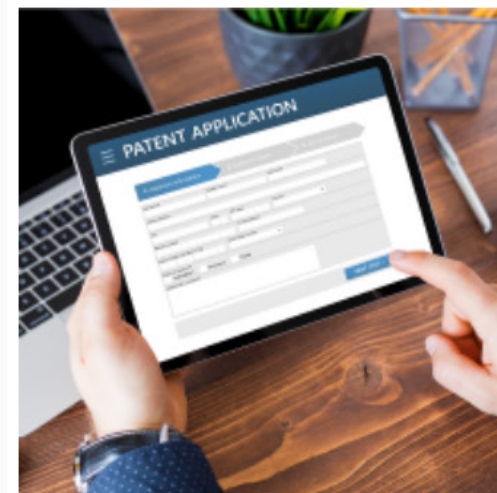1. Use Chrome / Firefox / Edge, go to KTO's website **https://kto.hkbu.edu.hk/**

Homepage | Knowledge Transfer ×

https://kto.hkbu.edu.hk

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

INTELLECTUAL PROPERTY PROTECTION

LICENSING

FUNDING OPPORTUNITIES

Knowledge
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Visit the KTO homepage

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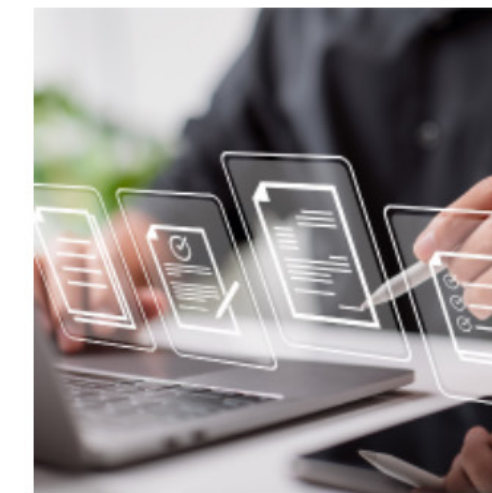

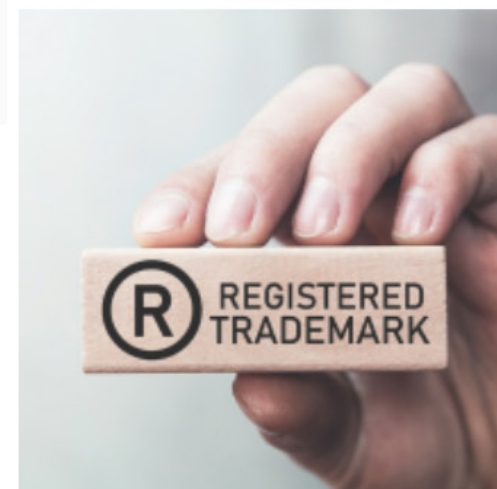Patent Application

More Info

Invention Submission

More Info
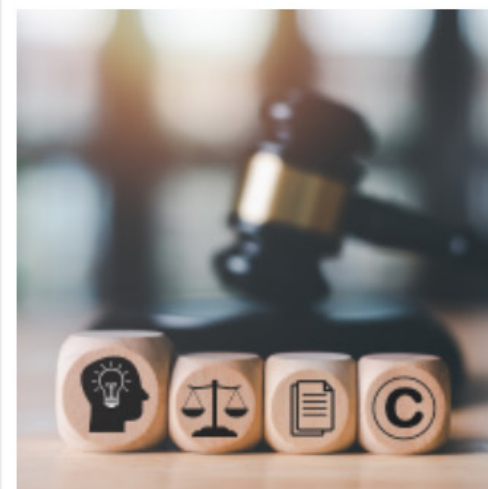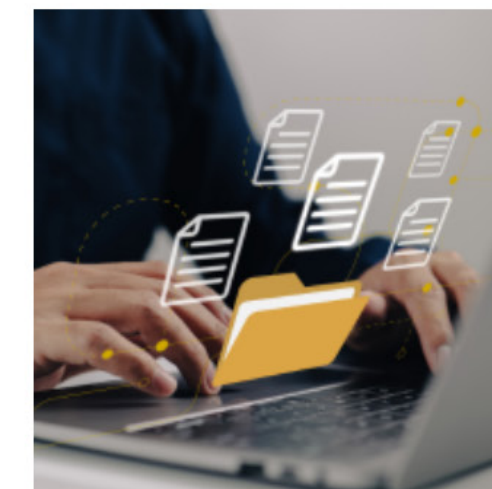
Patent Maintenance

More Info

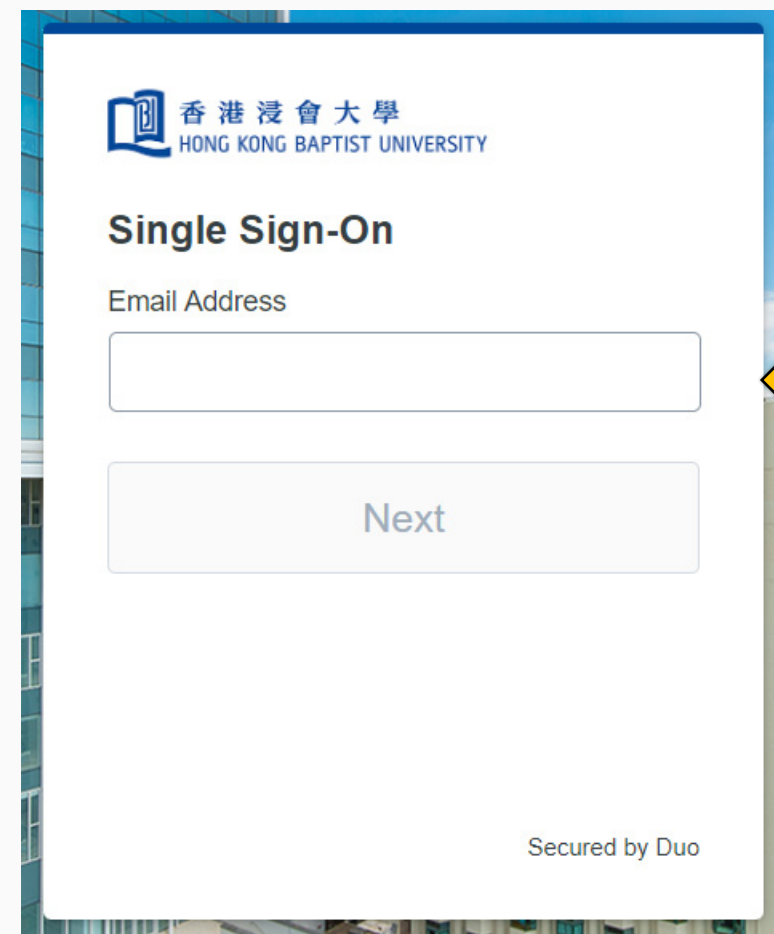Trademark Registration

More Info

Copyright Recordal

More Info

Contract Templates
(for HKBU Staff only)

Download Here

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IP System Login Page

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

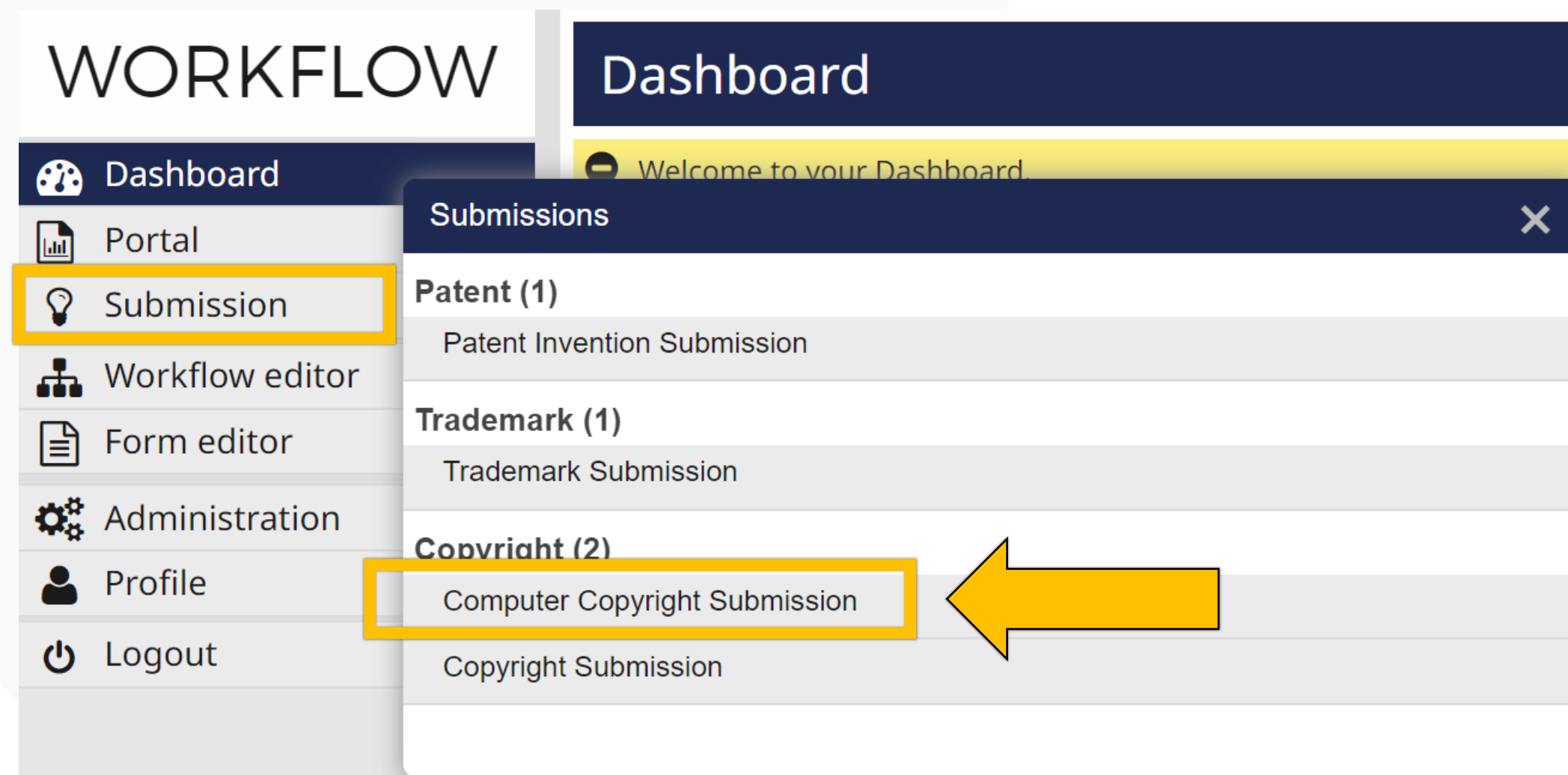# IP System's URL

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

Computer Copyright Recordal

5. Click "**Submission**" and "**Computer Copyright Submission**" for Copyright Recordal.

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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

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
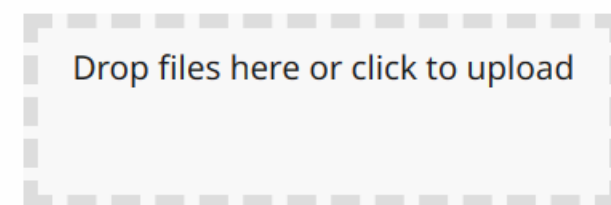
Drop files here or click to upload
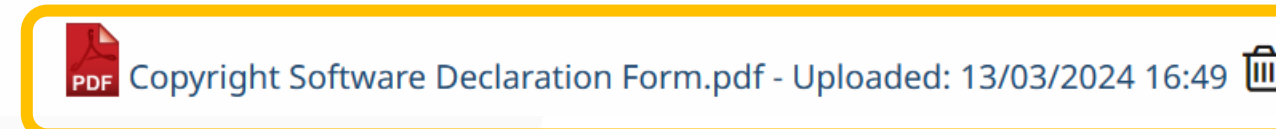
Recordal Request Form (Cont'd)

9. Uploaded documents can be shown below.

Attach documents

+ Add documents

Drop files here or click to upload

Attached files:

Copyright Software Declaration Form.pdf - Uploaded: 13/03/2024 16:49

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.

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Computer Copyright Recordal

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

Notification email

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

Contact us

For any enquires, please contact KTO at 3411 2830 or email at ip-enquiry@hkbu.edu.hk

Thank you !

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