

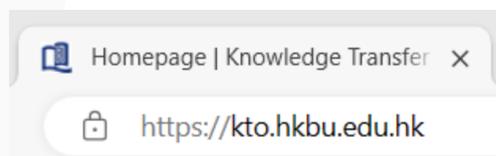
Knowledge Transfer Office

Guidance notes:
Copyright Recordal on
IP management system

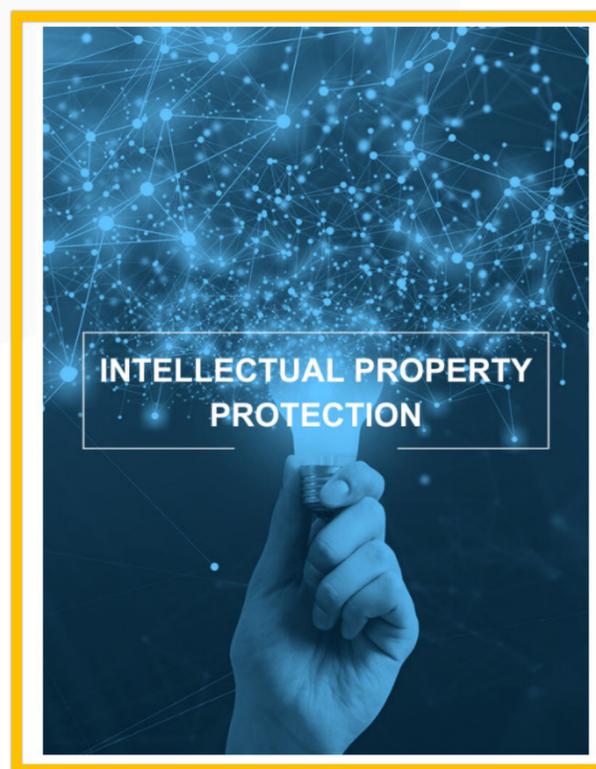
January 2024

Visit the KTO homepage

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

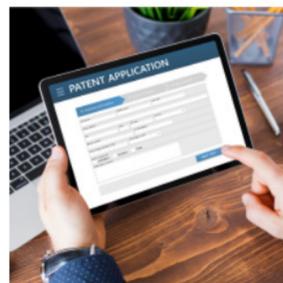


2.1 Scroll down and find **"Our Services"**, then click **"Intellectual Property Protection"**



Visit the KTO homepage

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



Patent Application

More Info



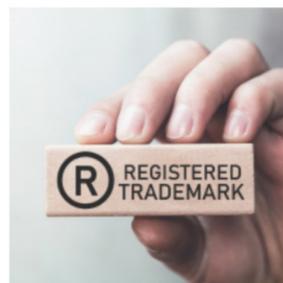
Invention Submission

More Info



Patent Maintenance

More Info

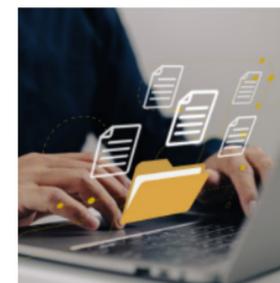


Trademark Registration



Copyright Recordal

More Info



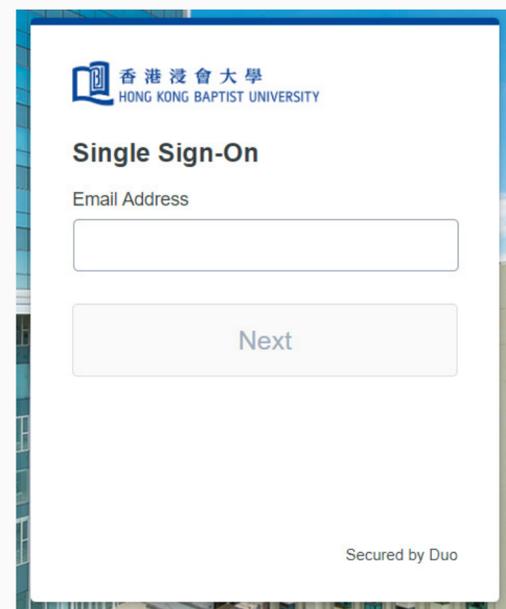
Contract Templates
(for HKBU Staff only)

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](#)

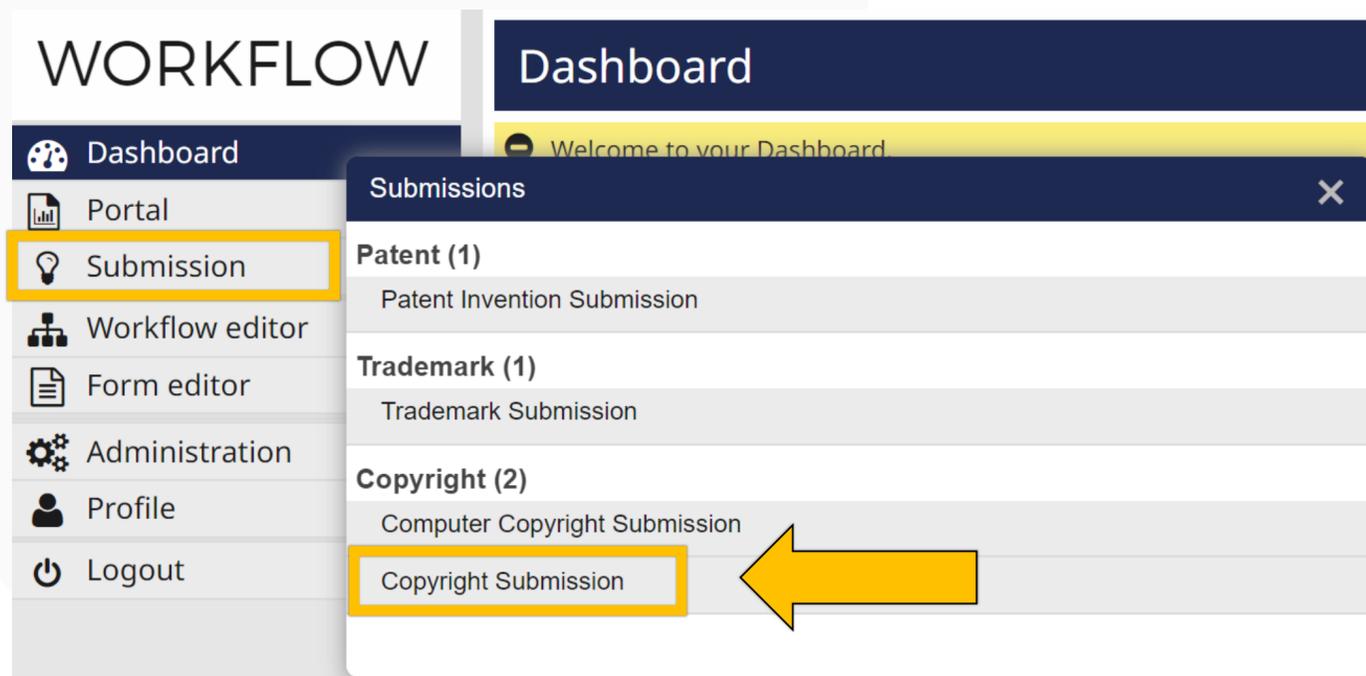
Website

 [HKBU IP Management System](#)



Copyright Recordal

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



Recordal Request Form

6. Please fill in the information of your 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_Details of the Work

Title of the work: *

Submitter Email: *

Please confirm and enter your correct HKBU email address.

Recordal Request Form (Cont'd)

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

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

[HKBU Copyright Declaration Form](#)

8. Drag and drop or click the box for uploading the executed HKBU 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 Disclosure Form_for signature (1).pdf - Uploaded: 13/03/2024 17:11 

10. Click "**Submit**" button to submit the Copyright recordal request.

Submit  

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.

Copyright Recordal

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

Task	Title	Reference	Create date	Status
Validate	Copyright 测试 123	CPR-0027	2021-11-04	Awaiting Validator Review

Notification email

12. For successful submission of copyright application, author will receive an acknowledge email generated by the system.

([UAT]IP System) Submission of your copyright



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

To: Siu Yi Pauline FUNG

Cc: HKBU Intellectual Property Rights

Dear Submitter,

Your copyright recordal request entitled "My Copyright" was received for validation (reference number CPR-0036).

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 or phone: 3411-2830

Best regards

KTO

This is an auto system generated email. Please do not reply.

Contact us

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

Thank you !