



Optional step

Trademark Search

Search for availability of the trademark and without any prior examination results.

- ❖ Application letter to Registrar General for search indicating classes, check the following this link to find classification [https://www.wipo.int/nice/its4nice/ITSupport and download a rea/20170101/guidelines_in_pdf/nice_en_flat_nice_20170101.pdf](https://www.wipo.int/nice/its4nice/ITSupport%20and%20download%20a%20rea/20170101/guidelines_in_pdf/nice_en_flat_nice_20170101.pdf)
- ❖ A reproduction of the mark (logo and name) hard and soft copy
- ❖ Payment receipt of 5,000frw paid at RDB's Account No 00040- 00281460-96 in Bank of Kigali

Itegeko rirengera umutungo mu by'ubwenge N⁰ 31/2009 ryo ku wa 26/10/2009

Gusaba amakuru ku kirango Cg izina mbere y'isesengura ryimbitse ry'ubusabe bw'ikirango

- ❖ Kwandikira Umwanditsi Mukuru ibaruwa isaba amakuru ku iyandikwa ry'ikirango , ugaragaza ibyiciro by'ibikorwa na serivisi by'ikirango wifashishije uyu murongo

https://www.wipo.int/nice/its4nice/ITSupport_and_download_area/20170101/gs_in_pdf/nice_en_flat_nice_20170101.pdf

- ❖ Ikirango ushaka cg Izina usabira amakuru
- ❖ Inyemeza bwishyu y' amafaranga ibihumbi 5,000 yishyuwe kuri konti ya RDB Numero 00040- 00281460-96 iri muri Banki ya Kigali



Trademark Application

- ❖ Application letter to Registrar General for Registration
- ❖ Filing of the application form
- ❖ Any meaning or translation of the mark if necessary
- ❖ File the search results if any;
- ❖ A reproduction of 1 specimen of the mark (hard and soft copy)
- ❖ Payment receipt of
 - 35,000 Rwf for filing with 1 class paid RDB's Account 00040-00281460-96 in Bank of Kigali
 - 3,000 Rwf each additional class paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ List of products or services for which registration of the mark is requested hard and softy copy following the link below
https://www.wipo.int/nice/its4nice/ITSupport_and_download_area/20170101/guide_en_flat_nice_20170101.pdf
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)

For foreign companies to bring the proof of the legal status
- ❖ A copy of the company, NGO, association certificate.....
- ❖ ID or Passport of the representative of the applicant
- ❖ Copy of Regulations if it is a collective or certification mark



**Trademark Amendment:-change of name,
- change of address
-change of name and address**

- ❖ Application letter to Registrar General
- ❖ Payment receipt 20,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent)for foreign company not registered in Rwanda)
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company (optional)



Trademark Renew

- ❖ Application letter to Registrar General
- ❖ Payment receipt of 80,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Payment receipt of 20000 Rwf for Late renew paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ Company certificate
- ❖ Copy of the Trademark certificate
- ❖ ID or Passport of the representative of the company (optional)



Trademark Duplicate

- ❖ Application letter to Registrar General
- ❖ Payment receipt -10,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a
lawyer registered in Rwanda (agent)for foreign company
not registered in Rwanda)
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company



Trademark Opposition

- ❖ Application letter to Registrar General
- ❖ Payment receipt 20,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a
lawyer registered in Rwanda (agent) for foreign company
not registered in Rwanda)
- ❖ Opposition statement and evidences
- ❖ proof of the legal status
- ❖ ID or Passport of the representative of the company



Trademark assignement/License

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 50,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Assignment/ License contract
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent)for foreign company not registered in Rwanda)
- ❖ Company certificate
- ❖ Copy of the Trademark certificate
- ❖ ID or Passport of the representative of the company (optional)



Trademark Cancellation

- ❖ Letter to the Registrar General
- ❖ Company resolution notarized to cancel the mark
- ❖ ID or Passport of the representative of the company
- ❖ Original Certificate of Trademark issued
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ ID or Passport of the representative of the company



Trademark Cancellation for Non-Use

- ❖ Letter to the Registrar General
- ❖ ID or Passport of the representative of the company
- ❖ Statement of Non-use
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ ID or Passport of the representative of the company



Optional step

Patent Search

Patent information search and without any prior art examination result

- ❖ Application letter to Registrar General indicating any of the following; the filing date, Title, abstract, inventor's name and owner
- ❖ Payment receipt of 5,000frw at RDB's Account No 00040-00281460-96 in Bank of Kigali



Patent of Invention

- ❖ Filing the application form
- ❖ Application letter to Registrar General
- ❖ Title, Description, abstract of the invention with their claims
- ❖ Drawings, as necessary
- ❖ Payment receipt of 10,000frw for a patent with provisional specification paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ -30,000frw for a patent with a final specification paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ A copy of the company, NGO, association certificate if any
- ❖ ID or Passport of the representative or inventor



Amendment of the Invention:- change of name
-change of address
-change of name and address

- ❖ Application letter to Registrar General
- ❖ Payment receipt 10,000 Rwf paid at RDB account
00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done
by a lawyer registered in Rwanda (agent)for foreign
company not registered in Rwanda)
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company
(optional)



Renew of the Patent of Invention

- ❖ Application letter to Registrar General
- ❖ Payment receipt 100,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Payment receipt of 30,000 Rwf for Late renew paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ Copy of the patent certificate
- ❖ ID or Passport of the representative of the company (optional)



Patent Duplicate

- ❖ Application letter to Registrar General
- ❖ Payment receipt of 10,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company



Patent Assignment

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 40,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ Deed of Assignment Notarized
- ❖ Notarized Power of attorney (when application is done
by a lawyer registered in Rwanda (agent) for foreign
company not registered in Rwanda)
- ❖ Copy of the patent certificate
- ❖ ID or Passport of the representative of the company
(optional)



Patent License

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt of 20,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ License agreement Notarized
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ Copy of the patent certificate
- ❖ ID or Passport of the representative of the company (optional)



Optional step

Utility model Search

Utility Model information search and without any prior art examination result

- ❖ Application letter to Registrar General indicating any of the following; the filing date, Description, abstract, inventor's name and owner
- ❖ Payment receipt of 5,000frw at RDB's Account 00040-00281460-96 in Bank of Kigali



UTILITY MODEL

- ❖ Filing the application form
- ❖ Application letter to Registrar General
- ❖ Description, abstract of the Utility Model with their claims
- ❖ Drawings, as necessary
- ❖ Registration fees :
 - Payment receipt of 5,000frw for utility Model with provisional specification paid at RDB's Account 00040-00281460-96 in Bank of Kigali
 - 5,000frw for utility Model with a final specification paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ A copy of the company, NGO, association certificate if any
- ❖ ID or Passport of the representative or innovator



**Amendment of the utility model: -change of name,
-change of address
-change of name and address**

- ❖ Application letter to Registrar General
- ❖ Payment receipt of 5,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company (optional)



Renew of the Utility Model

- ❖ Application letter to Registrar General
- ❖ Payment receipt of 250,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Payment receipt of 50,000 Rwf for Late renew paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ Copy of the patent certificate
- ❖ ID or Passport of the representative of the company (optional)



Utility Model Duplicate

- ❖ Application letter to Registrar General
- ❖ Payment receipt 10,000 Rwf paid at RDB's Account No 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
 - ❖ Company certificate
 - ❖ ID or Passport of the representative of the company



Assignment of the Utility Model

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 15,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Deed of Assignment Notarized
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ Copy of the Utility Model certificate
- ❖ ID or Passport of the representative of the company (optional)



License of the Utility Model

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 50,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ License agreement Notarized
- ❖ Notarized Power of attorney (when application is done
by a lawyer registered in Rwanda (agent) for foreign
company not registered in Rwanda
- ❖ Copy of the Utility Model certificate
- ❖ ID or Passport of the representative of the company
(optional)



Optional step

Industrial Design Search

Industrial Design information search and without any prior art examination result

- ❖ Application letter to Registrar General indicating any of the following; the filing date, Description, abstract, Drawings Designer's name and owner
- ❖ Payment receipt of 5,000frw at RDB's Account 00040-00281460-96 in Bank of Kigali



Industrial Design

- ❖ Application letter to Registrar General
- ❖ Filing of the application form
- ❖ Drawings, photographs or other appropriate graphic representations
- ❖ The abstract of the industrial design
- ❖ Payment receipt of 30,000 Rwf at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ A copy of the company registration certificate (if necessary)
- ❖ ID or Passport of the representative of the company

NB: According to the art 90 of the law An industrial design or model shall be new if it has not been disclosed in any place in the world



Amendment of the Industrial Design:

- **change of name**
 - **change of address**
 - **change of name and address**
-
- ❖ Application letter to Registrar General
 - ❖ Payment receipt of 20,000 Rwf paid at (RDB's Account 00040-00281460-96 in Bank of Kigali)
 - ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
 - ❖ Company certificate
 - ❖ Industrial design certificate
 - ❖ ID or Passport of the representative of the company (optional)



Renew of the Industrial Design

- ❖ Application letter to Registrar General
- ❖ Payment receipt 50,000 Rwf paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Payment receipt of 20,000 rwf for Late renew paid at RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ Copy of the Industrial Design certificate
- ❖ ID or Passport of the representative of the company (optional)



Industrial Design Duplicate

- ❖ Application letter to Registrar General
- ❖ Payment receipt 10,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ Notarized Power of attorney (when application is done
by a lawyer registered in Rwanda (agent) for foreign
company not registered in Rwanda
- ❖ Company certificate
- ❖ ID or Passport of the representative of the company



Assignment of the Industrial Design

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 50,000 Rwf paid at RDB's Account
00040-00281460-96 in Bank of Kigali
- ❖ Deed of Assignment Notarized
- ❖ Notarized Power of attorney (when application is done
by a lawyer registered in Rwanda (agent) for foreign
company not registered in Rwanda
- ❖ Copy of the Industrial Design certificate
- ❖ ID or Passport of the representative of the company
(optional)



License of the Industrial Design

- ❖ Application letter to Registrar General
- ❖ Filing the application form
- ❖ Payment receipt 20,000 Rwf paid at RDB's Account 00040-00281460-96 in BK
- ❖ License agreement Notarized
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda
- ❖ Copy of the industrial design certificate
- ❖ ID or Passport of the representative of the company (optional)



Art 165 : Geographical Indication (GI) Application

- ❖ Application letter to Registrar General for Registration
- ❖ Filing of the application form
- ❖ Any meaning or translation of the GI, if necessary
- ❖ A reproduction of 1 specimen of the GI (hard and soft copy)
- ❖ Payment receipt of 10,000 Rwf for filing with 1 class paid RDB's Account 00040-00281460-96 in Bank of Kigali
- ❖ List of products or services for which registration of the GI is requested hard and softy copy: check the link below https://www.wipo.int/nice/its4nice/ITSsupport_and_download_area/20170101/gi_in_pdf/nice_en_flat_nice_20170101.pdf
- ❖ Notarized Power of attorney (when application is done by a lawyer registered in Rwanda (agent) for foreign company not registered in Rwanda)
- ❖ To bring the proof of the legal status of owner/institution
- ❖ ID or Passport of the representative of the owner
- ❖ Copy of Regulations if it is a GI/collective or certification mark