Optional step

Trademark Search

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

- Application form for search indicating classes, check the following this link to find classification https://www.wipo.int/en/web/classification-nice
- A reproduction of the mark (logo and name) hard and soft copy
- A payment slip of RWF 10,000 paid into RDB Account No. 100001110882 held at BK; or

  For foreign companies, a payment slip of USD 20 paid into RDB Account No. 100001110181 held at BK.

Itegeko rirengera umutungo mu by'ubwenge *N⁰ 055/2024 of 20/06/2024*

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

- Kuzuza inyandiko isaba amakuru ku iyandikwa ry'ikirango, ugaragaza ibyiciro by'ibikorwa na serivisi by'ikirango wifashishije uyu murongo https://www.wipo.int/en/web/classification-nice
- Ikirango ushaka cg Izina usabira amakuru
- Inyemeza bwishyu y' amafaranga ibihumbi 10,000 yishyuwe kuri konti ya RDB Nomero 100001110882 iri muri Banki ya Kigali cyangwa amadorari 20 USD kuri konti ya RDB y'amadorali Nomero 100001110181 iri muri Banki ya Kigali

- 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
    - For local applicants: **RWF 40,000** for filing in one class, plus **RWF 5,000** for each additional class, payable to RDB Account No. 100001110882 held at BK.
    - For foreign applicants/companies: **USD 80** for filing in one class, plus **USD 10** for each additional class, payable to RDB Account No. 100001110181 held at BK.
- 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/en/web/classification-nice
- 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 Amendement:-change of name,

- change of address

-change of name and address

- Application form to Registrar General
- Payment receipt
  - For local applicants: **RWF 30,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 50**, payable to RDB Account No. 100001110181 held at BK.
- 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 form to Registrar General
- Payment receipt
  - For local applicants: **RWF 100,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 150**, payable to RDB Account No. 100001110181 held at BK.
- Payment receipt for Late renew
  - For local applicants: **RWF 20,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 50**, payable to RDB Account No. 100001110181 held at BK.
- 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
- A payment slip of RWF 10,000 paid into RDB Account No. 100001110882 held at BK; or

  For foreign companies, a payment slip of USD 20 paid into RDB Account No. 100001110181 held at BK
- 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
- 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
  - For local applicants: **RWF 50,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 100**, payable to RDB Account No. 100001110181 held at BK.
- 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

Trademark Reinstatement

- Application form to Registrar General
- Payment receipt
  - For local applicants: **RWF 160,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 280**, payable to RDB Account No. 100001110181 held at BK.
- 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)

Extension of time limits

- ❖ Application form to Registrar General
- ❖ Payment receipt
  - For local applicants: **RWF 20,000** payable to RDB Account No. 100001110882 held at BK.
  - For foreign applicants/companies: **USD 30**, payable to RDB Account No. 100001110181 held at BK.
- ❖ 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 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
- A payment slip of RWF 20,000 paid into RDB Account No. 100001110882 held at BK; or
  For foreign companies, a payment slip of USD 30 paid into RDB Account No. 100001110181 held at BK

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
    - 10,000 RWF for a patent with provisional specification paid at RDB's Account 100001110882 in Bank of Kigali or USD 30 for foreign companies
    - 30,000 rwf for a patent with a final specification paid at RDB's Account 00040-00281460-96 in Bank of Kigali or USD 100 for foreign companies
- ❖ 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

Amendement of the Invention:- change of name

-change of address

-change of name and address

- Application letter to Registrar General
- Payment receipt 20,000 Rwf paid at RDB account 100001110882 in Bank of Kigali; or a payment slip of USD 50 paid into RDB Account No. 100001110181 held at BK for foreign companies
- 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)

Renewal / Payment of Patent Maintenance Fees

Required Documents

- Application letter addressed to the Registrar General.
- Payment slip of the applicable annual maintenance fee paid into **RDB Account No. 100001110882 held at BK** (for payments in RWF); or a payment slip of the applicable fee in USD paid into **RDB Account No. 100001110181 held at BK** (for foreign companies).
- Payment slip of the applicable late payment surcharge, where applicable, paid into **RDB Account No. 100001110882 held at BK** (for payments in RWF); or **RDB Account No. 100001110181 held at BK** (for foreign companies).
- Notarized Power of Attorney (where the application is filed through a lawyer/agent registered in Rwanda on behalf of a foreign company not registered in Rwanda).
- Copy of the Patent Certificate.
- Copy of the ID card or Passport of the company's representative (optional).

Applicable Annual Maintenance Fees

- **Resident Applicants**
- Years 1 to 5: **RWF 50,000**
- Years 6 to 10: **RWF 70,000**
- Years 11 to 15: **RWF 100,000**
- Years 16 to 20: **RWF 150,000**

Non-Resident Applicants (Foreign Companies)

- Years 1 to 5: **USD 150**
- Years 6 to 10: **USD 200**
- Years 11 to 15: **USD 250**

- Years 16 to 20: **USD 300**

Late Payment Surcharge

- **RWF 30,000** for resident applicants; or
- **USD 100** for non-resident applicants (foreign companies).

Patent Duplicate (Application for a Copy of the Patent Title / Duplicate)

Required Documents

- Application letter addressed to the Registrar General.
- Payment slip of **RWF 10,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 30** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- Notarized Power of Attorney (where the application is filed through a lawyer/agent registered in Rwanda on behalf of a foreign company not registered in Rwanda).
- Company Registration Certificate.
- Copy of the ID card or Passport of the company's representative.

Patent Assignment

- Application letter addressed to the Registrar General.
- Duly completed application form.
- Payment slip of **RWF 40,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 140** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- Notarized Deed of Assignment.
- Notarized Power of Attorney (where the application is filed through a lawyer/agent registered in Rwanda on behalf of a foreign company not registered in Rwanda).
- Copy of the Patent Certificate.
- Copy of the ID card or Passport of the company's representative (optional).

Patent License

- Application letter addressed to the Registrar General.
- Duly completed application form.
- Payment slip of **RWF 50,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 150** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- Notarized Licence Agreement.
- Notarized Power of Attorney (where the application is filed through a lawyer/agent registered in Rwanda on behalf of a foreign company not registered in Rwanda).
- Copy of the Patent Certificate.
- Copy of the ID card or Passport of the company's representative (optional).

Optional step

Utility Model Search

- Application letter addressed to the Registrar General indicating any of the following details relating to the utility model:
  - Filing date;
  - Description;
  - Abstract;
  - Inventor's name; and/or
  - Owner's name.
- Payment slip of **RWF 5,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 15** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.

UTILITY MODEL

- Filing the application form
- Application letter to Registrar General
- Description, abstract of the Utility Model with their claims
- Drawings, as necessary
- Payment slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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

Amendement of the utility model: -change of name,
-change of address
-change of name and address

- Application letter to Registrar General
- Payment slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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 slip of **RWF 100,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 150** paid into **RDB Account No. 100001110181 held at BK** for foreign companies
- **Late Payment Surcharge**
  - **RWF 30,000** for resident applicants; or
  - **USD 100** for non-resident applicants (foreign companies).
- 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 slip of **RWF 5,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 15** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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

Assignement of the Utility Model

- Application letter to Registrar General
- Filing the application form
- Payment slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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 slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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 slip of **RWF 10,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 20** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.

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 slip of **RWF 30,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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

Amendement of the Industrial Design:

- **change of name**
- **change of address**
- **change of name and address**

- ❖ Application letter to Registrar General
- ❖ Payment slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 50** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- ❖ 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)

Renewal / Payment of Industrial design Maintenance Fees

Required Documents

- Application letter addressed to the Registrar General.
- Payment slip of the applicable annual maintenance fee paid into **RDB Account No. 100001110882 held at BK** (for payments in RWF); or a payment slip of the applicable fee in USD paid into **RDB Account No. 100001110181 held at BK** (for foreign companies).
- Payment slip of the applicable late payment surcharge, where applicable, paid into **RDB Account No. 100001110882 held at BK** (for payments in RWF); or **RDB Account No. 100001110181 held at BK** (for foreign companies).
- Notarized Power of Attorney (where the application is filed through a lawyer/agent registered in Rwanda on behalf of a foreign company not registered in Rwanda).
- Copy of the Industrial design Certificate.
- Copy of the ID card or Passport of the company's representative (optional).

Applicable Maintenance Fees

Resident Applicants

- Maintenance fees after 5 years from the date of filing application: **RWF 50,000**
- Maintenance fees after 5 years from the date of filing application: **RWF 50,000**

Non-Resident Applicants (Foreign Companies)

- Maintenance fees after 5 years from the date of filing application: **USD 100**
- Maintenance fees after 5 years from the date of filing application: **USD 100**

Late Payment Surcharge

- **RWF 30,000** for resident applicants; or
- **USD 50** for non-resident applicants (foreign companies).

Industrial Design Duplicate

- Application letter to Registrar General
- Payment slip of **RWF 5,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 15** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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

Assignement of the Industrial Design

- Application letter to Registrar General
- Filing the application form
- Payment slip of **RWF 50,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 100** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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 slip of **RWF 20,000** paid into **RDB Account No. 100001110882 held at BK**; or **USD 30** paid into **RDB Account No. 100001110181 held at BK** for foreign companies.
- 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)

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 50,000 Rwf for filing with 1 class paid RDB's Account **100001110882** 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/ITSupport_and_download_area/20170101/gs_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