RDB RWANDA DEVELOPMENT BOARD

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Office of the Registrar General

APPLICATION FOR REGISTRATION OF COPYRIGHT AND RELATED RIGHTS - REQUIREMENTS

LAW N° 055/2024 OF 20/06/2024 ON THE PROTECTION OF INTELLECTUAL PROPERTY

Audio Visual Work/Script

- ❖ Filled application form*
- ❖ Application letter to the Registrar General
- ❖ Copy of ID card or passport of the scriptwriter*
- ❖ Soft copy of the work/film (script on flash disk in PDF format) *
- ❖ Hard copy of the script (email submission) *
- ❖ Synopsis and/or abstract (soft copy) of the script*
- ❖ Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- ❖ Copy of company certificate (when the applicant is a company)
- ❖ Notarized Power of attorney (when application is done by an agent "delegation'')

Note: Marked * is mandatory / Ahari akamenyetso * bivuze ko ari itegeko.
More info: Email: ipdesk@rdb.rw / info.registrar@rdb.rw ; Tel: +250 796 897 649

RDB RWANDA DEVELOPMENT BOARD ORG Office of the Registrar General

UBURENGANZIRA BW'UMUHANZI/IBISABWA

ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IBIHANGANO BY'IYUMVABONWA/Script

- Kuzuza inyandiko isaba*
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'umwanditsi w'igihangano*
- Soft copy y'igihangano kuri flash disk (script on flash disk in PDF format) *
- Hard copy y'igihangano*
- Incamake y'igihangano*
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Kopi y'icyemezo cy'ubucuruzi(iyo bikozwe na sosiyeti)
- Inyandiko iriho umukono wa Noteri itanga uburenganzira (iyo wahagariwe)

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Audio Visual Work/film

- Filled Application form*
- Application letter to the Registrar General
- Copy of ID card or passport of:
  - Script-writer*
  - Producer*
  - Film director*
- Agreements with 3 of them*
- Flash Disc / (DVD with cover) of film (in physical format) to our office*
- Summary or synopsis of film
- Proof of payment*:

- Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
- Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW300401000011101818 40)

- Copy of the company certificate (when the applicant is a company)
- Notarized Power of attorney (when application is done by an agent "delegation)

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ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IBIHANGANO BY'IYUMVABONWA/Film

- Kuzuza inyandiko isaba
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'umwanditsi w'igihangano
  - Umwanditsi w'igihangano
  - Umwishingizi w'igihangano
  - Umuyobozi w'igihangano
- Amasezerano bafitanye hagatiyabo
- Soft copy y'igihanganokuri flash (script on flash disk in PDF format)
- Hard copy y'igihangano
- Incamake y'igihangano
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW300401000011101818 40)
- Kopi y'icyemezo cy'ubucuruzi (iyobikozwenasosiyeti)
- Inyandiko iriho umukono wa Noteri itanga uburenganzira (iyo wahagariwe)

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Audio Visual Work/TV Show

- Filled application form*
- Application letter to the Registrar General
- Copy of ID card or passport of:*
  - Script-writer
  - Producer
  - Show director
- Description of the audio-visual work*
- Sample of the audio-visual on Flash Disk / DVD physical format*
- Summary / abstract or synopsis of the show*
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Copy of the Company certificate (when the applicant is a company)
- Notarized Power of attorney (when the application is done by an agent "delegation)

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ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IBIHANGANO BY' IYUMVABONWA / TV Show

- Kuzuza inyandiko isaba *
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano*
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'umwandits w'igihangano*
  - Umwanditsi w'igihangano
  - Umwishingizi w'igihangano
  - Umuyobozi w'igihangano
- Amasezerano bafitanye hagati yabo*
- Soft copy y'igihangano mu majwi kuri DVD*
- script kuri flash disk in PDF format) *
- Hard copy y'igihangano
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW3004010000111018184O)
- Incamakey'igihangano
- Kopi y'icyemezo cy'ubucuruzi(iyobikozwe na sosiyeti)
- Inyandiko iriho umukono wa Noteri itanga uburenganzira (iyowahagariwe)

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Handcraft/ Drawing Work

- Filled application form*
- Application letter to the Registrar General
- Copy of ID card or passport of the Owner/ designer*
- Sample of the product in different angles (photographs)*
- Summary / abstract or synopsis of the work*
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Copy of the company certificate (when the applicant is a company)
- Notarized Power of attorney (when application is done by an agent "delegation)

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Architecture/ Drawing Work

- Filled application form*
- Application letter to the Registrar General
- Copy of ID card or passport of the Owner/ designer*
- Sample of the architecture (plan) in different angles (photographs) *
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW3004010000111018184O)
- Copy of the company certificate (when the applicant is a company)
- Notarized Power of attorney (when application is done by an agent "delegation)

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ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IBIHANGANO BY'UBUGENI

- Kuzuza inyandiko isaba *
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano*
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga*
- Igihangano ku ifoto*
- Incamake y'igihangano Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Kopi y'icyemezo cy'ubucuruzi (iyobikozwenasosiyeti)
- Inyandiko iriho umukono wa Noteri itanga uburenganzira (iyowahagariwe)

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Music

- Filled application form*
- Application letter to the Registrar General
- Flash Disk / Covered CD (Album or Songs in details) *
- Copy of ID or passport of the Owner(s); moral or economic rightsholders and agreements with: *
  - Song Composer*
  - Producer*
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Notarized Power of attorney (when application is done by an agent " delegation")

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ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IBIHANGANO BY'INDIRIMBO

- Kuzuza inyandiko isaba *
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'umwanditsi w'indirimbo n'uwatunganyije*
- Amasezerano hagati yabo*
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Igihanga no kiri kuri Flash (CD, DVD igomba kuba ifunitse) *
- Indirimbo yanditse bayizana yanditse mu manota (solfege) *
- Kopi y'icyemezocy'ubucuruzi (iyobikozwe na sosiyeti)
- Inyandi ko iriho umukono wa Noteri itanga uburenganzira (iyo wahagariwe)

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Book

- Filled application form*
- Application letter to the Registrar General
- Copy of ID card or passport of the owner(s): moral or economic rightsholders: *
  - Book-writer
  - Publisher
- Soft copy of the book*
- Hard copy (Book) *
- Summary and abstract of the book*
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Copy of Company certificate (when application is done by company)
- Notarized Power of attorney (when application is done by an agent "delegation")

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ITEGEKO N° 055/2024 RYO KU WA 20/06/2024 RYEREKEYE KURENGERA UMUTUNGO BWITE MU BY'UBWENGE

IGITABO

- Kuzuza inyandiko isaba *
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'umwanditsi w'igihangano*
  - Umwanditsi w'igihangano*
  - Umwishingizi w'igihangano*
  - Umuyobozi w'igihangano*
- Amasezerano bafitanye hagati yabo*
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Soft copy y'igihangano kuri flash (script on flash disk in PDF format) *
- Hard copy y'igihangano *

Note: Marked * is mandatory / Ahari akamenyetso * bivuze ko ari itegeko.
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Computer Program

- Filled application form*
- Application letter to the Registrar General
- Copy of ID card or passport*
- Copy of a software program on covered CD/Flash Disk*
- Description of the software (User manual) *
- Process flow document*
- Core screenshots of your application*
- Schema of the database*
- Proof of payment*:
  - Applicant residing in Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Applicant residing abroad: USD 10 (**a/c no**.: 100001110181 ;
    Swift Code: BKIGRWRW ; **IBAN:**
    RW30040100001110181840)
- Copy of company certificate (when the applicant is a company)
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POROGARAMU ZA MUDASOBWA

- Kuzuza inyandiko isaba *
- Kwandikira Umwanditsi Mukuru ibaruwa isaba gushinganisha igihangano
- Kopi y'indangamuntu cyangwa uruhushya rw'abajya mu mahanga rw'uwakoze porogaramu*
- Kopi ya porogaramu kuri Flash Disk*
- Ubusobanuro bwa porogaramu mu nyandiko (Uko ikora) *
- Kopi y'icyemezocy'ubucuruzi (iyobikozwe na sosiyeti) *
- Kopi y'ubwishyu: *
  - Usaba atuye mu Rwanda: FRW 5,000 (**a/c no.**: 100001110882)
  - Usaba atuye hanze y'u Rwanda: USD 10 (**a/c no**.: 100001110181 ; **Swift Code**: BKIGRWRW ; **IBAN:** RW30040100001110181840)
- Inyandiko iriho umukono wa Noteri itanga uburenganzira (iyo wahagariwe)

Note: Marked * is mandatory / Ahari akamenyetso * bivuze ko ari itegeko.
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