Detailed steps

Step 1. Submit copyright registration documents

Contact details

Entity in charge
RWANDA DEVELOPMENT BOARD
Gishushu, Nyarutarama Road, Kigali
P.O Box 6239
Tel: +250 252 385 179
Email: info@rdp.rw
Website: http://www.rdb.rw

Unit in charge
INTELLECTUAL PROPERTY DIVISION
Mon: 07:00-17:00
Tue: 07:00-17:00
Wed: 07:00-17:00
Thu: 07:00-17:00
Fri: 07:00-15:00

Person in charge
ALEXIS TUYIZERE
Registration Officer
Tel: 0788739883
Email: alexis.tuyiere@rdp.rw

Expected results

0. Journal receipt notice
1. Appointment
Requirements

**Natural persons**

1. Application letter - CR (original) addressed to the registrar general
2. Copyright application form (original) duly filled and signed
3. Work to be protected (Simple copy)
4. Summary of the work to be protected (original)
5. Proof of identity (original + Simple copy) of the applicant (passport or national ID)

**Legal persons**

1. Application letter - CR (original) addressed to the registrar general
2. Copyright application form (original) duly filled and signed
3. Work to be protected (Simple copy)
4. Summary of the work to be protected (original)
5. Certificate of domestic company registration (Simple copy)
   or certificate of incorporation from the country of origin if the company is foreign in which case the copy must be notarized

**Representatives**

1. Proof of identity (original + Simple copy) of the authorized representative (passport or national ID)
2. Power of attorney (an authentic copy) notarized

Costs

Time frame

- **Waiting time in queue:** Max. 10mn
- **Attention at counter:** Min. 6mn - Max. 10mn
- **Waiting time until next step:** Min. 5 days - Max. 15 days

Legal justification


The list of requirements follows the instructions of the Office of the Registrar General.
Additional information

The registration officer will inform the client by telephone and/or email when the registration certificate will be ready.

Recourse: Intellectual Property Division

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Person in charge
BLAISE RUHIMA
MBARAGA
Division Manager
Tel: +250 788 632 160
Email: blaise.ruhima@rdb.rw

Entity in charge: Rwanda Development Board
Certified by: Blaise Ruhima, Deputy Intellectual Property
Date/Signature: 08/04/2016