

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: +250 252 585 179
Email: info@rdb.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.tuyizere@rdb.rw

Expected results

0. Journal receipt notice
1. Appointment

Requirements

Natural persons

Legal persons

Representatives

For individual applicants

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)

For companies

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

For an authorized representative

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. 5mn - Max. 10mn

Waiting time until next step: Min. 5 days - Max. 15 days

Legal justification

1. Law on the protection of intellectual property N° 31/2009 of 26/10/2009
articles 195, 196, 197

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, Div Intellectual Property*

Date/Signature: *08/07/2016*

