Step 2: Submit industrial design 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
1. Journal receipt notice
Requirements

<table>
<thead>
<tr>
<th>Natural persons</th>
<th>Legal persons</th>
<th>Representatives</th>
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For individuals
1. Payment receipt (original)
2. Application letter - ID (original) addressed to the registrar general
3. Application form (industrial design) (original) duly filled and signed
4. Description of the design (original)
5. Abstract (Simple copy) of the industrial design
6. Specimen (4 simple copies)
7. Proof of Identity (original + Simple copy) of the applicant (passport or national ID)

For companies
1. Payment receipt (original)
2. Application letter - ID (original) addressed to the registrar general
3. Application form (industrial design) (original) duly filled and signed
4. Description of the design (original)
5. Abstract (Simple copy) of the industrial design
6. Specimen (4 simple copies)
7. 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

In addition, for an authorised representative
1. Proof of Identity (original + Simple copy) of the authorized representative (passport or national ID)
2. Power of attorney (an authentic copy) notarized

Time frame

- Waiting time in queue: Max. 10mn
- Attention at counter: Max. 5mn
- Waiting time until next step: Max. 180 days

Legal justification
1. Law on the protection of intellectual property N° 31/2009 of 26/10/2009 Article 96
Additional information

Applicants who do not reside in Rwanda must be represented by an authorized industrial property agent in Rwanda. The registration officer will inform the client by telephone and/or email when the registration certificate is ready. The applicant may come to pick it or send an authorized representative.

Recourse: Intellectual Property Division

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Person in charge
BLAISE RUHIMA
MBARAGA
Division Manager
Tel: +250 786 632 160
Email: blaise.ruhima@rdb.rw

Entity in charge: Rwanda Development Board
Certified by: Blaise Ruhima
Date/Signature: 08/07/2016