

## Detailed steps

### Step 1 Pay fee for trade mark search

#### Contact details



#### Entity in charge

BANK OF KIGALI

Plot 6112, Avenue de la Paix , Kigali

Tel: + 250 252 593 100

Tel. 1: + 250 252 573 461, + 250 252 575 504

Email: [bk@bk.rw](mailto:bk@bk.rw)

Website: <http://www.bk.rw>

#### Unit in charge

BANK OF KIGALI (RDB BRANCH)

Mon: 07:00-18:00

Tue: 07:00-18:00

Wed: 07:00-18:00

Thu: 07:00-18:00

Fri: 07:00-18:00

#### Person in charge

CASHIER

#### Expected results

1. Payment receipt

#### Requirements

1. Payment slip (BK) (original)

#### Costs

##### Cost detail

**RWF 5,000**

trade mark search fee

Time frame

Waiting time in queue: Max. 10mn

Attention at counter: Max. 5mn

Legal justification

- 1. Ministerial order n°24 of 17/03/2016 determining fees payable for registration services of intellectual property  
Article annex(page74)

Additional information

The prescribed fee can also be paid to RDB account 028146096 (RWF) held at Bank of Kigali. Applicants outside Rwanda, must go through a local law firm to process payment on their behalf.

Recourse: Bank of kigali - RDB



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Person in charge

SUPERVISOR

**CERTIFIED**

Entity in charge: *Rwanda Development Board*

Certified by: *Blaise Kibine, Director of Intellectual Property*

Date/Signature: *08/07/2016*