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
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(page 74)

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

Entity in charge: 
Certified by: 
Date/Signature: 08/07/2016