

Step
4 Submit trade mark 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

Representatives

1. Payment receipt (original)
2. Application letter - TM (original)
addressed to the registrar general
3. Application form (trade mark) (original)
duly filled and signed
4. Reproduction of the mark (Simple copy)
not exceeding 8cm of height and 10cm with 4 specimens
5. Nice Classification
6. 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 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

Time frame

Attention at counter: Min. 10mn - Max. 20mn

Waiting time until next step: Min. 90 days - Max. 178 days

Legal justification

1. Law on the protection of intellectual property N° 31/2009 of 26/10/2009
articles 142, 143, 144

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. Additional information may be requested in the meantime.

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, DM Intellectual Property*
 Date/Signature: *08/07/2016*

