Step 4: Submit trade mark registration documents

**Contact details**

**Entity in charge**
RWANDA DEVELOPMENT BOARD  
Gishushu, Nyerutarama Road, Kigali  
P.O. Box 6239  
Tel: +250 252 585 179  
Email: info@rodb.rw  
Website: http://www.rodb.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: 0788738883  
Email: alexis.tuyizere@rodb.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 filed 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

   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.ruhipma@rdb.rw

Entity in charge: Rwanda Development Board
Certified by: Blaise Ruhipma DIP. Intellectual Property
Date/Signature: 09/04/2016