

**Step 2** Submit utility model 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](mailto: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](mailto:alexis.tuyizere@rdb.rw)

**Expected results**

1. Journal receipt notice

## Requirements

Natural persons

Legal persons

Representatives

### For individuals

1. Payment receipt (original)
2. Application letter - UM (original) addressed to the registrar general
3. Application form (utility model) (original) duly filled and signed
4. Description of the invention (original)
5. Drawings, models, or samples (original)
6. Abstract (original)
7. Proof of identity (original + Simple copy) of the applicant (passport or national ID)

### For companies

1. Payment receipt (original)
2. Application letter - UM (original) addressed to the registrar general
3. Application form (utility model) (original) duly filled and signed
4. Description of the invention (original)
5. Drawings, models, or samples (original)
6. Abstract (original)
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 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

There is no exact maximum time before the utility model registration certificate is granted, as the timeframe varies depending on the complexity of the innovation. The whole application and processing process lasts on average for 1 year at maximum.

**Attention at counter:** Max. 10mn

**Waiting time until next step:** Min. 30 days - Max. 60 days

### Legal justification

1. Law on the protection of intellectual property N° 31/2009 of 26/10/2009 articles 32, 64, 65, 66

**Additional information**

Applicants who do not reside in Rwanda must be represented by an authorized industrial property agent in Rwanda.

After receiving a complete application, the IP unit starts the formal examination of the utility model application. This step may take 1 to 2 months before it is complete. Within that period, additional information may be requested by the IP department when necessary. In such cases, the applicant is given an "incomplete notice" with details of what modifications have to be made and the deadline. Site visits by IP officers may also occur. Once the examination concludes that the application is complete, the applicant receives an "acceptance notice".

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

