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
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: 0788739683
Email: alexis.tuyizere@rdb.rw

Expected results
1. Journal receipt notice
Requirements

<table>
<thead>
<tr>
<th>Natural persons</th>
<th>Legal persons</th>
<th>Representatives</th>
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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 No. 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
IMBARAGA
Division Manager
Tel: +250 786 632 160
Email: blaize.ruhipa@rdb.rw

Certificate

Entity in charge: Rwand Development Board
Certified by: Blaise Ruhima, Dir Intellectual Property
Date/Signature: 06/07/2016

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