Step 3 Obtain acceptance notice for formal examination

Contact details

Entity in charge
RWANDA DEVELOPMENT BOARD
Gahushu, 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. Letter with fee for substantive examination

Requirements

1. Physical presence of applicant or representative
   the authorized representative must have a notarized power of attorney

Time frame

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

An acceptance notice informs the applicant that the formal examination of the utility model application was successful which means the application can now go through a substantive examination by the National Industrial Research and Development Agency (NIRDA).

The NIRDA notifies the IP unit of the applicable fee to be paid by the applicant.

Once the fee has been determined and communicated to the IP unit, the applicant is notified and requested to come pick the letter with mention of the amount and pay the fee at the Bank.

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 Ruhima, Dir. Intellectual Property
Date/Signature: 08/07/2014