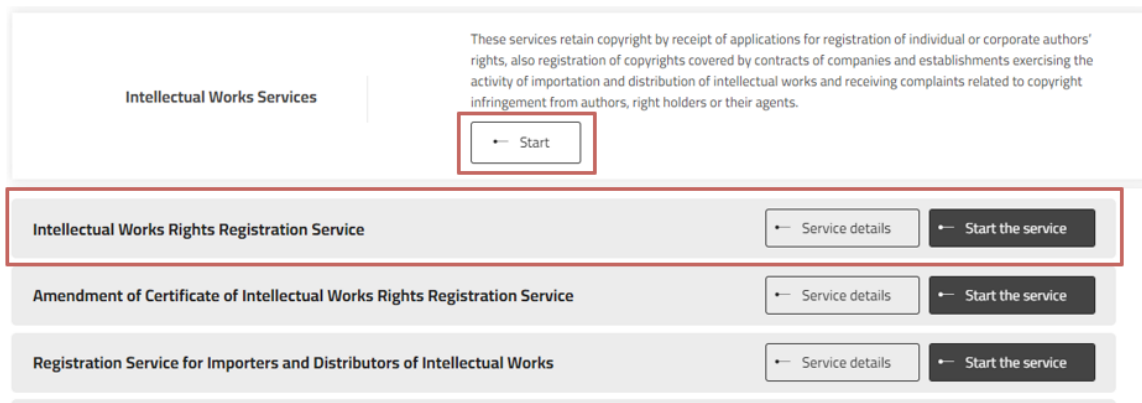




How to register intellectual works / copyrights on the online portal of the United Arab Emirates Ministry of Economy ¹

Where to register intellectual works / copyrights:

Please enter the eService section of the United Arab Emirates (UAE) Ministry of Economy (MoE) website: [eServices | Ministry of Economy - UAE \(moec.gov.ae\)](https://moec.gov.ae) . Please scroll down to the “Intellectual Works Services”, by clicking on “Start” additional options will appear. For registration purposes please use the very first option “Intellectual Works Rights Registration Service”.



The button “Service details” will provide you structured information about the Service Fees, Conditions and Requirements, Required Documents and Steps and Procedures. We recommend you to become familiar with this information. Please make sure that you have prepared all the required documents before the registration, as an upload of those is part of the registration. You will also find a checklist for the required documents in the appendix of this handbook.

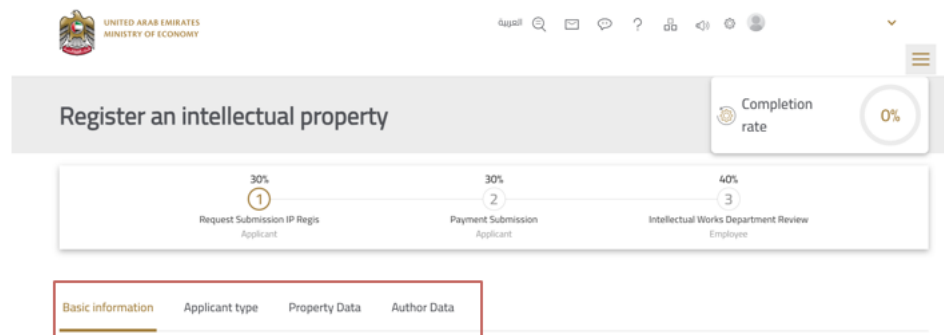
¹ The information in this handbook reflects the status of the Ministry of Economy's process and [platform](#) in November 2023. Please inform AD.iP if you think any information is missing or incorrect.



By choosing the second button “Start the service” the system will ask you to sign in to the portal (UAE residents can sign in with their UAE-PASS). After the sign in you will land on a registration page.

Starting the copyright registration process:

On the top of the page, you can see the steps of the whole registration process. This handbook will provide you with a guideline to complete the first step “Request Submission IP Registration”. This step is divided up into four sections “Basic information”, “Applicant type”, “Property Data” and “Author Data”. On the right top side of the page, you find the actual “Completion rate” in percent.



Basic information:

The fields of the first section “Basic information” are filled in automatically with the details of the signed in person by default. Please make sure that all the details are correct and click on the “next” button to get forwarded to the next section.



Basic information Applicant type Property Data Author Data

Full Name

Full Name in Arabic Full Name in English

Arabic name

First name Second name Third name Surname

English name

First name Second name Third name Surname

Birthday Gender Person of Determination

Male Female Yes No

Mobile Number Email Emirates ID Number Passport Number

+97

Next →

Filled automatically

Applicant type:

In the second section the details of the type of the applicant should be provided. By clicking on the field “Applicant’s type” a drop-down menu will appear. Here you have the possibility to choose between the following types:

- Author
- Author on behalf of a group of authors
- Legal agent for the author or group of authors
- Disposer (individual or organization)
- Disposer on behalf of a group of Disposers (individual or institution)
- A legal agent on behalf of Disposer or on behalf of a group of Disposers

Basic information Applicant type Property Data Author Data

The information followed by a sign (*) is mandatory

Applicant's type* Right type*

Select Applicant type Select Right type

iterary Financial literary and financial

Next →

Applicant Comment

Submit Save Back to Workspace



The second field “Right type” has also a drop-down menu with the options “literary”, “Financial” or “literary and financial”. Please make the correct choice for your registration. Furthermore, you can optionally enter comments into the “Applicant Comment” field. Click on “Next” to move on to the next section.

Recommendation: Please note that you have the possibility to save your “uncompleted” registration by clicking on the “Save” button that is visible in every step.

Property Data:

In the section “Property Data” the details of your intellectual property / work should be provided. Please enter the name of the property in two languages, Arabic and English. In the next field “Property type” please choose one of the 26 options from the provided drop-down list, which is relevant for your property. Please enter the “Property description” and “Property content” into the two foreseen fields.

As last step in this section you must upload a copy of your intellectual property / work in the format .jpeg, .jpg, .pdf, .png, or .mp4. Please note that the upload is limited to a maximum of two files and a file space of 100 MB. As last step please enter a personal “Password” in the field on the right side. By clicking on “Next” you will get forwarded to the next section.

Author Data:

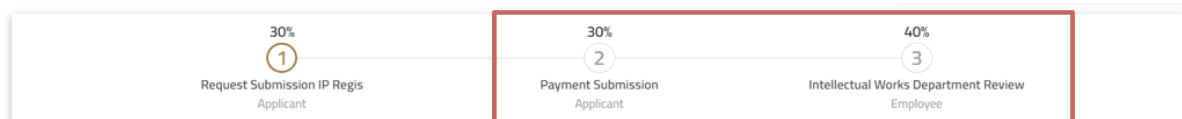
In the last section “Author Data” you can provide the data of additional authors by clicking on the button “Add New Author”. New fields “Author Nature” and “ Author type” will appear. Please choose the right option from each of the drop-down menu. In addition, you can optionally enter comments into the “Applicant Comment” field. By clicking the “Add” button the entered data will be listed.



As soon as all the data are entered you are ready to submit your request for the registration of your intellectual work / copyright by clicking the “Submit” button on the bottom left of the page.

Final steps:

After the submission you will have to make a payment (“step 2”). After successful payment the Intellectual Works Department will review your request and will provide you with feedback in usually 3 working days (“step 3”).



 Average Duration for Service Delivery
3 working days.

If you are looking for personal support regarding the intellectual work / copyright registration, please contact our experts directly: [link to contact form/Online chat facility/IP Service Providers]



APPENDIX

Checklist – required documents

- For individuals - a copy of the author's Emirates ID (both sides)
- For companies and government entities - a copy of the Emirates ID (both sides)
- Power of attorney on behalf of an author in case of a legal agent