

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

## Where to register intellectual works / copyrights:

Please enter the eService section of the United Arab Emirates (UAE) Ministry of Economy (MoE) website: <u>eServices | Ministry of Economy - UAE (moec.gov.ae)</u>. 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".

Intellectual Works Services	rights, also registration of copyrights o	hipt of applications for registration of individual or corporate authors' overed by contracts of companies and establishments exercising the of intellectual works and receiving complaints related to copyright rs or their agents.
Intellectual Works Rights Registration Service		← Service details ← Start the service
Amendment of Certificate of Intellectual Works Rig	ghts Registration Service	← Service details ← Start the service
Registration Service for Importers and Distributors	s of Intellectual Works	Service details     Start the 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.

Intellectual Works Rights Registration Service Receipt of applications for registration of individual or corporate authors' rights	Start Service     Service Type     Procedural     Average Duration for     Service Delivery	Steps and Procedures
~	3 working days.	Choose the service from the list of E- services
AED 50 per application for natural persons. AED 20 per application for instant persons.	Service Provision Channels MoE website. MoE smart app.	Fill in the application data
a	Target Audience	04 Attach documents
Conditions and Requirements     Application must be submitted by the author in person, by the rights holder or agent thereof, pursuant to duly     rotariand documents.	Companies, establishments and individuals	OS Accept the undertaking of correctness of information and registration.
	Service Provision Timings	Pay application fee (AED 50 for natural persons or AED 200 for juridical persons).
Construct Construction     For individuals - a copy of the authors' Envirates ID both sides)	Goals	The application is accepted and studied.
For comparises and government entities - a copy of the Divisities IB both sides)     Power of attorney on behalf of an author in case of a legal agent.		If the application meets all conditions, copyright registration certificate will be issued .

<sup>&</sup>lt;sup>1</sup> The information in this handbook reflects the status of the Ministry of Economy's process and <u>platform</u> 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.

Username *		
A Username		Sign in with UAE PASS
Password *		A single trusted digital identity for all citizens, residents and visitors
Forgot Username?	Forgot Password?	Employee login
Stay signed in		

## 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.

UNITED ARAB EMIRATES MINISTRY OF ECONOMY	âuyat Q 🗹 Ç	> ? 🖁 📣 🌣 🕲	×
Register an intellectual property		Completion rate	0%
30%. 1 Request Submission IP Regis AppRcart	30% 2 Payment Submission Applicant	40% 3 Intellectual Works Department Review Employee	
Basic information Applicant type Property Data	Author Data		

#### **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 Applica	ant type Property Data Author Dat	1	
		Full Name			
		Full Name in Arabic	Full Name in English		
		-			
	A	.rabic name			
		First name	Second name	Third name	Surname
Filled					
automatically		English name			
		First name	Second name	Third name	Surname
		Birthday	Gender	Person of Determination	
			O Male Female	🔵 Yes 🔘 No	
		Mobile Number	Email	Emirates ID Number	Passport Number
		+97			
				Next	

#### 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	
Applicant's type"	(i) The information followed by a sign (*) is	s mandatory	Right type* Select Right type
Seitz Applicant type Select Applicant type Author Author or bruan of a group of authors Legal agent for the author or group of authors	Applicant's type* Select Applicant type	Right type*	Select Right type literary Financial literary and financial
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			Next -
	Applicant Comment 🖲		
I F		]	<i>w</i>
	• Submit • Sav	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.

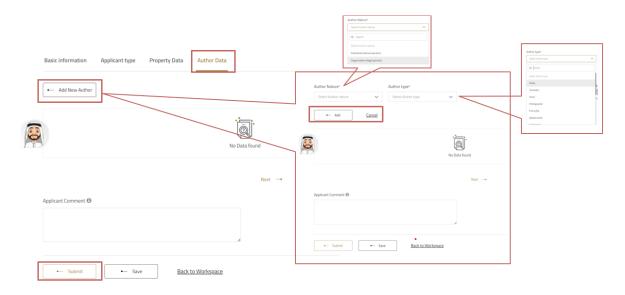
	Basic information Applicant type	Property Data Author Data			
				Ē	Property type*
	(i) The information followed by a sign (*) is	mandatory			Select property type
	-				Select property type
					Written works
	Property arabic name*	Property english name	Property type*		audio works
			Select property type 🗸 🗸		computer programs
					smart apps
	Property description*		Property content		Visual Works
					Drawings Works
					Engineering Drawing Classifiers
		,	e		e
ſ	Property copy*		Password 🕖		
	Select	Add files 🕀		Þ	
	Extensions .jpeg,.jpg,.pdf,.png,.mp4 Number of	files 2 File space 100 MB		_	
			Next		

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").

30%	30%	40%
1	2	3
Request Submission IP Regis	Payment Submission	Intellectual Works Department Review
Applicant	Applicant	Employee
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

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