How to register patents on the online portal of the United Arab Emirates Ministry of Economy[1]

Where to register a patent:

Please enter the eService section of the United Arab Emirates (UAE) Ministry of Economy (MoE) website: eServices | Ministry of Economy - UAE (moec.gov.ae) . Please scroll down to the "Patents and Industrial Design Services", by clicking on "Start" many further options will appear. For registration purposes please use the very first option "Register Patents".

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 you have prepared all the required documents before performing the registration, as an upload of those is a crucial part of the registration. You will find a checklist for the required documents in the appendix of this handbook.

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[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.

Steps and Procedures

01 Fill-in the application form through the eSystem

02 Payment of service fees

03 Verification and legal examination of the application

04 Notifying the applicant of the outcome of the formal and legal examination of the application

05 Invitation to the substantive examination

06 Request substantive examination and payment of fees

07 Examination by the technical examiner

08 Examination report issued by the examiner

09 Payment of publication fees

010 Patent registration

11 Publication released

12 Certificate issuance

By choosing the second button "Start the service" you will be forwarded to the page where you can start the registration procedure. For getting started please click on "+" on the right side under the menu "New Application" on the upper left side of the page.

The system will ask you to sign in to the portal if not happened yet (UAE residents can sign in with UAE-PASS).

Starting the patent registration process:

On the left top of the page, you can see the status progress of the "Fill Application" action. The button "Show/Hide Details" will hide or show the shortcuts and the field "Percentage Of Completion". By using the shortcuts, the system will jump to the specific action field.

Further below, you find the "Reference Number" that is generated by the system automatically. The "Creator Name" (filled in automatically when signed in with UAE-PASS) and the date and time of the creation of the registration task.
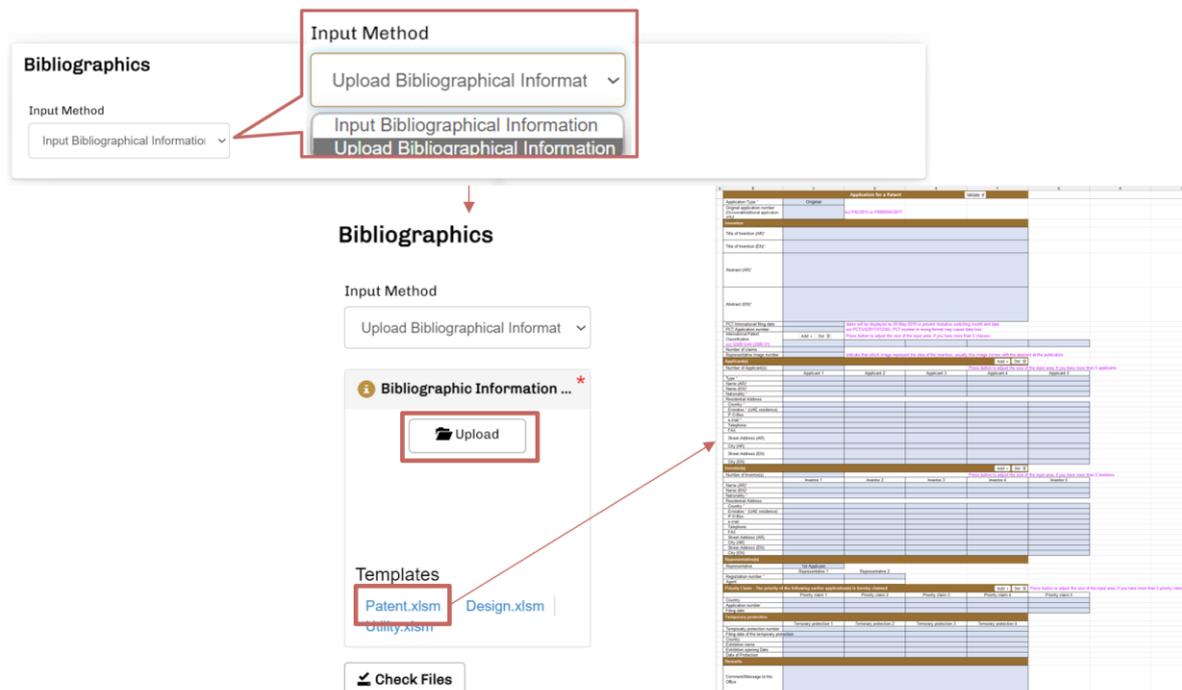
Bibliographics:

The registration procedure can be performed by two different input methods.

First (default) is "Input Bibliographical Information" manually by following the seven steps as shown on the page.

The second input method is the option to "Upload Bibliographical Information". By choosing this method in the drop-down menu a new window appears. There you will find three different Excel files. Please download "Patent.xlsm" for the patent registration and fill out the required fields in the Excel file. By uploading the file to the MoE portal the bibliographical information will be entered automatically. The next step is the upload of all the further required documents (see checklist in the Appendix).

In the following this handbook is describing the first method, the manual "Input Bibliographical Information" and will lead you from step to step.

Step 1 – Application Information:

The first field "Application Type" is a drop-down menu that gives you the possibility to choose between the options "Original Application" which can be understood as the first application, "Divisional Application" or "Additional Application". The field next to it is the "Applicant Type"-field. Here again we have a drop down where we can choose between the options " شركة" (translated as "company") and "الشخص منفرد" (translated as "individual person"). Please note that the fees are depending on the "Applicant Type", so please make the correct choice here. If you have a pending PCT application[2], please enter the data into the fields "PCT Application Information" and "Filing Date". In the next step please enter the "Titel" and "Abstract" of your application in the corresponding fields. Please note that these fields are mandatory and require the entry of information in Arabic and English. Furthermore, you can optionally enter the "No. Of Claims" and "International Patent Classification" optionally.

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[2] PCT application = Patent Cooperation Treaty application is an international patent application that has been filed at the WIPO (World Intellectual Property Office)

Please note that the fields marked with * are mandatory.

As last option you can add "Temporary Protection" - in case that you have published your invention on an exhibition - in the provided fields Country, Exhibition Name, Exhibition Opening Date and Date of Protection.

As soon as you have entered all the relevant data you can click on "Next" and get to the second step of the registration procedure.

Step 2 – Applicants:

The step Applicant(s) is dealing with all the required applicant information. In the first upper left field "Legal Nature" you get two options in a drop-down menu. Please choose whether your legal nature is qualified as " شركة" (translated as "company") or as "الشخص منفرد" (translated as "individual person"). The field "Nationality" offers a list of different countries in a drop-down menu. Please also add the "Name" of the applicant in Arabic and English languages.

As next the address must be entered in the corresponding fields. Please note that you need to provide it in both languages, Arabic and English. Furthermore the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

In case the registration should have more than one applicant please use the field "+Add Applicants" and repeat the steps describes above. As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Recommendation: Please not that you have the possibility to save your "uncompleted" registration by clicking on the "Save as Template" button that is visible in every step.

Step 3 – Inventors:

On this page the details of the inventor(s) must be entered. First enter the name in English and Arabic language in the two upper fields and choose the nationality from the drop-down menu.

As next please enter the address in the required fields. Please note that you need to provide it in both languages, Arabic and English. In addition, the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your address and contact details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number. Please enter details of every other person who

was involved in the invention creation as an inventor. By clicking on the same fields as described above will appear.

Please repeat this process for every inventor. When all details have been entered click on "Next" to complete this step and get forwarded to the next step.

Step 4 – Representative:

The top three fields of the page that are marked in rose-color are filled automatically by the system with the details of the signed in person/representative. Please note that it is not possible to change them manually.

In the next step please enter the address in the foreseen fields. Please note that you need to provide it in both languages, Arabic and English. Furthermore the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

Please also provide the information if the entered Person represents all applicants by tick marking the checkbox. If you have more than one applicant and at least one of them needs to be represented by the registered UAE agent, please specify this fact in the last field on the page. Here you can add further representatives by clicking on **+ Add Representative** and entered the details as explained above.

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Recommendation: Please save your "uncompleted" registration by clicking on the **Save As Template** button that is visible in every step.

Step 5 – Correspondence:

In this step the contact details for correspondence should be specified. The DIP e-Service is a correspondence channel by default, nevertheless you can choose "Additional Delivery" by chosen a preferred option from the drop-down menu for the corresponding documents. The next two fields "Name (Arabic)" and "Name (English)" are marked in rose-color and are filled automatically by the system with the details of the signed person/representative. Please note that it is not possible to change them manually.

As next the Address of the above person / representative should be entered in the fields. Please note that you need to provide it in both languages, Arabic and English. Furthermore the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where

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you can select one of the Emirates. Next to the mandatory field "Email", please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

In comparison to the steps 2 to 4 here you are not able to enter further contact person for the correspondence. The person / representative who is signed to the MOE portal and finally submit the application will be the contact for all the correspondence.

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Step 6 – Priority:

This step is focused on the priority information and is the last step of manual entry. Please choose the "Country" of the priority document in the drop-down menu. "Enter the Priority Number" and "Priority Date" into the provided fields. For further priorities please use the "Add Priority Information" tab and enter the details as explained before.

In case of a "Request For Restoration Of The Right Of Priority" please provide the "Priority Number" and enter the "Reason Of Request" into the fields. As next step please tick mark the "Incorporation By Reference Of Earlier Application(s) and enter the details into the field below.

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Step 7 – Attachments:

The Step 7 is the last step in the registration procedure. Please upload all the in advance prepared documents as PDF format with a maximum file size of 80 MB. Please note that it is only allowed to upload one file at one section. Make sure that you have all the relevant documents uploaded before submitting the application. For orientation use the checklist that you can find in the Appendix at the end of this handbook. In case that some documents are missing or are not ready yet ready to be submitted, please make sure to click on "Save as Template" to avoid losing work that has already been done.

After a successful upload please click on "Submit Application" to hand in your application to the UAE MoE.

Further options allow you:
- to "Cancel Application
- to "Save and Continue Later" e.g., if you were not able to fill out all fields at a time.
- to "Save As Template" for further re-use of the document
- to "Print" for your documentation

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

APPENDIX

Checklist – required documents

☐ Application Form

☐ Abstract (Arabic) (pdf)

☐ Abstract (English) (pdf)

☐ Assignment (pdf)

☐ Bibliographic Information (xls or xlsx)

☐ Certified copy of priority application (pdf)

☐ Commitment To Submit Documents Belonging To Application

☐ Claims (Arabic) (pdf)

☐ Claims (English) (pdf)

☐ Description (Arabic) (pdf)

☐ Description (English) (pdf)

☐ Drawing (Arabic) (pdf)

☐ Drawing (English) (pdf)

☐ Emirates ID

☐ Extract from commercial register or partnership (pdf)

☐ Industrial Design Or Drawing Documents Receipt

☐ Patent Or Utility Certificate Documents Receipt

☐ PCT Documents

☐ Power of Attorney (pdf)

☐ Proof of applicant types

☐ Representative Image – minimum 500x500 pixel

☐ Sequence listing

☐ Others (zip)