

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

### 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 \(moec.gov.ae\)](https://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”.

This services related to patents and industrial models, where the customer can submit an application online to obtain a patent or temporary protection for an invention, drawing or model, in addition to the services related to agents of industrial property registration, owners, undertaking and registration of licensing, and registration, modification or termination of the license.

**Patents and Industrial Design Services**

← Start

<b>Register Patents</b>	← Service details	← Start the service
<b>Apply for Utility Certificate</b>	← Service details	← Start the service
<b>Apply for Industrial Design</b>	← 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 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.

**Register Patents**

This service allows customers to submit an official request to the MoE Development of Innovation in the Economy and Patents Department (DIEPI) for a patent, as per the federal law and executive regulations.

**Service Fees**

New application:  
AED 1,000 for individuals  
AED 2,000 for companies

Request search and first examination:  
AED 2,000 for individuals  
AED 7,000 for companies

Request 2nd/3rd examination:  
AED 5,000 for individuals  
AED 5,000 for companies

Request 1st publication:  
No fees required (but the payment process must be completed)

Request grace and objection (Oppai):  
No fees required (but the payment process must be completed)

**Conditions and Requirements**

- Fees for applications are collected electronically from individuals and companies.
- Mandatory documents (Full description, claims and drawings, if any) must be attached with the application – in Arabic or English. If some of the mandatory documents are not submitted on the filing date, the applicant shall be given 90 days to submit the missing documents.
- After the deadline, the application will be waived and the applicant shall pay a penalty to reactivate it.
- Submitted applications will undergo substantive examination by DIEPI to ensure all requirements are met under Federal Law No. 131 for the year 2008 and its executive regulations.
- The applicant may object and file a grievance against the inspector's rejection decision.
- Basic requirements for acquiring patent rights
  - The invention must be industrially viable.
  - The invention must be new. It must not be known to the public before the filing date.
  - The invention must involve an inventive step.
  - The specifications must be drafted clearly with sufficient technical disclosure so that an ordinary person may understand the invention.

← Start Service

**Service Type**  
Procedural

**Average Duration for Service Delivery**  
7 months from the date of submitting the application until the completion of the legal examination  
42 months from the date of paying examination fees until the date of receiving the examination results  
3 months from the date of paying publication fees until the issuance of the patent

**Service Provision Channels**  
MoE website  
MoE smart app

**Target Audience**  
Individuals and companies

**Service Provision Timings**  
24 / 7

**Sustainable Development Goals**

**Required Documents**

Natural persons residing in the UAE

**MANDATORY**

- Personal information
- Claims (Arabic, English)
- Detailed description (Arabic, English)
- Drawings, if any (Arabic, English)
- Power of Attorney

**OPTIONAL**

- Abstract (Arabic, English)
- representative Image (if any)
- Certified copy of priority application
- Patent Cooperation Treaty (PCT) documents (if any)
- Sequence Listing (biotech inventions)
- Other documents (if any)

Legal persons not residing in the UAE

**MANDATORY**

- Personal Information
- Claims (Arabic, English)
- Drawings, if any (Arabic, English)
- Detailed description (Arabic, English)
- Transcript from commercial register or partnership
- Deed of Assignment
- Power of Attorney

**OPTIONAL**

- Abstract (Arabic, English)
- representative Image (if any)
- Certified copy of priority application
- Patent Cooperation Treaty (PCT) document
- Sequence Listing (biotech inventions)
- Certified copy of priority Document
- Other documents (if any)

Natural persons not residing in the UAE

<sup>1</sup> 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.

### Services

**+ New Application** 

★ **Register Patents**  

★ **Apply For Utility Certificate**  

★ **Apply for Industrial Design**  

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

Sign in with the ministry's account

Username \*

Password \*

[Forgot Username?](#) [Forgot Password?](#)

Stay signed in

Or

 **Sign in with UAE PASS**

A single trusted digital identity for all citizens, residents and visitors



### 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.

The screenshot shows the 'Register Patents' interface. At the top, there is a header with the title 'Register Patents'. Below the header, the status is 'Fill Application' with a gear icon and 'In progress'. A 'Show/Hide Details' button is visible. A red box labeled 'Shortcuts' points to a row of navigation buttons: 'Actions', 'Templates', 'Steps', 'Required Documents', 'Receipts, Downloads & Informati...', and 'Links'. Below this, a 'Percentage Of Completion : 6%' is shown. A progress bar indicates the current step: '1 Fill Application' on 'Tuesday 24 October 2023 11:12 AM'. Below the progress bar, there is an 'In progress' indicator. At the bottom, a table displays registration details:

Reference Number	Creator Name	Creation Date
MOE-DIP-92-4300805-2023102	name.lastname@mail.com	24/10/2023 01:12 PM

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:

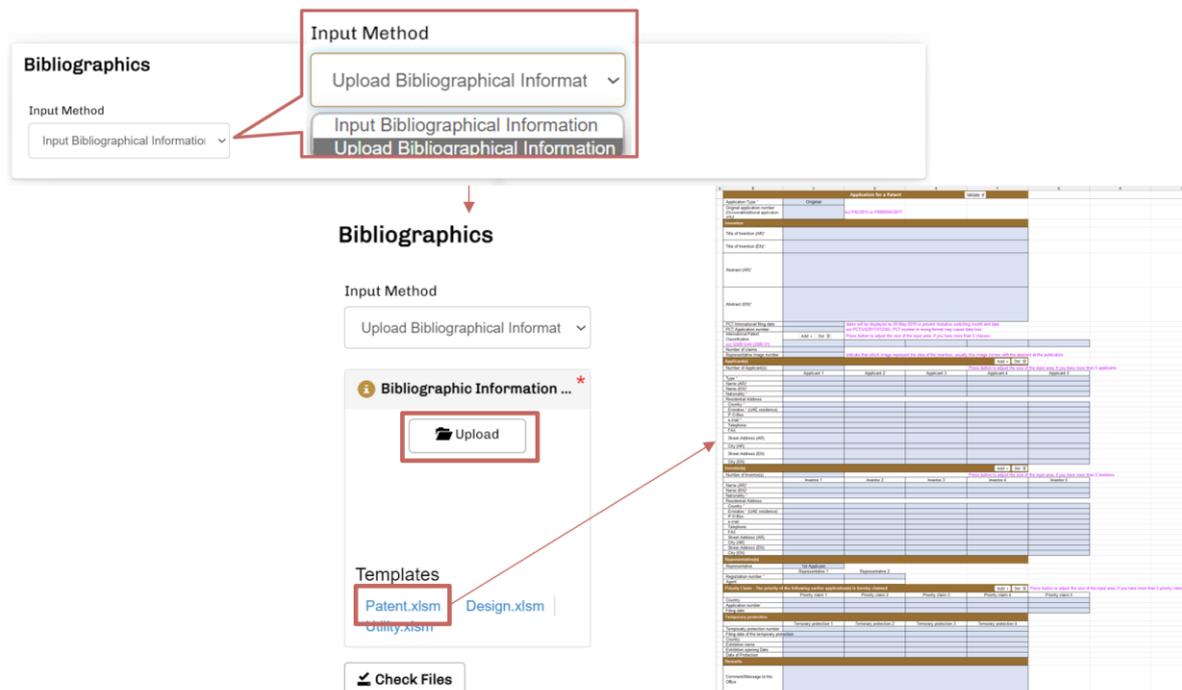
The registration procedure can be performed by two different input methods.

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

The screenshot shows the 'Bibliographics' section. It has a title 'Bibliographics' and an 'Input Method' dropdown menu currently set to 'Input Bibliographical Information'. Below this, a red box highlights a horizontal sequence of seven numbered circles (1 through 7) connected by lines, representing the seven steps of the registration process.



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<sup>2</sup>, please enter the data into the fields “PCT Application Information” and “Filing Date”. In the next step please enter the “Title” 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.

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



1- Application Information

### Application Information

<b>Application Type *</b> Original Application	<b>Applicant Type *</b> شركة
<b>PCT Application Information</b> PCT Application Information	<b>Filing Date</b> Filing Date
<b>Title (English) *</b> Title (English)	<b>Title (Arabic) *</b> Title (Arabic)
<b>Abstract (English) *</b> Abstract (English)	<b>Abstract (Arabic) *</b> Abstract (Arabic)
<b>No. Of Claims</b> No. Of Claims	<b>International Patent Classification</b> International Patent Classification

**Application Type \***  
Original Application  
Divisional Application  
Additional Application

**Applicant Type \***  
شركة  
شخص عادي

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.

### Temporary Protection

1 Delete

Country UNITED ARAB EMIRATES	Exhibition Name Exhibition Name	Exhibition Opening Date Exhibition Opening Date	Date Of Protection Date Of Protection
---------------------------------	------------------------------------	--	--

Show Less ▲

+ Add Temporary Protection

Next ▶

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.



2- Applicant(s)

**Applicants**

1

**Legal Nature \***

**Nationality \***

**Name (Arabic) \***

**Name (English) \***

**Legal Nature \*** (Dropdown: شركة, شخص حقيقي)

**Nationality \*** (Dropdown: UNITED ARAB EMIRATES, ANDORRA, ANTIGUA AND BARBUDA, ANGOLA, ALBANIA, ARMENIA, NETHERLANDS ANTILLES, ANGOLA, AFRICAN REGIONAL INTL PROPERTY ORG. (ARPO), ANTARCTICA, ARGENTINA, AMERICAN SAMOA, AUSTRIA, AUSTRALIA)

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.

**3 Resident Address (Arabic)**

**Address 1 \***

**Address 2**

**City/Province**

**3 Resident Address (English)**

**Address 1 \***

**Address 2**

**City/Province**

**3 Other Details**

**Country Of Residence \***

**Emirate \***

**Zip / Postal Code**

**P.O. Box**

**Telephone Number**

**Fax Number**

**Email \***

**Country Of Residence \*** (Dropdown: UNITED ARAB EMIRATES, ANDORRA, ANTIGUA AND BARBUDA, ANGOLA, ALBANIA, ARMENIA, NETHERLANDS ANTILLES, ANGOLA, AFRICAN REGIONAL INTL PROPERTY ORG. (ARPO), ANTARCTICA, ARGENTINA, AMERICAN SAMOA, AUSTRIA, AUSTRALIA)

**Emirate \*** (Dropdown: Abu Dhabi (AUH) - Al Ain is a part of AUH, Ajman (AJM), Al Ain, Dubai (DXB), Fujairah (FUJ), Ras Al Khaimah (RAK), Sharjah (SHJ), Umm Al Quwain (UAQ), None)

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.

The screenshot shows a web form titled "3- Inventors" with a "Net" label. The form is divided into several sections:

- Inventors**: A list of inventors, currently showing one entry with a "Delete" button.
- Name (English) \*** and **Name (Arabic) \***: Text input fields for the inventor's name in both languages.
- Nationality**: A dropdown menu with "UNITED ARAB EMIRATES" selected. A callout box shows a list of countries including ANDORRA, UNITED ARAB EMIRATES, AZERBAIJAN, ANTIGUA AND BARBUDA, ANGOLA, ALBANIA, ARMENIA, NETHERLANDS ANTILLES, ANGOLA, AFRICAN REGIONAL INTL PROPERTY ORG. (ARPO), ANTARCTICA, ARGENTINA, AMERICAN SAMOA, AUSTRALIA, and AUSTRALIA.
- Resident Address (Arabic)**: Fields for **Address 1 \***, **Address 2**, and **City/Province**.
- Resident Address (English)**: Fields for **Address 1 \***, **Address 2**, and **City/Province**.
- Other Details**: Fields for **Country Of Residence \*** (UNITED ARAB EMIRATES), **Emirate \*** (Abu Dhabi (AUH) - Al Ain is a part of AUH), **Zip / Postal Code**, **P.O. Box**, **Telephone Number**, **Fax Number**, and **Email**. Callout boxes highlight the "Country Of Residence" and "Emirate" dropdown menus. The "Emirate" dropdown shows options: Abu Dhabi (AUH) - Al Ain is a part of AUH, Ajman (AJM), Al Ain, Dubai (DXB), Fujairah (FUJ), Ras Al Khaimah (RAK), Sharjah (SHJ), Umm Al Quwain (UQA), and None.

At the bottom of the form, there is a "+ Add Inventors" button, a "< Previous" button, and a "Next >" button.

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.



First inventor

**Inventors**

1  **Details**

Name (English) *		Name (Arabic) *	
<input type="text"/>		<input type="text"/>	
Nationality			
UNITED ARAB EMIRATES			
<b>Resident Address (Arabic)</b>			
Address 1 *		Address 2	
<input type="text"/>		<input type="text"/>	
City/Province			
<input type="text"/>			
<b>Resident Address (English)</b>			
Address 1 *		Address 2	
<input type="text"/>		<input type="text"/>	
City/Province			
<input type="text"/>			
<b>Other Details</b>			
Country Of Residence *	Emirate *	Zip / Postal Code	P.O. Box
UNITED ARAB EMIRATES	Abu Dhabi (ALH) - Al Ain is a part of ALH	<input type="text"/>	<input type="text"/>
Telephone Number	Fax Number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Show Less

Second inventor

2  **Details**

Name (English) *		Name (Arabic) *	
<input type="text"/>		<input type="text"/>	
Nationality			
ANDORRA			
<b>Resident Address (Arabic)</b>			
Address 1 *		Address 2	
<input type="text"/>		<input type="text"/>	
City/Province			
<input type="text"/>			
<b>Resident Address (English)</b>			
Address 1 *		Address 2	
<input type="text"/>		<input type="text"/>	
City/Province			
<input type="text"/>			
<b>Other Details</b>			
Country Of Residence *	Zip / Postal Code	P.O. Box	Telephone Number
ANDORRA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	Email		
<input type="text"/>	<input type="text"/>		

Show Less

[+ Add Inventors](#)

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.



4- Representatives

**Representative**

1  Done

Name (Arabic) \*  Name (English) \*

Agent Registration No

Agent Registration No

**Resident Address (Arabic)**

Address 1 \*  Address 2

Address 1  Address 2

City/Province

City/Province

**Resident Address (English)**

Address 1 \*  Address 2

Address 1  Address 2

City/Province

City/Province

**Other Details**

Country Of Residence \*  Emirate \*

Country Of Residence \*  Emirate \*  Zip / Postal Code  P.O. Box

Zip / Postal Code  P.O. Box

Telephone Number  Fax Number  Email

Telephone Number  Fax Number  Email

The Person Above Represents All Applicants

If not, specify the applicants who issue represented by the person above

If not, specify the applicants who issue re

Show Less

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  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  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

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.

5- Correspondence

**Legal Service Correspondence Address**

DIP e-Service

Additional Delivery:  Additional Delivery

Name (Arabic) \*  Name (English) \*

**Resident Address (Arabic)**

Address 1 (Arabic) \*  Address 2 (Arabic)

City/Province (Arabic) \*

**Resident Address (English)**

Address 1 (English) \*  Address 2 (English)

City/Province (English) \*

**Other Details**

Zip / Postal Code  P.O. Box

Telephone Number  Fax Number  Email

Country Of Residence \*  Emirate \*

Country Of Residence \*
Emirate \*

< Previous
Next >

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.

6- Priority Information

**Priority Information**

1

Country  Priority Number  Priority Date

Priority Number  Priority Date

Show Less ▲

Country Of Residence \*
Emirate \*



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.

**Other Request**

Request For Restoration Of The Right Of Priority

Priority Number

Priority Number

Reason Of Request

Reason Of Request

Incorporation By Reference Of Earlier Application(s):

Earlier Applications Which Content Are Incorporated By Reference In The Present Application:

Earlier Applications Which Content Are Incorporated By Reference In The Present Application:

[< Previous](#) [Next >](#)

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.



7- Attachments

### Attachments

Description (Arabic) (pdf)	Description (English) (pdf)	Claims (Arabic) (pdf)	Claims (English) (pdf)
Drawing (AR) (pdf)	Drawing (EN) (pdf)	Representative Image - Minimum 5...	Certified copy of priority applicatio...
PCT Documents	Extract from commercial register ...	Emirates ID	Others (zip)
Power of Attorney (pdf)	Assignment (pdf)	Sequence listing	Proof of applicant types

All documents needed for filing are completely submitted. There's no more documents that need to be submitted within 90 days.

[← Previous](#)

[Submit Application](#) [Cancel Application](#) [Save As Template](#) [Print](#)

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)