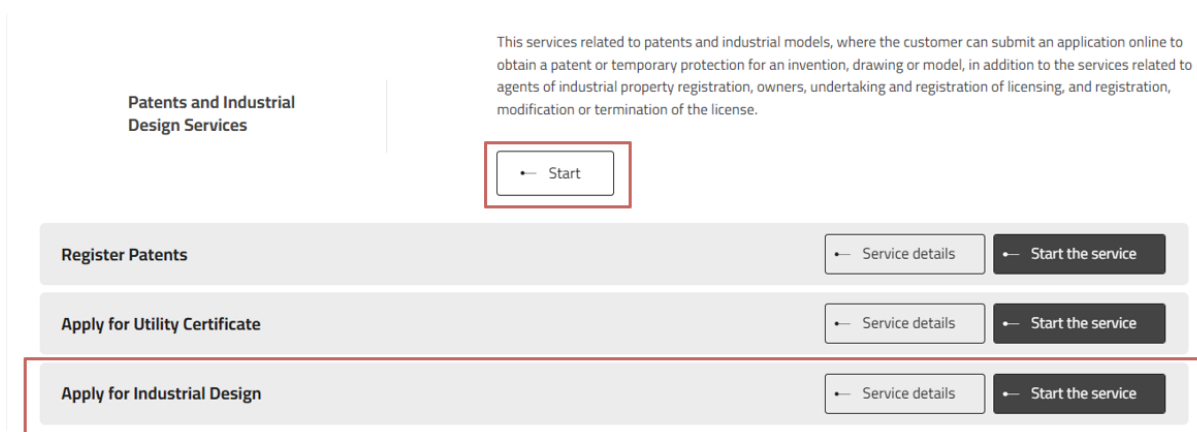


How to apply for industrial designs on the online portal of the United Arab Emirates Ministry of Economy¹

Where to apply for an industrial design:

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” additional options will appear. For registration purposes please use the very first option “Apply for Industrial Design”.



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

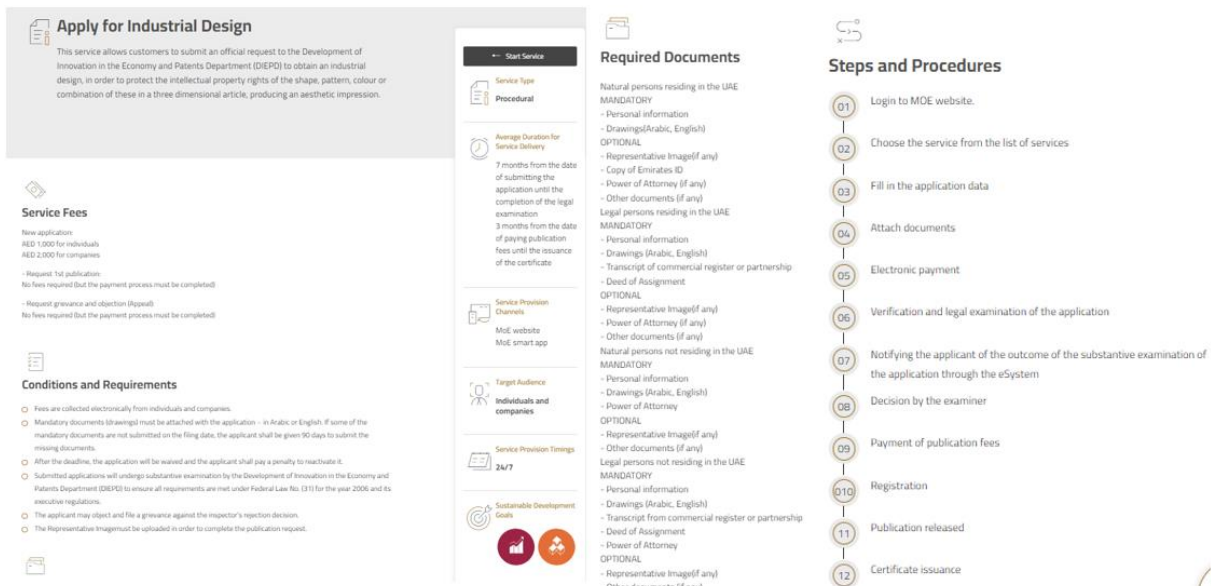
← Start

Register Patents ← Service details ← Start the service

Apply for Utility Certificate ← Service details ← Start the service

Apply for Industrial Design ← 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.



Apply for Industrial Design

This service allows customers to submit an official request to the Development of Innovation in the Economy and Patents Department (DIEPD) to obtain an industrial design, in order to protect the intellectual property rights of the shape, pattern, colour or combination of these in a three dimensional article, producing an aesthetic impression.

Service Fees

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

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

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

Conditions and Requirements

- Fees are collected electronically from individuals and companies.
- Mandatory documents (drawings) 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 the Development of Innovation in the Economy and Patents Department (DIEPD) to ensure all requirements are met under Federal Law No. (31) for the year 2006 and its executive regulations.
- The applicant may object and file a grievance against the inspector's rejection decision.
- The Representative Insement must be updated in order to complete the publication request.

Required Documents

Natural persons residing in the UAE

MANDATORY

- Personal information
- Drawings(Arabic, English)

OPTIONAL

- Representative Image(if any)
- Copy of Emirates ID
- Power of Attorney (if any)
- Other documents (if any)

Legal persons residing in the UAE

MANDATORY

- Personal information
- Drawings (Arabic, English)
- Transcript of commercial register or partnership
- Deed of Assignment

OPTIONAL

- Representative Image(if any)
- Power of Attorney (if any)
- Other documents (if any)

Natural persons not residing in the UAE

MANDATORY

- Personal information
- Drawings (Arabic, English)
- Power of Attorney

OPTIONAL

- Representative Image(if any)
- Other documents (if any)

Legal persons not residing in the UAE

MANDATORY

- Personal information
- Drawings (Arabic, English)
- Transcript from commercial register or partnership
- Deed of Assignment
- Power of Attorney

OPTIONAL

- Representative Image(if any)
- Other documents (if any)

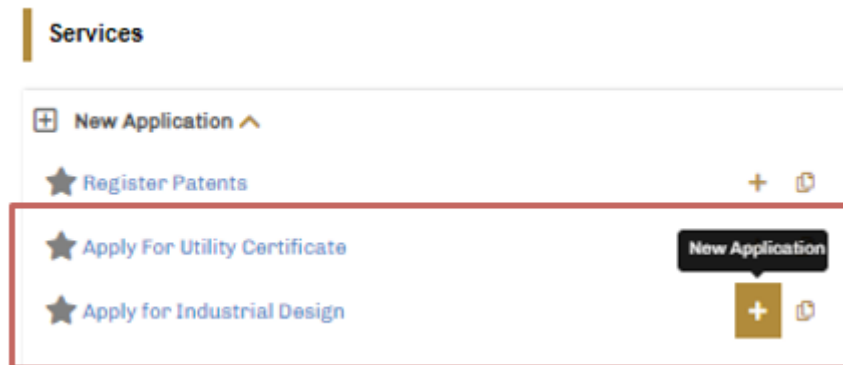
Steps and Procedures

- 01 Login to MOE website.
- 02 Choose the service from the list of services
- 03 Fill in the application data
- 04 Attach documents
- 05 Electronic payment
- 06 Verification and legal examination of the application
- 07 Notifying the applicant of the outcome of the substantive examination of the application through the eSystem
- 08 Decision by the examiner
- 09 Payment of publication fees
- 10 Registration
- 11 Publication released
- 12 Certificate issuance

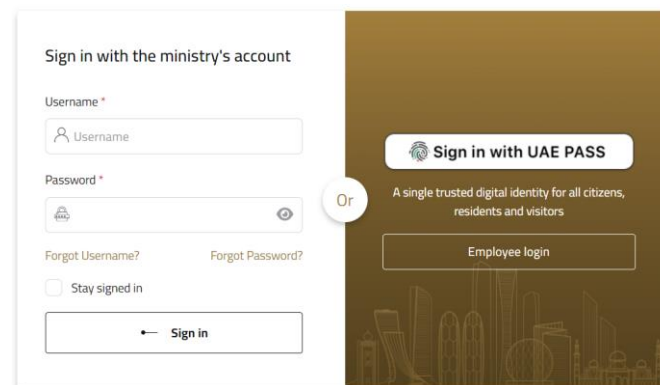
¹ The information in this handbook reflects the status of the Ministry of Economy's process and [platform](#) in November 2023. Please inform AD.iP if you think any information is missing or incorrect.



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



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



Starting the industrial design application 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.



Apply for Industrial Design

Status : Fill Application In progress

Show/Hide Details

Shortcuts

- Actions
- Templates
- Steps
- Required Documents
- Receipts, Downloads & Informati...
- Links

Percentage Of Completion : 6%

1 Fill Application
Friday 03 November 2023 07:43 AM

In progress

Reference Number: MOE-DIP-96-4317260-20231103
Creator Name: name.lastname@mail.com
Creation Date: 03/11/2023 10:43 AM

Below you will see the Reference Number that was generated by the system automatically. The data about the creator (filled 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.

Bibliographics

Input Method
Input Bibliographical Information

1 — 2 — 3 — 4 — 5 — 6 — 7

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 "Design.xlsm" for the industrial design application 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 “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 “One design or drawing” or “More than design or drawing”. The field next to it is the “Applicant Type”-field. Here again you find a drop-down menu where you can choose between the options “شركة” (translated as “company”) and “الشخص منفرد” (translated as “individual person”). Please note that the fees can vary depending on the chosen “Applicant Type”, so please make the correct choice here. Please enter the number of industrial designs in the provided field “No. of Designs” on the upper right site. Please enter the Locarno classification into the field “Locarno”.

Moving on to the next action field “Designs” you should provide information about the “ Type Of Product” and a “Description”. Both fields require the entry of information in Arabic and English.

Please note that all fields marked with * are mandatory.



Designs

1

Type Of Product (English) *	Type Of Product (Arabic) *
<input type="text" value="Type Of Product (English)"/>	<input type="text" value="Type Of Product (Arabic)"/>
Description (English) *	Description (Arabic) *
<input type="text" value="Description (English)"/>	<input type="text" value="Description (Arabic)"/>

If more than one design should be registered, please click on “+ Add Desings” and repeat the above-described process steps.

Designs

1

Type Of Product (English) *	Type Of Product (Arabic) *
<input type="text" value="Type Of Product (English)"/>	<input type="text" value="Type Of Product (Arabic)"/>
Description (English) *	Description (Arabic) *
<input type="text" value="Description (English)"/>	<input type="text" value="Description (Arabic)"/>

First Design

2

Type Of Product (English) *	Type Of Product (Arabic) *
<input type="text" value="Type Of Product (English)"/>	<input type="text" value="Type Of Product (Arabic)"/>
Description (English) *	Description (Arabic) *
<input type="text" value="Description (English)"/>	<input type="text" value="Description (Arabic)"/>

Second Design

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



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

As soon as you have entered all the relevant data you can click on “Next” to go 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 have two options in a drop-down menu. Please choose whether your legal nature is qualified “شركة” (translated as “company”) or “الشخص منفرد” (translated as “individual person”). The field “Nationality” offers a list of different countries in a drop-down menu. In addition, please add the “Name” of the applicant in Arabic and English languages.

As next the Address must be entered in the 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.



The screenshot shows a registration form with the following sections:

- 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 (dropdown), Emirate (dropdown), Telephone Number, Fax Number, Email, Zip / Postal Code, and P.O. Box.

Red boxes highlight the Country Of Residence dropdown menu, the Emirate dropdown menu, and the + Add Applicants button.

In case the registration should be made by 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.

Step 3 – Designers:

On this page the details of the designer(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.

US

3- Designers

The screenshot shows the 'Designers' form with the following sections:

- Designers:** Fields for Name (English), Name (Arabic), and Nationality (dropdown).
- Resident Address (Arabic):** Fields for Address 1 (Arabic), Address 2 (Arabic), and City/Province (Arabic).
- Resident Address (English):** Fields for Address 1 (English), Address 2 (English), and City/Province (English).
- Other Details:** Fields for Zip / Postal Code, P.O. Box, Telephone Number, Fax Number, Email, Country Of Residence (dropdown), and Emirate (dropdown).

Red boxes highlight the Country Of Residence dropdown menu, the Emirate dropdown menu, and the + Add Designers button.

As next the designer’s address must be entered in the corresponding 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 details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number. Please enter details of every person who was



involved in the creation of the industrial design as a designer. By clicking on **+ Add Inventors** the same fields as described above will appear. Please repeat this editing process for every designer. As soon as all the details are 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 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.

Representative

Name (Arabic) *
Name (English) *

Agent Registration No.
Agent Registration No.

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” must 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 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.

Resident Address (Arabic)

Address 1 *
Address 2

City/Province

Resident Address (English)

Address 1 *
Address 2

City/Province

Other Details

Country Of Residence *
Emirate *

Zip / Postal Code
P.O. Box

Telephone Number
Fax Number
Email

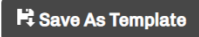
The Person Above Represents All Applicants
If not, specify the applicants who is/are represented by the person above
If not, specify the applicants who is/are represent

+ Add Representative

< Previous Next >

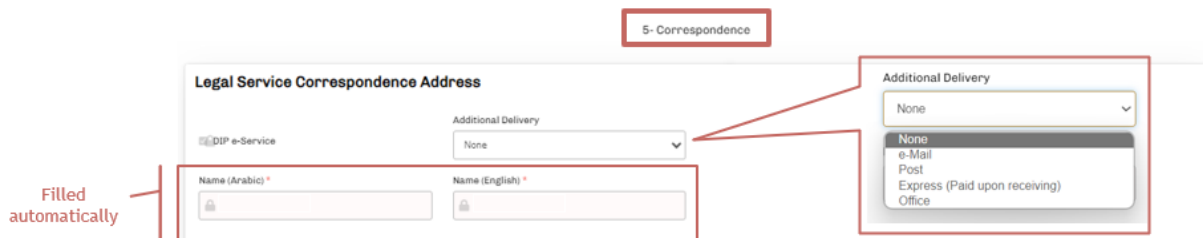
Please also provide the information if the entered Person is representing all applicants by tick marking the checkbox. If you have more than one applicant and at least one of them needs to be represented by the registered UAE agent, please specify this fact in the last field on the right. Here again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

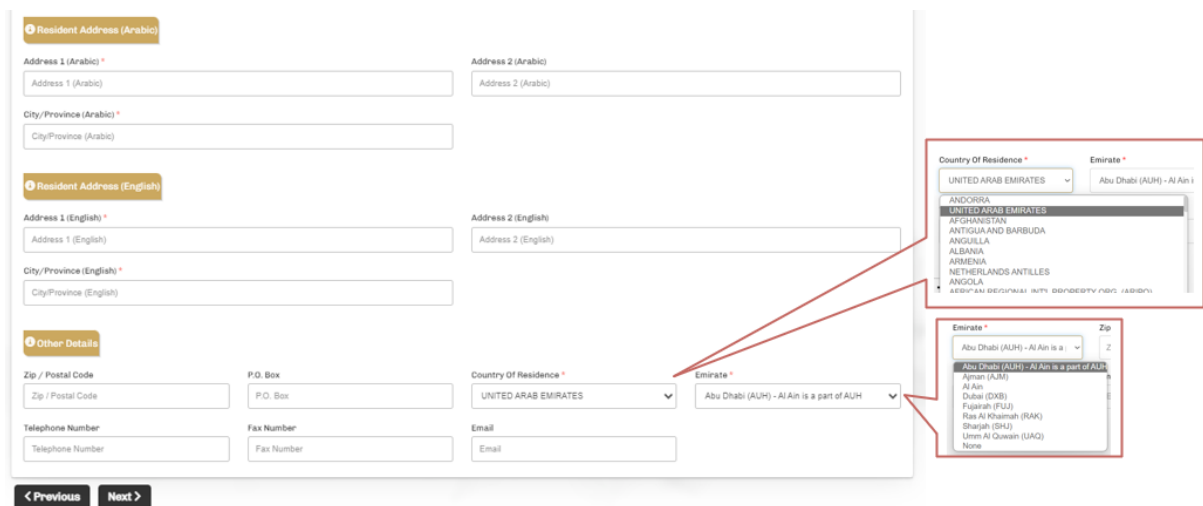
Recommendation: Please don't forget to save your "uncompleted" registration by clicking on the  button that is visible in every step.

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 choosing 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 corresponding fields. Please 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 comparison to the steps 2 to 4 here you are not able to enter a 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.



7- Attachments

Attachments

1 Abstract (Arabic) (pdf) 1 <input type="button" value="Upload"/>	2 Abstract (English) (pdf) 1 <input type="button" value="Upload"/>	3 Drawing (AR) (pdf) 1 <input type="button" value="Upload"/>	4 Drawing (EN) (pdf) 1 <input type="button" value="Upload"/>
5 Representative Image - Minimum 500x5... 1 <input type="button" value="Upload"/>	6 Certified copy of priority application (pdf) 1 <input type="button" value="Upload"/>	7 PCT Documents 1 <input type="button" value="Upload"/>	8 Extract from commercial register or par... 1 <input type="button" value="Upload"/>
9 Emirates ID 1 <input type="button" value="Upload"/>	10 Others (zip) 1 <input type="button" value="Upload"/>	11 Power of Attorney (pdf) 1 <input type="button" value="Upload"/>	12 Assignment (pdf) 1 <input type="button" value="Upload"/>
13 Proof of applicant types 1 <input type="button" value="Upload"/>			

Further Examination

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

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 industrial design application 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)