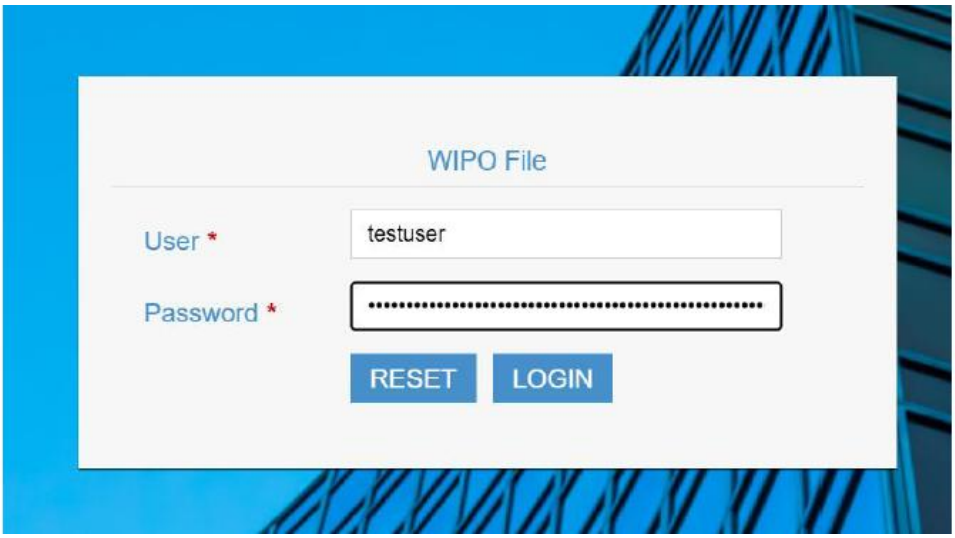
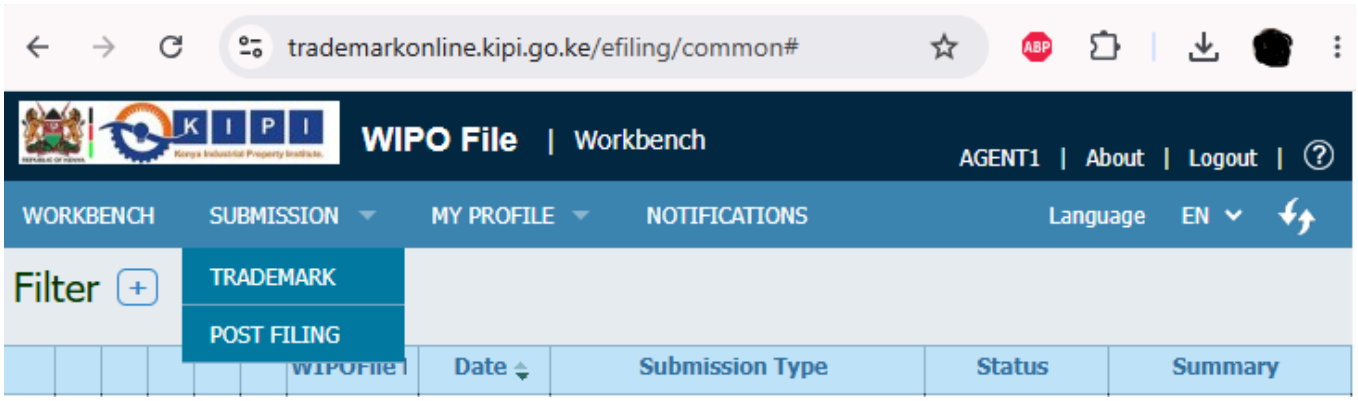
HOW TO FILE FOR TRADEMARK APPLICATION USING THE TRADEMARK EFILING SYSTEM

A. APPLY FOR TRADEMARK

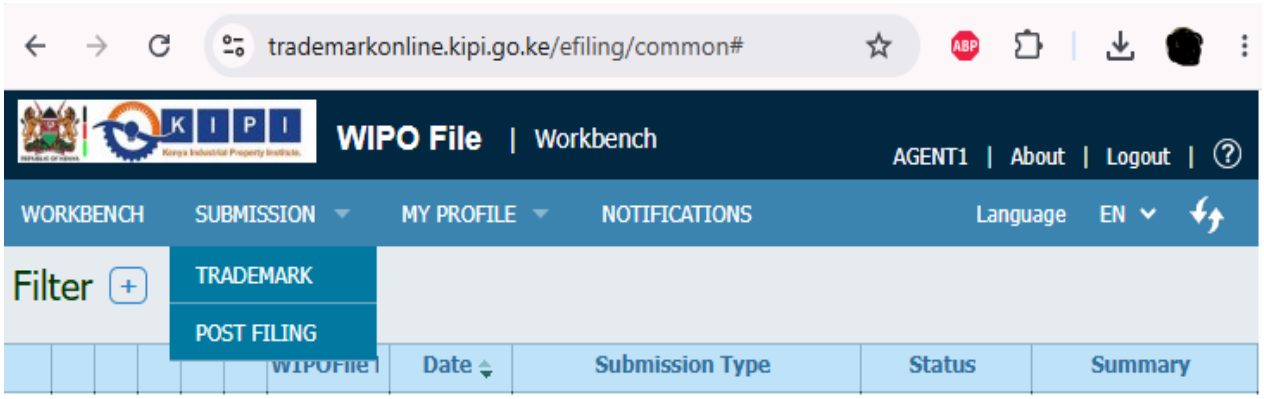
1. To use the system, one requires a login account.
2. Send your details including: Your name (or IP Agent Name), Email address and Phone number to efiling@kipi.go.ke
3. A link will be sent to you from which you will be required to fill in your other identification details and create a profile, including the login User ID and password that you intent to be using.
4. Upon creating your profile, you will be redirected to the trademark efiling link. Also accessible from here
5. In the log in screen, input your login user name and password that you have created. And click Login.



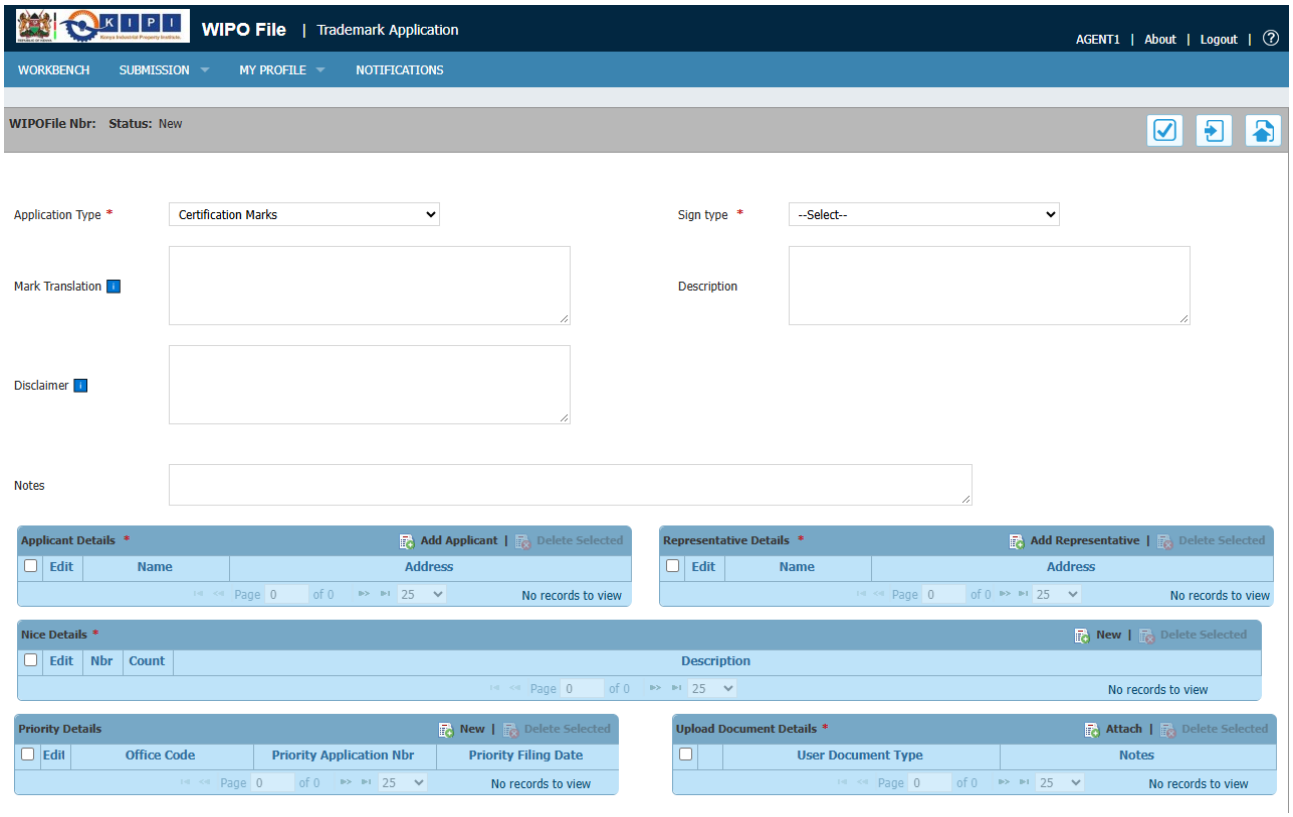
Once you successfully login click **Submission**.



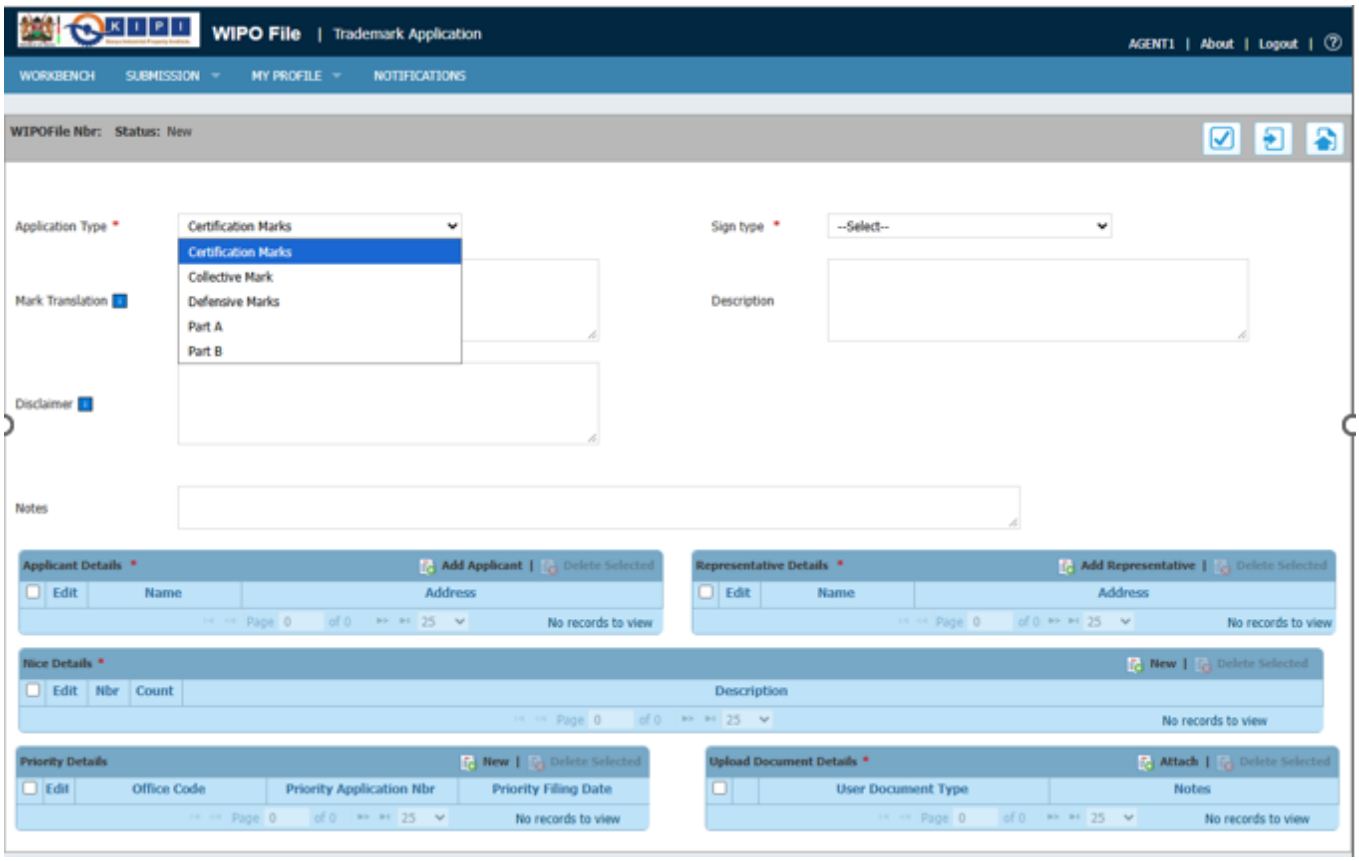
6. Select the relevant application type from the drop-down list.
   i. Trademark
   ii. Post Filing



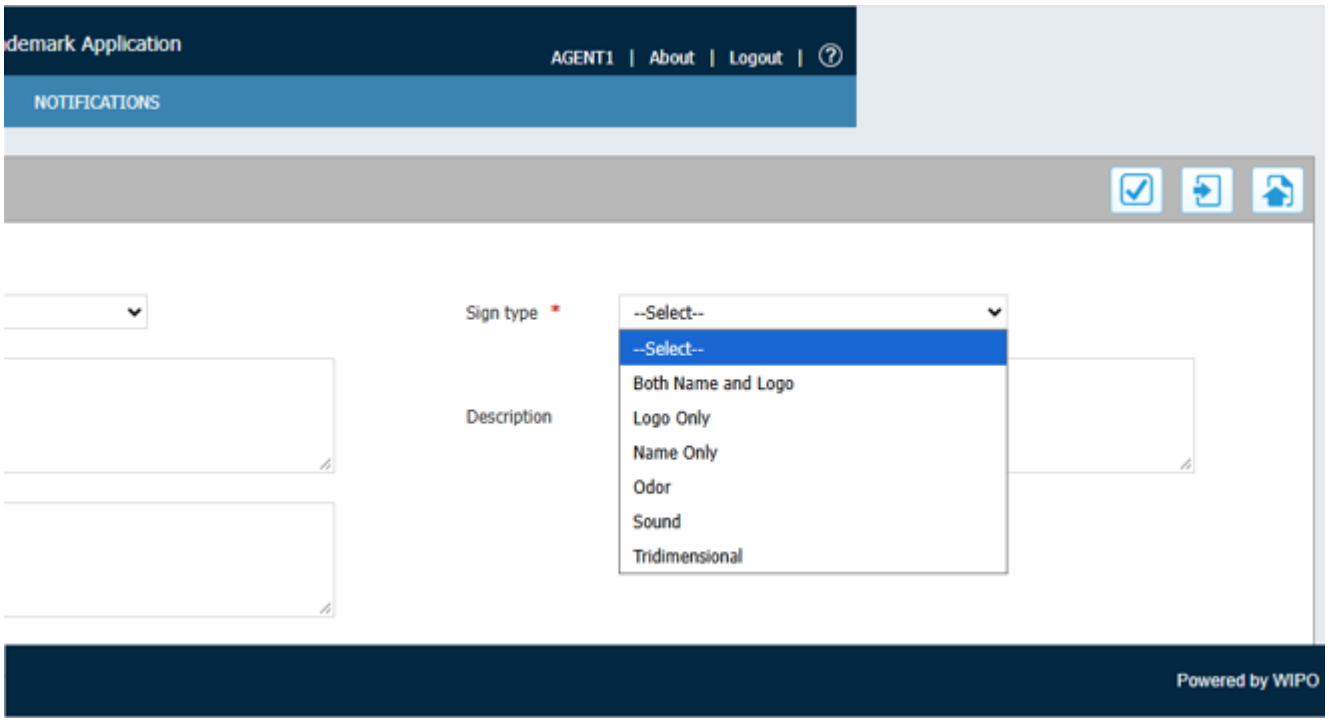
7. If it's a new Trademark Application click on **TRADEMARK.** Trademark application screen opens



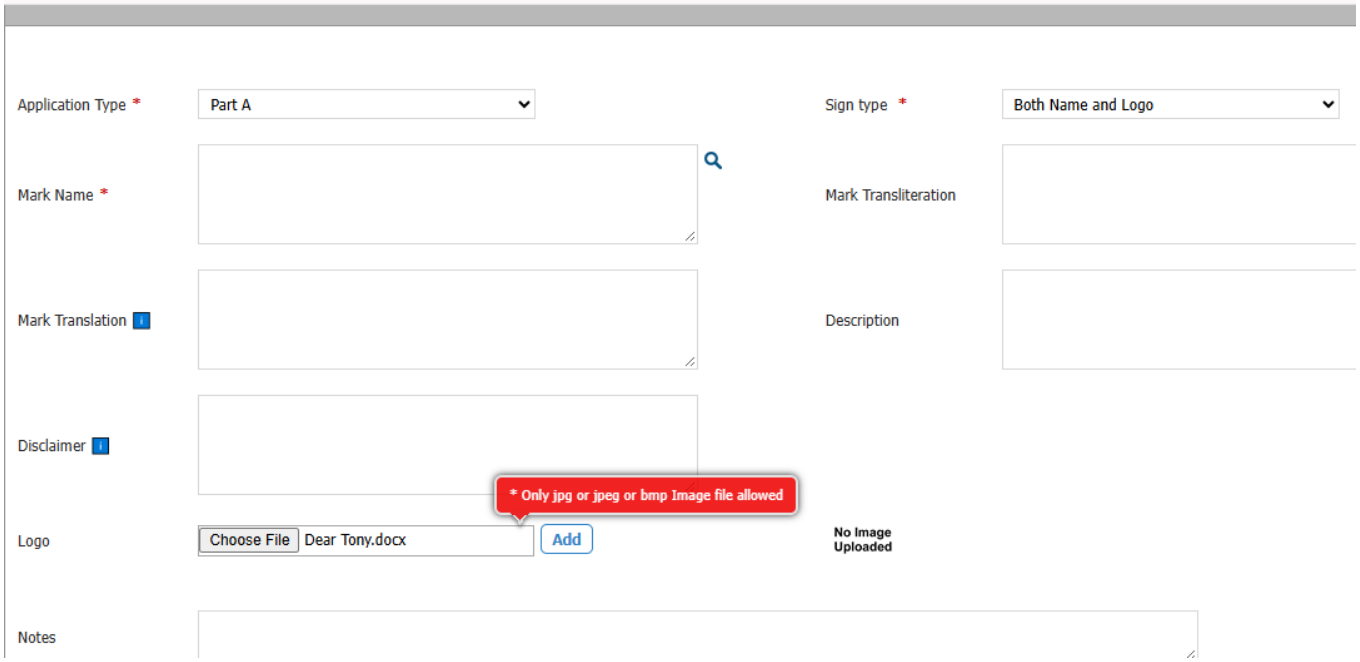
8. On the Application Type select the appropriate type of application you are making
   i. Ordinary Trademark (PART A)
   ii. Certification Marks
   iii. Collective Marks
   iv. Defensive Marks



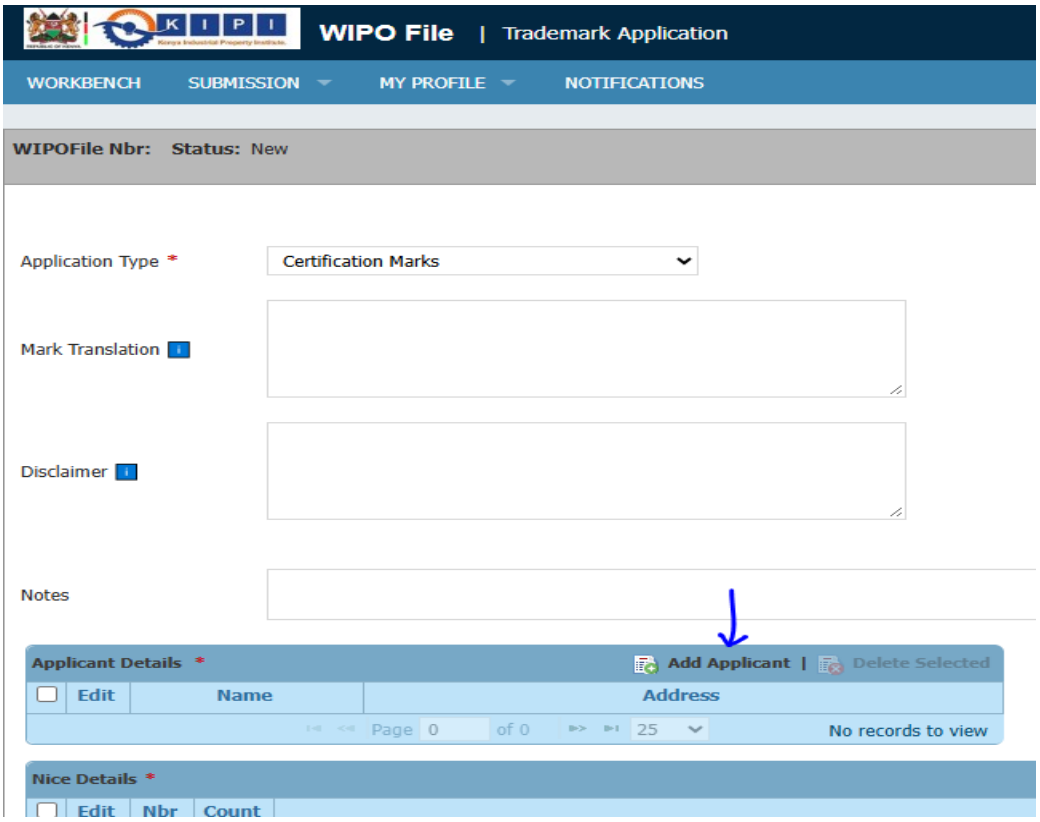
9. Fill out the required information
10. Uder **sign type** select the type of your mark i.e
    i. Both name and logo
    ii. Logo only
    iii. Name only
    iv. Odor
    v. Sound
    vi. Tridimensional



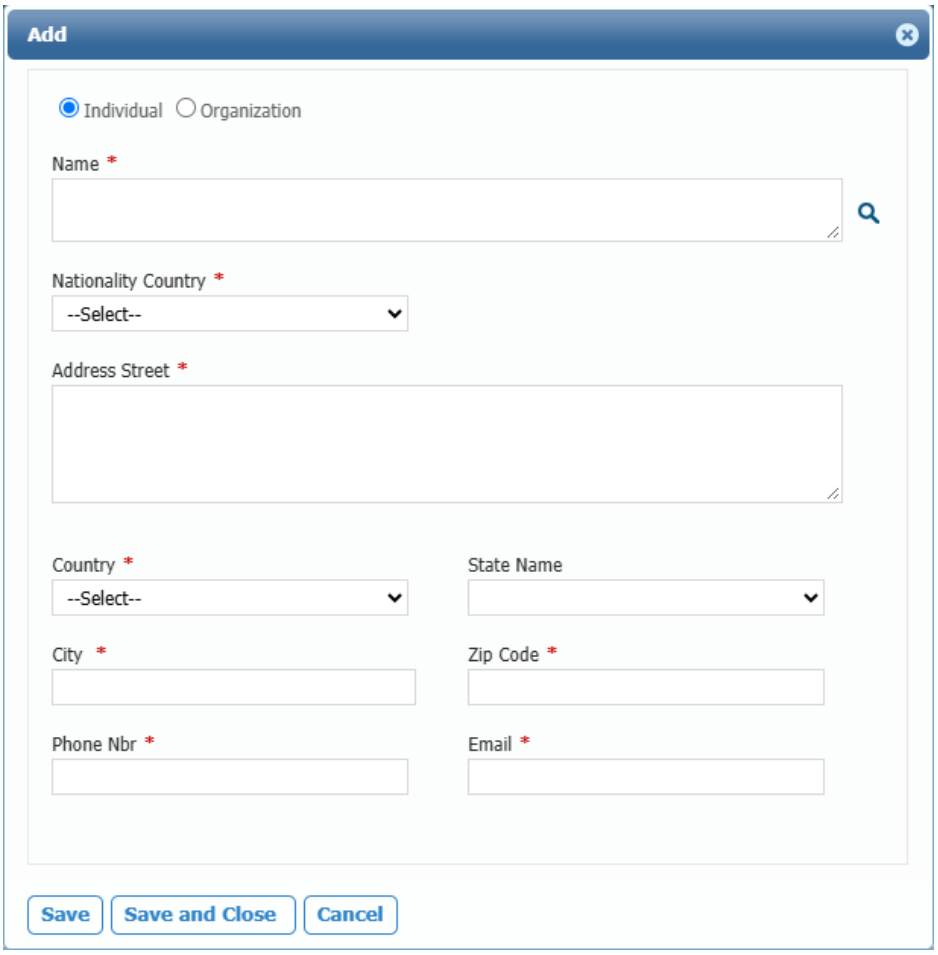
11. If your mark is either **Both name and Logo** or **Logo Only**; click choose and upload logo either
    Jpg or jpeg or bmp image.



12. Under **Applicant details** click on Add applicant.

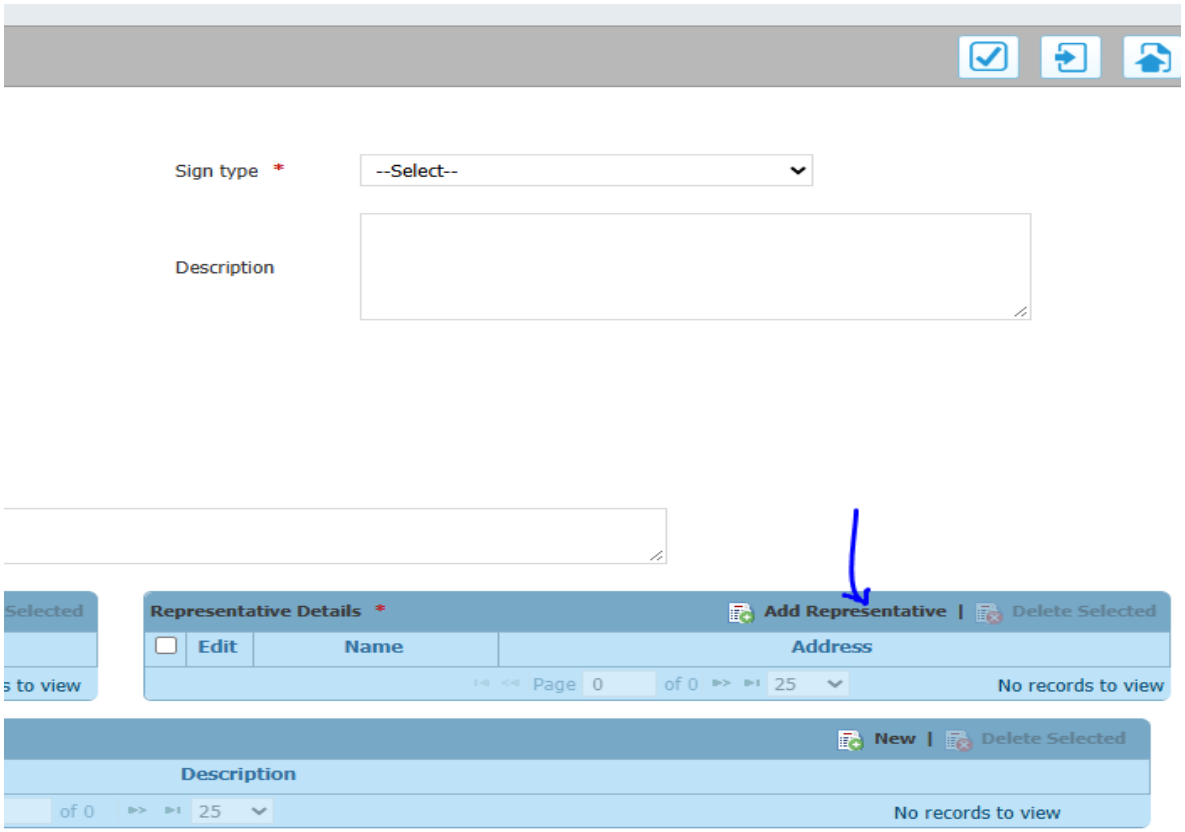


13. Fill the information required
    Fill in all the applicant details and click on **Save and Close**

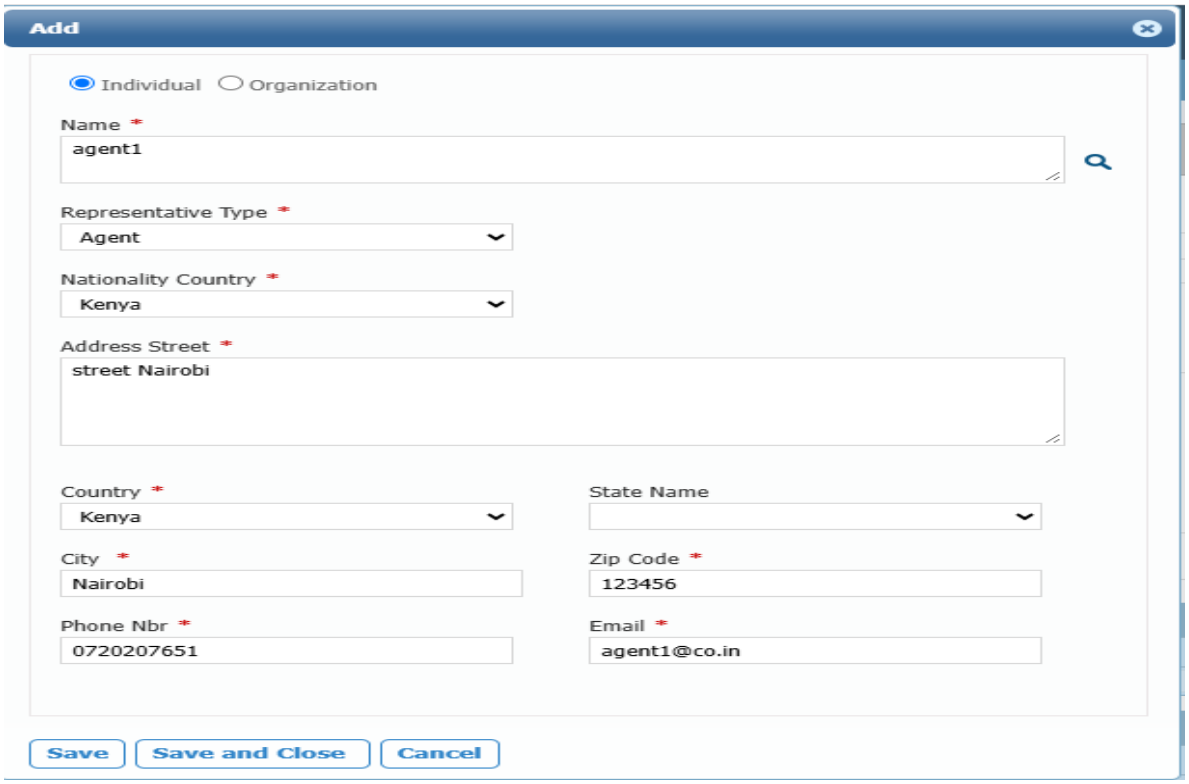


14. **Add representative details**

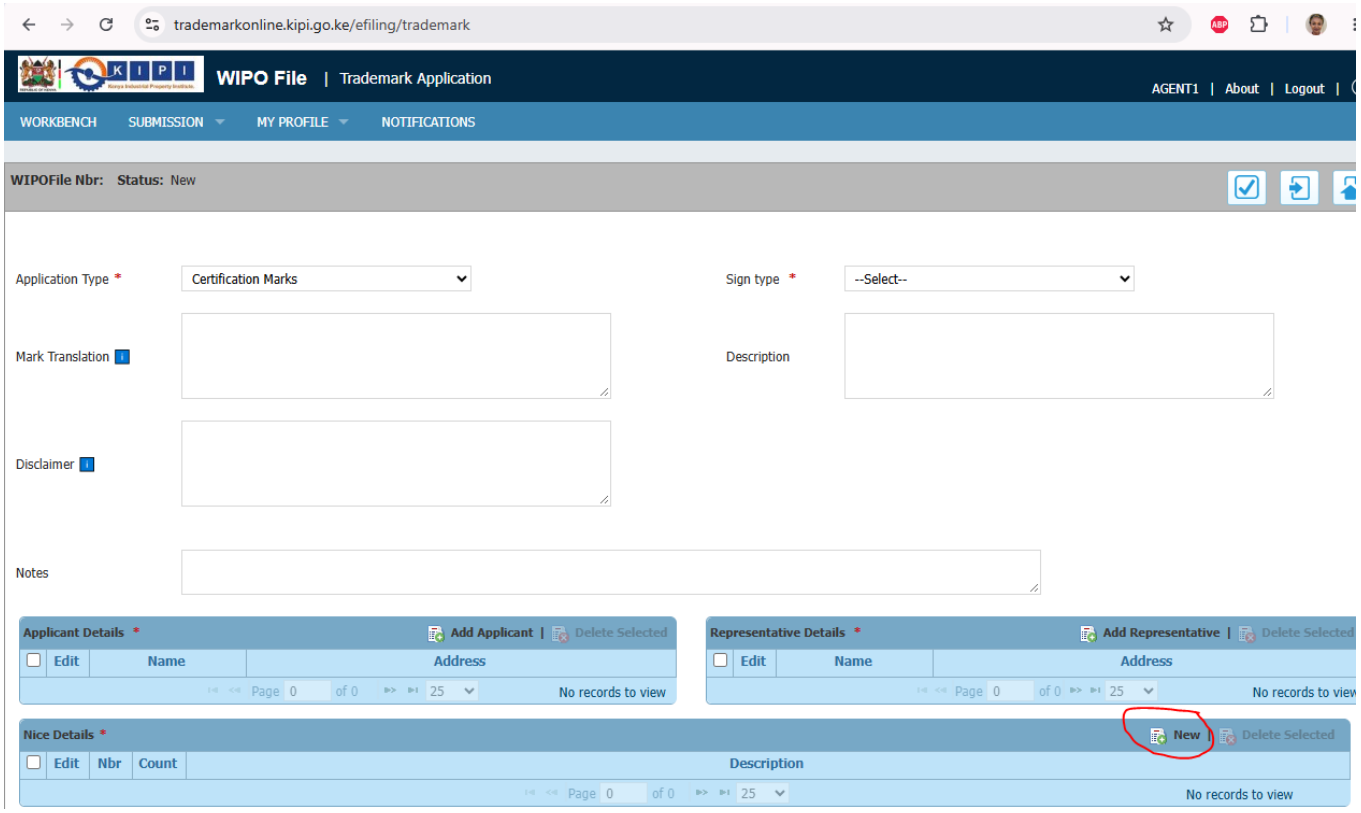
To add the **Representative Details** * click on add representative.



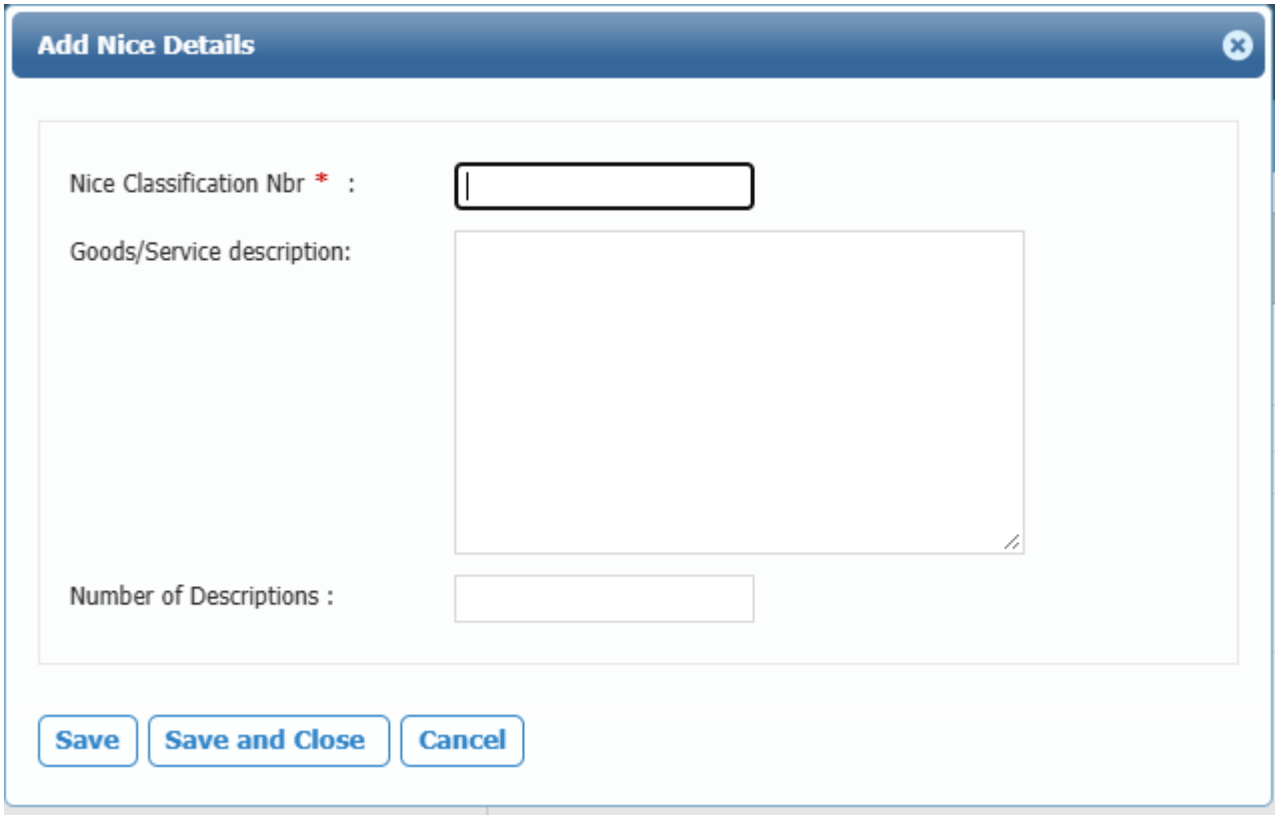
The following window pops up. Fill all the required details. If you are filing as an individual, select Individual. If you are an IP Agent filing the application on behalf of the applicant, select Organization.



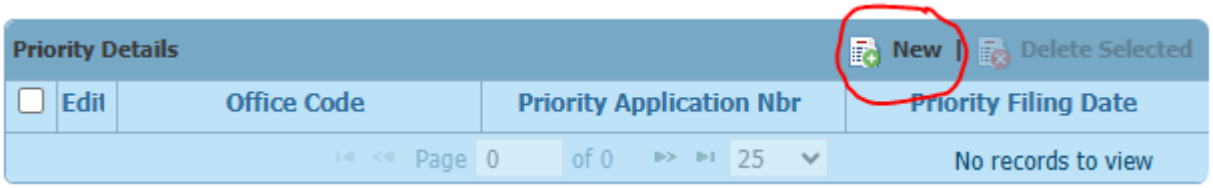
15. To add the **Nice Details,** click on **New.**



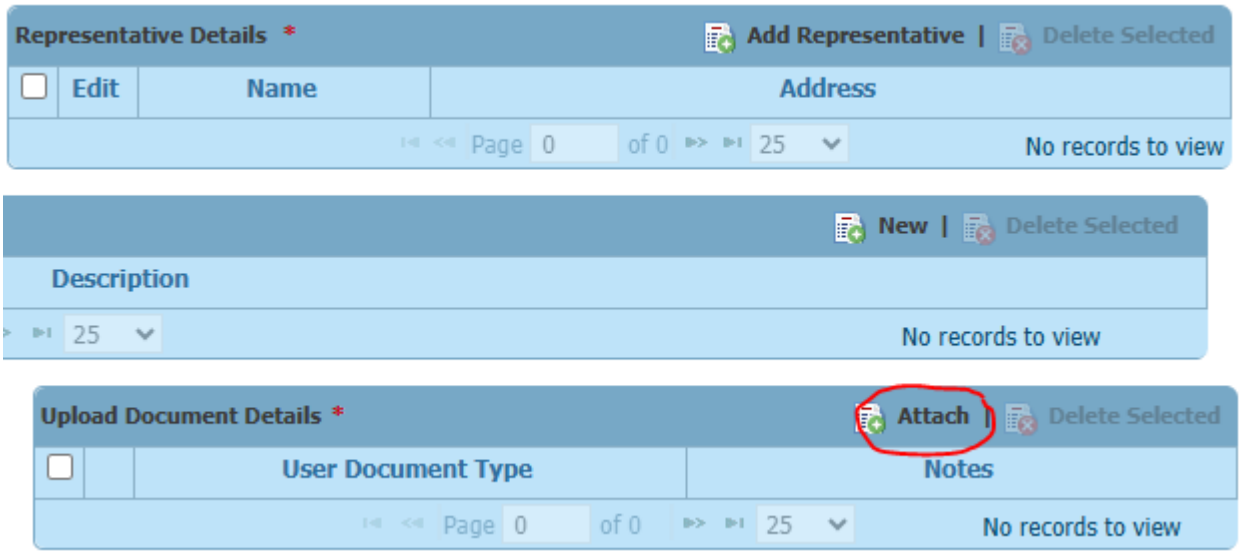
The following window pops up. Here add all nice classes under which apply to your Trademark. Nice classification can be gotten here.



16. To add **Priority Details**; click on **New.** This only applies to TradeMarks that have already been registered elsewhere and you want its priority date to apply to current registration.

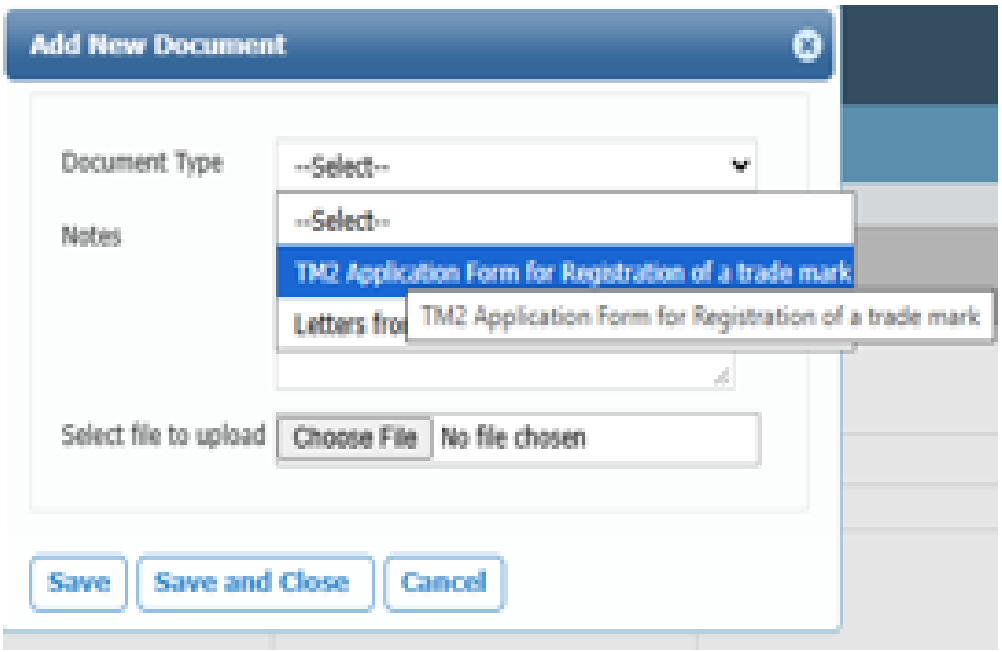


17. Upload Documents
    To **Upload Document,** click on **Upload Document Details** and click on **Attach.** The following window pops up

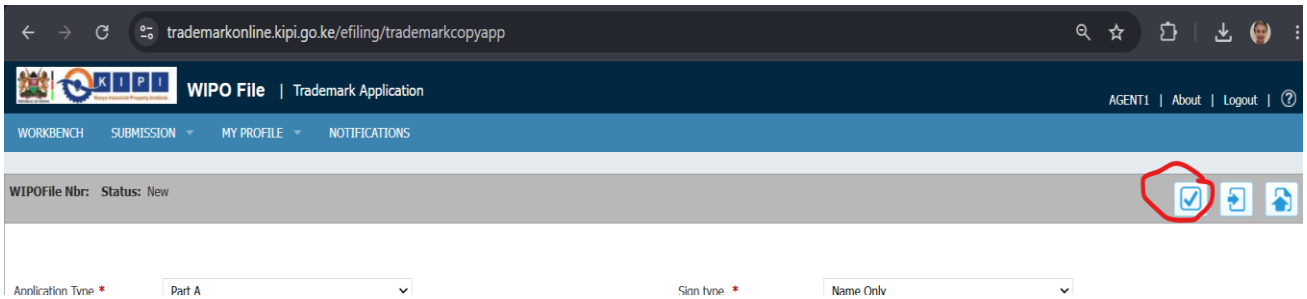


Attach the documents to support your application, some documents are mandatory hence must be attached before proceeding.

For instance, for Trademark applications mandatory attachments are: Trademark application form, TM2 Application Form for Registration of a trademark.

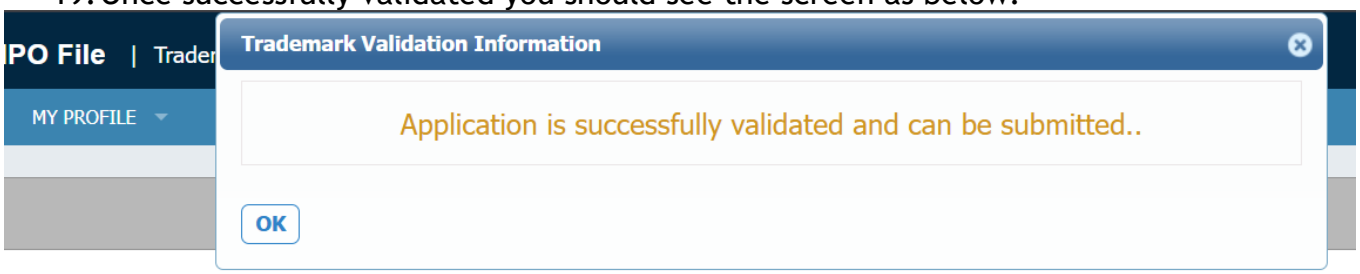


18. Then validate to ensure that all the information required is captured.
    Click on the **Validate button** (circled in red) so as to review your application before submission

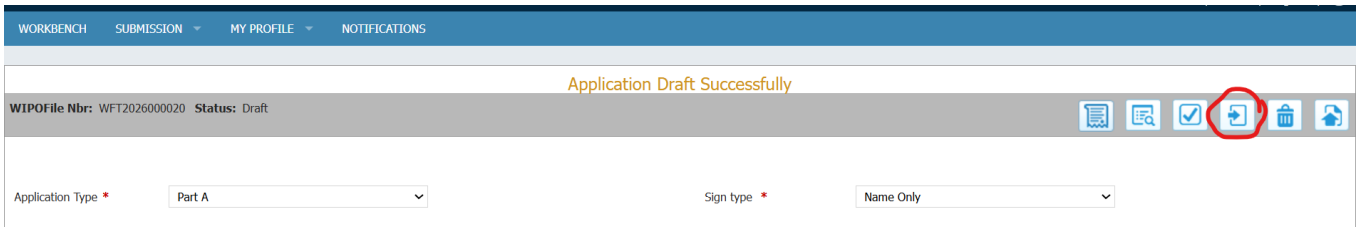


If validation is not successful errors will be highlighted in red, you can check and provide the missing information.

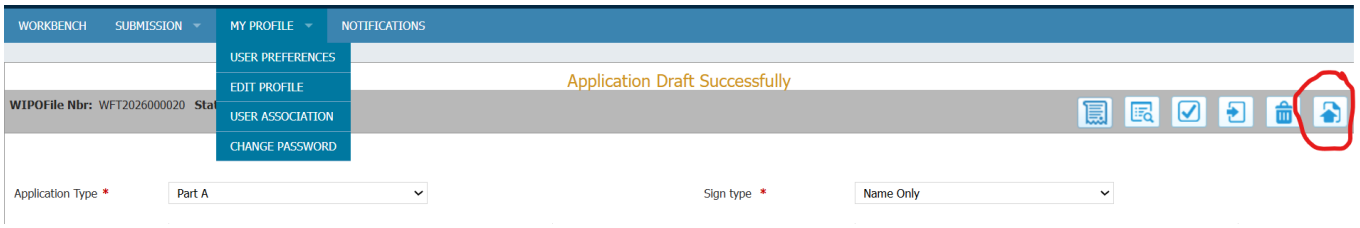
19. Once successfully validated you should see the screen as below:

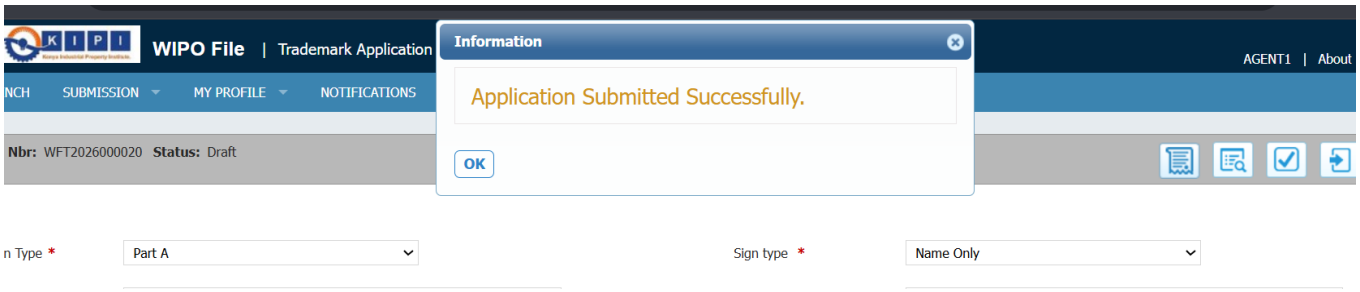


20. If the validation is successful proceed to save.



21. Then proceed to submit, if successful you will be notified the application has been successful

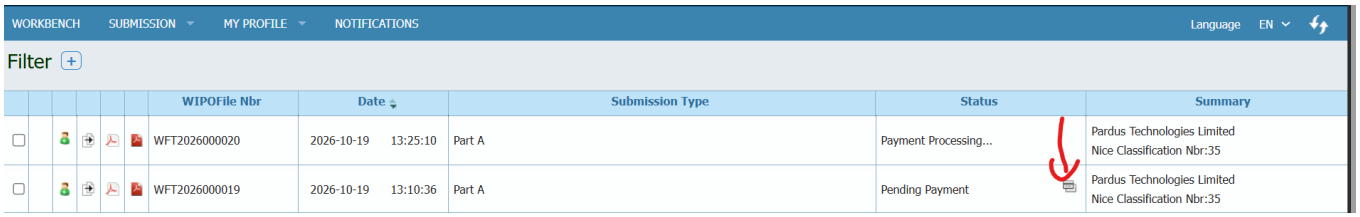




22. Then go to the workbench button to view all your applications.

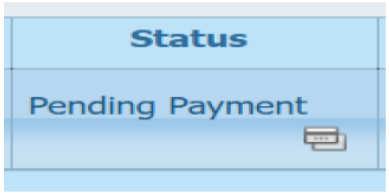


23. Under the status tab click on  button, a pop up window opens, ensure that pop-ups are not blocked in your relevant browser.

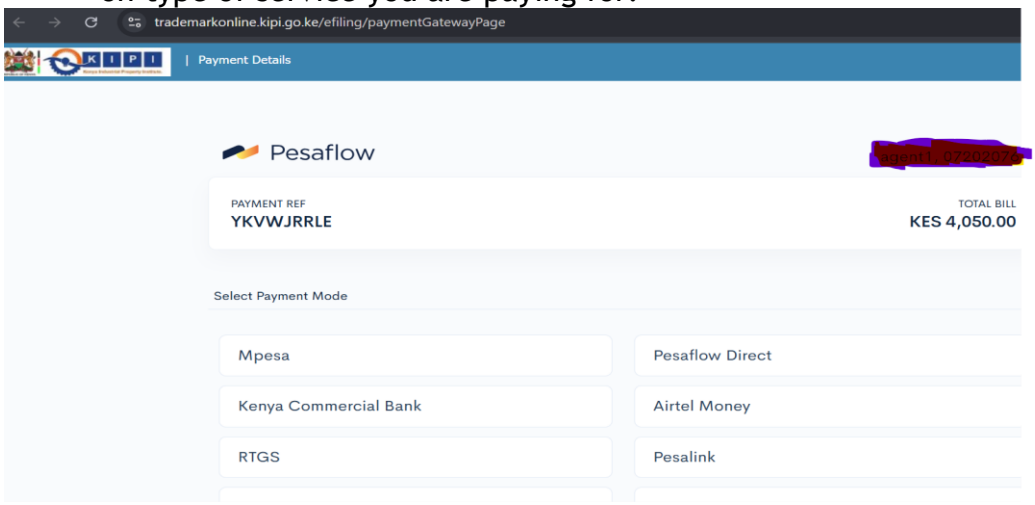


B. MAKE PAYMENTS

24. To pay, click the icon next to the Pending Payment (shown below)



25. This will open a new tab which indicates what and how to pay. Amount is dependent on type of service you are paying for.



26. Select your preferred mode of payment and proceed to make the necessary payments.
27. Once payment is done capture your **PAYMENT REF** eg YKVWJRRLE above.
28. Once payment is completed a receipt will be generated and the status of your application changes to ready for reception.
29. You can click on  button under the workbench to download your receipt.
30.

31. Select your preferred mode of payment and proceed to make the necessary payments.

32. Once payment is done capture your **PAYMENT REF** eg XMNAKYPE above.

29. Once payment is completed a receipt will be generated and the status of your application changes to ready for reception.

26. You can click on button under the workbench to download your receipt.

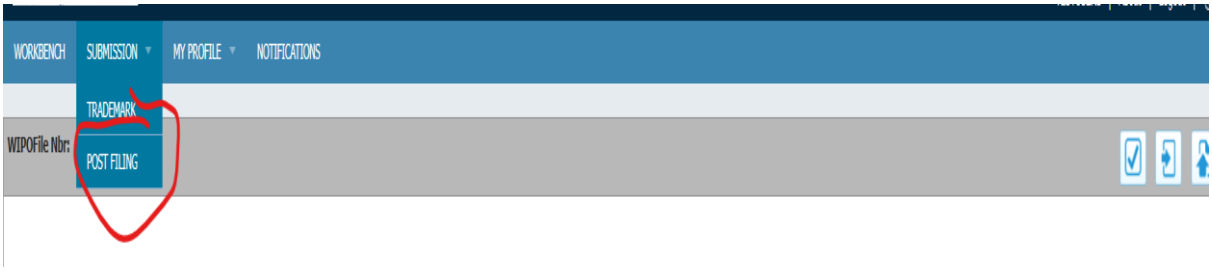
27. Submit the **Receipt** downloaded above together with **the payment reference** number eg XMNAKYPE to the Institute either physically or via email

33.

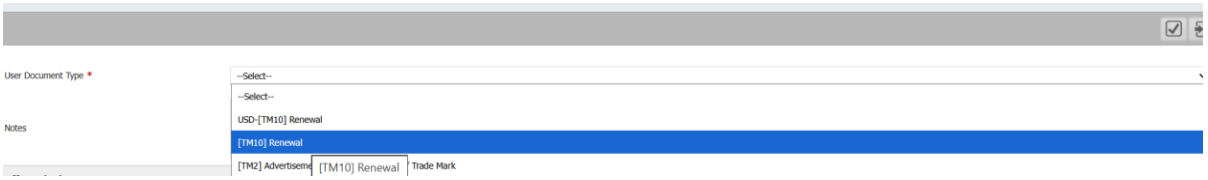
A. POST FILING - SUBMITTING IP FORMS FOR ALREADY FILED APPLICATIONS

The system allows one to submit IP Forms for applications that have already been filed. To achieve this, follow the steps shown here below;

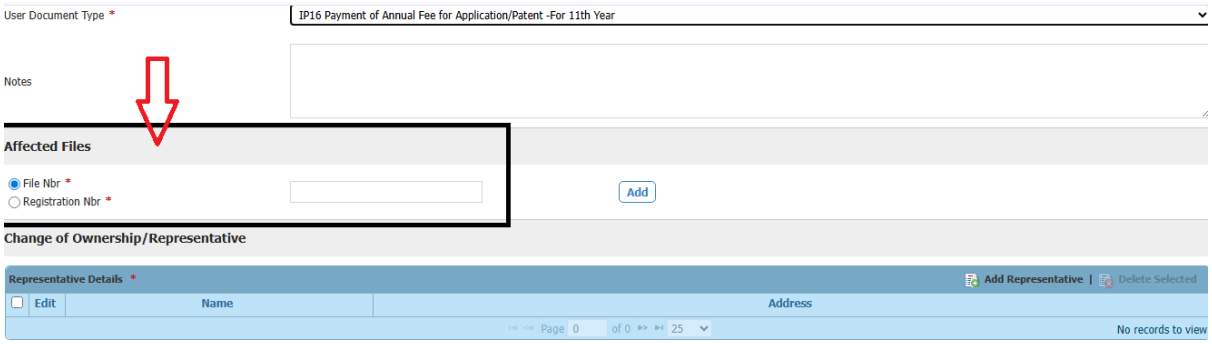
1. Log into the system. Once you have successfully logged in click on **Submission**.
2. Select on **Post Filing** from the drop-down list.



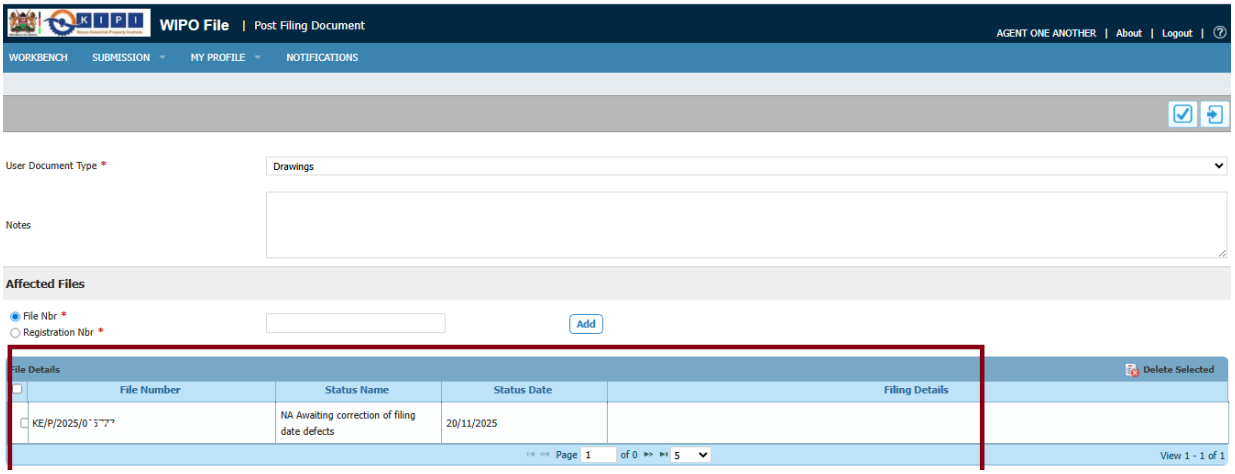
3. Select the specific TM Form you wish to submit from the list.



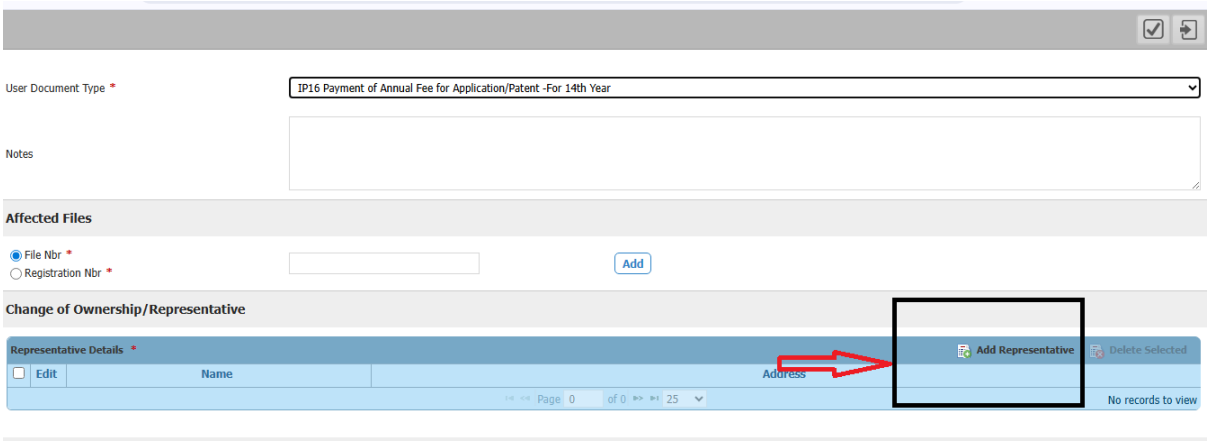
You will be required to enter the affected file number e.g. **MA/T/0001/146220** then click **Add** button once done.



Once you click the add button and the file number is successfully found in the system, the details will be as shown below.

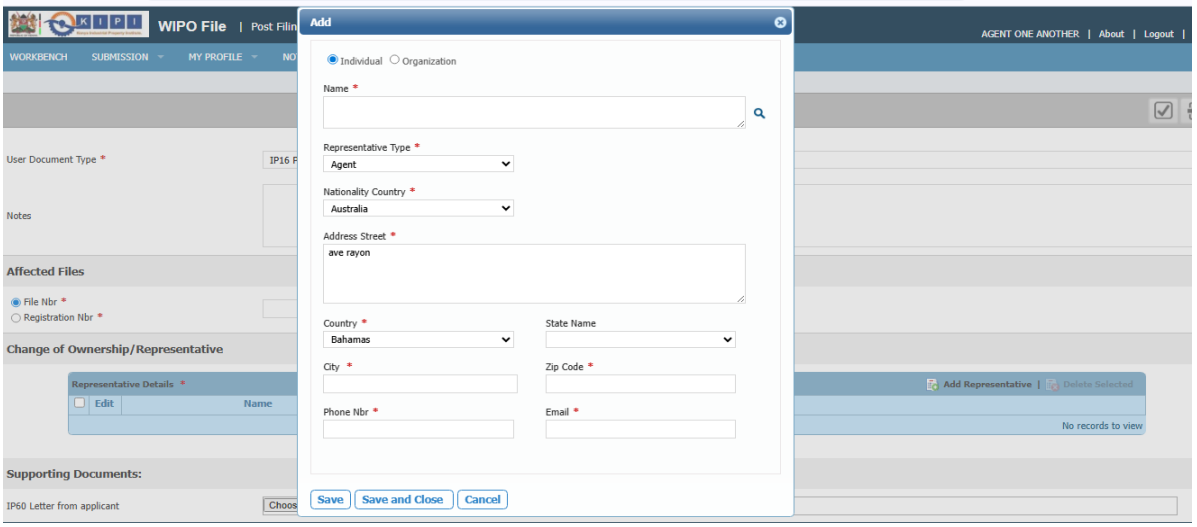


4. To add **Representative/ change of Ownership** details, click on **add representative section as shown**



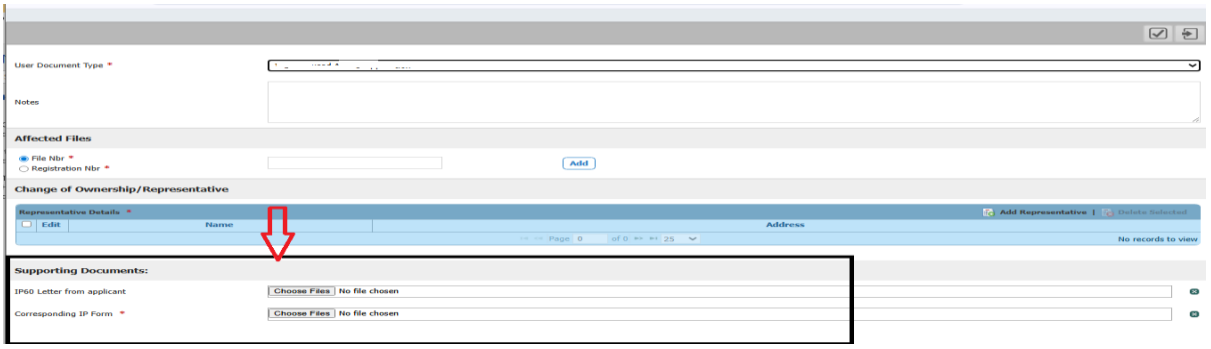
When you click on **add Representative** a new window opens.

Fill in all the required details and click on **Save and Close**

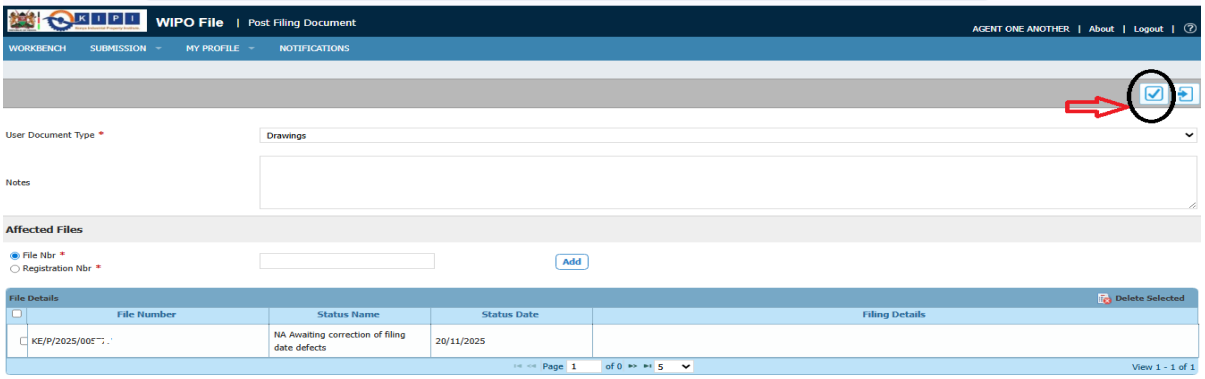


5. **Attach Supporting Documents**

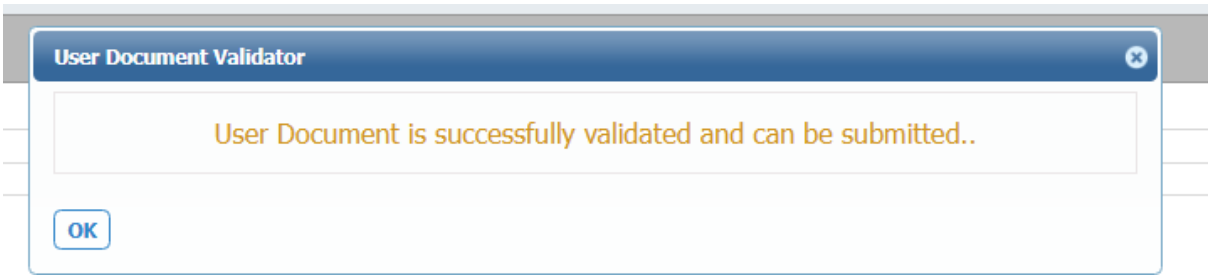
To **Attach Document** click on **choose file.** A pop-up window opens where you will select the files to attach.



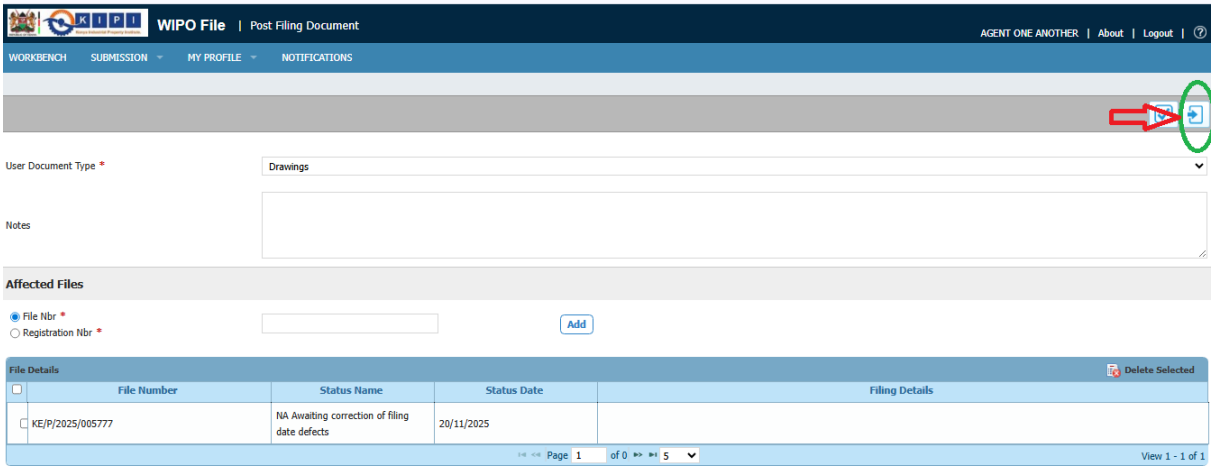
6. Once all the data is captured you can proceed to **validate,** by clicking the validate button as shown.



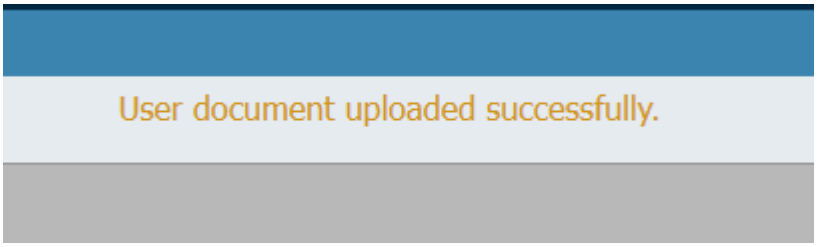
Once successfully **validated** you should see the screen as shown below:



7. You can then proceed to **submit** the application.



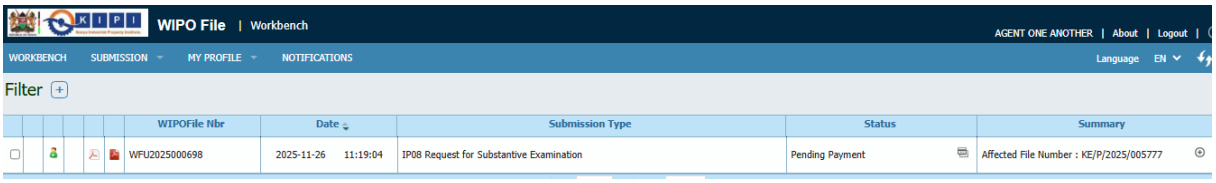
If the submission is successful, you will be notified the application has been successful.



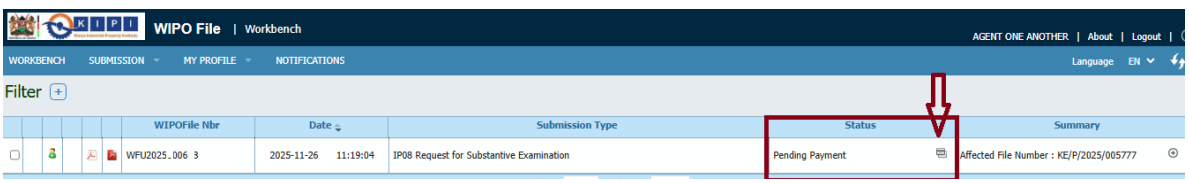
8. To view this and all your applications click on the **workbench** at the top left corner.



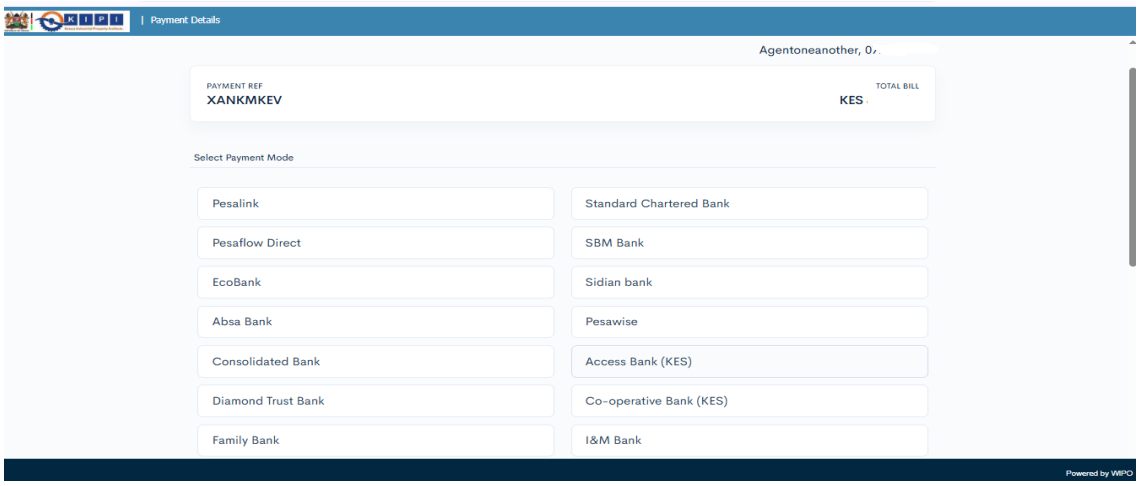
You should get this when you go under the **workbench** tab.



9. To proceed and make payments, click on  under the status tab.



10. A new payment window opens with various payment method of your choice.



Use the **payment ref (**something like **XANKMKEV)** as your **account number** i.e. while using M-PESA, and the amount shown under **total bill.**

Once you've made the payment, go back to the workbench area and click on the icon to download the receipt.

Submit the **Receipt** downloaded above together with the **payment reference number** in this case **XANKMKEV** to the Institute either physically or via email to: **trademarks@kipi.go.ke**