



**IDAL**

INVEST IN LEBANON

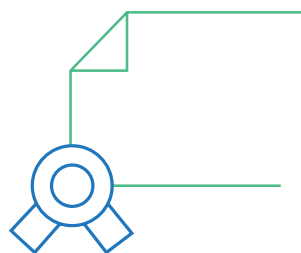
# REGISTRATION **PROCESS**

**FOR**  
TRADEMARK, PATENT &  
COPYRIGHTS PROTECTION

**BSU** BUSINESS  
SUPPORT  
UNIT

SERVICES

# INTELLECTUAL PROPERTY RIGHTS



## SERVICES OFFERED

- Registering a Trade Mark
- Registering an Industrial Design or Model
- Registering a Patent
- Registering an Artistic, Literary, Musical or Cinematographic Issue
- Payment of Annual Fees for Patents registered
- Deleting any of the registrations listed above
- Transfer of Property
- License for Use
- Changing the Name of an Owner
- Request of a Statement/Attestation (ifada)
- Request of a Certified Copy



## STEPS

## STEPS FOR REGISTERING A TRADE MARK

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take a declaration statement of the registration form with 2 copies to the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in the sealed registration form with 2 copies
- Receive the original copy of the certificate for the registered Trade Mark



## STEPS FOR REGISTERING AN INDUSTRIAL DESIGN OR MODEL

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take a declaration statement of the registration form with 2 copies to the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in the sealed registration form with 2 copies
- Receive the original copy of the certificate for the registered Design or Model



## REQUIREMENTS FOR REGISTERING A TRADEMARK

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Trade Mark Registration"</li> </ul>	Ministry of Economy
<b>Trade Mark Film</b>	Positive	PhotoShop
<b>Trade Mark Picture</b>	6 pictures	Applicant
<b>Declaration</b>	<ul style="list-style-type: none"> <li>• Prototype from the Ministry</li> <li>• 6 copies</li> <li>• Typed</li> <li>• Attach a picture of the Trade Mark</li> </ul>	Ministry of Economy
<b>Copy of the Commercial Register</b>	If the Applicant is a Lebanese company or corporation	Commercial Register
<b>Copy of the Commercial Circular</b>	<ul style="list-style-type: none"> <li>• If the applicant is a Lebanese company</li> <li>• No need to be a certified copy</li> </ul>	Commercial Register
<b>Proxy / Power of Attorney</b>	<ul style="list-style-type: none"> <li>• If application is not handed by owner</li> <li>• No need to be a certified copy</li> <li>• Description of the goods &amp; services covered by the Trade Mark</li> </ul>	Applicant

## REQUIREMENTS FOR REGISTERING AN INDUSTRIAL DESIGN OR MODEL

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Registering an Industrial Design or Model"</li> </ul>	Ministry of Economy
<b>Design or Model Description</b>	2 copies	Applicant
<b>Design or Model Drawing</b>	<ul style="list-style-type: none"> <li>• 2 copies</li> <li>• 3 dimensional</li> <li>• from all sides</li> </ul>	Applicant
<b>Commercial Register</b>	If the applicant is a Lebanese company or corporation	Commercial Register
<b>Commercial Circular</b>	If the applicant is a Lebanese company	Commercial Register
<b>Proxy/ Power of Attorney</b>	<ul style="list-style-type: none"> <li>• If the applicant is not handed by owner</li> <li>• No need to be a certified copy</li> </ul>	Applicant

## STEPS FOR REGISTERING A PATENT

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take a declaration statement of the registration form with 2 copies to the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in the sealed statement with a copy
- Receive the original copy of the certificate for the registered Patent + a copy of the following:
  1. List of papers handed
  2. Description of the patent
  3. Detailed drawing (if available)

## REQUIREMENTS FOR REGISTERING A PATENT

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Registering a Patent"</li> </ul>	Ministry of Economy
<b>Patent Description &amp; Summary</b>	<ul style="list-style-type: none"> <li>• Main description of the patent</li> <li>• 2 copies</li> </ul>	Applicant
<b>Explanatory illustrations or Drawings and a Summary description of the invention in Arabic</b>	<ul style="list-style-type: none"> <li>• to help understand it</li> <li>• 2 copies</li> <li>• 3 dimensional</li> </ul>	Applicant
<b>Commercial Register</b>	if the applicant is a Lebanese company or corporation	Commercial Register
<b>Commercial Circular</b>	if the applicant is a Lebanese company	Commercial Register
<b>Proxy / Power of Attorney</b>	<ul style="list-style-type: none"> <li>• Signed by the owner</li> <li>• if the application is not handed by owner</li> <li>• If application is not handed by owner</li> <li>• Sealed by the company if a company owns it</li> <li>• Name of patent must be mentioned</li> <li>• No need to be a certified copy</li> </ul>	Applicant
<b>List of papers deposited</b>	<ul style="list-style-type: none"> <li>• List of all enclosed documents with their number of pages</li> <li>• 2 copies</li> </ul>	Applicant

## STEPS FOR REGISTERING AN ARTISTIC, LITERARY, MUSICAL OR CINEMATOGRAPHIC ISSUE

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take a declaration statement of the registration form with 2 copies to the Official Gazette
- Receive the sealed certificate of the statement for publication
- Receive the original copy of the certificate for the registered Design or Model
- Receive a copy of the Registered Issue

## REQUIREMENTS FOR REGISTERING AN ARTISTIC, LITERARY, MUSICAL OR CINEMATOGRAPHIC ISSUE

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Registering an Artistic Literary...Issue"</li> </ul>	Ministry of Economy
<b>Copy of the Issue</b>	3 copies	Applicant
<b>Commercial Register</b>	If the applicant is a Lebanese company or corporation	Commercial Register
<b>Commercial Circular</b>	If the applicant is a Lebanese company	Commercial Register
<b>Proxy / Power of Attorney</b>	If the application is not handed by owner No need to be a certified copy	Applicant

## STEPS FOR PAYMENT OF ANNUAL FEES FOR PATENTS REGISTERED

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Receive the yellow copy



## REQUIREMENTS FOR PAYMENT OF ANNUAL FEES FOR PATENTS REGISTERED

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Annual fees payment"</li> <li>• Mentioning               <ol style="list-style-type: none"> <li>1. Patent number</li> <li>2. Date of registration</li> </ol> </li> </ul>	Ministry of Economy

## STEPS FOR DELETING ANY OF THE REGISTRATIONS

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take an appointment to withdraw the registration form to the Official Gazette
- Take a form informing about the canceling with 2 copies for the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in a copy of the sealed document
- Receive the final document form



## REQUIREMENTS FOR DELETING ANY OF THE REGISTRATIONS

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, "Canceling a Registration"</li> <li>• Mentoring               <ol style="list-style-type: none"> <li>1. Name of applicant</li> <li>2. Subject</li> <li>3. Number &amp; date of the registration</li> </ol> </li> </ul>	Applicant

## STEPS FOR TRANSFER OF PROPERTY

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take an appointment to withdraw the registration form to the Official Gazette
- Take a form informing about the canceling with 2 copies for the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in a copy of the sealed document
- Receive the final document form



## REQUIREMENTS FOR TRANSFER OF PROPERTY

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "Changing Ownership"</li> <li>• Mentioning               <ol style="list-style-type: none"> <li>1. Name of Applicant</li> <li>2. Subject</li> <li>3. Number &amp; date of the registration</li> </ol> </li> </ul>	Applicant
<b>Contact between the two Parties</b>	Including <ul style="list-style-type: none"> <li>• Name of transferor and transferee</li> <li>• The subject being transferred</li> <li>• If owner is a foreigner signed from:</li> <li>• If owner is Lebanese signed from:</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Lebanese Embassy at country of origin</li> <li>• Ministry of Foreign Affairs Notary</li> </ul>
<b>Proxy / Power of Attorney</b>	<ul style="list-style-type: none"> <li>• If Application is not handed by owner</li> <li>• No need to be a certified copy</li> </ul>	Applicant

## STEPS FOR A LICENSE FOR USE

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take an appointment to withdraw the registration form to the Official Gazette
- Take a form informing about the canceling with 2 copies for the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in a copy of the sealed document
- Receive the final document form



## REQUIREMENTS FOR A LICENSE FOR USE

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "Investment of a Registered..."</li> <li>• Mentioning               <ol style="list-style-type: none"> <li>1. Name of Applicant</li> <li>2. Subject</li> <li>3. Number &amp; date of the registration</li> </ol> </li> </ul>	Applicant
<b>Contact between the two Parties</b>	Granting Investment rights, Including <ul style="list-style-type: none"> <li>• Name of transferor and transferee</li> <li>• Name of the subject being transferred</li> <li>• If owner is a foreigner signed from:</li> <li>• If owner is Lebanese signed from:</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Lebanese Embassy at country of origin</li> <li>• Ministry of Foreign Affairs Notary</li> </ul>
<b>Proxy / Power of Attorney</b>	<ul style="list-style-type: none"> <li>• If Application is not handed by owner</li> <li>• No need to be a certified copy</li> </ul>	Applicant

## STEPS

**STEPS FOR CHANGING THE NAME OF AN OWNER**

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Take an appointment to withdraw the registration form to the Official Gazette
- Receive the sealed certificate of the statement for publication
- Hand in a copy of the sealed document
- Receive the final document form

**REQUIREMENTS FOR CHANGING THE NAME OF AN OWNER**

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "Changing the name..."</li> <li>• Mentioning               <ol style="list-style-type: none"> <li>1. Name of Applicant</li> <li>2. Subject</li> <li>3. Number and date of the registration</li> </ol> </li> </ul>	Applicant
<b>Personal Identification Card</b>	Issued in no more than 6 months of time (or Legitimate copy)	Personal Affairs or Mukhtar
<b>Statement</b>	<ul style="list-style-type: none"> <li>• Includes &amp; confirms changing the name</li> <li>• Case of a foreign company, signed from:</li> </ul>	Commercial Register Lebanese Embassy at country of origin Ministry of Foreign Affairs
<b>Proxy / Power of Attorney</b>	<ul style="list-style-type: none"> <li>• If Application is not handed by owner</li> <li>• No need to be a certified copy</li> </ul>	Applicant

**STEPS FOR GETTING A STATEMENT/ATTESTATION**

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Receive the final document form

**REQUIREMENTS FOR GETTING A STATEMENT/ATTESTATION**

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "Declaration form..."</li> <li>• Mentoring               <ol style="list-style-type: none"> <li>1. Name of applicant</li> <li>2. Subject</li> <li>3. Number &amp; date of the registration</li> </ol> </li> </ul>	Applicant

**STEPS FOR A REQUEST OF A CERTIFIED COPY**

- Hand in Requirements
- Register the application form
- Receive the application number for future referral
- Pay voucher
- Receive the yellow and the blue copies, both sealed
- Hand in the blue copy + copy of the voucher
- Receive the final document form

**REQUIREMENTS FOR A REQUEST OF A CERTIFIED COPY**

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
<b>Application form</b>	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "Declaration form..."</li> <li>• Mentoring               <ol style="list-style-type: none"> <li>1. Name of applicant</li> <li>2. Subject</li> <li>3. Number &amp; date of the registration</li> </ol> </li> </ul>	Applicant

**Source:** Ministry of Economy & Trade

# CONTACT US



THROUGH  
OUR **BSU**  
**COORDINATOR**



YOU CAN  
ALSO  
**EMAIL US**  
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OR  
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