



IDAL
INVEST IN LEBANON



INVESTMENT DEVELOPMENT
AUTHORITY OF **LEBANON**

Presidency of the Council of Ministers

REGISTRATION PROCESS

FOR TRADEMARK, PATENT &
COPYRIGHTS PROTECTION

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 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

REQUIREMENTS FOR REGISTERING A TRADEMARK

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

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 AN INDUSTRIAL DESIGN OR MODEL

FORM TYPE	CONDITIONS & REQUIREMENTS	REFERENCE
Application form	<ul style="list-style-type: none"> » Signed by the applicant » Subject, "Registering an Industrial Design or Model" 	Ministry of Economy
Design or Model Description	2 copies	Applicant
Design or Model Drawing	<ul style="list-style-type: none"> » 2 copies » 3 dimensional from all sides 	Applicant
Commercial Register	If the applicant is a Lebanese company or corporation	Commercial Register
Commercial Circular	If the applicant is a Lebanese company	Commercial Register
Proxy/ Power of Attorney	<ul style="list-style-type: none"> » If the applicant is not handed by owner » No need to be a certified copy 	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
Application form	<ul style="list-style-type: none"> » Signed by the applicant » Subject, "Registering a Patent" 	Ministry of Economy
Patent Description & Summary	<ul style="list-style-type: none"> » Main description of the patent » 2 copies 	Applicant
Explanatory illustrations or Drawings and a Summary description of the invention in Arabic	<ul style="list-style-type: none"> » to help understand it » 2 copies » 3 dimensional 	Applicant
Commercial Register	if the applicant is a Lebanese company or corporation	Commercial Register
Commercial Circular	if the applicant is a Lebanese company	Commercial Register
Proxy / Power of Attorney	<ul style="list-style-type: none"> » Signed by the owner » if the application is not handed by owner » If application is not handed by owner » Sealed by the company if a company owns it » Name of patent must be mentioned » No need to be a certified copy 	Applicant
List of papers deposited	<ul style="list-style-type: none"> » List of all enclosed documents with their number of pages » 2 copies 	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
Application form	<ul style="list-style-type: none"> » Signed by the applicant » Subject, "Registering an Artistic Literary...Issue" 	Ministry of Economy
Copy of the Issue	3 copies	Applicant
Comercial Register	If the applicant is a Lebanese company or corporation	Commercial Register
Comercial Circular	If the applicant is a Lebanese company	Commercial Register
Proxy / Power of Attorney	<ul style="list-style-type: none"> » 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
Application form	<ul style="list-style-type: none"> » Signed by the applicant » Subject, "Annual fees payment" » Mentioning <ol style="list-style-type: none"> 1. Patent number 2. Date of registration 	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
Application form	<ul style="list-style-type: none"> » Signed by the applicant » Subject, "Canceling a Registration" » Mentoring <ol style="list-style-type: none"> 1. Name of applicant 2. Subject 3. Number & date of the registration 	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
Application form	<ul style="list-style-type: none"> » Signed by the new right owner » Subject, "Changing Ownership" » Mentioning <ol style="list-style-type: none"> 1. Name of Applicant 2. Subject 3. Number & date of the registration 	Applicant
Contact between the two Parties	Including <ul style="list-style-type: none"> » Name of transferor and transferee » The subject being transferred » If owner is a foreigner signed from: » If owner is Lebanese signed from: 	<ul style="list-style-type: none"> » Applicant » Lebanese Embassy at country of origin » Ministry of Foreign Affairs Notary
Proxy / Power of Attorney	<ul style="list-style-type: none"> » If Application is not handed by owner » No need to be a certified copy 	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
Application form	<ul style="list-style-type: none"> » Signed by the new right owner » Subject, "Investment of a Registered..." » Mentioning <ol style="list-style-type: none"> 1. Name of Applicant 2. Subject 3. Number & date of the registration 	Applicant
Contact between the two Parties	Granting Investment rights, Including <ul style="list-style-type: none"> » Name of transferor and transferee » Name of the subject being transferred » If owner is a foreigner signed from: » If owner is Lebanese signed from: 	<ul style="list-style-type: none"> » Applicant » Lebanese Embassy at country of origin » Ministry of Foreign Affairs Notary
Proxy / Power of Attorney	<ul style="list-style-type: none"> » If Application is not handed by owner » No need to be a certified copy 	Applicant

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

Source: Ministry of Economy & Trade

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