

# 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](#)
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### **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 Trade Mark**

<b>Form Type</b>	<b>Conditions and Requirements</b>	<b>Reference</b>
Application form	<ul style="list-style-type: none"><li>• Signed by the applicant</li><li>• Subject, "<i>Trade Mark Registration</i>"</li></ul>	Ministry of Economy
Trade Mark Film	Positive	Photo Shop
Trade Mark Picture	6 pictures	Applicant
Declaration	<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
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"><li>• If the applicant is a Lebanese company</li><li>• No need to be a certified copy</li></ul>	Commercial Register
Proxy / Power of Attorney	<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 and services covered by the Trade Mark</li></ul>	Applicant

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### **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**

<b>Form Type</b>	<b>Conditions and Requirements</b>	<b>Reference</b>
Application form	<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
Design or Model Description	2 copies	Applicant
Design or Model Drawing	<ul style="list-style-type: none"> <li>• 2 copies</li> <li>• 3 dimensional</li> <li>• From all sides</li> </ul>	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"> <li>• If application 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 and Requirements	Reference
Application form	<ul style="list-style-type: none"> <li>Signed by the applicant</li> <li>Subject, "Registering a Patent"</li> </ul>	Ministry of Economy
Patent Description & Summary	<ul style="list-style-type: none"> <li>Main description of the patent</li> <li>2 copies</li> </ul>	Applicant
Explanatory Illustrations or Drawings & A Summary description of the Invention in Arabic	<ul style="list-style-type: none"> <li>To help understand it</li> <li>2 copies</li> <li>3 dimensional</li> </ul>	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"> <li>Signed by the 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
List of papers deposited	<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 and Requirements	Reference
Application form	<ul style="list-style-type: none"> <li>Signed by the applicant</li> <li>Subject, "Registering an Artistic, Literary...Issue"</li> </ul>	Ministry of Economy
Copy of the Issue	3 copies	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"> <li>If application is not handed by owner</li> <li>No need to be a certified copy</li> </ul>	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 and Requirements	Reference
Application form	<ul style="list-style-type: none"> <li>Signed by the applicant</li> <li>Subject, "<i>Annual fees payment</i>"</li> <li>Mentioning               <ol style="list-style-type: none"> <li>Patent number</li> <li>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 and Requirements	Reference
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Application form	<ul style="list-style-type: none"> <li>• Signed by the applicant</li> <li>• Subject, “<i>Canceling a Registration...</i>”</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
Proxy / Power of Attorney	<ul style="list-style-type: none"> <li>• If application is not handed by owner</li> <li>• If owner is a foreigner signed from:</li> <li>• If owner is Lebanese signed from:</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 and Requirements	Reference
Application form	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, “<i>Changing ownership</i>”</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

Contract between the two Parties	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>	Applicant  Lebanese Embassy at country of origin  Ministry of Foreign Affairs  Notary
Proxy / Power of Attorney	<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

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### **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 and Requirements	Reference
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Application form	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, “<i>Investment of a Registered...</i>”</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
Contract between the two Parties	<p>Granting Investment rights, Including</p> <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>	<p>Applicant</p> <p>Lebanese Embassy at country of origin</p> <p>Ministry of Foreign Affairs</p> <p>Notary</p>
Proxy / Power of Attorney	<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

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### **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 and Requirements	Reference
Application form	<ul style="list-style-type: none"> <li>• Signed by the new right owner</li> <li>• Subject, "<i>Changing the name...</i>"</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
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"> <li>• Includes and 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
Proxy / Power of Attorney	<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 and Requirements	Reference
Application form	<ul style="list-style-type: none"><li>• Signed by the new right owner</li><li>• Subject, "<i>Declaration form ...</i>"</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

### 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 and Requirements	Reference
Application form	<ul style="list-style-type: none"><li>• Signed by the new right owner</li><li>• Subject, "<i>Declaration form ...</i>"</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

