

SERVICE LEVEL AGREEMENT FOR PATENTS AND DESIGNS REGISTRY, FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT.

S/N	List of Services	Cost	Timeline	Requirement for each service	task	Output
1.	<p>Patent Registration</p> <p>Payment of Statutory filing/Registration fees.</p> <p>Online fees (Application filed via the Registry's website (www.iponigeria.com)</p> <p>Manual fees (Application filed via the Industrial Property Automated System)</p>	<p>₦18,500 for local patents</p> <p>₦28,500 for foreign patents</p> <p>₦15,000 for local patents</p> <p>₦25,000 for foreign patents.</p>	<p>24 hrs</p> <p>5 Working days</p>	<p>Payment are made either electronically or manually via Remita</p> <p>Payment are made either electronically or manually via Remita</p>	<p>N/A</p> <p>Receive application , record and move to accounts section for verification.</p>	<p>Remita Payment receipts are issued electronically or manually.</p> <p>Remita Payment receipts are issued electronically or manually.</p>
2.	Submission of Application and supporting documents.	Covered by the paid statutory fees		Documents to be submitted are Patent request or application form		

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Submission online via the Registry's website	24 hrs	Form 1A for local patent or Form 1B for foreign patent Form 2 for Signed Power of attorney Form 3 for patent specification attached to the patent specification Payment receipt of statutory fee.	An acknowledgement letter is automatically generated indicating that application has been received by the registry and is being processed.	The issued acknowledgement letter.	
Submission manually at the Registry's Receiving Office (Front Office)	5 working days		Application is stamped by the officer . Application is accorded an application number on the IPAS platform.		

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3.	Formal Examination	Covered by statutory fees	7 working days	The submitted documents	<p>Application details are captured on the IPAS platform</p> <p>A duly signed and stamped acknowledgement letter is issued.</p> <p>Application documents are checked to ensure that all the requisite documents are submitted, the prescribed forms are used and the statutory fees have been paid.</p>	Issuance of acceptance letter
4.	Patent Certificate	Covered by statutory fee				Issuance of patent certificate.

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1.	Design Registration Design Search	3,000	14 working days	Submitted application document.	Upon issuance of acceptance letter and subject to the Registrar's discretion, patent certificate is printed, signed by the Registrar, Patents and Designs, and sealed.	Search report
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2.	<p>Payment of Statutory filing/Registration fees.</p> <p>Online fees (Application filed via the Registry's website (www.iponigeria.com)</p> <p>Manual fees (Application filed via the Industrial Property Automated System)</p> <p>Submission of application documents</p>	<p>₦25,500 for Textile designs ₦23,500 for Non-Textile designs ₦22,000 for Textile designs ₦20,000 for Non-Textile designs</p>	<p>7 working days 24 hrs</p>	<p>Soft copy of the proposed design</p> <p>Payment are made either electronically or manually via Remita</p> <p>Payment are made either electronically or manually via Remita</p>	<p>All the design registers are checked to determine if a similar or identical design has already been registered.</p> <p>N/A</p> <p>Receive application , record and move to accounts section for verification</p>	<p>Remita Payment receipts are issued electronically or manually.</p> <p>Remita Payment receipts are issued electronically or manually</p>
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SERVICE LEVEL AGREEMENT FOR PATENTS AND DESIGNS REGISTRY, FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT.

Submission online via the Registry's website	24 hrs	Covered by Statutory fee	Documents to be submitted are Design request or application form Form 3 for Textile designs or Form 4 for Non-Textile designs Form 2 for Signed Power of attorney Physical and soft copy of the design. Payment receipt of statutory fee.	An acknowledgement letter is automatically generated indicating that application has been received by the registry and is being processed.	Issuance of the signed and stamped acknowledgement letter.
Submission manually at the Registry's Receiving Office (Front Office)					

SERVICE LEVEL AGREEMENT FOR PATENTS AND DESIGNS REGISTRY, FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT.

4.	Formal Examination	Covered by statutory fee	7 working days	The submitted application documents.	<p>Application is stamped by the receiving officer .</p> <p>Application is accorded an application number on the IPAS platform.</p> <p>Application details are captured on the IPAS platform</p> <p>A duly signed and stamped acknowledgement letter is issued.</p> <p>A duly signed and stamped acknowledgement letter is issued.</p> <p>Application documents are checked to ensure all the requisite documents are submitted, the prescribed forms are</p>	Issuance of acceptance letter

SERVICE LEVEL AGREEMENT FOR PATENTS AND DESIGNS REGISTRY, FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT.

5.	Design Certificate	Covered by statutory fee	14 working days	The submitted application documents.	used and the statutory fees have been paid. Upon issuance of acceptance letter and subject to the Registrar's discretion, design certificate is printed, signed by the Registrar, Patents and Designs, and sealed.	Issuance of design certificate.
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