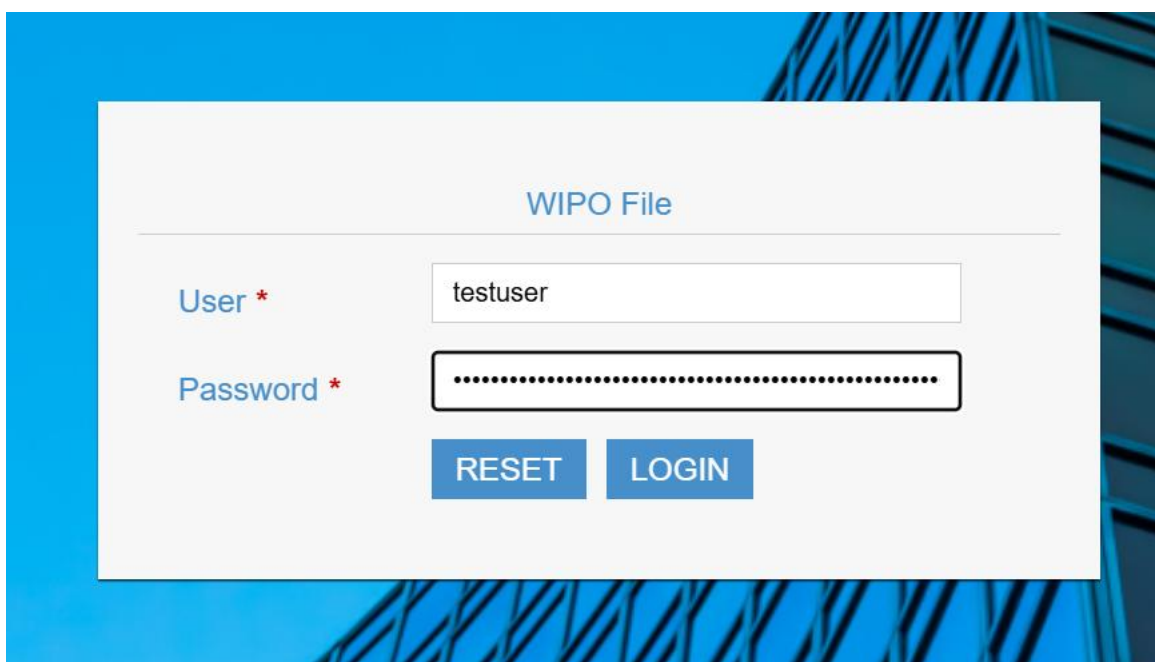


HOW TO FILE FOR AN PATENT APPLICATION USING THE EFILING SYSTEM

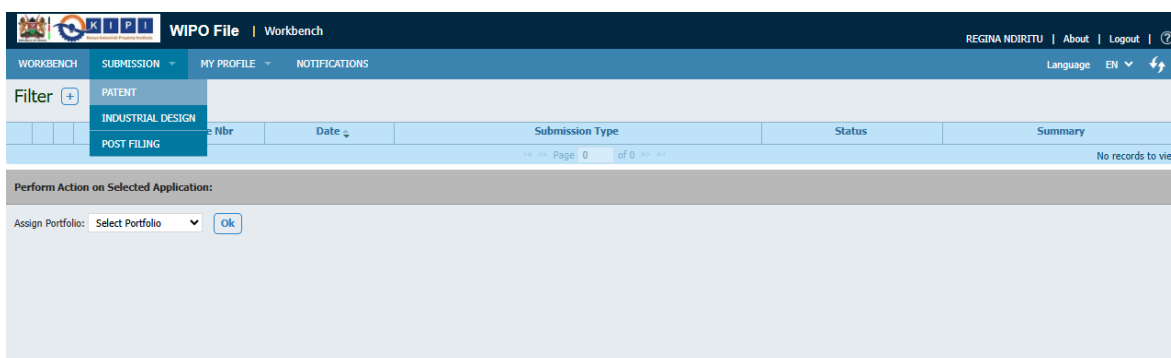
Currently, the system is only available for **National Applications**.

A. APPLY FOR PATENT, UTILITY MODULE, INDUSTRIAL DESIGN

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 ict@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 name and password that you intent to be using.
4. Upon creating your profile, you will be redirected to the 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.



6. Once you successfully login click **Submission**.



7. Select the relevant application type from the drop down list.

- i. Patent
- ii. Industrial design
- iii. Post filing: Used when you are submitting some IP Form for an application that had been filed earlier.

WIPO File | Patent Application

AGENT ONE ANOTHER | About | Logout

WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS

WIPOFile Nbr: Status: New

Application Type * National Patent

Primary Title *

Primary Abstract

Number of Claims *

Page Count

8. If it's a **Patent** application, click **Patent**, then select the appropriate application sub type.

WIPO File | Patent Application

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WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS

WIPOFile Nbr: Status: New

Application Type * National Patent

Primary Title *

Primary Abstract

Number of Claims *

Page Count

9. Fill out the required information

Primary Title *

Primary Abstract

Number of Claims *

Page Count

Notes

Main Drawing

Choose Files 2.png Add Delete Selected

10. Under the Applicant/Inventor details click on add inventor

Primary Abstract

Number of Claims *

Page Count

Notes

Main Drawing

Choose Files 2.png Add Delete Selected

Applicant/Inventor Details * Add Applicant Add Inventor Delete Selected

<input type="checkbox"/> Edit	Name	Address	Applicant	Inventor
Page 0 of 0 25 No records to view				

Representative Details * Add Representative Delete Selected

<input type="checkbox"/> Edit	Name	Address
Page 0 of 0 25 No records to view		

Priority Details New Delete Selected

<input type="checkbox"/> Edit	Office Code	Priority Application Nbr	Priority Filing Date
Page 0 of 0 25 No records to view			

Upload Document Details Attach Delete Selected

<input type="checkbox"/>	User Document Type	Notes
Page 0 of 0 25 No records to view		

11.Fill the information required

Fill in all the applicant details and click on **Save and Close**. If the applicant is the same as the Applicant you can also click on copy as Inventor.

Add

Type
☒ Applicant ☐ Copy as inventor ☒ Individual ☐ Organization

Name *

Nationality Country *

Address Street *

Country *

State Name

City

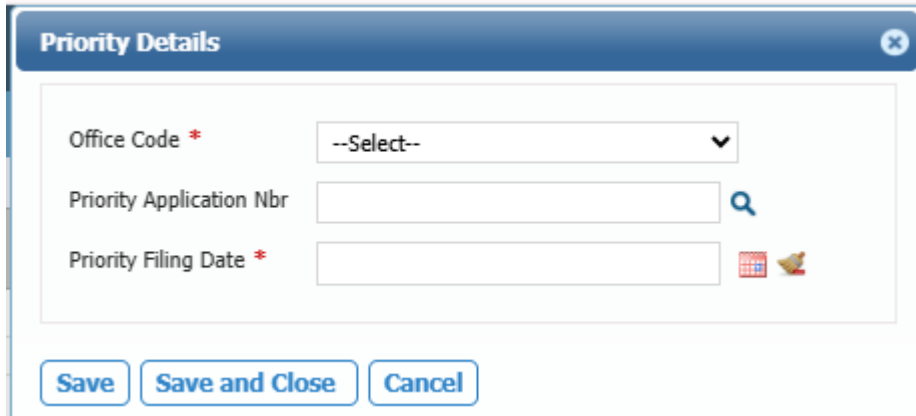
Zip Code *

Phone Nbr *

Email

Save Save and Close Cancel

12. To add **Priority Details** (if applicable) click on **New**, under the Priority details window. The following window pops up

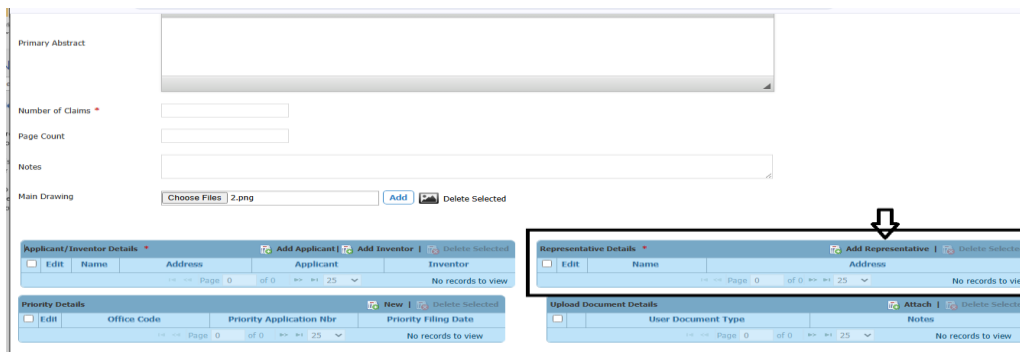


The 'Priority Details' window is a modal form with a blue header bar containing the title and a close button. The form contains three input fields: 'Office Code *' with a dropdown menu showing '--Select--', 'Priority Application Nbr' with a search icon, and 'Priority Filing Date *' with a calendar icon. At the bottom, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

Fill in all the required information.

13. Add representative details

To add the **Representative Details** * click on add representative details. The following window pops up.



The main application window displays a form with fields for 'Primary Abstract', 'Number of Claims *', 'Page Count', 'Notes', and 'Main Drawing'. Below these fields are three data tables. The 'Representative Details' table is highlighted with a red border and a downward arrow pointing to it. The table has columns for 'Edit', 'Name', and 'Address'. The other two tables, 'Applicant/Inventor Details' and 'Upload Document Details', also have similar columns and are currently empty.

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

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.

Add

☒ Individual ☐ Organization

Name *

Representative Type *
Agent

Nationality Country *
Australia

Address Street *
ave rayon

Country *
--Select--

State Name
--Select--

City *
--Select--

Zip Code *
--Select--

Phone Nbr *
--Select--

Email *
--Select--

14. Upload Documents

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

Primary Abstract

Number of Claims *

Page Count

Notes

Main Drawing Choose Files 2.png

Applicant/Inventor Details *				
	Name	Address	Applicant	Inventor
No records to view				

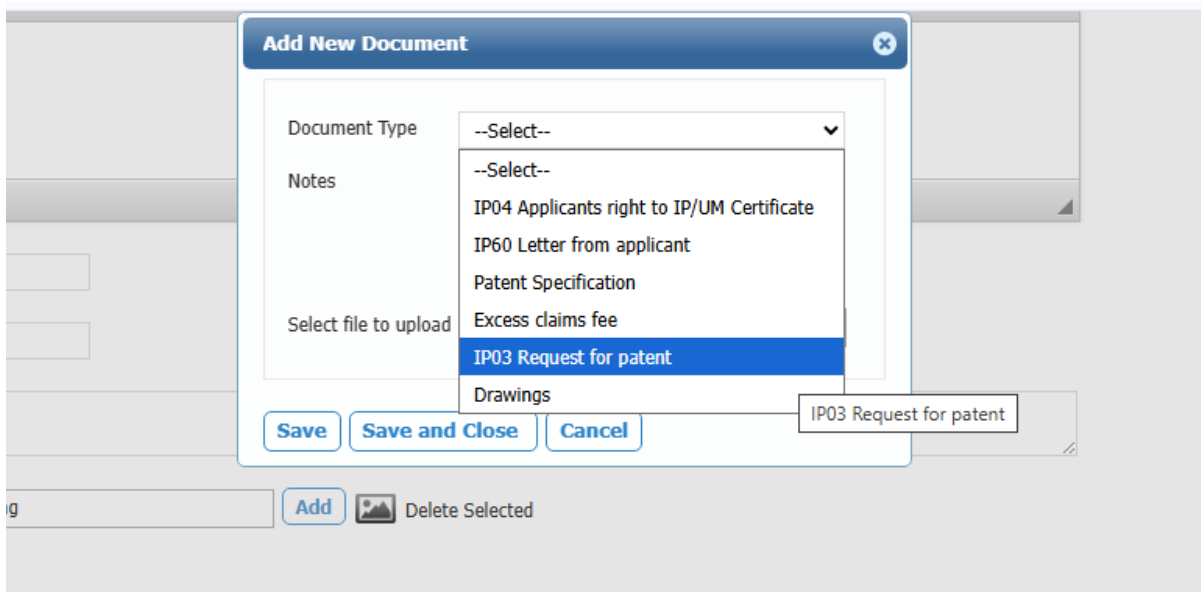
Representative Details *		
	Name	Address
No records to view		

Priority Details		
	Office Code	Priority Application Nbr
No records to view		

Upload Document Details		
	User Document Type	Notes
No records to view		

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

For instance, for patent applications mandatory attachments are: Patent specification, IP03 Request for patent and Drawings.



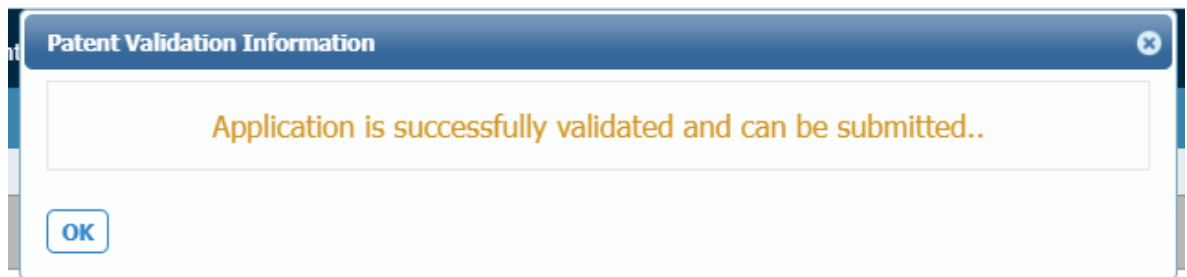
Click on the document type that you need to upload. Please note that the documents must be in PDF format.

15. Then validate to ensure that all the information required is captured.

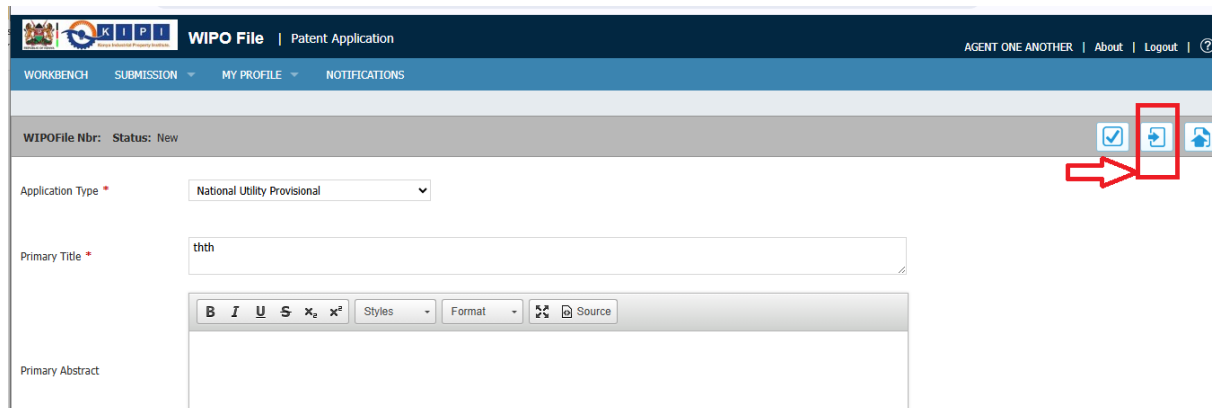
Click on the **Validate** button (circled in red) so as to review your application before submission

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

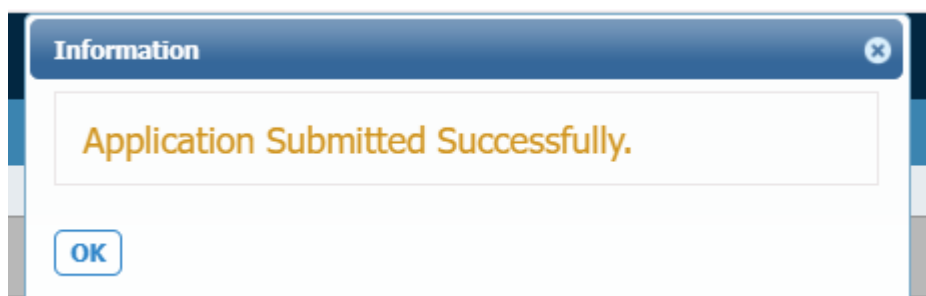
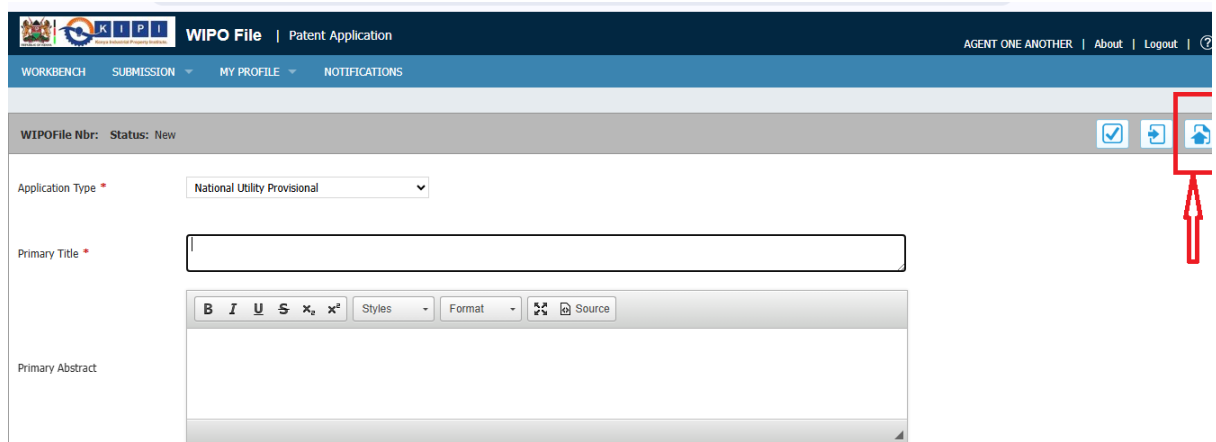
16. Once successfully validated you should see the screen as below:



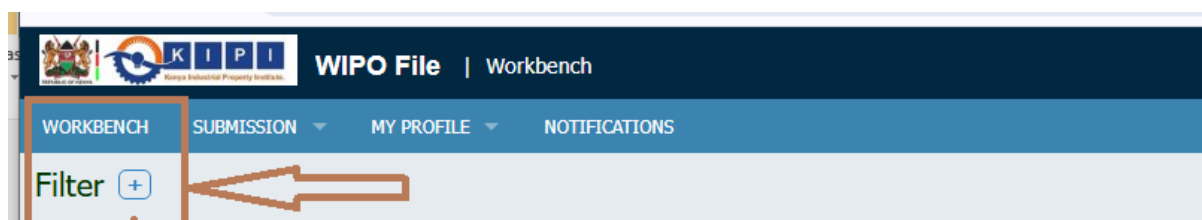
17. If the validation is successful proceed to save.



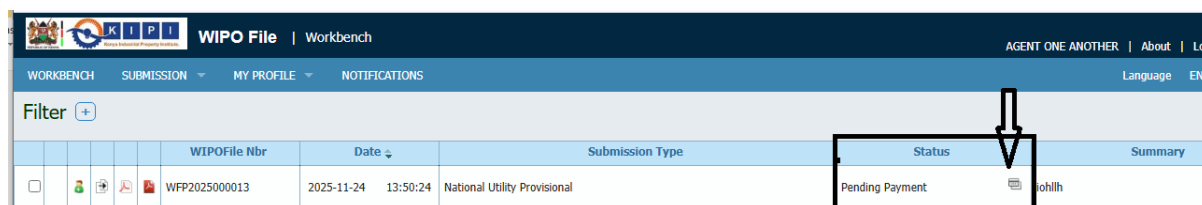
18. Then proceed to submit, if successful you will be notified the application has been successful



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

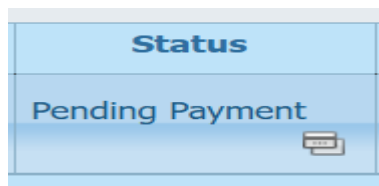


20. Under the status tab click on ! button, a pop up window opens, ensure that pop-ups are not blocked in your relevant browser.

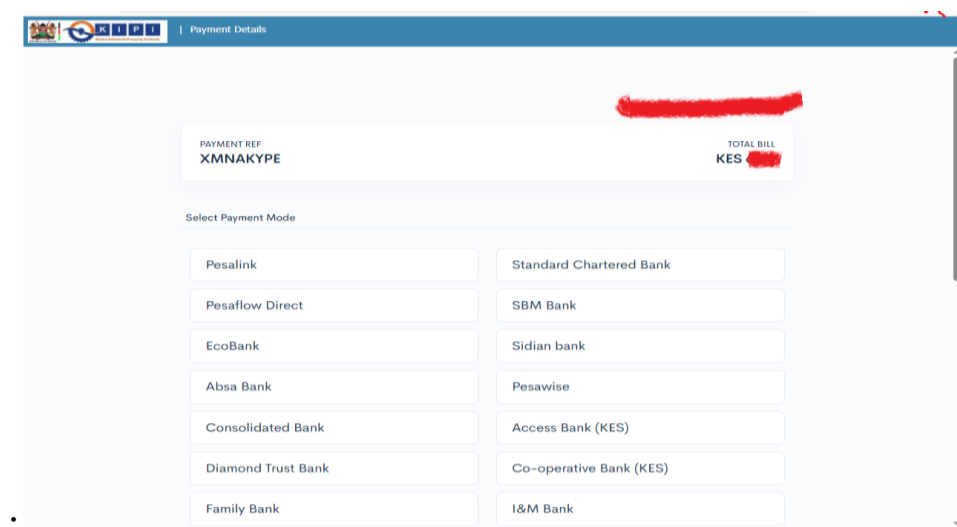


B. MAKE PAYMENTS


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



22. This will open a new tab which indicates what and how to pay



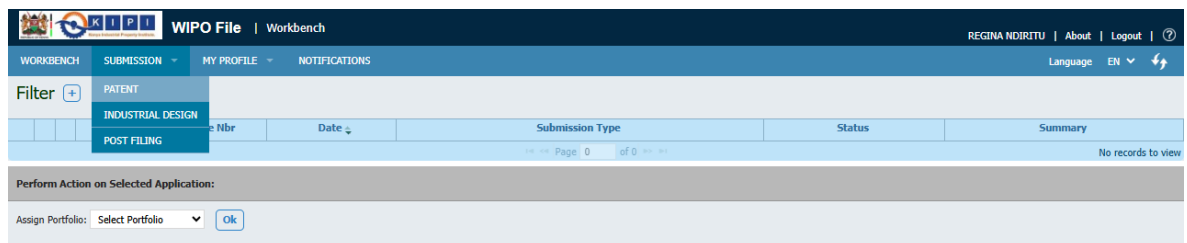
23. Select your preferred mode of payment and proceed to make the necessary payments.

24. Once payment is done capture your **PAYMENT REF** eg **XMNAKYPE** above.
25. 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 patents@kipi.go.ke

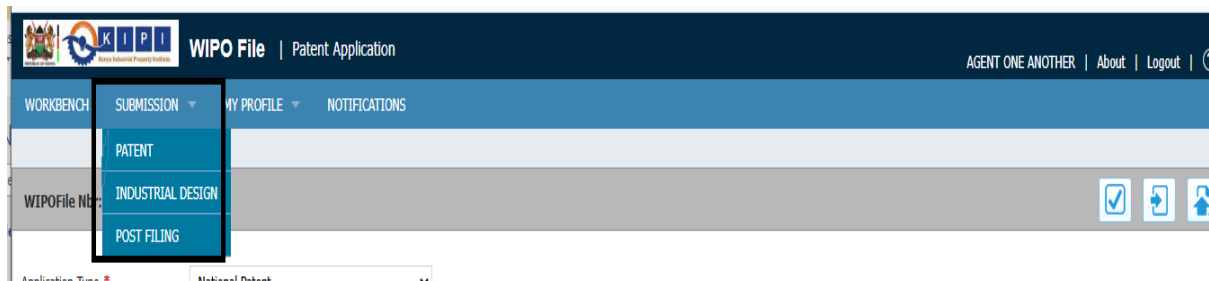
C. SUBMIT IP FORMS FOR ALREADY FILED APPLICATIONS (POST FILING)

The system allows one to submit IP Forms for applications that have already been filed.

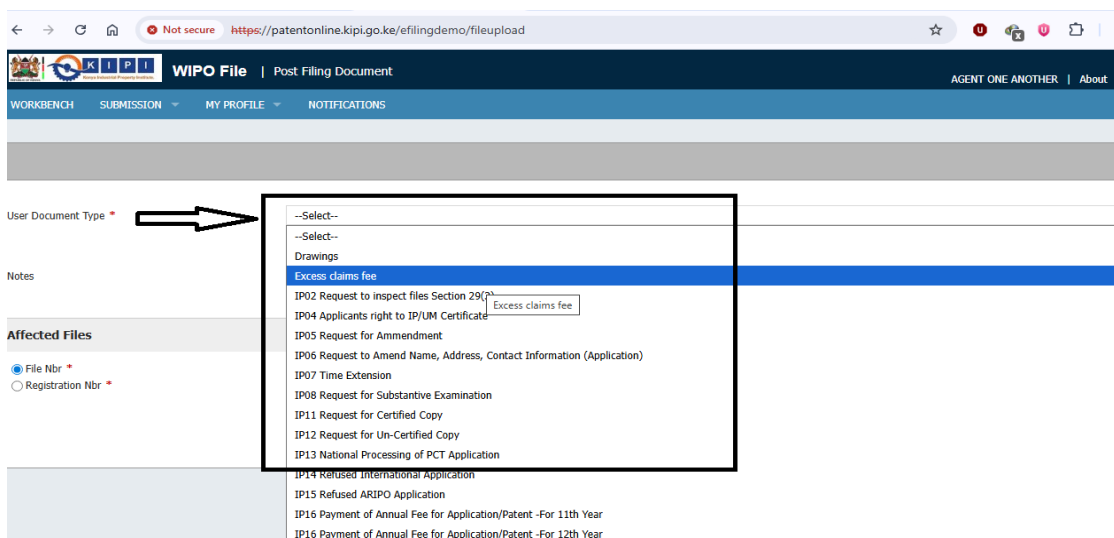
1. Log into the system. Once you successfully logged in click **Submission**.



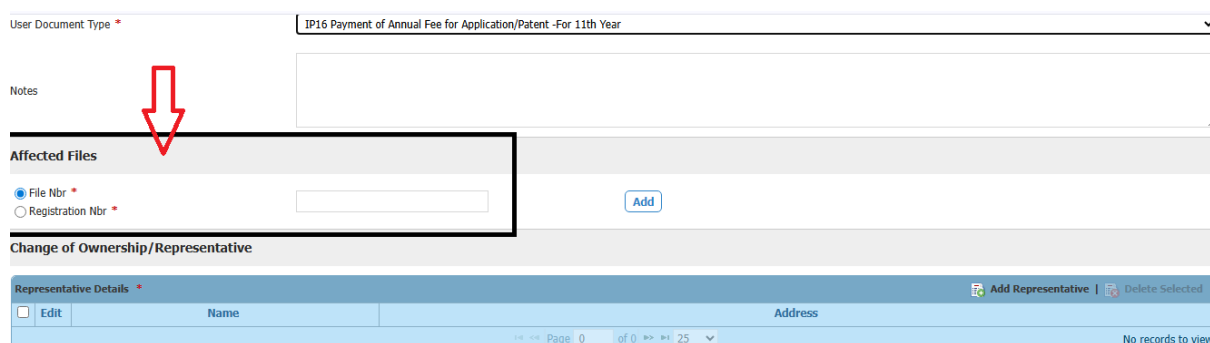
2. Select the **Post Filing** from the drop down list.



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



4. You will be required to enter the affected file number eg **KE/P/2025/001234** then click **add** button once done.



User Document Type * IP16 Payment of Annual Fee for Application/Patent -For 11th Year

Notes

Affected Files

☒ File Nbr *

☐ Registration Nbr *

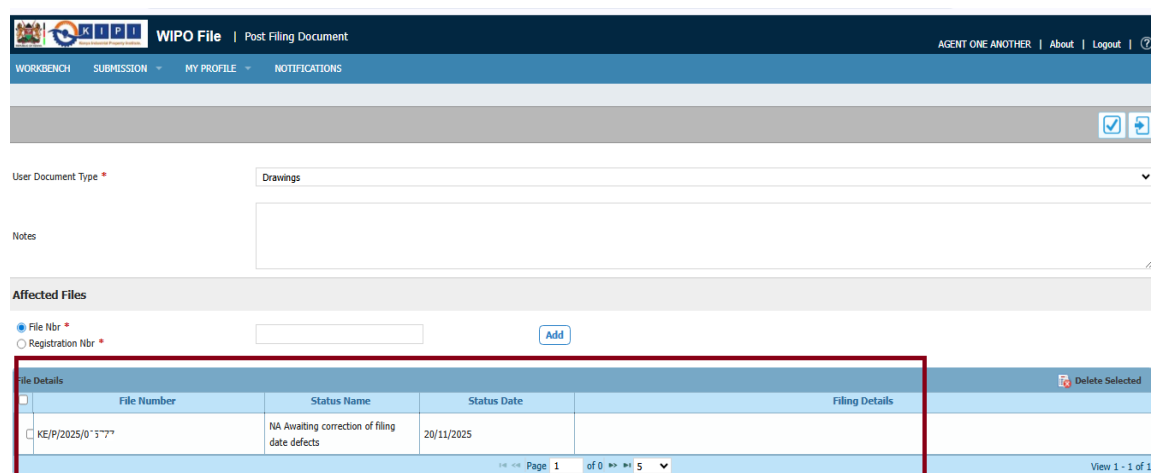
Change of Ownership/Representative

Representative Details *

<input type="checkbox"/> Edit	Name	Address
Page: 0 of 0 25		

No records to view

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



WIPO File | Post Filing Document

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WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS

User Document Type * Drawings

Notes

Affected Files

☒ File Nbr *

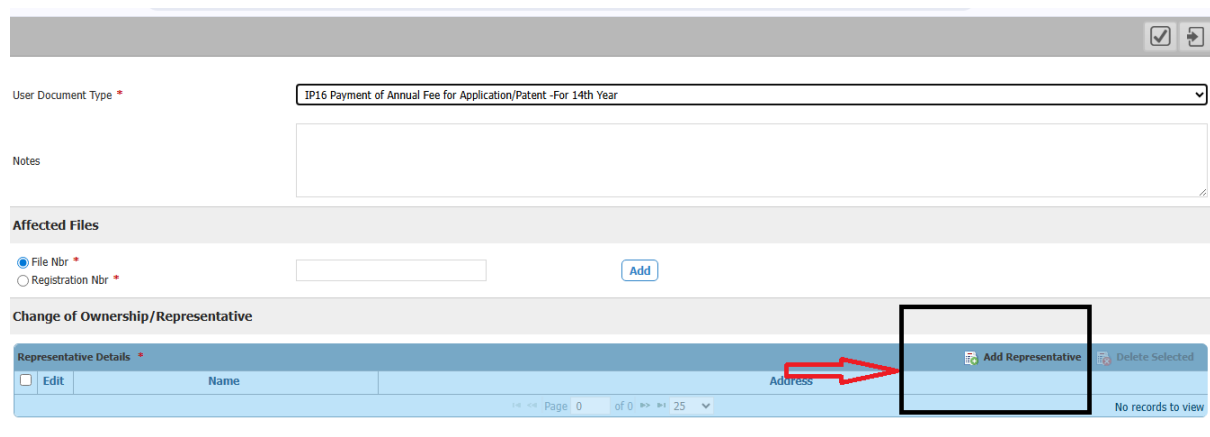
☐ Registration Nbr *

File Details

<input type="checkbox"/>	File Number	Status Name	Status Date	Filing Details
<input type="checkbox"/>	KE/P/2025/0-377	NA Awaiting correction of filing date defects	20/11/2025	

Page 1 of 0 5 View 1 - 1 of 1

5. To add representative/ change of ownership details, click on **add representative** section as shown



User Document Type * IP16 Payment of Annual Fee for Application/Patent -For 14th Year

Notes

Affected Files

☒ File Nbr *

☐ Registration Nbr *

Change of Ownership/Representative

Representative Details *

<input type="checkbox"/> Edit	Name	Address
Page: 0 of 0 25		

No records to view

When you click on add representative a new window opens.
Fill in all the required details and click on **Save and Close**

The screenshot shows the 'Add' window for adding a representative in the WIPO File system. The window is titled 'Add' and has tabs for 'Individual' (selected) and 'Organization'. The form includes the following fields:

- Name *
- Representative Type * (dropdown menu, currently set to 'Agent')
- Nationality Country * (dropdown menu, currently set to 'Australia')
- Address Street * (text area, currently containing 'ave rayon')
- Country * (dropdown menu, currently set to 'Bahamas')
- State Name * (dropdown menu)
- City * (text field)
- Zip Code * (text field)
- Phone Nbr * (text field)
- Email * (text field)

At the bottom of the form are three buttons: 'Save', 'Save and Close', and 'Cancel'. The background shows the main interface with sections like 'User Document Type', 'Notes', 'Affected Files', 'Change of Ownership/Representative', and 'Supporting Documents'.

6. Attach supporting documents

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

The screenshot shows the 'Supporting Documents' section of the WIPO File interface. It includes the following elements:

- User Document Type ***: A dropdown menu.
- Notes**: A text area.
- Affected Files**: A section with radio buttons for 'File Nbr *' (selected) and 'Registration Nbr *', and an 'Add' button.
- Change of Ownership/Representative**: A table with columns 'Name' and 'Address'. A red arrow points to the 'Name' column header.
- Supporting Documents:**: A section with two rows, each containing a 'Choose Files' button and a 'No file chosen' status.

The 'Supporting Documents' section is highlighted with a black border. The background shows the main interface with sections like 'User Document Type', 'Notes', 'Affected Files', 'Change of Ownership/Representative', and 'Supporting Documents'.

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

WIPO File | Post Filing Document

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WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS

User Document Type * Drawings

Notes

Affected Files

☒ File Nbr *

☐ Registration Nbr *

File Number	Status Name	Status Date	Filing Details
KE/P/2025/005777	NA Awaiting correction of filing date defects	20/11/2025	

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Once successfully validated you should see the screen as below:

User Document Validator

User Document is successfully validated and can be submitted..

OK

8. You can proceed to submit.

WIPO File | Post Filing Document

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WORKBENCH SUBMISSION MY PROFILE NOTIFICATIONS

User Document Type * Drawings

Notes

Affected Files

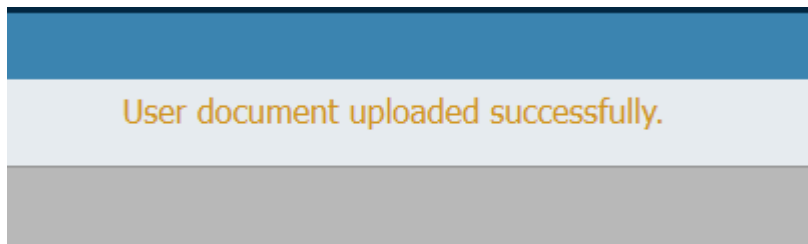
☒ File Nbr *

☐ Registration Nbr *

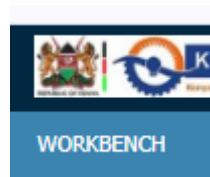
File Number	Status Name	Status Date	Filing Details
KE/P/2025/005777	NA Awaiting correction of filing date defects	20/11/2025	

Page 1 of 0 5 View 1 - 1 of 1



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



- 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



WIPO File | Workbench

WORKBENCH

SUBMISSION

MY PROFILE

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Language EN

Filter

						WIPOFile Nbr	Date		Submission Type	Status	Summary
<input type="checkbox"/>				WFU2025000698	2025-11-26 11:19:04	IP08 Request for Substantive Examination	Pending Payment		Affected File Number : KE/P/2025/005777		

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



WIPO File

Workbench

WORKBENCH

SUBMISSION

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Language

EN


Filter

				WIPOFile Nbr	Date		Submission Type	Status	Summary
<input type="checkbox"/>				WFLU2025.006 3	2025-11-26	11:19:04	IP08 Request for Substantive Examination	Pending Payment	Affected File Number : KE/P/2025/005777

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

PAYMENT REF XANKMKEV		TOTAL BILL KES
Select Payment Mode		
Pesalink	Standard Chartered Bank	
Pesaflow Direct	SBM Bank	
EcoBank	Sidian bank	
Absa Bank	Pesawise	
Consolidated Bank	Access Bank (KES)	
Diamond Trust Bank	Co-operative Bank (KES)	
Family Bank	I&M Bank	

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  to download the receipt.

Submit the **Receipt** downloaded above together with the **payment reference number** eg XANKMKEV to the Institute either physically or via email patents@kipi.go.ke