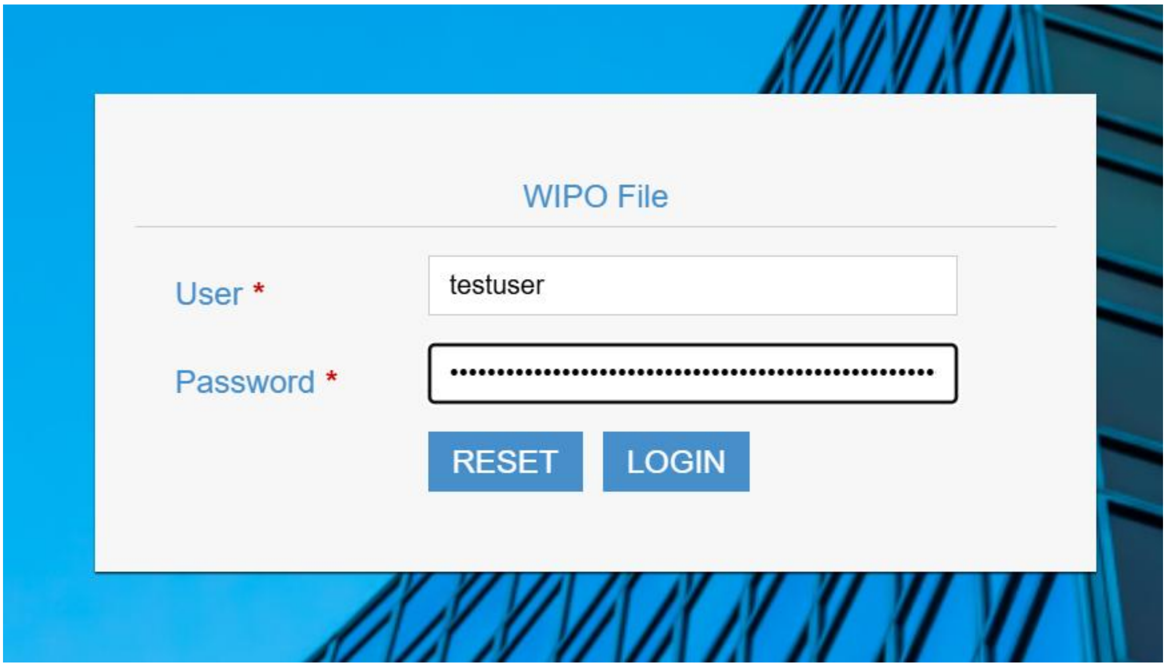
HOW TO FILE FOR AN PATENT APPLICATION USING THE EFILING SYSTEM

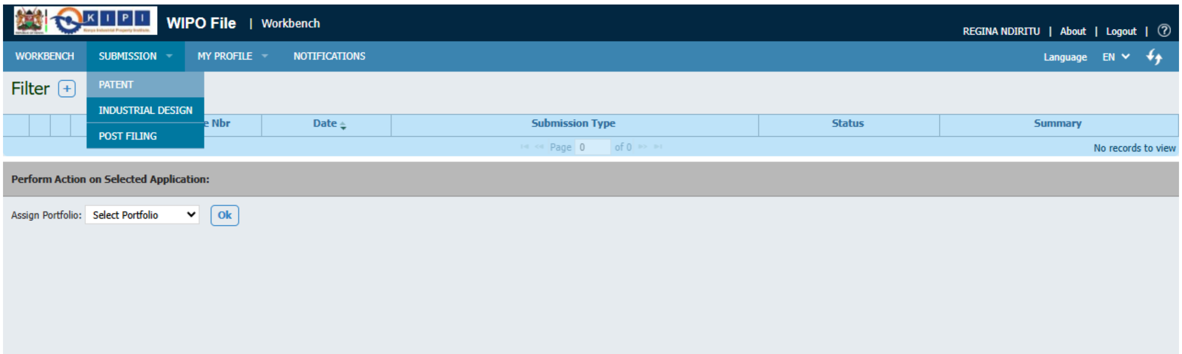
Currently, the system is only available for **National** Applications.

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.

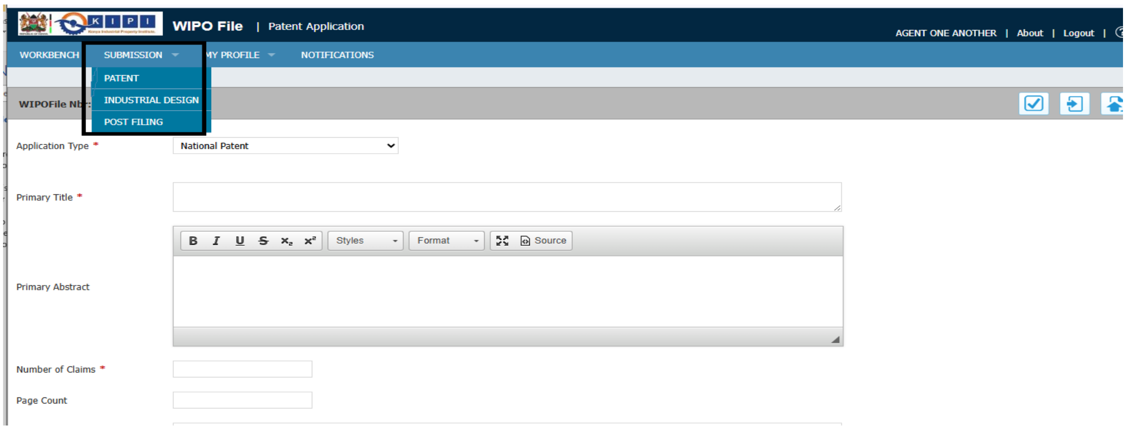


6. Once you successfully login click **Submission**.

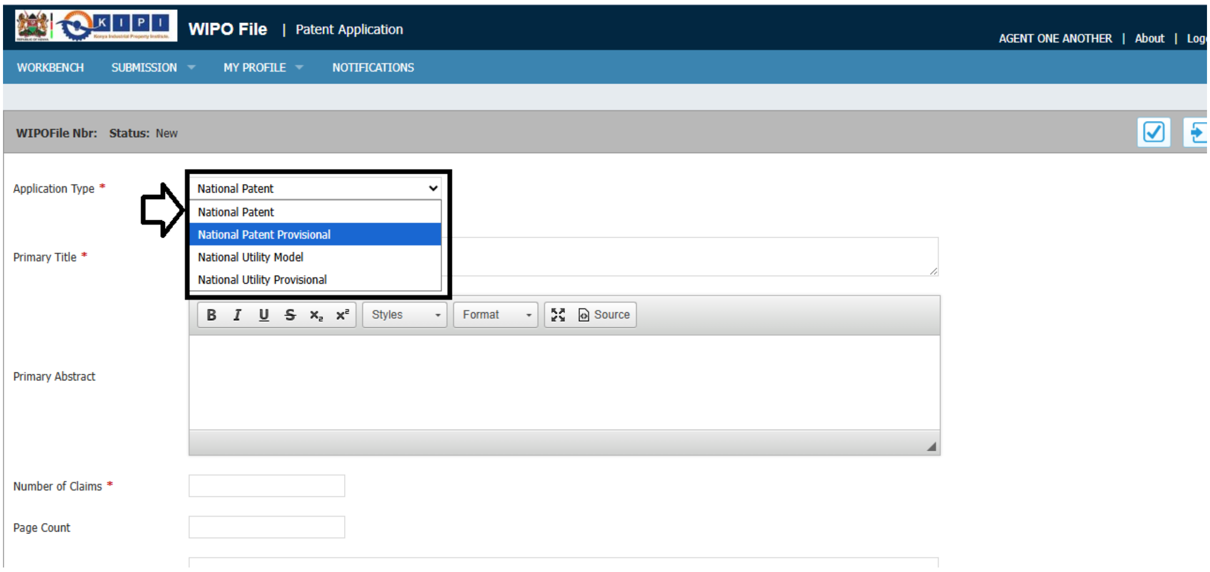


7. Select the relevant application type from the drop down list.

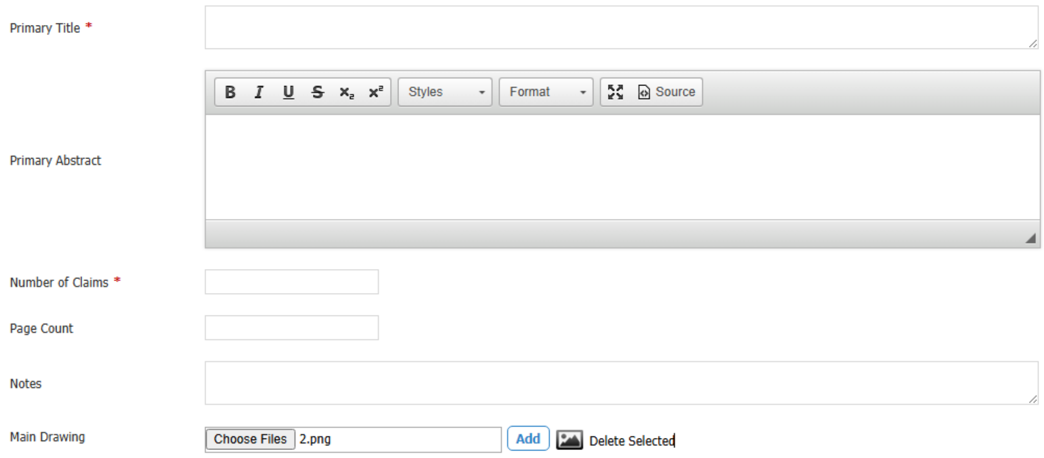
i. Patent
ii. Industrial design
iii. Post filing: Used when you are submitting some IP Form for an application that had been filed earlier.



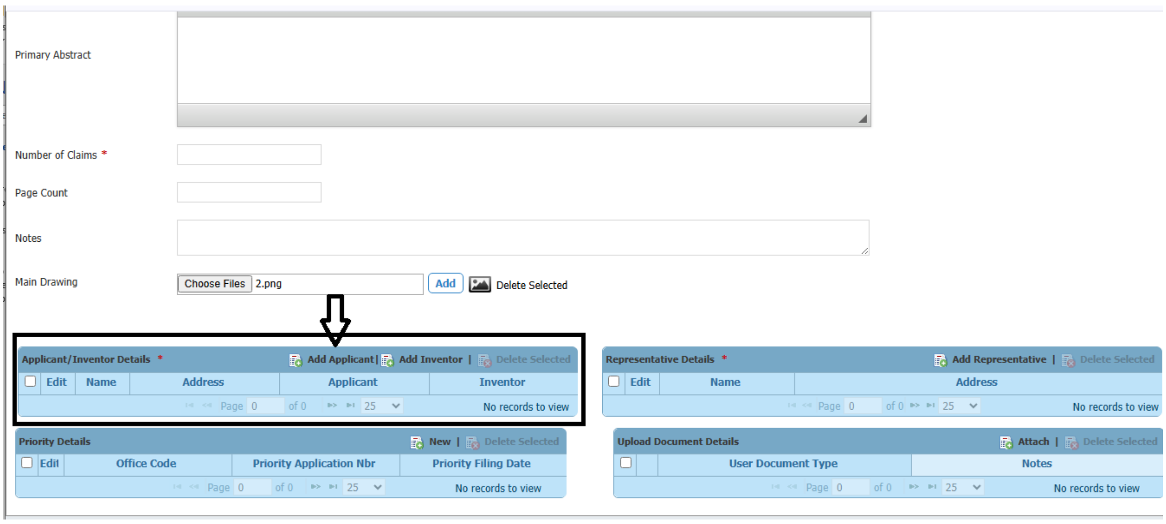
8. If it's a **Patent application**, click **Patent**, then select the appropriate application sub type.



9. Fill out the required information

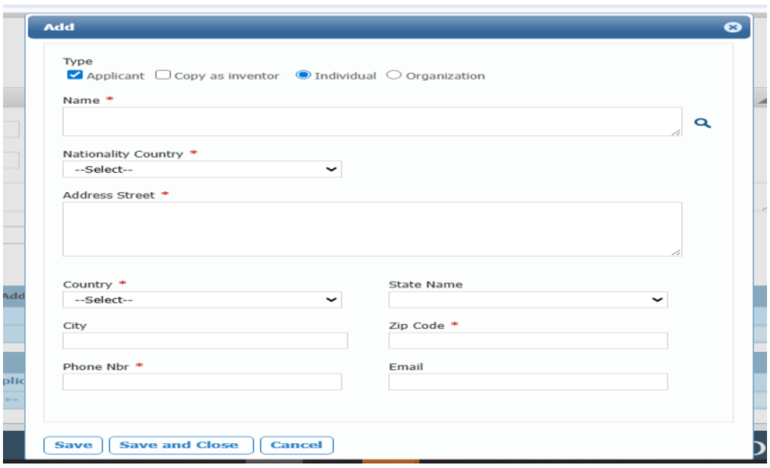


10. Under the **Applicant/Inventor** details click on add inventor

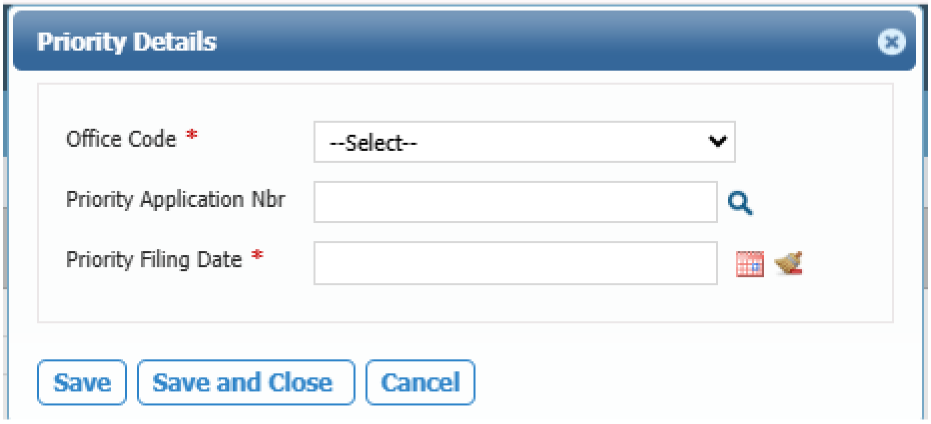


11. Fill the information required

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.



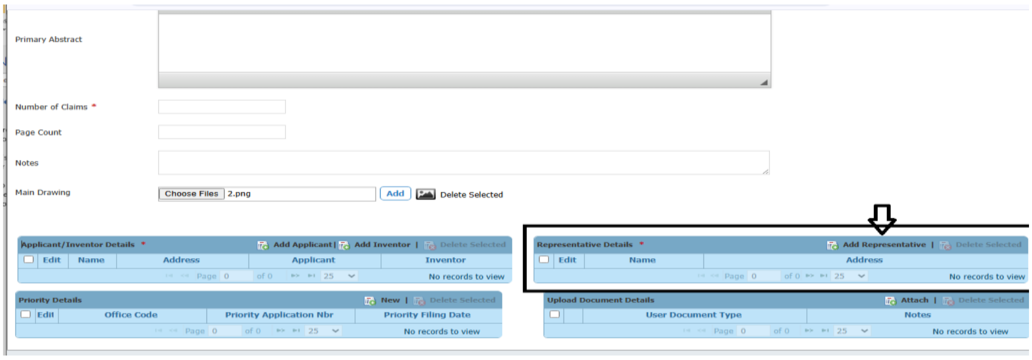
12. To add **Priority Details** (if applicable) click on **New,** under the Priority details window. The folllowing window pops up



Fill in all the required information.

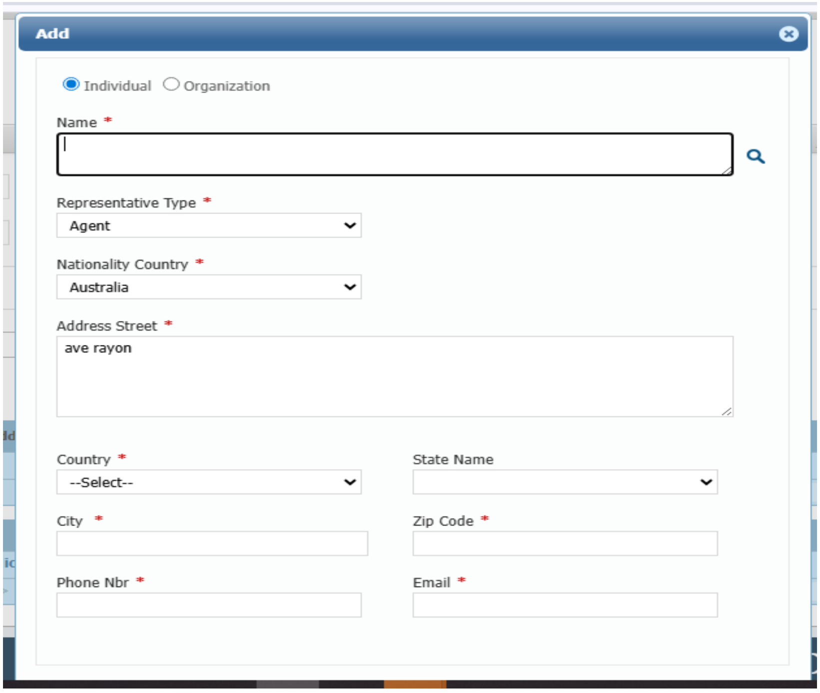
13. Add representative details

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



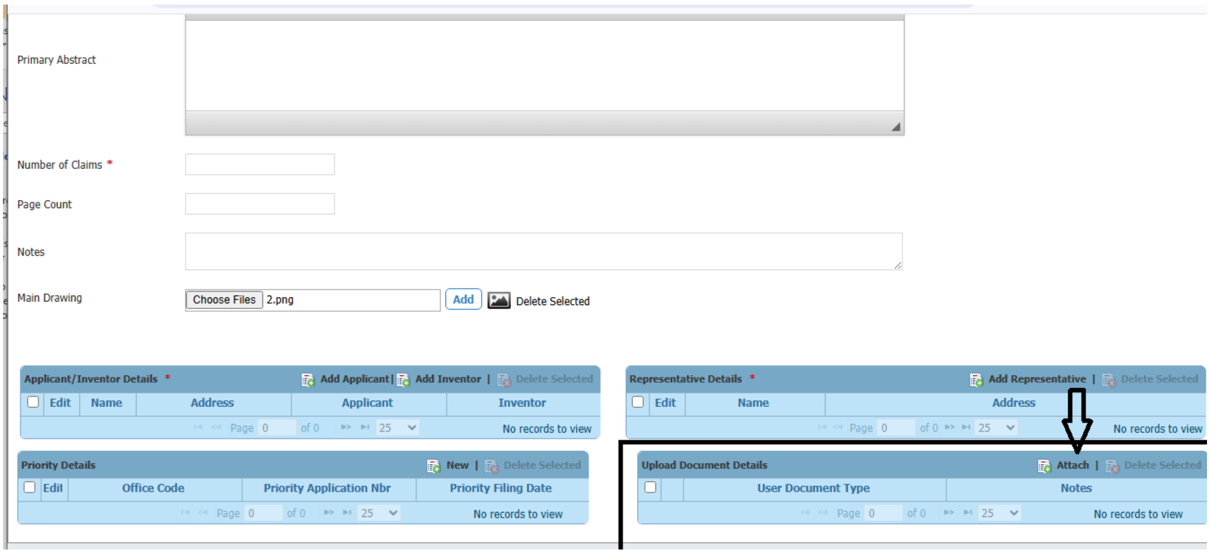
Fill in all the required information and click on **Save and Close**.

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.



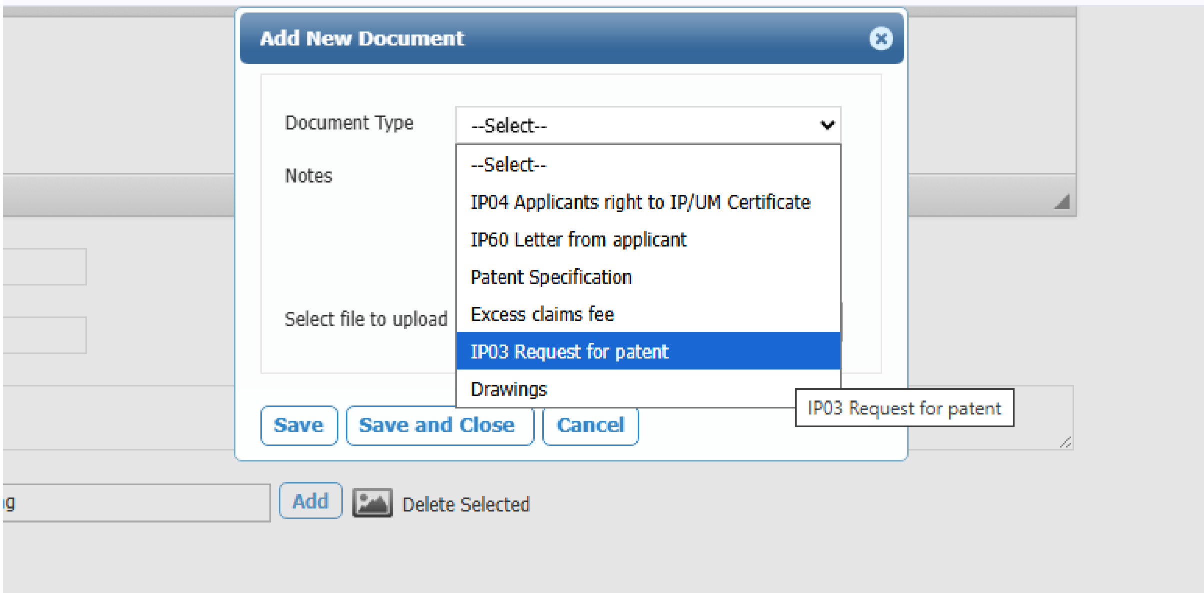
14. Upload Documents

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



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

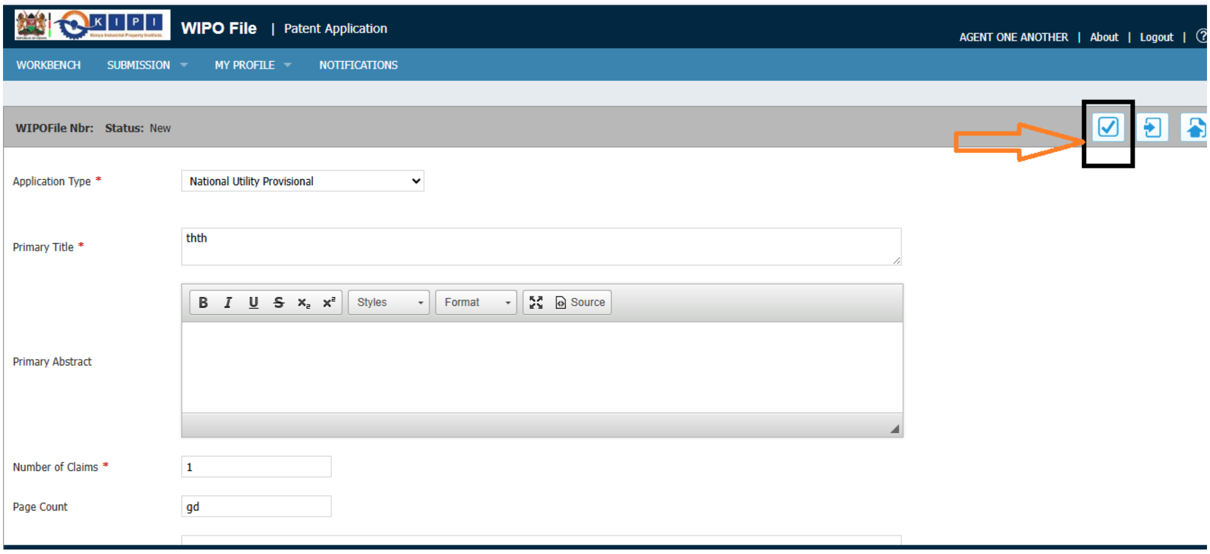
For instance, for patent applications mandatory attachments are: Patent specification, IP03 Request for patent and Drawings.



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

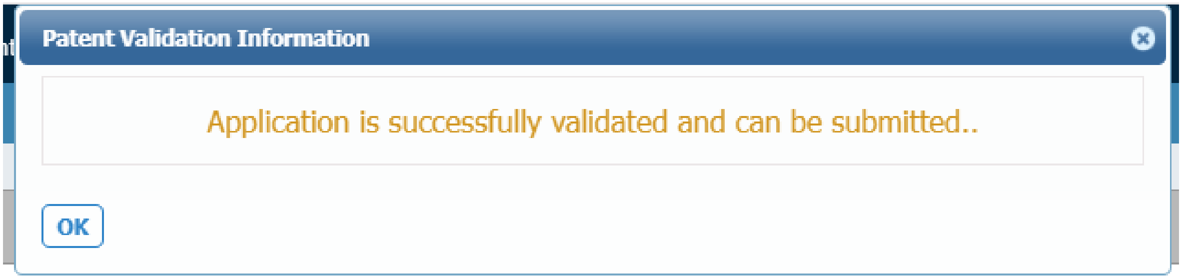
15. Then validate to ensure that all the information required is captured.

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

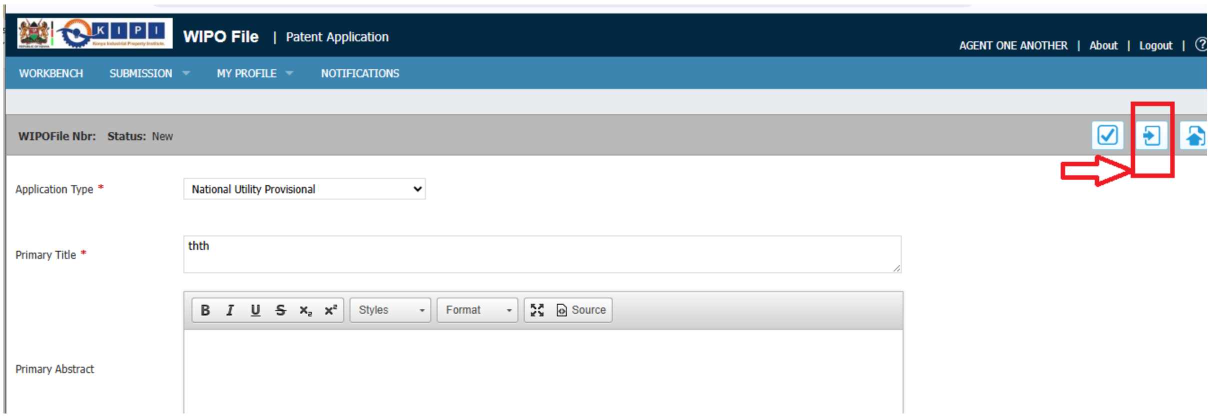


If validation is not successful errors will be highlighted in red, you can check and provide the missing information.

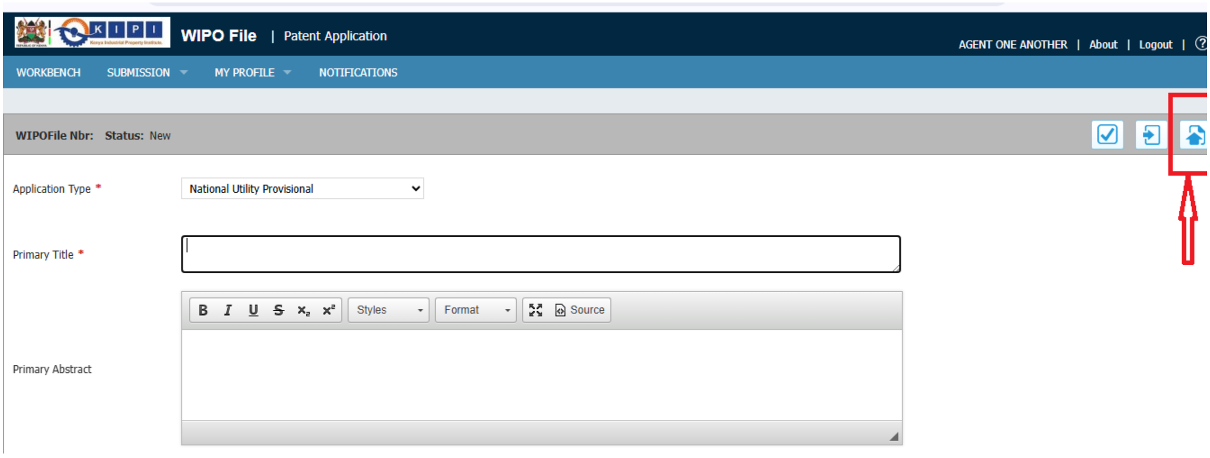
16. Once successfully validated you should see the screen as below:

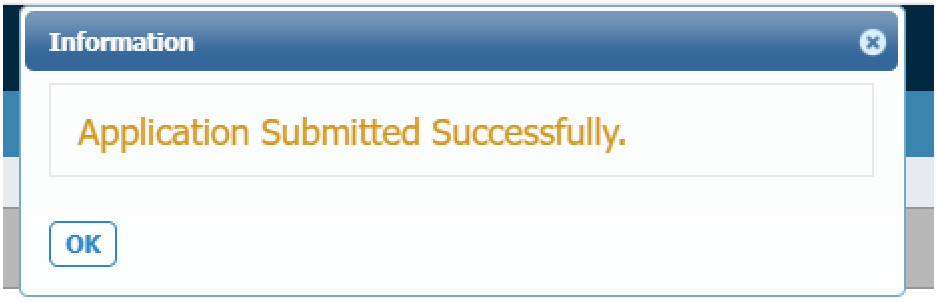


17. If the validation is successful proceed to save.

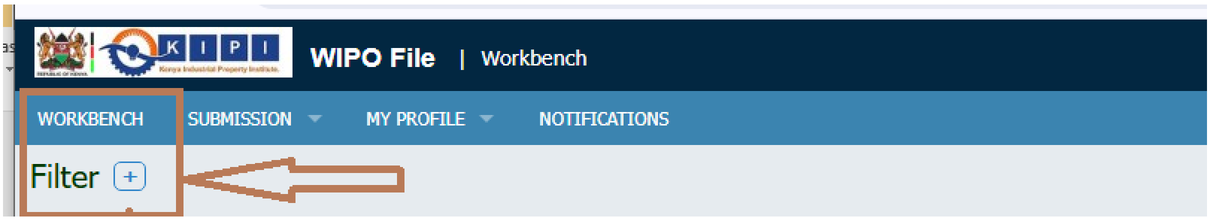


18. Then proceed to submit, if successful you will be notified the application has been successful





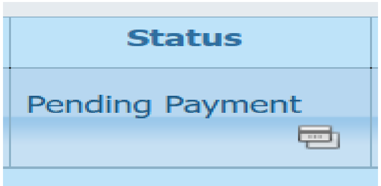
19. Then go to the workbench button to view all your applications.



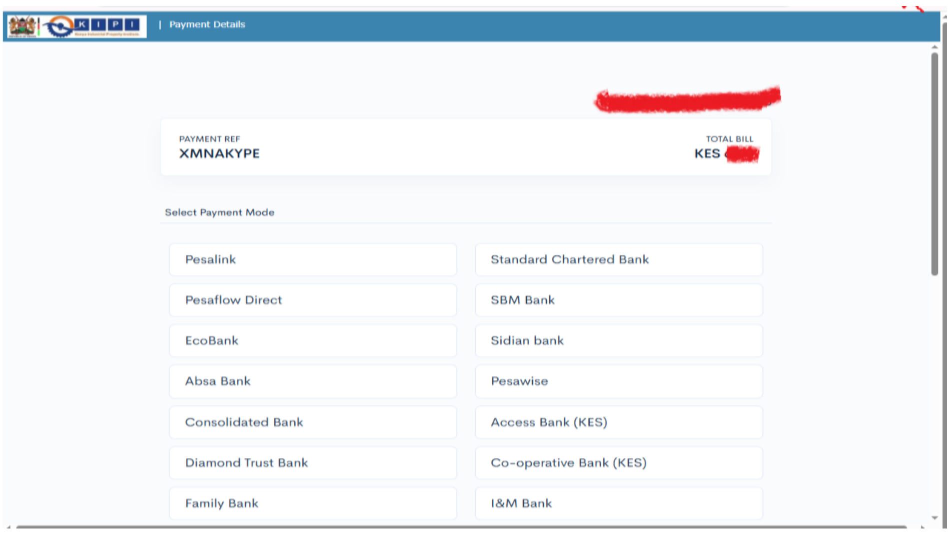
20. Under the status tab click on button, a pop up window opens, ensure that pop-ups are not blocked in your relevant browser.

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



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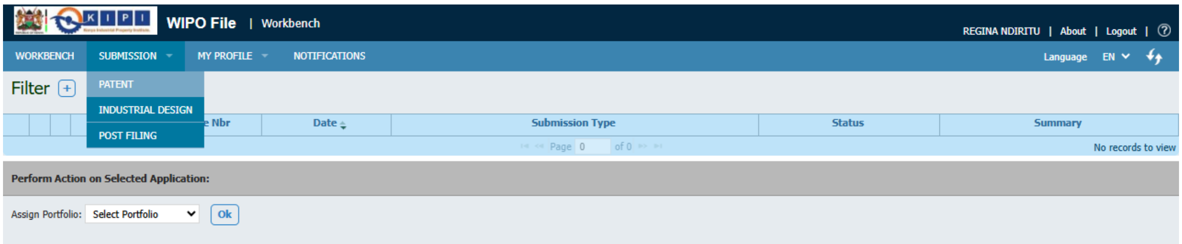
23. Select your preferred mode of payment and proceed to make the necessary payments.

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

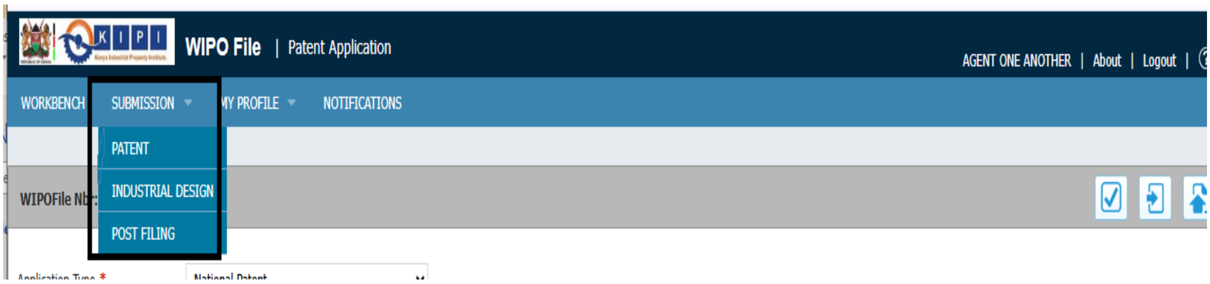
C. SUBMIT IP FORMS FOR ALREADY FILED APPLICATIONS (POST FILING)

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

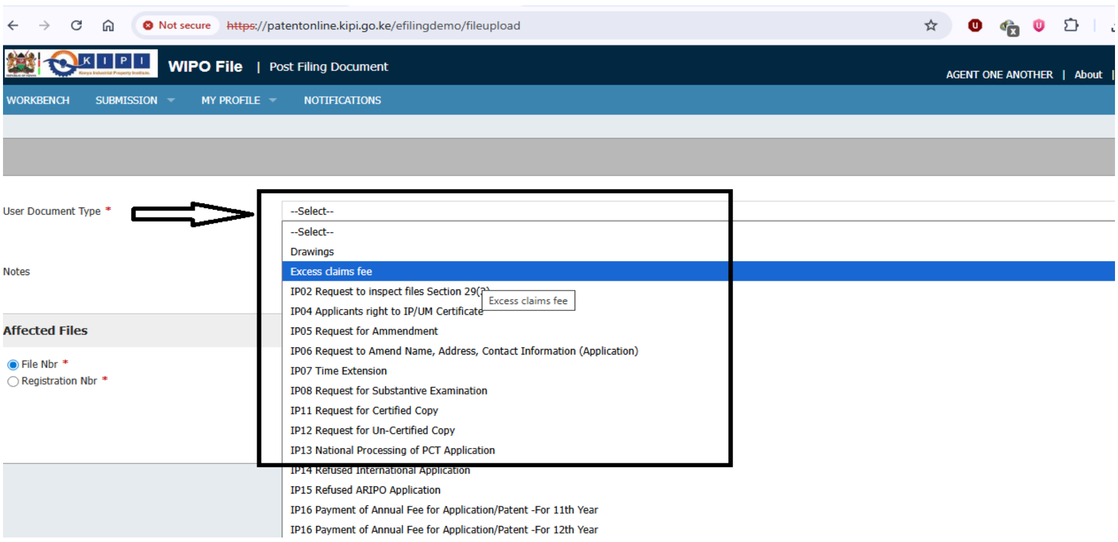
1. Log into the system. Once you successfully logged in click **Submission**.



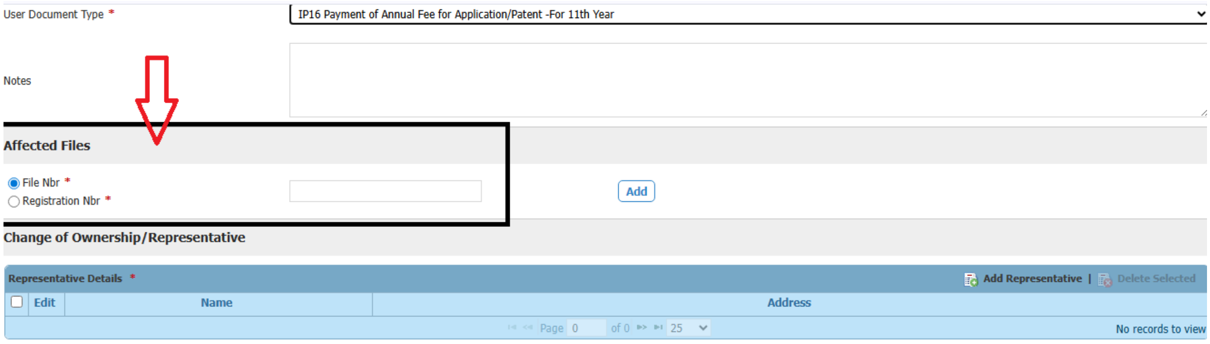
2. Select the **Post Filing** from the drop down list.



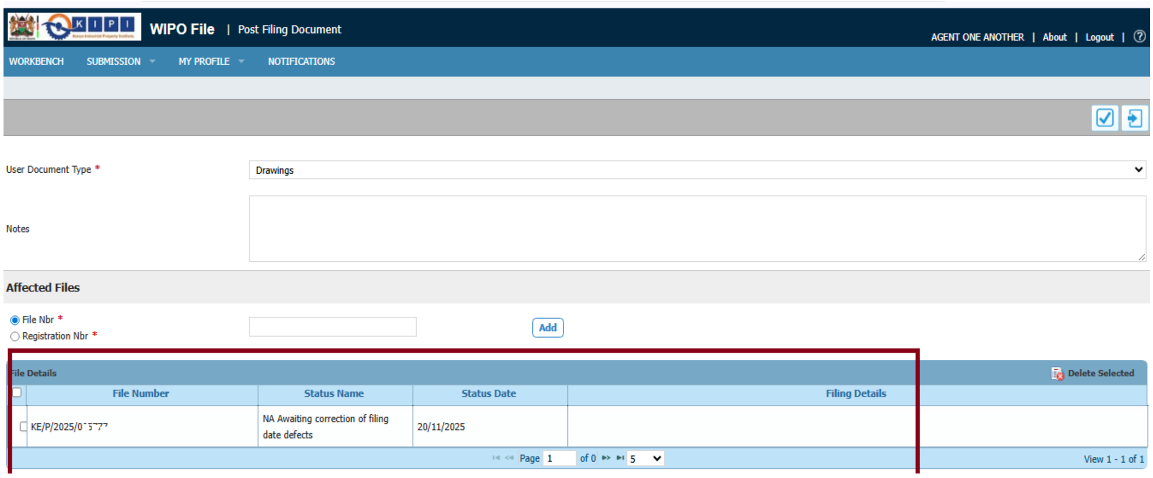
3. Select the specific IP Form you wish to submit from the list.



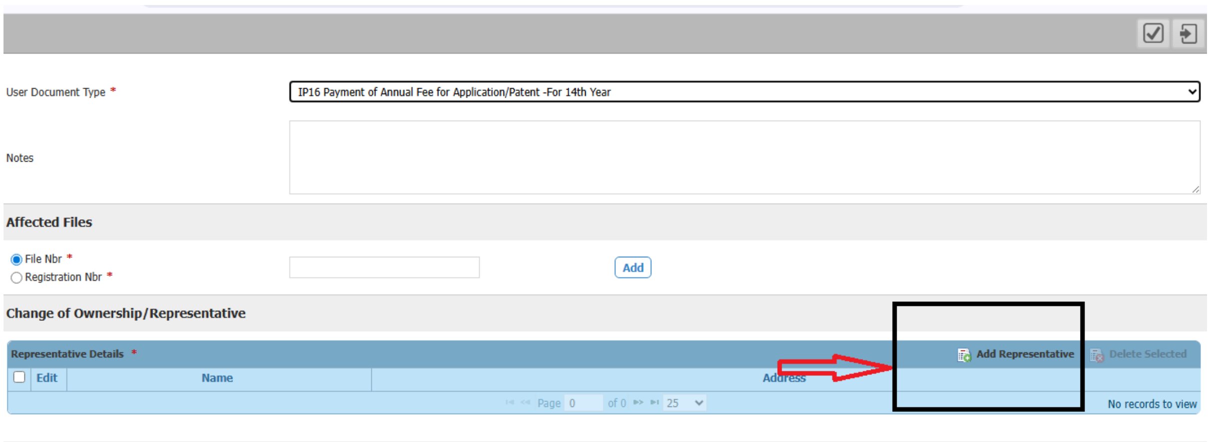
4. You will be required to enter the affected file number eg **KE/P/2025/001234** then click **add** button once done.



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

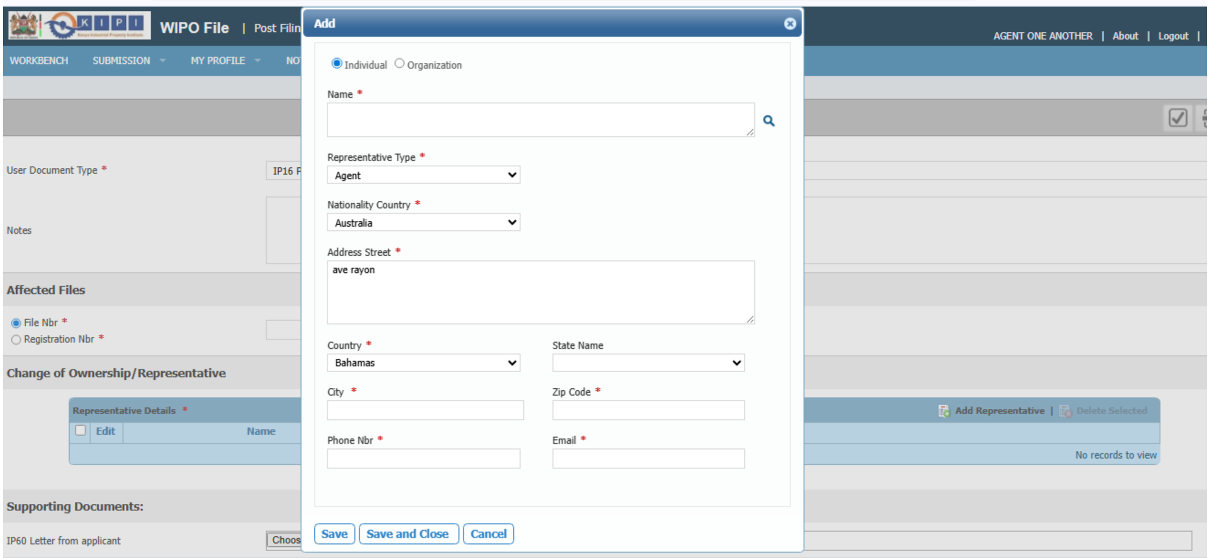


5. To add representative/ change of ownership details, click on **add representative section as shown**



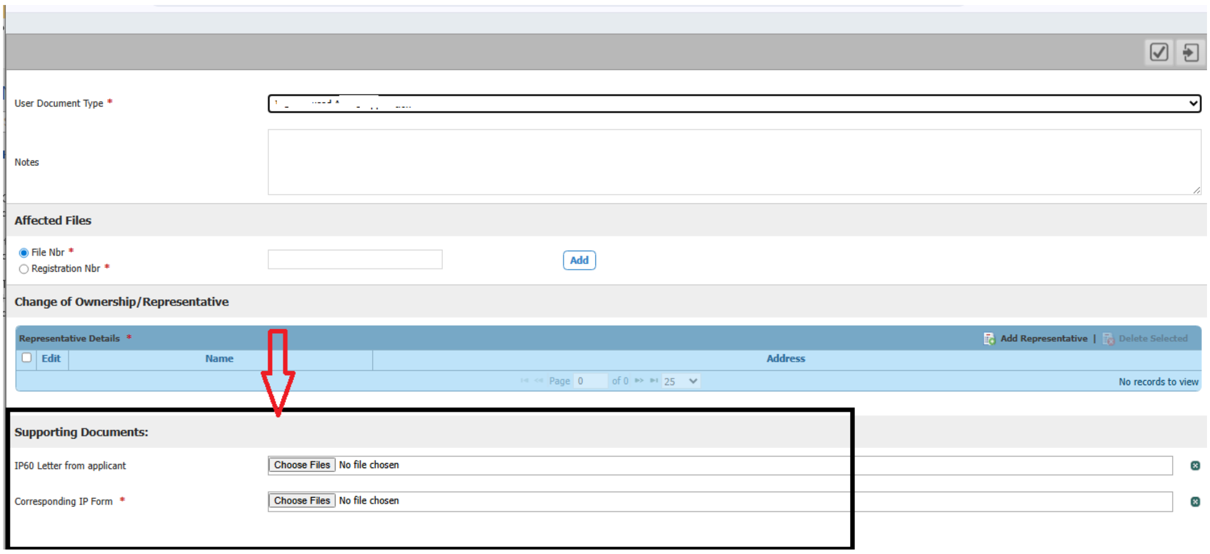
When you click on add representative a new window opens.

Fill in all the required details and click on **Save and Close**

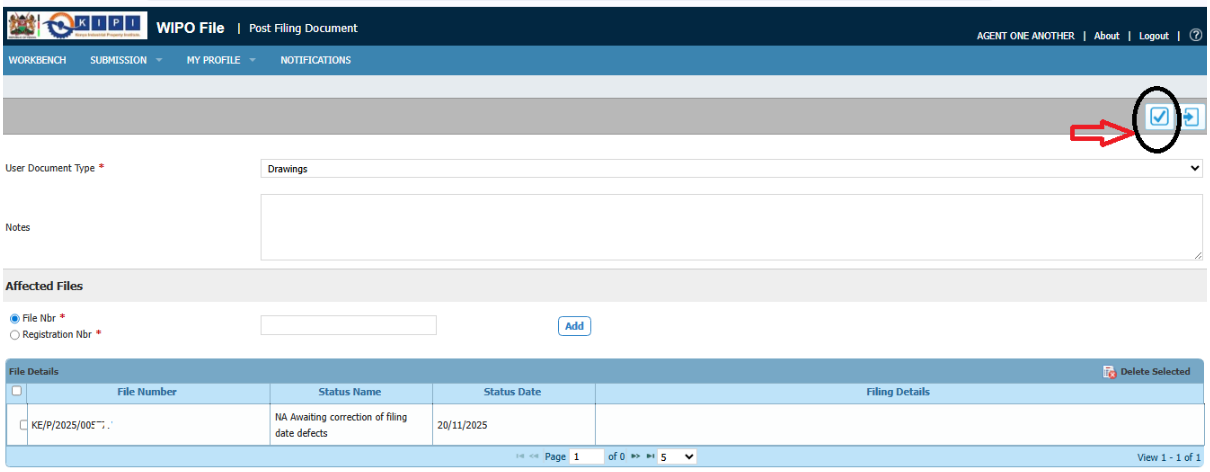


6. Attach supporting documents

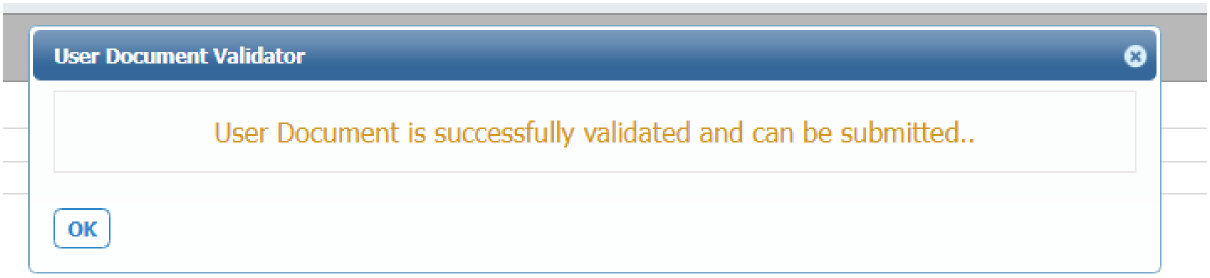
To **Attach Document** click on **choose file.** A pop-up window opens where you will select the files to attach.



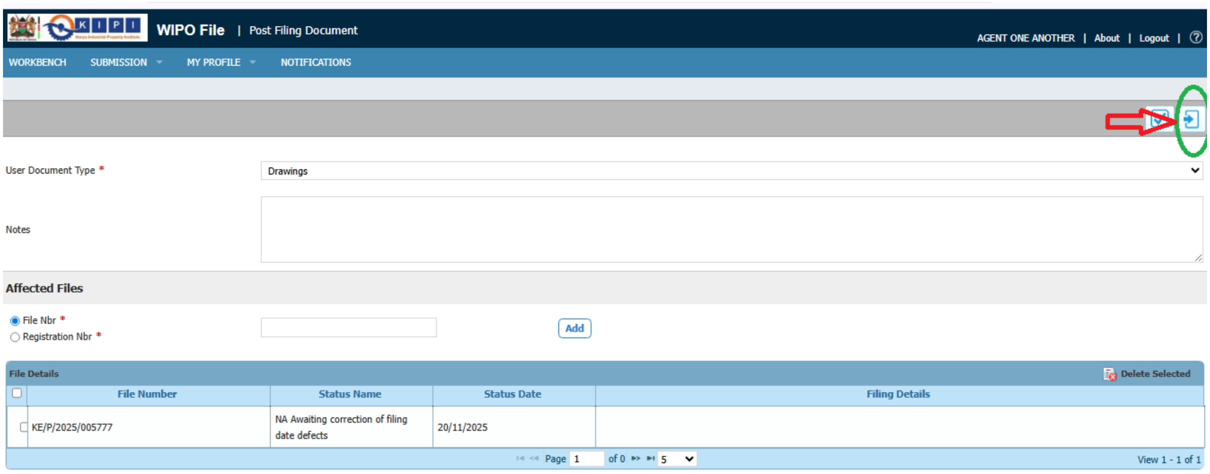
7. Once all the data is captured you can proceed to **validate,** by clicking the validate button as shown.



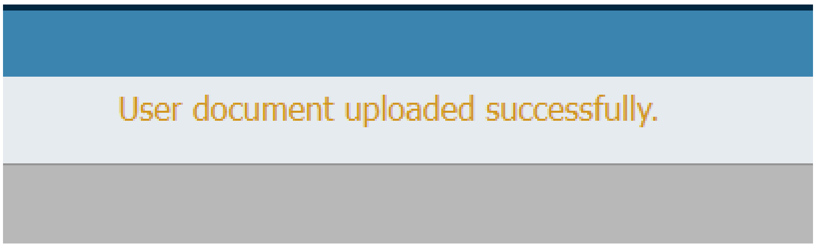
Once successfully validated you should see the screen as below:



8. You can proceed to submit.

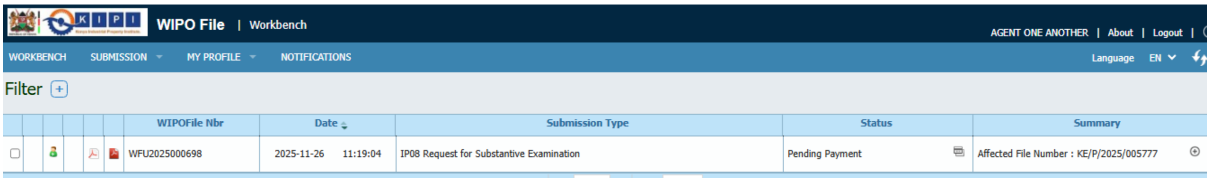


If the submission is successful, you will be notified the application has been successful.

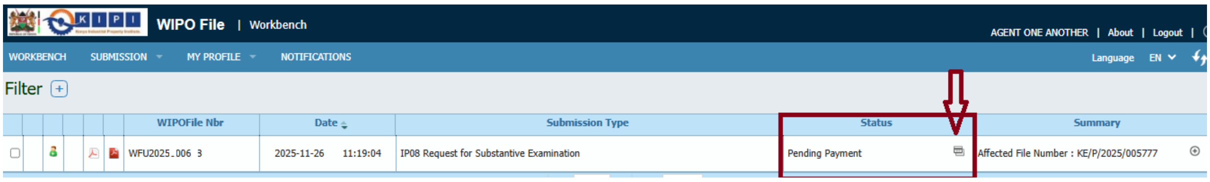


9. To view this and all your applications click on the **workbench** at the top left corner.

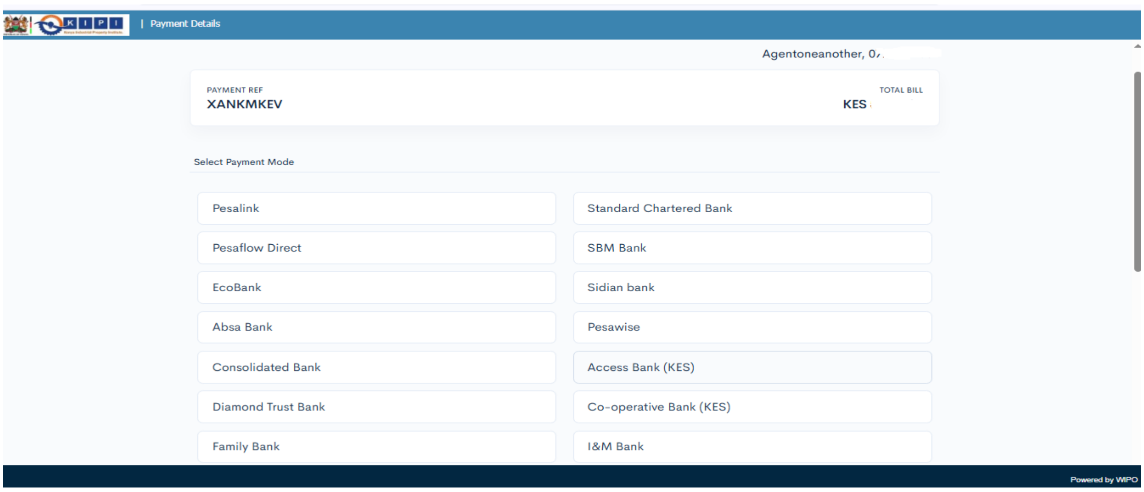
You should get this when you go under the **workbench** tab



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



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



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