


IP ONLINE FILING PUBLIC USER GUIDE


1. Log into ursb.go.ug
2. Click e-services -> Intellectual Property -> Trademark application
3. Click start Application to start a new application

Apply for a trade mark online




File a Trademark in 5 easy steps


UGANDA REGISTRATION SERVICES BUREAU




It is recommended to generate an assessment from URA portal and have a record of your PRN before starting the process



When applying for your trade mark, you will need to provide a list of the goods and/or services on which you intend to use your trade mark.



Ensure you have access to your email and an active Phone number.



You can save your application at any time during the process.

3

[Start application](#) or [Continue with my saved application](#)

4. Select Part of register and TM type (word, logo...)
5. OR click “See more types” to view other hidden TM types”
6. Fill in details and make necessary attachments. Mandatory fields are labeled *
7. click Next.


Trade mark information

Kind of mark
☒ TradeMark *

4 **Part of the Register ***


Part A ▾

Type of mark

**Name Only**


This is represented using words, letters, numbers or any other characters that can be typed.

[Read more](#)

**Logo only**


This is represented using pictures, graphics or images; It should not contain words or letters.

[Read more](#)

**Name and Logo**

This combines the use of pictures, graphics or images with words or letters.

[Read more](#)

**3D Shape**

A three-dimensional mark is represented using a three-dimensional shape, such as the actual product or its packaging.

[Read more](#)

5 [See more types](#)

[Import saved application](#)

[Save application](#)

[Reset application form](#)

[Print draft receipt](#)

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8. Click “Search” button.
9. Search for any terms of interest from the list of options and click “Search” button. This will load all terms with the specified keyword(s) in all valid classes.

Select Goods and Services

0 Term(s) 0 Class(es) View your selection X

drin Search Navigate through all goods and services

Stirrers (Drink -)
Drink preservation
Milk drinks
Sports drinks
Vitamin drinks
Coffee drinks
Cocoa drinks
Vegetable drinks
Medicinal drinks
Isotonic drinks

10. Select all terms required belonging to a **single class of interest** and click “View your selection” button

Select Goods and Services

4 Term(s) 1 Class(es) View your selection X

Medicinal drinks Search Navigate through all goods and services

Remember you are entering the terms in English

9 term(s) found when searching for Medicinal drinks

	Term	Class
<input checked="" type="checkbox"/>	Medicinal drinks	S
<input checked="" type="checkbox"/>	Drinks (Medicinal -)	S
<input type="checkbox"/>	Medicinal beverages	S
<input checked="" type="checkbox"/>	Sarsaparilla beverages [medicinal]	S
<input type="checkbox"/>	Medicinal drinks in the nature of tonic liquors	S
<input checked="" type="checkbox"/>	Medicinal drinks in the nature of flavoured tonic liquors	S
<input type="checkbox"/>	Medicinal drinks in the nature of flavored tonic liquors	S
<input type="checkbox"/>	Beverages adapted for medicinal purposes	S

11. Confirm your selection and click “Done”

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	Term	Class
<input checked="" type="checkbox"/>	Medicinal drinks	5
<input checked="" type="checkbox"/>	Drinks (Medicinal -)	5
<input checked="" type="checkbox"/>	Sarsaparilla beverages [medicinal]	5
<input checked="" type="checkbox"/>	Medicinal drinks in the nature of flavoured tonic liquors	5
<p> Disclaimer</p> <p>Done</p>		

12. Confirm the terms and class and click “Next”.

Goods or services

What goods and/or services should this trade mark protect?

Search [Provide your own list of goods or services](#)

English

Class 5 Term(s)

Click on the button to check the full taxonomy of your terms list

5
Medicinal drinks ✕
Drinks (Medicinal -) ✕
Sarsaparilla beverages [medicinal] ✕
Medicinal drinks in the nature of flavoured tonic liquors ✕

Valid: "Term validated correctly"
Not validated: "A trade mark examiner will ask you to correct classification."
Please check suggestions. Similar validated terms and alternative classifications are offered: "An Examiner will check your classification manually. If reclassification is required, registration will be delayed."
Validation not possible: "An Examiner will check your classification manually. If reclassification is required, registration will be delayed."

Import saved application
 Save application
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Previous **Next**

13. Enter priority claim information if available, save and click next

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The screenshot shows the 'Priority and claims' step (Step 3) of a 5-step process. The steps are: 1. Trade mark details, 2. Class of goods or services, 3. Priority and claims, 4. Details of Applicant, and 5. Confirm and pay. On the right, there are buttons for 'Save', 'Reset', and 'Print'. The 'Claims' section asks 'Do you have a priority claim?' with 'Yes' and 'No' buttons. A red '13' is placed over the 'No' button. At the bottom, there are 'Previous' and 'Next' buttons.

1 Trade mark details 2 Class of goods or services 3 Priority and claims 4 Details of Applicant 5 Confirm and pay

Save Reset Print

Claims

Do you have a priority claim?

Yes No

Previous Next

14. Enter applicant and Agent (optional for local applicants) details in the respective fields. Local applicants must have the location of business in Uganda.
15. Save and click next when done

The screenshot shows the 'Applicants' and 'Representatives' sections. The 'Applicants' section has a '+ Applicant' button and a dropdown for 'Applicant Kind' set to 'Local Applicant'. Below it, the 'Applicant Type' dropdown is open, showing options: 'Select', 'Company Corporate', and 'Individual'. A red '14' is placed over the 'Applicant Type' dropdown. The 'Representatives' section has an '+ Agent' button. At the bottom, there are 'Previous' and 'Next' buttons. A red '15' is placed over the 'Next' button. On the right, there are buttons for 'Reset application form' and 'Print draft receipt'.

Reset application form Print draft receipt

Applicants

+ Applicant

Applicant Kind
Local Applicant

Applicant Type *

Select
Company Corporate
Individual

Cancel

Representatives

+ Agent

Previous Next

16. Provide signature by entering your full names
17. Select payment mode –offline
18. Fill in PRN and date details for the TM search and TM application receipts
19. Attach pdf of the scanned application and search receipts

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Full name * 16

Capacity of signatory

--SELECT--

--SELECT--

Applicant

Agent

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Payment

Payment mode * 17

Pay offline

Fill in the PRN (Payment Reference Number) details for both Search and Application payments and attach both receipts as a single file to complete the application process

TM Application Fee

Local: Ugx 50,000 | Foreign: \$150

Application Receipt PRN *

0

Application Receipt Date *

18

TM Search Fee

Local: Ugx 25,000 | Foreign: \$65

Search Receipt PRN *

0

Search Receipt Date *

Proof of payment (PDF ONLY): *

Add attachments

Add files 19

20. Click submit. You will be notified of status of your application

✓ Done - Your **application** has been successfully submitted

Download receipt

Print application

Application details

Process number:
EFUG20210000000022

Date of submission
05/08/2021

Time of submission
14:42 EAT

Payment details

Payment method - Offline

Transaction ID

21. You will receive an email confirmation from **iponline@ursb.go.ug** as soon as your application has been successfully received by the office.