



## **AIMS USER GUIDELINES**

### **ANNEX: 1**

#### **1. User Guidelines for Application for IPR Recordation.**

##### **To apply for recordation of an Intellectual Property Right;**

- (a) Visit <https://public.aims.aca.go.ke>.
- (b) Create an account. Upon creation of an account, you shall be prompted to verify your account through the email address provided.
- (c) Log in as an IPR Owner or log in as an IPR Agent and follow the agent admission process.
- (d) To be admitted as an agent, you will be required to provide;
  - A valid Power of Attorney in Form ACA 15, stamp duty paid, certified as a true copy of the original and notarized if foreign,
  - Proof of membership to a statutory professional body in Kenya or proof of compliance with the Private Security Regulation Act, No. 13 of 2016.
- (e) You can apply for recordation as an individual, a partnership or a company as follows;
  - As an individual, you shall provide a certified copy of Passports/Identification Card
  - As a partnership, you shall provide the full details of the partners, certified copies of their Passport/ identification cards and a partnership registration certificate.
  - As a company, you shall provide the company details, a certified copy of the certificate of incorporation and tax pin certificate (optional).
- b) Select the type of IPR you wish to record, i.e. a trademark, an industrial design, a patent, a utility model, a copyright or any other.

NB

- ✓ *For a trademark you shall select the applicable Nice Classes as provided in the registration certificate.*

- ✓ *For an industrial design, you shall select the applicable Locarno Classes as provided in the system*
- ✓ *It shall not be mandatory for an IPR owner to record all the registered IPRs relating to one product.*
- c) Provide the details of the IPR, including the name of the IPR, IPR registration number and expiration date and attach a certified copy of the valid IPR Registration Certificate.
- d) Submit the details of the manufacturer, foreign entities, parent company, subsidiaries and licensees if any.
- e) If you are an IPR owner, you may select an agent from the list of accredited agents from the system. Alternatively, an IPR owner can still issue an agent with a power of attorney (Form ACA 15) for them to follow the agent admission process.
- f) Provide the product details, including the product name and product description and upload clear representative images of all products trading under the registered IPR, including all SKUs, models and variations.
- g) A downloadable invoice is then generated; USD90 for the first class and US\$10 for every classes shall only attract a fee of USD90 per IPR.
- h) Payments shall be made against the invoice through M-PESA, Credit/Debit Card or Cash deposit/EFT, Bankers' Cheque or RTGS and proof of the offline payment attached.
- i) All payments shall be made to:

**ANTI COUNTERFEIT AGENCY  
KENYA COMMERCIAL BANK  
KIPANDE HOUSE BRANCH  
ACCOUNT NO: 1128466090  
BANK CODE: 01  
BRANCH CODE: 101**

**SWIFT CODE: KCBLKENX or ANTI COUNTERFEIT AGENCY**

**OR MPESA PAYBILL: 682067, ACCOUNT NO: (enter application reference number as indicated on the invoice)**

- j) Upon completion of payment, submit the application to ACA for consideration.
- k) ACA will review and consider for approval all applications within a period of 30 days.

**NB**

✓ *Additional information may be required from the applicant before an approval is done.*

✓ *ACA also reserves the right to reject an application on reasonable grounds.*

- l) Upon approval of an application, the applicant will receive a recordation certificate through their email or through the AIMS portal. The recordation shall remain valid for a period of 12 months' subject to annual renewal at USD50.

## **ANNEX: 2.**

### **2. User Guidelines for Application for Admission as an Agent.**

#### **To apply for admission as an Agent;**

- (a) Visit <https://public.aims.aca.go.ke>.
- (b) Create an account. Upon creation of an account, you shall be prompted to verify your account through the email address provided.
- (c) Log in as an IPR Agent.
- (d) You can apply for admission as Agent as an individual, a partnership or a company as follows;
  - As an individual, you shall provide a certified copy of Passports/ Identification Card. (*Ensure the power of attorney is in the name of the individual applying for admission as an agent*).
  - As a partnership, you shall provide the full details of the partners, certified copies of their passport/identification card and a partnership registration certificate. (*Ensure the power of attorney is in the name of the partnership applying for admission as an agent*).
  - As a company, you shall provide the company details, a certified copy of the certificate of incorporation and tax pin certificate (optional). (*Ensure the power of attorney is in the name of the company applying for admission as an agent*).
- (e) You shall be required to upload a valid Power of Attorney in form ACA 15. The power of attorney must have stamp duty paid, certified as a true copy of the original and notarized if foreign.
- (f) You shall be required to upload proof of membership to a statutory professional body in Kenya or proof of compliance with the Private Security Regulation Act, No. 13 of 2016.
- (g) A downloadable invoice of KES. 10,000 is generated.

(h) Payments shall be made against the invoice through M-PESA, Credit/Debit Card or Cash deposit/EFT, Bankers' Cheque or RTGS and proof of the manual payment attached.

(i) All payments shall be made to:

**ANTI COUNTERFEIT AGENCY  
KENYA COMMERCIAL BANK  
KIPANDE HOUSE BRANCH  
ACCOUNT NO: 1128466090  
BANK CODE: 01  
BRANCH CODE: 101**

**SWIFT CODE: KCBLKENX or ANTI COUNTERFEIT AGENCY**

**OR MPESA PAYBILL: 682067, ACCOUNT NO: (enter application reference number as indicated on the invoice)**

(j) Upon payment, submit this application to ACA for consideration.

(k) ACA will review and consider for approval all applications within a period of 30 days.

✓ *N Additional information may be required from the applicant before an approval is done.*

✓ *ACA also reserves the right to reject an application on reasonable grounds.*

Upon approval of an application, the applicant will receive a certificate for admission as an agent through their email or through the AIMS portal. The registration shall remain valid for a period of 12 months' subject to annual renewal at KES. 5, 000.

For more information, visit [www.aca.go.ke](http://www.aca.go.ke), or call +254-(0)-20-2225130, or email [recordation@aca.go.ke](mailto:recordation@aca.go.ke).

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