STEP BY STEP PROCEDURES FOR APPLICATION FOR GRANT THROUGH ONLINE REGISTRATION SYSTEM (https://ors.brela.go.tz/ors)

1. Visit BRELA Website www.brela.go.tz or go direct to https://ors.brela.go.tz/ors

2. Applicant to create ORS Account by filing a user account request form where an email with activation link and login details will be send to the email indicated in a form shortly.

3. Follow instructions indicated in the email to activate your user account for ORS

4. The applicant is to log in by entering the user name and password created when creating an account.

5. Applicant to Log on New e-service window of ORS

6. Applicant to select service type by Selecting on Patent

7. Applicant to select service on the new request for Grant of patent.

8. Applicant to select proceed and enter personal data

9. Applicant to fill date of Birth and NIDA Identification Number including Telephone number and emails (for a Tanzanian) and passport number (for foreigners).

10. Applicant to Fill Technical Description and specify Patent type

11. Applicant to Specify Claims

12. Applicant to provide owners’ details, address

13. Applicant to specify whether is the owner or Agent

14. Provide Representative details if any

15. Provide particulars of the Inventor
16. Refresh and Download Consolidated Form which is generated by ORS

17. Print, Sign and Scan Consolidated Form


19. Effect fee payment

20. Agree on terms

21. Proceed to Submit the request to BREL