

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
18. Upload Consolidated Form together with Patent Document
19. Effect fee payment
20. Agree on terms
21. Proceed to Submit the request to BRELA