

# ACA知识产权备案指引

## 总结:

- 1.创建新用户账号
- 2.登录系统并选择备案类型
- 3.选择产权信息
- 4.填写厂商信息
- 5.上传产品信息
- 6.复核信息
- 7.支付并确认

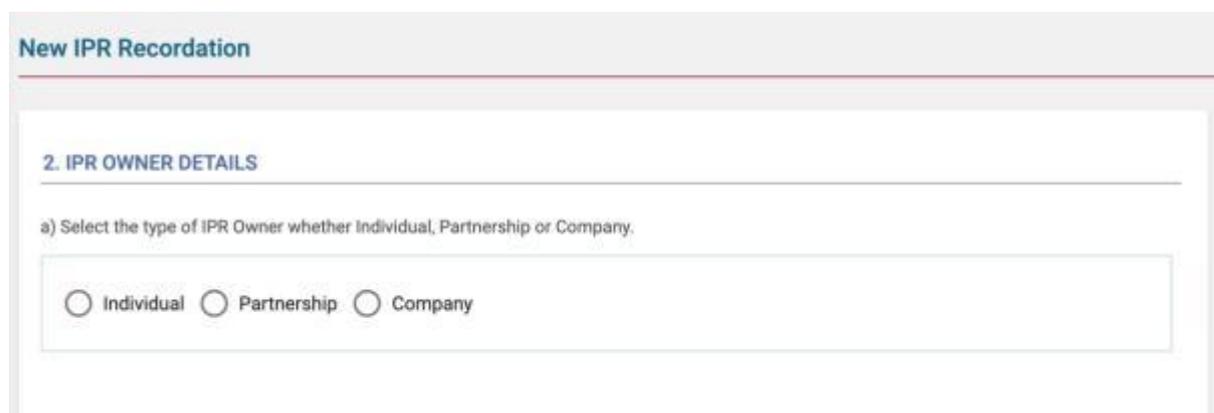
## 步骤一: 创建新用户账号

请点击以下链接进入网站以创建新用户账户, 并按提示进行帐户验证等操作

<https://public.aims.aca.go.ke>

## 步骤二: 登录系统并选择备案类型

请以产权所有者身份登录系统, 通过个人、合伙企业或公司的身份申请备案并提供各项需求的内容



The screenshot shows a web form titled "New IPR Recordation". The current step is "2. IPR OWNER DETAILS". Below the title, there is a sub-instruction: "a) Select the type of IPR Owner whether Individual, Partnership or Company." There are three radio button options: "Individual", "Partnership", and "Company". The "Individual" option is selected.

### 步骤三:

请勾选您需备案的知识产权类型并提供相关信息及文件，如知识产权名称、注册号以及到期日。

请在以下选项中勾选符合的商标类型

注：工业品外观设计请选择Locarno分类

请提供产品详情，包括产品名称和描述，并将知识产权注册下的所有商品清晰图片凭证上传，需包含所有 SKU、型号和规格

### 3. IPR INFORMATION

Please complete the IPR Details section first before proceeding to the remaining sections.

Select the IPR Type from the list provided below.

Trademark	<input type="checkbox"/>
Industrial Design	<input type="checkbox"/>
Patent	<input type="checkbox"/>
Utility Models	<input type="checkbox"/>
Copyright	<input type="checkbox"/>
Others	<input type="checkbox"/>

Provide the IPR Name, Expiry Date and IPR Number in fields provided below.

IPR Name	
IPR Expiry Date	<input type="text"/>
<small>Hint: Click on the Calendar icon to select the Expiry Date</small>	
IPR Number	

Provide the IPR Name, Expiry Date and IPR Number in fields provided below.

IPR Name

IPR Expiry Date



Hint: Click on the Calendar Icon to select the Expiry Date

IPR Number

## Attachments

### 1. Certificate for Registration of IPR

A Certificate for Registration of IPR must be provided.

Attach a copy of your Certificate for Registration of IPR, in PDF format only, by clicking the button below. (Must be less than 4 MB)

Attach 

### 2. Certificate for Use in Legal Proceedings (Optional)

Attach a copy of your Certificate for Use in Legal Proceedings, in PDF format only, by clicking the button below. (Must be less than 4 MB)

Attach 

Select the classes that appear on your IPR Certificate from the list provided below.

Trademark Classes

Industrial Design Classes

Select Trademark Class

## Select Trademark Class

- Class 1**  
Description  
Chemicals for use in industry, science and photography, as well as in agriculture, horticulture and forestry; unprocessed artificial resins, unprocessed plastics; fire extinguishing and fire prevention compositions; tempering and soldering preparations; substances for tanning animal skins and hides; adhesives for use in industry; putties and other paste fillers; compost, manures, fertilizers; biological preparations for use in industry and science.
- Class 2**  
Description  
Paints, varnishes, lacquers; preservatives against rust and against deterioration of wood; colorants, dyes; inks for printing, marking and engraving; raw natural resins; metals in foil and powder form for use in painting, decorating, printing and art.
- Class 3**  
Description  
Non-medicated cosmetics and toiletry preparations; non-medicated dentifrices; perfumery, essential oils; bleaching preparations and other substances for laundry use; cleaning, polishing, scouring and abrasive preparations.
- Class 4**  
Description  
Industrial oils and greases, wax; lubricants; dust absorbing, wetting and binding compositions; fuels and illuminants; candles and wicks for lighting.
- Class 5**  
Description  
Pharmaceuticals, medical and veterinary preparations; sanitary preparations for medical purposes; dietetic food and substances adapted for medical or veterinary use, food for babies; dietary supplements for human beings and animals; plasters, materials for dressings; material for stopping teeth, dental wax; disinfectants; preparations for destroying vermin; fungicides, herbicides.

Items per page: 5

1 - 5 of 45



To select Trademark Classes, choose the Trademark IPR Type above.

#### 步骤四：添加厂商信息

如有国外实体、母公司、子公司和相关授权，请将所需内容填写完毕后点击“NEXT”进入下一步填写厂商详细信息。

点击“save”进行保存进入下一步

Provide Your Manufacturer(s) Details (Required).

ADD MANUFACTURER

#	Manufacturer Name	Address

Provide Your Foreign Entities' Details.

ADD FOREIGN ENTITY

#	Foreign Entity Name	Address

Provide Your Parent/Subsidiaries Details.

ADD PARENT/SUBSIDIARY

#	Parent/Subsidiary Name	Address

Provide Your Licensees Details.

ADD LICENSEE

#	Licensee Name	Address ↑

At least one manufacturer must be provided.

Previous

Next

ADD MANUFACTURER

Enter the manufacturer's details below.

**Manufacturer Details**

Manufacturer Name

Manufacturer Name is required.

Email Address

Code  Phone Number

Street/Building/Floor

P O Box  Postal Code

City

Save Cancel

如您不需代理跟进申请，您可跳过此页，单击下一步进入下一个页面

## New IPR Recordation

### 4. IPR AGENTS

Select from the list of approved IPR Agents provided below. Click on the **Select** button to view the agent details. You may appoint the agent and indicate their privilege type (General or Specific) while viewing the agent details. Your current agents have been checked (if any).

Agent Name	Address	Physical Address	Status
<input type="checkbox"/> Lorna Mbatia Email: Lorna@cfllegal.com	P. O. Box 23555 Nairobi Kenya	Lenana Road, Sifa Towers, 8th Floor Nairobi Kenya	Select
<input type="checkbox"/> Hazel Okoth Email: okothhazel@gmail.com	P. O. Box 36463 Nairobi Kenya	1 Park Avenue, 1st Parklands Road Nairobi Kenya	Select
<input type="checkbox"/> THINKLY INTELLECTUAL PROPERTY LTD Email: tnyagare@thinklyip.com	P. O. Box 1259 NAIROBI Kenya	RATTANSI EDUCATIONAL TRUST BUILDING, KOINANGE STREET NAIROBI Kenya	Select
<input type="checkbox"/> Dominic Mwale Email: dominic@mwalelegal.co.ke Stella Murugi Email: stella@mwalelegal.co.ke	P. O. Box 36729 Nairobi Kenya P. O. Box 36729 Nairobi Kenya	Ground Floor, Intrnet Business Centre, Plums Lane (off Ojijo Road), Parklands, Nairobi Kenya Ground Floor, Internet Business Centre, Plums Lane (off Ojijo Road), Parklands, Nairobi Kenya	Select
<input type="checkbox"/> Kenya Wine Agencies Limited Email: info@kwal.co.ke	P. O. Box 40550 00100 Kenya	KWAL House, Enterprise Road, Industrial Area, Nairobi Nairobi Kenya	Select
<input type="checkbox"/> Irene Oduor Email: irene.oduor@godrejcp.com	P. O. Box 55441 NAIROBI Kenya	Nairobi 00200 NAIROBI Kenya	Select
<input type="checkbox"/> DANIEL MIBBI	P. O. Box 20222	Waiyaki Way, Delta Office Suites, 1st Floor, Nairobi	Select

### 步骤五：上传产品信息

请提供产品详情，包括产品名称和描述，并将IPR注册下的所有商品清晰图片凭证上传，需包含所有 SKU、型号和规格

您可上传尽可能多的产品信息。点击保存并继续

**New IPR Recordation**

**5. PROVIDE YOUR PRODUCT DETAILS**

List your products and upload relevant photos of these product below.

**ADD PRODUCT**

No Products have been added. Click the Add Product button to begin adding your products and images.

Click the Save Products button before proceeding to the next section.

**Save Products**

**Previous**

**Next**

## ADD PRODUCT AND PHOTOS

Give the product name, description and upload relevant product photos.

Click the Upload button to upload images/photos of the product. (Must be a .jpg, .jpeg or .png file types). Each image/photo must be less than 4 MB.  
(NB: A maximum of 6 photos is allowed).

You must upload images of the product.

Save

Cancel

请确保产品图片正确，上传的图片仅做申请参考使用

## Product

1. lady shoe  
36 fashion

ITEM CODE						
SIZE SPECIFICATION						
Size	Shoelast	Foot	Length	Heel	Weight	Color
36	47	94	95	92	1	
37	48.5	98	98.5	93	1	
38	50	102	99	94	1	
39	51.5	106	100	95	1	
40	53	110	101	96	1	
41	54.5	114	102	97	1	
42	56	118	103	98	1	
43	57.5	122	104	99	1	

Note: please measurement every size for quality feedback.

Edit

Remove

2. mens shoes  
38 fashion

Edit

Remove

**步骤六：信息复核**

请复核所登记内容，在内容确认正确后勾选左下方2个选项并点击Next进入下一步

Manufacturers	
<b>Manufacturers</b>	
Name	Lixin Shenzhen Co.Ltd
Phone Number	+86 14578639595
Email	yt6@lixin.com
Address	Address: lixin building, changhai Road, P. O Box 3784932, 532785, shenzhen, China,

---

Foreign Entities
No foreign entities have been added.

---

Parent/Subsidiaries
No subsidiaries have been added.

---

Licensees
No licensees have been added.

---

<input checked="" type="checkbox"/> There are no pending legal proceedings regarding this IPR.
<input checked="" type="checkbox"/> I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statement may result in rejection of the application. (Required)

[Go Back](#) [Next](#)

## 步骤七：支付并确认

每项申请的发票都将自动生成，您可点击下载，按发票付款并附上付款证明，

您可选取任意一项进行付款：M-PESA，信用卡，借记卡，现金存款，电子转账，银行支票或即时支付

单击“send”提交 ACA 申请 (需要 30 天)

注：发票价格由您申请的分类决定，不受产品数量影响

# INVOICE



Invoice Date: 23-Dec-2022  
Invoice Ref: 466412230722

**Billing Address:**  
Bingo Ox  
P. O. Box 85649 - 085785  
Shanghai  
China

Anti-Counterfeit Authority  
National Water Plaza  
3rd Floor, Dunga Machakos Rd Junction,  
Industrial Area,  
P. O. Box 47771 - 00100,  
Nairobi, KENYA.

Item	Quantity	Unit Price (KShs)	Sub Total (KShs)
IPR New Recordation	1	11,083.00	11,083.00
IPR Subsequent Class	0	1,231.00	0.00
<b>Total</b>			<b>11,083.00</b>

The Total Amount due is KShs 11,083.00

The following payment methods can be used:

- 1. MPESA Xpress:** MPESA-Xpress provides a faster and more convenient way to pay for goods and services. Simply provide your Safaricom phone number and a prompt with the requisite amount will be sent to your phone for approval.
- 2. MPESA Paybill Number:** The amount payable can be remitted through the standard accessing Lipa na MPESA > PayBill services on your phone. Enter the ACA Paybill number; the provided code as the Account number; the required amount and finally your PIN to complete the process.
- 3. Credit/Debit Card:** Payment by Credit and Debit Card can be done through the system by entering your valid card details and authorizing deduction of the required amount. A notification will be sent immediately funds are received.
- 4. Offline Payments:** These include payments that are typically undertaken in the bank that may include Cash Deposit of the required amount, Electronics Funds Transfer (EFT), Real Time Gross Settlement (RTGS) and via Bankers Cheques. A copy of the proof of payment must be uploaded on the payment sections of the application process.

## New IPR Recordation

M-Pesa Xpress

Receipts/Transaction Slips



Safaricom's MPESA-Xpress provides a faster and more convenient way to pay for goods and services.

1. The amount to be paid is KShs 11,083.00.
2. Please enter your Safaricom Phone Number in the space provided below and click the Send button.
3. You will receive a prompt on your phone. Enter your MPESA PIN to complete payment.

+254

Enter Your Safaricom Phone Number. (Format +254 7\*\*\*\*\*)

Send

收款方信息：

**ANTI COUNTERFEIT AGENCY**

**KENYA COMMERCIAL BANK**

**KIPANDE HOUSE BRANCH**

**ACCOUNT NO: 1128466090**

**BANK CODE: 01**

**BRANCH CODE: 101**

Or

**MPESA PAYBILL: 682067, ACCOUNT NO:** 此处请填写发票上的编号