

**UNITED REPUBLIC OF TANZANIA
MAINLAND – COUNTRY REPORT
BUSINESS REGISTRATIONS AND
LICENSING AGENCY (BRELA)**

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Introduction

The Business Registrations and Licensing Agency (BRELA) under the Ministry of Industry and Trade (MIT) was formed in 1999 and mandated to the following:

- to register companies under the Companies Act Cap 212 of 2002
- to register business names under the Business Names Registration Act CAP 213 of 2002
- to register intellectual property rights such as patents of inventions, industrial designs, trade and service marks under the Trade and Service Mark Act, Cap 326 2002 and its Trade and Service Mark Regulations of 2000 and The Patents Registration Act Cap 217 R.E 2002
- to issue industrial license

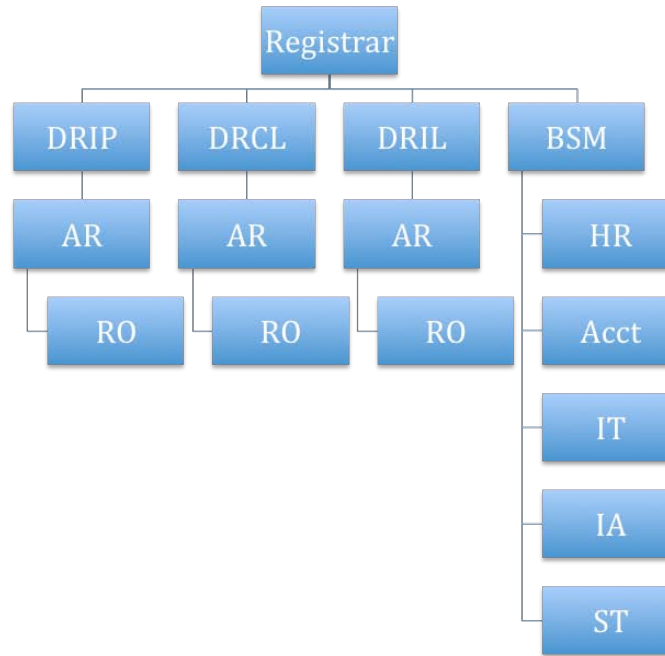
Total Staff: 90 and about 15 belong to IP Office (Examiners with different roles)

One main Office located in the New Ushirika Towers, Lumumba Street, Dar es Salaam. BRELA is planning to open up zonal offices in order to service more customers, sensitization activities are also planned for the future.

BRELA is currently undergoing some re-organization of staff to maximize productivity. A number of staff have also been employed recently. I also have been added new responsibilities to support IPO's IPAS.

BRELA has sought out a consultants for the massive digitization of its activities, It is hoped that the IPO will also benefit with that. The contract for the vendor is with the Attorney General's Office for final stages of approval before the vendor can start work.

Org Chart



DRIP - Deputy Registrar Intellectual Property
DRCL - Deputy Registrar Commercial Laws
DRIL - Deputy Registrar Industrial License
BSM - Business Support manager
AR - Assistant Registrar
RO - Registration Officer

BSM - Business Support Manager
HR - Human Resource
Acct - Accounting
IT - Information Technology
IA - Internal Auditor
ST - Statistician

Infrastructure and Management

IT Infrastructure

BRELA has a purpose built Server Room accessible through the IT Office with a separate key.

The server hosting the IP system is a rack-mounted DELL PowerEdge T710 server. This was a replacement server after the previous server, an HP Proliant Server ML 350 Gen 6 crashed its hard disks due to power issues. Our plan is to move the IP Systems to a virtual Server hosted in an HP Proliant DL 380 Gen 9 Server.

Backup

In March 2016, we lost all IP Administration System data after the server hosting them crashed its hard disks due to power failures. We then found out that the last working backup was dated October 2015. The IP Office had to recapture data since October 2015. Due to this experience a daily backup procedure was implemented and a daily backup signup sheet was put in place. Also the IP office asked WIPO to assist in backing up our data to their servers.

BRELA's IP Office does not have a purpose designed computer room, instead, the IP Office staff are provided with PCs equipped with necessary hardware and software to accomplish their tasks.

Human Resources

The IP Office has a dedicated IT staff who attend to IP Office's and IP system's technical issues. The IP Office department head (DRIP) is part of BRELA's senior management.

IP Administration System

The IP Office maintains IPAS Java since 2014 and before that IPAS Centura since 2004.

IPAS is used for the registration of

- Trade/Service Marks
- Patents

- Banjul Marks
- Process Post Registration

Data Quality Improvement

Recently the IP Office had started the process to verify and validate IP data and which is currently underway. Up to now, all registrations and post registrations since 2013 are validated and verified.

Electronic Registry

WIPO IPAS workflows are defined to support the registration process of the IP Office. IP Staff holds internal training sessions on different IPAS workflows every week Wednesday from 7:30 – 9:00.

All Official Documents such as letters, certificates and journals are produced by IPAS. With regards to all IP rights, the following are to be noted:

1. In Tanzania, Copyrights are handled with a different office named Copyright Society of Tanzania (COSOTA).

2. Industrial Property Rights are all handled in IPAS and they include:

(i) Trade/Service marks where everything registration and post registration and certificate printing is done entirely on IPAS with the exception of examination/classification of logos (Viena)

- (ii) Patents are received, captured and processed in IPAs however certificates and maintenance are done manually.
- (iii) Industrial Designs are not in done in IPAS.
- (iv) Banjul (ARIPO) marks are processed through IPAS although currently the IP system does not support their publication in the journal.

Document management

Incoming (frontfile) documents are handled manually, however logos are scanned by dedicated IP staff.

BRELA's is in the process of creating a specialized institutional-wide scanning and data capture unit with dedicated office, staff and equipment.

The existing Document Management System used is Saperion version 6, however paper dossiers are still the primary source for authentic records.

Signature Requirements

Tanzania currently has no legal framework and policy on digital signature for letters and certificates. Electronic Signature is used on fiscal receipts or fiscal invoices indicating that the sale transaction and its corresponding taxes have been officially captured.

Online Services

There is no dedicated IPO Website although IP information form part of the general BRELA website managed by the IT Office

The IP Journal is published online as a PDF version of printed format.

Currently there are no On-line application filings, paper based applications are submitted to BRELA whereby a dedicated IP staff performs assessment and advices on filing and fees to be paid.

BRELA has integrated with a number of payment platforms including banks and mobile money.

IP Office Statistics Summary

	TM/SM	Patents
Caprured Data:	61,390	209
Backlog:	3,000	
Verified and Validated Data:	2013 onwards	

2015 Data	
TM/SM	3311

Patents	30
Banjul (ARIPO) Marks	60

My Goals

Goal	Target Dates	Action for my Office	WIPO Support
Upgrade to IPAS 3.1.1	Oct-Dec 2016	Policy Decision	Provision of IPAS 3.1.1 and Training.
On-line application filing	Oct-Dec 2016	Policy Decision	Provision of WIPO File and

			Training.
Vienna Classification	Jan-Mar 2017	Policy Decision	Training
EDMS	Jan-Mar 2017	Policy Decision	Training
Complete Capturing TM/SM and Patents	Apr-Jun 2017	Policy Decision	
Update/Validate data	Apr-Jun 2017	Policy Decision	
On-line portfolio management and e- communication with	July-Sep 2017	Policy decision to implement.	Provision of WIPO File and Training.

applicants			
On-line file access to applicants and 3 rd parties.	Jul-Sep 2017	Policy decision to allow file access, Review fee structure	Provision of WIPO Publish and Training.
Data exchange with regional and international databases	Oct-Dec 2017	Policy Decision Review fee structure	Provision of ARIPO Member State Module , WIPO Publish and training.

Active in regional portals for data and work sharing.	Oct-Dec 2017	Policy Decision	Provision of WIPO Publish and Training.
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Thank you