



UNITED ARAB EMIRATES  
MINISTRY OF ECONOMY

# Patents and Industrial Design Platform

Applicant User Manual



## Introduction

This applicant manual provides detailed instructions on how to use the Patents and Industrial Design Platform. It guides you through the system modules including Patent, Utility Model, Industrial Design and IC Layout.

Read this manual thoroughly before you start working on the Patents and Industrial Design Platform to get your work done faster and more efficiently.

The purpose of this document is to help applicants use the Patents and Industrial Design Platform.

Applicants are encouraged to use this manual whenever they are trying to perform any activity on the Patents and Industrial Design Platform to make sure it's done in a correct and efficient manner.

This manual assume that you have the basic knowledge and skills required to use any web application such as how to fill out a field, how to upload an attachment..etc.

Please note that some fields or screenshot in this manual might be slightly different than what you see on your screen depending on what you had filled in some fields or the time you use this manual or in case any update happens on the platform.



## Table of Content

1. [Before you Start / Important Information](#)
  - [IP Applications Types](#)
  - [Requester Type](#)
  - [Patent Application Sections/Tabs](#)
  - [IP System Special Benefit Types](#)
  - [IP System Applicant Types vs. Representative Types](#)
2. [Applicant Login](#)
3. [Apply for Patent](#)
  - [Submitting a Patent Application](#)
  - [Accessing Submitted and Unpaid Applications](#)
  - [Accessing Draft Applications](#)
4. [Amendment/Re-Amendment & Additional Fee Payment Orders](#)
  - Respond to a Request for Amendment/Re-amendment Orders
  - Respond to a Request For Additional Fee Payment Order
5. [Substantive Examination](#)
  - Respond to 1st Substantive Payment Orders
6. [Application Registration Fee](#)
  - Respond to Registration Payment Orders
7. [Link User](#)
  - XXX
8. [Pay Annual Fee](#)
  - Pay Annual Fee for Linked Applications
  - Pay Annual Fee for the Not Linked Applications

# 1. Before you Start / Important Information

- IP Applications Types
- Requester Type
- Patent Application Sections/Tabs
- IP System Special Benefit Types
- IP System Applicant Types vs. Representative Types



## IP Applications Types



When you an application, there's a field called "Application Type", and below is an explanation of the available values within that field. Please make sure you select the correct type.

IP Application Domain	Application Type	Definition
Apply for patent	PCT national entry	
	Divisional Application	
	Conversional Application	
	Normal application with priority	
	Normal application without priority	
Apply for utility model	PCT national entry	
	Divisional Application	
	Conversional Application	
	Normal application with priority	
	Normal application without priority	
Apply for industrial design	Divisional Application	
	Normal application with priority	
	Normal application without priority	
Apply for IC layout design		



## Requester Type



When you create a patent application, there's a field called "Requester Type", and below is an explanation of the available values within that field. Please make sure you select the correct type.

Requester Type	Definition
Natural Person	
Legal Entity Representative / Company	
[Non-Trade License Entity Inside UAE] Legal Entity Representative	
Legal Entity Representative / IP Agent	



## Patent Application Sections/Tabs



When you apply for a patent, there will be different sections (tabs) that you need to go through and fill out. Some of these sections will appear/disappear based on your selection in the “requester type” and “Application Type” fields. Below is a description of the sections/tabs you might encounter while filling out your application.

Patent Application Sections/Tabs	Definition
Application Information	
PCT Priority	
Specifications	
Applicant	
Inventors	
Attachments	



# IP System Special Benefit Types

Resident/Non-resident	Special Benefit	New System Applicant Type	Special Benefit Detention
Non-resident	Normal (without benefit)	Natural Person Outside UAE	
		Legal Entity Outside UAE	
UAE Resident	Academy	Faculty members	
		Academic Institutes (Non-Trade License Type)	
		Academic Institutes (Trade License Type)	
	Young People	Young Innovators under 21	
		Students (All Grade)	
	SME	SMEs	
	Normal (without benefit)	Natural Person Inside UAE	
		Legal Entity Inside UAE	
Non-TL Legal Entity Inside UAE			



## IP System Applicant Types vs. Representative Types

Owner Type	Link to an Application	Represented By
Natural person inside UAE	Yes	Himself
Natural person inside UAE	No	Agent
Trade License inside UAE (Legal Entity)	Yes	Entity Representative
Non-Trade License type UAE Legal Entity	Yes	Entity Representative
Non-Trade License type UAE Legal Entity	No	Agent
Natural person outside UAE	No	Agent
Legal entity outside UAE	No	Agent

## 2. Applicant Login

Click here to go back to the [Table of Content](#)



# Applicant Login 1/4



Please open the Ministry of Economy website by clicking the following URL: <https://www.moec.gov.ae/en/home>

The screenshot shows the homepage of the United Arab Emirates Ministry of Economy. At the top left is the logo and name of the ministry. On the right, there are utility icons for Arabic language, search, chat, grid, volume, refresh, and settings. A horizontal navigation menu contains the following items: About Us, Grow in UAE, eServices, Entrepreneurship, Legislations, Regulation of Business, International Partnerships, Tourism, and Open Data. The main content area features a large banner for 'GREEN HORIZON' with the subtitle 'The Dynamics of Global Trade Sustainability'. A blue dashed box with a '1' in a circle and an arrow points to the 'eServices' menu item. Below the banner is a 'Read more' button and a series of seven small circles, with the first one filled. On the left side, there are several icons: a network icon, a mail icon, a document icon, a circular profile icon, and a 'Back to Top' button.



## Applicant Login 2/4



Upon clicking the button indicated below, the system will direct you to another page to login to the platform.

The screenshot shows the website interface for the Ministry of Economy's eServices. At the top, there is a header with the logo and navigation menu. The main content area features a breadcrumb trail 'Home > eServices' and a section titled 'Apply for Ministry of Economy's eServices'. A text block describes the services offered. A 'Workspace' button is highlighted with a blue dashed box and a callout box containing the number '1' and the text 'Click on the "Workspace" button'. A blue arrow points from the callout box to the 'Workspace' button. Below the main content, there is a 'Back to Top' link and a section for 'Consumer Protection and Commercial Control Services' with a brief description.

UNITED ARAB EMIRATES  
MINISTRY OF ECONOMY

عربي

About Us Grow in UAE eServices Entrepreneurship Legislations Regulation of Business International Partnerships Tourism Open Data

Home > eServices

Apply for

### Ministry of Economy's eServices

The Ministry of Economy offers various easily accessible services explicitly designed to meet the needs and requirements of individual and corporate customers and government entities. They include trademark services, control, consumer protection, patent services, industrial designs, and many more. All you have to do is select the required service, follow the steps and procedures to avail of the same, check relevant terms and conditions, requirements, and fees, and finally submit your application online.

Workspace

Back to Top

**Consumer Protection and Commercial Control Services**

There are many services related to competition and consumer protection, which allow consumers to raise complaints so that appropriate measures can be taken. Customers can also submit requests for recall of goods to be studied and considered. Each service specifies the conditions, requirements and documents that must be provided.



## Applicant Login 3/4



You can login with UAE PASS as well.

The screenshot shows the login interface of the United Arab Emirates Ministry of Economy. The header includes the ministry's logo and name, and a navigation bar with icons for home, search, mail, RSS, chat, help, and settings. The main content area is divided into two sections. The left section, titled "Sign in with the ministry's account", contains a login form with fields for "Username \*" and "Password \*", a "Forgot Username?" link, a "Forgot Password?" link, a "Stay signed in" checkbox, and a "Sign in" button. The right section, titled "Sign in with UAE PASS", features the UAE PASS logo, a description: "A single trusted digital identity for all citizens, residents and visitors", and an "Employee login" button. Two blue dashed boxes with arrows provide instructions: the first box, labeled "1", points to the username and password fields with the text "Enter your Username and Password"; the second box, labeled "2", points to the "Sign in" button with the text "Click on the 'Sign in' button".

UNITED ARAB EMIRATES  
MINISTRY OF ECONOMY

Sign in with the ministry's account

1 Enter your Username and Password

Username \*

Username

Password \*

Forgot Username? Forgot Password?

Stay signed in

Sign in

Or

Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors

Employee login

2 Click on the "Sign in" button



## Applicant Login 4/4



Once you login, you will land on your workspace where you can see an overview of tasks, requests and other important information.

The screenshot shows the user's workspace dashboard. At the top left is the Ministry of Economy logo and name. The top right contains navigation icons for language (العربية), search, mail, chat, help, grid, volume, settings, and a user profile for 'Welcome Ali Mounir'. Below the header is a navigation bar with 'Ministry of Economy' and 'e-Services' tabs. A menu bar includes 'Requests', 'Closed Requests', 'Documents', 'Payments History', and 'Notifications'. The main workspace area features a 'Requests' section with a donut chart showing the status of requests: Draft (orange), In-Progress (green), and Closed (grey). To the right are four summary cards: '16 Tasks' (with a checklist icon), '16 Drafts' (with a document icon), '0 Output' (with a folder icon), and '0 Payments (AED)' (with a coin icon). A 'Notifications' card is partially visible at the bottom right. Two callout boxes provide additional context: one points to the '16 Tasks' card stating 'Note: Here you can see any pending tasks such as pending payment for a submitted application', and another points to the '16 Drafts' card stating 'Note: Here you can see the applications drafts (not-submitted)'.

## 3. Apply for Patent

- Submitting a Patent Application
- Accessing Submitted and Unpaid Applications
- Accessing Draft Applications



# Submitting a Patent Application 1/12



Please open the Ministry of Economy website by clicking the following URL: <https://www.moec.gov.ae/en/home>

The screenshot shows the homepage of the United Arab Emirates Ministry of Economy. At the top left is the logo and name of the Ministry. On the right, there are utility icons for Arabic language, search, chat, grid, volume, refresh, and settings. A horizontal navigation menu contains the following items: About Us, Grow in UAE, eServices, Entrepreneurship, Legislations, Regulation of Business, International Partnerships, Tourism, and Open Data. A blue dashed box with a '1' in a circle and an arrow points to the 'eServices' menu item. Below the navigation menu is a large banner for 'GREEN HORIZON' with the subtitle 'The Dynamics of Global Trade Sustainability'. A 'Read more' button is visible below the banner. On the left side of the page, there are several vertical icons: a network icon, a mail icon, a document icon, a circular icon with a waveform, and a 'Back to Top' button at the bottom left. A series of seven small circles is located at the bottom of the banner area.



## Submitting a Patent Application 2/12



Scroll down through the page until you find the “Patents and Industrial Design Services”.

1  
Click on this service to see more information

<b>Patents and Industrial Design Services</b>	<p>This services related to patents and industrial models, where the customer can submit an application online to obtain a patent or temporary protection for an invention, drawing or model, in addition to the services related to agents of industrial property registration, owners, undertaking and registration of licensing, and registration, modification or termination of the license.</p> <p><a href="#">Start</a></p>
<b>Foreign Company Services</b>	<p>Through this services, the Ministry of Economy seeks to regulate the work of branches of foreign companies wishing to open branches in the UAE, in a way that contributes to providing an attractive and supportive economic environment for foreign investment in the country. Registration of a branch of a foreign facility, and others.</p> <p><a href="#">Start</a></p>
<b>Trade Remedies</b>	<p>With this service, the Ministry aims to issue exceptional permits for exempted products which listed in ministerial decisions and circulars issued regarding the imposition of anti-dumping, countervailing and safeguard measures, upon clients request to present them at customs ports, such as a permit to export and re-export wheat and wheat flour</p> <p><a href="#">Start</a></p>
<b>Technical Support Service</b>	<p>Service provided by the Ministry Of Economy to support its customers and receive technical support requests for managing user accounts and support requests for electronic services</p> <p><a href="#">Start</a></p>



Back to Top



# Submitting a Patent Application 3/12



This service includes multiple sub-services, but in our example here we will apply (register) for a new patent.

**Note: Review the available services to get more insights about the possibilities**

**1** Click on "Service Details"

Patents and Industrial Design Services

This services related to patents and industrial models, where the customer obtain a patent or temporary protection for an invention, drawing or model, agents of industrial property registration, owners, undertaking and registration, modification or termination of the license.

← Start

Register Patents	← Service details	← Start the service
Apply for Utility Certificate	← Service details	← Start the service
Apply for Industrial Design	← Service details	← Start the service
Apply for Preliminary Amendment	← Service details	← Start the service
Apply for Data Correction and Modification	← Service details	← Start the service
Request Change of Owners	← Service details	← Start the service
Modify Agent	← Service details	← Start the service
Register License	← Service details	← Start the service

Back to Top



# Submitting a Patent Application 4/12



This page contains very valuable information about the service. Please read it thoroughly.



## Register Patents

This service allows customers to submit an official request to the MoE Development of Innovation in the Economy and Patents Department (DIEPD) for a patent, as per the federal law and executive regulations.

1

Click on the  
"Start Service"  
button

← Start Service



Service Type

Procedural



Average Duration for  
Service Delivery

7 months from the date of submitting the application until the completion of the legal examination  
42 months from the date of paying examination fees until the date of receiving the examination results  
3 months from the date of paying publication fees until the issuance of the patent



## Service Fees

New application

AED 1,000 for individuals

AED 2,000 for companies

- Request search and first examination:

AED 7,000 for individuals

AED 7,000 for companies

- Request 2nd/3rd examination:

AED 5,000 for individuals

AED 5,000 for companies



Back  
to Top



# Submitting a Patent Application 5/12



You can login with UAE PASS as well.

The screenshot shows the login interface of the United Arab Emirates Ministry of Economy. The header includes the ministry's logo and name, and a navigation bar with icons for home, search, mail, RSS, chat, help, and settings. The main content area is divided into two sections. The left section, titled "Sign in with the ministry's account", contains a form with fields for "Username \*" and "Password \*", a "Forgot Username?" link, a "Forgot Password?" link, a "Stay signed in" checkbox, and a "Sign in" button. The right section, titled "Sign in with UAE PASS", features the UAE PASS logo, a description: "A single trusted digital identity for all citizens, residents and visitors", and an "Employee login" button. Two blue dashed boxes with arrows provide instructions: box 1 points to the username and password fields, and box 2 points to the "Sign in" button.

1 Enter your Username and Password

2 Click on the "Sign in" button

Sign in with the ministry's account

Username \*

Username

Password \*

Forgot Username? Forgot Password?

Stay signed in

Sign in

Or

Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors

Employee login



# Submitting a Patent Application 6/12



When you scroll down through this page, you will get to the application form fields.

The screenshot shows the 'Apply for Patent' page with the following elements:

- Header:** United Arab Emirates Ministry of Economy logo and name, language selector (العربية), and user profile (Home Ali Mounir).
- Navigation:** Ministry of Economy, e-Services, Work, Closed Requests, Documents, Payments History, Notifications.
- Main Title:** Apply for Patent with a 'Print Request' button.
- Progress Indicator:** A circular progress bar showing 0% completion rate.
- Application Steps:** A horizontal flowchart with 12 steps, each with a percentage and a description of the step and the responsible party.
- Footer:** Application Information, Specifications, Applicant, Inventors, Attachments.

**Annotations:**

- A blue dashed box notes: "Note: You will land on 'Apply for Patent' page" pointing to the 'Work' menu item.
- A blue dashed box notes: "Note: Here you can track the progress of your application" pointing to the completion rate indicator.
- A red box highlights the application steps flowchart.
- A blue dashed box notes: "Note: Here you can see the steps your application has to go through" pointing to the application steps flowchart.

Step	Percentage	Step Description	Responsible Party
1	5%	Request Submission	Applicant
2	5%	Request Payment	Applicant
3	10%	Application Review	Employee
4	25%	Classification Officer	Employee
4	0%	Application Review	Supervisor Employee
5	0%	Legal Examination	Employee
6	0%	Request search & First Examination	Applicant
6	0%	Classification Officer Approval	Employee
7	50%	Substantive Examination	Employee
8	0%	Defence Study	Employee
8	0%	Legal Examination	Supervisor Employee
8	5%	Ministry Decision	Employee
8	0%	Round fee payment	Applicant
9	0%	Waiting Final Rejection	Applicant
10	5%	Registration Payment	Applicant
11	0%	Patent Group Approval	Leader Employee
12	0%	Patent Substantive Approval	Supervisor Employee

**Footer Note:** All attachments must be translated into Arabic (if not in arabic) and include a calendar year



## Submitting a Patent Application 7/12



Please note that the below tabs (and fields within each tab) might differ based on your value selection in some fields. For example, if your application type is not PCT, then you will not see the PCT/Priority tab shown the screenshot below.

**Note: You will see the form tabs above the form. You have to fill at least all mandatory fields in all tabs.**

1 Select "Patent" from the list

2 Fill out at least all mandatory fields

3 Click on the "Save" button

Application Information PCT / Priority Specifications Applicant Inventors Attachments

Domain Type\* Patent Requester Type\* Natural Person Application Type\* PCT National Entry

Title (English)\* Title (Arabic)\*

Abstract (English)\* Abstract (Arabic)\*

App

Submit Save Back to Workspace



## Submitting a Patent Application 8/12



When you click on “Save”, your application will be saved as a draft, and you can access it anytime later. For more info, refer to the section “Accessing Draft Applications” in this manual.

Application Information   PCT / Priority   Specifications   Applicant   Inventors   Attachments

Domain Type\*   Requester Type\*   Application Type\*

Patent   Natural Person   PCT National Entry

Title (English)\*   Title (Arabic)\*

123/123456/123456   123/123456/123456

Abstract (English)\*   Abstract (Arabic)\*

123/123456/123456

Applicant Comment ⓘ

Apply for Patent service

Request Saved Successfully

DRAFT-Patents-PTA-87

Submit   Save   Back to Workspace   Continue

Back to W

2 Click on the next tab to complete the rest of the fields

1 Click on “Continue”



# Submitting a Patent Application 9/12



You have to fill out at least all mandatory fields in all tabs before being able to submit the application and pay the required fees

Application Information   **PCT / Priority**   Specifications   Applicant   Inventors   Attachments

**PCT International Application**

International Application No \*

International Filing Date \*   Application language \*   Int Publication No \*   Int Publication Date \*

19-Oct-2023      11-2365   17-Jan-2024

Class Code	Class	Version
H99Z 99/00	Subject matter not otherwise provided for in this section Subject matter not otherwise provided for in this section	2014.01
H05K 13/00	Apparatus or processes specially adapted for manufacturing or adjusting assemblages of electric components Apparatus or processes specially adapted for manufacturing or adjusting assemblages of electric components	2014.01

**Priority Information**

**Note: If you have a PCT number, you can insert it here and then click on "Fetch Information"**

**1** Fill out at least all mandatory fields

**2** Click on the next tab to complete the rest of the fields



# Submitting a Patent Application 10/12



Please make sure to fill out at least all mandatory information in all tabs so that you can submit the application.

Application Information   PCT / Priority   Specifications   Applicant   Inventors   Attachments

**Formality**

F21. Deed of Assignment or equivalent

Select

Extensions .pdf   Number of files 1

P0000839\_Req.\_11\_8\_... X

Add files +

**Note: Make sure you filled out at least all mandatory fields and uploaded all mandatory attachments in all tabs**

F31. Certificate of Incorporation or equivalent

Select

Add files +

Extensions .pdf   Number of files 1   File space 5 MB

P0000839\_Req.\_11\_8\_... X

F11. Power of Attorney

Select

Add files +

Submit   Save   Delete Draft   Back to Workspace

1  
Click on the "Submit" button at the bottom of the page

Are you sure you want to submit

Cancel   Continue

2  
Click on "Continue"



## Submitting a Patent Application 11/12



If you click on “Pay Later”, you can come back again to the platform and pay from the tasks page

The screenshot shows a two-step process for submitting a patent application. Step 1 involves clicking the "Pay Now" button on the "Apply for Patent service" page. Step 2 involves clicking the "Pay" button on the "Payment" page. A table in the background shows the payment details for the application.

**1** Click on “Pay Now”

**2** Click on the “Pay” button

**Note:** You have the option to pay later if you wish

	Quantity	Amount (AED)	Total (AED)
Apply for a patent (e-Service) - Person - Inside UAE - Without Special Benefits	1	1,000	1,000



# Submitting a Patent Application 12/12



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

### Payment

1 Enter the card information

2 Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month Year  
Month Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

### Invoice Details

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



## Accessing Submitted and Unpaid Applications 1/3



If you clicked “Pay Later”, then follow the below steps to pay the fees. If you submit your application and choose to pay later then you will find it in your “Tasks” page within your Workspace.

The screenshot shows the user interface of the Ministry of Economy e-Services. The top navigation bar includes the Ministry of Economy logo, the text "UNITED ARAB EMIRATES MINISTRY OF ECONOMY", and a user profile "Welcome Ali Mounir". Below this is a horizontal menu with tabs: "Ministry of Economy", "e-Services", "Workspace", "Tasks", "Drafts", "In-Progress Requests", "Closed Requests", "Documents", "Payments History", and "Notifications". The "Workspace" tab is selected and highlighted with a blue underline. A blue dashed box with a "1" and an arrow points to the "Workspace" tab, with the text "Click on the 'Workspace' tab".

The main content area is titled "Workspace" and features a "Requests" section with a donut chart. The chart is divided into three segments: Draft (orange), In-Progress (green), and Closed (grey). A legend below the chart identifies these segments. To the right of the chart are four summary cards:

- 14 Tasks**: Represented by a checklist icon.
- 16 Drafts**: Represented by a document icon.
- 0 Payments (AED)**: Represented by a document and coin icon.
- 257 Notifications**: Represented by a speech bubble and bell icon.

A second blue dashed box with a "2" and an arrow points to the "14 Tasks" card, with the text "Click on the 'Tasks' button".



## Accessing Submitted and Unpaid Applications 2/3



You can identify your submitted unpaid application using the “Request Status” column. It should be “Pending on request fees payment”.

Ministry of Economy | e-Services | Workspace | **Tasks** | Drafts | In-Progress Requests | Closed Requests | Documents | Payments History | Notifications

### Tasks

14 Tasks

Reference No.	Service Category	Service Name	Request Submission Date	Request Status	Task Name	Task Date	Task Elapsed Time (Days)	
MOE-Patents-AGR-0000002-20240117	Patents and Industrial Design Services	Request for Renewing an IP Agent Registration	17-01-2024 04:24 AM	Pending on request fees payment	Submit Request	17-01-2024 04:24 AM	1 Days	Details →
MOE-Patents-PTA-0000064-20240117	Patents and Industrial Design Services	Apply for Patent	17-01-2024 04:53 PM	Pending on request fees payment	Request Payment	17-01-2024 04:53 PM	1 Days	Details →

13 to 14 of 14 items

1 2 >

1 Click on “Details” beside the required application

اقتصاد • امارات  
Media Centre  
Contact Us  
FAQs

Ministry of Economy's Unified Number  
800 1222

Ministry of Economy Dashboards App

All rights reserved. Ministry of Economy United Arab Emirates  
2020

Additional Components

تواصل 171 TAWASUL



## Accessing Submitted and Unpaid Applications 3/3



Once you click on “Pay”, you will be directed to the payment gateway of the bank.

Application Information   PCT / Priority   Specifications   Applicant   Inventors   Attachments   **Payment**   Actions

### Electronic Payment Details

*i* No Refund policies will be applied

Name	Quantity	Amount (AED)	Total (AED)
 Apply for a patent (e-Service) - Person - Inside UAE - Without Special Benefits	1	1,000	1,000

Applicant Comment *i*

**1** Click on the “Pay” button

[← Edit](#)   [← Pay](#)



## Accessing Draft Applications



When you save your application, it will be saved as a draft, and you can access it anytime in the “Drafts” page within your Workspace.

The screenshot displays the workspace interface with the following elements:

- Header:** United Arab Emirates Ministry of Economy logo and name, language selector (العربية), search, mail, chat, help, and user profile (Welcome Ali Mounir).
- Navigation Menu:** Ministry of Economy, e-Services, **Workspace** (highlighted), Tasks, Drafts, In-Progress Requests, Closed Requests, Documents, Payments History, Notifications.
- Workspace Content:**
  - Requests:** A donut chart showing the status of requests: Draft (orange), In-Progress (green), and Closed (grey).
  - Tasks:** 14 Tasks (represented by a checklist icon).
  - Drafts:** 16 Drafts (represented by a document icon).
  - Output:** 0 Output (represented by a folder icon).
  - Payments (AED):** 0 Payments (AED) (represented by a stack of coins icon).
  - Notifications:** 57 Notifications (represented by a bell icon).

Two numbered callouts provide instructions:

1. Click on the “Workspace” tab (indicated by a blue dashed box and arrow).
2. Click on the “Drafts” button (indicated by a blue dashed box and arrow).

## 4. Amendment/Re-Amendment & Additional Fee Payment Orders

- Respond to a Request for Amendment/Re-amendment Orders
- Respond to a Request For Additional Fee Payment Order



## Respond to a Request for Amendment/Re-amendment Orders 1/7



You might get a request to amend your application during the legal or substantive examination phases.

The screenshot shows the 'Workspace' section of the Ministry of Economy e-Services portal. The user is logged in as 'Ali Mounir'. A navigation menu includes 'Ministry of Economy', 'e-Services', 'Workspace', 'Tasks', 'Drafts', 'In-Progress Requests', 'Closed Requests', 'Documents', 'Payments History', and 'Notifications'. The 'Workspace' area features a 'Requests' dashboard with a donut chart showing the status of requests: Draft (orange), In-Progress (green), and Closed (grey). Below the chart are statistics for 'Tasks' (17), 'Output' (0), 'Payments (AED)' (0), and 'Notifications' (325). A dropdown menu is open, showing options like 'Edit Profile', 'Entities List', 'Change Email', 'Change Password', 'Manage Two-Factor Authentication', 'Manage Notification Preference', 'My Industrial Properties', 'Manage IP Agent Profile', and 'Sign Out'. Two annotations are present: '1 Click on You name' pointing to the user's name in the top right, and '2 Click on "My Industrial Properties"' pointing to the corresponding menu item.

1 Click on You name

2 Click on "My Industrial Properties"



## Respond to a Request for Amendment/Re-amendment Orders 2/7



When you receive an email about “Request for Amendment Order” or “Request for Re-Amendment Order” , then you are required to amend your application as per the instructions/requirements mentioned in the email.

Ministry of Economy | e-Services | Workspace | Tasks | Drafts | In-Progress Requests | Closed Requests | Documents

**Note: You can use the search to find the required application**

### Patent Filing List

Pay Annual Fee | Pay External Annual Fee

1 Patent Application

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Details	Action
P2024-00095	25 Jan 2024	test 123	Patent	PCT National Entry	Amendment (Re-amendment) order in legal examination pending	No	Details →	⋮

1 to 1 of 1 items

1 Click on the three dots button beside the required application

2 Go to “Manage Patent” then “Submit amendment or missing document”

- Submit amendment or missing document
- Apply For Express Examination
- Respond to Registration payment orders
- Respond to 1st SE payment orders
- Respond to Reexamination payment orders
- Representative Management
- Manage Patent >
- License
- Pledge
- Appeal to Committee >
- Documents >

اقتصاد • امارات  
Media Centre  
Contact Us

Ministry of Economy  
800 1222

All rights reserved. Ministry of Economy United Arab Emirates



## Respond to a Request for Amendment/Re-amendment Orders 3/7



Please note that not all fields will be editable. You may edit only certain fields/attachments, and make sure to do this in light of the comments in the received email.

The screenshot displays a web application interface for responding to amendment requests. At the top right, a progress indicator shows '100%' and a circled '1' next to the text 'Submit request Applicant'. A note box with a dashed border states: 'Note: Go through the application tabs/fields'. Below this, a grey bar contains an information icon and the text: 'All attachments must be submitted in Arabic (or not in Arabic) and include a calendar year'. A red-bordered navigation bar contains the following tabs: 'Application Information', 'PCT / Priority', 'Specifications', 'Applicant', 'Inventors', 'Attachments', and 'Payment'. The 'Specifications' tab is currently selected. Below the navigation bar, there are two text input fields for 'Description(English)\*' and 'Description (Arabic)\*'. Both fields have rich text editors with toolbars. A note box with a dashed border points to the 'Specifications' tab and the description fields, stating: 'Note: Amend as per the new requirements/request'. The English description field contains the text '123/123456/123456' with the last part highlighted in blue. The Arabic description field contains the text '123/123456/123456'.



# Respond to a Request for Amendment/Re-amendment Orders 4/7



Please note that you need to pay fees after submitting the amendment order.

Application Information   PCT / Priority   Specifications   Applicant   Inventors   **Attachments**   Actions   Payment

Title:  Document:

Title	Category	Type	Created Date	Actions
Document.pdf	Other	Objection File	25-01-2024 16:06:52	<input type="button" value="Edit"/> <input type="button" value="Download"/>

**1** When you are done, click "Submit"

**Note:** you can click on "Save" and come back to the application later if you are still not ready to submit it

**2** Click on "Continue"

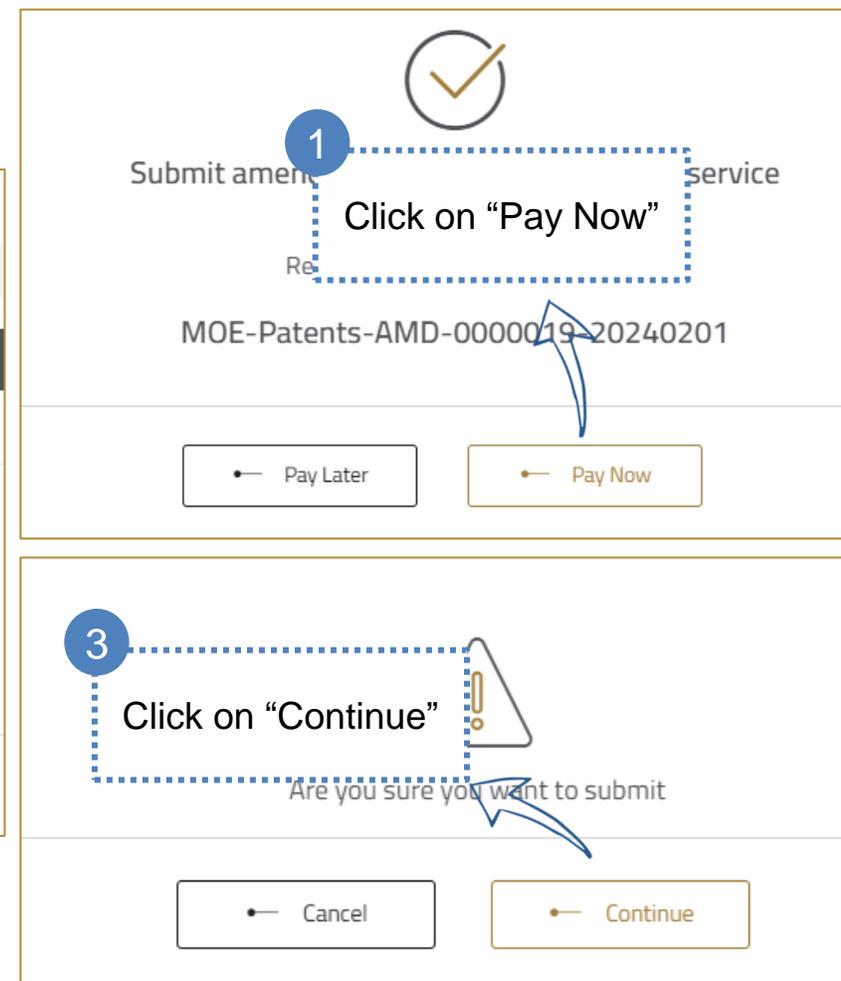
Are you sure you want to submit

**Note:** Here you can change the attachment for example



## Respond to a Request for Amendment/Re-amendment Orders 5/7

 You may write a comment in the “Applicant Comment” field below.



Submit amendment service

1 Click on “Pay Now”

MOE-Patents-AMD-0000019-20240201

Pay Later Pay Now

3 Click on “Continue”

Are you sure you want to submit

Cancel Continue

### Electronic Payment Details

 No Refund policies will be applied

Name	Quantity	Amount (AED)
Submit Amendment or Missing Documents (NP)	1	200

Note: Here you can write a comment

Applicant Comment 

Pay

2 Click on “Pay”



# Respond to a Request for Amendment/Re-amendment Orders 6/7



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

**Payment**

**1** Enter the card information

**2** Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month Year  
Month Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

**Invoice Details**

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



# Respond to a Request for Amendment/Re-amendment Orders 7/7



You will get a confirmation of your payment

**i** No Refund policies will be applied

Payment Reference Number : c09c93dc-2229-439b-92ef-a920ead7c110

Request Reference Number : MOE-Patents-AMD-0000020-20240201

Payment Date : 01-02-2024 | 04:24:01 PM **i**

Task Name : Payment

Payment Method	Payment Result	Receipt Number
Card	Fees were paid successfully	475824014403207068

Service Name	Quantity	Amount (AED)	Total (AED)
Objection to the registration of a trade	1	7500	7500



# Respond to a Request For Additional Fee Payment Order 1/5



You might get a request to amend your application during the legal or substantive examination phases.

The screenshot shows the 'Workspace' section of the Ministry of Economy e-Services portal. The user is logged in as 'Ali Mounir'. A navigation menu includes 'Ministry of Economy', 'e-Services', 'Workspace', 'Tasks', 'Drafts', 'In-Progress Requests', 'Closed Requests', 'Documents', 'Payments History', and 'Notifications'. The 'Workspace' area features a 'Requests' donut chart and several summary cards: '17 Tasks', '0 Output', '0 Payments (AED)', and '325 Notifications'. A dropdown menu is open, showing options like 'Edit Profile', 'Entities List', 'Change Email', 'Change Password', 'Manage Two-Factor Authentication', 'Manage Notification Preference', 'My Industrial Properties', 'Manage IP Agent Profile', and 'Sign Out'. Two annotations are present: '1 Click on You name' pointing to the user's name in the top right, and '2 Click on "My Industrial Properties"' pointing to the corresponding menu item.

1 Click on You name

2 Click on "My Industrial Properties"

Requests

17 Tasks

0 Output

0 Payments (AED)

325 Notifications

Legend: Draft (Orange), In-Progress (Green), Closed (Grey)

- Edit Profile
- Entities List
- Change Email
- Change Password
- Manage Two-Factor Authentication
- Manage Notification Preference
- My Industrial Properties
- Manage IP Agent Profile
- Sign Out



## Respond to a Request For Additional Fee Payment Order 2/5



When you receive an email about “Request For Additional Fee Payment Order”, then you need to access your application and pay the required amount.

The screenshot shows the Ministry of Economy e-Services portal. The top navigation bar includes: Ministry of Economy, e-Services, Workspace, Tasks, Drafts, In-Progress Requests, Closed Requests, Documents, and Payments History. The main heading is "Patent Filing List". Below the heading are two buttons: "Pay Annual Fee" and "Pay External Annual Fee". A notification indicates "1 Patent Application". A table lists the application details:

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Details
P2024-00106	26 Jan 2024	test 12	Patent	PCT National Entry	Amendment (Re-amendment) order in legal examination pending	No	Details →

A confirmation dialog is displayed in the foreground with the text: "Are you sure you want to proceed with paying the additional fee payment order?". It has "No" and "Yes" buttons. A dropdown menu is open for the application, with "Respond to additional payment orders" selected. A search bar in the top right corner is also visible.

**Note:** You can use the search to find the required application

1 Click on the three dots button beside the required application

2 Go to “Manage Patent” then “Respond to additional payment orders”

3 Click on “Yes”



# Respond to a Request For Additional Fee Payment Order 3/5



You can see the required amount with the reason for this orders. After putting a check mark on the box beside the payment order, you need to scroll down and click on the “Pay” button.

Request Number  
MOE-Patents-APO-0000013-20240126

Request Submission Date  
09:31 AM | 26-01-2024

Request Status  
Pending on request fees payment

Last Modified Date  
09:31 AM | 26-01-2024

*i* All attachments must be translated into Arabic (if not in arabic) and include a calendar year

Domain : Patent

Application No. : P2024-00106

Filing Date in UAE : 26-01-2024

Applicant type : Natural Person Inside UAE

Anniversary : 1

Valid Until : 26-01-2025

### Electronic Payment Details

*i* No Refund policies will be applied

Name	Quantity	Order Date	Reason	Amount (AED)
<input checked="" type="checkbox"/> Additional Fee Payment Order	1	26-01-2024	Kindly pay.....1,2,3	1,000

Pay [Cancel Request](#)

Are you sure you want to submit

Cancel
Continue

1

Check the box

3

Click on “Continue”

2

Click on “Pay” at the bottom

3

Note: This is the amount with some details



# Respond to a Request For Additional Fee Payment Order 5/5



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

### Payment

**1** Enter the card information

Session time left: 00:04:17

**2** Check the terms & conditions box, then click on “Pay Now”

I agree to [Terms&Conditions](#)

Pay Now

### Invoice Details

**Objection to the registration of a trade** Service

Amount :	AED
Tax Amount :	AED
Total With Tax :	AED
<b>Total</b>	

**Card Charges** Request Fees

Amount :	AED
Tax Amount :	AED
Total With Tax :	AED
<b>Total</b>	

**Total Tax** AED

**Total Amount** AED

Powered By: ATB

# 5. Substantive Examination

- Respond to 1<sup>st</sup> Substantive Payment Orders



## Respond to 1st Substantive Payment Orders 1/5



You will get to the screen below after logging in to the platform. Please refer to “Applicant Login” section of the manual.

The screenshot shows the user interface of the Ministry of Economy e-Services platform. The top navigation bar includes the Ministry of Economy logo and the text "UNITED ARAB EMIRATES MINISTRY OF ECONOMY". Below the navigation bar, the "Workspace" section is active, displaying a "Requests" donut chart and several summary cards. A dropdown menu is open, showing options like "Edit Profile", "Entities List", "Change Email", "Change Password", "Manage Two-Factor Authentication", "Manage Notification Preference", "My Industrial Properties", "Manage IP Agent Profile", and "Sign Out".

**Annotations:**

- 1** Click on "You name" (indicated by a blue dashed box and arrow pointing to the user profile in the top right corner).
- 2** Click on "My Industrial Properties" (indicated by a blue dashed box and arrow pointing to the corresponding menu item).

**Dashboard Summary:**

- Requests:** Donut chart showing Draft (orange), In-Progress (green), and Closed (grey) status.
- Tasks:** 17 Tasks (represented by a checklist icon).
- Output:** 0 Output (represented by a folder icon).
- Payments (AED):** 0 Payments (AED) (represented by a stack of coins icon).
- Notifications:** 325 Notifications (represented by a bell icon).



## Respond to 1st Substantive Payment Orders 2/5



After the conclusion of the legal examination, you receive an email about asking you to pay the 1<sup>st</sup> substantive examination payment order.

**Patent Filling List**

Pay Annual Fee    Pay External Annual Fee

1 Patent Application

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Action
P2024-00160	4 Feb 2024	123/123456/123456111	Patent	PCT National Entry	First Examination Fee Payment Waiting	No	⋮

1 to 1 of 1 items

**Note: You can use the search to find the required application**

**1** Click on the three dots button beside the required application

Ministry of Economy's Unified Number  
800 1222

All rights reserved. Ministry of Economy United Arab Emirates 2020  
[www.moec.gov.ae](http://www.moec.gov.ae)

Screen resolution should be 1366 x 768 for best browsing experience. Browser Compatibility: Microsoft Edge , Firefox 97.0+, Safari 15+, Google Chrome 99.0+ .

Ministry of Economy Da  
Additional Components

- View Details
- Representative Management
- Manage Patent >
- License
- Pledge
- Appeal to Committee >
- Documents >
- Maintenance & Modification >

Submit amendment or missing document

Apply For Express Examination

Respond to Registration payment orders

**Respond to 1st SE payment orders**

Respond to Reexamination payment orders

**2** Go to "Respond to 1<sup>st</sup> SE payment orders"

**3** Click on "Yes"

Are you sure you want to proceed with paying 1st SE fee round payment?

No    Yes



## Respond to 1st Substantive Payment Orders 3/5



You may write a comment in the “Applicant Comment” field below.

Filing Date in UAE : 04-02-2024	<b>Name</b>	<b>Quantity</b>	<b>Amount (AED)</b>	<b>Total (AED)</b>
Applicant type : Natural Person Inside UAE				
Anniversary : 1				
Valid Until : 04-02-2025				
Abandonment Date : -NA				
Current Legal Status : SE-FP-P-01				
Express Examination : No				
<b>Note: Here you can write a comment</b>				
Applicant Comment				
<input type="text"/>				
<input type="button" value="Edit"/> <input type="button" value="Pay"/>				
<b>1</b> Click on “Pay”				
Are you sure you want to submit				
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>				
<b>2</b> Click on “Continue”				



# Respond to 1st Substantive Payment Orders 4/5



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

**Payment**

**1** Enter the card information

**2** Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month  
Month ▾

Year  
Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

**Invoice Details**

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



# Respond to 1st Substantive Payment Orders 5/5



You will get a confirmation of your payment

No Refund policies will be applied

Payment Reference Number : c09c93dc-2229-439b-92ef-a920ead7c110

Request Reference Number : MOE-Patents-AMD-0000020-20240201

Payment Date : 01-02-2024 | 04:24:01 PM

Task Name : Payment

Payment Method	Payment Result	Receipt Number
Card	Fees were paid successfully	475824014403207068

Service Name	Quantity	Amount (AED)	Total (AED)
Objection to the registration of a trade	1	7500	7500

# 6. Application Registration Fees

- Respond to Registration Payment Orders



## Respond to Registration Payment Orders 1/5



You will get to the screen below after logging in to the platform. Please refer to “Applicant Login” section of the manual.

The screenshot shows the user interface of the Ministry of Economy workspace. At the top left is the logo and name of the Ministry of Economy. A navigation bar contains several menu items: Ministry of Economy, e-Services, Workspace (highlighted), Tasks, Drafts, In-Progress Requests, Closed Requests, Documents, Payments History, and Notifications. The main content area is titled "Workspace" and features a "Requests" section with a donut chart showing the status of requests: Draft (orange), In-Progress (green), and Closed (grey). Below the chart are five summary cards: "17 Tasks", "0 Output", "0 Payments (AED)", and "325 Notifications". A user profile dropdown menu is open, showing options like "Edit Profile", "Entities List", "Change Email", "Change Password", "Manage Two-Factor Authentication", "Manage Notification Preference", "My Industrial Properties", "Manage IP Agent Profile", and "Sign Out".

**1** Click on You name

**2** Click on “My Industrial Properties”

Category	Count
Tasks	17
Output	0
Payments (AED)	0
Notifications	325



## Respond to Registration Payment Orders 2/5



After the conclusion of the substantive examination, you receive an email about asking you to pay the registration payment order.

### Patent Filing List

Pay Annual Fee    Pay External Annual Fee

1 Patent Application

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Action
P2024-00164	5 Feb 2024	123/123456/12345611111111111111	Patent	PCT National Entry	Amendment (re-amendment) order in 01 round examination pending	No	

1 to 1 of 1 items

**Note: You can use the search to find the required application**

**1** Click on the three dots button beside the required application

Ministry of Economy's Unified Number  
1222

Ministry of Economy Dashboard

Additional Components

- Submit amendment or missing document
- Apply For Express Examination
- Respond to Registration payment orders**
- Respond to 1st EE payment orders
- Respond to Reexamination payment orders

- View Details
- Representative Management
- Manage Patent
- License
- Pledge
- Appeal to Committee
- Documents
- Maintenance & Modification

**2** Go to "Respond to Registration payment orders"

**3** Click on "Yes"

Are you sure you want to proceed with paying registration fee payment?

No    Yes



## Respond to Registration Payment Orders 3/5



You may write a comment in the “Applicant Comment” field below.

Filing Date in UAE : 04-02-2024	<b>Name</b>	<b>Quantity</b>	<b>Amount (AED)</b>	<b>Total (AED)</b>
Applicant type : Natural Person Inside UAE				
Anniversary : 1				
Valid Until : 04-02-2025				
Abandonment Date : -NA				
Current Legal Status : SE-FP-P-01				
Express Examination : No				

**Note: Here you can write a comment**

Applicant Comment

**1** Click on “Pay”

**2** Click on “Continue”

Are you sure you want to submit



# Respond to Registration Payment Orders 4/5



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

### Payment

1 Enter the card information

2 Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month Year  
Month Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

### Invoice Details

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



# Respond to Registration Payment Orders 5/5



You will get a confirmation of your payment

## Payment details



Print

*i* No Refund policies will be applied

Payment Reference Number : ad576292-bb28-42e7-b117-e8371b4aa7dd

Request Reference Number : MOE-Patents-RFP-0000003-20240205

Payment Date : 05-02-2024 | 12:17:09 PM *i*

Task Name : Pending on payment

Payment Method	Payment Result	Receipt Number
Card	Fees were paid successfully	476577322288085654

Service Name	Quantity	Amount (AED)	Total (AED)
Objection to the registration of a trade	1		

## 8. Pay Annual Fee

- Pay Annual Fee for Linked Applications
- Pay Annual Fee for the Not Linked Applications



# Pay Annual Fee for Linked Applications 1/5



Please note that you can pay for your linked applications, and you can pay for unlinked applications as well if you wish.

**1** Click on Your name

**2** Click on "My Industrial Properties"

**3** Click on "Pay Annual Fee"

Workspace Tasks Drafts In-Progress Requests Closed Requests Documents Payments History Notifications

Patent Filing List

Pay Annual Fee Pay External Annual Fee

6 Patent Applications

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Action
P2024-00195	12 Feb 2024	12-02-2024 - Withdraw legal examination	Patent	Normal Application without Priority	Waiting For Classification	No	...
P2024-00194	11 Feb 2024	a;i	Patent	PCT National Entry	PCT National Entry Review In Progress	No	...
P2024-00193	11 Feb 2024	POLYCARBONATE/PCT POLYESTER COMPOSITION, PREPARATION METHOD THEREFOR AND APPLICATION THEREOF	Patent	PCT National Entry	Rejection In Legal Examination Is Deemed	No	...
P2024-00192	11 Feb 2024	11-02-2024 - Substantive examination payment	Patent	Normal Application without Priority	Waiting For Completion In 01 Round Examination	No	...
P2024-00191	11 Feb 2024	11-02-2024 - Attached document	Patent	Normal Application without Priority	Waiting For Classification	No	...



# Pay Annual Fee for Linked Applications 2/5



Here you will see the applications with a pending annuity fee.

The screenshot shows the 'Pay Annual Fees' interface. At the top right, there is a 'Completion rate' indicator showing 0%. Below this, a progress bar shows 50% completion for 'Payment Applicant'. A table lists application details with a 'No. of Years' dropdown menu. Annotations 1, 2, and 3 provide step-by-step instructions: 1. Select the 'No. of Years' (pointing to the dropdown), 2. Tick the box beside the application number (pointing to the checkbox), and 3. Click on 'Generate Payment Details' (pointing to the button).

**3** Click on "Generate Payment Details"

**1** Select the "No. of Years"

**2** Tick the box beside the application number

Application Number	Application Date	No. of Years	Title(EN)	Domain	Application Type	Legal Status
<input checked="" type="checkbox"/> P2024-00192	11-02-2024	2nd Annual fee	11-02-2024 - Substantive examination payment	Patent	Normal Application without Priority	Waiting For Completion In 01 Round Examination



# Pay Annual Fee for Linked Applications 3/5



If you decide to pay for multiple years in advance, you will see each year fee detailed as in the screenshot below:

*All attachments must be translated into Arabic (if not in arabic) and include a calendar year*

P2024-00192 / Patent / Normal Application without Priority / 300.00 AED

Fee Code	Fee Name	Amount	Quantity
1134100203	Annuity Fees 3th	100.00 AED	1
1134100203	Annuity Fees 4th	100.00 AED	1
1134100203	Annuity Fees 5th	100.00 AED	1
<b>Total Amount</b>		<b>300.00 AED</b>	

Re-selection

Applicant Com...

**1** Click on "Submit"

**Note: This is a list of payments per year**

Are you sure you want to submit?

**2** Click on "Continue"

Pay Annual **3** service

Request Submitted

MOE-Patents-PAF-0000001-20240212

Pay Later

Pay Now

Submit Save Back to Workspace



# Pay Annual Fee for Linked Applications 4/5



Review the payment details and click on “Pay”.

*i* All attachments must be translated into Arabic (if not in arabic) and include a calendar year

## Electronic Payment Details

*i* No Refund policies will be applied

Name	Quantity	Amount (AED)	Total (AED)
3rd Annual Fee	1	100	100
4th Annual Fee	1	100	100
5th Annual Fee	1	100	100

1

Click on “Pay”



← Pay

2

Click on “Continue”



Are you sure you want to submit



← Cancel

→ Continue



# Pay Annual Fee for Linked Applications 5/5



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

**Payment**

**1** Enter the card information

**2** Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month Year  
Month Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

**Invoice Details**

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



# Pay Annual Fee for the Not Linked Applications 1/6



Please note that you can pay for your linked applications, and you can pay for unlinked applications as well if you wish.

The screenshot shows the user interface of the Ministry of Economy portal. At the top right, the user is logged in as 'Welcome Ali Mounir'. A dropdown menu is open, showing options like 'Edit Profile', 'Entities List', 'Change Email', 'Change Password', 'Manage Two-Factor Authentication', 'Manage Notification Preference', 'My Industrial Properties', 'Manage IP Agent Profile', and 'Sign Out'. Three numbered callouts provide instructions: 1. 'Click on Your name' points to the user's name in the top right. 2. 'Click on "My Industrial Properties"' points to the corresponding menu item. 3. 'Click on "Pay External Annual Fee"' points to the button in the 'Patent Filling List' section. The 'Patent Filling List' section shows a table with 6 patent applications. Below the table are two buttons: 'Pay Annual Fee' and 'Pay External Annual Fee'.

Application Number	Filing Date	Title	Category/Domain	Application Type	Legal Status	Express Examination	Action
P2024-00195	12 Feb 2024	12-02-2024 - Withdraw legal examination	Patent	Normal Application without Priority	Waiting For Classification	No	...
P2024-00194	11 Feb 2024	a;i	Patent	PCT National Entry	PCT National Entry Review In Progress	No	...
P2024-00193	11 Feb 2024	POLYCARBONATE/PCT POLYESTER COMPOSITION, PREPARATION METHOD THEREFOR AND APPLICATION THEREOF	Patent	PCT National Entry	Rejection In Legal Examination Is Deemed	No	...
P2024-00192	11 Feb 2024	11-02-2024 - Substantive examination payment	Patent	Normal Application without Priority	Waiting For Completion In 01 Round Examination	No	...
P2024-00191	11 Feb 2024	11-02-2024 - Attached document	Patent	Normal Application without Priority	Waiting For Classification	No	...



# Pay Annual Fee for the Not Linked Applications 2/6



Please note that you can pay for multiple applications at the same time.

**Pay Annual Fees** Completion rate **0%**

[Print Request](#)

50% **1**

Request Submitted Applicant

50% **2**

Payment Applicant

**4** Click on "Generate Payment Details"

**1** Enter the application number

**2** Click on the "+" icon beside the application

**3** Select the "No. of Years"

Application Number	No. of Years	Title(EN)	Domain	Application Type	Legal Status	Actions
<a href="#">P159/2006</a>	13th Annual Fee	Pharmaceutical Products Comprising Bisphosphonates	Patent	PCT National Entry	Re Examination Fee Payment Waiting For XX Round	+
<a href="#">P872/2006</a>	14th Annual Fee	System for Delivery of a Tracer in Fluid Transport Systems and Use Thereof	Patent	PCT National Entry	Registration Fee Payment Waiting	-



## Pay Annual Fee for the Not Linked Applications 3/6



If you select multiple applications, you will get a fee schedule for each application.

*All attachments must be translated into Arabic (if not in arabic) and include a calendar year*

**P872/2006 / Patent / PCT National Entry / 2,500.00 AED**

Fee Code	Fee Name	Amount	Quantity
1134100203	Annuity Fees 14th	2,500.00 AED	1
		0.00 AED	
<b>Total Amount</b>		<b>2,500.00 AED</b>	

**P159/2006 / Patent / PCT National Entry / 2,500.00 AED**

Fee Code	Fee Name	Amount	Quantity
1134100203	Annuity Fees 13th	2,500.00 AED	1
		0.00 AED	
<b>Total Amount</b>		<b>2,500.00 AED</b>	

Re-selection

Applicant ID

**1** Click on "Submit"

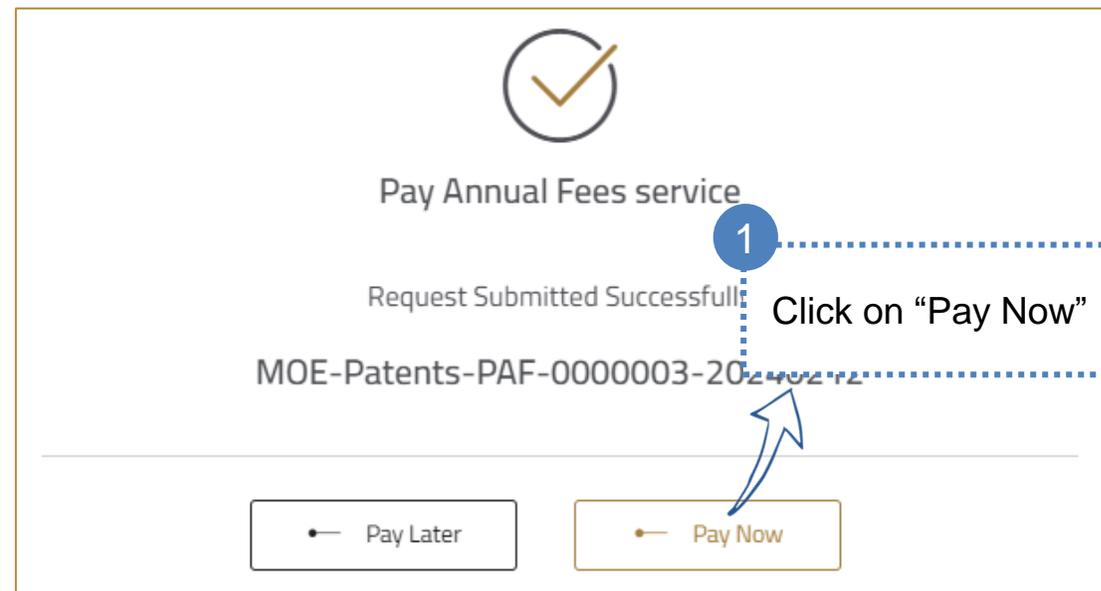
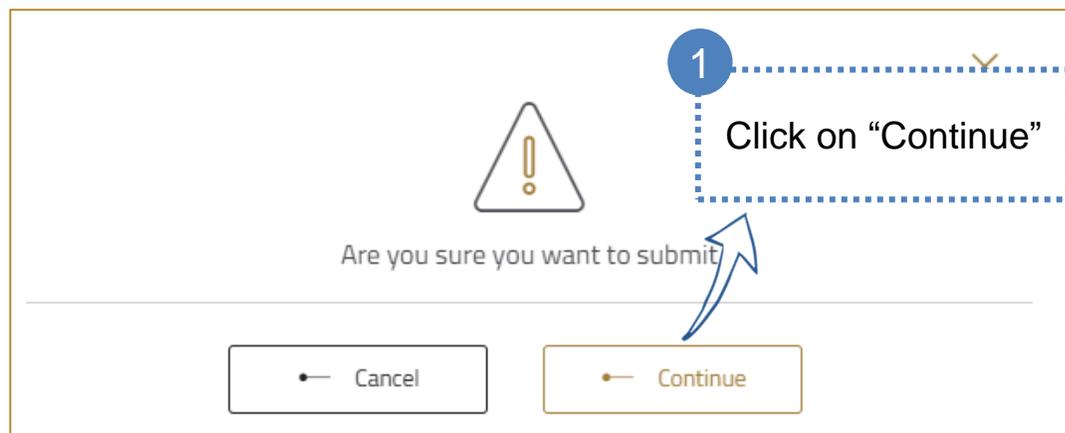
Submit Save Back to Workspace



## Pay Annual Fee for the Not Linked Applications 4/6



Please note that you can click on “Pay Later”, and when you want to pay, go to your “Taks” page to complete the process.





## Pay Annual Fee for the Not Linked Applications 5/6



Review the payment details and click on “Pay”.

All attachments must be translated into Arabic (if not in arabic) and include a calendar year

### Electronic Payment Details

No Refund policies will be applied

Name	Quantity	Amount (AED)	Total (AED)
13th Annual Fee (LE)	1	2,500	2,500
14th Annual Fee (LE)	1	2,500	2,500

Applicant Comment

1

Click on “Pay”

← Pay

2

Click on “Continue”



Are you sure you want to submit

← Cancel

← Continue



# Pay Annual Fee for the Not Linked Applications 6/6



We will select “Card” as an example for payment in this manual

Ministry of Economy English ▾

### Payment

1 Enter the card information

2 Check the terms & conditions box, then click on “Pay Now”

Session time left: 00:04:17

**Card**

Cardholder Name  
Cardholder Name

Card Number  
XXXX XXXX XXXX XXXX

Month Year  
Month Year

I agree to [Terms&Conditions](#)

Pay Now

Google Pay

Bank Transfer

### Invoice Details

**Objection to the registration of a trade** Service

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Card Charges** Request Fees

Amount : AED  
Tax Amount : AED  
Total With Tax : AED

**Total**

**Total Tax** AED  
**Total Amount** AED

Powered By: ATB



# Thank You



For further assistance, please contact the Ministry of Economy's call center:



Phone

8001222



Email

info@economy.ae



Working Hours

Sunday-Friday: 7:00am – 10pm



[www.moec.gov.ae](http://www.moec.gov.ae)



[economyae](https://www.youtube.com/economyae)



Ministry of Economy



[@economyae](https://twitter.com/economyae)



[economy.ae](https://www.instagram.com/economy.ae)



# User Manual Version Control

English Version	Date	Description of Changes	Editor	Approver
0.1	22-Jan-2024	First Draft	Inetum Project Team	MoEC
0.2	20-Feb-2024	Update screenshots	Inetum Project Team	MoEC