

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Foreword

The articles of the Gulf Cooperation Council (GCC) Trademark Law¹ (GCC Trademark Law), and the Implementing Regulations (Regulations) govern the registration, enforcement, and commercialisation of trademark rights throughout the GCC member states.²

Although a unified law, the GCC Trademark Law and Regulations do not enable trademark registration in multiple GCC member states through a single application or process. Registration requires the filing of a separate application with the trademark registration authority in each GCC state where protection through registration is required. The registration of trademarks in the Kingdom of Bahrain is administered by the Trademark Office, Directorate of Foreign Trade & Industrial Property, which is part of the Ministry of Industry, Commerce and Tourism.

Each GCC Member State will individually implement the GCC Trademark Law and the Implementing Regulations. In the Kingdom of Bahrain, the GCC Trademark Law and Implementing Regulations took effect on 29 May 2016.³

Applications for the registration of a trademark submitted before the coming into force of these statutes continued to benefit from the protection under the provisions of the laws, decisions, and rules in force at the time of application provided a decision on acceptance for registration had been taken.⁴ A mark will be considered as having been accepted for registration on the date on which the Trademark Office sends a notification of acceptance and the requirement for the payment of the publication fee.⁵

Applications in respect of which a decision on acceptance for registration had not been taken are to be registered and protected under the GCC Trademark Law and the Regulations, provided the application is amended to conform to the provisions of this law.⁶

This part provides guidance on the provisions of the GCC Trademark Law and Regulations relating to the eligibility to register a trademark in the Kingdom of Bahrain, and the requirements of the application process.

¹ Law No. 6 of 2014 with Approval of the Law (Regulation) of Trademarks in the Cooperation Council for the Arab States of the Gulf.

² Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates (UAE).

³ Ministerial Decision No. 65 of 2016.

⁴ Article 47 of the GCC Trademark Law.

⁵ As specified under Article 14.1 of the GCC Trademark Law.

⁶ Article 48 of the GCC Trademark Law.

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The Kingdom of Bahrain is a signatory to the Paris Convention,⁷ Madrid Protocol,⁸ Trademark Law Treaty (TLT)⁹ and Nice Agreement,¹⁰ the provisions of which will be referred where they contribute to the application process and requirements.

Where examples are used to provide guidance on making an application, these should not be taken as confirming a particular mark will be accepted for registration.

Guidance on the process and procedures of the 'formal examination' for determining the acceptance of a trademark for inclusion on the register of trademarks can be found in the Examination Guidelines.

Eligibility to register a Trademark

The GCC Trademark Law¹¹ allows a trademark to be registered by:

- A natural person or legal entity carrying the nationality of a GCC Member State,
- foreigners residing in a GCC Member State and authorized to practice commercial, industrial, craft or service business,
- foreigners who are nationals of or residing in a Member State of a multilateral international convention to which a GCC Member State is a party.

The procedural requirements for registration depend upon whether the trademark owner/applicant is a national or legal entity of the Kingdom of Bahrain, a non-Bahraini national or entity resident and authorized to practice commercial, industrial, craft or service business in the Kingdom of Bahrain, and those regarded as non-resident foreigners.

Nationals of Bahrain

A trademark may be registered in Bahrain by any person having legal status as an individual¹² (a 'natural' person) or a legal entity such as a corporate body,¹³ representative, etc., holding the nationality of the Kingdom of Bahrain.

This eligibility exists whether that person or entity is a manufacturer or producer of the goods for which the trademark is to be used, a trader in goods manufactured or produced by someone else, a craftsman producing goods, or the provider of a service.¹⁴ A national of the Kingdom of Bahrain does not need to have a commercial activity within the Kingdom in order to register a trademark.

⁷ Paris Convention for the Protection of Industrial Property (as amended on September 28, 1979).

⁸ Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks (as amended on November 12, 2007).

⁹ Trademark Law Treaty (adopted at Geneva on October 27, 1994).

¹⁰ Nice Agreement Concerning the International Classification of Goods and Services for the Purposes of the Registration of Marks (as amended on September 28, 1979).

¹¹ Article 5 of the GCC Trademark Law.

¹² As determined by the Bahraini Citizenship Act [Bahrain], 16 September 1963 (as amended).

¹³ As defined by Bahrain Commercial Companies Law (Law 21 of 2001) (as amended).

¹⁴ Article 5.1) of the GCC Trademark Law.

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Any individual or legal entity holding the nationality of the Kingdom of Bahrain may apply for a trademark without the need to use a registration agent or law firm. This is the case whether they reside in the Kingdom of Bahrain, or in another state.

Foreigners

Foreigners are any individuals or legal entities that do not hold the nationality of the Kingdom of Bahrain. In the eligibility to register a trademark and in the requirements when making an application, the GCC Trademark Law makes a distinction between foreigners that are resident and authorized to carry on a commercial activity within the Kingdom of Bahrain, and those that are non-residents of the Kingdom.

Foreign and residing in Bahrain

Foreign persons and foreign legal entities that reside in Bahrain are eligible to register a trademark provided they carry on a commercial, industrial, craft or service business.¹⁵ Information on the legal requirements for the authorized operation of a commercial or industrial enterprise may be found here:

<https://bahrainbusinesslaws.com/all-laws/all-laws>

Individuals and legal entities that do not hold Bahraini nationality may apply for a trademark themselves (without need to use an authorized representative) provided they reside and carry on a commercial, industrial, craft or service business in the Kingdom of Bahrain. Alternatively, they may use a registration agent or law firm authorized by the Industrial Property Directorate.

Foreign and not residing in Bahrain

Persons and entities not holding Bahraini nationality, and that do not reside or carry on an authorized commercial activity in the Kingdom of Bahrain may be eligible to register a trademark if they are nationals of or reside in a state that is a member of a multilateral international convention to which Bahrain is a party.¹⁶

The Kingdom of Bahrain is a member of the [Paris Convention](#) for the Protection of Industrial Property (Paris Convention). Under the provisions of the Paris Convention, Bahrain must offer individuals or businesses that hold the nationality of another State that is a member of the Paris Convention the right to apply for the registration of a trademark under the same terms and conditions as they would give to those holding Bahraini nationality.¹⁷

Nationals of States that are not members of the Paris Convention are similarly entitled to register a trademark if they are legally resident or have a real and effective industrial or commercial establishment in a State that is a member of the Paris Convention.¹⁸

¹⁵ Article 5.2) of the GCC Trademark Law.

¹⁶ Article 5.3) of the GCC Trademark Law.

¹⁷ Article 2 of the Paris Convention on the Protection of Intellectual Property.

¹⁸ Article 3 of the Paris Convention on the Protection of Intellectual Property.

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A list of members (Contracting Parties) to the Paris Convention can be found [here](#).

Persons or legal entities that are not resident and carrying on a business in the Kingdom of Bahrain may only apply for a trademark registration through a registration agent or a law firm authorized by the Foreign Trade & Industrial Property Directorate.¹³

Public Authorities

The registration of trademarks is also open to public authorities.¹⁹ There is no definition of what is meant by 'public authorities' (or alternatively, 'public bodies') in either the GCC Trademark Law or the Regulations. However, these terms are generally thought of as encompassing organisations established for the specific purpose of meeting the public interest or needs. For example, this may include the armed forces, police or local government, or a charity. They will have a legal personality but will not have an industrial or commercial character.

There is no detail on eligibility requirements for public authorities but should be taken to mean public bodies of the Kingdom of Bahrain, or that are resident and authorized to operate in the Kingdom of Bahrain.

Using an agent or law firm

The Regulations allow persons and legal entities that hold the nationality of the Kingdom of Bahrain to file an application for registration either using an agent, or to file the application themselves without using an agent.

If the applicant for registration does not hold the nationality of the Kingdom of Bahrain and is not resident and carrying out a commercial activity in the Kingdom of Bahrain, the application shall only be filed by an authorized agent. The application for registration will not be able to be submitted without entering details of a duly authorized agent.

Any agent used to file a trademark application must be approved and recorded in the Register of trademark registration agents.²⁰ Approval and inclusion of an agent in the Register of Trademark Agents is determined by the Foreign Trade & Industrial Property Directorate.²¹

Where an agent is used to file an application for registration of a trademark, a Power of Attorney must be provided. See below for details on the requirements for submitting a Power of Attorney, and other documents required to be submitted with an application for trademark registration.

¹⁹ Article 5.4) of the GCC Trademark Law.

²⁰ See Decision No. 58 of 2018 on the Registration of Industrial Property Agents.

²¹ Article 2 of the Regulations.

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Documents required with a trademark application

The following documents must be submitted with an application for the registration of a trademark:

- **Power of attorney**

This is required where the application is filed by an agent or representative. Any agent or representative used in making an application must be authorized and approved by the Trademark Office.²²

The agent or representative must submit:²³

- copy of the Power of Attorney
- original of the Power of Attorney
- translation of the original Power of Attorney into Arabic

The Power of Attorney must be:

- signed by the applicant for the trademark
- apostilled²⁴/notarized by a Notary Public
- legalized in the Kingdom of Bahrain

If not provided with the application the documents must be submitted within 3 months from filing.

- **Proof of the profession or activity of the applicant**

The proof must certify the commercial or profession activity of the applicant in the Kingdom of Bahrain. A copy of the commercial register is one example of acceptable proof.

If the applicant is a foreign (non-Bahraini) company that is not resident in the Kingdom of Bahrain, certification executed by an official agency in the State where the applicant is residing must also be provided. This certification must:

- provide evidence of the profession or activity of the applicant in that country, such as a copy of a commercial register
- The certification must be accompanied by a certified translation.

- **Personal Identification document**

Required where the applicant is a natural person. Suitable documentation includes a copy of a passport, smart ID card.

²² Article 2 of the Regulations.

²³ Article 4.2 of the Regulations.

²⁴ Certificate that authenticates the signature of a public official on a document for use in another country. It certifies the capacity in which that public official acted and, where appropriate, the identity of a seal or stamp, which the document bears, e.g. a notary public seal.

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- **Certified translation into Arabic of any terms in the mark in a foreign language, with a clear reference to its pronunciation**

Where the mark requiring registration includes a word or words, letters and/or numerals written in a foreign (non-Arabic) language, the registration applicant shall submit a certified translation/transliteration into Arabic with a clear reference to its pronunciation.²⁵

- **Priority claim**

Where an earlier filing date is being claimed through an international priority, such as the Paris Convention,²⁶ this must be indicated in the application. The following documents will be required to have the priority claim validated by the Trademark Office:

- authorised translation
- original documents relating to the right of priority

The documents may be uploaded during the application process.

If not provided at the time of application, the Trademark Office will send a notification requiring that the documents be provided within 90 days of the notification.

Collective Marks, Control or Examination Marks and Marks for use by a Public Utility Body or Professional Institutions

Applications for the registration of a collective mark, a control or examination mark, marks for use by a public utility body or a professional institution require additional documents to be submitted with the application.

Applying for a trademark registration in the Kingdom of Bahrain

Filing the application

An application for trademark registration must be filed with the competent administration.²⁷ In the Kingdom of Bahrain, the competent administration for the registration of trademarks is the Trademark Office, which is part of the Directorate of Foreign Trade & Industrial Property. The website address is <https://www.moic.gov.bh/en/Pages/default.aspx>

It is a requirement that the application be made using the form prepared for this purpose.²⁸

²⁵ Article 4.5 of the Regulations.

²⁶ Paris Convention for the Protection of Industrial Property (as amended on September 28, 1979).

²⁷ Article 8 of the GCC Trademark Law/Article 2 of the Regulations.

²⁸ Article 8 of the GCC Trademark Law/Article 2 of the Regulations.

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Trademark e-Services

The Kingdom of Bahrain has an Electronic Industrial Property Services portal where users can access the **Trademark e-Services** and an electronic version of the form that must be used when making an application to register a trademark. The Electronic Industrial Property Services can be accessed at <https://service.moic.gov.bh/ipd/login>

Access to the Electronic Industrial Property Services portal requires the completion of a registration. There is a separate registration process and different requirements depending on whether the registration is being made by:

- Institutions, government agencies, associations or clubs. The registration process for these organisations to access the electronic services can be done at <https://service.moic.gov.bh/ipd/registration>
- Industrial property agents and law firms authorized to practice industrial property registration activity. The registration process for agents to access the electronic services can be done at <https://service.moic.gov.bh/ipd/subscription/step1>
- Individuals and enterprises
To gain access to the Trademark e-Services will require registration for an **eKey**.

Registration for an **eKey** can be done at <https://www.ekey.bh/bnaf-usermgmt/pages/XOk4HlejJPCbQrSx3zyqL8GBdI9UShOlsRt-QN6iPEPJ6v12SNvbEA/XOk73/I9Ue4/qL86c>

Accessing the trademark application form

After entering their login details at the Electronic Industrial Property Services landing page, users will be taken to the following screen:

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Electronic Industrial Properties Services

It is the creative work of human thought and includes every intellectual product related to trademarks, patents, drawings, industrial designs and other branches of industrial property. The industrial property protection system helps to reconcile the interests of the innovator and the public by ensuring an environment in which creative and innovative activity can continue and thrive for the benefit of all.

Industrial Design


It is the decorative or aesthetic appearance of something, and the industrial design must be new, industrially applicable and distinctive.



Apply now

Trademark

It is a signal used to distinguish goods and services of a project from another project for the same goods and services.



Apply now

Grievance, objection and Imitation complaint

Grievance is the right of the applicant against the decision to refuse registration or to suspend a condition on time. The objection is to submit an objection to the application for registration after publication during the specified legal period. An imitation complaint is filing of an imitation complaint on a mark, patent, utility model, drawing, or industrial design.



Apply now

Patent

A patent is an exclusive right granted to an invention that is a product or process that provides a new way of accomplishing a work or provides a new technical solution to a problem. The invention must be new, non-obvious and includes an innovative and industrially applicable step.



Apply now

At the bottom of the column headed TRADEMARKS, clicking the cursor on **Apply now** will open the following screen:

Industrial Design Trademark Grievance, objection and imitation complaint Patent

Trademark Services

Mark registration statuses	Renewals and changes	Other processes
Application for registration of national mark 100-200 BHD →	Renewal 650-750 BHD →	Amendment / cancellation / withdrawal 150 BHD →
Payment of Publication fee for one or more mark 50-100 BHD →	Changes / Assignments related to Owner 150 BHD →	Initial request for a mark examination 100 BHD →
Payment of Registration fee for one or more mark 500 BHD →	Changes related to Representative 150 BHD →	Copy / Inquiries 100 BHD →
	License / Mortgage 200-300 BHD →	Process related to International Mark 20-100 BHD →

Under the heading **Mark registration statutes**, clicking the cursor on **Application for registration of national mark** will open the electronic form to begin the trademark application.

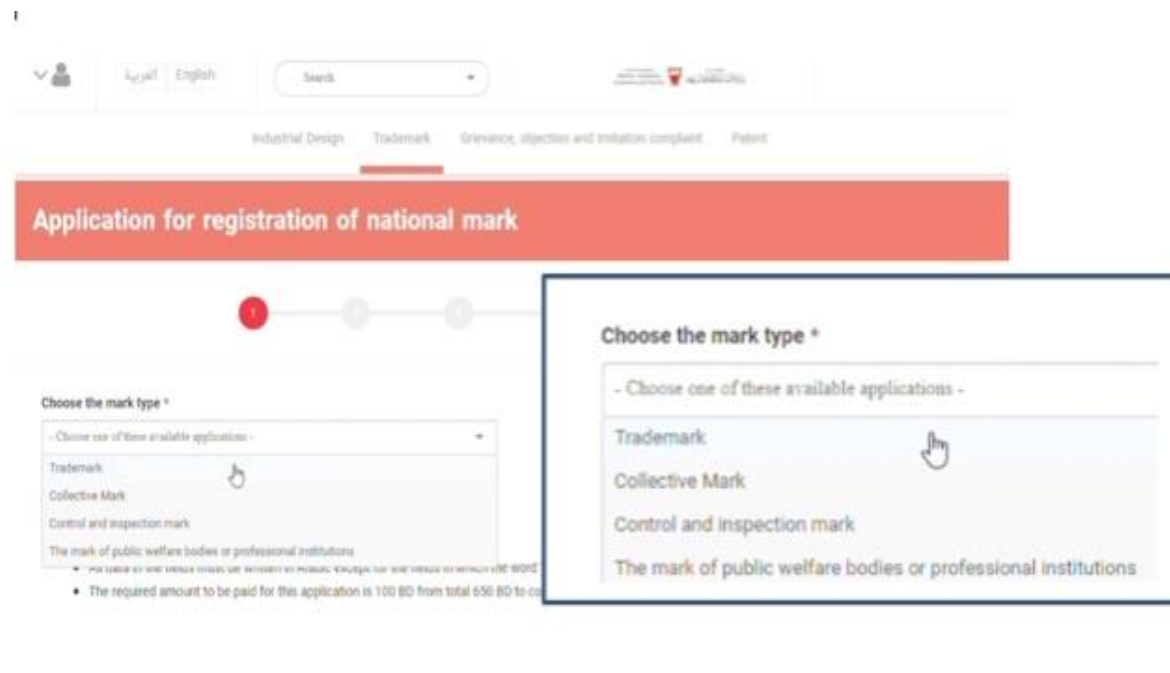
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Electronic application form

Choose mark type

The user is asked to the type of mark being applied for from the options available in the field containing the words **Choose one of these available applications.**

Clicking the cursor on the arrow on the right-hand side of the box will open a drop-down menu giving four options as shown below:



It is important that the correct mark type be selected.

Trademark

Click the cursor on **Trademark** to apply to register this type of mark.

A trademark is a sign used (or intended to be used)²⁹ to distinguish the goods or services of one enterprise from those of others.

A trademark may take various forms,³⁰ for example words, letters, symbols, numbers, or be composed of figurative elements such as images, packaging, shapes, colours, or a combination of any of these.

Trademarks may also take the form of a 'non-visible' sign such as a sound or smell.

²⁹ Article 2 of the GCC Trademark Law states: 'Any mark that takes a distinctive form ... used or intended to be used to distinguish the goods or services...' However, if a registered trademark is not seriously used within five consecutive years of registration, it may be vulnerable to cancellation - Article 24 of the GCC Trademark Law.

³⁰ Article 2 of the GCC Trademark Law.

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A trademark may also be the name of an enterprise or their Internet domain name but owning/registering a business name or domain name is not the same as owning a registered trademark. Owning a registered business or domain name will not prevent others from selling goods or providing services under a trademark that is identical or similar to a business or domain name or give the legal right to stop someone from using a trademark.

Collective mark

Click the cursor on **Collective Mark** if this is the type of mark to be applied for.

A collective mark is a sign used by group of persons such as manufacturers, traders, producers, service providers, clubs, associations, professional bodies, etc., to indicate that goods or services originate from a member of that legal entity. A collective mark is owned by all members of the collective and may be used by any member according to the regulations and conditions of membership. A sign used as a geographical indication³¹ may be a collective mark.³²

A collective mark may be in the form of words, letters, symbols, numbers, or be composed of figurative elements such as images, packaging, shapes, colours or a combination of any of these. A 'non-visible' sign such as a sound or smell may also be registered as a mark.

The provisions relating to eligibility to make an application, use of authorized agents and/or the provision of documents referred to earlier in these guidelines also apply to an application for registration of a collective mark.³³

There are additional specific requirements that must be met when making an application to register a collective mark:

- The applicant must be a representative of the collective legal entity and the application submitted under their specific authority.³⁴ The applicant may use a duly authorized agent such as a law firm.
- The applicant must declare that the application is for registration of a collective mark³⁵ and submit with the application:
 - A statement indicating the category of persons entitled to use the collective mark and their relation to the applicant³⁶

³¹ Products that have a specific geographical origin and possess qualities or a reputation that are due to that origin: WIPO - What is a geographical indication?

³² Article 37 of the GCC Trademark Law.

³³ Article 35 of the Regulations.

³⁴ Article 34.1 of the GCC Trademark Law.

³⁵ Article 34.2 of the GCC Trademark Law and Article 35.1 of the Regulations.

³⁶ Article 35.2(a) of the Regulations.

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- A copy of the regulations/Rules of Procedure governing the use of the collective mark for goods and services.³⁷ Any amendments must be clearly indicated and documented³⁸

Should these regulations be changed, the owner of a registered collective mark must notify and obtain the approval of to the modification for the changes to be valid.³⁹

- A copy of the conditions regulating the use of the collective mark for goods and services⁴⁰
 - Declaration stating that the applicant is conducting, or will conduct, a strict control on the use of the collective mark by the members⁴¹
 - Eligibility requirements for membership in the collective entity⁴²
- All documents must be authenticated and duly certified and translated into Arabic.⁴³

Registration as a collective trademark requires that the sign must be capable of 'distinguishing the goods or services of the establishments owned by a group of persons who belong to a specific legal entity'.⁴⁴ Determining whether a sign has the capacity to distinguish is part of a formal examination process undertaken by the trademark registration office. More detailed guidance on what is meant by 'distinctive form' and how this is assessed can be found in the Examination Guidelines.

Control and Inspection Mark

Click the cursor on **Control and inspection mark** to apply to register a control and examination mark.

A 'control or examination' mark (also referred to as a certification mark) is not used by the owner of the mark. The mark is used by persons who have been authorized by the owner for the purpose of indicating that the goods or services possess a specific characteristic such as their 'source, composing elements, manner of production, quality or essence, or any other characteristic'.⁴⁵

³⁷ Article 34.2 of the GCC Trademark Law and Article 35.2 of the Regulations.

³⁸ Article 35.2 of the Regulations.

³⁹ Article 34.2 of the GCC Trademark Law.

⁴⁰ Article 35.2(b) of the Regulations.

⁴¹ Article 35.2(c) of the Regulations.

⁴² Article 35.2(d) of the Regulations.

⁴³ Article 35.3 of the Regulations.

⁴⁴ Article 34 of the GCC Trademark Law.

⁴⁵ Article 35 of the GCC Trademark Law.

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The mark certifies the presence of the 'characteristic'. It must be available for authorized use by any persons meeting the specifications set by the owner.⁴⁶ A sign used as a geographical indication⁴⁷ may be a certification mark.⁴⁸

In addition to the requirements listed below, the provisions relating to eligibility to make an application, use of authorized agents and/or the provision of documents referred to earlier in this guide also apply to an application for registration of a control and inspection mark.⁴⁹

- The applicant must declare that the application is for registration of a control and inspection mark⁵⁰ and submit with the application:
 - An exact copy of the regulations/Rules of Procedure governing the use of the mark for goods and services.⁵¹ Any amendments must be clearly indicated and documented.⁵²

Should these regulations be changed, the owner of a registered collective mark must notify and obtain the approval of to the modification for the changes to be valid.⁵³

- A declaration stating that the control or examination mark:
 - will be used by third parties
 - that the applicant will not engage in the marketing or production of any goods or services using the mark
 - the applicant will not conduct any differentiation policies that would preclude the use of the mark by third parties meeting the specifications set by the owner.⁵⁴
- A declaration stating that the control or examination mark:
 - certifies the quality, grade and advantages of goods and services, and
 - does not indicate the origin of the goods or services.⁵⁵
- Documents indicating the specifications and standards applied by the applicant:
 - to monitor the use of the mark, and

⁴⁶ Article 36.2(a) of the Regulations – 'the applicant will not conduct any differentiation policies that would preclude the use of the mark by third parties meeting the specifications set by the owner.'

⁴⁷ Products that have a specific geographical origin and possess qualities or a reputation that are due to that origin: WIPO - What is a geographical indication?

⁴⁸ Article 37 of the GCC Trademark Law.

⁴⁹ Article 36 of the Regulations.

⁵⁰ Article 35.2 of the GCC Trademark Law and Article 36.1 of the Regulations.

⁵¹ Article 35.2 of the GCC Trademark Law and Article 36.2 of the Regulations.

⁵² Article 36.2 of the Regulations.

⁵³ Article 35.2 of the GCC Trademark Law.

⁵⁴ Article 36.2(a) of the Regulations.

⁵⁵ Article 36.2(b) of the Regulations.

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- proving that the applicant is conducting an accredited quality assessment program.⁵⁶
- A certificate of the advantages of the goods and services approved, or to be approved, by the control or examination mark.⁵⁷
- All documents must be authenticated and duly certified and translated into Arabic.⁵⁸
- Registration as a Control and inspection mark may only take place with the consent of the registration office.⁵⁹

Registration will be determined through a formal examination process undertaken by the trademark registration office. More detailed guidance on how acceptance for registration is decided can be found in the Examination Guidelines.

The mark of Public Welfare Bodies or Professional Institutions

These are signs such as adopted by a public utility body or used by a professional institution. The sign is registered for non-commercial purposes, being used such as to distinguish its correspondence or as a sign of membership.

In the case of registration of marks for non-commercial purposes, this shall be indicated in the application for registration. A copy of the Rules of Procedure of the applicant public utility body or professional institution shall be annexed to the application. This document must be authenticated and duly certified and translated into Arabic.

Once the type of application has been selected, click the cursor on START on the bottom of the screen.

Mark Type - Trademark

Having selected Trademark as the mark type, the next stage is to select the category of trademark. There are three categories of trademark:

- Visual mark – name and logo
- Non visual mark – audio mark
- Non visual mark – smell mark

Selection is made by clicking the cursor on the appropriate (round) field.

⁵⁶ Article 36.2(c) of the Regulations.

⁵⁷ Article 36.2(d) of the Regulations.

⁵⁸ Article 36.3 of the Regulations.

⁵⁹ Article 35.1 of the GCC Trademark Law.

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Application for registration of national mark

Application no. [36126]

Mark type *

Visual mark - name and logo
A visual mark is a mark that is aware of the sight of everything that takes a distinctive form of names, words, signatures, letters, symbols, numbers, titles, stamps, drawings, pictures, inscriptions, packaging, graphic elements, forms, colors, color combinations or combinations of Or any signal or group of signals if they are used or intended to be used to distinguish the goods or services of an enterprise from the goods or services of other enterprises or to indicate the performance of a service or the control or inspection of goods or services.

Non visual mark - audio mark
The non-visual mark is a mark that does not recognize the eyes as signs of sound and smell.

Non visual mark - smell mark
The non-visual mark is a mark that does not recognize the eyes as signs of sound and smell.

Information related to the mark *
No modifications to the mark can be made when the application is submitted.

Trademark language *
The used language in the trademark name
- Choose language -

Trademark name *
In Arabic

Trademark name *
The used language in the trademark

Only one category of mark (mark type) may be included in an application⁶⁰ and only one mark may be included in an application.

If registration is required for different forms or versions of a trademark, a separate application will still be required for each form. For example, each of these forms of the word MONSAL would require a separate application: **MONSAL**, **MONsal**, **monsal**, **MONSAL**, **MONSAL** and **MONSAL**.

Visual mark

The GCC Trademark Law specifically mentions 'words, signatures, letters, symbols, numbers, addresses, seals, drawings, images, carvings, packaging, figurative elements, shapes, colours, or combinations or any of these' as forms that a visual trademark or sign may take.⁶¹

Visual marks may consist of single word or multiple words, in any language and using any form of writing. The words may have been invented so have no meaning beyond that of the trademark or may be represented in a particular or unusual way but are still recognisable as words.

⁶⁰ Article 2 of the Regulations.

⁶¹ Article 2 of the GCC Trademark Law: The list is not exhaustive – a trademark may consist of 'any sign or group of signs' that fulfils the requirements for registration.

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A visual mark may also consist of letters, numerals, pictorial representations, figurative elements such as patterns, borders, geometrical and non-geometrical shapes, symbols, seals, drawings, images, carvings, representations of packaging, a single and multiple colours.

A trademark formed of or including musical notation will be a visual mark where the sound represented by the notation is not the trademark or part of it. Similarly, trademark formed of or including a description of a particular scent or smell will be a visual mark where the written description is the trademark and not the actual smell described.

Even though a mark may take one of the visual forms mentioned in the GCC Trademark Law,⁶² that does not automatically mean that will be considered acceptable for registration.⁶³

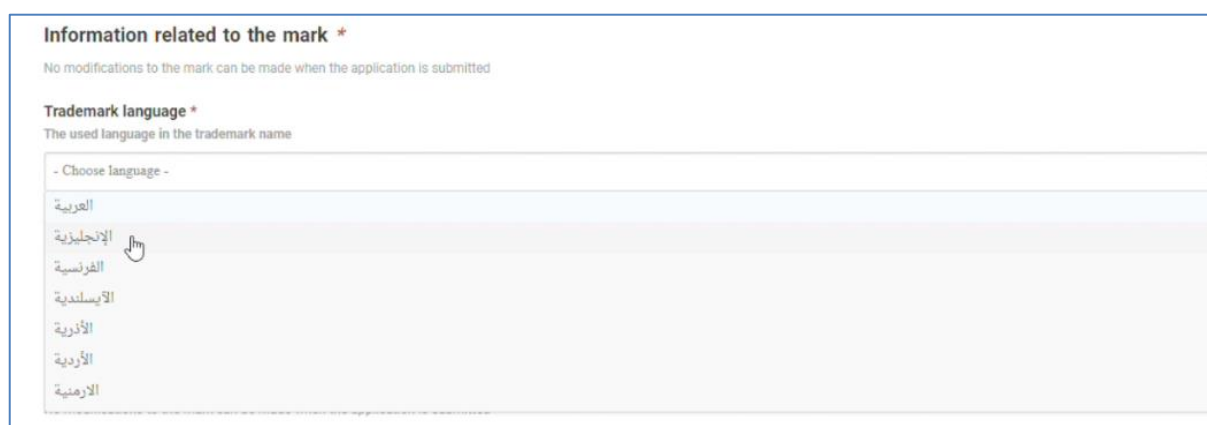
Determining whether a trademark fulfils the requirements for registration is a formal examination process undertaken by the Trademark Office. More detailed guidance on how distinctive form is decided can be found in the Examination Guidelines.

Information related to the mark

Having selected the Mark type, the next step is to insert the specific details relating to the mark.

Word or words in the trademark - Trademark language

If the trademark is a word or words, or has words as part of it, the first requirement is to enter the language in which the words have been written. This is done in the field headed Trademark language.



The screenshot shows a web form titled "Information related to the mark *". Below the title, it states "No modifications to the mark can be made when the application is submitted". The form has a section for "Trademark language *" with the instruction "The used language in the trademark name". A dropdown menu is open, showing a list of languages: العربية, الإنجليزية (highlighted with a mouse cursor), الفرنسية, الآيسلندية, الأذرية, الأردية, and الآرمينية.

Clicking the cursor on the arrow at the end of the box opens a drop-down menu containing a list of languages. Click on the appropriate language.

⁶² Article 2 of the GCC Trademark Law.

⁶³ See Article 3 of the GCC Trademark Law.

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If the trademark is not composed of a word or words or does not have a word as part of it, this field is left empty.

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Trademark name

There are two fields with the heading **Trademark name**. These fields are completed if the trademark is:

- a word or words, real or invented, and regardless of how they are represented
- a word or words with other visual matter
- a letter or letters that do not form a recognisable word

The screenshot shows a form titled "Information related to the mark *". Below the title, it states "No modifications to the mark can be made when the application is submitted". The form has two main sections:

- Trademark language ***: "The used language in the trademark name". A dropdown menu is set to "الإنجليزية" (English).
- Trademark name ***: Two input fields. The left one is labeled "In Arabic" and contains "مونسال". The right one is labeled "The used language in the trademark" and contains "monsai".

Trademark name – in Arabic

This field headed **Trademark name in Arabic** requires the word or words of the trademark to be inserted in Arabic.

- If the trademark consists only of words in Arabic, insert these in this field
- If the trademark consists of a word or words in a non-Arabic language, their corresponding meaning in Arabic will be inserted.

Words that do not exist in the language used (they are invented and have no meaning beyond the trademark), or that have no corresponding word in Arabic, will be transliterated and inserted in this field.

Similarly, letters and or numbers that do not form a recognisable word, for example, BHRN, B4HR41N or 12345 will be transliterated and inserted in this field.⁶⁴

Trademark name – not in Arabic

This field headed **Trademark name – the used language in the trademark** requires the word or words in the trademark to be inserted in their original language:

- The words must be in the same language selected in the field Trademark language

⁶⁴ Transliteration is the process of transferring a word from the alphabet of one language to another.

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- If the trademark does not contain any words, or only contains words in Arabic, this field will be left blank.

Where the mark requiring registration includes a word or words in a foreign (non-Arabic) language, the applicant must provide a certified translation into Arabic with a clear reference to its pronunciation.⁶⁵

- Words that exist in the used language must be translated/transliterated into Arabic with a clear statement as to their pronunciation
- Words that do not exist in the used language must be translated/transliterated into Arabic characters, with a statement that they do not form a word that exists in the used language and a clear statement as to their pronunciation
- Random letters in a trademark must be translated/transliterated into Arabic characters, with a statement that the letters do not form a word that exists in the used language.

Information related to the mark (Visual sign)

This section of the application requires the completion of information relating to the mark being applied for. Care must be taken to ensure that the details entered are exactly as required, as once submitted changes will not be allowed.

⁶⁵ Article 4.5 of the Regulations.

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Trademark language * The used language in the trademark name	
<input type="text" value="الإنجليزية"/>	
Trademark name * In Arabic	Trademark name * The used language in the trademark
<input type="text" value="مونسال"/>	<input type="text" value="monsal"/>
Information about the mark design (Visual sign) * No modifications to the mark can be made when the application is submitted	
The literal transfer of the mark in Arabic * Mandatory for signs containing non-Arabic letters and / or numbers	
<input type="text" value="مونسال"/>	
Description of the Mark * In Arabic	Color description * In Arabic
<input type="text" value="تتكون من احرف و رسم"/>	<input type="text" value="تتكون من اللون الابيض والاسود والبني والاحضر"/>
Graphic of the visual mark * Attach an image of the trademark (jpg/tiff)	
<input type="button" value="Choose file"/>	
Registration requirements (optional) Shall be filled in if there are certain requirements that the owner of the mark wishes to waive or protect (These requirements are subject to the approval of the Trademark Office).	
In Arabic	In English
<input type="text"/>	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save & continue"/>	

The literal transfer of the mark in Arabic

This field is completed where the trademark being applied for contains any identifiable words and/or numerals in any language. This field requires the entry of a transliteration of the mark into Arabic, or how it is pronounced. The text entered must match the entry in the field 'Trademark name in Arabic'.

Words, letters numerals in Arabic

Where the trademark consists of, or contains words, letters or numerals, or any combinations of these in Arabic, insert these in this field. Where the only words in the mark are in Arabic, there is no requirement to complete the field 'Trademark name – the used language in the trademark.'

Words, letters, numerals in non-Arabic language

Where a trademark consists of or contains any identifiable words, letters or numerals, or any combination of these in a non-Arabic language(s), a translation into Arabic must be entered in this field regardless of:

- How word(s) are represented



- Whether the letters form invented words

Chairdrobe

Words that do not exist in the language used (they are invented and have no meaning beyond the trademark), or that have no corresponding word in Arabic, will be transliterated⁶⁶ and inserted in this field.

- Misspellings



⁶⁶ Transliteration is the process of transferring a word from the alphabet of one language to another.

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Words that are misspellings of words existing in the language used will be translated as if in their usual spelling and inserted in this field.

- **Substituted letters**



In this case, the representation of the trademark is clearly intended to be the word ELEVATOR. The translation will be of the word as intended.

@ccess Succe\$\$ SK1LL

Stylized representations of the words ACCESS, SUCCESS and SKILL. The translation will be of the word as intended.

B345T BHRN B4HR41N

Numerals and combinations of letters may be seen as referring to a word, but that do not form a clearly identifiable word will be transliterated and inserted in this field.

Colour description - in Arabic

This field must be completed where there is colour in the mark even if the colour is not part of the mark being applied for.

A mark that is simply a colour or colours is not attached to any shape or form. The application is for registration to protect the actual shade of colour or colours. The colour description must state the colour(s) by their common name, for example, red, blue, green. An example of the actual colour or colour combination claimed **must** be provided.

The trademark, colour(s) must also be precisely defined by referring to a recognised colour matching system such as Pantone, RAL, etc. This reference should be included in the colour description.

Where the mark consists of more than one colour, the application may also seek to protect the colours and the arrangement of the colours in a predetermined and uniform way. In the case of marks consisting of two or more colours, the colours:

‘...must be represented in accordance with a specific arrangement or layout, associating the colours in a predetermined and uniform way, in order to

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prevent numerous different combinations of those colours which would not permit the consumer to perceive and recall a particular combination.⁶⁷


This does not amount to a requirement that the actual use of a trademark applied for be defined.

The basic requirement in representing a mark consisting of two or more colours is to represent them in a manner, which enables the competent authorities and public to determine the clear and precise subject matter of the protection afforded to the proprietor.

For example, in a mark that consists of colours always used as stripes, the colour description should state:

- the colours by common name
 - that the colours are used as stripes
 - the order in which the colours appear in the stripes
 - the colours defined by the colour identification system
- The relative proportions of the stripes


Mark	Example of colour description
	<p>The mark consists of the colours PANTONE 19-0303 TCX Black, and Pantone PMS 109 yellow represented in alternating vertical stripes of equal width.</p>


Mark	Example of colour description
	<p>The distribution and ratio of the colours to each other is 50-50, the colour blue running horizontally above the colour red, forming a striped whole. Indication of colour blue: Ral 5015. Indication of colour red: Ral 2002.</p>


⁶⁷ Case C-49/02 *Heidelberger Bauchemie*. Judgment of the EU Court of Justice (Second Chamber), June 24, 2004. Reference for a preliminary ruling: *Bundespatentgericht* – Germany. See: <https://curia.europa.eu/juris/liste.jsf?num=C-49/02>.

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A mark that consists of colour applied to the goods or their packaging, an appropriate colour description should be inserted, for example:

Mark	Example of colour description
	<p>The mark consists of the colours red into yellow with a black banner located near the top as applied to packaging for the goods [with the dotted lines merely depicting placement of the mark on the packing]</p>



Mark	Example of colour description
	<p>The trademark consists of the colour green identified as PMS 348C, applied to the cap of a container</p>

Mark	Example of colour description
	<p>The mark consists of the colour green identified as PMS 348C [applied to the whole of the surface of the bottle]</p>

Description of the Mark – in Arabic

This field is completed where the mark is more than just a word or words in plain or standard lettering. Invented words are considered to be no different to ordinary dictionary words, what matters is whether they contain a figurative element. For example:

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Mark	Example of mark description
	The mark consists of the word HELLO in a stylized script
	The mark consists of the word CHAIRDROBE within a rectangular border

The requirement is for the insertion of a 'very detailed description' of the mark⁶⁸ sought to be registered. This should be interpreted as requiring the entry of a description that sufficiently defines the mark being applied for. The description must be entered in Arabic. If there are words in the mark that are in a language other than Arabic, these must be translated/transliterated into Arabic.

For marks consisting entirely of words with no other matter:

Mark	Example of mark description
MONSAL	The mark consists of the word MONSAL

In marks that consist entirely of words represented in a particular way, the description makes it clear what the mark is, for example:


- The mark is the word, the colour in which it is represented is not part of the mark:

Mark	Example of mark description
MONSAL	The mark consists of the word MONSAL [the colour is not part of the mark]

- The mark is the word and the colours in which it is shown:


⁶⁸ Article 3.3 of the Regulations.

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Mark	Example of mark description
	The mark consists of the word MONSAL as represented in the colours blue and red

In marks that contain multiple elements, the description makes it clear whether they are all part of the mark, for example:

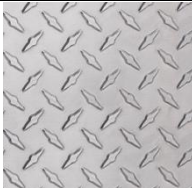
- The mark is the word and the figurative elements:

Mark	Example of mark description
	The mark consists of the representation of a coffee bean with leaves, and the word MONSAL contained within a circular border.

- For marks that are wholly figurative, the description makes it clear what the mark is:

Mark	Example of mark description
	The mark consists of a repeated pattern of black and yellow vertical lines.

- In marks that are wholly figurative, the description makes it clear what the mark is and how it is used:


Mark	Example of description
	The mark consists of the appearance of a repeating raised diamond pattern applied to the surface of floor tiles.

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Graphic of the visual mark

This part of the application asks for a ‘graphic’ – a visual representation or image of the trademark being applied for. This must be provided for any trademark that is more than just a word or words, including signatures, symbols, seals, drawings, images, carvings, packaging, figurative elements, or shapes and colours.

A visual representation will also be required for a trademark consisting of a word or words where these are represented using a non-standard typeface or font, are in colour, that have been represented in some unusual or stylised way or include a graphical element, for example:

Mark	Graphic required
MONSAL in a standard plain black typeface (in this example Arial) with no embellishment or stylization.	No
MONSAL	Yes
MONSAL	Yes
MONSAL A fancy typeface such as shown, in an unusual or stylized way, require a graphic of the trademark to be uploaded.	Yes
MONSal M O N S A L Words shown in an unusual or stylized way, for example require a graphic of the trademark to be uploaded.	Yes
 A word or words placed within a border even if the wording is in a standard, plain black typeface	Yes

Uploading the graphic

The following file formats are accepted: JPEG.

Images must be no larger than 10cm by 10cm and have a file size no larger than 2MB

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The file is uploaded by clicking the cursor on **Choose file** and selecting the required image file.

Information about the mark design (Visual sign) *
No modifications to the mark can be made when the application is submitted

The literal transfer of the mark in Arabic *
Mandatory for signs containing non-Arabic letters and / or numbers

مونسال

Description of the Mark *
In Arabic


تتكون من احرف و رسم

Color description *
In Arabic

تتكون من اللون الابيض والاسود والبني والاحضر

Graphic of the visual mark *
Attach an image of the trademark (jpg/tiff)

Choose file **Delete**



This will insert the image file as shown above. The image can be deleted by clicking on **Delete** and a new file uploaded.

Registration requirements (optional)

The completion of these fields is at the discretion of the applicant.

Registration requirements (optional)
Shall be filled in if there are certain requirements that the owner of the mark wishes to waive or protect (These requirements are subject to the approval of the Trademark Office).

In Arabic

In English

Back **Save & continue**

These fields enable the applicant to enter any statement regarding the mark, or elements of the mark to define the scope of protection being sought by the application. For example, the applicant may wish to make it clear that 'colour', or the border of an image are not claimed as part of the mark.

Any entry must be made in Arabic and English. Any entry in these fields must be acceptable to the Trademark Office.

Clicking the cursor on **Save and continue** will move the screen to the next part of the application process.

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Non-visual audio mark

This mark type is for the registration of a trademark consisting entirely of a sound. To apply for the registration of a sound mark the applicant will be required to provide, with the application:⁶⁹

- The sound represented in musical notation
- A compact disk containing the sound in MP3 audio file or any other compatible format

Clicking the cursor on Non visual mark – audio mark will open the following screen.

The screenshot shows a web form for registering a non-visual audio mark. It features three radio button options under 'Mark type *': 'Visual mark - name and logo', 'Non visual mark - audio mark' (which is selected), and 'Non visual mark - smell mark'. Below these are text boxes for 'Written description - in Arabic *' (containing 'وصف علامة الصوت') and 'Written description - in English *' (containing 'audio mark description'). There is also a section for 'The musical note of the sound mark. *' with a 'Choose file' button, a 'Delete' button, and an audio player showing '0:00 / 0:11'. At the bottom, there are optional registration requirements in Arabic and English, and 'Back' and 'Save & continue' buttons.

Information associated with an audio mark or smell mark (non-visual mark)*

This section of the application requires the completion of information relating to the mark being applied for. Care must be taken to ensure that the details entered are exactly as required, as once submitted changes will not be allowed.

⁶⁹ Circular number 14/23-3 dated 18 November 2014.

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Written description - in Arabic

In this field, insert a textual description of the mark in Arabic. This should describe the contents of the audio file that must be added later.

Written description - in English

In this field, insert a textual description of the mark in English. This should describe the contents of the audio file that must be added later and correspond to the entry in the field Written description – in Arabic.

The musical note of the sound mark

Clicking the cursor on **Choose file** will allow the selection of an audio file containing the exact reproduction of the audio mark.

Registration requirements (optional)

The completion of these fields is at the discretion of the applicant.

Registration requirements (optional)
Shall be filled in if there are certain requirements that the owner of the mark wishes to waive or protect (These requirements are subject to the approval of the Trademark Office).

In Arabic

In English

Back Save & continue

These fields enable the applicant to enter any statement regarding the mark, or elements of the mark to define the scope of protection being sought by the application.

Any entry must be made in Arabic and English. Any entry in these fields must be acceptable to the Trademark Office.

Clicking the cursor on **Save and continue** will move the screen to the next part of the application process.

After entering the information relating to the mark, the next stage of the application will be the entry of the goods or services for which the application is being made. The screens and process is the same regardless of whether the mark is visual, sound or smell.

Mark classification (product and services classification)

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This section requires details of the goods and or services for which the mark is used or intended to be used.⁷⁰

Under the heading 'Mark classification (Product and services classification)' is the statement 'The appropriate category is determined by the Nice International Classification of Goods and Services⁷¹', commonly referred to as the Nice Classification'.

The Nice Classification is an international system that arranges goods and services into 45 separate 'categories' or 'classes.' Each class contains goods or services that are broadly similar. Determining which class a good or service belongs to is an activity referred to as 'classification'. The Nice Classification can be accessed here: <https://www.wipo.int/classifications/nice/en/>

Accuracy in the class selected and the descriptions of goods and services is extremely important. A mistake in either the class selected or descriptions used in an application for a trademark could affect the rights arising from a registration. Should an error in the class or description of goods and services be made, it may not be possible correct this after submitting the application.

Further information on the Nice International Classification and classification in general can be found in the Classification Guidelines.

Application no. [36126]

Mark classification (Product and services classification) *

The appropriate category is determined by the Nice International Classification of Goods and Services ([What is Nice classification?](#))

Class number As of the 11th Edition	List of Goods and services (in Arabic)	List of Goods and service (in English)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

Class number

An application to register a trademark must include the 'class' to which the products or services belong.⁷² The class will be the class in which the goods or services listed

⁷⁰ Article 2 of the GCC Trademark law – refers to a mark that is used or intended to be used to distinguish the goods or services.

⁷¹ The International Classification of Goods and Services for the Purposes of the Registration of Marks.

⁷² Article 3.4 of the Regulations.

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in the **List of Goods and Services** in accordance with the Nice Classification in force at the time that an application for registration is filed.⁷³

To assist in finding the correct class for goods and services, each Class of the Nice Classification has a set of Explanatory Notes that describe some of the products or services that belong, and do not belong to each particular Class. In addition, there is an Alphabetical List containing around 11,000 descriptions of goods and services, allocated between the 45 classes.

Further help in determining the appropriate class for goods and services is provided by the Madrid Goods and Services Manager (MGS), an on-line classification tool developed by the International Bureau (IB) of the World Intellectual Property Organisation (WIPO). The tool can assist trademark applicants and their representatives in determining to which class goods or services belong and also provide guidance on suitable ways of describing goods and services.

The MGS database is fully aligned with the Nice Classification, so it complies with the requirement that goods and services be classified according to the Nice Classification. The MGS can be accessed here <https://webaccess.wipo.int/mgs/>

To select the desired class for the application, the cursor is clicked on the down arrow on the right of the 'Class number' field. This opens a drop-down list from 1 to 45, relating to the classes of the Nice Classification. The required class is selected by clicking the cursor on the number.

The screenshot shows the 'Mark classification (Product and services classification) *' section of the MGS interface. It includes a header with a link to 'What is Nice classification?'. Below the header, there are three columns: 'Class number As of the 11th Edition', 'List of Goods and services (in Arabic)', and 'List of Goods and service (in English)'. The 'Class number' field is active, showing a dropdown menu with numbers 1 through 7. The 'List of Goods and services (in Arabic)' and 'List of Goods and service (in English)' fields are empty. At the bottom right, there are 'Cancel' and 'Save' buttons. Below the classification section, there is a section for 'Applicant or applicants *' with a partially visible text input field.

List of goods and services

An application must include the products or services for which the registration is sought.⁷⁴ There are two fields where this information must be entered, one in Arabic

⁷³ Article 2 of the Regulations – "... in accordance with the International Classification of Goods and Services (Nice Classification) and its amendments.

⁷⁴ Article 3.4 of the Regulations.

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and the other in English. The goods and services entered must be the same in both languages.

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Mark classification (Product and services classification) *
The appropriate category is determined by the Nice International Classification of Goods and Services ([What is Nice classification?](#))

Class number As of the 11th Edition	List of Goods and services (in Arabic)	List of Goods and service (in English)
Class number * As of the 11th Edition 30	List of Goods and services (in Arabic) * قهوة و شاي	List of Goods and service (in English) * coffee and tea

Cancel Save

Descriptions of goods and services must:

- be classified in accordance with the Nice classification⁷⁵
- indicate goods and/or services by their names⁷⁶
- be grouped according to the classes of the Nice Classification⁷⁷

Descriptions of the goods and services may be typed, cut/copied and pasted into the respective fields.

Using saved or previously used lists of Goods and Services

A new version of the Nice Classification is published every calendar year, and a new Edition every five calendar years.⁷⁸ New versions generally involve the addition of new terms and the deletion or change to existing terms. Unlike new versions of the Classification, a new Edition will usually also involve the transfer of goods and services to a different class, and may include changes to the structure and content of the classes. If using a list of goods and services created in a previous calendar year as the basis for a new application, it is advisable to check the classification of the terms before submission of an application.

Goods or services not classified according to the Nice Classification

Where the Trademark Office considers that any goods or services in an application have not been classified in accordance with the Nice Classification, the applicant or their representative will be sent a notification.⁷⁹ If there are other requirements or amendments not related to the classification these will be also be set out in the notification.

A period of 90 days from the date of the notification letter will be allowed for the introduction of the necessary amendments. Failure to respond within the 90 days or to fully comply with the required amendments will result in the application being

⁷⁵ Article 9(1) of the Trademark Law Treaty.

⁷⁶ Article 9(1) of the Trademark Law Treaty.

⁷⁷ Article 9(1) of the Trademark Law Treaty.

⁷⁸ The Nice Classification, Eleventh Edition, Version 2022 (NCL 11-2022) came into force on 1 January 2022.

⁷⁹ Notice No. QF334.

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deemed abandoned. There is no provision to extend this period, nor any appeal against the action to deem the application abandoned.

The notification will set out the error in the classification and any amendments required to correct the deficiency. After an application has been submitted, it may not be possible to correct any error in the classification. For example, it will not be possible to make any amendment that would require the addition of goods or services not covered by the list filed with the application.

The following gives guidance on the circumstances when an amendment to the list of goods and services may and may not be permitted.

Vague or Incomprehensible Descriptions of Goods and Services


It is a requirement that goods or services be described by their names.⁸⁰ This excludes the use of descriptions such as 'All goods in this class', 'All goods in Class (X)'.


Descriptions should be sufficiently precise so that the type or nature of the goods and services can be clearly identified, for example:

- The description "machines" without further qualification describes any type of machine and cannot be understood or correctly classified without further detail, for example, by indicating the end use of the machine:

Agricultural machines - Class 7
Calculating machines - Class 9
Addressing machines - Class 16

Further information on the wording of lists of goods and services and the requirements for acceptable descriptions in general can be found in the Classification Guidelines.

When the lists are complete, click the cursor on **Save**. The list for that class will be saved, and may be edited by clicking on 

Mark classification (Product and services classification) *		
The appropriate category is determined by the Nice International Classification of Goods and Services (What is Nice classification?)		
Class number As of the 11th Edition	List of Goods and services (in Arabic)	List of Goods and service (in English)
30	قهوة و شاي	coffee and tea
		

Owner or owners data (Applicant or applicants)

⁸⁰ Article 9(1) of the Trademark Law Treaty.

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This part of the application identifies the person or entity applying for registration as owner of the trademark.

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Name

The applicants' name must be entered in Arabic and English. These fields will be automatically filled after saving the trade mark owner's data in the following stage of the application process.

Clicking the cursor on ADD will open two action buttons requiring an indication of whether the name given is that of an individual (natural person) or a legal entity such as a company or institution.

Owner or owners data (Applicant or applicants) *
In the absence of a legal representative, the correspondence will be according to the given address of the applicant.

Name <small>In Arabic</small>	Name <small>In English</small>
<hr/>	
Applicant *	
<input type="radio"/> Natural person (individual)	<input type="radio"/> Legal entity (company or institution)

This selection is made by clicking on the appropriate action button. Selecting one of the options (individual or entity) will open a section to enter details of the named applicant and their contact information. The information must be entered in both Arabic and English.

Owner or owners data (Applicant or applicants) *
In the absence of a legal representative, the correspondence will be according to the given address of the applicant.

Name <small>In Arabic</small>	Name <small>In English</small>
<hr/>	
Applicant *	
<input checked="" type="radio"/> Natural person (individual)	<input type="radio"/> Legal entity (company or institution)
Name * <small>In Arabic</small>	Name * <small>In English</small>
<input type="text" value="الاسم الكامل"/>	<input type="text" value="full name"/>
Address * <small>In Arabic</small>	Address * <small>In English</small>
<input type="text" value="مبنى 000 طريقي 000 مجمع 000"/>	<input type="text" value="building 000 road 000 block 000"/>
Postal code	Phone number *
<input type="text"/>	<input type="text" value="39000000"/>
Email *	Country of residence *
<input type="text" value="zhubail@moic.gov.bh"/>	<input type="text" value="Bahrain"/>
Nationality *	Gender *
<input type="text" value="Bahrain"/>	<input type="text" value="Female"/>

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Name

This will be the given legal name of the individual such as entered on their certificate of birth or passport. In the case of a legal entity, the name under which the entity is recorded such as an official register or tax record, etc. The name entered must be the same as previously entered.

Address

The address given should, in the case of an individual, be their usual, habitual place of residence. Legal entities should use their registered office address.

Unless a representative has been appointed, the address entered will be the address for all communications from the Trademark office. The applicant must be able to receive written communications at this address. Any communication sent to the address given will be considered to have been duly and correctly notified within the requirements of the law.

Where the applicant named is not a resident (person or entity) carrying out a commercial enterprise in the Kingdom of Bahrain, an address outside of the Kingdom of Bahrain will only be accepted as valid if a duly authorized agent or representative has been appointed. Agents used to file a trademark application must be approved and recorded in the Register of trademark registration agents.⁸¹

Phone number

This will be the number where the applicant, or an authorized representative of the applicant can be contacted. If not a telephone number in the Kingdom of Bahrain, both the country code and telephone number should be provided.

Email

The Email address of the applicant. Any communication sent to the Email address given will be considered to have been duly and correctly notified within the requirements of the law.⁸²

Country of residence

This is selected by clicking on the arrow at the end of the field and selecting the appropriate country name. The country name selected must be where the applicant is habitually resident. This must be the country where the address previously given is located.

Nationality

⁸¹ Article 2 of the Regulations.

⁸² See Article 17.1 of Legislative Decree No. 54 of 2018 Promulgating the Electronic Communications and Transactions Law.

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This is selected by clicking on the arrow at the end of the field and selecting the appropriate country name. For an individual this will be the nationality as entered on their certificate of birth or passport. Where dual nationality is held, either may be selected from the list of countries.

In the case of a legal entity, the nationality selected will be the country or State where the named entity is officially recorded, such as an official register or tax record, etc. For example, a named applicant that is a foreign subsidiary of another company will use the nationality of the country in which the subsidiary is registered.

Gender

This is completed by individuals. Selection is by clicking on the arrow at the end of the field and selecting the appropriate gender from the options.

Saving the Owner's details

After completing the required fields, clicking the cursor on **ADD** will save the details. The name of the applicant will now appear in the **Name** fields in both Arabic and English.

The screenshot shows a form titled "Owner or owners data (Applicant or applicants) *". Below the title is a note: "In the absence of a legal representative, the correspondence will be according to the given address of the applicant." The form contains two input fields: "Name In Arabic" with the value "الاسم الكامل" and "Name In English" with the value "full name". To the right of the English field is a cursor icon. At the bottom right, there are three buttons: "Add" (red), "Back" (white), and "Save & continue" (red).

The information may be edited by clicking the cursor on 

Clicking the cursor on **Save and continue** will save the information and move to the next part of the application.

Legal Representative of the Owner of the Mark in Case of Appointment (Agent)

This section is completed if the application is being made by a representative such as an authorized law firm. The agent must be approved and recorded in the Register of trademark registration agents maintained by the Trademark Office.⁸³

All communications will be sent to the named representative at the geographical address or email address given. Any communication sent to the address will be considered to have been duly and correctly notified within the requirements of the law.

⁸³ See Decision No. 58 of 2018 on the Registration of Industrial Property Agents.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Legal representative of the owner of the mark in case of appointment (agent) *
This item will only be filled out by the legal representative, and all communication will be made to him if appointed by the mark owner.

Legal representative accredited to the Industrial Property Directorate <small>Please tick the appropriate box</small>	Name <small>In Arabic</small>	Name <small>In English</small>
<input type="checkbox"/>		

Add

The name of the ‘**Legal representative accredited to the Industrial Property Directorate**’ is required in Arabic and English. No entry can be made in these fields. Both will be automatically filled when the cursor is clicked on **Add** and the details entered and saved in the next part of the form.

If a representative has been appointed, clicking the cursor on **Add** will open a new section.

Legal representative of the owner of the mark in case of appointment (agent) *
This item will only be filled out by the legal representative, and all communication will be made to him if appointed by the mark owner.

Legal representative accredited to the Industrial Property Directorate <small>Please tick the appropriate box</small>	Name <small>In Arabic</small>	Name <small>In English</small>
<input type="radio"/> Intellectual Property Office		
<input type="radio"/> Law office		

Cancel **Save**

Nature of the legal entity
Power of Attorney (if any)

This section has two action buttons asking for an indication of whether the representative is an intellectual property office (a specialist trademark attorney), or a law office that handles trademarks along with other general law matters.

Clicking the cursor on the appropriate action button will open a section to enter details of the representative and their contact information. This information must be provided.⁸⁴ The information must be entered in both Arabic and English.

Nature of the Legal Entity - Power of Attorney (if any)

A Power of Attorney must be provided where the application is filed by an agent or representative.⁸⁵ The representative must provide:

- copy of the Power of Attorney

⁸⁴ Article 3.6 of the Regulations.

⁸⁵ Article 4.2 of the Regulations.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

- the original Power of Attorney

The original Power of Attorney must be:

- translated into Arabic
- signed by the applicant for the trademark
- Apostilled⁸⁶/notarized by a Notary Public
- legalized in the Kingdom of Bahrain

If not provided with the application the documents must be submitted within 3 months from filing.

The documents can be uploaded during a later stage of the application process. If the documents submitted have not been correctly completed, or any document is missing, a notification will be sent to the applicant or their agent at the address specified.

The notification will set out the nature of any deficiencies and the requirements to put the documents in order. A period of 90 days will be allowed from the date of the notification to comply with the requirements.

Failure to comply with the requirements in the notification within 90 days of the date of the notification, the application will be deemed abandoned.⁸⁷ There is no provision to extend this period, or to appeal against the action to deem the application abandoned.

Priority claimed

This section is completed where the applicant wishes to claim a priority for an earlier application for registration of a trademark.

A right of priority may be claimed from an earlier application filed with a State that is member of a multilateral international convention to which the Kingdom of Bahrain is a party.⁸⁸

The Kingdom of Bahrain is a party to the Paris Convention⁸⁹ under which nationals of a State party to the Convention may claim a right of priority from a 'regular national filing'⁹⁰ in a State that is also a member of the Paris Convention.⁹¹ The claim can be made by the original applicant for registration, or if ownership has been transferred, the successor to the applicant.⁹²

⁸⁶ Certificate that authenticates the signature of a public official on a document for use in another country. It certifies the capacity in which that public official acted and, where appropriate, the identity of a seal or stamp which the document bears, e.g. a notary public seal.

⁸⁷ Article 6 of the Regulations.

⁸⁸ Article 11 of the GCC Law, Article 5.a- of the Regulations.

⁸⁹ Paris Convention for the Protection of Industrial Property (as amended on September 28, 1979).

⁹⁰ Article 4.A(1), (2) and (3) of the Paris Convention.

⁹¹ Article 4.A(1) of the Paris Convention.

⁹² Article 4.A(1) of the Paris Convention.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Nationals of a State that is not a party to the Paris Convention may also claim a right of priority under the Paris Convention if they are domiciled or have a real and effective industrial or commercial establishment in a Contracting State.⁹³

Eligibility to claim a right of priority under the Paris Convention does not automatically mean that registration in another member State must be granted.⁹⁴ The mark must be in a form that has a distinctive character and satisfies the requirements for registration according to the provisions of the laws of the country in which priority is being claimed, in this case, the Kingdom of Bahrain. Fuller details on these requirements can be found in the Examination Guidelines.

A claim to priority under the Paris Convention can be made within six months from the date of filing of the application from which priority is claimed.⁹⁵ In addition, to be a valid claim to priority, the claim must be made at the time of application and must indicate:⁹⁶

- date of filing of the earlier application
- number of the earlier application
- name of the State with which that application was filed

A copy of the earlier application from which priority is being claimed must also be submitted. This copy must have been certified as correct by the authority which received the application.

If not provided at the time of application, the original documents relating to the right of priority must be provided within three months from the filing date of the application for which priority is being claimed.⁹⁷

The addition of a claim to priority is made on the following screen:

⁹³ Article 3 of the Paris Convention.

⁹⁴ See Article 6*quinquies* of the Paris Convention.

⁹⁵ Article 4.C of the Paris Convention.

⁹⁶ Article 3.5 of the Regulations.

⁹⁷ Article 5.b of the Regulations.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Application no. [36126]

Legal representative of the owner of the mark in case of appointment (agent) *
This item will only be filled out by the legal representative, and all communication will be made to him if appointed by the mark owner.

Legal representative accredited to the Industrial Property Directorate
Please tick the appropriate box

Name In Arabic Name In English

Add

Nature of the legal entity
Power of Attorney (if any)
0

Priority Claimed (Optional) *
If you have submitted this trademark outside the Kingdom of Bahrain (a member of Paris Treaty) during the past six months, you can claim priority by entering the details in the field shown below.

Country/Office of First/earlier filing	Date of earlier Filing	Number of earlier
--	------------------------	-------------------

Add

In the Priority Claimed section there are three headings:

- Country /Office of First/earlier filing
- Date of filing of earlier filing
- Number of the earlier (filing)

No entry can be made in these fields. This data will be automatically completed after clicking the cursor on **Add** and the details are entered in the following part of the form.

Priority Claimed (Optional) *
If you have submitted this trademark outside the Kingdom of Bahrain (a member of Paris Treaty) during the past six months, you can claim priority by entering the details in the field shown below.

Country/Office of First/earlier filing	Date of earlier Filing	Number of earlier
Country/Office of First/earlier filing * Japan	Date of earlier Filing * 2022-02-08	Number of earlier * 12345

Cancel Save

Back Save & continue

Guidelines on the requirements of the application process in the Kingdom of Bahrain

There are now fields to enter:

- Country or office with which the application was first filed
- Date on which the earlier filing was made
- Number allocated by the office where the earlier application was filed

Failure to provide this information or the required documents will result in the right of priority lapsing.⁹⁸

Clicking the cursor on **Save and continue** will save the information into the three fields and move to the next section of the application.

Priority Claimed (Optional) *

If you have submitted this trademark outside the Kingdom of Bahrain (a member of Paris Treaty) during the past six months, you can claim priority by entering the details in the field shown below:

Country/Office of First/earlier filing	Date of earlier Filing	Number of earlier
JP	Feb 8, 2022	12345



Add


Back **Save & continue**

Details of other filings from which priority is being claimed may be added. Clicking the cursor on **Add** will open the screen allowing the information to be inserted:

Priority Claimed (Optional) *

If you have submitted this trademark outside the Kingdom of Bahrain (a member of Paris Treaty) during the past six months, you can claim priority by entering the details in the field shown below:

Country/Office of First/earlier filing	Date of earlier Filing	Number of earlier
JP	Feb 8, 2022	12345



Country/Office of First/earlier filing *

Date of earlier Filing *


Number of earlier *

Cancel **Save**

Back **Save & continue**

⁹⁸ Article 8 of the GCC Trademark Law and Article 5 of the Regulations.

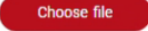
Guidelines on the requirements of the application process in the Kingdom of Bahrain

When the information is complete, click the cursor on Save. The details of any priority claimed may be edited by clicking the cursor on 

Attaching documents

The following file formats are accepted: JPEG.



The file can be uploaded by clicking the cursor on  and selecting the required file.

Checklist of documents required with a trademark application

An application for the registration of the trademark must be accompanied by the following documents.

Document	When required	Requirements
Copy of the Power of Attorney Original of the Power of Attorney Translation of the original Power of Attorney into Arabic	Application is filed by an agent or representative	Signed by the applicant. Apostilled /notarized by a Notary Public. Legalized in the Kingdom of Bahrain If not provided with the application the documents must be submitted within 3 months from filing
Proof of the profession or activity of the applicant	Applicant is a resident foreign (non-Bahraini) institution or company	Must certify the profession or activity of the applicant

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Official certificate giving proof of the exercise of the profession or activity in the country of origin	Applicant is a foreign (non-Bahraini) company that is not resident in Bahrain	<p>Must be executed by an official agency in the state where the applicant is residing</p> <p>Provide evidence of the profession or activity of the applicant</p> <p>Be accompanied by a certified translation</p>
Personal Identification document	Applicant is a natural person	Passport, copy of National Identification card
Certified translation into Arabic of any terms in the mark in a foreign language, with a clear reference to its pronunciation	The mark includes a word or words, letters and/or numerals written in a foreign (non-Arabic) language	Certified translation into Arabic with a clear reference to its pronunciation
Priority claim	An earlier filing date is being claimed through an international priority	<p>Certified copy of the Priority Document (earlier application) validated by the Trademark office:</p> <p>Authorised translation</p> <p>Original documents relating to the right of priority (may be submitted within 3 months of filing)</p>
Collective mark (including Geographical Indications)	Additional documents required where application is for a collective trademark	<p>Statement indicating the category of persons entitled to use the mark and their relationship to the applicant</p> <p>Copy of the regulations/Rules of Procedure governing the use of the mark. Any amendments must be clearly indicated and documented</p> <p>Copy of the conditions regulating the use of the collective mark for goods and services</p> <p>Declaration that the applicant is conducting or will conduct, a strict control</p>

Guidelines on the requirements of the application process in the Kingdom of Bahrain

		<p>on the use of the collective mark by the members</p> <p>Eligibility requirements for membership</p> <p>Documents must be authenticated and duly certified and translated into Arabic</p>
Control or Examination mark	Additional documents required where application is for a Control or Examination trademark	<p>Statement indicating the category of persons entitled to use the collective mark and their relationship to the applicant</p> <p>Exact copy of the regulations/Rules of Procedure governing the use of the mark. Any amendments must be clearly indicated and documented</p> <p>Declaration stating that the control or examination mark will be used by third parties</p> <p>Declaration that the applicant will not engage in the marketing or production of any goods or services using the mark</p> <p>- the applicant will not conduct any differentiation policies that would preclude the use of the mark by third parties meeting the specifications set by the owner</p> <p>Declaration stating that the control or examination mark certifies the quality, grade and advantages of goods and services, and does not indicate the origin of the goods or services</p> <p>Documents indicating the specifications and standards applied by the applicant to</p>

Guidelines on the requirements of the application process in the Kingdom of Bahrain

		<p>monitor the use of the mark and proving that the applicant is conducting an accredited quality assessment program</p> <p>A certificate of the advantages of the goods and services approved, or to be approved, by the control or examination mark</p> <p>All documents must be authenticated and duly certified and translated into Arabic</p>
Marks for use by a Public Utility body or Professional institution	Additional documents required where application is for a Marks for use by a Public Utility body or Professional institution	Copy of the Rules of Procedure of the applicant public utility body or professional institution

If not provided at the time of application, the Trademark office will send a notification requiring that the documents be provided within 90 days of the notification. There is no provision to extend this period.

No further action on the application will be completed until all required documents have been received and validated as correct by the Trademark office. If not received within the 90-day time limit, or not received in the correct format within this period, the application will be deemed abandoned. There is no provision that allows for an extension of this period beyond the 90 days set, or an appeal against a mark being deemed abandoned.

After all documents being submitted have been uploaded, click the cursor on **Save and continue**. This will move the application to a screen requiring the completion of a Declaration.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Declaration (Statement)

Declaration (statement)

No modifications can be made once the application is submitted.

By submitting this form, I declare that:

- The owner of the mark (applicant / applicants) is a person worthy of the meaning of Article 5 of Law No. (6) for the year 2014 approving the Trademark Law and Regulations of the GCC States and its Executive Regulations and that the mark shall be used (or intended to be used) in Kingdom of Bahrain, which claims to be its owner.
- All data in this form is correct and must bear any error if there any.
- Make sure to attach the required documents within the specified period, otherwise the application will be considered not to have been / neglected.
- Has been delegated as a legal representative on behalf of the person or persons (applicant owner)(this paragraph is valid only if a legal representative is appointed).

I agree to the above declaration

[Back](#) [Save & continue](#)

This requires the person submitting the application for registration of the trademark to declare that:

- The owner of the mark (applicant/applicants):
 - Is a person worthy of the meaning of Article 5 of Law No. (6) for the year 2014 approving the trademark law and Regulations of the GCC States and its Executive Regulations.

This refers to the eligibility of the named applicant or owner to register a trademark in the Kingdom of Bahrain (see the section above on 'Eligibility to register a trademark').

- That the mark shall be used (or intended to be used) in Kingdom of Bahrain.

The applicant/owner must either be using, or intending to use the trademark, in the Kingdom of Bahrain, in respect of the goods and services named in the application. Should the mark not have been seriously used within five years of its registration, or any subsequent five consecutive years, and there is no reasonable cause for non-use, the competent court may order its cancellation from the register.⁹⁹

- Which claims to be its owner.

The use or intended use shall be by the owner, or by a person or entity authorised by the owner.

- All data in this form is correct and must bear any error if there were any.

⁹⁹ Article 24 of the GCC Trademark Law.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

The information entered in the form is accurate and complete to the knowledge of the person submitting the application. Any errors will be taken as the intention of the applicant and may not be changed.

- Make sure to attach the required documents within the specified period, otherwise the application will be considered not to have been made/neglected.

If not received within the 90-day time limit, or not received in the correct format within this period, the application will be deemed abandoned.

- Has been delegated as legal representative on behalf of the person or persons (applicant/owner). (This paragraph is valid only if a legal representative is appointed).

An authorized agent must be used by persons or entities that do not hold the nationality of the Kingdom of Bahrain.

I agree to the above declaration

Back Save & continue

Click on the check box '**I agree to the above declaration**'.

Click the cursor on **Save and continue** to move to the next part of the application.

Preview before confirmation

Before submitting the application, the data entered can be reviewed and any amendment made should an error or omission be seen.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Preview before confirmation



Application no. [36126]

Application Preview

Please be sure that all information are correct, a new request with payment will be required for any further changes

Application type	Application for registration of national mark	QF301e
Trademark type	Trademark	
Application fee	100.000 BHD	

Preview Trademark



Mark language	en	
Mark name	مونسال	monsal
Transliteration of the Mark	مونسال	
Color description of the visual mark	تتكون من احرف و رسم	تتكون من اللون الابيض والاسود والبني والاحضر
Written description of the non visual mark		

Mark owner/owners summary

Owner type	Natural person (individual)	
Name	الاسم الكامل	full name
Address	مبنى 000 طريق 000 مجمع 000	building 000 road 000 block 000
Postal code		
Phone number	39000000	
Email	zhubail@moic.gov.bh	
Country of residence	Bahrain	
Nationality	Bahrain	
Gender	Female	

Legal representative summary

Commercial Registration Number in Kingdom of Bahrain	0	
Power of Attorney	0	
Name	أدمن	Admin
Address	MOIC	MOIC
Postal code		
Phone number	17375431	
Email	zhubail@moic.gov.bh	
Nature of the legal entity		

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Nature of the legal entity

Nice classification

Edition no.	11	
Class no.	30	
Goods and services	قهوة و شاي	coffee and tea

Priority Claimed Summary

There are no Priorities claimed in this application.

Edit

Continue

If any amendment or correction is to be made, click the cursor on **Edit**. After making any required changes, click the cursor on Save and continue to return to the Preview section.

If no changes are required, click the cursor on '**Continue**'. This will take the application to the next screen.

Payment

The system will calculate the amount of application fees that must be paid to complete the application.

The screenshot shows a 'Payment' screen with a green header. Below the header is a progress bar with five steps, where steps 1, 2, 3, and 4 are highlighted in red, and step 5 is grey. Below the progress bar, the text 'Application no. [36126]' is displayed. Underneath, there are two rows of information: 'Amount' with the value '100.000 BHD' and 'Payment method' with the value 'National Payment Gateway'. At the bottom right, there are two buttons: 'Back' and 'Proceed to Pay'.

Clicking the cursor on Proceed to pay will open a screen where the method used to make the payment can be entered.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

The image displays two screenshots of a web application interface for payment processing in Bahrain. Both screens feature the national emblem of Bahrain at the top right and navigation links for 'التعليمات' (Instructions) and 'الشروط والأحكام' (Terms and Conditions) at the top left.

Top Screenshot:

- معلومات الدفع (Payment Information):** A table with the following data:

اسم الخدمة (Service Name)	رقم مرجع الدفع (Payment Reference No.)	المبلغ الإجمالي (Total Amount)
خدمة تسجيل الملكية الفكرية (Intellectual Property Registration Service)	الرقم الشخصي: 0 (Personal No: 0)	BHD 100.000
- اختيار طريقة الدفع (Payment Method Selection):** Two options are shown: 'بطاقة الائتمان' (Credit Card) and 'بطاقة الصراف الآلي' (ATM Card). Both icons are currently grey.
- إلغاء (Cancel):** A red button at the bottom.

Bottom Screenshot:

- معلومات الدفع (Payment Information):** Identical to the top screenshot.
- اختيار طريقة الدفع (Payment Method Selection):** The 'بطاقة الصراف الآلي' (ATM Card) icon is now highlighted in red, indicating it is the selected payment method. The 'بطاقة الائتمان' (Credit Card) icon remains grey.
- بنيت (Benefit):** A new option is visible below the card options, represented by a grey icon with a hand and the word 'بنيت' (Benefit) below it.
- إلغاء (Cancel):** A red button at the bottom.

Click the cursor on the icon to select the preferred payment method. This will show the method selected in red.

إلغاء

Clicking the cursor on **إلغاء** will open the following screen, giving the amount of fees that will be deducted from the selected payment method, and allowing information relating to the selected payment method to be entered:

Guidelines on the requirements of the application process in the Kingdom of Bahrain

BENEFIT PAYMENT GATEWAY
07-04-2022 09:38

INTELLECTUAL PROPERTY
<https://www.Bahrain.bh>

Amount **BD 100.000**

Card Type **Debit**

Card Number

Expiry Date MM YYYY

Card Holders Name

PIN


Pay **Cancel**

After entering the information required, clicking the cursor on **PAY** will proceed with the payment. To cancel the transaction and return to the payment method selection screen, click the cursor on **Cancel**.

If the payment is successfully made, the following confirmation screen will open:

Payment

Payment Receipt



Your application has been successfully processed. Thank you for using the electronic services of the trademarks office.

Mark no.	Application no.	Receipt no.	Service
132325	6858	952122	Payment of publication fee for one trademark

You may print this page or make a note of the application number for reference purpose

Payment Receipt **Done**


A payment receipt may be printed by clicking the cursor on Payment receipt. Click the cursor on Done will close the screen.

If the payment has not been accepted, the following page will be displayed:

Guidelines on the requirements of the application process in the Kingdom of Bahrain

Payment

Payment Receipt



The payment transaction has been cancelled. The due amount has not been received.

Payment gateway response

Application no.	Status no.	Status description
31284	4002	Transaction Declined - Bank Error

If the required amount has been deducted, please contact the intellectual property directorate.

[Done](#)

Should the above screen be shown, clicking the cursor on Done will go to the following screen advising the user to contact the Trademark Office:

تنويه برجوع الخدمات الإلكترونية للملكية الصناعية

نود أن نلفت عنايتكم بأنه يمكنكم تقديم شكاوى التقليد من خلال برنامج خدمات الملكية الصناعية الإلكترونية مع تحيات قسم رقابة الملكية الصناعية

الأخوة والأخوات الأفاضل مستخدمي خدمات الملكية الصناعية الإلكترونية الكرام ،
نود أن نلفت عنايتكم بأن جميع الخدمات الإلكترونية تعمل حالياً على موقع وزارة الصناعة والتجارة والسياحة، في حال واجهتم أية مشاكل يرجى التواصل عبر حسابات البريد الإلكتروني المبينة في الجدول أدناه:

	العلامات والرقابة والتصاميم الصناعية	براءات الاختراع
الدعم الفني (IT)	ip_support@moic.gov.bh	PA-Support@moic.gov.bh
المكاتب والأقسام	IPonline@moic.gov.bh	patentonline@moic.gov.bh

مع تحياتي
مكتب العلامات التجارية ومكتب براءات الاختراع وقسم رقابة الملكية الصناعية
إدارة العلاقات التجارية الخارجية

[Done](#)

Examination by the Trademark Office

Preliminary Check of the Application

The Trademark Office must examine the application for trademark registration and decide within 90 days from its filing date,¹⁰⁰ either to accept the application for registration or reject it.

The first part of the examination is an administrative check to ensure the information in the application has been fully and correctly filled, confirm the eligibility of the applicant (and representative, if used) to file an application, and that all documents required have been properly submitted.

No filing deficiencies

Providing the preliminary check does not find any deficiencies the application will go forward for a formal (substantive) examination by the Trademark Office.

This ‘substantive’ examination considers whether the mark applied for takes a distinctive form capable of distinguishing the goods or services or services listed in the application. Further information on the requirements and process in the substantive examination of a trademark can be found in the Examination Guidelines.

The applicant must be sent the decision, either in writing or electronically at the address specified in the application¹⁰¹ within the 90 days specified

- If the application was filed by a representative, the notification will be sent to them at the address given
- If no representative has been appointed, the notification will be sent to the named applicant at the address given in the application

Mark accepted

Where the decision of the Trademark Office is to accept the mark for registration without imposing any amendment, conditions or requirements, the applicant (or their representative) will be sent a notification of acceptance¹⁰² either in writing or electronically at the address specified:

- If the application was filed by a representative, the notification will be sent to them at the address given.
- If no representative has been appointed, the notification will be sent to the named applicant at the address given in the application.

¹⁰⁰ Article 6 of the Regulations.

¹⁰¹ Article 6 of the Regulations.

¹⁰² Notice No. QF308.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

The notification will inform the applicant of the acceptance of the mark for registration and the requirement to pay a 'publication fee' using the e-portal within 30 days of the notification of acceptance. Failure to pay the fee within this period will result in the application being deemed abandoned.¹⁰³ There is no provision to extend this period, nor any appeal against the action to deem the application abandoned.

Mark Accepted Subject to Conditions, Amendments, or Requirement

The Trademark Office may decide to accept a mark for registration conditional on the fulfilment of certain conditions, the furnishing of documents or the introduction of amendments or restrictions to the application.¹⁰⁴ The notification¹⁰⁵ either in writing or electronically will be sent to the address specified in the application setting out the reasons for the requirements and the action required by the applicant:

- If the application was filed by a representative, the notification will be sent to them at the address given.
- If no representative has been appointed, the notification will be sent to the named applicant at the address given in the application.

The application will enter a conditional period of suspension pending the fulfilment of the requirements notified. The applicant will be allowed a period of 60 days from the date of the notification. There is no provision for this period to be extended.

Failure to fulfil any conditions, furnish documents, introduce any amendments or restrictions within this 60-day period will result in the application being deemed abandoned. There is no provision to extend this period, or to appeal against the application being deemed abandoned.

Appeal Against Decision to Impose Conditions, Amendments, or Requirements

Should the applicant disagree with any conditions, amendments or restrictions required by the Trademark Office, the applicant may appeal to the Grievance Committee.¹⁰⁶ Any appeal must be filed within 60 days of the notification;¹⁰⁷ there is no provision to extend this period. Failure to challenge the decision within the 60-day period will result in the application being deemed abandoned.¹⁰⁸ There is no provision to appeal the action to deem the application abandoned.

Further information on appeals against decision of the Trademark Office may be found in the Grievance Guidelines.

¹⁰³ Article 10 of the Regulations.

¹⁰⁴ Article 12 of the GCC Trademark Law.

¹⁰⁵ Notice No. QF308

¹⁰⁶ Article 13.1 of the GCC Trademark Law and Article 7 of the Regulations.

¹⁰⁷ Article 13.1 of the GCC Trademark Law and Article 7 of the Regulations.

¹⁰⁸ Article 13.2 of the GCC Trademark Law.

Application has filing deficiencies

Should there be an error or deficiency in the application, or should any of the required documents be missing or not correctly submitted, the Trademark Office will reject the application. A decision on whether there are deficiencies in an application must be taken by the Trademark Office within 90 days¹⁰⁹ of the date of filing of the application.

The Trademark Office must give its decisions in writing or electronically which will be sent to the address specified in the application.¹¹⁰ Notification is by means of an automated letter,¹¹¹ which will set out the deficiencies in the application and what must be done to correct them. The notification of the decision, either in writing or electronically will be sent to the address specified in the application.¹¹²

- If the application was filed by a representative, the notification will be sent to them at the address given.
- If no representative has been appointed, the notification will be sent to the named applicant at the address given in the application.

The Trademark Office will require any requirements to be fulfilled or any required documents submitted within 90 days from the date of the notification to the applicant. There is no provision to extend this period.

Failure to comply with any requirements, or a failure to comply within the 90-day period set, will result in the application being deemed abandoned.¹¹³ There is no provision to appeal against this action.

Registration steps

The progress of the application may be followed by accessing the online account under 'My applications – trade marks'

¹⁰⁹ Article 6 of the Regulations.

¹¹⁰ Article 6 of the Regulations.

¹¹¹ Notice No. QF334.

¹¹² Article 6 of the Regulations.

¹¹³ Article 6 of the Regulations.

Guidelines on the requirements of the application process in the Kingdom of Bahrain

