

Date: 23rd March 2020

Ref: KIPi/ADMIN/MD/1.35/Vol.V

To all our Stakeholders

NOTICE ON DISRUPTION OF THE SERVICES OF THE INSTITUTE

Following the Directive that has been issued by the Government of the Republic of Kenya concerning the Coronavirus crisis, the Institute stakeholders are hereby notified as follows:

1. In consideration of its core mandate, the Institute has determined that the following are the essential services that shall continue to be offered at the Institute:
 - (a) receiving of applications;
 - (b) processing of applications; and
 - (c) Issuing of the requisite certificates.
2. The Institute is also aware of the need to promote social distancing as directed by the Government of the Republic of Kenya. In this regard, a limited number of staff members shall provide the above essential services.
3. The Institute has put in place appropriate measures for the safety of the Clients that would like to seek the above services from the Institute as well as the staff members who shall be at the Institute.
4. Applicants are requested to file their applications and other documents through the email- info@kipi.go.ke. Kenyan residents are requested to pay the prescribed fees either through the Institute M-Pesa Pay Bill Number 924850 or by depositing at the Institute's bank account number 01001017311500 at the National Bank of Kenya, KEBS branch. Foreign applicants are requested to pay through the Institute's US Dollar Account No. 121 703 6415, Account Name: Kenya Industrial Property Institute, Kenya Commercial Bank, Kipande House, Branch Code: 01101, Swift Code: KCBLKENX.
5. Where it is not possible to file original documents due to the global restriction on movement, the Institute shall accept copies of the documents, which will suffice for the period of the crisis. However, upon the end of the crisis and to facilitate the Institute to maintain proper records at its Registries, it is expected that the Clients shall submit to the Institute the respective original documents.
6. Concerning entry into the national phase of PCT applications, applicants are requested to submit form IP13 and not a copy of the international application. A copy of the international application should only be submitted if the applicant has not received Form PCT/IB/308 from the International Bureau of WIPO as provided under PCT Article 20. This may be the case where the applicant expressly requests an earlier start of the national phase under PCT Article 23(2). Where the International application was not filed in the English Language, the applicant is required to submit, as provided under paragraph 4 above, a copy of the PCT application translated into English.
7. Clients are encouraged to make all enquiries through the email info@kipi.go.ke



Mr. John Onyango
Acting Managing Director