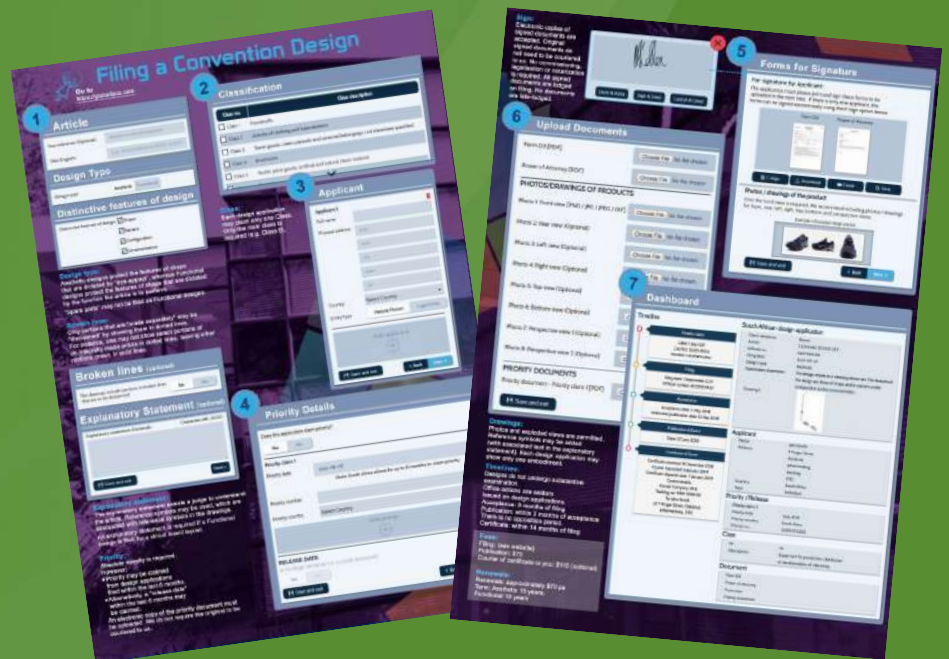


South African Design Manual

May 2025

(law firms)



GLOBAL IP & CONSULTING FZ LLE

South African Design Manual

South African designs are easily filed online through the GlobalIPCo.com online filing system.

Rights

A design registration prevents others from making, importing, marketing, selling or using a product that looks “substantially similar” to the design registration within South Africa.

Filing a South African design through GlobalIPCo

1. Register on GlobalIPCo.com (there is no subscription / license fee. You are only charged for actions instructed)
2. Receive a discount code that reduces pricing for law firms and add this to your profile; and
3. Complete the South African design application form:
 - **Your reference:** This is the reference used within your business to identify the design application.
 - **Title:** Identify the article being design registered, for example, “Vehicle”, “Container”, etc. We suggest that you refer to the article in broad terms. For example, use: “shoes” instead of “golf shoes”; “bottle” instead of “water bottle”.
 - **Design type:** If the shape of the article has been chosen because it “looks good”, the design is an “Aesthetic” design. However, if the shape of the article was chosen only because of functional considerations, the design is a “Functional” design.

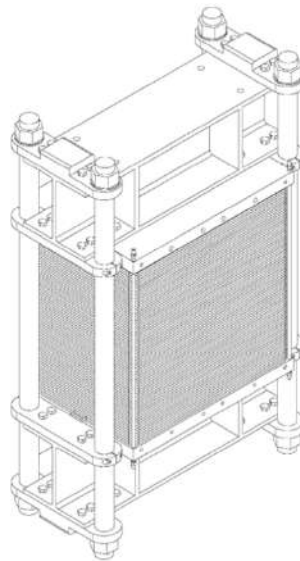
Aesthetic designs last for 15 years

Functional designs last for 10 years

Examples:



Aesthetic design



Functional design

Just because an article is functional (e.g. a chair) does not mean that a Functional design should be filed. For example, If the unique shape of a chair was selected because of its aesthetic appeal, an Aesthetic design should be filed to protect the shape. But, if the intention is to protect the shape of strengthening ribs underneath the seat of the chair, a Functional design should be filed.

Functional designs may not be filed for “spare parts” (i.e. parts that are expected to be replaced during the life of the “parent part”).

Both Aesthetic and Functional designs are often filed for the same article, as most articles include both:

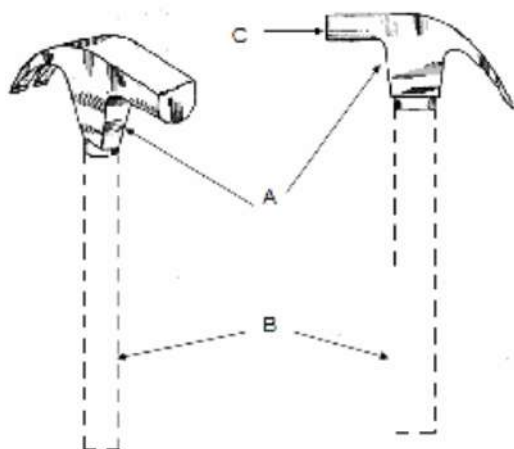
- Features, the shape of which, were dictated by aesthetic appeal; and
 - Features, the shape of which, were dictated by the function they were to perform.
- **Select distinctive features:** If in doubt, select all the boxes:

Distinctive feature of design:

- ☒ Shape
- ☒ Pattern
- ☒ Configuration
- ☒ Ornamentation

“Ornamentation” cannot be selected for Functional designs.

- **Broken lines:** Portions of an article that are “made separately” may be “disclaimed” by drawing them in broken lines, e.g.:



If portions are drawn in broken lines, the design is protected, irrespective whether a competitor changes the shape of such portions.

Most South African designs are filed without broken lines.

- **Explanatory statement:** A short paragraph may be added to explain the article. The explanatory statement may include reference numerals that are directed at portions of the article in the drawings. For example: *“The hammer includes a head “A” and a handle “B”.”*

Do not use the explanatory statement to detail the benefits of the article, or as a marketing statement.

The explanatory statement may limit the scope of protection of the design registration.

Explanatory statements are mandatory for “mask works” (i.e. functional designs that cover the layout of a circuit board).

Most South African designs do not include an explanatory statement.

| | | | | | | |
|------------|----------|------------|-------------|----------|------------|------------|
| 1. ARTICLE | 2. CLASS | 3. PARTIES | 4. PRIORITY | 5. FORMS | 6. UPLOADS | 7. PAYMENT |
|------------|----------|------------|-------------|----------|------------|------------|

ARTICLE

Your reference:

Title (English):

Design type: Aesthetic Functional

Distinctive feature of design: ☒ Shape ☒ Pattern ☒ Configuration ☒ Ornamentation

The drawings include portions in broken lines that are to be disclaimed: No Yes

Explanatory statement: Characters left: 3000

(Optional)

Save and exit Next >

- **Select class(es):** Select the main Locarno class (e.g. Class 9 for containers) (<https://www.wipo.int/classifications/nice/en/>). South Africa does not permit multi-class designs. A separate South African design will be filed for each class selected.

Design protection is limited to goods within the selected class. If the incorrect class is selected, the design may not be enforced.

It is common for an article arguably to straddle more than one class. In such instances, it is suggested to file the design in each potentially relevant class.

Note: If an article is filed as both an Aesthetic and Functional design and straddles two classes, a total of 4 designs may need to be filed.

| 1. ARTICLE | 2. CLASS | 3. PARTIES | 4. PRIORITY | 5. FORMS | 6. UPLOADS | 7. PAYMENT |
|----------------------------------|--|------------|-------------|----------|------------|------------|
| SELECT RELEVANT CLASSES | | | | | | |
| Class no. | Class description | | | | | |
| <input type="checkbox"/> Class 1 | Foodstuffs | | | | | |
| <input type="checkbox"/> Class 2 | Articles of clothing and haberdashery | | | | | |
| <input type="checkbox"/> Class 3 | Travel goods, cases, parasols and personal belongings, not elsewhere specified | | | | | |
| <input type="checkbox"/> Class 4 | Brushware | | | | | |
| <input type="checkbox"/> Class 5 | Textile piece goods, artificial and natural sheet material | | | | | |
| <input type="checkbox"/> Class 6 | Furnishing | | | | | |

- **Applicant:** The applicant may be a natural person, a juristic person (e.g. a company) or a trust. Co-applicants are permitted. Insert the applicant's physical (not postal) address. When inserting the address, use consecutive rows and do not strictly follow the prompts in the rows (e.g. the Zip code may be entered in the third address row).

Designer details are not required. However, proof of assignment of the design from the designer to the applicant should be retained in case proof of title is ever disputed by an infringer.

| 1. ARTICLE | 2. CLASS | 3. PARTIES | 4. PRIORITY | 5. FORMS | 6. UPLOADS | 7. PAYMENT |
|---------------------------------------|----------|--|-------------|----------|------------|------------|
| APPLICANT | | | | | | |
| Applicant 1 | | | | | | |
| Full name: | | <input type="text" value="Full name"/> | | | | |
| Physical address: | | <input type="text" value="Line 1"/> | | | | |
| | | <input type="text" value="Line 2 (Optional)"/> | | | | |
| | | <input type="text" value="City"/> | | | | |
| | | <input type="text" value="State (Optional)"/> | | | | |
| | | <input type="text" value="Zip (Optional)"/> | | | | |
| Country: | | <input type="text" value="Select Country"/> | | | | |
| Type: | | <input checked="" type="radio"/> Natural Person <input type="radio"/> Legal Entity | | | | |
| <div>Add applicant</div> <div>+</div> | | | | | | |
| Save and exit | | | < Back | | | |
| | | | Next > | | | |

- **Priority:** Priority may be claimed from a design filed during the previous 6 months. Alternatively, a “release date” (e.g. the date on which the design was first disclosed outside of a confidentiality undertaking) may be claimed during such 6 month period.

South African designs may be filed within 6 months of first disclosure, provided that a “release date” is claimed.

The screenshot shows a web form titled "PRIORITY DETAILS" with a navigation bar at the top containing seven tabs: 1. ARTICLE, 2. CLASS, 3. PARTIES, 4. PRIORITY (selected), 5. FORMS, 6. UPLOADS, and 7. PAYMENT. The form contains the following fields and controls:

- Does this application claim priority?**: A toggle switch with "Yes" selected.
- Priority claim 1**: A section header.
- Priority date:**: A text input field with a placeholder "yyyy-mm-dd" and a red "X" icon. Below it is a note: "Note: South Africa allows for up to 6 months to claim priority."
- Priority number:**: A text input field.
- Priority country:**: A dropdown menu with the text "Select Country".
- Add priority**: A button with a plus icon (+).
- RELEASE DATE**: A section header.
- Is the design still secret (i.e. no public disclosure)?**: A toggle switch with "Yes" selected.
- Save and exit**: A button at the bottom left.
- < Back** and **Next >**: Buttons at the bottom right.

- **Forms:** Download the forms (Power of Attorney and Form D3) for signature. A scanned copy of the signed forms is required. If the applicant is an entity, the signatory’s name and capacity must be included on the signed forms.

| | | | | | | |
|------------|----------|------------|-------------|-----------------|------------|------------|
| 1. ARTICLE | 2. CLASS | 3. PARTIES | 4. PRIORITY | 5. FORMS | 6. UPLOADS | 7. PAYMENT |
|------------|----------|------------|-------------|-----------------|------------|------------|

FORMS FOR SIGNATURE

For signature by Applicant:

The applicant must please print and sign these forms to be uploaded in the next step.

Click to see examples of forms:

Form D3

Power of Attorney

Download

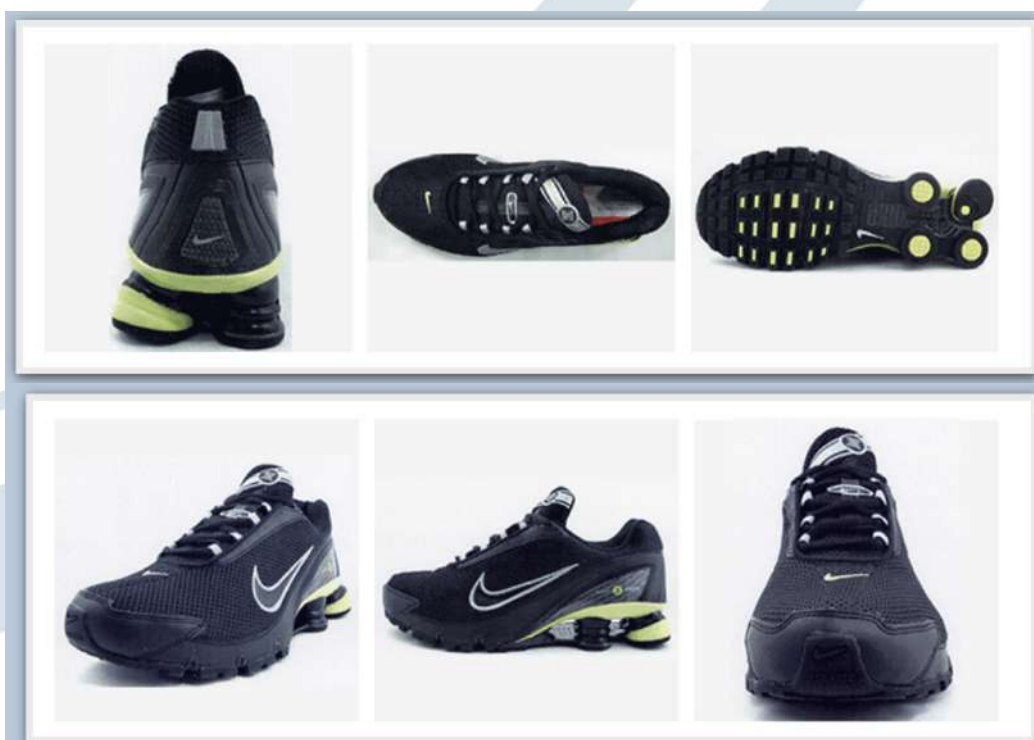
Email

Note: No legalization or notarisation of signed forms is required, and the original signed forms should not be lodged.

- **Images:** Create line drawings / take photos. Preferably, show the front, back, top, bottom, left, right and perspective views. However, a South African design may be filed with only one image. Exploded views and cross-sectional views are permitted.

Ensure that each design shows only one embodiment.

For example:



Add a descriptor under each image (e.g. “front view”, “upper-front perspective view”, “lower-back perspective view”, ...)

If design protection is not intended to be limited to specific colours of the embodiment shown in the images, use black and white images.

- **Upload:** Upload the signed forms and the photos / drawings. Choose one of the photos / drawings as the Abstract image. If you have only 3 photos, upload them as Photo 1, Photo 2 and Photo 3. Do not worry about associating the photos with the “views”.

1. ARTICLE 2. CLASS 3. PARTIES 4. PRIORITY 5. FORMS 6. UPLOADS 7. PAYMENT

REQUIRED DOCUMENTS: MUST BE SUBMITTED ON FILING

Photo 1: Front view [PNG / JPG / JPEG / GIF] Choose file No file chosen

Form D3 [PDF] Choose file No file chosen

Power of Attorney [PDF] Choose file No file chosen

Priority document - Priority claim 1 [PDF] Choose file No file chosen

OPTIONAL DOCUMENTS

Abstract drawing [PNG / JPG / JPEG / GIF] Choose file No file chosen

Photo 2: Rear view (Optional) Choose file No file chosen

Photo 3: Left view (Optional) Choose file No file chosen

Photo 4: Right view (Optional) Choose file No file chosen

Photo 5: Top view (Optional) Choose file No file chosen

Photo 6: Bottom view (Optional) Choose file No file chosen

Photo 7: Perspective view 1 (Optional) Choose file No file chosen

Photo 8: Perspective view 2 (Optional) Choose file No file chosen

Save and exit < Back Next >

- **File / pay:** Complete the filing. The costs are:

| | |
|------------------------------------|--|
| Filing: | \$149 (inclusive of R240 official fee) |
| Acceptance and publication: | \$70 |
| (optional) Courier of certificate: | \$110 per parcel (up to 10 designs may be included in a single parcel) |

[1. ARTICLE](#)[2. CLASS](#)[3. PARTIES](#)[4. PRIORITY](#)[5. FORMS](#)[6. UPLOADS](#)[7. PAYMENT](#)

EXPEDITED GRANT

Typically, grant takes 12 months. Do you wish to request accelerated grant?

Additional cost: \$0

☒ Yes☐ No

UPFRONT / TRANCHE PAYMENT

Pay for filing only or for all steps up to courier of certificate?

Additional cost: see PAYMENT SUMMARY

☒ Full process☐ Filing only

RENEW TO TERM

Do you want to pre-pay all renewals at a discounted rate?

Additional cost: see PAYMENT SUMMARY

☒ Yes☐ No

PAYMENT SUMMARY

Filing of a South African design application

| Description | Unit cost (USD) | Quantity | Amount (USD) |
|---|-----------------|----------|--------------|
| Filing a South African design application | 299 | 1 | 299 |
| Discount D3N5ZFDYH | | | (150) |

TOTAL PAYABLE
USD149

PAYMENT METHOD



 Credit card



GLOBAL IP CO. User account

TERMS AND CONDITIONS

We will file your South African design application with the South African Design Office (CIPC), and send you a Design application number within one day (Mon-Fri).

Confidentiality: We confirm that all information we receive from you will be held in confidence, and that we will neither use nor disclose this information to third parties (apart from the South African Design Office (CIPC)).

☒ You agree that we will file this South African design application as is, without review, revision or comment, subject to our Terms & Conditions and policy documents.

Proceed to filing

How to arrange publication

1. Click INSTRUCT PUBLICATION

[Share case](#)

Summary of case

DN_ZA00003176-01 | A2022/00001 | My application reference

Filed

Filing date:
6 February 2023
Official No.:
A2022/00001

Edit

Acceptance


Acceptance date:
7 February 2023
Deadline to arrange publication:
14 April 2023
Deadline to extend acceptance:
30 April 2023

Instruct publication

Expected grant date
7 April 2023

Expected certificate date
7 June 2023


South African Design Application

| | |
|---|---|
| Status: | Accepted |
| Client reference: | My application reference |
| Official No.: | A2022/00001 |
| Filing date: | 6 February 2023 |
| Next deadline: | 14 April 2023 - Publication (Acceptance) |
| Expedited grant: | Yes |
| Request expedited acceptance date: | 6 February 2023 |
| Renew to term: | No |
| Full process: | No |
| Acceptance date: | 7 February 2023 |
| Article: | My Application title |
| Design type: | Aesthetic |
| Distinctive feature of design: | Shape Pattern Configuration Ornamentation |
| Explanatory statement: | The explanatory statement |
| Is the design still secret (i.e. no public disclosure)? | Yes |
| Drawing 1: |  |

2. Click INSTRUCT PUBLICATION

Acceptance Processing - DN_ZA00003247-01

Acceptance

| | |
|-------------------------------|--|
| Date of acceptance: | 08 February 2023 |
| Expected publication date: | 29 March 2023 |
| Publication deadline: | 08 May 2023 |
| Request extension deadline: | 17 March 2023 |
| Request publication deadline: | 17 March 2023 |
| Request withdrawal deadline: | NA |
| Documents: | Notice of acceptance  |

To proceed to grant, you must instruct publication of this application in the South African Design Journal before the above Request Publication Deadline. Any instruction to publish received after this date will not enable us to make the cut-off date for inclusion in the Design Journal to be published on the above Publication Date.

If acceptance of the application is not published before the above Publication Deadline, the application will lapse.



Publication

Deadline to instruct publication: 17 March 2023


Payment

| Description | Amount (USD) |
|-------------|--------------|
| Cost: | 70.00 |

TOTAL PAYABLE
USD70

☒   Credit card

☐ GLOBAL IP CO. User account

 Instruct publication

How to arrange courier

1. Select a record and click REQUEST COURIER

[Share case](#)

Summary of case

DN_ZA00003176-01 | A2022/00001 | My application reference

Filed

Filing date:
6 February 2023
Official No.:
A2022/00001

Edit

Acceptance

Acceptance date:
7 February 2023
Publication date:
26 April 2023

Granted

Grant date:
26 April 2023

Edit

Certificate

Receipt date:
7 February 2023
Deadline for requesting courier:
7 August 2023

 Request courier

South African Design Application

| | |
|---|---|
| Status: | Certificate received |
| Client reference: | My application reference |
| Official No.: | A2022/00001 |
| Filing date: | 6 February 2023 |
| Next deadline: | 7 August 2023 - Courier/Extension (Certificate) |
| Expedited grant: | Yes |
| Request expedited acceptance date: | 6 February 2023 |
| Renew to term: | No |
| Full process: | No |
| Acceptance date: | 7 February 2023 |
| Grant date: | 26 April 2023 |
| Article: | My Application title |
| Design type: | Aesthetic |
| Distinctive feature of design: | Shape |
| | Pattern |
| | Configuration |
| | Ornamentation |
| Explanatory statement: | The explanatory statement |
| Is the design still secret (i.e. no public disclosure)? | Yes |
| Drawing 1: | |

2. Click GROUP OTHERS WITH THIS CERTIFICATE

Certificate - DN_ZA00003176-01

Certificate Details

Date of receipt:

07 February 2023

Request courier deadline:

07 August 2023

Documents:

Certificate of grant



We have received the certificate of grant for the above South African design. A scanned copy of the certificate of grant is available for download above.

You can now instruct us to courier the original certificate of grant to you using the "Request courier" button below. If we do not receive an instruction to courier the certificate to you by the above Request Courier Deadline, we will destroy the certificate (if necessary, a new certificate can be requested from the Design Office as a separate matter and at an additional charge).

Grouped certificates

Total weight: 45g / 500g

DN_ZA00003176-01 / My application reference (45g)

 Group others with this certificate

3. Select other case to be grouped in the courier parcel

Grouped certificates

Total weight: 45g / 500g

DN_ZA00003176-01 / My application reference (45g)

Available for association/grouping:

Save

Select certificate

DN_ZA00003700-37 (125g)

DN_ZA00003176-02 (125g)

DN_ZA00003176-05 (125g)

DN_ZA00003176-01 (45g)

4. Add other cases until the parcel includes 4 designs (i.e. the original case plus the 3 added cases)

Grouped certificates

Total weight: 45g / 500g

DN_ZA00003176-01 / My application reference (45g)

Available for association/grouping:

- DN_ZA00003700-37 (125g)
- DN_ZA00003176-02 (125g)
- DN_ZA00003176-01 (125g)

+ Add

Save

Cancel

5. Click SAVE to courier all 4 certificates in a single courier parcel

Grouped certificates

Total weight: 45g / 500g

DN_ZA00003176-01 / My application reference (45g)

Available for association/grouping:

- DN_ZA00003700-37 (125g)
- DN_ZA00003176-02 (125g)
- DN_ZA00003176-01 (125g)

+ Add

Save

Cancel

Process

The South African designs office conducts formal examination of designs, but not substantive examination.

Timelines:

| | |
|--------------------------|---|
| Acceptance: | within 6 months of filing (reduced to 2 months if accelerated acceptance is requested (at no additional cost)) |
| Publication / grant: | within 3 months of acceptance (the journal publishes on the last Wednesday of each month (other than December)) |
| Issuance of certificate: | within 2 months of publication |

Renewal

A South African design must be renewed on the third anniversary of the earliest of:

- the release date;
- the priority date; or
- the filing date,

and annually thereafter.

A total of: 7 renewals are payable for South African Functional designs (expires after 10-years); and 12 renewals are payable for South African Aesthetic designs (expires after 15 years).

| Years | Official fee | Total PayAnnuity fee (inclusive of official fee) |
|---------------|---|---|
| 4, 5 and 6 | R120 each | \$39 each |
| 7 and 8 | R77 each | \$36 each |
| 9 and 10 | R90 each | \$36 each |
| 11 and 12 | R110 each | \$37 each |
| 13 and 14 | R132 each | \$38 each |
| 15 | R149 | \$40 |
| Total: | R 694 (Functional); R1,327 (Aesthetic) | |

* Additional \$25 is charged if the renewal is not processed online

Pre-payment:

Functional design: All 7 renewals may be paid upfront via the GlobalIPCo system for:

- Where GlobalIPCo / S&Z filed the design: \$175
- Where GlobalIPCo / S&Z did not file the design: \$275

Aesthetic design: All 12 renewals may be paid upfront via the GlobalIPCo system for:

- Where GlobalIPCo / S&Z filed the design: \$220
- Where GlobalIPCo / S&Z did not file the design: \$320

Late-payment:

Renewals may be paid during the 6 month grace period on payment of a penalty (R82 for the first month and R44 for each subsequent month, i.e. maximum R302). The PayAnnuity renewal system charges: (i) the manual renewal fee; and (ii) \$25 in professional fees for paying the late payment penalty.

Tariff of fees (2025) – South African Designs

| | Official fee | Total fee |
|--|--|--|
| File South African direct / convention design (using GlobalIPCo system) | R240 | \$149 |
| Acceptance (using GlobalIPCo system) | | \$70 |
| Courier (using GlobalIPCo system) | | \$110 per courier parcel - up to 10 designs may be included in a courier parcel |
| Renewal Functional design: <ul style="list-style-type: none"> - Pay all 7 renewals for 10-year period (where: the design was filed by GlobalIPCo; and the renewal is processed on the GlobalIPCo system) - Years 4, 5 or 6 - Years 7 or 8 - Years 9 or 10 Aesthetic design: <ul style="list-style-type: none"> - Pay all 12 renewals for 15-year period (where: the design was filed by GlobalIPCo; and the renewal is processed on the GlobalIPCo system) - Years 4, 5 or 6 - Years 7 or 8 - Years 9 or 10 - Years 11 or 12 - Years 13 or 14 - Year 15 | R694 R120 each R77 each R90 each R1,327 R120 each R77 each R90 each R110 each R132 each R149 | \$175 \$39 each \$36 each \$36 each \$275 \$39 each \$36 each \$36 each \$37 \$38 \$40 |
| Surcharge if not processed through PayAnnuity | | \$25 |
| Late payment penalty <ul style="list-style-type: none"> - First month - Each month 2 to 6 | R82 R44 | \$25 plus official fee |
| Assignment | R75 | \$150 |
| Change of: applicant's name; applicant's address; or address for service | R60 | \$150 |

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<https://globalipco.com/ip-online>