



User Manual

www.takamul.gov.ae



This manual is a step-by-step guide on how you can register your idea or 'invention' with us on our website www.takamul.gov.ae. It will take you through the registration, submission, and interactive process in a no-fuss and easy-to-understand manner.

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SECTION A - How To Submit Your Invention

Step 1 – Registration for the first-time user

1. Log on to www.takamul.gov.ae



2. Click 'Submit Invention' on the top right-hand side of the home page
3. From the drop-down menu, select 'Patent Support'
4. Please read the instructions and information on the Takamul program carefully
5. Click 'Proceed' to continue

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INVENTORS INDUSTRY ENTREPRENEURS SUBMIT INVENTION LOGIN


LOGIN Print Share


To submit new inventions and check the status of applications already submitted please login

Email Address


Password [Forgot ?](#)

LOGIN [New to Takamul? Click here](#)

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ABU DHABI TECHNOLOGY
DEVELOPMENT COMMITTEE 

6. If you are a first-time user, click 'New to Takamul? Click here'

NEW TO Takamul REGISTER HERE Print Share

You must be registered in order to submit an invention. Once you have registered you will be guided through the application process which you can save and login at any time to retrieve.

First Name *

Last Name *

Mobile Number * Example: +97XXXXXXXXXX


Email Address *

Confirm Email Address *

Password * ⓘ

Confirm Password *

I Am *

Security Check * Type the characters in the box below

Can't read this?

I would like to subscribe to the Takamul newsletter

I have read, understood and agree to the [Terms & Conditions](#) of the Takamul Program.

REGISTER NOW **CANCEL**

7. Complete all the required fields marked with an asterisk (*)
 - **Helpful hint:** If you are a UAE national or a part of an organization or institution already registered with us, you will find your details in the drop-down menu.
8. After completing and checking the relevant boxes, click 'REGISTER NOW'
9. After you have successfully registered with www.takamul.gov.ae, a verification email will be sent to your email address. Click on that link to verify your details.

Step 2 – The Invention

1. Proceed to www.takamul.gov.ae after clicking on the verification link
2. Click 'LOGIN' on the top right-hand side of the home page

The screenshot shows the Takamul website's login interface. At the top, there is a navigation bar with the Takamul logo, a search bar, and links for 'TECHNOLOGIES', 'SITE', and 'ABOUT Takamul | NEWS & EVENTS | العربية'. Below this is a secondary navigation bar with 'INVENTORS', 'INDUSTRY', and 'ENTREPRENEURS' tabs, along with 'SUBMIT INVENTION' and 'LOGIN' buttons. The main content area is titled 'LOGIN' and contains a message: 'To submit new inventions and check the status of applications already submitted please login'. It features two input fields: 'Email Address' and 'Password', with a 'Forgot?' link next to the password field. A 'LOGIN' button is positioned below the fields, accompanied by a link: 'New to Takamul? Click here'. Below the login form, there are two links: 'Video Tutorial Watch Now >' and 'User Manual Download Now >'. The footer contains links for 'FAQs', 'Media', 'Contact Us', 'Sitemap', and 'Corporate Login', along with copyright information: 'Copyright © 2014 TDC Takamul. All rights reserved.' and the logo of the Abu Dhabi Technology Development Committee.

3. Type your email address and password
4. Click 'LOGIN' to enter
5. Enter your details for Step 1 – 'THE INVENTOR/S' and upload the relevant documents

SUBMIT INVENTION Print Share

Step 1 THE INVENTOR/S **Step 2 ABOUT THE INVENTION**

"You are required to meet the eligibility criteria for your invention to be considered. Should it be discovered that you do not comply with the requirements, your invention will not be accepted."

Inventor 1	First Name * John	Last Name * White	Nationality * Select
Add another Inventor	Email Address * takamul@tdc.gov.ae	Mobile Number * +97150 Example: +9770000000000	Upload Passport Copy * BROWSE
Research Member 1 (Optional)	First Name	Last Name	Nationality Select
Add another RESEARCH Member	Email Address	Mobile Number +9770000000000 Example: +9770000000000	Upload Passport Copy BROWSE

SAVE & PROCEED LATER **NEXT**

6. Add or delete names of inventors by clicking '+' and '-' respectively

SUBMIT INVENTION
Print
Share

Step 1
THE INVENTOR/S

Step 2
ABOUT THE INVENTION

You are required to meet the eligibility criteria for your invention to be considered. Should it be discovered that you do not comply with the requirements, your invention will not be accepted.

Inventor 1 -	First Name * John	Last Name * White	Nationality * Select
Add another Inventor +	Email Address * takamul@tdc.gov.ae	Mobile Number * +97150 <small>Example: +9770000000000</small>	Upload Passport Copy * BROWSE
Research Member 1 (Optional) -	First Name	Last Name	Nationality Select
Add another RESEARCH Member +	Email Address	Mobile Number +9770000000000 <small>Example: +9770000000000</small>	Upload Passport Copy BROWSE

SAVE & PROCEED LATER
NEXT

7. Add or delete names of search members by clicking '+' and '-' respectively
8. Click 'Next'
9. Enter your details for Step 2 – 'ABOUT THE INVENTION'.
10. Click 'NEXT' until you complete all the required fields and answer the questions about the invention
 - **Helpful hint:** At any stage of the application, click 'Save and Proceed' if you want to continue later

Step 3 – Preview and Submit

11. Once you are ready to submit your application, click ‘PREVIEW & SUBMIT’
 - **Helpful hint:** To edit or change any fields, click ‘BACK’ to return to the previous page
12. To submit, tick the check box confirming you have read the terms and conditions of submission
13. Click ‘SUBMIT NOW’
14. Click ‘CONFIRM SUBMISSION’ if you want to proceed. If not, click ‘CANCEL’
15. You will be directed to a ‘Thank You’ page

Note: The Takamul Team will get in touch with you in the next few days/weeks and will guide you through the remainder of the process

SECTION B - How To Manage Your Inventions

Step 1 – Access

1. Log on to www.takamul.gov.ae
2. Click 'LOGIN' on the top right-hand side of the home page
3. Type your email address and password
4. Click 'LOGIN' below
5. You will be directed to 'My Inventions'

The screenshot shows the 'My Account' page on the Takamul website. The top navigation bar includes 'SUBMIT INVENTION' and 'LINA' (highlighted with a green box and a mouse cursor). Below this is a 'MY ACCOUNT' section with tabs for 'MY INVENTIONS' and 'ACCOUNT SETTINGS'. A table lists four patent applications with columns for Application, Patent Abstract, Takamul Status, Patent Process Status, Status Modified, and Action Required. At the bottom, there are links for 'Video Tutorial' and 'User Manual'.

Application	Patent Abstract	Takamul Status	Patent Process Status	Status Modified	Action Required
PHP-0255-14	cool	Approved	Filed	May 21, 2014	UPLOAD DOCUMENTS
PHP-0256-14	جيتل	Draft	N/A	June 03, 2014	EDIT APPLICATION
PHP-0258-14	qwerrt 1234	Submitted	N/A	August 06, 2014	
PHP-0259-14		Draft	N/A	January 01, 0001	EDIT APPLICATION

- **Helpful hint:** You can always get back to the 'My Inventions' page by clicking your name/username on the top right-hand side of the page. For example, 'Mohammad' or 'Andrea' or 'John'

MY ACCOUNT Print Share

MY INVENTIONS **ACCOUNT SETTINGS**

Application	Patent Abstract	Takamul Status	Patent Process Status	Status Modified	Action Required
PHP-0255-14	cool	Approved	Filed	May 21, 2014	UPLOAD DOCUMENTS
PHP-0256-14	حليل	Draft	N/A	June 03, 2014	EDIT APPLICATION
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6. Click your invention under ‘Patent Abstract’ to view your application

➤ **Helpful hint:**

- The ‘Takamul Status’ indicates whether your application is in the drafting stage, submission stage, has been approved or rejected by the Takamul team
- The ‘Patent Process Status’ indicates whether your patent is in the filing stage or has been granted

7. You can then view your completed details and uploaded attachments

Step 2 – Making changes

1. Go back to ‘MY INVENTIONS’

The screenshot shows the 'MY ACCOUNT' section of the Takamul website. It features a navigation bar with 'INVENTORS', 'INDUSTRY', and 'ENTREPRENEURS'. Below this is a 'MY ACCOUNT' header with 'Print' and 'Share' options. The main content area has two tabs: 'MY INVENTIONS' (active) and 'ACCOUNT SETTINGS'. A table lists four inventions with columns for Application ID, Patent Abstract, Takamul Status, Patent Process Status, Status Modified, and Action Required. The second row, with 'Draft' status, has its 'EDIT APPLICATION' button highlighted in green and pointed to by a mouse cursor. Below the table are links for 'Video Tutorial' and 'User Manual'. The footer contains site navigation and logos for the Abu Dhabi Technology Development Committee.

Application	Patent Abstract	Takamul Status	Patent Process Status	Status Modified	Action Required
PHP-0255-14	cool	Approved	Filed	May 21, 2014	UPLOAD DOCUMENTS
PHP-0256-14	جميل	Draft	N/A	June 03, 2014	EDIT APPLICATION
PHP-0258-14	qwerrt 1234	Submitted	N/A	August 06, 2014	
PHP-0259-14		Draft	N/A	January 01, 0001	EDIT APPLICATION

2. Click ‘EDIT APPLICATION’ to edit or make changes to your application
 - **Helpful hint:** You can only edit your application when the ‘Takamul Status’ is ‘Draft’. The ‘Takamul Status’ indicates your application’s current status and how far it has been processed after you submitted it.
3. Click ‘CONTINUE MAKING CHANGES’
4. Make the necessary changes in ‘Step 1’ and click ‘NEXT’ until you complete making any changes in ‘Step 2’
5. Upload relevant documents
6. Click ‘PREVIEW & SUBMIT’ once you are ready to submit your application
7. To submit, tick the check box confirming you have read the terms and conditions of submission
8. Click ‘SUBMIT NOW’ and click ‘CONFIRM SUBMISSION’ if you want to proceed. If not, click ‘CANCEL’
9. You will be directed to a ‘Thank You’ page

Step 3 – Rejection and Re-application

1. In case your application is rejected due to lack of, or incomplete information, you will be able to re-apply with the inclusion of added documentation or details
2. For step-by-step guidance on how to apply from the beginning, refer to SECTION A of this manual – ‘How To Submit Your Invention’

SECTION C - How To Manage Your Account

The screenshot displays the 'MY ACCOUNT' settings page. At the top, there are navigation links for 'INVENTORS', 'INDUSTRY', and 'ENTREPRENEURS', along with 'SUBMIT INVENTION', 'LINA', and 'LOG OUT'. The 'MY ACCOUNT' header includes 'Print' and 'Share' icons. Two tabs are visible: 'MY INVENTIONS' and 'ACCOUNT SETTINGS', with the latter being active. The form contains the following fields and values:

First Name	<input type="text" value="Lina"/>	Last Name	<input type="text" value="Al Hashemi"/>
Email Address	<input type="text" value="lina.alhashemi@tdc.gov.ae"/>	New Email Address	<input type="text"/>
Secondary Email	<input type="text"/>	<small>*You will be sent an email to verify your account. Click on the verification link so that you will be able to use your new email address the next time you login.</small>	
Password	<input type="password"/>		
New Password	<input type="password"/>	Confirm New Password	<input type="password"/>
Phone	<input type="text" value="+97150"/> <small>Example:+97XXXXXXXXXX</small>	Secondary Phone	<input type="text" value="+97XXXXXXXXXX"/> <small>Example:+97XXXXXXXXXX</small>

At the bottom of the form, there are two buttons: 'SAVE CHANGES' and 'CANCEL'.

1. Click the 'ACCOUNT SETTINGS' tab to change any personal information
2. Click 'SAVE CHANGES' after you have made the necessary changes

CONTACT US

Telephone: +971 26511200

Fax: +971 26511201

P.O Box: Abu Dhabi, 131304