



MINISITERI Y'UBUTEGETSI
BW'IGIHUGU



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IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

∞∞ UMUJYI MUTO ∞∞

SERIVISE ZITANGIRWA KU RWEGO RW'AKARERE



BYAKOZWE NA
A & G Services Ltd



Administration & Governance Services

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Ibirimo

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Akarere zigenwa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunozaimitangire myiza yaserivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akarere, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe. Guhabwa serivisi nziza kandi ku gihe, ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kuno ga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyamabanga Nshingwabikorwa w'Akarere, Abayobozi bungirije b'Akarere, Umuyobozi w'Akarere cyangwa Inama Njyanama y'Akarere. **Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayasanga ku rubuga rwa interineti rw'Akarere cyangwa ukayabaza mu biro by'Umukozi ubishinzwe ku Karere.**



IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

a) Gusaba uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	Ibaruwa isaba yandikiwe Akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) Inzira binyuramo	Aho icyapa kigomba gushyirwa harasurwa kugira ngo barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa frw 20000 kuri meterokare yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Kuva ku minsi 3 kugeza ku byumweru 2

b) Gusaba uruhushya rwo kubaka

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> - Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki byakoreshejwe uretse inyubako iri mu cyiciro cya 1.B n'icya 1.C - Ifishi y' ubutaka (deed plan) - Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa; ☐ - Kopi y'inyigo z'imimerere y'ubutaka, uretse inyubako zo mu cyiciro cya 1, icya 2 n'izindi zose zitageretse ☐ - Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije nk'uko biteganywa n'amategeko abigenga; - Ibishushanyo by'imiterere y'inyubako ☐ - Imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku

	<p>n'isukura, ikoranabuhanga no kwirinda inkongi, uretse inyubako yo mu cyiciro cya 1.B na 1.C; ☐</p> <ul style="list-style-type: none"> - Inyigo y'ubukomere bw'ibigize inyubako, harimo imbata yabyo n'uko byabazwe, uretse ku nyubako ziri mu cyiciro cya 1.B n'icya 1.C; ☐ - Ingano y'ibizakoreshwa n'agaciro kabyo, uretse inyubako iri mu cyiciro cya 1.B n'icya 1.C; - icyemezo cy'imirimo y'umushinga kiriho umukono w'umuhanga mu guhanga inyubako cyangwa uw'umuhanga mu by'ubwubatsi wemewe, kikemezwa n'urugaga rubagenga, uretse inyubako ziri mu cyiciro cya 1.A n'icya 1.C.
4) Inzira binyuramo	<ul style="list-style-type: none"> - Uruhushya rutangwa utagiye ku Karere (Online) - Ushaka umuhanga mu guhanga inyubako cyangwa umuhanga mu by'ubwubatsi akohereza dosiye igizwe n' ibisabwa kuri www.bpmis.gov.rw (icyiciro 1.B umuturage yabyikorera)
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - Kuva kuri 0-100 metero kare wishyura Rwf 20,000, - Kuva kuri 100-500 metero kare wishyura Rwf 40,000, - Kuva kuri 500 metero kare kuzamura wishyura Rwf 60,000
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

c) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga y'imisoro - Fotokopi y'icyangombwa cy'ubutaka; - Imbata z'ibishushanyo byemejwe
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ushaka umuhanga mu guhanga inyubako cyangwa umuhanga mu by'ubwubatsi akohereza dosiye igizwe n'ibisabwa kuri www.bpmis.gov.rw - (icyiciro 1.B umuturage yabyikorera)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 3.000 Frw: Extrait Cadastrale - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche)



	cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

d) Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	- Ibishushanyo bigararagaza uko inyubako yubatse; - Imyirondoro y'abahanga mu guhanga inyubako n'iy'abahanga mu by'ubwubatsi bakoze ku nyubako;
4) Inzira binyuramo	- Aho inzu iri harasurwa nyuma yo kuzuza ibisabwa kuri www.bpmis.gov.rw
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibisubizo biboneka mu ibyumweru bibiri(2)

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu harasurwa hakorwa ubukangurambaga mbere yo kubaka ibikorwaremezo, abantu bakimurwa Ibaruwa yandikiwe Akarere Hakorwa ubukangurambaga bwo kumvisha abaturange ibyiza by'bw'ibikorwaremezo bizahakorerwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7

f) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira Umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuzwa (inyemezabuguzi). Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugira ngo yishyurwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

g) Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafotoane (4) y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa cy'ubutaka
4) Inzira binyuramo	Iyo umaze gusaba baza gusura aho inzu yubatswe bagakora raporo ari nayo iherwaho baguha icyangombwa cyo gusana/kuvugurura hashingiwe ku byo babonye mw'isura.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu byumweru 2

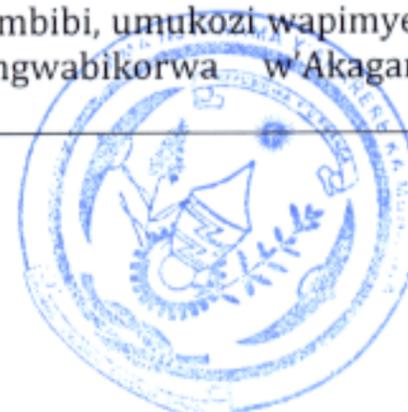
h) Gufasha mu kubona amazi

1) Uhabwa iyi serivise	Abaturage bibumbiye hamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira Akarere cyangwa ukiyizira gusobanura icyifuzo cyawe. Akarere gakora ubuvugizi ku kigo gishinzwe amazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu cyumweru 1

B. UBUTAKA (OSC)

a) Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere cyangwa ku Murenge
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi w'Iburo by'Ubutaka mu Karere/GIS& Surveyorr kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice - Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umunyamabanga Nshingwabikorwa w'Akagari k'aho ubutaka buherereye.



4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyangwa ku Murenge witwaje ibisabwa. Ku butaka burimo ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice. Ku bindi bikorwa bishobora gukorwa nko Gutura, ubucuruzi, inganda, ibikobwa by'ubuzima (Amashuli, amavuriro...) itegeko ntiryubahirizwa.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 4

b) Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka (land administrator na GIS professional)
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi wa OSC /GIS & Surveyor ikomatanya ibice by'ubutaka bisabirwa guhuzwa - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'Umunyamabanga Nshingwabikorwa w'Akagari k'aho ubutaka buherereye - Kwishyura amafaranga y'imisoro yose icyanye n'ibibanza bihuzwa
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa. Ubutaka bisabwa guhuzwa bugashyirwa mu izina rimwe.
5) Izindi nzego unyuramo	Ushinzwe ubutaka ku rwego rw'intara
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 4

c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso - icyangombwa cy'umwimerere cy'ubutaka - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi wa OSC /GIS & Surveyor ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'Umunyamabanga Nshingwabikorwa w'Akagari k'aho ubutaka buherereye - icyangombwa cy'ubutaka cy'abo bahuje imbibi (Ubusanzwe)

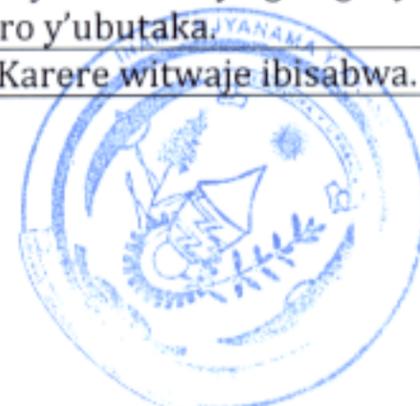
	imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa n'umukozi ushinzwe ubutaka ku Karere cyangwa ku Murenge.
5) Izindi nzego unyuramo	Umukozi ushinzwe ubutaka ku rwego rw'Intara
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 4

d) Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'indangamuntu - icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu kitarengeje amezi 3 - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocya'agateganyo cyangwa inyangandiko yemeza nimeru y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere/ cyangwa ku Murenge witwaje ibisabwa. Imisoro y'ubutaka yishyuye nibura mu myaka 10 ishize
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo (Aha iyo hakozwe ibipimo by'ubutaka(fiche cadastrale) hishyurwa. 10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya)
7) Igihe itangirwa	Umunsi Akarere kaguhaye cyangwa Umurenge
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 4

e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkonda butaka ngena nkomyi.

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kopi y'indangamuntu - icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyangandiko yemeza nimeru y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.



	Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi ishize.
5) Izindi nzego unyuramo	Umubitsi w'impapururompamo mu ku rwego rw'Intara
6) Amafaranga yishyurwa	Ntayo(Aha iyo hakoze ibipimo by'ubutaka(fiche cadastrale) hishyurwa. 10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya)
7) Igihe itangirwa	Ku muni wagenwe n'akarere
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 4

f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'indangamuntu ya nyir'ubutaka - Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa ny'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Umuni utangwa n'Akarere cyangwa Umurenge
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 4

g) Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka

1) Uhabwa iyi serivise	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka - icyemezo cy'irangamomerere - icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB - Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'ikigo cy'Igihugu Gishinzwe Imiyoborere myiza. - Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'aho usaba serivise yayisabiye
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru bibiri(2)

h) Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)

1) Uhabwa iyi serivise	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotse ubuzimagatozi bw'ishyirahamwe) cyangwa ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangira mutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangira mutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

i) Kwandikisha igice cy'inyubako (condominium unit)kiri muisangiramutungo ku nyubako

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'indangamuntu z'abasaba - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa - Ibyangombwa by'ubutakaburiho isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere cyangwa nu Murenge ubutaka buherereyemo
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2



j) Ihererekanya ry'uburenganzira ry'igicecy'isangiramutungo ku nyubako (condominium unit)

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'iherekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Isyirahamwe ry'abasangiye inyubako yemeza uburenganzira muisangiramutungo (Proof of ownership from Association of Owners)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku biro by'umurenge ku mukozi ushinzwe ubutaka witwaje ibisabwa
5) Izindi nzego unyuramo	Ku Karere
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya n'ibihumbi 30.000Frw y'iherekanya
7) Igihe itangirwa	Umunsi utangwa naho wasabiye serivise
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

k) Gukosora amakuru muri regisitiri y'ubutaka(amazina yanditse nabi, inimeru y'irangamuntu, ...)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

l) Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu - icyemezo cy'urukikocyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompano
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge waho ubutaka buri iyo hari umukozi ushinzwe ubutaka ku murenge witwaje ibisabwa.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere cyangwa n'Umurenge bitewe n'aho yasabiye serivise
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

m) Gusimbura ibyangombwa by'ubutaka bisimburaibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza.

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Iyo ibyangombwa by'ubutaka byatakaye: <ul style="list-style-type: none"> - Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: <ul style="list-style-type: none"> - Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

n) Guhinduza icyo ubutaka bwagenewegukoreshwa

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya n'umusoro
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2



o) Gusaba guhabwa ibyangombwa by'ubutaka kubutaka Leta yagurishije cyangwa yatanze

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka - Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutakabuhereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	27,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.(30.000frw y'iherekanya yishyurirwa ku irembo)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

p) Gusaba kongera cyangwa kuvana abafite uburenganzira kubutaka muri rejisitiri y'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe n'indangamuntu - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya Noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira - Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera

	ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya (yishyurwa binyuze ku irembo)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

q) Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - icyemezo cyo kuba warashyingiwe/icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge waho ubwo butaka buri witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

r) Kwemeza igishushanyo cy' ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana OSC(One Stop Center)
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Kwishyura 10000 rwf y'icyemezo cy'ubutaka - Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.



4) Inzira binyuramo	<ul style="list-style-type: none"> - Ujya ku biro by'ubutaka (Aho bakirira abantu) mu masaha y'akazi - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira. - Ku turere tw'umuji, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gusuzuma ubutaka(hishyurwa 30000rwf)
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa binyuze ku irembo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe nyuma yo gusura ubutaka

s) Gutanga no gutiza ingwate muri banki

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Ushinzwe kwakira abantu muri One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cy'ubutaka cy'umwimerere - Indangamuntu z'ushaka gutanga n'uwakira ingwate (ubutiza, n'ubuhawe) - Icyemezo cy'uko washatse cyangwa uri ingaragu
4) Inzira binyuramo	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuzwa impapuro zabigenewe imbere ya Noteri w'ubutaka mukamagisinye. Icyemezo cy'ingwate gitangwa uwo munsu.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	2.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

t) Gukemura amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Ushinzwe kwakira abagana One Stop Center cyangwa Noteri w'Ubutaka ku Karere
3) Ibisabwa	Ibaruwa yandikiwe umuyobozi w'Akarere(Mayor) Raporo y'uko ikibazo cyakemuwe ku Murenge ndetse n'icyangombwa cy'ubutaka kirebwa n'amakimbirane iyo gihari
4) Inzira binyuramo	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugira ngo kamenye uko gihagaze kagatanga umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	5.000 Frw yo kwemeza impapuro mpamo z'ubutaka

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsi wo gusura.

II. NOTERI

a) Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umuyobozi w'Ibiro by'Ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amafaranga asabwa asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Impande zombi zijya ku biro bya Noteri w'Akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

b) Gusaba gushyira umukono ku masezerano y'inguzanyo ya banki

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Amasezerano y'inguzanyo ya banki. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya Noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku Karere bityo bakabasha kugenzura ko ari bobasinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale).
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00



8) Igihe ntarengwa	Uwo muni
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c) Gusaba gushyira umukono kuri stati y'amashyirahamwe,amakoperative n'imiryango itari iya Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> - Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri azenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, - Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma - Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zizinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Baza amafaranga yishyurwa ku murenge ku byerekeye kusinyisha impapuro kwa noteri
7) Igihe itangirwa	Ku wa gatatu (Runda) Ku wa kane (Ku cyicaro cy'akarere)
8) Igihe ntarengwa	Uwo muni

d) Kugira inama abaturage mu by'amategeko

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro bya Noteri w'Akarere ugasobanura uko ikibazo giteye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku muni wagenwe n'akarere
8) Igihe ntarengwa	Uwo muni kereka iyo hakenewe ubusesenguzi

e) Kwemeza inyandiko mpamo

1) Uhabwa iyi serivise	Umuntu wese ukeneye noteri
2) Umukozi ubishinzwe	Noteri w'Akarere cyangwa w'Umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	1,500 Frw kuri kopi imwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

f) Gukurikirana imanza z'Akarere

1) Uhabwa iyi serivise	Umuntu wese wareze cyangwa warezwe n'Akarere
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'iko ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

a) Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyurwe aho adakwiye

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe Imari
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro z'umwimerere za banki wishyuriyeho Indangamuntu(Numero y'indangamuntu)
4) Inzira binyuramo	Iyo hishyurwe amafaranga arenga asabwa: - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). Iyo wishyuye kuri konti itari yo: - Wandikira Akarere ibaruwa isaba gusubizwa amafaranga ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3 uherye igihe utangiye ikibazo

b) Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe imisoro n'amahoro ku Karere cyangwa Umubaruramari w'imisoro ku Murenge
3) Ibisabwa	Ipatanti: - Kumenyekanisha aho ukorera n'imirimu ukora Umusoro ku mitungo:



	<ul style="list-style-type: none"> - Ibyangombwa by'umutungo <p>Umusoro ku nyungu z'ubukode:</p> <ul style="list-style-type: none"> - Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugira ngo inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku Karere cyangwa ku Murenge ukareba umububaruramari w'imisoro, witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

c) Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umucungamari w'Akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'akarere bakaguha kopi z'impapuro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

d) Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umucungamari w'akarere
3) Ibisabwa	Amasezerano wagiranye n'Akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'Akarere bakaguha kopi w'impapuro wishyuriweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

e) Kwishyuzwa ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo

	y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

IV. IMARI N'IPIGANWA RY'AMASOKO

a) Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko nundi wese ukeneye amakuru kuri icyo gitabo.
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko mu Karere
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro muri System (www.umucyo.gov.rw) - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.
4) Inzira binyuramo	Ubanza kubona igitabo muri system kiba cyatangajwe muri E-Procurement wakumva wapiganira iryo soko ukishyura amafaranga y'igitabo agararagara mu itangazo rihamagarira abashaka gupiganirwa isoko, (ibisabwa byose ubikeneye abibona muri system).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mu itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

b) Guhabwa ubufasha n'inama ku mitangire y'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo cyangwa undi muntu ukeneye amakuru
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ukeneye amakuru cyangwa aya muri system ya E-Procurement akabona ibyo akeneye byose cyangwa akajya ku biro by'umukozi ushinzwe amasoko agahabwa inama n'ubufasha yifuza. Ushobora kandi guhamagara cyangwa ukohereza SMS.
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni



c) Kwakira inyandiko z'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Zoherezwa n'upiganwa biciye muri sytem nyuma ikazifungura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku muni isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo muni

d) Kumenyeshya abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko

1) Uhabwa iyi serivisi	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe (ku Karere)
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Gukoresha System (www.umucyo.gov.rw)
4) Inzira binyuramo	Nyuma yo gusesengura inyandiko z'ipiganwa mu gihe kitarenze iminsi 21, abapiganwe bamenyeshwa ibyavuye mu isesengura ry'inyandiko z'ipiganwa batanze bagahabwa iminsi 7 yo kuba bajuririra icyemezo cyafashwe batanyuzwe. Bakamenyeshwa binyuze muri systeme ya e-procurement. Nyuma y'iminsi 7 iyi nta wujuririye icyemezo cyafashwe, uwatsinze ategurirwa amasezerano akagenda akagira icyo ayavugaho binyuze muri system, nyuma yaramara kwemeranywaho n'impande zombi agasinywa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku muni byatangarijwe kugeza ku muni wanyuma.
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

e) Gusinyisha amasezerano ku batsindiye amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratsindiye isoko bagaragara muri e-procurement mu gace kitwa e-contract.
4) Inzira binyuramo	Akarere gategura amasezerano karangiza kayamwoherereza muri system akagira icyo ayavugaho, yayemera agasinywa atayemera bakagenda bayumvikanaho binyuze muri system. Iyo ari amaseko arengeje 10, 000, 000 frw usabwa kubanza gutanga ingwate yo kurangiza neza isoko iri hagati ya 5% na 10% by'agaciro kose k'isoko, igatangwa bitarenze iminsi 15, byarangira aya masezerano agasinywa n'impande zombi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Igihe amasezerano amaze kunvikanwaho n'impande zombi

f) Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo wasinyiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) Inzira binyuramo	Wandikira Umunyamabanga Nshingwabikorere w'Akarere ugaragaza ko isoko wahawe gukora warangije usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakagaha icyemezo cy'uko washoje neza imirimo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Bitarenze iminzi 3 bigeze muri serivii y'amasoko

V. KUVURA NO KWITA KU MATUNGO

a) Guhabwa icyemezo cyo kwimura amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo
4) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi Karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho amatungo ari. Icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na 5.000 Frw.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

b) Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu Gihugu

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku



	<p>matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho biyanywe, uburyo bwo kuritwara (imodoka na plaque zayo)</p> <ul style="list-style-type: none"> - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo
4) Inzira binyuramo	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka. Umurenge akaba ariwo utang icyangombwa cyo gucuruza amata, Kiosque n'Alimentation,...</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo gihereyeho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa(Kuba ifite ibirinda inyama iyo bibaye ngombwa). icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugira ngo Umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na 5.000 Frw kuri Konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo minsi

c) Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ubushaka
2) Umukozi ubishinzwe	Umukozi ushinze ubuvuzi bw'amatungo
3) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) Inzira binyuramo	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneye inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'Akarere ari kumwe n'uwo Umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

d) Kugura intanga

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) Inzira binyuramo	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza muganga w'amatungo w'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hishyurwa hakurikijwe igiciro cy'intanga
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo muni

e) Kugenzura inyama n'ibikomoka ku matungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Usaba agomba yarahawe uburenganzira na RAB bwo gutera intanga
4) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigira veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hacibwa ibihano iyo hari ibituhahirijwe
7) Igihe itangirwa	Ku minsi yo gusura yagenwe n'Akarere
8) Igihe ntarengwa	Ako kanya

f) Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye woroye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 2/1 mu mwaka, Uburenge n'Igifuruto bikingirwa mu kwa mbere buri mwaka n'igihe cyose byadutse, Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa mu kwa cyenda ku muni mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri wa kane(4)
8) Igihe ntarengwa	Uwo muni



g) Icyangombwa cyo kuroba

1) Uhabwa iyi serivise	Koperative y'uburobyi
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburobyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi bukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) Inzira binyuramo	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobye muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na umukozi wa RAB mu karere ufite uburobyi mu nshingano ze.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Icyumweru 1

h) Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laboratwari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo ariko iyo bisabwe ko bijya muri Rabolatoire igiciro gitangwa na RAB.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

VI. UBUHINZI

a) Guhabwa inyongeramusaruro

1) Uhabwa iyi serivise	Abahinzi bagize itsinda cyangwa ku giti cyabo
2) Umukozi ubishinzwe	Umukozi w'akarere ushinzwe ubuhinzi
3) Ibisabwa	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe
4) Inzira binyuramo	<p>Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahizi (umwe kuri buri murenge).</p> <p>Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari Socio-economic Development Officer (SEDO) n'abakangurambaga b'ubuhinzi ku</p>

	mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa «agrodealer» hariho inyongeramusaruro n'imbutu izakenerwa. Hakoresha «Nkunganire» mu gufata inyongeramusaruro
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Inyongeramusaruro zishyurwa n'umuhinzi 50% by'agaciro kazo. Ku mbuto umuhinzi atanga 25%. Amafaranga ahabwa agrodealer
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni kwa «agrodealer»

b) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni bitewe nuko umushinga ungana

c) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibidukikije
3) Ibisabwa	<p>Ku bucukuzi bw'amabuye y'agaciro :</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe Akarere bikamenyeshwa ku Murenge - Ikarita y'aho ikirombe kiri - Inyandiko irambuye y'umushinga - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije <p>Kuri kariyeri iri muni ya 1 ha :</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe Akarere bikamenyeshwa ku Murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije <p>Kwishyura 500,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere</p>
4) Inzira binyuramo	Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro:



	<ol style="list-style-type: none"> 1. Uruhushya rwo kurambagiza (rumara imyaka 2) 2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), 3. Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka 5). <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinzwe mine na kariyeri (MINIRENA).</p> <p>Umunyamabanga Nshingwabikorwa w'Umurenge asaba impapuro Uruhushya rwo kurambagiza n'ubushakashatsi. Nyuma y'ubushakashatsi, ibisubizo byohereza muri Minisiteri ishinzwe mine na kariyeri</p> <p>Ibyo kujyana ku murenge: Ibaruwa yandikiwe umunyamabanga nshingwabikorwa w'Umurenge, ikarita y'aho uzakorera yakozwe kandi yemejwe n'inzobere, imbanzirizamushinga, uburyo bwo kurinda aho hantu n'ibidukikije, n'aho uherereye.</p> <p>Iyo ikibanza gihereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihereyeremo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
5) Izindi nzego unyuramo	MINIRENA
6) Amafaranga yishyurwa	<p>Ubucukuzi bw'amabuye y'agaciro Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya MINIRENA. Ipatanti yishyurwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku.</p> <p>Kariyeri (1 ha cyangwa muni):</p> <ol style="list-style-type: none"> 1. Amafaranga y' ingano y'ahacukurwa 2. Amafaranga y'isuku 3. Amafaranga y'ipatanti
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

d) Gusaba inama ku bijyanye n'ibidukikije (ibishanga, ukoreshwa ry'ubutaka, mine, kariyeri, etc.)

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibidukikije
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku karere ugasobanura uko ikibazo giteye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo minsi

VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba mu Karere
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka ku mashyamba afite 2 ha kuzamura.
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'Akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe huzuzwa ifishi yabigenewe uruhushya rugatangwa. Iyo ari ibiti byaguzwe wuzuzwa ifishi yabigenewe ku Kagari igasinywaho n'Umunyamabanga Nshingwabikorwa w'Akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe nubwo ryaba ari iry'undi, kugira ngo amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3 nyuma yo gusurwa

b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara ukwezi 1 kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	Uwaguze niwe usaba icyangombwa cyo gutwara ibikomoka ku mashyamba.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Amafaranga yishyurwa agennwa n'Inama Njyanama y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3



VIII. KOPERATIVE

a) Guhabwa icyemezo cya Koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative ku murenge
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	<p>Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose basinyeho. Bishyura 1.200 Frw kuri SACCO cyangwa Banki y'abaturage bakazana impapuro barihiyeho. Umurenge ubaha icyemezo.</p> <p>Bakomereza ku karere, kakongera kugenzura idosiye (kopi eshatu, harimo orijinari imwe), cyane cyane statu (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo.</p> <p>Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo hagati y'icyumweru kimwe(1) n'ibyumweru bibiri(2). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangombwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.</p>
5) Izindi nzego unyuramo	Umurenge, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku Murenge
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

IX. UBUREZI

a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	<p>Inyandiko ibisaba yemejwe n'Umurenge</p> <p>Inyandiko y'umushinga irambuye</p> <p>Ibikorwaremezo(Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...</p>
4) Inzira binyuramo	<p>Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'umurenge (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibygwa n'inama nnyanama y'akarere. Inama nnyanama niyo itanga icyemezo</p>

	cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) Izindi nzego unyuramo	MINEDUC cyangwa WDA
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu mezi atatu (kugirango inama nnyanama y'Akarere ibisuzume)

b) Gusaba guhindurirwa ikigo cy'ishuri

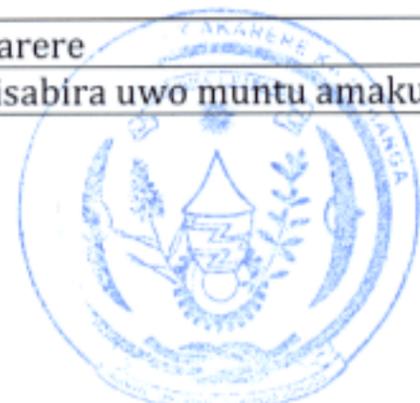
1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya Inyemezamanota y'ikigo wigamo n'icyemezo cy'imyitwarire
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Indangamanota y'ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

c) Gusaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umuyobozi ushinzwe ubutegetsu n'Abakozi mu Karere
3) Ibisabwa	- Urwandiko rubisaba - Impamyabumenyi - Ifishi yujuje ya Komisiyo y'abakozi ba Leta
4) Inzira binyuramo	Wandikira Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa Noteri, ukuzuzwa ifishi ya komisiyo y'abakozi ba Leta mu gihe hari itangazo rimenyekanisha imyanya.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Hakurikizwa itegeko

d) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru



	y'ibarurishamibare ku burezi
4) Inzira binyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ako kanya

X. IMIYOBORERE MYIZA

a) Gutega amatwi ufite ikibazo

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Ushinzwe Imiyoborere Myiza cyangwa Umuyobozi w'Ishami ry'Imiyoborere myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) Inzira binyuramo	Umuturage aba afite ikayi y'ibibazo n'uko byakemuwe. Iyo kayi agomba kuyitwaza akazana kandi n'umwanzuro w'urukiko iyo uhari. Umuturage agirwa inama ku nzira zo gukemuramo ikibazo cye. Iyo ari ngombwa aho ikibazo cyabereye harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa kabiri ku muni ubuyobozi bw'Akarere bwakiriraho ibibazo by'abaturage cyangwa mu nteko z'abaturage ziba buri wa 2 wa buri cyumweru ariko no mu yindi minsi ushobora kwakirwa.
8) Igihe ntarengwa	Uwo muni

XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

a) Kwakira no kuyobora abagana Akarere

1) Uhabwa iyi serivise	Abagana Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere (Ubunyamabanga bw'Akarere)
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ukigera ku biro by'Akarere, ureba umukozi ushinzwe kwakira abakagana ukamubwira ikikugenza. Agufasha kubona ababishinzwe cyangwa kubishakira umuti.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

b) Kohereza inyandiko zisubiza abandikiye Akarere

1) Uhabwa iyi serivise	Ubikeneye wese/Umuturage wandikye Akarere
2) Umukozi ubishinzwe	Mu bunyamabanga rusange (secretariat central)
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ubunyamabanga rusange busikana inzandiko bukazigeza kubo bireba kuri imeri (incamake yazo), iposita no guhamara uwanditse akaza gutwara igisubizo. Kohereza ibisubizo bikorwa n'ubunyamabanga rusange.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

c) Kubara no gutanga ibirarane by'amashimwe

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ibaruwa isaba ibirarane Ibaruwa yagushyize mu kazi Payroll igaragaza igihe yatangiye guhembwa Kuba yarakoze amezi 12 Kuba yaragize amanota atari mu nsi ya 70% Raporo igaragaza imikorere Aho wishyuriwe umushahara wa nyuma
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN. Ku bakozi b'akarere, nabo bandika ibaruwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni ku bakozi b'Akarere Ku barimu biterwa n'igihe bifata kuri MINECOFIN, ariko ubusanzwe bifata ukwezi kumwe.

d) Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 60)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<ul style="list-style-type: none">- Urwandiko rubisaba,- Fotokopi y'indangamuntu- Historique ya RSSB- icyemezo cy'amavuko,- Ibyemezo by'aho wakoze n'igihe wahamaze,- Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse.- Nomero ya konti- Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho



4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda inyandiko zose zisabwa.
5) Izindi nzego unyuramo	RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

e) Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi n'imishahara
3) Ibisabwa	Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi
4) Inzira binyuramo	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. Icyemezo cy'urupfu gitangwa n'Umurenge. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo kerekana igihe yatangiriye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabisinyira imbere y'Umunyamabanga Nshingwabikorwa w'Umurenge). Ku bakozi bo mu buvuzi, bikorwa n'ibitaro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

f) Guhabwa ibyangombwa binyuranye

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ku barimu n'abaganga bisabwa mu nyandiko iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere. Ku bakozi b'Akarere bari ku murenge n'akagari basinyirwa n'Umunyabanga Nshingwabikorwa w'Umurenge. Kwerekana impapuro za banki iyo ari inguzanyo usaba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi ukurikiyeho

g) Guhuza Akarere n'izindi nzego zikagana

1) Uhabwa iyi serivise	Ibigo bya Leta, Abikorera n'imiryango itegamiyeko kuri Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ibi bikorwa iyo hari igikorwa Akarere katumiwemo cyangwa kifuzwa ko izi nzego zafatanywe nako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itegamiye kuri Leta n'Imishinga, JADF niyo ibishinzwe. Umukozi ushinzwe kwakira abagana Akarere ahoza izo nzego n'abakozi babishinzwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

h) Guhabwa kopi y'inyandiko zabitswemo gihe zisabwe

1) Uhabwa iyi serivise	Umuntu wese ubiherewe uburenganzira
2) Umukozi ubishinzwe	Umukozi ushinzwe gushyingura inyandiko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira akarere uzaba kopi y'izo nyandiko. Umuyobozi w'Akarere cyangwa Umunyabanga Nshingwabikorwa atanga uruhushya rwo gutanga kopi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

i) Guhabwa ibendera ry'igihugu

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Logistic
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wishyura amafaranga asabwa ugahabwa ibendera kuri banki ya BK cyangwa muri RRA ukerekana inyemezabwishyu kuri Logistic. Ugomba kurikoresha bitanyuranyije amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	3.000 Frw yishyurwa kuri konti y'Akarere muri banki y'Abaturage ku ibendera rimwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni



XII. UBUGENZUZI BW'UMURIMO

a) Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukozi cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Umurimo mu Karere
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ushaka ndetse ugasobanurira umugenzuzi w'imirimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa. Ategura umunsi wo kubahuza n'urundi ruhande kugira ngo abumvikanishye. Iyo bidakunze ku mpande zombie, buri ruhande rwubahiriza icyo amasezerano avubivugaho. Umugenzuzi w'imirimo akora ubushakashati akamenya uko bihagaze. Iyo hatabayeho kumvikana bya gicuti, umugenzuzi w'imirimo abohereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana

b) Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) Uhabwa iyi serivise	Sosiyete idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo mu Karere
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiwandikisha ubucuruzi muri RDB Icyemezo cyo kwiwandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyu
5) Izindi nzego unyuramo	RDB, RRA, RSSB
6) Amafaranga yishyurwa	Ubaza ku karere amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

c) Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo

1) Uhabwa iyi serivise	Umukozi usaba inguzanyo yishyurwa ku mushahara
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ibaruwa yandikiwe banki ishyirwaho umukono n'umugenzuzi w'imirimo
4) Inzira binyuramo	Umugenzuzi w'imirimo areba ahandi umukozi yakura ubushobozi bwo kubaho mu gihe yagwatirije umushahara (ibimenyetso bigomba guherekeza urwandiko) - Itegeko rigenga umurimo, ingingo ya 86 na 87 (Igazeti NO. 48 SPECIAL, 27/5/2009)
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi itanu

d) Inama ku bijyanye n'umurimo

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira cyangwa ugahamagara umugenzuzi w'imirimo cyangwa ukaza kumureba ku Karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

XIII. URUBYIRUKO N'UMUCO

e) Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'Akarere

1) Uhabwa iyi serivise	Umuntu wese wifuza gukoresha amarushanwa
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Ibaruwa ibisaba
4) Inzira binyuramo	Wandikira Akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho b'izindi nyandiko za ngombwa zijyanye n'ayo amarushanwa. Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo munsu ko bishobora kuboneka. Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2. Iyo nta kunga ihari usubizwa mu cyumweru kimwe. Bikurikiranwa na Polisi igaha igisubizo Akarere niba ubusabe bwawe bwemewe, ibi bishobora gufata ibyumweru bibiri
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

f) Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amashyirahamwe y'urubyiruko
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe
4) Inzira binyuramo	Kwandikisha koperative. Umushinga ugashyikirizwa umurenge ukawusuzuma. Umushinga urasurwa, akarere kakabona kuwemera by'agateganyo. Buri mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari. Ibisabwa: <ul style="list-style-type: none">- Kuba mu ishyirahamwe rizwi- Kugira ibikorwa bigaragara, aho ubarizwa- Gahunda y'umushinga- Amasezerano y'uburyo inkunga izakoreshwa



	Amahugurwa Gusaba ko umurenge watoranya abazitabira amahugurwa NYC ihamagara akarere kubasha guhitamo abakandida ku mushinga wabo
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'ubushobozi buhari



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IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

∞∞ **UMUJYI MUTO** ∞∞

SERIVISE ZITANGIRWA KU RWEGO RW'UMURENGE



BYAKOZWE NA
A & G Services Ltd



Administrative & Governance Services

KAMENA 2018



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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Umurenge. Umurenge, ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Umurenge zigenwa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitungire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitungire inoze ya serivisi. Ibyo bizatuma abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Umurenge, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe.

Guhabwa serivisi nziza kandi ku gihe, ni uburenganzira bw'Umuturage igihe yujuje ibisabwa. Umurenge ugomba kubahiriza ibikubiye muri iyi nyandiko, guhora ushishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyabanga Nshingwabikorwa w'Umurenge cyangwa inzego zisumbuye (Akarere). **Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayabaza ku biro by'ukozi ubishinzwe ku Murenge, cyangwa ukayasanga ku rubuga rwa interineti rw'Akarere.**





IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE

I. IRANGAMIMERERE N'IMPAPURO MPAMO

a) Kwandikisha umwana wavutse

1) Uhabwa iyi serivise	Umwana wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu Murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cya muganga w'ibitaro umwana yavukiyemo - Indangamuntu z'ababyeyi - Abagabo babiri (2) n'indangamuntu zabo - Kwandikisha umwana mu minsi 30 kuva umwana avutse - icyemezo cy'urukiko iyo kwandikisha byarengeje igihe
4) Inzira binyuramo	<p>Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse.</p> <p>Kwandikisha umwana wavutse bikorwa mu buryo butatu (3) butandukanye:</p> <ul style="list-style-type: none"> - Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Acte de Naissance), ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko, - Iyo kwandikisha umwana byakozwe bikererewe, umwana yandikwa mu gitabo cy'abavutse (Registre de Naissance). - Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo «Kwemera Umwana» (Acte de Reconnaissance).
5) Izindi nzego unyuramo	Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) icyemezo cy'amavuko

1) Uhabwa iyi serivise	Umuntu wese utuye mu Murenge cyangwa undi ufite «acte de naissance»
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<p>Icyemezo cy'Akagari</p> <p>Indangamuntu</p> <p>Kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'abavukiyemu Murenge</p> <p>Ibyangombwa byerekana itariki y'amavuko</p>
4) Inzira binyuramo	Ushaka iki cyemezo ajya ku Murenge yitwaje indangamuntu.
5) Izindi nzego unyuramo	Umudugudu n'Akagari
6) Amafaranga yishyurwa	Amafara 500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

c) Gusaba icyemezo cy'umwironoro (attestation d'identité complète)

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - icyemezo cy'Akagari n'Umudugudu (Ikayi y'ibibazo)
4) Inzira binyuramo	Kuzana icyemezo cy'Akagari cyuzuzwa hashingiwe ku myironoro iri mu Ikayi y'umudugudu.
5) Izindi nzego unyuramo	Akagari, Umudugudu
6) Amafaranga yishyurwa	Amafaranga 500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

d) Kwandika abashaka gushyingirwa byemewe n'amategeko

1) Uhabwa iyi serivise	Umuntu wese ufite byibura imyaka 21 y'amavuko
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - icyemezo cy'uko uri ingaragu - icyemezo cy'amavuko - Kopi y'indangamuntu - icyemezo cy'ubutane cyangwa icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye - icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) Inzira binyuramo	Kwandikwa bikorwa mu minsi 21 mbere yo gushyingirwa imbere y'amategeko kugirango bitangazwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw y'agatabo ko gushyingirwa yishyurwa biciye ku Irembo (niba umunsi wo gushyingirwa ari ku wa Kane), 10,000 Frw n'1,500 Frw y'agatabo ko gushyingirwa yishyurwa biciye ku Irembo (niba umunsi wo gushyingirwa atari ku wa Kane), 2,400Frw y'inkwano biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

e) Guhabwa icyemezo cy'ibyanditse mu bitabo by'abashyingiranywe imbere y'amategeko (Extrait d'Acte de Mariage)

1) Uhabwa iyi serivise	Umuturage wesezeranye imbere y'amategeko muri uwo Murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - Kwerekana igihe wasezeraniye (Agatabo ko gushyingirwa, icyemezo cy'inkwano, etc.)
4) Inzira binyuramo	Izi nyandiko nizo zishingirwaho bareba mu bitabo by'abashyingiranywe byemewe n'amategeko kugira ngo bagukorere «acte de mariage», iguhesha kubona ibyangombwa byo gushyingirwa aho ariho hose. « Extrait d'Acte de Mariage »





	itangwa n'Umurenge washyiringiweho gusa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2,0 00 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

f) Gusaba icyemezo cy'uko wasezeranye imbere y'amategeko

9) Uhabwa iyi serivise	Umuntu wasezeraniye mu murenge cyangwa undi wese ufite "Acte de Marriage"
10) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
11) Ibisabwa	<ul style="list-style-type: none"> - Agatabo ko gushyiringirwa (livret de mariage) cyangwa icyemezo cyo gushyiringirwa (acte de mariage) - Bareba mu bitabo by'abashyiringiwe iyo washyiringiwe muri uwo murenge - Kopi y'indangamuntu cyangwa pasiporo - Inyemezabwishyu ya 500 Frw yishyurwa biciye ku irembo
12) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku irembo
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
16) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

g) Gusaba icyemezo cy'uko uri ingaragu

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'Irangamuntucyangwa Pasiporo - icyemezo cyatanzwe n'Akagari cyemeza ko uri ingaragu - Inyemezabwishyu ya 500 Frw yishyurwa biciye ku irembo
4) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Umudugudu n'Akagari
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

h) icyemezo cy'uko watandukanye n'uwo mwashakanye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'Indangamuntu cyangwa Pasiporo - icyemezo cy'ubutane cy'urukiko kiriho kashe mpuruza - Inyemezabwishyu ya Frw 1500
4) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Akagari, Umudugudu
6) Amafaranga yishyurwa	1500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

i) Gusaba icyemezo cy'uko umuntu ariho

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kwiyizira ku Murenge - Fotokopi y'Indangamuntu na orijinari - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko
4) Inzira binyuramo	Kuza ku biro by'Umurenge witwaje fotokopi y'Indangamuntu na orijinari. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa biciye ku Irembo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

j) Kwandukuzwa umuntu wapfuye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyunguye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	<ul style="list-style-type: none"> - Kwandukuzwa umuntu wapfuye bikorwa mu minsi 30 uherye igihe umuntu yapfiriye, - Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (registre de décès) cy'aho umuntu yaguye.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

k) Icyemezo cy'uko umuntu yapfuye

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba umuntu yanditse mu gitabo cy'abapfuye - Kuriha 1,200 Frw kuri konti y'Akarere
4) Inzira binyuramo	Iyo umuntu yanditswe mu gitabo cy'abapfuye ujya ku biro by'Umurenge ukerekana kitansi yishyuriweho amafaranga asabwa bakakwandikira icyemezo. Iyo umuntu atanditswe ko yapfuye ubanza kubyandikisha.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,200 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye





l) Kwemeza impapuro mpamo

1) Uhabwa iyi serivise	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Kwishyura 1.500 Frw kuri buri kopi biciye ku irembo
4) Inzira binyuramo	Werekana urupapuro warihiyeho ugatanga impapuro z'umwimerere na kopi zazo ushaka ko zemezwa ko ari impamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 Frw kuri buri kopi yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

m) icyemezo cyo kuba umubyeyi w'umwana utabyaye

1) Uhabwa iyi serivise	Umuntu wese ushaka kuba umubyeyi w'umwana atabyaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Usabirwa kuberwa umubyeyi agomba kuba atuye mu Murenge cyangwa ariho yabaruwe - Uhagarariye umwana agomba kuba ahari - Abagabo babiri (2) kuri buri ruhande - Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese - Ababyeyi ko mpande zombi bagomba kuba bahari - icyemezo cy'amavuko cy'umwana - Ku bana bakuru bagomba kuba babyemera <p>Ku babyeyi ku mpande zombi :</p> <ul style="list-style-type: none"> - Kopi z'Indangamuntu - icyemezo cy'uko bashyingiranwe cyangwa ko ari ingaragu - Kuba bahibereye - icyemezo cy'uko ababyeyi b'umwana babyemera - icyemezo cy'urupfu iyo ababyeyi bapfuye <p>Ku bashaka kuba ababyeyi b'umwana :</p> <ul style="list-style-type: none"> - Kuba bahibereye - Kopi y'Indangamuntu - Kaba barusha nibura imyaka 20 uwo bashaka kubera ababyeyi - icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu - Kuba uwo bashakanye abyemera
4) Inzira binyuramo	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abagabo babiri (2) kuri buri ruhande.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye



n) icyemezo cyo kwemera umwana

1) Uhabwa iyi serivise	Umuntu wese ushaka kwemera umwana byemewe n'amategeko
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » - Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse - Indangamuntu z'ababyeyi (orijinari na kopi) - Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana - Abagabo babiri - Iyo uwemerwa ari umuntu mukuru hagomba icyemezo cy'urukiko
4) Inzira binyuramo	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (registre d'acte de reconnaissance)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 Frw yishyurwa binyuze ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

o) icyemezo cyo kuzungura

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	<ul style="list-style-type: none"> - Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda - icyemezo cy'urupfu cy'uzungurwa - Indangamuntu z'abazungura - Ibyemezo by'amavuko by'abazungura - Umurenge ushobora gusaba ko inzego z'Akagari n'Umudugudu zemeza ko abazungura babifitiye uburenganzira koko. - Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko. - Abagize umuryango bagomba kuba bahibereye - icyemezo cy'urukiko iyo harimo amakimbirane
4) Inzira binyuramo	Kuza kubisaba ku murenge witwaje impapuro zose zikenerwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo muni

p) Gukemura ibibazo by'abaturage

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Raporo y'Akagari igaragaza uko ikibazo cyakemuwe
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura uko ikibazo giteye witwaje n'ikayi igaragaza uko Akagari kacemuye ikibazo cyawe.



	Hashobora gusabwa ko aho ikibazo cyabereye hasurwa cyangwa ikibazo kikazakemurirwa mu nteko z'abaturage ziba buri wa 2 w'icyumweru.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Biterwa n'imiterere y'ikibazo ariko ubundi ni uwo munsu

q) Gutanga Ubujyanama mu mategeko

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura ikibazo uko giteye.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

r) icyemezo cy'uwataye Irangamuntu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Kuzana icyemezo cya polisi cy'uko wataye Indangamuntu
4) Inzira binyuramo	Ubanza ku Kagari ugahabwa icyemezo cy'uko wataye Indangamuntu. icyemezo kikajyanwa kuri Polisi ugahabwa icyemezo cya Polisi cy'uko wataye indangamuntu. icyemezo cya polisi gishyikirizwa Umurenge ariwo usaba NIDA ko igukorera indi ndangamuntu. Mu gihe itaraboneka, Umurenge uguha icyemezo gisimbura Indangamuntu by'agateganyo.
5) Izindi nzego unyuramo	Akagari, Polisi
6) Amafaranga yishyurwa	1,500 Frw yo gusimbuza indangamuntu yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

s) Gusaba gufata Indangamuntu bwa mbere

1) Uhabwa iyi serivise	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Murenge
2) Umukozi ubushinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Uza ku murenge witwaje icyangombwa cyose kiguranga. Nta mpapuro zindi zisabwa kuko NIDA iba ifite imyirondoro y'abantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA aiyana icyemezo gitangwa kikanasinywaho n'Umunyamabanga Nshingwabikorwa w'Akagari.
4) Inzira binyuramo	Umwenegihugu wese afite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiandikisha kugira ngo ahabwe indangamuntu. Umunyamabanga Nshingwabikorwa w'Akagari amwandikira icyemezo cyo gusaba indangamuntu bwa mbere. icyo cyemezo akijyana ku Murenge ukamushyira ku rutonde

	rushyikirizwa NIDA ari nayo imenyasha umunsi wo gufotora abafata indangamuntu bwa mbere. Iyo indangamuntu zibonetse zitangirwa ku Murenge hishyuwe Frw 500 kuri binyuze ku irembo.
5) Izindi nzego unyuramo	Akagari, NIDA
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi iyo ibisabwa byose byuzuye

t) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Ubyangombwa by'umutungo - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Impande zombi zijya ku biro bya Noteri w'Umurenge bitwaje amasezerano y'ubugure. - Noteri w'Umurenge asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa abandi ntibabyemerewe) - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazu, amashyamba etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya kontaro 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 7

u) Gusaba gushyira umukono ku masezerano y'inguzanyo yatanze na Banki

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe «deed authentic» imbere ya Noteri. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku Karere bityo bakabasha kugenzura ko ari we wasinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya Kontaro 1,500 Frw kuri buri rupapuro rw'umugereka 3,600 Frw ya numero na volime (N° & Volume) Aya mafaranga yishyurwa biciye ku irembo





7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

v) Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Stati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Serivisi zitangwa mbere ya stati zirasinywa, Noteri akagenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zisinyirwa imbere ya Noteri. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Ku wa gatatu Ku wa kane (ku biro by' Akarere)
7) Amafaranga yishyurwa	5,000 Frw bya sitati z'ishyirahamwe 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni

w) Kwemeza umukono

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) Izindi nzego unyuramo	Ntazo
6) Igihe serivisi itangirwa	Buri muni kuva 7h00 kugera 10h00
7) Amafaranga yishyurwa	1,500 Frw kuri buri rupapuro yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni

x) icyemezo cy'ubupfakazi (attestation de veuvage)

1) Uhabwa iyi serivise	Umuntu wapfakaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cy'uko yashatse - icyemezo cy'urupfu rw'uwo bari barashakanye

	- Indangamuntu - Kwishyura amahoro asabwa
4) Inzira binyuramo	Ujya ku Murenge witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Buri muni kuva 7h00 kugeza 10h00
7) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

y) icyemezo cyo kutajurira umwanzuro w'abunzi

1) Uhabwa iyi serivise	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - icyemezo cy'urukiko rw'Abunzi
4) Inzira binyuramo	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Inkiko z'Abunzi niba umwanzuro utarajurirwe, yasanga ntabyo agatanga icyemezo cyo kujyana mu rukiko rw'ibanze kugirango batere kashe mpuruza ku mwanzuro w'urukiko rw'abunzi.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Buri muni kuva 7h00 kugeza 10h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

z) Kurangiza imanza

1) Uhabwa iyi serivise	Umuntu wese ufite urubanza mu nkiko Gacaca cyangwa Abunzi
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	Icyemezo cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	Ushyikiriza Umunyamabanga Nshingwabikorwa w'Umurenge icyemezo cy'urukiko kiriho kashe mpuruza kugira ngo arangize urubanza. Umunyamabanga Nshingwabikorwa w'Umurenge arangiza imanza z'inkiko z'ibanze n'izisumbuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu muni y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa mu gihe kitarenze iminsi cumi n'itanu (15) kuva igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

II. IMISORO N'AMAHORO

a) Gusaba uburenganzira bwo gutangiza ubucuruzi

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza ubucuruzi
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Kwiyandikisha ku ipatanti mu muni itarenze 30 uherye igihe





	utangiriye gukora (Itegeko 59/2011 n'Iteka rya Minisitiri 00/12/10/TC ryo kuwa 31/12/2012 Ingingo ya 34 (Igazeti ya Leta 32 yo kuwa 06/08/2012). Hakorwa isura kugirango hagenzurwe ko ubwo bucuruzi buriho. Kuba wariyandikishije muri RDB kandi ufite numero ya RRA.
4) Inzira binyuramo	<ul style="list-style-type: none"> - Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera, - Umuntu wese ushaka gutangiza imirimo y'ubucuruzi hagati ya 1 Mutarama na 31 Werurwe agomba kwiyandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka, - Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo muni ku Murenge. - Wuzuzwa impapuro zabigenewe;
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Kwishyura umusoro ku butaka

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge bakakubarira amafaranga ugomba kwishyura bitewe n'icyo ubutaka bwawe bwagenewe gukorerwaho, ukajya kuriha umusoro kuri konti y'Akarere. Uzana urupapuro rwa banki warihiyeho bakagukorera kitansi y'uko wishyuye. Umusoro ku butaka w'umwaka wishyurwa bitarenze ku itariki ya 31Ukuboza z'uwo mwaka.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka n'icyiciro cy'ubwo butaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

c) Kwishyura umusoro k'ubukode bw'inzu

1) Uhabwa iyi serivise	Umuntu wese ufite inzu ikodeshwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Uza ku Murenge bakakubarira. Iyo umusoro w'ubukode umaze kubarwa wishyurwa kuri konti y'Akarere bitarenze tariki ya 31 werurwe y'umwaka ukurikira.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro w'ubukode ubarwa hakurikijwe agaciro k'ubukode kari mu masezerano y'ubukode
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Kwishyura umusoro k'umutungo utimukanwa

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujujwe neza Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabiherewe uruhushya (expertise)
4) Inzira binyuramo	Uza ku murenge bakakubarira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ubarwa hakurikijwe amategeko n'ubwoko bw'umutungo utimukanwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Gutanga amafaranga y'isuku

1) Uhabwa iyi serivise	Ubantu bose bakorera mu gace k'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Ipatanti Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku Murenge ukerekana aho wishyuriye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku Murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Gutanga amahoro yo gukorera mu isoko

1) Uhabwa iyi serivise	Ubantu bose bakorera mu masoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku Murenge ukerekana aho warihiye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku Murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

g) Kwishyura amafaranga yo gushyingura mu irimbi

1) Uhabwa iyi serivise	Ubantu bashaka gushyingura mu irimbi rusange mu Murenge
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Yishyurwa kuri buri mva
4) Inzira binyuramo	Aya mafaranga yishyuzwa n'abatsindiye isoko ryo gucunga





	amarimbi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku Murenge cyangwa ku irimbi umubare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

h) Gutanga amahoro y'isuku n'umutekano

1) Uhabwa iyi serivise	Ubanu bose bakorera muri santere z'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro mu Murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Hari komite z'isuku muri buri Murenge ikurikirana ibijyanye n'isuku n'umutekano ikanakusanya inkunga Itangwa ry'ingo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku Mudugudu, Akagari, cyangwa Umurenge amafaranga asabwa (aratandukana akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

III.IMIBEREHO MYIZA Y'ABATURAGE

a) Kwishyurira amafaranga y'ishuri imfubyi n'abana batishoboye

1) Uhabwa iyi serivise	Imfubyi n'abana banditse k'urutonde rw'abatishoboye mu cyiro cya 1 n'icya 2
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	- icyemezo cy'uko uri imfubyi - icyemezo cy'uko utishoboye, - icyemezo cy'uko uri umunyeshuli - Indangamuntu z'ababyeyi ku batari imfubyi
4) Inzira binyuramo	Uza ku biro by'Umurenge ugatanda impapuro zisabwa. Umurenge ugenzura ko umwana ari k'urutonde rw'abatishoboye, imfubyi, ababana n'ubumuga kandi akaba ari mu cyiro cya mbere cyangwa icya kabiri by'ubudehe, n'ibindi. Hakorwa urutonde rugashyikirizwa umuterankunga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

b) Gutanga ubufasha ku batishoboye

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge

3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe - Raporo y'umudugudu n'akagari - Indangamuntu z'ababyeyi ku bana b'abatishoboye
4) Inzira binyuramo	Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa guhunda zo kwita ku batashoboye, abazihabwa batoranywa mu rutonde rw'abatishoboye bari mu cyiciro cya mbere n'icya kabiri by'Ubudehe, ku bufatanye na gahunda zihariye nka VUP, FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.) Utugari n'Imidugudu bisabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye ruba ku Karere. Lisiti yemejze ishyikirizwa umuterankunga.
5) Izindi nzego unyuramo	Umuterankunga, Akarere, Akagari, Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Biterwa n'imiterere y'inkunga n'aho ituruka

c) Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse k'urutonde rw'abatishoboye (mu cyiciro cya 1 n'icya 2 by'Ubudehe) - Raporo y'Umudugudu n'Akagari - Indangamuntu
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ubishaka ajya ku biro by'Umurenge - Umurenge ugenzura ko ari ku rutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Gutanga ubujyanama butandukanye

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	<ul style="list-style-type: none"> - Kuza ku biro by'Umurenge - Mu nama n'Abaturage - Guhamagara cyangwa ukohereza ubutumbwa bugufi (SMS)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni





e) Gufasha gutegura imishinga ivana abatishoboye mu bukene

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, Ababana n'Ubumuga, etc.) baraterana bagakora umushinga, ugasuzumwa n'umukozi ushinzwe imibereho myiza. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinzwe imibereho myiza abibafashamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Gutanga ubufasha k'uwahuye n'ibiza

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Raporo y'ibiza ikorwa hakurikijwe imbonerahamwe ya MIDIMAR. Ahabereye ikiza harasurwa, cyangwa umuturage wahuye n'ikiza akagana ibiro by'Umurenge. Umukozi ushinzwe imibereho myiza akora raporo asaba ubufasha ku karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

g) Gusaba icyemezo cy'uko uri impfubyi

1) Uhabwa iyi serivise	Impfubyi zibikeneye zifite muni y'imyaka 18 gusa
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Icyemezo cy'Akagari
4) Inzira binyuramo	Uzana icyemezo gisinye cy'Akagari Bareba ku rutonde rw'ubudehe imyirondoro y'ababyeyi
5) Izindi nzego unyuramo	Umudugudu, akagali
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

h) icyemezo cy'uwacitse ku icumu rya jenocide

1) Uhabwa iyi serivise	Uwarokotse Jenocide
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Icyemezo cya komite y'abarokotse Jenocide. Icyo cyemezo gisinywaho kandi n'Akagari
4) Inzira binyuramo	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenocide mu Kagari gisinywaho kandi n'Akagari.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

i) Gukurikirana abana bavuye mu bigo by'imfubyi

1) Uhabwa iyi serivise	Abana bavuye mu bigo by'imfubyi bari mu miryango yabakiriye
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Icyemezo cyatanzwe n'ikigo cy'imfubyi Umwana arandikwa ku Murenge Ubufasha buhabwa abana bakiriwe mu miryango cyangwa hagakorwa imishinga yo gufasha ab'ingimbi
4) Inzira binyuramo	Bakurikiranwa n'Umukozi ushinzwe Imibereho Myiza y'Abaturage
5) Izindi nzego unyuramo	NCC
6) Igihe itangirwa	Iyo hari ababonetse
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo munsi

j) Gutera inkunga ba "Marayika Murinzi"

1) Uhabwa iyi serivise	Abantu cyangwa imiryango yita ku bana batereranywe n'imiryango
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage mu Murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Barandikwa, hanyuma hagakurikiranwa ubuzima bw'abana n'umuryango ubitaho. Polisi irabimenyeshwa. Bahabwa ubufasha nka mitiweri, udushinga duto duto, ubufasha ku mirire y'umwana, imibereho myiza, amashuri, etc. Bakomeza gukurikiranirwa kandi mu miryango yabakiriye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri gihe
8) Igihe ntarengwa	Uwo munsi

IV.UBUVUZI BW'AMATUNGO

a) Gusaba serivise zo gukora ikimasa

1) Uhabwa iyi serivise	Umuntu wese ufite ikimasa ashaka gukonesha
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura ibizakenerwa na muganga w'amatungo n'imiti ikenewe
4) Inzira binyuramo	Muganga w'amatungo atanga igihe azaziraho gukora ikimasa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuri gahunda mwahanye na muganga w'amatungo
8) Igihe ntarengwa	Hagati y'umunsi 1 na 2





b) Gusaba uruhushya rwo kubaga no kugurisha inyama

1) Uhabwa iyi serivise	Koperative ifite ibyangombwa byo kubaga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorerwa - Inzu y'ibagiro yabigenewe - icyobo kijyamo amazi mabi - Abakozi bafite impuzankano n'ibikoresho byabigenewe - Abakozi bapimwa indwara zanduza - Kwishyura ipatanti mbere yo gutangira - Impapuro zigaragaza aho itungo ryaturutse
4) Inzira binyuramo	Iyi serivise ihabwa abacuruzi banditse ku buryo bwemewe. Abaturage basanzwe babanza gusaba uruhushya umuganga w'amatungo mbere yo kubaga bakabagira mu bibanza byabigenewe kandi akagenzura isuku y'ibagiro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ibihumbi 3.000frws kuri buri nka yabazwe binyuze muri NGARI.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

c) Gusaba gutererwa intanga amatungo

1) Uhabwa iyi serivise	Abantu bashaka guteza intanga inka zabo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Inka yarinze
4) Inzira binyuramo	<ul style="list-style-type: none"> - Akarere kishyura kishyura intanga ziri Ordinaire kuri BNR kuri konti ya RAB, muganga akazikura ku Karere aziha umuturage (azihererwa ubuntu) naho umuturage akiyishyurira izitwa Super (3.000frws) cyangwa izitwa sex (5.000frws), - Inka zarinze bazijyana ku rupango kugira ngo ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na ni mugoroba. Inka zororewe mu gace k'umujiyi zisurirwa mu biraro ba nyirazo bakishyura amafaranga y'urugendo kuri muganga w'amatungo ku muganga utari uwa Leta, - Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.
5) Izindi nzego unyuramo	Umudugudu n'Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Iyo inka yarinze uhamagara muganga w'amatungo ikajyanwa ku rupango
8) Igihe ntarengwa	Mu gitondo na nimugoroba ku rupango cyangwa iyo uhamagaye muganga w'amatungo mu kiraro cyawe bwite.

d) Kwambika amatungo ibimenyetso biyaranga (amaherena)

1) Uhabwa iyi serivise	Umworozi wese ushaka kugurisha cyangwa kwimurira amatungo ye ahandi, kuyateza intanga cyangwa kuyashyiraho ibimenyetso biyaranga
2) Umukozi ubishinzwe	Muganga w'amatungo

3) Ibisabwa	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu.
4) Inzira binyuramo	Usaba muganga w'amatungo ko agushyirira amaherena ku matungo cyane cyane mbere yo kwimura amatungo. Muganga aza kugenzura amatungo akayashyiraho amaherena hanyuma akaguha icyemezo kiriho ibimenyetso byose biranga amatungo na nyirayo.
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	Kwishyura amafaranga y'amaherena (300frws)
7) Igihe itangirwa	Uhamagara muganga w'amatungo igihe ubikeneye
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse n'amaherena akaba ahari

e) Gutanga ubuvuzi bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ufite itungo rirwaye
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	<ul style="list-style-type: none"> - Urahamagara cyangwa ukaza ku Murenge ukareba muganga w'amatungo. Abadafite telefoni bakwiyambaza ubuyobozi bw'umudugudu bakabafasha gushyirira muganga w'amatungo. - Muganga w'amatungo aza kureba uko itungo remerewe akandika imiti ikenewe, - Iyo imiti imaze kugurwa muganga w'amatungo ayivuzura itungo, - Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyirira amatungo mu kato iyo ari ngombwa.
5) Izindi nzego unyuramo	Umudugudu n'Akagari.
6) Amafaranga yishyurwa	Kugura imiti yo guha itungo yanditswe na muganga w'amatungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Gusaba icyemezo cyo kugurisha inka mu isoko ry'amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka kugurisha inka mu isoko
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena
4) Inzira binyuramo	<p>Kugira ngo ubashe kugurisha inka ku isoko ugomba:</p> <ol style="list-style-type: none"> 1. Kubaza umukuru w'umudugudu igihe n'aho isoko ry'inka rizateranira, 2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko, igitsina, etc.) 3. Mu muni umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishanyirwaho amaherena ayiranga, 4. Ku muni w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemo ibiranga buri nka, 5. Werekana ako gatabo ku mukozi wa RAB cyangwa muganga w'amatungo mu Murenge kugira ngo aguhe urushya rwo kugurisha, 6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo





	uyigurishijeho.
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Amafaranga yo gushyiraho amaherena arihwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse

g) Gukingiza amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka gukingiza amatungo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kwishyura inkingo bitewe n'ubwoko bwazo
4) Inzira binyuramo	<ul style="list-style-type: none"> - Gukingira amatungo bikorwa muri gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'Umurenge, Akagari n'Umudugudu. - Aho amatungo azakingirirwa haratangazwa ; - Gukingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara, - Muganga w'amatungo aza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu Murenge.
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu gihe cyo gukingira
8) Igihe ntarengwa	Ako kanya iyo ari aho amatungo akingirirwa

h) Kugenzura ubuziranenge bw'ibikomoka ku matungo

1) Uhabwa iyi serivise	Abantu bose bacuruza ibikomoka ku matungo
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge
3) Ibisabwa	Iri ni igenzura rikorwa ritunguranye na muganga w'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo kuri gahunda yateganyije, igenzura ry'inyama rikorerwa ku mabagiro yabigenewe n'aho zicururizwa. Amata agenzurirwa ku makusanyirizo yayo no mugihe atwawe kugira hubahirizwe amabwiriza. Amafi nayo agenzurirwa aho arobwa n'aho acururizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hashobora gucibwa amande iyo hari ibitubahirije amabwiriza cyangwa ubucuruzi bugafungwa kugeza igihe ibisabwa byubahirijwe.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

i) Kugenzura no gukurikirana ubuziranenge bw'imiti y'amatungo n'inyongeramusaruro z'ubworozi

1) Uhabwa iyi serivise	Abacuruzi b'imiti y'amatungo
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge na komite
3) Ibisabwa	Kuba uri umucuruzi w'imiti n'ibiryo by'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo. Umurenge uteganya igenzura nibura buri gihembwe. Komite iriho iba igizwe na muganga w'amatungo, umukozi wa RAB n'umukozi ushinze amashyamba cgwanga ubuhinzi.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Isuzuma rikorwa mu buryo buhoraho
8) Igihe ntarengwa	Ako kanya

j) Guhabwa icyemezo cyo kwimura amatungo ava mu Murenge ajya mu wundi

1) Uhabwa iyi serivise	Umuntu wese ufite amatungo mu murenge ashaka kwimurira mu wundi Murenge
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	- Uruhushya rw'Umurenge ruriho amakuru ku itungo, nyiraryo, aho rituruka n'aho rigiye, uburyo bwo kuritwara (ni ukuvuga imodoka na numero zayo) - Kuriha amafaranga asabwa - Indangamuntu ya nyir'itungo
4) Inzira binyuramo	Umurenge utanga uruhushya rwo gutwara amatungo ava mu Murenge ajya mu wundi. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umubare ugenwa n'Inama Njyanama y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

V. UBUHINZI

a) Inama ku bijyanye n'imishinga y'ubuhinzi n'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza umushinga w'ubuhinzi n'umutungo kamere mu Murenge
2) Umukozi ubishinzwe	Umukozi ushinze ubuhinzi n'umutungo kamere
3) Ibisabwa	Umushinga wanditse
4) Inzira binyuramo	Ubishaka wese yegera umukozi ushinze ubuhinzi n'umutungo kamere mu masaha y'akazi akamugira inama
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Gusaba ingemwe z'ibiti zo gutera

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinze amashyamba n'umutungo kamere
3) Ibisabwa	Umudugudu utegura lisiti n'ahantu bizashyirwa hakemezwa n'Akagari. Ushinzwe amashyamba akwirakwiza ibiti ku muni nyizina wo kubitera.
4) Inzira binyuramo	Ingemwe zitangirwa ubuntu. Umutungo uri ku rutonde ajya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rugezweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo





7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu gihe cy'itera ry'ibiti

c) Gusaba imbuto z'indobanure

1) Uhabwa iyi serivise	Abahinzi bashaka imbuto z'indobanure
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi n'umutungo kamere
3) Ibisabwa	Imbuto zikwirakwiza bitewe n'uko zabonetse bigaterwa kandi na none n'igihe cy'ihinga.
4) Inzira binyuramo	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa ku Mudugudu bikemezwa n'Umurenge, binyunze mu mashyirahamwe ya « Twigire Muhinzi » y'ingo 15 kugera kuri 20. Hakoresha « Smart Nkunganire». Ku mbuto umuhinzi yishyura 25%, Leta akamwishurira 75%. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi n'umutungo kamere.
5) Izindi nzego unyuramo	Umudugudu n'Akagari/ aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) Amafaranga yishyurwa	Biterwa n'ubwoko bw'imbuto
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni bimaze gusabwa

d) Guhabwa imiti y'ibihingwa n'inyongeramusaruro

1) Uhabwa iyi serivise	Umuhinzi ushaka imiti y'ibihingwa n'inyongeramusaruro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi n'umutungo kamere
3) Ibisabwa	Inyongeramusaruro itangwa mu itangira ry'igihembwe cy'ihinga
4) Inzira binyuramo	Inyongeramusaruro zitangwa mw'itangira ry'igihembwe cy'ihinga. Habaho gusura ubutaka ngo harebwe uko hameze. Umutungo wese ufite icyorezo cyangwa indwara yegera ubuyobozi bumwegereye (Umujyanama w'ubuzima, SEDO, ushinzwe ubuhinzi n'umutungo kamere mu Murenge, n'abandi...) Urutonde ry'abahabwa inyongeramusaruro rukorerwa ku Mudugudu rukemezwa n'Akagari binyunze mu mashyirahamwe ya «Twigire Muhinzi» y'ingo 15 kugera kuri 20. Hakoreshwa «Smart Nkunganire». Umuhinzi yishyura nibura 50%, Leta ikamwishurira asigaye. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi n'umutungo kamere mu Murenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babihereye uruhushya (agro dealer)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Inama yo guhinga kijyambere no gukurikirana ishyirwa mu bikorwa ryabyo

1) Uhabwa iyi serivisi	Umuhinzi ushaka inama ku guhinga kijyambere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi n'umutungo kamere
3) Ibisabwa	Kuba ufite ubutaka bwabigenewe
4) Inzira binyuramo	Mu nama z'ubukangurambaga mu Mudugudu. Ubisaba umukozi

	ushinzwe ubuhinzi ku Murenge, ugasurwa. Ababikeneye kandi bashobora kwegera Umunyamabanga Nshingwabikorwa w'Akagari cyangwa uw' Umurenge bakamufasha.
5) Izindi nzego unyuramo	Umudugudu, Akagari k'aho ubutaka buherereye
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Gukemura ibibazo (amakimbirane) ashingiye ku bidukikije n'umutungo kamere

1) Uhabwa iyi serivise	Umuntu wese ufite ikibazo kijyanye n'umutungo kamere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi n'umutungo kamere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ujya ku Murenge witwaje umwanzuro wafashwe n'Akagari mu gihe ikibazo kitakemutse. Umurenge usura ahari ikibazo ukagikemura. Iyo bidashobotse ikibazo gishyikirizwa Akarere.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu cyumweru kimwe. Ariko kandi biterwa n'uko ikibazo giteye n'ibyavuye mu isura ry'aho kiri.

g) Ubujiyanama bw'ibanze ku bijyanye n'amashyamba

1) Uhabwa iyi serivise	Umuntu wese ufite ishyamba rye bwite
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi n'umutungo kamere ku Murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Itegeko rigenga amashyamba rivuga ko hagomba urushya rwo gusarura iyo ishyamba rirengeje 0.5 hegitari. Inama zitangwa binyuze mu nama z'ubukangurambaga ku byereke amategeko no kubungabunga amashyamba. Ubikeneye ashobora kandi guhamagara cyangwa akajya kwirebera umukozi ufite amashyamba mu nshingano ku Murenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

VI. UBUTAKA

a) Gusaba icyemezo cy'ingwate ku butaka

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga ubutaka ho ingwate muri banki kugirango ahabwe inguzanyo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cy'Akagari - Icyangombwa cy'ubutaka - Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka - Ushinzwe ubutaka mu Karere nawe ashobora gutanga ubwo bufasha





4) Inzira binyuramo	Werekana impapuro za banki zisinyeho. Akagari nako ugusinyira kuri izo mpapuro kamaze gusura ubutaka ushaka gutangaho ingwate.
5) Izindi nzego unyuramo	Umudugudu, akagari na banki
6) Amafaranga yishyurwa	5,000 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Gutiza undi ingwatey'ubutaka

1) Uhabwa iyi serivise	Umuntu wese ushaka gutiza undi muntu ubutake bwe ho ingwate muri banki kugirango ahabwe inguzanyo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kwishyura amafaranga ya Noteri w'ubutaka - Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - Ubo bashyingiranywe bagomba kuba bahari - Noteri w'ubutaka yuzuza impapuro zabigenewe
4) Inzira binyuramo	
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

c) Gusaba icyemezo cy'umutungo

1) Uhabwa iyi serivise	Umuntu wese ufite ubutaka cyangwa inzu bitabaruye
2) Umukozi ubishinzwe	Umunyamabanga nshingwabikorwa w'Umurenge
3) Ibisabwa	Icyemezo cy'ibarura ry'ubutaka kiriho nimeru cyangwa ibipimo na raporo y'ipimwa ku butaka butabaruye. Kwishyura amafaranga asabwa ku irembo.
4) Inzira binyuramo	Ujya gushaka icyemezo cy'umutungo (Form 33) mu biro by'ubutaka ku Murenge ukagisinyisha kuri komite y'ubutaka yo ku rwego rw'akagari no ku Munyamabanga Nshingwabikorwa w'akagari. Ujyana icyo cyemezo ku murenge ukariha n'amafaranga asabwa kugira ngo Umunyamabanga Nshingwabikorwa w'umurenge agusinyire.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo. Hatangwa gusa amafaranga y'icyemezo cy'ubutaka iyo kibonetse
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Gukemura ibibazo n'amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka cyangwa ibikorwa remezo mu Murenge
3) Ibisabwa	Icyangombwa cy'ubutaka

4) Inzira binyuramo	Iyo serivise itangirira ku Mudugudu huzuzwa ikayi y'uko ikibazo cyakemutse. Bishyikirizwa komite y'ubutaka ku rwego rw'akagari. Iyo binaniranye, ikibazo gishyikirizwa komite y'ubutaka ku rwego Umurenge. Ubutaka burasurwa kugira ngo Umurenge umenye uko ikibazo gihagaze. Hashakishwa igisubizo kigatangwa mu nyandiko, ndetse hagakorwa raporo y'uko cyakemuwe
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka uwo muni, ibindi bigasaba ko ubutaka busurwa.

e) Ubujyanama ku gishushanyombonera cy'imiturire

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Hari ahantu hagenewe ibikorwa bitandukanye mu Mudugudu(Ubuhinzi, guturwa, ubucuruzi, umudugudu, ibihanda, ubusitani, aho kwishimira, ibiro by'ubuyobozi, n'ibindi... Inama z'ubukangurambaga zikorwa abatuye ahantu hatagenewe guturwa kugirango bimukire ahabigenewe. Ababikeneye bashobora kandi kureba ku gishashanyo mbonera cy'imiturire.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Inama ku mishinga ishingiyeye ku bikorwaremezo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge. Abifuza amashanyarazi n'amazi bashyirwa kuri rutonde bagakorwa ubuvugizi ku bigo bishinzwe amazi n'amashanyarazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

g) Ubujyanama bw'ibanze ku byangombwa by'ubutaka

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge kugira ngo uhabwe inama. Iyi serivise kandi itangirwa no mu nama z'ubukangurambaga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00





8) Igihe ntarengwa	Uwo munsu
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h) Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu Murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka kuri konti y'akarere - Kwishyura amafaranga y'icyangombwa kuri konti y'Akarere - Raporo y'isura ry'aho inzu iri.
4) Inzira binyuramo	<p>Ubu buryo bwemezwa mu gace kagenewe kubakwamo umudugudu. Mu duce tw'umujyi, inzira zo gushaka icyangombwa cyo kuvugurura cyangwa gusana gitangwa na'ibiro bishinzwe ubutaka mu Karere. Usaba yuzuzwa ibisabwa ku kagari.</p> <p>Akagari gasura ikibanza kakareba ko koko aho hantu hemewe kubakwa.</p> <p>Raporo y'isirwa ishyikirizwa umurenge ifatanye n'icyemezo icyemezo cya nyuma gitangwa n'umurenge.</p>
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru ushyizemo n'umunsi wo gusura ikibanza

i) Kwandikisha ubutaka butabaruwe

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi - Iyo nimeru y'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastre) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,000 Frw yo kwandikisha ubutaka binyuze ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

j) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (uburyo busanzwe)

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka

3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya Noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - Umugabo ubihamya kuri buri ruhande
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 7

k) Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - icyemezo cy'urukiko gitegeka iherekanya - Inyandikomvugo y'irangizarubanza
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

l) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiyeye ku cyemezo cy'urukiko.

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - icyemezo cy'urukiko - Inyandikomvugo ya cyamunara
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya,





	5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

m) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure mu cyamunara cyangwa kwegukana ingwate byemejwe n'umuyobozi ufite kwandika ingwate mu inshingano ze.

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'inguzanyo ariho inyandikomporuza agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

n) Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi y'ibiranga umuzungura/abazungura - icyemezo cyo kuba warashyngiwe cy'uko uri ingaragu cy'umuzungura/abazungura - Inyandikoy'umurage yakorewe imbereya noteri (Authentic Will)/inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'umwanditsi w'irangamimerere cyangwa icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n'inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwa by'ubutaka busabirwa izungura. - icyemezo cy'uko uzungurwa yapfuye
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. Icyangombwa kiboneka mu byumweru 2

o) Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'ishererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

p) Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'ishererekanya yashyizweho umukono n'impande zombi
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'ishererekanya, 10,000 Frw y'ibyangombwa 2 bishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

q) Ihererekanya ry'uburenganzira ku butaka kubera iyimurwa ku mpamvu z'inyungu rusange

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga uwimuwe ku nyungu rusange - icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'ishererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18





r) Ihererekanya ry'uburenganzira ku butaka rishingiye ku iyamburwa ry'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Umugabo ubihamya kuri buri ruhande
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

s) Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye/cyangiritse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri(Nta cyangombwa cya polisi gikenewe) - Icyangombwa cyangiritse iyo gihari
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

t) Kugenzura imyubakire

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka n'icyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> -Icyangombwa cy'ubutaka -Icyangombwa cyo kubaka -Igishushanyo cy'inzu
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu isuzuma ry'ubutaka
8) Igihe ntarengwa	Uwo minsi

u) kugabanyamo ubutaka ibice

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	-Icyangombwa cy'ubutaka -Ifishi y'ubutaka igaragaza ibice bigabanywamo -Raporo y'ipimwa
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 frw yo kwemeza ifishi y'ubutaka ku gice kimwe 5,000 frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi
8) Igihe ntarengwa	Nyuma y'ukwezi

v) Gukosora imbibi

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	-Icyangombwa cy'ubutaka -Ifishi y'ubutaka igaragaza ibice bigabanywamo -Raporo y'ipimwa
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 frw yo kwemeza ifishi y'ubutaka ku gice kimwe 5,000 frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi
8) Igihe ntarengwa	Nyuma y'ukwezi

w) Guhuza ubutaka

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	-Icyangombwa cy'ubutaka -Ifishi y'ubutaka igaragaza ibice bigabanywamo -Raporo y'ipimwa
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 frw yo kwemeza ifishi y'ubutaka ku gice kimwe 5,000 frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi
8) Igihe ntarengwa	Nyuma y'ukwezi

x) Gukosora amakuru muri regisitiri y'ubutaka

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka ashaka guhindurira amakuru
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka





3) Ibisabwa	-Kopi y'ibiranga usaba -Icyangombwa cy'ubutaka -Inyandiko yerekana amakuru shaka guhindurwa
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi
8) Igihe ntarengwa	Nyuma y'ukwezi

V)Guhindura icyo ubutaka bwagenewe

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka ashaka guhindurira umumaro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	-Kopi y'ibiranga usaba -Icyangombwa cy'ubutaka -Ibaruwa y'umuyobozi w'akarere ikwemerera guhindurirwa umumaro
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi
9)Igihe ntarengwa	Nyuma y'ukwezi

VII. UBUREZI

a) Kwakira inyandiko z'abasaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	- Ibaruwa isaba yandikiwe Akarere - Umwirondoro (CV) - Kopi y'impamyabushozi - Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje, - Kopi y'Indangamuntu
4) Inzira binyuramo	- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu Turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa. - Inzandiko zisaba akazi k'ubwarimu zakirwa cyane cyane mu kwazi k'Ukwakira kugeza mu kwezi k'Ukuboza, ibisubizo bigatangwa mu kwa mbere k'umwaka ukurira. - Akarere niko gatanga akazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	<ul style="list-style-type: none"> - Uwo muni iyo ari ugusimbura umwarimu wagiye - Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.
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b) Kwakira no gukemura ibibazo by'abarimu n'abanyeshuri

1) Uhabwa iyi serivise	Abarimu n'Abanyeshuri mu mashuri abanza ayisumbuye na TVET
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rwandikiwe Umurenge ku barimu ruriho umukono w'umukuru w'ikigo. - Kuza kureba Umukozi ushinzwe uburezi mu Murenge ku banyeshuri
4) Inzira binyuramo	<ul style="list-style-type: none"> - Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umuyobozi w'ishami ry'uburezi mu Karere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo) - Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinwe Uburezi kugira ngo bandikwe cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

c) Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana

1) Uhabwa iyi serivise	Ababyeyi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa nyuma yarangiye (mu mashuri abanza) Icyemezo cy'ishuri aturutsemo (mu mashuri abanza).
4) Inzira binyuramo	<ul style="list-style-type: none"> - Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa nyuma yarangiye (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza) - Umubyeyi uza ku Murenge bishobotse akazana n'umwana - Umurenge ukemura ibibazo birebana na 9YBE (uburezi bw'ibanze bw'imyaka 9) na 12YBE (uburezi bw'ibanze bw'imyaka 12) gusa ku byerekeye amashuri yisumbuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga

1) Uhabwa iyi serivise	Abanyeshuri bafashwa n'abaterankunga batandukanye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Kuba ufashwa
4) Inzira binyuramo	- Batoranywa n'umushinga ubifashijwemo n'ubuyobozi bw'ibanze





	(umudugudu, Akagari) - Umurenge usuzuma ubusabe bwabo ufatanije n'ushinzwe uburezi ku Murenge. - icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge - Kuri FARG habarurwa abahari kandi bagakurikiranwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Kwakira abafatanyabikorwabo mu burezi

1) Uhabwa iyi serivise	Umufatanyabikorwa mu burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	- Umufatanyabikorwa ajya ku Karere agatanga icyifuzo cye. Akarere kakamwohereza mu Murenge watoranijwe. - Umukozi ushinzwe uburezi mu Murenge afasha umuterankunga guhitamo abana bazafashwa mu Midugudu n'Utugari - Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nibo batoranywamo abagomba gufashwa. - Hatoranywa abafite ibibazo kurusha abandi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Kwakira abayobozi b'ibigo by'amashuri

1) Uhabwa iyi serivise	Abayobozi b'ishuri
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	- Ujya kureba umukozi ushinzwe uburezi mu Murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc. - Umwanzuro wa nyuma ufatwa n'Akarere
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

g) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	- Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'Akarere - Ibaruwa yandikiwe Umunyambanga Nshingwabikorwa w'Umurenge
4) Inzira binyuramo	Iyo amakuru atanzwe, uzana urwandiko rw'ikigo kikohereje n'ibaruwa yandikiwe umurenge.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

VIII. ISUKU

a) Icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa ahantu hahurirwa n'abantu benshi icyarimwe

1) Uhabwa iyi serivise	Umuntu wese ushaka gukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku n'isukura aho ari cyangwa umukozi ushinzwe imibereho myiza n'abaturage mu Murenge
3) Ibisabwa	Utangira ubu bucuruzi abanza kwishyura ipatanti
4) Inzira binyuramo	Kwandikira Akarere ukagera kopi Umurenge Aho ukorera harasurwa kugira ngo hagenzurwe ko hubahirije amabwiriza y'isuku Raporo y'isura ishyikirizwa Akarere niko gatanga icyangombwa.
5) Izindi nzego unyuramo	Itsinda rigenzura isuku ribamo : Ushinzwe isuku ku Murenge, Umunyamabanga Nshingwabikorwa w'Akagari ukoreramo cyangwa SEDO, Umunyamabanga Nshingwabikorwa w'Umurenge, Muganga w'amatungo, DASSO, Uhagarariye ingabo, Polisi (aho bari)
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Mu minsi 3

b) Kugenzura isuku

1) Uhabwa iyi serivise	Umuntu wese ukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, n'ibindi...)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku n'isukura aho ari cyangwa umukozi ushinzwe imibereho myiza y'abaturage mu Murenge
3) Ibisabwa	Usurwa na Komite y'isuku
4) Inzira binyuramo	Komite y'isuku ireba ko wubahirije ibisabwa. Itsinda rigenzura isuku ribamo ushinzwe isuku ku Murenge, Umunyamabanga Nshingwabikorwa w'Akagari ukoreramo na SEDO, Umunyamabanga Nshingwabikorwa w'Umurenge, Muganga w'amatungo, DASSO, uhagarariye ingabo na Polisi aho bari.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ibihano birafatwa iyo habaye ngombwa
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Ako kanya



c) Gufasha abatsindiye amasoko y'isuku mu ngo kwishyuzwa

1) Uhabwa iyi serivisi	Uwatsindiye isoko ry'isuku mu ngo
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku n'isukura aho ari cyangwa ushinzwe imibereho myiza mu Murenge
3) Ibisabwa	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge
4) Inzira binyuramo	Bahere kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Ubuyobozi bw'Umurenge, Akagari n'umudugudu ubafasha ku bukangurambaga mu ngo. Abatarishyura Umurenge urabandikira kandi bikanatangwazwa mu muganda n'ahandi.
5) Izindi nzego unyuramo	Umudugudu, Akagari na Rwiyemezamirimo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) Igihe ntarengwa	Mu minsi 3

IX. KOPERATIVE

a) Gutanga inama z'ibanze ku Makoperative

1) Uhabwa iyi serivise	Abantu bose
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative mu Murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uza kureba umukozi ushinzwe amakoperative, gusanga Koperative aho ikorera cyangwa mu nama z'ubukangurambaga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

