

**REPUBULIKA Y'U RWANDA**



**UMUJYI WA KIGALI**

**AKARERE KA GASABO**

**IMBONERAHAMWE YA SERIVISI ZITANGWA N'INZEGO  
Z'IBANZE**

**SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE**

**Gasabo, Nzeri 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 imitunganyirize myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitunganyirize 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'Umurenge 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'umukozi 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 ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"><li>- icyemezo cya muganga w'ibitaro umwana yavukiyemo</li><li>- Indangamuntu z'ababyeyi</li><li>- Abagabo babiri n'indangamuntu zabo</li><li>- Kwandikisha umwana mu minsi 30 kuva umwana avutse</li><li>- icyemezo cy'urukiko iyo kwandikisha byarengeje igihe</li></ul>
4) Inzira binyuramo	<p>Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse.</p> <p>Kwandikisha umwana wavutse bikorwa mu buryo butatu butandukanye:</p> <ul style="list-style-type: none"><li>- Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance), ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko,</li><li>- Iyo kwandikisha umwana byakozwe bikererewe, umwana yandikwa mu gitabo cy'abavutse (Registre de</li></ul>





	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) Kwandika abashaka gushyingirwa byemewe n'amategeko**

1) Uhabwa iyi serivise	Umuntu wese ufite byibura imyaka 21 y'amavuko
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba uhibereye</li> <li>- Kuba ufite byibura imyaka 21 y'amavuko</li> <li>- icyemezo cy'uko uri ingaragu</li> <li>- icyemezo cy'amavuko</li> <li>- Kopi y'indangamuntu</li> <li>- icyemezo cy'ubutane cyangwa icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye</li> <li>- icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye</li> </ul>
4) Inzira binyuramo	Kwandikwa bikorwa mu minsi 21 mbere yo gushyingiranwa 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)

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	10,000 Frw n'1,500 Frw y'agatabo ko gushyingirwa yishyurwa biciye ku Irembo (niba umunsi wo gushyingirwa atari ku wa Kane)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**c) Guhabwa icyemezo cy'ibyanditse mu bitabo by'abashyingiranywe imbere y'amategeko (Extrait d'Acte de Marriage)**

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 kugirango bagukorere "acte de marriage", iguhesha kubona ibyangombwa byo gushyingirwa aho ariho hose. « Extrait d'Acte de Marriage » itangwa n'Umurenge washyingiriweho gusa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2,0 00 Frw arihwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**d) Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko**

9) Uhabwa iyi serivise	Umuntu wasezeraniye mu Murenge cyangwa undi wese ufite "Acte de Marriage"
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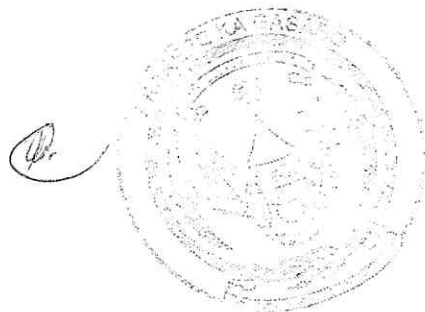
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10) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
11) Ibisabwa	<ul style="list-style-type: none"> <li>- Agatabo ko gushyingirwa (livret de mariage) cyangwa icyemezo cyo gushyingirwa (acte de mariage)</li> <li>- Bareba mu bitabo by'abashyingiwe iyo washyingiriwe muri uwo Murenge</li> <li>- Kopi y'indangamuntu cyangwa pasiporo</li> <li>- Inyemezabwishyu ya 500 Frw yishyurwa kuri konti y'Akarere</li> </ul>
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

e) 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"> <li>- Kopi y'Irangamuntu cyangwa Pasiporo</li> <li>- icyemezo cyatanzwe n'Akagari cyemeza ko uri ingaragu</li> <li>- Inyemezabwishyu ya 500 Frw yishyurwa kuri konti y'akarere</li> </ul>
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





f) 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"> <li>- Kopi y'Indangamuntu cyangwa Pasiporo</li> <li>- icyemezo cy'ubutane cy'urukiko kiriho kashe mpuruza</li> <li>- Inyemezabwishyu ya Frw 1200 (Gasabo)</li> </ul>
4) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Akagari, Umudugudu
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

g) Kwandukaza 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"> <li>- icyemezo cya muganga</li> <li>- Indangamuntu y'umwimerere y'uwapfuye irasubizwa</li> <li>- Abagabo babiri bo kubyemeza</li> <li>- Ku muntu waguye mu rugo, abamushyunguye bakora inyandiko mvugo ikemezwa n'Akagari</li> <li>- Ku muntu wapfuye hakab hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Kwandukaza umuntu wapfuye bikorwa mu minsi 30 uherye igihe umuntu yapfiriye;</li> <li>- Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (registre de décès) cy'aho umuntu yaguye.</li> </ul>
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

**h) icyemezo cy'uko umuntu yapfuye**

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- 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

**i) 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 kuri konti y'Akarere
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 munsi
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j) 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"> <li>- Usabirwa kuberwa umubyeyi agomba kuba atuye mu Murenge cyangwa ariho yabaruwe</li> <li>- Uhagarariye umwana agomba kuba ahari</li> <li>- Abagabo babiri (2) kuri buri ruhande</li> <li>- Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese</li> <li>- Ababyeyi ku mpande zombi bagomba kuba bahari</li> <li>- icyemezo cy'amavuko cy'umwana</li> <li>- Ku bana bakuru bagomba kuba babyemera</li> </ul> <p>Ku babyeyi ku mpande zombi:</p> <ul style="list-style-type: none"> <li>- Kopi z'Indangamuntu</li> <li>- icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu</li> <li>- Kuba bahibereye</li> <li>- icyemezo cy'uko ababyeyi b'umwana babyemera</li> <li>- icyemezo cy'urupfu iyo ababyeyi bapfuye</li> </ul> <p>Ku bashaka kuba ababyeyi b'umwana</p> <ul style="list-style-type: none"> <li>- Kuba bahibereye</li> <li>- Kopi y'Indangamuntu</li> <li>- Kaba barusha nibura imyaka 20 uwo bashaka kubera ababyeyi</li> <li>- icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu</li> </ul>

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	- 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	500 Frw yishyurwa kuri konti y'akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**k) 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"> <li>- icyemezo cy'amavuko cyangwa « extrait d'acte de naissance »</li> <li>- Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse</li> <li>- Indangamuntu z'ababyeyi (orijinari na kopi)</li> <li>- Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana</li> <li>- Abagabo babiri</li> <li>- Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko</li> </ul>
4) Inzira binyuramo	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (register d'acte de reconnaissance)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	500 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

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8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye
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**l) icyemezo cyo kuzungura**

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda</li> <li>- icyemezo cy'urupfu cy'uzungurwa</li> <li>- Indangamuntu z'abazungura</li> <li>- Ibyemezo by'amavuko by'abazungura</li> <li>- Umurenge ushobora gusaba ko inzego z'Akagari n'Umudugudu zemeza ko abazungura babifitiye uburenganzira koko.</li> <li>- Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko.</li> <li>- Abagize umuryango bagomba kuba bahibereye</li> <li>- icyemezo cy'urukiko iyo harimo amakimbirane</li> </ul>
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

**m) 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. Hashobora gusabwa ko aho ikibazo cyabereye hasurwa.
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 muni

**n) Gutanga ubujyanama mu mategeko**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Ntabyo
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 muni

**o) 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 NID ko igukorera indi ndangamuntu. Mugihe itaraboneka, Umurenge uguha

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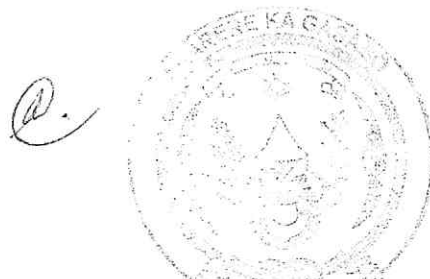




	icyemezo gisimbura Indangamuntu by'agateganyo.
5) Izindi nzego unyuramo	Akagari, Polisi
6) Amafaranga yishyurwa	1,500 Frw yo gusimbuza indangamuntu, yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

p) 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 kukuranga. Ntampapuro zindi zisabwa kuko NIDA iba ifite imyirondoro yabantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA, ajyana icyemezo gitangwa kikanasinywaho n'Umunyamabanga Nshingwabikorwa w'akagari.
4) Inzira binyuramo	Umwenegihugu wese afite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiyandikisha kugirango 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 imenyeshya umunsi wo gufotora abafata indangamuntu bwa mbere. Iyo indangamuntu zibonetse zitangirwa ku murenge hishyuwe Frw 500 kuri konti y'akarere.
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



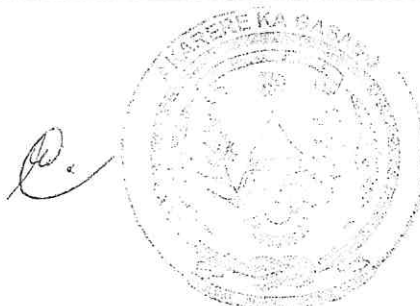
8) Igihe ntarengwa	Uwo minsi iyo ibisabwa byose byuzuye
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q) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe gutanga Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu</li> <li>- Ubyangombwa by'umutungo</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya Noteri</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'Umurenge bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe)</li> <li>- 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)</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 7

r) Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe 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"> <li>- Iyi serivise itangwa amasezerano ya banki amaze gusinywa.</li> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari we wasinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka 3,600 Frw ya numero na volime (N° & Volume) Aya mafaranga yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

s) Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itari iya Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Stati</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Serivisi zitangwa mbere ya stati zirasinywa, Noteri akagenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo</li> </ul>

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	<p>basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</p> <ul style="list-style-type: none"> <li>- Sitati zisinyirwa imbere ya noteri.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Ku wa gatatu (Umurenge wa Runda) 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

t) Kwemeza umukono

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu</li> <li>- Kuba uhibereye</li> <li>- Kwishyura amahoro asabwa</li> </ul>
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




u) 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"> <li>- Icyemezo cy'uko yashatse</li> <li>- Icyemezo cy'urupfu rw'uwo bari barashakanye</li> <li>- Indangamuntu</li> <li>- Kwishyura amahoro asabwa</li> </ul>
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

v) Icyemezo cyo kutajurira umwanzuro w'abunzi

1) Uhabwa iyi serivise	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu</li> <li>- Icyemezo cy'urukiko rw'Abunzi</li> </ul>
4) Inzira binyuramo	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Inkiko z'Abunzi niba umwanzuro utarajuririwe, 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

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w) Kurangiza imanza

1) Uhabwa iyi serivise	Umuntu wese ufite urubanza munkiko 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 kugirango 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 minsi y'akazi kuva 7h00 kugera 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
3) Ibisabwa	Kwiyandikisha ku ipatanti mu minsi itarenze 30 uhereye 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"> <li>- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera,</li> <li>- 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,</li> <li>- Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo muni ku Murenge.</li> <li>- Wuzuzwa impapuro zabigenewe;</li> </ul>
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
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- 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</li> </ul>





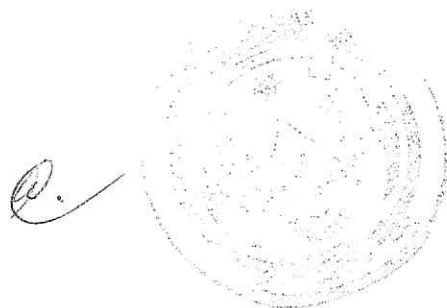
	bakagukorera kitansi y'uko wishyuye. Umusoro ku butaka w'umwaka wishyurwa bitarenze ku itariki ya 31Ukuboza z'uwo mwaka.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiyeye ku itegeko ry'ubutaka n'icyiciro cy'ubwo butaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

c) Kwishyura umusoro k'ubukode bw'inzu

1) Uhabwa iyi serivise	Umuntu wese ufite inzu ikodeshwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
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 munsu

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



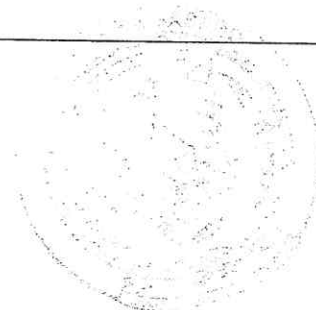
3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujujwe neza Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabiherewe uruhushya (expertise)
4) Inzira binyuramo	Uza ku murenge bakakubarira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ubarwa hakurikijwe amategeko 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
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. Ipatanti 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
3) Ibisabwa	Ipatanti





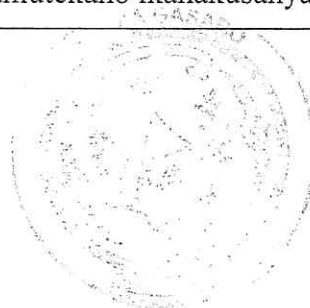
	Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku Murenge ukerekana aho warihiye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa
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	Ubanu bashaka gushyingura mu irimbi rusange
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 umabare 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
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Hari komite z'isuku muri buri Murenge zikurikirana ibijyanye n'isuku n'umutekano ikanakusanya inkunga



	Itangwa n'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 cyiciro cya 1 n'icya 2
2) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'uko uri imfubyi</li> <li>- icyemezo cy'uko utishoboye,</li> <li>- icyemezo cy'uko uri umunyeshuli</li> <li>- Indangamuntu z'ababyeyi ku batari imfubyi</li> </ul>
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 cyiciro 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

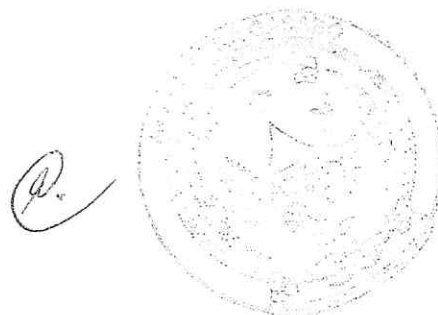


**b) Gutanga ubufasha ku batishoboye**

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	- 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
3) Ibisabwa	- Kuba wanditse k'urutonde rw'abatishoboye (mu





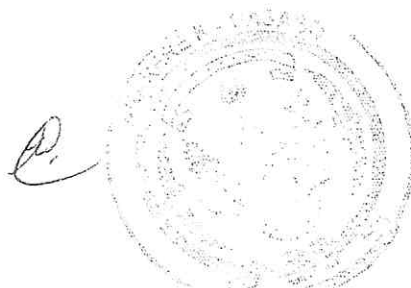
	cyiciro cya mbere n'icya kabiri by'Ubudehe) - Raporo y'Umudugudu n'Akagari - Indangamuntu
4) Inzira binyuramo	- Ubishaka aza ku biro by'Umurenge - Umurenge ugenzura ko ari k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga 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
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	- 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



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
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



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 yakorewe Abatutsi
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	Icyemezo cya komite y'abarokotse Jenocide yakorewe Abatutsi. 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 muni

**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
3) Ibisabwa	Icyemezo cyatanze n'ikigo cy'imfubyi Umwana arandikwa ku Murenge

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	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 muni

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
3) Ibisabwa	Ntabyo
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 muni



#### IV. UBUVUZI BW'AMATUNGO

##### a) 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"> <li>- Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorerwa</li> <li>- Inzu y'ibagiro yabigenewe</li> <li>- Icyobo kijyamo amazi mabi</li> <li>- Abakozi bafite impuzankano n'ibikoresho byabigenewe</li> <li>- Abakozi bapimwa indwara zanduzza</li> <li>- Kwishyura ipatanti mbere yo gutangira</li> <li>- Impapuro zigaragaza aho itungo ryaturutse</li> </ul>
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	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

##### b) Gutanga ubuvuzi bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ufite itungo rirwaye
2) Umukozi ubishinzwe	Muganga w'amatungo ku Murenge
3) Ibisabwa	Ntabwo

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4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Urahamagara cyangwa ukaza ku Murenge ukareba muganga w'amatungo. Abadafite telefoni bakwiyambaza Ubuyobozi bw'Umudugudu bakabafasha gushaka muganga w'amatungo.</li> <li>- Muganga w'amatungo uza kureba uko itungo remerewe akandika imiti ikenewe</li> <li>- Iyo imiti imaze kugurwa muganga w'amatungo ayivuzza itungo.</li> <li>- Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyira amatungo mu kato iyo ari ngombwa.</li> </ul>
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 munsu

c) 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"> <li>- Gukingira amatungo bikorwa mu gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'Umurenge, Akagari n'Umudugudu.</li> <li>- Aho amatungo azakingirirwa haratangazwa ;</li> <li>- Gakingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara.</li> <li>- Muganga w'amatungo uza kureba uko byifashe</li> </ul>





	byaba ngombwa agakingira amatungo yose mu murenge.
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaraanga 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 akingirwa

**d) 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

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e) 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 ushinzwe 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

V. UBUHINZI

a) Gusaba ingemwe z'ibiti zo gutera

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
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. Umurage 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

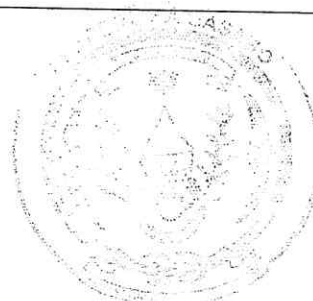
**b) Uruhushya rwo gutwara ibikomoka ku bito**

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku bito
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi/amashyamba
3) Ibisabwa	Icyangombwa cyo gusarura ishyamba Kuriha amafaranga asabwa
4) Inzira binyuramo	Iyo ufite icyangombwa cyo gusarura ishyamba, ujya k'Umurenge bakakuzuriza ifishi yabigenewe, hanyuma idosiye ukayijyana ku Karere kugirango baguhe icyemezo cyo gutwara ibikomoka ku bito.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ubaza mafaranga yishyurwa ku karere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ntibirenga umunsi umwe iyo wujuje ibisabwa

**c) Ubujyanama bw'ibanze ku mikorere ya koperative**

1) Uhabwa iyi serivise	Amakoperative yose
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba cyangwa umukozi amakoperative n'iterambere ry'umurimo
3) Ibisabwa	Ntayo
4) Inzira binyuramo	Ujya kureba umukozi ushinzwe amakoperative cyangwa ukabaza ikibazo mu nama z'ubukangurambaga ku makoperative cyangwa mu gihe cy'isura.
5) Izindi nzego unyuramo	Ntazo

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6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

## 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 ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'akagari</li> <li>- icyangombwa cy'ubutaka</li> <li>- impapuro zitangwa na banki zisinye</li> <li>- indangamuntu y'ushaka gutanga ingwate y'ubutaka</li> <li>- ushinze ubutaka mu karere nawe ashobora gutanga ubwo bufasha</li> </ul>
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 munsu

### b) Gutiza undi ingwatey'ubutaka

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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"> <li>- Kwishyura amafaranga ya noteri w'ubutaka</li> <li>- icyangombwa cy'ubutaka cy'umwimerere</li> <li>- Kopi y'icyangombwa cy'ubutaka butizwaho ingwate</li> <li>- Kopi y'Indangamuntu kuri buri muntu</li> <li>- Ubo bashyingiranywe bagomba kuba bahari</li> <li>- Noteri w'ubutaka yuzuzura impampuro zabigenewe</li> </ul>
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 Irempo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

c) Gusaba icyemezo cy'umutungo

1) Uhabwa iyi serivise	Umuntu wese ufite ubutaka cyangwa inzu bitabarurwe
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	<p>Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari.</p> <p>Kwishyura amafaranga asabwa kuri konti y'Akarere.</p>
4) Inzira binyuramo	Ujya gushaka icyemezo cy'Umudugudu ukagisinyisha no k'Umunyamabanga Nshingwabikorwa w'Akagari. Ujyana icyo cyemezo ku Murenge ukariha n'amafaranga asabwa kugirango uhabwe icyemezo cy'umutungo.
5) Izindi nzego unyuramo	Ntazo

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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 amashyamba, ubutaka n'ibikorwa remezo mu Murenge
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Iyo serivise itangirira ku Mudugudu huzuzwa ikayi y'uko ikibazo cyakemutse. Bikomereza ku kagari naho ikayi ikandikwamo uko ikibazo cyakemuwe. Iyo binaniranye, ikibazo gishyikirizwa Umurenge. Ubutaka burasurwa kugirango 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 ubuhinzi, ubutaka cyangwa ibikorwaremezo

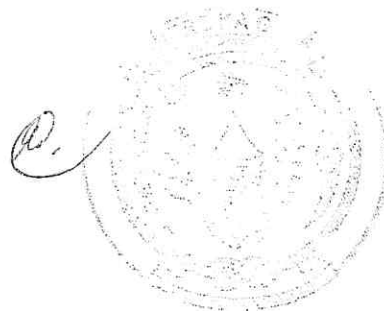




3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Hari ahantu hagenewe ibikorwa bitandukanye mu mudugudu( Ubuhinzi, guturwa, ubucuruzi, umudugudu, ibihanda, ubusitani, aho kwishimira, ibiro by'ubuyobozi, n'ibindi... Inama z'ubukangurambaga zikorera abatuye ahantu hatagenewe guturwa kugirango bimukire 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 munsu

**f) Inama ku mishinga ishingiyeye ku bikorwaremezo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge. Abifuza umashanyarazi n'amazi bashyirwa ku rutonde bagakorerwa 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 munsu



**g) Ubujuanama bw'ibanze ku byangombwa by'ubutaka**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge kugirango 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 muni

**h) Gusaba uburenganzira bwo gusana/kuvugurura inyubako**

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana inyubako iri mu Murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka, imiturire n'ibikorwa remezo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rusaba rwandikiwe Akarere</li> <li>- Kopi y'Icyangombwa cy'ubutaka</li> <li>- Amafoto y'uko inzu iteye (impande zose)</li> <li>- Kwishyura imisoro y'ubutaka kuri konti y'Akarere</li> <li>- Kwishyura amafaranga y'icyangombwa kuri konti y'akarere</li> <li>- Raporo y'isura ry'aho inzu iri.</li> </ul>
4) Inzira binyuramo	<p>Ubu buryo bwemezwa mu gace kagenewe kubakwamo umudugudu. Mu duce tw'umugi, inzira zo gushaka icyangombwa cyo kuvugurura cyangwa gusana gitangwa n'ibiro bishinzwe ubutaka mu Karere.</p> <p>Usaba yuzuza ibisabwa ku kagari.</p>



	Akagari gasura ikibanza kakareba ko koko aho hantu hemewe kubakwa. Raporu y'isirwa ishyikirizwa Umurenge ifatanye n'icyemezo Icyemezo cya nyuma gitangwa n'Umurenge.
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"> <li>- Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka</li> <li>- Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge</li> <li>- Inyandiko yemeza numero y'ubutaka (UPI) iyo izwi</li> <li>- Iyo numero y'ubutaka itazwi: 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 ubutaka buherereye</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,000 Frw yo kwandikisha ubutaka

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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"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'ishererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</li> <li>- Ibyangombwa by'ubutaka bwagurishijwe</li> <li>- 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</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Umugabo ubihamya kuri buri ruhande</li> </ul>
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 Irempo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

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8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 7
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**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	- Kopi z'ibiranga ugura n'ugurisha ubutaka - icyemezo cy'urukiko gitegeka ihererekanya - 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'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

**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	- 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'ishererekanya, 5,000 Frw y'icyangombwa gishya na

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	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 inyangururuzi 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






	<ul style="list-style-type: none"> <li>- icyemezo cyo kuba warashyingiwe cy'uko uri ingaragu cy'umuzungura/abazungura</li> <li>- 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</li> <li>- Ibyangombwa by'ubutaka busabirwa izungura</li> </ul>
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	<ul style="list-style-type: none"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe</li> </ul>
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

**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'iherekanya 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'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

**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'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

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"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</li> <li>- Ibyangombwa by'ubutaka bwagurishijwe</li> <li>- 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</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Umugabo ubihamya kuri buri ruhanda</li> </ul>
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	- 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	Ntayo
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	Icyangombwa cy'ubutaka Icyangombwa cyo kubaka Igishushanyo cy'inzu
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka mw'igenzura risanzwe
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu isuzuma ry'ubutaka
8) Igihe ntarengwa	Uwo muni

## 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 ushinze uburezi mu Murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Akarere</li> <li>- Umwirondoro (CV)</li> <li>- Kopi y'impamyabushozi</li> <li>- Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje,</li> <li>- Kopi y'Indangamuntu</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa.</li> <li>- Inzandiko zisaba akazi k'ubwarimo zakirwa cyane cyane mu kwa cumi kugeza mu kwa cumi na kabiri, ibisubizo bigatangwa mu kwa mbere k'umwaka ukurira.</li> <li>- Akarere niko gatanga akazi.</li> </ul>
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"> <li>- Uwo muni iyo ari ugusimbura umwarimu wagiye</li> <li>- Muri Mutarama iyo ari guhindura ikigo cyangwa</li> </ul>

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	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 VTC
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rwandikiwe Umurenge ku barimu, ruriho umukono w'umukuru w'ikigo.</li> <li>- Kuza kureba Umukozi ushinzwe uburezi mu Murenge ku banyeshuri</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umukozi ushinzwe uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo)</li> <li>- Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinwe Uburezi kugirango bandikwe cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.</li> </ul>
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

**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 yarangije (mu



	mashuri abanza) Icyemezo cy'ishuri aturutsemo (mu mashuri abanza).
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza)</li> <li>- Umubyeyi uza ku murenge, bishobotse akazana n'umwana</li> <li>- 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.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Batoranywa n'umushinga ubifashijwemo n'Ubuyobozi bw'ibanze (Umudugudu, Akagari)</li> <li>- Umurenge usuzuma ubusabe bwabo afatanije n'ushinzwe uburezi ku Murenge.</li> <li>- Icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge</li> </ul>

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	- 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 munsu

e) Kwakira abafatanyabikorwabo mu burezi

1) Uhabwa iyi serivise	Umufatanyabikorwa mu burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Umufatanyabikorwa ajya ku Karere agatanga icyifuzo cye. Akarere kamwohereza mu Murenge watoranijwe.</li> <li>- Umukozi ushinzwe uburezi mu Murenge afasha umuterankunga guhitamo abana bazafashwa mu Midugudu n'Utugari</li> <li>- Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nibo batoranywamo abagomba gufashwa.</li> <li>- Hatoranywa abafite ibibazo kurusha abandi.</li> </ul>
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

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	<ul style="list-style-type: none"> <li>- Ujya kureba umukozi ushinzwe uburezi mu Murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc.</li> <li>- Umwanzuro wa nyuma ufatwa 'Akarere</li> </ul>
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

**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	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'akarere</li> <li>- Ibaruwa yandikiwe Umunyambanga Nshingwabikorwa w'Umurenge</li> </ul>
4) Inzira binyuramo	Iyo amakuru atanzwe, uzana urwandiko rw'ikigo kikoherereje 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 munsu

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## VIII. ISUKU

### a) icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa abantu benshi icyarimwe

1) Uhabwa iyi serivise	Umuntu wese ushaka gukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, koza imodoka, igaraje, gucumbikira abantu...)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
3) Ibisabwa	Utangira ubu bucuruzi, abanza kwishyura ipatanti
4) Inzira binyuramo	Kwandikira Akarere ukagera kopi Umurenge Aho ukorera harasurwa kugirango 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.
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,
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	gucumbira abantu, N'IBINDI...)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
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.
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 serivise	Uwatsindiye isoko ry'isuku mu ngo
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
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. Umukozi w'umurenge ku rwego rw'umudugudu afasha ku bukungurambaga mu ngo. Abatarishyura umurenge urabandikira kandi bikanatangwanzwa mu muganda.
5) Izindi nzego unyuramo	Umudugugu, 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, ushinzwe imibereho myiza y'abaturage na agaronome
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza kureba umukozi ushinzwe amakoperative, 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

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