

REPUBULIKA Y'U RWANDA

Gatsibo, Kuwa 30/10/2018
Ref No Njy/07.05.03/09.



INTARA Y'IBURASIRAZUBA
INAMA NJYANAMA Y'AKARERE KA GATSIBO

AKARERE KA GATSIBO

gatsibodistrict@gatsibo.gov.rw



Bwana Guverineri w'Intara y'Iburasirazuba, **Rwamagana**.

Impamvu: Kubagezaho imbonerahamwe ya serivise zitangwa mu nzego z'ibanze agace k'icyaro.

Bwana Guverineri,

Nejejwe no kubandikira ngira ngo mbagezeho imbonerahamwe ya serivise zitangwa mu nzego z'ibanze agace k'icyaro (Akagali, Umurenge n'Akarere) nk'uko yemejwe n'inama idasanzwe y'Inama Njyanama y'Akarere ka Gatsibo yateranye kuwa 26/10/2018.

Ku mugereka w'iyi baruwa murahasanga imbonerahamwe ya serivise zitangwa mu nzego z'ibanze.

Mugire amahoro.

RUKEMANGANIZI Cyprien

Umuyobozi w'Inama Njyanama y'Akarere ka **Gatsibo**.

Bimenyeshejwe:

- Nyakubahwa Minisitiri w'Ubutegetsi bw'Igihugu
KIGALI
- Bwana Umuyobozi w'Akarere ka **Gatsibo**.



REPUBULIKA Y'U RWANDA

Gatsibo, Kuwa 30/10/2018
Ref No Njy/07.05.03/09.



INTARA Y'IBURASIRAZUBA
INAMA NJYANAMA Y'AKARERE KA GATSIBO

AKARERE KA GATSIBO

gatsibodistrict@gatsibo.gov.rw

Bwana Guverineri w'Intara y'Iburasirazuba, **Rwamagana**.

Impamvu: Kubagezaho imbonerahamwe ya serivise zitangwa mu nzego z'ibanze agace k'icyaro.

Bwana Guverineri,

Nejejwe no kubandikira ngira ngo mbagezeho imbonerahamwe ya serivise zitangwa mu nzego z'ibanze agace k'icyaro (Akagali, Umurenge n'Akarere) nk'uko yemejwe n'inama idasanzwe y'Inama Njyanama y'Akarere ka Gatsibo yateranye kuwa 26/10/2018.

Ku mugereka w'iyi baruwa murahasanga imbonerahamwe ya serivise zitangwa mu nzego z'ibanze.

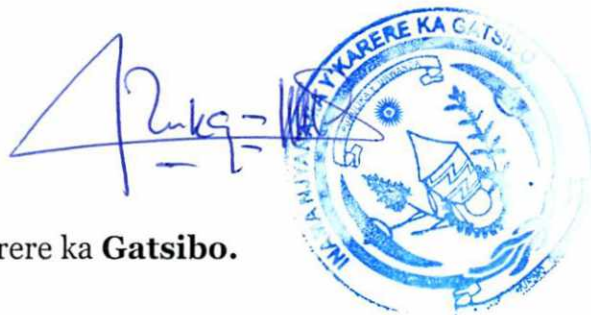
Mugire amahoro.

RUKEMANGANIZI Cyprien

Umuyobozi w'Inama Njyanama y'Akarere ka **Gatsibo**.

Bimenyeshejwe:

- Nyakubahwa Minisitiri w'Ubutegetsi bw'Igihugu
KIGALI.
- Bwana Umuyobozi w'Akarere ka **Gatsibo**.



**IGITABO GIKUBIYEMO SERIVISI ZIHABWA
ABATURAGE – AGACE K’ICYARO
URWEGO RW’AKARERE**



1

SERIVISE ZITANGIRWA MU KARERE KA GATSIBO

3. URWEGO RW'AKARERE

for xdx *SD*

3. ISHAKIRO

3. ISHAKIRO	1
SERIVISE ZITANGIRWA KU KARERE	1
ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO	1
I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)	2
II. NOTERI	17
III. KWAKIRA IMISORO N'AMAHORO	20
IV. IMARI N'IPIGANWA RY'AMASOKO	22
V. KUVURA NO KWITA KU MATUNGO	25
VI. UBUHINZI	29
VII. AMASHYAMBA	31
VIII. KOPERATIVE	33
IX. UBUREZI	34
X. IMIYOBORERE MYIZA	37
UBUYOBOZI BW'IMIRIMO N'ABAKOZI	37
XI. UBUGENZUZI BW'UMURIMO	41
XII. URUBYIRUKO N'UMUCO	42



fixdx *SA*

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'imategekere 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'imategekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitungire myiza yaserivisi. 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'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 kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamiye korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyabanga 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.



[Handwritten signature] *[Handwritten initials]*

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 ushinze imiturire mu Karere
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 kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa frw 20,000 kuri meterokare, yishyurwa kuri konti y'Akarere hakoreshejwe irembo.
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 ushinze imiturire mu Karere
3) Ibisabwa	- Ibaruwa isaba uburenganzira bwo kubaka yandikiwe Umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. - Kopi 3 z'igenagaciro kaburi gikorwa kizakorerwa ku kibanza (bill of quantities) - Ibishushanyo byerekana inyubako mu buryo burambuye (building plans) kopi 3 - Ifishi y'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'icyangombwa cy'ubutaka; - Fotokopi y'indangamuntu y'usaba uruhushya rwo kubaka
4) Inzira binyuramo	- Wandikira Akarere ugatanga impapuro zisabwa. - Biro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe ubutaka, Umukozi ubishinzwe akakubarira amafaranga asabwa yishyurwa kuri Konti y'Akarere. - Igihe cyo gusura na gusuzuma ahazubakwa bikorwa n'Umukozi Ushinzwe



	imiturire mu Karere, mu gihe cy'iminsi 15 akora raporo ashingiye ku byo yabonye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Kuva kuri meterokare 0-100 hishyurwa Rwf 20,000, - Kuva kuri meterokare 100-500 hishyurwa Rwf 40,000, - Hejuru ya meterokare 500 hishyurwa Rwf 60,000 - 10.000Frw: yishyurwa kuri konti y'Akarere ajyanye n'ifoto y'ikibanza (fiche cadastrale) - Kwishyura amahoro y'ubukode bw'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 15

c) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinze imiturire mu Karere
3) Ibisabwa	- Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu y'usaba kongererwa uruhushya rwo kubaka. - Fotokopi y'icyangombwa cy'ubutaka.
4) Inzira binyuramo	Wandikira Akarere ugatanga impapuro zisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- 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
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 ushinze imiturire mu Karere
3) Ibisabwa	Icyangombwa cyo kubaka



fxdx *SA*

	- Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - icyangombwa cy'ubutaka
4) Inzira binyuramo	Aho inzu iri harasurwa nyuma yo kuzuza ibisabwa ngo uhabwe uburenganzira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ibisubizo biboneka mu ibyumweru bibiri(2)

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

1) Uhabwa iyi serivise	Umntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	-Akarere gasura aho ikibazo kiri kigashakirwa igisubizo, hagakorwa ubukangurambaga bwo kumvisha abatungira ibyiza by'ibikorwaremezo bizahakorwa mbere yo kubaka, abantu bakimurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 7

f) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	-Wandikira Umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyura (inyemezabuguzi). -Umukozi ushinze ibikorwaremezo cyangwa undi mutekiniye ubifite mu nshingano asura imirimo yakozwe agakora raporo yerekana ko ibisabwa byubahirijwe. - Iyo raporo niyo iherekeza inyemezabuguzi ya rwiyezamirimo mu biro by'Umunyamabanga Nshingwabikorwa w'Akarere kugirango yishyurwe.
5) Izindi nzego unyuramo	Ntazo

faixdx 

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 ushinze imiturire mu Karere
3) Ibisabwa	- Ibaruwa isaba yandikiwe Umuyobozi w'Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafoto ane (4) y'uko inzu iteye (impande zose) - Kwishyura amahoro y'ubukode bw'ubutaka
4) Inzira binyuramo	Iyo umaze gusaba baza gusura aho inzu yubatswe bagakora raporo ari nayo igenderwaho baguha icyangombwa cyo gusana cyangwa kuvugurura hashingiwe kubyo babonye mu gihe cy'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 ushinze amazi n'isukura
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira Umuyobozi w'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) Kugabanya mo ibice ikibanza cyangwa isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze gupima ubutaka, imicungire yabwo no kubika amakuru y'ubutaka mu Karere
3) Ibisabwa	Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywa



Handwritten signature in blue ink.

Handwritten initials in blue ink.

	mo ibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'Umukuru w'ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanywa mo ibice - Gutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, Umukozi wapimye ubutaka n'Umuyobozi w'Akagari k'aho ubutaka buherereye. - Kwishyura amahoro y'ubukode bw'ubutaka - Fotokopi z'indangamuntu za banyiri ubutaka
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 n'ubworozi ntibucibwamo ibice. Ku bindi bikorwa bishobora gukorwa nko gutura, ubucuruzi, inganda, ibikorwa by'ubuzima (Amashuri, amavuriro...) itegeko ntirubahirizwa.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	-Hishyurwa 10,000 Frw ya buri foto y'ubutaka (deed plan). -Hishyurwa 5,000 Frw kuri buri cyangombwa gishya cy'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

b) Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze gupima ubutaka, imicungire yabwo no kubika amakuru y'ubutaka mu Karere.
3) Ibisabwa	- Ibyangombwa by'ubutaka busabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale)yemejwe n'Umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa guhuzwa - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi,umukozi wapimye ubutaka n'Umuyobozi w'Akagari k'aho ubutaka buherereye - Kwishyura amahoro y'ubukode bw'ubutaka yose ajyanye



finx dx

SA

	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	Ntazo
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	Icyangombwa kiboneka mu byumweru 2

c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze gupima ubutaka, imicungire yabwo no kubika amakuru y'ubutaka mu Karere
3) Ibisabwa	- Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso - Ifishi y'ubutaka (Fiche Cadastre)yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibiceby'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso - Raporo y'ipimwa ry'ubutaka ya shyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye - Icyangombwa cy'ubutaka cy'abo bahana imbibi - Kuba yarishyuye imisoro y'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
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	Icyangombwa kiboneka mu byumweru 2



Signature

Signature

D) Guhinduza ibyangombwa byatanze hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu - ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - Kwishyura amahoro y'ubukode bw'ubutaka.
4) Inzira binyuramo	-Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa amafaranga 5000 by'icyangombwa gishya
7) Igihe itangirwa	Umunsi Akarere kaguhaye
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

d) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- ibyangombwa by'ubutaka bisabirwa guhindurwa - Kopi y'indangamuntu - icyemezo cy'uburenganzira bwo kubaka - icyemezo k'igenzura kigaragazako imyubakire yakurikije ibyari biteganyijwe - icyemezo gitanga uburenganzira byo gukoresha cyangwa gutura mu nyubako - icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu Kubasaba inkondabutaka ngenankomyi: -Icyemezo gihamya ko nibura ½ k'ibyari byemewe kubakwa byubatswe cyangwa icyemezo gihamya ko usaba ari umushoramari wujuje ibiteganywa n'itegeko.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa. Amafanga y'umusoro ku butaka agomba kuba yarishyurwe yose
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku munsi wagenwe n'Akarere



for xdx

AA

8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2
--------------------	------------------------------------

e) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- 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 nyir'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Umunsi utangwa n'Akarere
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Ikigo, imiryango itari iya Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- 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'iyandikisha rya sosiyete nshya y'ubucuruzi gitangwa n'ikigo cy'Igihugu cy'Iterambere (RDB) - Iyo ari imiryango nyarwanda itari iya Leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Urwego rw'Igihugu Rushinzwe Imiyoborere. - Iyo ari imiryango mpuzamahanga itari iya Leta: icyemezo cy'iyandikisha gitangwa n'Urwego rw'Igihugu Rushinzwe Imiyoborere (RGB) - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa



Handwritten signature in blue ink.

Handwritten initials in blue ink.

	umwuga: Itegeko rishyiraho iryo shyirahamwe
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
8) Igihe ntarengwa	Uwo munsi.

g) 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 ushinze ubutaka
3) Ibisabwa	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imituriye - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangiramutungo ku nyubako - icyemezo cyo gukoresha inyubako
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
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

h) Kwandikisha igice cy'inyubako (condominium unit) kiri mu isangiramutungo ku nyubako

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'indangamuntu z'abasaba - icyemezo cyo kuba warashyingiwe cyangwa icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership)

Signature

	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
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

i) Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako (condominium unit)

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira - icyemezo cyo kuba washyingirwe/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 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	Icyangombwa kiboneka mu byumweru 2



AA

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

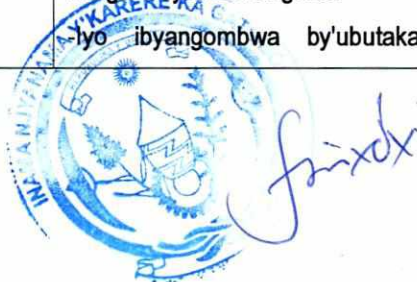
1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'Akarere
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga usaba - icyemezo cy'uko washyngiwe/icyemezo cy'uko uri ingaragu - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandiko mpamo - icyangombwa cy'ubutaka usaba ko bongeraho amakuru.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa amafaranga 5000 by'icyangombwa gishya
7) Igihe itangirwa	Umunsi utangwa n'Akarere
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

l) Gusimbura ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	Iyo ibyangombwa by'ubutaka byatakaye: -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



SA

	kugaragazwa: - 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 byahiyeye 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 witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa 5,000 Frw ku cyangombwa cy'ubutaka gishya -Mu gihe yakoze indahiro hishyurwa amafaranga 5000 ya Notariya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

m) Guhinduza icyo ubutaka bwagenewe gukoreshwa

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Ibyangombwa by'ubutaka - icyemezo gihamya icyo ubutaka bwagenewe gukoreshwa gitangwa n'Umurenge - Kopi y'ibiranga usaba - Kwishyura amahoro y'ubukode bw'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	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka



3) Ibisabwa	- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - icyemezo cyo kuba warashyingiwe/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 yatanze: Inyandiko yemeza numero y'ubutaka (UPI) iyo izwi cyangwa 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'ubutaka ku Karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka ❖ Iyo hasabwa kongera bitewe n'ubushyingirwe: - icyemezo cy'uko nyir'ubutaka yashyingiwe ❖ Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: - icyemezo cy'uko uwo bashyingiranywe yitabye Imana; - icyemezo cy'uko washyingiwe (ku bashyingiwe mbere ya 1999) cg Inyandiko y'ishyingirwa (Extrait d'acte de mariage) ku bashyingiwe nyuma ya 1999, - icyemezo cy'uko ari umupfakazi cy'usigaye



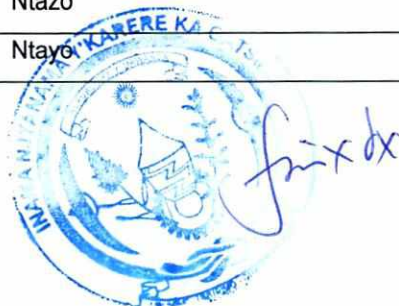
Handwritten signature in blue ink.

Handwritten initials in blue ink.

	- lcyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka ❖ Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane: -lcyemezo 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 kuri konti y'Akarere)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

p) Gusaba gukuraho amakimbirane cyangwa guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - lcyemezo cyo kuba warashyingiwe/lcyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - lcyemezo cy'urukiko kiriho kashe mpuraza 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 haratanze ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinze atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntazo



[Handwritten signature]

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

q) Kwemeza igishushanyo cy' ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze gupima ubutaka, imicungire yabwo no kubika amakuru yabwo.
3) Ibisabwa	- Kopi y'icyangombwa cy'ubutaka - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'umutungo cyemeza ko ubutaka ari ubwawe gitangwa n'Umurenge. - Kwishyura 10,000 rwf y'icyemezo cy'ubutaka - Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.
4) Inzira binyuramo	- 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.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe nyuma yo gusura ubutaka

r) Gutiza ingwate

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Noteri mu by'ubutaka ku Karere
3) Ibisabwa	- Icyangombwa cy'ubutaka cy'umwimerere - Indangamuntu z'ushaka gutiza no gutizwa ingwate (utiza, n'utizwa) - Icyemezo cy'uko washatse cyangwa uri ingaragu (utiza, n'utizwa)
4) Inzira binyuramo	-Uzana n'abo bireba bese ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. -Kuzuza no gushyira umukono ku masezerano yo gutiza ingwate bikorewe imbere ya Noteri w'ubutaka
5) Izindi nzego unyuramo	Umurenge



6) Amafaranga yishyurwa	5000 Frw yo kwemeza amasezerano yo gutiza ingwate
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

s) Gukemura amakimbarane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbarane ashingiye ku butaka
2) Umukozi ubishinzwe	Umukozi Ushinzwe amategako mu biro by'ubutaka mu Karere
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Raporo y'uko ikibazo cyakemuye ku Murenge
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 kugirango kamenye uko gihagaze kagatanga umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
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	Noteri w'Akarere
3) Ibisabwa	- Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amafaranga asabwa
4) Inzira binyuramo	- Impande zombi zijya ku biro bya Noteri w'Akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategako (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,



Handwritten signature

	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 muni

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 -Ibiranga umuntu -Kwishyura amahoro asabwa
4) Inzira binyuramo	- 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 masezerano ayari yo yose. -Kwemeza inyandiko bikozwe n'umukozi ubifitiye ububasha hatangwa 1500 Frw kuri buri rupapuro akishyurwa binyuze ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

c) Gusaba gushyira umukono kuri sitati y'amashyirahamwe,amakoperative n'imiryango itari iya Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	- Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
4) Inzira binyuramo	- Noteri agenzura 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



Handwritten signature in blue ink.

	- 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	Hishyurwa amafaranga 5000
7) Igihe itangirwa	Buri muni mu muni y'Akazi
8) Igihe ntarengwa	Iminsi 5

d) Kugira inama abaturage mu by'amategako

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Ntabwo
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	Notari w'Akarere
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 muni 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



Handwritten signature in blue ink.

3) Ibisabwa	Inyandiko ihamagaza mu rukiko cyangwa icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose k'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 kugeza 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 -Kopi y'indangamuntu
4) Inzira binyuramo	Iyo hishyurwe amafaranga arenga: - Wandikira Akarere ukomeka ho ibaruwa n'impapuro z'umwimerere za banki wishyuriyeho. - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode). Iyo wishyuye kuri konti itari yo: - Wandikira Akarere ibaruwa isaba gusubizwa amafaranga ukomeka ho ibaruwa n'impapuro z'umwimerere za banki wishyuriyeho. - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanze, kagasaba banki kubikosora.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 3 uhagaze igihe utangiye ikibazo

b) Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku Karere
3) Ibisabwa	ipatanti:



	- Kumenyekanisha aho ukorera n'imirimo ukora Umusoro ku mitungo: - Ibyangombwa by'umutungo Umusoro ku bukode: - Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku Karere ukareba Umukozi ushinze kwakira imisoro n'amahoro, 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 kugeza 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 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuye 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 kugeza 17h00
8) Igihe ntarengwa	Uwo muni



e) Gusaba kwishyura imisoro mu bice

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro
3) Ibisabwa	-Kuzuzwa impapuro zibarirwaho umusoro -Kwishyura nibura 25% by'umusoro usabwa -Uwandiko rusaba kwishyura mu bice rwandikiwe Akarere
4) Inzira binyuramo	-Ibiko by'imisoro mu Karere bigenzura ko ibisabwa byuzuye bigategura amasezerano asinywa n'Umunyamabanga Nshingwabikorwa w'Akarere hamwe n'usaba. -Ibice byo kwishyuramo ntibirenga 4 kandi urangiza kwishyura muri uwo mwaka
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

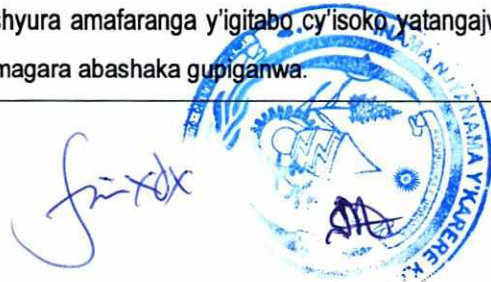
f) Kwishyura ubukode ku mitungo y'Akarere

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 kagira amasezerano n'uwo bireba. Ibiko bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa yishyurwa 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 kugeza 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
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.



4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki ugahabwa igitabo cy'iryo soko. Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa. Igihe DAO yishyurwe, ishobora koherezwa kuri imeri(E-mail)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mw'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
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinze amasoko ugahabwa inama n'ubufasha wifuzwa. 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 ushinze amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Upiganira isoko akoresha uburyo bw'ikoranabuhanga (E-Procurement)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhaye 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 serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe (kuburyo bw'ikoranabuhanga)
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo. Iyo bidashobotse, Akarere kandikira ba rwiyemezamirimo kabamenyesha ko gahunda itakibaye n'impamvu yabyo
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku munsu byatangarijwe kugeza ku munsu 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 ushinze amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinze amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko. Amasezerano asinywa mu minsi 15 nyuma y'imenyeshya ry'uwasinze
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsiku itariki yemejwe

f) Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo wasinyiye isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.



4) Inzira binyuramo	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguha 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	Uwo muni

V. KUVURA NO KWITA KU MATUNGO

a) Guhabwa icyemezo cyo kwimura amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo.
2) Umukozi ubishinzwe	Umukozi ushinze ubuvuzi bw'amatungo
3) Ibisabwa	- icyemezo cy'Umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rija, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Kopi y'ibiranga 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	Ku Murenge
6) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga 1.500 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 ushinze ubuvuzi bw'amatungo
3) Ibisabwa	- icyemezo cy'Umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kuritwara (imodoka na plaque zayo)

fixdx *AA*

	- Impapuro zishyuriweho amafaranga asabwa - Kopi y'ibiranga y'ibiranga umuntu
4) Inzira binyuramo	-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. -Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka. -Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo gihurwaho mu gutanga uruhushya rwo kuzitwara. -Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa (Kuba ifite ibirinda inyama iyo bibaye ngombwa). icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga 1.500 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

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 Akarere gafite 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 agiciro 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 w'arwo. Igenzura rikorwa n'Akarere gafatanyije n'imirengye 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
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 mu mwaka, Uburengye n'igifuruto bikingirwa mu kwa mbere buri mwaka n'igihe cyose byadutse -Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa.



Signature

	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 ushinze ubuvuzi bw'amatungo
3) Ibisabwa	- Kuba ufite icyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - 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 ushinze 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



Signature

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
2) Umukozi ubishinzwe	Umukozi w'Akarere ushinze ubuhinzi
3) Ibisabwa	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe
4) Inzira binyuramo	-Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe Uturere bagomba kuzitangamo. Ba Agrodealers niba bazidandaza ku bahizi (umwe kuri buri Murenge). -Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari n'abakangurambaga b'ubuhinzi ku Mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku Murenge, urutonde ruhabwa "agrodealer" hariho inyongeramusaruro n'imbuta izakenerwa. Hakoreshejwe "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 ushinze ubuhinzi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku Karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinze ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

frinx 

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

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze ibidukikije
3) Ibisabwa	K'ubucukuzi bw'amabuye y'agaciro: - Ibaruwa isaba yandikiwe Akarere bikamenyeshwa Umurenge - Ikarita y'aho ikirombe kiri - Inyandiko irambuye y'umushinga - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije Kuri kariyeri iri muni ya 1 ha: - Ibaruwa isaba yandikiwe Akarere bikamenyeshwa ku Murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije Kwishyura 500,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere
4) Inzira binyuramo	Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro: 1. Uruhushya rwo kurambagiza (rumara imyaka 2) 2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), 3. Uruhushya rwo gucukura amabuye y'agaciro (rumara imyaka 5). Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na RMB (Rwanda Mining Board) Ikigo cy'igihugu gishinzwe Mine na Gas
5) Izindi nzego unyuramo	Ntazo



[Handwritten signature]

6) Amafaranga yishyurwa	Ubucukuzi bw'amabuye y'agaciro Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya RRA. Ipatanti yishyurwa kuri konti y'Akarere ikabwirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku. Kariyeri (1 ha cyangwa muni): 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 ushinze 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 muni

VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusurura ishyamba => Hegitari 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinze amashyamba mu Karere
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga icyangombwa gusa ku buryo bwo gusurura.
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusurura ishyamba mu nyandiko. Umukozi w'Akarere ushinze amashyamba aramusura.



Handwritten signature

	Iyo ishyamba rigejeje igihe cyo gusururwa kandi amabwiriza yose yubahirijwe, huzuzwa ifishi yabigenewe uruhushya rugatangwa. Iyo ari ibiti byaguzwe, wuzuza 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, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	50,000 RWF kuri hegitari.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusurwa

b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinze amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusurura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya iminsi mirongo itatu kandi rugakoresheka gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	1.000 Frw kuri toni na 50.000 rwf mu minsi 30 y'uruhushya yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusurwa ishyamba

forink

SA

c) Gusaba ingemwe z'ibiti

1) Uhabwa iyi serivise	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye.
2) Umukozi ubishinzwe	Umukozi ushinze amashyamba
3) Ibisabwa	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku Mudugudu rukemezwa n'Akagari n'Umurenge zitangirwa ubuntu.
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

VIII. KOPERATIVE

a) Guhabwa icyemezo cya Koperative

1) Uhabwa iyi serivise	Abashaka gushinga Koperative.
2) Umukozi ubishinzwe	Umukozi ushinze amakoperative ku Murenge
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	-Gusaba gutangiza Koperative bitangirira ku Murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku Murenge bitwaje inyandiko mvugo y'inama itangiza Koperative bitwaza kandi amategako rusange n'amategako y'umwihariko agenga Koperative, urutonde rw'abanyamuryango fatizo bese basinyeho. Bishyura 1.200 Frw kuri SACCO cyangwa Banki y'abaturage bakazana impapuro barihiyeho, Umurenge ubaha icyemezo. -Bakomereza ku Karere, kakongera kugenzura idosiye (kopi eshatu, harimo orijinari imwe), cyane cyane sitati (amategako agenga Koperative), izina rya Koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo. -Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo hagati y'icyumweru



	kimwe (1) n'ibyumweru bibiri (6). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.
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 ushinze uburezi mu Karere.
3) Ibisabwa	-Inyandiko ibisaba yemejwe n'Umurenge -Inyandiko y'umushinga irambuye -Ibikorwaremezo (Inyubako yawe cyangwa wakodesheje), -Ibikoreshe, ibitabo, abarimu n'ibindi...
4) Inzira binyuramo	-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 ushinze uburezi ku Karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibygwa n'Inama Njyanama y'Akarere. -Inama Njyanama niyo itanga icyemezo cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuke, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) Izindi nzego unyuramo	Umurenge, REB 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 Njyanama y'Akarere ibisuzume)



[Handwritten signature]

b) Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Karere
3) Ibisabwa	-Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya -Indangamanota y'ikigo wigamo
4) Inzira binyuramo	-Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). -Ku mashuri abanza ubisaba aya kubisaba 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	Umukozi ushinze uburezi mu Karere
3) Ibisabwa	- Impamyabumenyi itariho umukono wa Noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta - Kopi y'ibimuranga
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ibaruwa isaba akazi, ugatanga kopi y'impamyabumenyi itariho umukono wa Noteri, ukuzura ifishi ya Komisiyo y'Abakozi ba Leta.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi
8) Igihe ntarengwa	Icyumweru kimwe kugeza ku kwezi

d) Gusaba inkunga y'uburezi

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinze uburezi



Handwritten signature in blue ink.

Handwritten initials in blue ink.

3) Ibisabwa	- Urwandiko rubisaba ruriho umukono w'Umurenge - icyemezo cy'uko utishoboye - Indangamanota yatanze n'ishuri wigamo
4) Inzira binyuramo	Wandikira Akarere, Umurenge ukagusinyira sous-couvert. Utanga icyemezo cy'uko utishoboye n'indangamanota
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe

e) icyemezo cyo kuba warize gusoma no kwandika

1) Uhabwa iyi serivise	Utanga amahugurwa
2) Umukozi ubishinzwe	Umukozi ushinze uburezi
3) Ibisabwa	Urwandiko rusaba Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika
4) Inzira binyuramo	Akarere kamenyeshwa n'Umurenge cyangwa Akagari igihe amahugurwa yo gusoma no kwandika atangiye, iyo arangiye, utanga amahugurwa yo gusomano kwandika yandikira Akarere agatanga urutonde rw'abarangije amahugurwa. Akarere kabandikira ibyemezo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe

f) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinze 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 hakurije ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

finxd

SA

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
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. Azana kandi 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	Udugudu, Akagari, Umurenge.
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa kabiri, ariko no mu yindi minsi ushobora kwakirwa
8) Igihe ntarengwa	Uwo muni

UBUYOBOZI BW'IMIRIMO N'ABAKOZI

a) Kwakira no kuyobora abagana Akarere

1) Uhabwa iyi serivise	Abagana Akarere
2) Umukozi ubishinzwe	Umukozi ushinze kwakira abagana Akarere
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ukigera ku biro by'Akarere, ureba umukozi ushinze kwakira abakagana ukamubwira ikiguzenza. Agufasha kubona ababishinzwe cyangwa kubishakira umuti.
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

b) Kohereza inyandiko zisubiza abandikiye Akarere

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Mu bunyamabanga rusange (secretariat central)
3) Ibisabwa	Ntabwo



4) Inzira binyuramo	Ubunyamabanga rusange busikana inyandiko bukazigeza kubo bireba kuri imeri (incamake yazo). 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 ushinze abakozi
3) Ibisabwa	-Ibaruwa ikohereza -Raporo igaragaza imikorere -Aho wishyuriwe umushahara wa nyuma
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabariwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN.
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 Minisiteri y'Imari n'Igenamigambi, ariko ubusanzwe bifata ukwezi kumwe.

d) Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyi (imyaka 65)
2) Umukozi ubishinzwe	Umukozi ushinze abakozi
3) Ibisabwa	- Urwandiko rubisaba, - icyemezo cy'amavuko, - icyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse. - Numero ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho



4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanga 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 ushinze abakozi
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 yatangiye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabishyirira 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 ushinze abakozi
3) Ibisabwa	Ntabwo



[Handwritten signature]

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 itegamiyeyuri Leta
2) Umukozi ubishinzwe	Umukozi ushinze kwakira abagana Akarere
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ibi bikorwa iyo hari igikorwa Akarere katumiwemo cyangwa kifuza ko izi nzego zafatanyako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itari ya Leta n'Imishyamba, JADF niyo ibishinzwe. Umukozi ushinze kwakira abagana Akarere ahuza 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 munsi

h) Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe

1) Uhabwa iyi serivise	Umuntu wese ubiherewe uburenganzira
2) Umukozi ubishinzwe	Umukozi ushinze gushyingura inyandiko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira Akarere usaba 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 ubishaka
2) Umukozi ubishinzwe	Umukozi ushinze ibikoresho
3) Ibisabwa	Inyemeza bwishyu yamafaranga 30 000 Frw
4) Inzira binyuramo	Wishyura amafaranga asabwa ukerekana inyemezabwishyu ku mukozi ushinze ibikoresho ugahabwa ibendera. Ugomba kurikoresha bitanyuranyije n'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 Frw yishyurwa binyuze ku irembo ku ibendera rimwe.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru 1

XI. UBUGENZUZI BW'UMURIMO

a) Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukoze cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ushaka ndetse ugasobanurira umugenzuzi w'imirimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa. Ategura umunsi wo kubahuzza n'urundi ruhande kugirango abumvikane. Iyo bidakunze ku mpande zombi, 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 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana

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

1) Uhabwa iyi serivise	Sosiye idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo mu Karere
3) Ibisabwa	Icyemezo cyo kutabamo imisiro ya RRA Icyemezo cyo kwindikisha ubucuruzi muri RDB



	Icyemezo cyo kwiandikisha muri RSSB Icyemezo cyo mu murenge akoreramo
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB.
5) Izindi nzego unyuramo	Umurenge, RRA, RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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	Umukozi ushinze imicungire y'abakozi mu Karere
3) Ibisabwa	Ibaruwa yandikiye banki ishyirwaho umukono n'umukoresha
4) Inzira binyuramo	Ntazo
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 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	Ntabwo
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 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

XII. 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 ushinze 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 n'izindi nyandiko za ngombwa zijyanye n'ayo marushanwa. - Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo muni ko bishobora kuboneka. -Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2. -Iyo nta nkunga ihari, usubizwa mu cyumweru kimwe. Bikurikiranwa na Polisi igaha igisubizo Akarere niba ubusabe bwawe bwemewe, ibi bifata 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 ushinze urubyiruko, umuco na siporo
3) Ibisabwa	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe
4) Inzira binyuramo	-Kwandikisha koperative. Umushinga ushyikirizwa Umurenge ukawusuzuma. Umushinga urasurwa, Akarere kakabona kuwemera by'agateganyo. -Buri mwaka Akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari. Ibisabwa: - Kuba mu ishyirahamwe rizwi - Kugira ibikorwa bigaragara, aho ubarizwa - Gahunda y'umushinga - Amasezerano y'uburyo inkunga izakoreshwa
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



[Handwritten signature]

Bikorewe i Gatsibo , kuwa 30/10/2018



RUKEMANGANIZI Cyprien

Umuyobozi w'Inama Njyanama w'Akarere ka Gatsibo



MUDENGE Wilson

Umujyanama