

REPUBULIKA Y'U RWANDA



**INTARA Y'IBURASIRAZUBA
AKARERE KA GATSIBO**

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**IGITABO GIKUBIYEMO SERIVISI ZIHABWA
ABATURAGE – AGACE K'ICYARO**

URWEGO RW'UMURENGE



Gatsibo, Ukwakira 2018

SERIVISE ZITANGIRWA MU KARERE KA GATSIBO

2. URWEGO RW'UMURENGE



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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'imiterekere y'Igihugu cy'u Rwanda. Inshingano z'Umurenge zigenywa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imiterekere y'Igihugu zegerejwe abaturage.

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

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

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



I. IRANGAMIMERERE N'IMPAPURO MPAMO

a) Kwandikisha umwana wavutse

1) Uhabwa serivise	iyi	Umwana wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu Murenge
2) Umukozi ubishinzwe		Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa		- icyemezo cya muganga w'ikigo cy'ubuzima umwana yavukiyemo - Indangamuntu z'ababyeyi - Abatangabuhamya 2 bafite nibura imyaka 18 mugihe umubyeyi yabyariye mu rugo n'indangamuntu zabo - Kwandikisha umwana mu minsi 30 kuva umwana avutse
4) Inzira binyuramo		-Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse. -Kwandika umwana wavutse bikorwa mu buryo butatu butandukanye: Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance) - Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cy'abana bavutse (Actes de Naissance) mu gihe haje umubyeyi umwe, akanashyirwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance) mu gihe ababyeyi bombi bamwemera
5) Izindi unyuramo	nzego	Ikigo cy'ubuzima umwana yavukiyemo; Akagari mugihe umwana yavukiye ahatari kawa Muganga.
6) Amafaranga yishyurwa		Ntayo
7) Igihe itangirwa		Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa		Uwo muni

b) icyemezo cy'amavuko

1) Uhabwa serivise	iyi	Umunu wese utuye mu Murenge cyangwa undi ufite inyandiko y'ivuka "acte de naissance"
2) Umukozi ubishinzwe		Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa		-Icyemezo cy'Akagari -Indangamuntu -Kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'abavukiye mu Murenge
4) Inzira binyuramo		Ushaka iki cyemezo aya ku Murenge yitwaje indangamuntu.
5) Izindi unyuramo	nzego	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 byuzuye

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

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - icyemezo cy'Akagari
4) Inzira binyuramo	Kuzana icyemezo cy'Akagari, kwishyura amafaranga binyuze mu irembo.
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

d) Kwandika abashaka gushyingirwa byemewe n'amategeko

1) Uhabwa iyi serivise	Umunu wese ufite nibura imyaka 21 y'amavuko
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba uhibereye - Kuba ufite nibura imyaka 21 y'amavuko - icyemezo cy'uko uri ingaragu - icyemezo cy'amavuko - Kopi y'indangamuntu - icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuraza k'uwatanye - icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) Inzira binyuramo	Kwandikwa bikorwa mu minsi 20 mbere yo gushyingirwa imbere y'amategeko kugirango bitangazwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- 1,000frw ya kopi y'inyandiko ihinnye y'ishyingirwa na buri muriyango wasezeranye; akishyurwa ku irembo. - 10,000 Frw kuwasabye gushyingirwa ku muni utaragenwe yishyurwa ku irembo (niba umuni wo gushyingirwa atari ku wa kane)
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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e) Guhabwa kopi y'inyandiko y'ishyingirwa(copie d'Acte de Marriage)

1) Uhabwa iyi serivise	Umuturage wesezeranye imbere y'amategeko muri uwo murenge
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - Inyandiko mpine y'ishyingirwa (Extrait d'acte de Marriage)
4) Inzira binyuramo	Izi nyandiko nizo zishyingirwaho bareba mu bitabo by'abashyingiranye byemewe n'amategeko kugirango bagukorere "acte de marriage"
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2,000 Frw yishyurwa binyuze ku rubuga irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

f) Gusaba icyemezo cy'uko wasezeranye byemewe n'amategeko

9) Uhabwa iyi serivise	Umuntu wasezeraniye mu Murenge cyangwa undi wese ufite "Acte de Marriage"
10) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
11) Ibisabwa	- Agatabo ko gushyingirwa (livret de marriage), inyandiko y'ishyingirwa (acte de mariage), inyandiko ihinnye y'ishyingirwa (Extrait d'acte de Marriage) - Bareba mu bitabo by'abashyingirwe iyo washyingiriwe muri uwo Murenge - Kopi y'indangamuntu cyangwa pasiporo
12) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku irembo
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
16) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

g) Gusaba icyemezo cy'uko uri ingaragu

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kopi y'irangamuntu cyangwa Pasiporo - icyemezo cyatanze n'Akagari cyemeza ko uri ingaragu
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



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h) icyemezo cy'uko watandukanye n'uwo mwashakanye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kopi y'Indangamuntu cyangwa Pasiporo - icyemezo cy'ubutane cy'urukiko kiriho kashe mpuruzwa - Inyemezabwishyu ya Frw 1,500
4) Inzira binyuramo	Ujya ku Murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu iyo ibisabwa byose byubahirijwe

i) Gusaba icyemezo cy'uko umuntu ariho

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kwiyizira ku Murenge - Fotokopi y'Indangamuntu n'umwimerere wayo - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko.
4) Inzira binyuramo	Kuza ku biro by'Umurenge witwaje fotokopi y'Indangamuntu n'umwimerere wayo. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo gisabwa ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa biciye ku irembo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu iyo ibisabwa byose byuzuye

j) Kwandukaza umuntu wapfuye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abatangabuhamba babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyunguye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo



	cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	- Kwandukuzwa umuntu wapfuye bikorwa mu minsi 30 uhareye igihe umuntu yapfiriye; - Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (Acte de décès) cy'aho umuntu yaguye.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

k) icyemezo cy'uko umuntu yapfuye

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba umuntu yanditse mu gitabo cy'abapfuye
4) Inzira binyuramo	Iyo umuntu yanditswe mu gitabo cy'abapfuye ujya ku biro by'Umurenge ukerekana kitansi yishyuriweho amafaranga asabwa bakakwandikira icyemezo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

l) Kwemeza impapuro mpamo

1) Uhabwa iyi serivise	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Inyandiko y'umwimerere - Fotokopi y'inyandiko y'umwimerere
4) Inzira binyuramo	Werekana urupapuro warihiye, ugatanga impapuro z'umwimerere na kopi zazo ushaka ko zemezwa ko ari impamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw kuri buri kopi yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

m) icyemezo cyo kuba umubyeyi w'umwana utabyaye

1) Uhabwa iyi serivise	Umuntu wese ushaka kuba umubyeyi w'umwana atabyaye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Usabirwa kubera umubyeyi agomba kuba atuye mu Murenge cyangwa ariho abaruye - Uhagarariye umwana agomba kuba ahari - Abatangabuhamya babiri (2) kuri buri ruhando



	- Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese - Ababyeyi ku mpande zombi bagomba kuba bahari - icyemezo cy'amavuko cy'umwana - Ku bana bakuru bagomba kuba babyemera Ku babyeyi ku mpande zombi: - Kopi z'Indangamuntu - icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu - Kuba bahibereye - icyemezo cy'uko ababyeyi b'umwana babyemera - icyemezo cy'urupfu iyo ababyeyi bapfuye Ku bashaka kuba ababyeyi b'umwana - Kuba bahibereye - Kopi y'Indangamuntu - Kuba afite nibura imyaka 21 y'amavuko - Kuba barusha nibura imyaka 7 uwo bashaka kubera ababyeyi; kuwo bafitanye isano kugeza kurwego rwa 7 agomba kuba amurusha nibura imyaka 3. - icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu - Kuba uwo bashakanye abanyemera
4) Inzira binyuramo	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abatangabuhamya babiri (2) kuri buri ruhande.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

n) Inyandiko yo kwemera umwana

1) Uhabwa iyi serivise	Umuntu wese ushaka kwemera umwana byemewe n'amategeko
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- icyemezo cy'amavuko cyangwa « Attestation de naissance » - Indangamuntu z'ababyeyi (umwimerere na kopi) - Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana - Abatangabuhamya babiri
4) Inzira binyuramo	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (registre d'acte de reconnaissance)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye



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o) icyemezo cyo kuzungura

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	- Inyandiko mvugo y'inama y'izungura y'umuryango yemeza abazungura. - icyemezo cy'urupfu cy'uzungurwa - Indangamuntu z'abazungura - Ibyemezo by'amavuko by'abazungura - Abagize umuryango bagomba kuba bahibereye - icyemezo cy'urukiko iyo harimo amakimbirane
4) Inzira binyuramo	Kuza kubisaba ku Murenge witwaje impapuro zose zikenerwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	1500 Frw yishyurwa kuri konti y'Akarere
8) Igihe ntarengwa	Uwo muni

p) Gukemura ibibazo by'abaturage

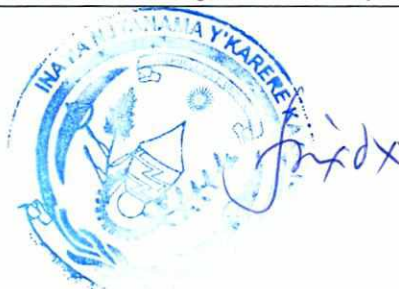
1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze imiyoboreremyiza
3) Ibisabwa	Raporo y'Akagari igaragaza uko ikibazo cyakemurwe
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura uko ikibazo giteye. Hashobora gusabwa ko aho ikibazo cyabereye hasurwa.
5) Izindi nzego 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

q) Gutanga Ubujyanama mu mategeko

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

r) icyemezo cy'uwataye Indangamuntu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo



3) Ibisabwa	Kuzana icyemezo cya polisi cy'uko wataye Indangamuntu
4) Inzira binyuramo	Ubanza ku Kagari ugahabwa icyemezo cy'uko wataye Indangamuntu. icyemezo kikajyanwa kuri Polisi ugahabwa icyemezo cya polisi cy'uko wataye indangamuntu. icyemezo cya polisi gishyikirizwa Umurenge ariwo usaba NIDA ko igukorera indi ndangamuntu. Mugihe itaraboneka, Umurenge uguha icyemezo gisimbura Indangamuntu by'agateganyo.
5) Izindi nzego unyuramo	Akagari, Polisi
6) Amafaranga yishyurwa	1,500 Frw yo gusimbuza indangamuntu, yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

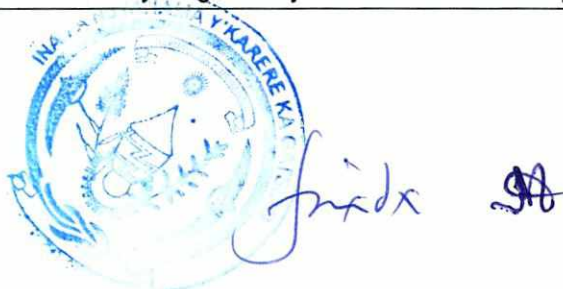
s) Gusaba gufata Indangamuntu bwa mbere

1) Uhabwa iyi serivise	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Murenge
2) Umukozi ubushinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Uza ku Murenge witwaje icyangombwa cyose kikuranga. 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. - Inyemezabwishyu y'amafaranga 10,000 ku muntu utarubahirije igihe cyo kwibarura mu gitabo cy'abatwaga
4) Inzira binyuramo	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiandikisha kugirango ahabwe indangamuntu. Umunyamabanga Nshingwabikorwa w'Akagari amwandikira icyemezo cyo gusaba indangamuntu bwa mbere. icyo cyemezo akijyana ku Murenge ukamushyira ku rutonde rushyikirizwa NIDA ¹ ari nayo imenyeshya umunsi wo gufotora abafata indangamuntu bwa mbere.
5) Izindi nzego unyuramo	Akagari, NIDA
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo mbere yo gufotora
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

t) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubushinzwe	Umukozi ushinze Irangamimerere n' Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - Ibyangombwa by'umutungo - Amasezerano y'ubugure ashirwaho umukono imbere ya Noteri

¹ Ikigo cy'igihugu gishizwe indangamuntu



	- Kwishyura amahoro asabwa
4) Inzira binyuramo	- Impande zombi zijya ku biro bya Noteri w'Umurenge bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw y'amasezerano 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

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba azana n'umwishingira bagasinye ku mpapuro zabigenewe "deed authentic" imbere ya Noteri. - Sipesimeni y'umukono w'Umukozi wa banki ubishinzwe iba iri ku Murenge bityo bakabasha kugenzura ko ari we wasinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw y'amasezerano 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	Uwo munsi

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Stati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Abasaba serivisi bazana sitati, Noteri akagenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.



	- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya Noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zisinyirwa imbere ya Noteri. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), Umuyobozi watowe niwe usinya hamwe n'Umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Ku wa gatanu (Kubiro by'Umurenge)
7) Amafaranga yishyurwa	5,000 Frw bya sitati z'ishyirahamwe 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni

w) Kwemeza umukono

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) Izindi nzego unyuramo	Ntazo
6) Igihe serivisi itangirwa	Buri muni kuva 7h00 kugeza 10h00
7) Amafaranga yishyurwa	1,500 Frw kuri buri rupapuro yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni

x) icyemezo cy'ubupfakazi (attestation de veuvage)

1) Uhabwa iyi serivise	Umuntu wapfakaye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- icyemezo cy'uko yashatse - icyemezo cy'urupfu rw'uwo bari barashakanye - Indangamuntu - Kwishyura amahoro asabwa
4) Inzira binyuramo	Ujya ku Murenge witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Buri muni kuva 7h00 kugeza 10h00
7) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni icyo ibisabwa byose byubahirijwe

y) icyemezo cyo kutajurira umwanzuro w'abunzi



1) Uhabwa iyi serivise	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) Umukozi ubishinzwe	Umukozi ushinze imiyoboreremyiza
3) Ibisabwa	- Indangamuntu - icyemezo cy'umwanzuro w'Abunzi
4) Inzira binyuramo	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Abunzi niba umwanzuro utarajurirwe, yasanga ntabwo 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 icyo ibisabwa byose byubahirijwe

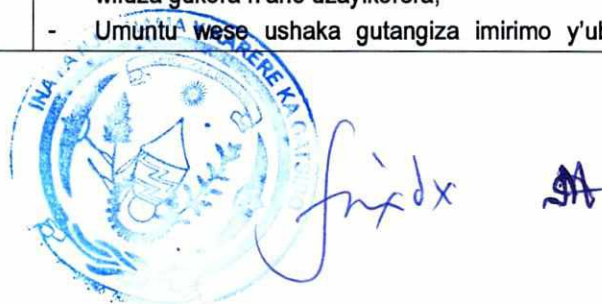
z) Kurangiza imanza

1) Uhabwa iyi serivise	Umuntu wese ufite urubanza mu nkiko zisanze
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 kugeza 17h00
8) Igihe ntarengwa	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa mu gihe kitarenze iminsi cumi n'itanu (15) kuva igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

II. IMISORO N'AMAHORO

a) Gusaba uburenganzira bwo gutangiza ubucuruzi

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza ubucuruzi
2) Umukozi ubishinzwe	Umukozi Ushinzwe imisoro n'amahoro
3) Ibisabwa	Kwiyandikisha ku ipatanti mu minsi itarenze 30 uhaye igihe utangiraye 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	- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera, - Umuntu wese ushaka gutangiza imirimo y'ubucuruzi hagati ya 1



	Mutarama na 31 Werurwe agomba kwiwandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka, - Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo muni ku murenge. - Wuzuzwa impapuro zabigenewe;
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Kwishyura umusoro ku butaka

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

c) Kwishyura umusoro k'ubukode bw'inzu

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

d) Kwishyura umusoro k'umutungo utimukanwa

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro



3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujijwe 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	Ubanu bese 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. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku Murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Gutanga amahoro yo gukorera mu isoko

1) Uhabwa iyi serivise	Ubanu bese bakorera mu masoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ipatanti Umusoro uriha 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	Abantu 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

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	- icyemezo cy'uko uri imfubyi - icyemezo cy'uko utishoboye, - icyemezo cy'uko uri umunyeshuli - Indangamuntu z'ababyeyi ku batari imfubyi
4) Inzira binyuramo	Uza ku biro by'Umurenge ugatanda impapuro zisabwa. Umurenge ugenzura ko umwana ari k'urutonde rw'abatishoboye, imfubyi, ababana n'ubumuga kandi akaba ari mu 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 ushinze 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 yemejwe 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 ushinze 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 ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	- Kuza ku biro by'Umurenge - Mu nama n'abaturage - Guhamagara cyangwa ukohera 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 bukeneye

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, abafite ubumuga, etc.) baraterana bagakora umushinga, ugasuzumwa n'umukozi ushinze imibereho myiza. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinze 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 ushinze Imibereho Myiza y'abaturage
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Raporo y'ibiza ikorwa hakurikijwe imbonerahamwe ya MIDIMAR. Ahabereye ikiza harasurwa, cyangwa umuturage wahuye n'ikiza akagana ibiro by'Umurenge. Umukozi ushinze 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 ushinze 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	Bitarenze iminsi itatu

h) icyemezo cy'uwacitse ku icumu rya jenocide yakorewe Abatutsi mu Rwanda

Uhabwa iyi serivise	Uwarokotse Jenocide
1) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
2) Ibisabwa	Icyemezo cya Komite y'abarokotse Jenocide. Icyo cyemezo gisinywaho kandi n'Akagari
3) Inzira binyuramo	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenocide mu Kagari, gisinywaho kandi n'Akagari
4) Izindi nzego unyuramo	Ntazo
5) Amafaranga	Ntayo



fix

yishyurwa	
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) 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 ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Icyemezo cyatanzwe n'ikigo cy'imfubyi Umwana arandikwa ku Murenge Ubufasha buhabwa abana bakiriwe mu miryango cyangwa hagakorwa imishinga yo gufasha ab'ingimbi
4) Inzira binyuramo	Bakurikiranwa n'Umukozi ushinze Imibereho Myiza y'Abaturage
5) Izindi nzego unyuramo	NCC(Komisiyo y'Igihugu ishinze abana)
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 ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Barandikwa, hanyuma hagukurikiranwa ubuzima bw'abana n'umuryango ubitaho. Polisi irabimenyeshwa. Bahabwa ubufasha nka mitwari, udushyamba duta duta, 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 serivise zo gukora ikimasa

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



8) Igihe ntarengwa	Hagati y'umunsi 1 na 2
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b) Gusaba uruhushya rwo kubaga no kugurisha inyama

1) Uhabwa iyi serivise	Koperative ifite ibyangombwa byo kubaga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	- Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorerwa - Inzu y'ibagiro yabigenewe - icyobo kijyamo amazi mabi - Abakozi bafite impuzankano n'ibikoresho byabigenewe - Abakozi bapimwa indwara zanduza - Kwishyura ipatanti mbere yo gutangira - Impapuro zigaragaza aho itungo ryaturutse
4) Inzira binyuramo	Iyi serivise ihabwa abacuruzi banditse ku buryo bwemewe. Abaturage basanzwe babanza gusaba uruhushya umuganga w'amatungo mbere yo kubaga, bakabagira mu bibanza byabigenewe kandi akagenzura isuku y'ibagiro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

c) Gusaba gutererwa intanga amatungo

1) Uhabwa iyi serivise	Abantu bashaka guteza intanga inka zabo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Inka yarinze
4) Inzira binyuramo	- Kugura intanga muri RAB² (wishyura kuri BNR kuri konti ya RAB, ugaha kitansi muganga w'amatungo akakuzanira intanga wishyuye). - Inka zarinze bazijyana ku rupangu kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na ni mugoroba. - Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.
5) Izindi nzego unyuramo	Umudugudu n'akagari
6) Amafaranga yishyurwa	Amafaranga y'intanga
7) Igihe itangirwa	Iyo inka yarinze, uhamagara muganga w'amatungo ikajyanwa ku rupangu
8) Igihe ntarengwa	Mu gitondo na ni mugoroba ku rupangu, cyangwa iyo uhamagaye muganga w'amatungo mu kiraro cyawe bwite.

² Ikigo k'Igihugu gishinzwe ubuhinzi n'ubworozi



d) Kwambika amatungo ibimenyetso biyaranga(amaherena)

1) Uhabwa iyi serivise	Umworozi wese ushaka kugurisha cyangwa kwimurira amatungo ye ahandi, kuyateza intanga, cyangwa kuyashyiraho ibimenyetso biyaranga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu
4) Inzira binyuramo	Usaba muganga w'amatungo ko agushyirira amaherena ku matungo, cyane cyane mbere yo kwimura amatungo. Muganga aza kugenzura amatungo akayashyiraho amaherena, hanyuma akaguha icyemezo kiriho ibimenyetso byose biranga amatungo na nyirayo.
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	Kwishyura amafaranga 500 y'amaherena kuri buri nka, akishyurwa binyuze ku irembo
7) Igihe itangirwa	Uhamagara muganga w'amatungo igihe ubikeneye
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse n'amaherena akaba ahari

e) Gutanga ubuvuzi bw'amatungo

1) Uhabwa iyi serivise	Umunu wese ufite itungo rirwaye
2) Umukozi ubishinzwe	Muganga w'amatungo ku Murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	- Urahamagara cyangwa ukaza ku Murenge ukareba muganga w'amatungo. Abadafite telefoni bakwiyambaza ubuyobozi bw'Umudugudu bakabafasha gushaka muganga w'amatungo. - Muganga w'amatungo aza kureba uko itungo rimerewe akandika imiti ikeneze - Iyo imiti imaze kugurwa muganga w'amatungo ayivuzza itungo. - Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyira amatungo mu kato iyo ari ngombwa.
5) Izindi nzego unyuramo	Umudugudu n'Akagari.
6) Amafaranga yishyurwa	- Kugura imiti yo guha itungo yanditswe na muganga w'amatungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umunu wese ushaka kugurisha inka mu isoko
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena
4) Inzira binyuramo	Kugirango ubashe kugurisha inka ku isoko ugomba: 1. Kubaza Umukuru w'Umudugudu igihe n'aho isoko ry'inka rizateranira 2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko,



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	igitsina, etc.) 3. Mu muni umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga 4. Ku muni w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemu ibiranga buri nka. 5. Wereka ako gatabo ku mukazi wa RAB cyangwa muganga w'amatungo mu murenge kugiranga aguhe urushya rwo kugurisha 6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo uyigurishije.
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Amafaranga yo gushyiraho amaherena yishyurwa biciye mu irembo
7) Igihe itangirwa	Mu muni y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse

g) Gukingiza amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka gukingiza amatungo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kwishyura inkingo bitewe n'ubwoko bwazo
4) Inzira binyuramo	- Gukingira amatungo bikorwa mu gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'Umurenge, Akagari n'Umudugudu. - Aho amatungo azakingirwa haratangazwa ; - Gukingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara. - Muganga w'amatungo aza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu Murenge.
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu gihe cyo gukingira
8) Igihe ntarengwa	Ako kanya iyo ari aho amatungo akingirwa

h) Kugenzura ubuziranenge bw'ibikomoka ku matungo

1) Uhabwa iyi serivise	Abantu bose bacuruzwa 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 yateganyijwe Igenzura ry'inyama rikorerwa ku mabagiro yabigenewe n'aho zicururizwa. Amata agenzurirwa ku makusanyirizo yayo mu gihe atwawe kugira hubahirizwe amabwiriza. Amafi nayo agenzurirwa aho arobwa n'aho acururizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hashobora gucibwa amande iyo hari ibitubahirije amabwiriza, cyangwa



	ubucuruzi bugafungwa kugeza igihe ibisabwa byubahirijwe.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Abacuruzi b'imiti y'amatungo
2) Umukozi ubishinzwe	Muganga w'amatungo ku Murenge
3) Ibisabwa	Kuba uri umucuruzi w'imiti n'ibiryo by'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo. Umurenge uteganya igenzura nibura buri gihembwe. Komite iriho iba igizwe na muganga w'amatungo, umukozi wa RAB n'umukozi ushinze amashyamba cyangwa ubuhinzi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Isuzuma rikorwa mu buryo buhoraho
8) Igihe ntarengwa	Ako kanya

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

1) Uhabwa iyi serivise	Umuntu wese ufite amatungo mu Murenge ashaka kwimurira mu wundi Murenge
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	- Uruhushya rw'Umurenge ruriho amakuru ku itungo, nyiraryo, aho rituruka n'aho rigiye, uburyo bwo kuritwara (ni ukuvuga imodoka na numero zayo) - Kuriha amafaranga asabwa - Indangamuntu ya nyir'itungo
4) Inzira binyuramo	Umurenge utanga uruhushya rwo gutwara amatungo ava mu Kagali ajya mu kandi. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni



k) UBUHINZI

a) Inama kubijyanye n'imishinga y'ubuhinzi n'ubworozi

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

b) Gusaba ingemwe z'ibiti zo gutera

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	Umudugudu utegura lisiti n'ahantu bizashyirwa, hakomezwa n'Akagari. Ushinzwe amashyamba akwirakwiza ibiti ku muni nyizina wo kubitera
4) Inzira binyuramo	Ingemwe zitangirwa ubuntu. Umaturage uri ku rutonde ajya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rugezweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu gihe cy'itera ry'ibiti

c) Gusaba imbuto z'indobanure

1) Uhabwa iyi serivise	Abahinzi bashaka imbuto z'indobanure
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Imbuto zikwirakwiza bitewe n'uko zabonetse bigaterwa kandi na none n'igihe cy'ihinga
4) Inzira binyuramo	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa ku Mudugudu bikomezwa n'Akagari, binyunze mu mashyirahamwe ya „ Twigire Muhinzi “ y'ingo 15 kugera kuri 20. Hakoreshe nkunganire. Ku mbuto umuhinzi yishyura 25%, Leta ikamwishyurira 75%. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) Izindi nzego unyuramo	Umudugudu n'Akagari aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) Amafaranga	Biterwa n'ubwoko bw'imbuto



yishyurwa	
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni bimaze gusabwa

d) Guhabwa imiti y'ibihingwa n'inyongeramusaruro

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

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

1) Uhabwa iyi serivise	Umuhinzi ushaka inama ku guhinga kijyambere
2) Umukozi ubishinzwe	Umukozi ushinze ubuhinzi
3) Ibisabwa	Kuba ufite ubutaka bwabigenewe
4) Inzira binyuramo	Mu nama z'ubukangurambaga mu mudugudu. Ubisaba umukozi ushinze ubuhinzi ku Murenge, ugasurwa. Ababikeneye kandi bashobora kwegera ubayobozi b'Akagari n'Umurenge bushinze ubuhinzi
5) Izindi nzego unyuramo	Umudugudu, Akagari k'aho ubutaka buherereye
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ufite ikibazo kijyanye n'umutungo kamere
2) Umukozi ubishinzwe	Umukozi ushinze ubuhinzi
3) Ibisabwa	Ntabyo



4) Inzira binyuramo	Ujya ku murenge witwaje umwanzuro wafashwe n'Akagari mu gihe ikibazo kitakemutse. Umurenge usura ahari ikibazo ukagikemura. Iyo bidashobotse ikibazo gishyikirizwa Akarere.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu cyumweru kimwe. Ariko kandi biterwa n'uko ikibazo giteye n'ibyavuye mu isura ry'aho kiri.

g) Ubujuanama bw'ibanze ku bijyanye n'amashyamba

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

V. 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	- icyemezo cy'Akagari - icyangombwa cy'ubutaka - Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka - Ushinzwe ubutaka mu Karere nawe ashobora gutanga ubwo bufasha
4) Inzira binyuramo	Werekana impapuro za banki zisinyeho. Akagari gasinya 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 Irebo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu



b) Gutiza undi ingwatey'ubutaka

1) Uhabwa iyi serivise	Umuntu wese ushaka gutiza undi muntu ubutaka bwe ho ingwate muri banki kugirango ahabwe inguzanyo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - icyemezo cy'uko washyingiwe cyangwa uri ingaragu (Utiza n'utizwa) - Noteri w'ubutaka yuzuza impampuro zabigenewe
4) Inzira binyuramo	Kuza imbere ya Noteri w'ubutaka bagashyira umukono ku masezerano bikoze n'impande zombi (Utiza n'utizwa).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga 5,000 yishyurwa binyuze muri serivise y'irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

c) Gusaba uburenganzira bwo kubaka mu Mudugudu

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu ahagenewe Umudugudu
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	icyangombwa cy'Ubutaka Kwishyura umusoro w'ubutaka Raporo y'Akagari
4) Inzira binyuramo	-Umunyamabanga Nshingwabikorwa w'Akagari asura ikibanza wifuza kubakamo kugirango arebe koko ko aho hantu hemewe kubakwa, agakora raporo agasabira uburenganzira bwo kubaka ku Murenge. -Ujya ku Murenge ukuzura impapuro zabigenewe, kandi ukariha n'amafaranga asabwa bitewe n'aho ikibanza giherereye. Igisubizo kiboneka mu minsi itatu (3) -Mu Tugari turi mu gishushanyo mbonera cy'Umujyi, icyemezo gitangirwa ku biro by'ubutaka ku Karere.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	5,000 Frw, yishyurwa biciye mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 3

d) Gusaba icyemezo cy'umutungo

1) Uhabwa iyi serivise	Umuntu wese ufite ubutaka cyangwa inzu bitabaruwe
2) Umukozi ubishinzwe	Umunyamabanga nshingwabikorwa w'Umurenge



3) Ibisabwa	Icyemezo cyasinyweho na Komite y'ubutaka ku rwego rw'Akagali cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari.
4) Inzira binyuramo	-Ushaka abagize Komite y'ubutaka bakemeza ko uwo mutungo ari uwawe kandi ko nta makimbarane ufite. -Gusinyisha Umunyamabanga Nshingwabikorwa w'Akagari. -Ujyana icyemezo ku Murenge ,Umunyamabanga Nshingwabikorwa akemeza ko uwo mutungo ari uwawe.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Kwishyura amafaranga 1500 Frw kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

e) Ubujyanama bw'ibanze k'ubucukuzi bwa mines na kariyeri

1) Uhabwa iyi serivise	Umuntu ushaka gukora ubucukuzi bwa mine na kariyeri
2) Umukozi ubishinzwe	Umukozi ushinze imicungire y'ubutaka
3) Ibisabwa	-Kwandikira Akarere -Ikarita y'aho mine cyangwa kariyeri iri -Gusura mine cyangwa kariyeri
4) Inzira binyuramo	Ubikeneye agana ibiro by'Umurenge yitwaje ikarita y'aho mine cyangwa kariyeri iherereye kugirango barebe ko aho ashaka gucukura amabuye y'agaciro cyangwa kariyeri hahari koko kandi nta wundi uhakorera. Umurenge usura aho hantu, basanga bishoboka bagakora raporo ikoherezwa ku Karere. Igisubizo kiboneka mu minsi itatu kandi mu nyandiko.
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

f) Gukemura ibibazo n'amakimbarane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka ,imiturire 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.

g) Ubujyanama ku gishushanyombonera cy'imiturire

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

h) Inama ku mishinga ishingiyeye ku bikorwaremezo

1) Uhabwa iyi serivise	Umunu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka ,imiturire n'ibikorwaremezo mu Murenge
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge. Abifuza amashyamba n'amazi bashyirwa kuri rutonde bagakorerwa ubuvugizi ku bigo bishinzwe amazi n'amashyamba.
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) Ubujyanama bw'ibanze ku byangombwa by'ubutaka

1) Uhabwa iyi serivise	Umunu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka ,imiturire n'ibikorwaremezo mu Murenge
3) Ibisabwa	Icyangombwa cy'ubutaka
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 munsu
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j) Gusaba uruhushya bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu Murenge
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Urwandiko rusaba rwandikiwe Umurenge - Kopi y'Icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura amahoro y'ubukode by'ubutaka kuri konti y'Akarere - Kwishyura amafaranga y'uruhushya kuri konti y'Akarere - Raporo y'isura ry'aho inzu iri.
4) Inzira binyuramo	Ubu buryo bwemezwa mu gace kagenewe kubakwamo Umudugudu. Mu duce turi muri master plan, inzira zo gushaka icyangombwa cyo kuvugurura cyangwa gusana gitangwa n'ibiro bishinzwe ubutaka mu Karere. Usaba yuzura ibisabwa ku Kagari. -Akagari gasura ikibanza kakareba koko aho hantu hemewe kubakwa. Raporo y'isurwa ishyikirizwa Umurenge.
5) Izindi nzego unyuramo	Akagali
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 5

k) Kwandikisha ubutaka butabaruwe

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'indangamuntu ya nyir'ubutaka/ba nyir'ubutaka - Icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - Icyemezo cy'umutungo utimukanwa cyatanze n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza numero y'ubutaka (UPI) iyo izwi - Iyo numero y'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastre) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-Kwishyura amafaranga 1,000 Frw yo kwandikisha ubutaka - Kwishyura amafaranga 10,000 Frw y'ifoto y'isambu/ikibanza



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

l) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'indangamuntu z'ugura n'ugurisha ubutaka - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 7

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

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga usaba - icyemezo cy'uko uri ingaragu cyangwa washyingiwe - icyemezo cy'urukiko gitegeka iherekanya - Inyandikomvugo y'irangizarubanza
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14



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

1) Uhabwa iyi serivise	Uwaguze muri cyamunara
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga uwaguze muri cyamunara - Ibyangombwa by'ubutaka bwatejwe cyamunara (iyo uwaterejwe cyamunara yimanye icyangombwa cy'ubutaka umuhesha w'inkiko abigaragaza mu nyandiko mvugo ya cyamunara) - Inyandikomvugo, inyandikomvugo na raporo isoza cyamunara
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14

o) 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	Uwaguze muri cyamunara
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'indangamuntu ugura - Ibyangombwa by'ubutaka - Amasezerano y'inguzanyo ariho inyandikomvugo agaragaza ko ubereyemo umwenda yemerewe kugurisha icyo agwatinije 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 Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi y'ibiranga umuzungura/abazungura - icyemezo cyo kuba warashyinyiwe cy'uko uri ingaragu cy'umuzungura/abazungura - Inyandikoy'umurage yakorewe imbereya Noteri (Authentic)



	Will)/inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'Umwanditsi w'irangamimerere cyangwa icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n'inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwa by'ubutaka busabirwa izungura
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 Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni.

q) Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'impano yakorewe imbere ya Noteri yashyizweho umukono n'uwatanzwe n'uwahawe
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 14

r) Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze 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 14



s) 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 ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga uwimuwe ku nyungu rusange - icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange(ikicyemezo kigomba kuba kita rajurirwe cyangwa kitagishoboye kujurirwa) - icyemezo kigaragaza ko indishyi ikwiye yatazwe. - Ibyangombwa by'ubutaka burebwa n'iyimurwa kubera 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 Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14

t) Ihererekanya ry'uburenganzira ku butaka rishingiye ku iyamburwa ry'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - Umugabo ubihamya kuri buri ruhande
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14

u) Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye cyangwa cyangiritse



1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	Iyo byatakaye: - Fotokopi y'indangamuntu - Itangazo rirangisha icyangombwa cy'ubutaka ku bitangaza makuru byemewe rimaze ibyumweru 2 - Icyangombwa cyangiritse iyo gihari - Indahiro yakorewe imbere ya Noteri w'Ubutaka w'aho ubutaka buherereye yashyizweho umukono n'abanditse ku butaka bose Iyo byangiritse kuburyo bibashwa kugaragazwa: -Umwimerere w'ibyangombwa by'ubutaka Iyo byangiritse kuburyo bitabashwa kugaragazwa: - Indahiro yakorewe imbere ya Noteri w'Ubutaka w'aho ubutaka buherereye yashyizweho umukono n'abanditse ku butaka bose Iyo ibyangombwa by'ubutaka byangiritse cyangwa byatwawe n'ibiza: - Indahiro yakorewe imbere ya Noteri w'Ubutaka w'aho buherereye yashyizweho umukono n'abanditse ku butaka bose
4) Inzira binyuramo	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-Kwishyura 5000 Frw y'icyangombwa gishya - Kwishyura 5000 Frw ya notariya iyo cyatakaye
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 14

v) Kugenzura imyubakire

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka n'icyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	-Icyangombwa cy'ubutaka -Icyangombwa cyo kubaka -Igishushanyo cy'inzu
4) Inzira binyuramo	Bikorwa n'Umukozi ushinze ubutaka mw'igenzura risanzwe
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu isuzuma ry'ubutaka
8) Igihe ntarengwa	Uwo munsu

VI. UBUREZI

a) Kwakira inyandiko z'abasaba akazi k'ubwarimu

- Uhabwa iyi serivise	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
- Umukozi ubishinzwe	Umukozi ushinze uburezi mu Murenge
- Ibisabwa	- Kopi y'impamyabushozi itariho umukono wa Noteri



	- Kuzuza ifishi ya Komisiyo y'Abakozi ba Leta igihe cyo gusaba akazi, - Kopi y'Indangamuntu
- Inzira binyuramo	- Inzandiko zisaba akazi zijyanwa ku Karere n'Umukozi ushinze Uburezi mu Murenge mu gihe cyateganijwe mu itangazo. - Usaba akazi ashobora no kwitwarira dosiye isaba akazi ku Karere. - Akarere niko gatanga akazi.
- Izindi nzego unyuramo	Ntazo
- Amafaranga yishyurwa	Ntayo
- Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
- Igihe ntarengwa	- Uwo muni iyo ari ugusimbura umwarimu wagiye - Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.

b) Kwakira no gukemura ibibazo by'abarimu n'abanyeshuri

1) Uhabwa iyi serivise	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye, imyuga n'ubumenyigiro
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Murenge
3) Ibisabwa	- Ku barimu, urwandiko ruriho umukono w'Umuyobozi w'Ishuri rwandikirwa Umunyamabanga Nshingwabikorwa w'Umurenge. - Kubanyeshuri, kureba Umukozi ushinze uburezi mu Murenge
4) Inzira binyuramo	- Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umukozi ushinze uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo) - Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinze Uburezi kugirango bandikwe cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Ababyeyi
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Murenge
3) Ibisabwa	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza) icyemezo cy'ishuri aturutse (mu mashuri abanza).
4) Inzira binyuramo	- Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza) - Umubyeyi uza ku Murenge, bishobotse akazana n'umwana



	- Umurenge ukemura ibibazo birebana n'uburezi bw'ibanze bw'imyaka 12 gusa ku byerekeye amashuri yisumbuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

d) Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga

1) Uhabwa iyi serivise	Abanyeshuri bafashwa n'abafatanyabikorwa batandukanye
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Murenge
3) Ibisabwa	Kuba ufashwa n'umushinga
4) Inzira binyuramo	- Batoranywa n'umushinga ubifashijwemo n'Ubuyobozi bw'Inzego z'Ibanze (Umudugudu, Akagari, Umurenge) - Hasuzumwa ubusabe k'ubufatanye n'ushinzwe uburezi ku Murenge. - Kuri FARG habarurwa abahari kandi bagakurikiranwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Kwakira abafatanyabikorwa bo mu Burezi

1) Uhabwa iyi serivise	Umufatanyabikorwa mu burezi
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	- Umufatanyabikorwa ajya ku Karere agatanga icyifuzo cye. Akarere kamwohereza mu Murenge watoranijwe. - Umurenge ufasha umufatanyabikorwa guhitamo abana bazafashwa mu Midugudu n'Utugari - Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nizo zitoranywa mo abagomba gufashwa. - Hagomba gutoranywa abafite ibibazo kurusha abandi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

f) Kwakira abayobozi b'ibigo by'amashuri

1) Uhabwa iyi serivise	Abayobozi b'ishuri
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu Murenge
3) Ibisabwa	Ntabwo



4) Inzira binyuramo	- Ujya kureba Umukozi ushinze uburezi mu Murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: Gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc. - Umwanzuro wa nyuma ufatwa n'Akarere
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

g) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinze	Umukozi ushinze uburezi mu Murenge
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'Akarere. Ibaruwa yandikiwe Umunyambanga nshingwabikorwa w'Umurenge
4) Inzira binyuramo	Iyo amakuru atanzwe, uzana urwandiko rw'ikigo kikohereje n'ibaruwa yandikiwe Umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

VII. 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 n'ibindi).
2) Umukozi ubishinze	Umukozi ushinze isuku
3) Ibisabwa	Utangira ubu bucuruzi, abanza kwishyura ipatanti
4) Inzira binyuramo	Kwandikira Akarere ukagenera 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 : Ushinze 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, gucumbira abantu, n'ibindi...)
2) Umukozi ubishinzwe	Umukozi ushinze isuku
3) Ibisabwa	Usurwa na Komite y'isuku
4) Inzira binyuramo	Komite y'isuku ireba ko wubahirije ibisabwa. Itsinda rigenzura isuku ribamo ushinze isuku ku Murenge, umunyamabanga nshingwabikorwa w'Akagari ukoreramo no 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 kwishyura

1) Uhabwa iyi serivise	Uwatsindiye isoko ry'isuku mu ngo
2) Umukozi ubishinzwe	Umukozi ushinze isuku
3) Ibisabwa	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge
4) Inzira binyuramo	Bahera kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi w'Umurenge ku rwego rw'Umudugudu afasha ku bukangurambaga mu ngo. Abatarishyura Umurenge urabandikira kandi bikanatangwanzwa mu muganda
5) Izindi nzego unyuramo	Umudugugu, Akagari na Rwiyekezamirimo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) Igihe ntarengwa	Mu minsi 3

VIII. KOPERATIVE

a) Gutanga inama z'ibanze ku makoperative

1) Uhabwa iyi serivise	Abantu bose
2) Umukozi ubishinzwe	Umukozi ushinze amakoperative, ushinze imibereho myiza y'abaturage na Agorome
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uza kureba umukozi ushinze 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



Bikorewe i Gatsibo , kuwa 30/10/2018



RUKEMANGANIZI Cyprien

Umuyobozi w'Inama Njyanama w'Akarere ka Gatsibo



MUDENGE Wilson

Umujyanama