

REPUBLIKA Y'U RWANDA



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

○○○AGACE K'ICYARO○○○

**SERIVISI ZITANGWA KU RWEGO RW'AKARERE**

**UKWAKIRA 2018**

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## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitgekere 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'imitgekere y'Igihugu zegerejwe abaturage.

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

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

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha 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.

# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISE ZITANGIRWA KU KARERE

### 1. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

#### 1.1. IBIKORWA REMEZO (OSC)

##### *a. Gusaba uruhushyirwa gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu*

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe imisoro
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 20000 kuri meterokare, yishyurwa kuri konti y'akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Kuva ku minsi 3 kugeza ku byumweru 2

##### *b. Gusaba gutererwa borune n'igishushanyo cy'ubutaka (deed plan)*

9) Uhabwa iyi serivise	Umuntu wese ubikeneye
10) Umukozi ubishinzwe	Umukozi ushinzwe gupima ubutaka mu karere na GIS/ Rwiyezamazirimo wemerewe n'Akarere
11) Ibisabwa	-Kopi y'icyangombwa cy'ubutaka -kuzura urupapuro rusaba -kuzana fiche cadastrale igihe yakozwe na rwiyezamazirimo kugira ngo yemezwe n'Akarere -kuba ufite borne igihe ushaka kuziteza
12) Inzira binyuramo	Ugana ibiro bya OSC mu karere/ cyangwa rwiyezamazirimo wabihereye uburenganzira n'akarere
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Hishyurwa frw 10,000 unyuze ku imenyekanisha ku Irembo ukishyura hakoreshejwe mobile money, BK na Mobicash kandi na rwiyezamazirimo akishyurwa 10,000 ya serivisi

	yatanzwe
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) Igihe ntarengwa	-Kuva ku minsi 7 igihe byakozwe na rwiyezamazirimo no n'iminsi 2 kugira ngo yemezwe n'Akarere. -Igihe yakozwe n'Akarere igomba koboneka mu gihe kitarenze cy'iminsi 7

*c. Gusaba uruhushya rwokubaka*

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu kandi aho agiye kubaka ari ahateganyijwe ubwubatsi ku gishushanyo mbonera cy'akarere
2) Umukozi ubishinzwe	Umukozi ushinze gutangwa impushya zo kubaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuzuzwa inyandiko isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka.</li> <li>- Kopi y'icyangombwa cy'ubutaka</li> <li>- Ko pi y'indangamuntu</li> <li>- Kopi yaho wishyuriye amahoro y'ubukode bw'ubutaka</li> <li>- Kopi 2 z'igenagaciro ka buri gikorwa kizakorwa ku kibanza (bill of quantities)</li> <li>- Ibishushanyo byerekana inyubako bu buryo burambuye (architectural drawings plans) bigaragara ku rupapuro rwa A0 - kopi 2</li> <li>- Ifishi y'ubutaka (deed plan)</li> <li>- Ikarita y'aho ubutaka buherereye (Location map);</li> <li>- Amakuru ku mushinga (development data)</li> <li>- Inshamacye y'umushinga (project brief)</li> <li>- Igishushanyo kigaragaza uko inyubako iteye mu kibanza (site plan with legend include site back..)</li> <li>- Amafoto y'amabara agaragaza inyubako igaragaza impande enye ( 3D coloured perspectives/photos showing all side)</li> <li>- Ibishushanyo by'inzira z'amazi (plumbing, drainage, waster water plans) bitewe n'urwego rw'inyubako ushaka kubaka</li> <li>- Igishushanyo cy'amashyamba (electrical plans)</li> <li>- Ubikora agomba kuba afite uruhushya rutangwa n'urugaga rw'abahanga mu guhanga inyubako (certificate from institute engineers Rwanda)</li> <li>- Inyigo y'inyubako ( ku nyubako zigeretse)</li> </ul>
4) Inzira binyuramo	- Uguha ibiro bya OSC mu karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Kuva kuri 0-100 meterokare wishyura Rwf 20,000,</li> <li>- Kuva kuri 100-500 meterokare wishyura Rwf 40,000,</li> <li>- Kuva kuri 500 meterokare kuzamura wishyura Rwf</li> </ul>

	60,000
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu minsi 30

*d. Gusaba kongererwa igihe ku ruhushyarwo kubaka inzu*

1) <b>Uhabwa iyi serivise</b>	Umuntu ufite icyangombwa cyo kubaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibaruwa isaba kongererwa igihe cyo kubaka</li> <li>- Kopi y'icyangombwa cyo kubaka</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Fotokopi y'icyangombwa cy'ubutaka;</li> <li>- Rapora igaragaza imirimo yarangiye (amafoto ,ingano n'agaciro)</li> <li>- Raporo igaragaza imirimo isigaye (amafoto ,ingano n'agaciro)</li> </ul>
4) <b>Inzira binyuramo</b>	Wandikira Akarere ugatanga impapuro zisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	<ul style="list-style-type: none"> <li>- 20.000 Frw: Ubuso bwubakwaho butarengeje m<sup>2</sup> 0 kugeza kuri m<sup>2</sup> 100</li> <li>- 40.000 Frw: Ubuso bwubakwaho butarengeje m<sup>2</sup> 100 kugeza kuri m<sup>2</sup> 500</li> <li>- 60.000 Frw: Ubuso bwubakwaho burengeje m<sup>2</sup> 500</li> </ul>
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu minsi 30

*e. Gusaba uruhushyarwo gukorera mu nyubako nshya*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese umaze kuzuzwa inzu ye nkuko byari biteganyijwe
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubugenzuzi bw'inyubako
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Igishushanyo kigaragaza uko inyubako yubatswe</li> <li>- Ingano y'ibyakoreshwe mu kubaka</li> <li>- Ubwoko bw'ibikoresho</li> <li>- Imyirondoro y'abahanga mu guhanga inyubako n'iy'abahanga mu by'ubwubatsi bakoze ku nyubako.</li> <li>- Uburyo bwateganyijwe bwo gufata neza inyubako.</li> <li>- Kubahiriza ibigaragara ku ifishi iteganywa na RHA</li> </ul>
4) <b>Inzira binyuramo</b>	Ahabwa urutonde rw'ibisabwa ,aho inzu iri hagasurwa, nyuma akuzuzwa ibisabwa agahabwa uburenganzira
5) <b>Izindi nzego unyuramo</b>	Ntazo



6) Amafaranga yishyurwa	5000
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibisubizo biboneka bitarenze iminsi cumi n'itanu iyo yujuje ibisabwa byose.

*f. Gukemura ibibazo bijyanye n'ibikorwaremezo*

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	- Raporo yakozwe n'umurenge kuri icyo kibazo - Ibaruwa yandikiwe Umuyobozi w'Akarere, ishami rya OSC rikagenerwa kopi
4) Inzira binyuramo	-Akarere gasura aho ikibazo kiri kigashakirwa umuti ku bufatanye bw'inzego bireba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Hagati y'imisi 7 na 30

*g. Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere*

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	-Amasezerano y'akazi -Raporo y'ibikorwa ishyizweho umukono n'ushinzwe gukurikirana ibikorwa
4) Inzira binyuramo	-Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuzwa (inyemezabuguzi).Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo yakozwe agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugirango yishyurwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 7

*h. Gusaba uburenganzira bwo gusana/kuvugurura inyubako*

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu bijyanye n'igishushanyo mbonera
2) Umukozi ubishinzwe	Umukozi ushinzwe gutangwa impushya zo kubaka
3) Ibisabwa	- Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka

	<ul style="list-style-type: none"> <li>- Amafoto ane (4) y'uko inzu iteye (impande zose)</li> <li>- Amafoto agaragaza uko inzu izaba imeze irangiye</li> <li>- Kwishyura amahoro y'ubukode bw'ubutaka igihe usaba atigeze asora</li> <li>- Uruhushya rwo kubaka iyo nyubako ( niba yarahawe uruhushya mu gihe cyo kuyubaka)</li> </ul>
4) <b>Inzira binyuramo</b>	Iyo umaze gusaba baza gusura aho inzu yubatswe kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugurura hashingiwe kubyo babonye mw'isura.
5) <b>Izindi nzego unyuramo</b>	Akagari, Umurenge
6) <b>Amafaranga yishyurwa</b>	1.200 Frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 15

*i. Gufasha mu kubona amazi*

1) <b>Uhabwa iyi serivise</b>	Abaturage bibumbiye hamwe
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze ibikorwaremezo
3) <b>Ibisabwa</b>	Ntabwo
4) <b>Inzira binyuramo</b>	Wandikira Akarere cyangwa ukiyizira gusobanura icyifuzo cyawe. Akarere kamenyeshya abaturage ba rwiyemezamirimo abaturage bakwifashisha bafite mu nshingano gucunga amazi.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu cyumweru 1

**1.2. UBUTAKA (OSC)**

*a. Kugabanyamo ibice ikibanza/isambu*

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze ubutaka ku karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form numero 1 iboneka muri serivise z'ubutaka ku murenge.</li> <li>- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice</li> <li>- Ifishi z'ubutaka (Fiche Cadastrales) zemejwe n'umuyobozi wa OSC cy'umukozi ushinze gupima ubutaka kuri buri gice cy'ubutaka</li> <li>- Kopi y'inyemezabwishyu watangiyeho amahoro y'ubukode bw'ubutaka</li> <li>- Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka na CD iriho ibipimo by'ikibanza ,</li> </ul>

	abo bahana imbibi,umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.
4) <b>Inzira binyuramo</b>	-Ujya muri service z'ubutaka ku murenge ubutaka bubarizwamo witwaje ibisabwa. -Ku butaka bugenewe ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje kuri 1 ha, iyi serivisi ntitangwa - ubutaka bugenewe: Gutura, ubucuruzi, inganda, ibikobwa by'imibereho myiza(Amashuli,amavuriro..)jigihe bitageze kuri ha biragabanyika.
5) <b>Izindi nzego unyuramo</b>	Akagari, Umurenge, Akarere na rwiyezamirimo wapimye ubutaka
6) <b>Amafaranga yishyurwa</b>	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan) kuri buri gice. 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya kuri cyangombwa
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

**b. Guhuzwa ubutaka**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form 2 iboneka ku murenge</li> <li>- Ibyangombwaby'ubutaka busabirwa guhuzwa</li> <li>- Igishushanyo cy'ubutaka busabirwa guhuzwa (Fiche Cadastrale) yemejwe n'umuyobozi wa OSC cg umukozi ushinzwe gupima ubutaka kuri buri gice cy'ubutaka</li> <li>- Raporoy'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye na CD iriho ibipimo by'ikibanza</li> <li>- Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa</li> <li>- Ubutaka buhuzwa bugomba kuba bwanditswe ku muntu umwe ,bwegeranye kandi buhuje icyo bwagenewe gukorerwaho.</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka ku murenge ubutaka bubarizwamo witwaje ibisabwa
5) <b>Izindi nzego unyuramo</b>	Umurenge ,Akarere.
6) <b>Amafaranga yishyurwa</b>	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

*c. Gukosora imbibi cyangwa ubuso bw'ubutaka*

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form 3 iboneka ku murenge</li> <li>- Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso</li> <li>- Igishushanyo cy'ubutaka busabirwa gukosora (Fiche Cadastrale) yemejwe n'umuyobozi wa OSC cyangwa umukozi ushinzwe gupima ubutaka kuri buri gice cy'ubutaka</li> <li>- Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye na CD iriho ibipimo by'ikibanza</li> <li>- Igihe bibaye ngombwa ko hakenerwa ibyangombwa by'ubutaka by'abaturanyi agomba kubizana</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka ku murenge ubutaka bubarizwamo witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge ,Akarere
6) <b>Amafaranga yishyurwa</b>	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

*d. Kubaruza ubutaka butabaruwe.*

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form numero 25 iboneka ku murenge</li> <li>- Kopi y'indangamuntu</li> <li>- icyemezo cy'uko washyngiwe/Icyemezo cy'uko uri ingaragu</li> <li>- icyemezo cy'umutungo( form 33)</li> <li>- inyandiko yemeza numero ubutaka bwabaruweho cyangwa igishushanyo cy'ubutaka (Fiche cadastrale) cyemewe n'umuyobozi wa OSC cg umukozi ushinzwe gupima ubutaka.</li> <li>- Raporo y'ipima na CD iriho ibipimo by'ikibanza</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka ku murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge , Akarere.
6) <b>Amafaranga yishyurwa</b>	-Mu gihe yakoresheje Igishushanyo cy'isambu 15000 - Iyo atishyuye 1000 cyo kubaruza arayishyura.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

*e. Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi*

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuzuza form ya 18</li> <li>- Ibyangombwa by'ubutaka</li> <li>- icyemezo cy'uburenganzira bwo kubaka</li> <li>- icyemezo cy'igenzura kigaragaza ko imyubakire yakurikije ibyari biteganyijwe</li> <li>- icyemezo gitanga uburenganzira bwo gukoresha cyangwa gutura mu nyubako (ku basaba inkondabutaka) /Permit d'Occupation</li> <li>- Kopi y'indangamuntu</li> <li>- icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>- Igenagaciro ry'ibiri ku butaka (Expertise)</li> <li>- Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite amasezerano y'ubukode burambye.</li> <li>- Ku basaba inkondabutaka ngenankomyi: icyemezo gihamya ko nibura ½ cy'ibyari byemewe kubakwa byubatswe cyangwa icyemezo gihamya ko usaba ari umushoramari wujuje ibiteganywa n'Itegeko n° 26/2005 ryo ku wa 17/12/2005</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi ishize.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1/1000 ku gaciro k'imitungo iri k'ubutaka buri mwaka
7) Igihe itangirwa	Ku munsu wagenwe n'akarere
8) Igihe ntarengwa	Uwo munsu. icyangombwa kiboneka mu byumweru 2

*f. Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka*

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuzuza form 19 iboneka ku murenge</li> <li>- Kopi y'indangamuntu ya nyir'ubutaka</li> <li>- Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina</li> <li>- Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya muri service z'ubutaka ku murenge witwaje ibisabwa.

5) <b>Izindi nzego unyuramo</b>	Umurenge, Akarere
6) <b>Amafaranga yishyurwa</b>	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa ny'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 7

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

1) <b>Uhabwa iyi serivise</b>	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative byanditse ku butaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative (registration certificate/Official Gazette)</li> <li>- Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka</li> <li>- icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB</li> <li>- Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza cyanyujijwe mu igazeti ya Leta.</li> <li>- Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka</li> <li>- Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe</li> <li>- Icyangombwa cy'ubutaka cy'umwimerere bari basanganywe</li> <li>- Kuzuzwa form ya 19</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Umunsi utangwa n'umurenge
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru bibiri(2)

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

1) Uhabwa iyi serivise	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire</li> <li>- Ibyangombwa by'ubutaka</li> <li>- Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangiramutungo ku nyubako</li> </ul>
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. 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 ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi z'indangamuntu z'abasaba</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners)</li> <li>- Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa</li> <li>- Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako</li> </ul>
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 gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

*j. Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako (condominium unit)*

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka

3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku gice cy'isangiramatungo ku nyubako yakorewe imbere ya noteri w'ubutaka</li> <li>- Ibyangombwa by'ibice by'isangiramatungo w'inyubako (Condominium Unit)</li> <li>- Inyandiko itanzwe n'ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramatungo (Proof of ownership from Association of Owners)</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	30,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Umunsi utangwa n'akarere
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka ku Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form numero 19 iboneka ku murenge/ ku Karere</li> <li>- Kopi y'indangamuntu</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge, Akarere
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 7

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

1) <b>Uhabwa iyi serivise</b>	Ubifitemo inyungu
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka ku Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form ya 14 cyangwa urwandiko rwandikiwe umubitsi w'impapuro mpamo z'ubutaka mu Ntara</li> <li>- icyemezo cy'urukikocyangwa cy'ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompani</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku Ntara
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Umunsi utangwa n'ibiro by'ubutaka ku Ntara
8) <b>Igihe ntarengwa</b>	Igisubizo kiboneka mu byumweru 2



*m. Gusimbura ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza*

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere/ Umurenge
3) Ibisabwa	<p><b>Iyo ibyangombwa by'ubutaka byatakaye:</b></p> <ul style="list-style-type: none"> <li>- Kuzuzwa form 24 iboneka ku murenge/ Akarere</li> <li>- Itangazo rimaze iminsi 14, ryatambutse kuri kimwe mu gitangazamakuru cyemewe mu Gihugu.</li> <li>- Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye</li> <li>- Fotokopi y'irangamuntu cyangwa ya pasiporo</li> </ul> <p><b>Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa:</b></p> <ul style="list-style-type: none"> <li>- Kuzuzwa form 24 iboneka ku murenge/ Akarere</li> <li>- Umwimerere w'ibyangombwa by'ubutaka byangiritse</li> <li>- Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye</li> <li>- Fotokopi y'irangamuntu cyangwa ya pasiporo</li> </ul> <p><b>Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza:</b></p> <ul style="list-style-type: none"> <li>- Kuzuzwa form 24 iboneka ku murenge/ Akarere</li> <li>-</li> <li>- 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</li> <li>- Fotokopi y'irangamuntu cyangwa ya pasiporo</li> </ul>
4) Inzira binyuramo	-Ujya muri service z'ubutaka ku murenge ubutaka buherereyemo witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, Akarere.
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 minsi 7

*n. Guhindura icyo ubutaka bwagenewe gukoreshwa*

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuzuzwa form numero 27</li> <li>- Ibyangombwa by'ubutaka</li> <li>- Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera</li> </ul>

4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka ku murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge , Akarere.
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa nimeru form numero10 iboneka ku Murenge/Akarere.</li> <li>- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta yakorewe imbere ya noteri w'ubutaka hashingiwe ku cyemezo cya komite nyobozi y'akarere/ inama nnyanama y'akarere cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka</li> <li>- Iyo nta nkondabutaka yatanze: Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutakabuhereye</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka Karere witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge, Akarere
6) <b>Amafaranga yishyurwa</b>	30.000 y'iherekenya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi irindwi

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuzuzwa form ya 31 iboneka ku murenge</li> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'ibiranga nyir'ubutaka</li> <li>- Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>- Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira</li> <li>- Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko</li> </ul>

	<p>yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka</p> <ul style="list-style-type: none"> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyiranywe yitabye Imana: icyemezo cy'uko uwitabye Imana bari barashyiranywe, icyemezo cy'uko uwashyiranywe atongeye gushaka ndetse n'icyemezo cy'uburyo bari barahisemo gucunga umutungo cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyiranywe yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekewe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyiranywe bagiranye mbere yo gutana.</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya muri service z'ubutaka murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Umurenge, Akarere
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya ( yishyurwa kuri konti y'akarere)
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi irindwi

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	-Ibiro by'umubitsi w'impapuro mpamo mu Ntara -Umukozi ushinzwe ubutaka ku Karere n'Umurenge
3) <b>Ibisabwa</b>	<p>Iyo amakimbirane yageze mu rukiko:</p> <ul style="list-style-type: none"> <li>- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho</li> <li>- Icyemezo cyo kuba warashyiranywe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka)</li> <li>- Icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane.</li> <li>- Ibyangombwa by'ubutaka mu gihe hari haratanze ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinze atagize ubushake bwo kubisubiza umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).</li> <li>- Iyo ubutaka nta byangombwa bwari bufite hakorwa fiche cadastrale yashyizweho umukono n'umuhesha w'inkiko warangije urubanza.</li> </ul>

4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa, dossier Akarere kakayigeza ku Ntara.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	25,000
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni. Icyangombwa kiboneka mu byumweru 2

*r. Gutiza umuntu ingwate y'umutungo utimukanwa akayitanga muri banki*

1) <b>Uhabwa iyi serivise</b>	Utiza n'utizwa
2) <b>Umukozi ubishinzwe</b>	Notaire w'ubutaka mu murenge ubutaka buherereyemo/w'Akarere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kwitwaza icyangombwa cy'ubutaka butizwa cy'umwimerere</li> <li>- Kopi y'icyangombwa cy'ubutaka butizwa</li> <li>- Kwitwaza ibyangombwa ibiranga abasaba guhabwa iyo serivisi</li> <li>- Kopi y'ibyangombwa biranga abasaba guhabwa iyo serivisi</li> </ul>
4) <b>Inzira binyuramo</b>	-Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuzwa impapuro zabigenewe imbere ya Noteri w'ubutaka mukanagisinye. icyemezo cy'ingwate gitangwa uwo muni.
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	5.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) <b>Igihe itangirwa</b>	-Ku muni w'akazi wagenwe kuva 7h00 kugera 17h00/ Ku wa gatatu
8) <b>Igihe ntarengwa</b>	Uwo muni

*s. Gukemura amakimbirane ashingiye ku butaka*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze ubutaka
3) <b>Ibisabwa</b>	Ibaruwa yandikiwe umuyobozi w'akarere( Mayor) Raporo y'uko ikibazo cyakemuwe ku murenge
4) <b>Inzira binyuramo</b>	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) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uhabwa umuni wo gusurwa aho ikibazo kiri bitarenze

	icyumweru.
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## 2. 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	<ul style="list-style-type: none"> <li>- Indangamuntu kuri buri ruhande</li> <li>- Ibyangombwa by'umutungo wimukanwa</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya noteri</li> <li>- Kwishyura amafaranga asabwa</li> <li>- icyemezo cy'uko umuntu ari ingaragu/ cg yashyingiwe</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko.</li> <li>- Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)</li> </ul>
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	Iminsi 2

### *b. Gusaba gushyira umukono ku masezerano y'inguzanyo ya banki*

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa icyemezo cy'uko washyingiwe cg ko uri ingaragu.
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Amasezerano y'inguzanyo ya banki.</li> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bobasinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000Frw ku masezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri kopi Kwishyura noteri ni 3000frw (acte notariale)

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

*c. Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itari iya Leta*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese
2) <b>Umukozi ubishinzwe</b>	Notari w'Akarere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Sitati z'imiryango</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amafaranga asabwa</li> </ul>
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri azenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri,</li> <li>- Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma</li> <li>- Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</li> <li>- Sitati zisinyirwa imbere ya noteri w'Akarere.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafuranga yishyurwa</b>	5000 kuri sitati, impapuro z'imigereka kuri kopi ni 1500.
7) <b>Igihe itangirwa</b>	Ku wa kane (Ku cyicaro cy'akarere)
8) <b>Igihe ntarengwa</b>	Uwo muni

*d. Kugira inama abaturage mu by'amategeko*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Notari w'Akarere
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafuranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Ku wa kane buri cyumweru
8) <b>Igihe ntarengwa</b>	Uwo muni kereka iyo hakenewe ubusesenguzi

*e. Kwemeza inyandiko ko ari mpamo*

1) Uhabwa iyi serivise	Umuntu wese ukeneye noteri
2) Umukozi ubishinzwe	Notari w'akarere cyangwa w'umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw kuri kopi imwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00/ kuwa kane
8) Igihe ntarengwa	Uwo munsu

*f. Gukurikirana imanza z'Akarere*

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

### 3. KWAKIRA IMISORO N'AMAHORO

*a. Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyuye aho adakwiye*

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe ry' Imari
3) Ibisabwa	Ibaruwa yandikiwe Umugenga w'ingengo y'Imari Impapuro z'umwimerere za banki wishyuriyeho (bordereau) Indangamuntu ( Numero y'indangamuntu)
4) Inzira binyuramo	<b>Iyo hishyuwe amafaranga arenga asabwa:</b> - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode). <b>Iyo wishyuye kuri konti itari yo:</b> - Wandikira akarere ibaruwa isaba gusubizwa amafaranga ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.

5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 3 uhereye igihe utangiye ikibazo

*b. Guhabwa amakuru ku misoro n'uko ibarwa*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere cyangwa ku murenge
3) <b>Ibisabwa</b>	<p><b>Ipatanti:</b></p> <ul style="list-style-type: none"> <li>- Kumenyekanisha aho ukorera n'imirimo ukora</li> </ul> <p><b>Umusoro ku mitungo:</b></p> <ul style="list-style-type: none"> <li>- Ibyangombwa by'umutungo</li> </ul> <p><b>Umusoro ku bukode:</b></p> <ul style="list-style-type: none"> <li>- Amasezerano y'ubukode</li> <li>- Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro</li> </ul>
4) <b>Inzira binyuramo</b>	Uza ku karere cyangwa ku murenge ukareba umukozi ushinzwe kwakira imisoro n'amahoro, witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa amahoro
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

*c. Guhabwa impapuro zakatiweho imisoro ya RRA*

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



*d. Guhabwa impapuro zishyuriweho*

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

*e. Gusaba kwishyura imisoro mu bice*

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Kuzusa impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere
4) Inzira binyuramo	Iburo 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 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

*f. Kwishyura ubukode ku mitungo y'Akarere*

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

## 4. IMARI N'IPIGANWA RY'AMASOKO

### a. Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Isoko rigomba kuba ryatangajwe ku mugaragaro muri ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta (<a href="http://umucyo.gov.rw">umucyo.gov.rw</a>) E-procurement.</li> <li>- Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.</li> </ul>
4) Inzira binyuramo	<p>Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, iyo wishyuye byose bigaragara muri syteme ya e-procurement.</p> <p>Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa.</p> <p>Ushaka gupiganwa wiyandikishije muri e procurement DAO DAO ayibona muri system ya e procurement igihe isoko ryatangajwe.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta ( <a href="http://umucyo.gov.rw">umucyo.gov.rw</a> ) E-procurement.
8) Igihe ntarengwa	Uwo muni

### b. Guhabwa ubufasha n'inama ku mitangire y'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinzwe amasoko ugahabwa inama n'ubufasha wifuza. Ushobora kandi guhamagara cyangwa ukohereza SMS; cyangwa ukandika unyuze ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta ( <a href="http://umucyo.gov.rw">umucyo.gov.rw</a> ) E-procurement, muri communication.
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

*c. Kwakira inyandiko z'ipiganwa*

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Inyandiko z'ipiganwa uzinyuza ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta (umucyo.gov.rw) E-procurement.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Igihe cyose uhereye ku muni isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa byose binyujijwe ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta (umucyo.gov.rw) E-procurement.
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 (ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta (umucyo.gov.rw) E-procurement.)
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikaba iboneka muri system ya e procurement.
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyeshya by'agateganyo). Inyandiko zimenyeshya ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo. Iyo bidashobotse, akarere kandikira ba rwiyemezamirimo kabamenyeshya ko gahunda itakibaye n'impamvu yabyo, byose binyuzwa ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta (umucyo.gov.rw) E-procurement.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku muni byatangarijwe kugeza ku muni wanyuma
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

*e. Gusinyisha amasezerano ku batsindiye amasoko*

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Byose ubibona unyuze ku rubuga rw'ikoranabuhanga ry'itangwa ry'amasoko ya Leta ( <a href="http://umucyo.gov.rw">umucyo.gov.rw</a> ) E-procurement.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 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 ushinzwe 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 munsu

## 5. KUVURA NO KWITA KU MATUNGO

*a. Guhabwa icyemezo cyo kwimura amatungo*

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	- icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko,

	<p>imyaka, ibara, igitsina, etc.), nyiraryo, aho riva n’aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo)</p> <ul style="list-style-type: none"> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyiraryo</li> <li>- Kuba buri tungo ryujuje ibiriranga (iherena)</li> </ul>
4) <b>Inzira binyuramo</b>	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) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Kugirango umurenge cyangwa Akarere baguhe icyemezo wishyura amafaranga ari hagati ya 1.500 frw(yemejwe n’Inama Njyanama y’Akarere)
7) <b>Igihe itangirwa</b>	Mu minsi y’akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 2

*b. Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere cyangwa mu Murenge
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw’amatungo
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Icyemezo cy’umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n’aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyirabyo</li> <li>- Icyemezo cy’uko yapimwe n’umuganga w’amatungo ubifitiye ububasha;</li> </ul> <p>N.B: icyemezo cyo gutwara inyama gitangwa nyuma yo kugaragaza ko kubaga byakorewe mu ibagiro ryemewe kandi ryujuje ibisabwa</p>
4) <b>Inzira binyuramo</b>	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w’ako karere. Ubisaba yerekana icyemezo yahawe n’umurenge w’aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y’amata ahabwa icyangombwa kimara nibura umwaka. Ikusanyirizo ry’amata ritanga icyangombwa cy’uko amata ariturutsemo yapimwe kandi yujuje ibisabwa.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa kandi ifite uruhushya rutangwa n’ikigo</p>

	cy'ubuziranenge bw'ibikomoka ku matungo; Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika. Impu, amagi,
5) <b>Izindi nzego unyuramo</b>	Hari ibyangombwa bitangwa na buyiri rwego mu zavuzwe haruguru: RALIS/MINAGRI, Akarere, Ikusanyirizo, Ibagiro
6) <b>Amafaranga yishyurwa</b>	Kugirango umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 2

*c. Guhabwa inama ku mushinga w'ubworozi*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubishaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) <b>Inzira binyuramo</b>	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneyeho inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'akarere ari kumwe n'uw' umurenge.
5) <b>Izindi nzego unyuramo</b>	Ishami rishinzwe ubutaka n'imyubakire iyo bibaye ngombwa
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 10 nyuma yo gusurwa.

*d. Kugura intanga*

1) <b>Uhabwa iyi serivise</b>	Umuganga w'amatungo ubifitiye Uburenganzira(ufite icyamezo cya RAB ndetse n'icy'Urugaga rw'Abavuzi b'amatungo RCVD) kibimwemerera
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Kwishyura amafaranga y'intanga unyuze muri RRA cyangwa abandi bakira imisoro y'Akarere(Ngali Ltd,.....)
4) <b>Inzira binyuramo</b>	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza inyemezabwishyu umukozi ubishinzwe ku Karere cyangwa umuhagarariye. Uhabwa Intanga ni umukozi ubifitiye ububasha(veterineri w'Umurenge cyangwa undi wigenga kandi Ufite uruhushya rwa RAB rwo gutera intanga.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Hishyurwa hakurikijwe agiciro cy'intanga cyateganijwe na RAB
7) <b>Igihe itangirwa</b>	Ku minsi yagenwe n'Akarere
8) <b>Igihe ntarengwa</b>	Uwo muni

*e. Kugenzura inyama n'ibikomoka ku matungo*

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

*f. Gukingira amatungo*

1) Uhabwa iyi serivise	Aborozi bose
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Buri mwaka hategurwa ingengabihe ikamenyeshwa aborozi bose n'abaturage muri rusange.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ayagenwe n'Akarere
7) Igihe itangirwa	Buri mwaka
8) Igihe ntarengwa	Igihe cyateganijwe

*g. Icyangombwa cyo kuroba*

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

*h. Gupima ubuzima bw'amatungo*

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ibiranga itungo
4) Inzira binyuramo	Umworozi ameneysha Umuyobozi w'Akarere mu nyandiko, Akarere nako kakamenyeshya igkorwa kanasaba RAB abatekinisiye mu nyandiko, hanyuma ukeneye serivisi akamenyeshwa gahunda yatanzwe. Nyuma ibizamini byoherezwa muri laboratwari ya RAB, hanyuma akazamenyeshwa ibisubizo.
5) Izindi nzego unyuramo	RAB, Akarere
6) Amafaranga yishyurwa	Ayagenywe na RAB kuri buri Tungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibyumweru 2

## 6. UBUHINZI

*a. Guhabwa inyongeramusaruro*

1) Uhabwa iyi serivise	Umuhinzi wese uyikeneye
2) Umukozi ubishinzwe	Umukozi w'akarere ushinzwe ubuhinzi
3) Ibisabwa	Kuba wariyandikishije muri gahunda ya Smart Nkunganire
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 nibo bazidandaza ku bahinzi (umwe kuri buri murenge).  Abahinzi biyandikisha muri gahunda ya Smart Nkunganire bifashishije Telefoni igendanwa bakabifashwamo n'umukozi ku Kagari Socio-economic Development Officer (SEDO) n'abajyanama . Umukozi ushinzwe ubuhinzi ku Murenge yemeza urutonde rw'abahinzi biyandikishije nyuma yo kurugenzura rukoherezwa kwa agrodealer. Urutonde ruhabwa „agrodealer“ hariho inyongeramusaruro ikenewe. Hakoresha nkunganire mu gufata inyongeramusaruro
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ku ifumbire mvaruganda n'imbutu Leta yunganira umuhinzi amafaranga ari hagati ya 5% kugera kuri 50% by'igiciro cyose
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu kwa „agrodealer“



*b. Guhabwa ubufasha ku mushinga w'ubuhinzi*

1) Uhabwa iyi serivise	Umuhinzi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe 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 ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

*c. Gusaba uruhushya rwo gucukura kariyeri*

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Umwirondoro w'usaba(ibaruwa yo gusaba)</li> <li>- Aho usaba yifuza gukorera imirimo(carte Topographique)</li> <li>- Inyandiko igaragaza imirimo izakorwa igihe izakorerwa n'amafaranga izatwara</li> <li>- Ishoramari riteganyijwe n'ikigaragaza aho rizaturuka</li> <li>- Abakozi n'urwego rw'ubumenyi bazaba bafite</li> <li>- Inyandiko yerekana ko nta mwenda w'imisoro afite</li> <li>- Amakuru ku manza yaba arega cg aregwamo</li> </ul> <p>N.B: Usaba uruhushya rwo gucukura kariyeri igamije ubucuruzi yishyura amafaranga (50000frw) kuri konti y'Akarere adasubizwa.</p>
4) Amafaranga yishyurwa	<p><b>Kariyeri (1 ha cyangwa muni):</b></p> <ol style="list-style-type: none"> <li>1. Amafaranga y'ingano y'ahacukurwa(umusoro k'ubuso)</li> <li>2. Amafaranga y'amahoro y'isuku</li> <li>3. Amafaranga y'ipatanti</li> </ol>
5) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
6) Igihe ntarengwa	Icyumweru 1iyo yujuje ibisabwa

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku karere

	ugasobanura uko ikibazo giteye
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu

## 7. AMASHYAMBA

### *a. Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 1*

1) <b>Uhabwa iyi serivise</b>	Umuntu ufite ishyamba rya hegitari kuzamura
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amashyamba mu karere
3) <b>Ibisabwa</b>	Urwandiko rusaba Icyemezo cy'Umurenge kigaragaza ishyamba rizarurwa Icyangombwa cy'ubutaka Ku mashyamba ari munsu ya hegitari 1 Akarere gatanga inama gusa ku buryo bwo gusarura.
4) <b>Inzira binyuramo</b>	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, hazuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuza ifishi yabigenewe ku kagari igasinywaho n'umuhuzabikorwa 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) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu gihe kitarenze iminsi 3

### *b. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubukeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amashyamba
3) <b>Ibisabwa</b>	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) <b>Inzira binyuramo</b>	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka

	ku mashyamba akagiha uwaguze.
5) <b>Izindi nzego unyuramo</b>	Akagari
6) <b>Amafaranga yishyurwa</b>	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu gihe kitarenze iminsi 3

*c. Gusaba ingemwe z'ibiti*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amashyamba
3) <b>Ibisabwa</b>	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) <b>Inzira binyuramo</b>	Urutonde rwakorewe ku mudugudu rukemezwa n'akagari n'umurenge. Zitangirwa ubuntu
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

## 8. KOPERATIVE

*a. Guhabwa icyemezo cya koperative*

1) <b>Uhabwa iyi serivise</b>	Abashaka gushinga koperative
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amakoperative ku murenge/n'ushinzwe amakoperative ku Karere.
3) <b>Ibisabwa</b>	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge/Akarere
4) <b>Inzira binyuramo</b>	Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose basinyeho. Bishyura 1.200 Frw kuri SACCO cyangwa Banki y'abaturage bakazana impapuro barihiyeho. Umurenge ubaha icyemezo kandi ukabandika hifashishijwe uburyo bw'ikoranabuhanga ku rwego rwa mbere.  Bakomereza ku Karere, kakongera kugenzura idosiye (kopi eshatu, harimo orijinari imwe), cyane cyane situ

	(amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'itego zayo. Akarere kandi gashobora no gusura Koperative kugira ngo karerebe niba ibivugwa mu nyandiko ari ukuri koko.  Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo hagati y'icyumweru kimwe (1) n'ibyumweru bibiri (2). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangombwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.
5) <b>Izindi nzego unyuramo</b>	Umurenge, RCA
6) <b>Amafaranga yishyurwa</b>	Amafaranga asabwa atangirwa ku murenge
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

## 9. UBUREZI

### a. Gusaba uruhushyirwa gufungura ikigo cy'amashuri

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze uburezi mu karere
3) <b>Ibisabwa</b>	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo (Inyubako yawe cyangwa wakodesheje), Ibikorresho, ibitabo, abarimu n'ibindi...
4) <b>Inzira binyuramo</b>	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'Akarere (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Iyo ibisabwa byubahirijwe Akarere kamaze gushyiraho umukono Nyir'umushinga awugeze kuri REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21) kugira ngo ufatweho umwanzuro wa nyuma.
5) <b>Izindi nzego unyuramo</b>	Umurenge, REB cyangwa WDA
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu mezi atatu (kugirango inama nnyanama y'Akarere ibisuzume)

### b. Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Ibaruwa yandikiwe umuyobozi w'Akarere isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya Inyemeza manota y'ikigo wigamo
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikigo ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya 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

*d. Gukora ikizamini cy'akazi k'ubwarimu*

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	- Kuzuzwa fiche yabugenewe ya komisiyo y'igihugu ishinzwe abakozi - Iriho indangamuntu, fotokopi ya diplome
4) Inzira binyuramo	-itangazo ry'akazi - guhitamo abakandida bemerewe - gutegura no gukoresha ikizamini Gukosora no gutangaza amanota - Gushyira mu kazi abatsinze ikizamini.
5) Izindi nzego unyuramo	
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Muntangiro z'umwaka(Mutarama)

*e. Gusaba inkunga y'uburezi*

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
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 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

*f. icyemezo cyo kuba warize gusoma no kwandika*

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe 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 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

*g. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi*

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) Inzira binyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mucyumweru kimwe

## 10. IMIYOBORERE MYIZA

*a. Gutega amatwi ufite ikibazo*

1) Uhabwa iyi serivise	Umuturage wese
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2) <b>Umukozi ubishinzwe</b>	Ushinzwe Imiyoborere Myiza
3) <b>Ibisabwa</b>	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) <b>Inzira binyuramo</b>	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) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Kuwa mbere no kuwa gatatu, ariko no mu yindi minsi ushobora kwakirwa
8) <b>Igihe ntarengwa</b>	Uwo muni

## 11. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

### *a. Kwakira no kuyobora abagana akarere*

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

### *b. Kohereza inyandiko zisubiza abandikiye Akarere*

1) <b>Uhabwa iyi serivise</b>	Ubikeneye wese
2) <b>Umukozi ubishinzwe</b>	Mu bunyamabanga rusange (secretariat central)
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Ubunyamabanga rusange busikana inzandiko bukazigeza kubo bireba kuri imeri (incamake yazo). Kohereza ibisubizo bikorwa n'ubunyamabanga rusange
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi itatu

*c. Kubara no gutanga ibirarane by'amashimwe*

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

*d. Kubara no gutanga imperekeza*

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65) n'abafie 60 iyo babisabye nkuko itegeko ribitegeganya
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	- Urwandiko rubisaba, - icyemezo cy'amavuko, - Ibyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse. - Nomeru ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda inyandiko zose zisabwa.
5) Izindi nzego unyuramo	RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

*e. Kubara no gutanga impozamarira*

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
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) <b>Inzira binyuramo</b>	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 barabisinyira imbere y'Umunyamabanga Nshingwabikorwa w'Umurenge). Ku bakozi bo mu buvuzi, bikorwa n'ibitaro.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 3

*f. Guhabwa ibyangombwa binyuranye*

1) <b>Uhabwa iyi serivise</b>	Abakozi b'Akarere, Abarimu n'Abaganga
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	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) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Umunsi ukurikiyeho

*g. Guhuza akarere n'izindi nzego zikagana*

1) <b>Uhabwa iyi serivise</b>	Ibigo bya Leta, Abikorera n'imiryango itegamiye kuri Leta
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe kwakira abagana Akarere
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Ibi bikorwa iyo hari igikorwa Akarere katumiwemo cyangwa kifuzwa ko izi nzego zafatanywe nako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itegamiye kuri Leta n'Imishinga, JADF niyo ibishinzwe. Umukozi ushinzwe kwakira abagana Akarere ahuza izo nzego n'abakozi babishinzwe.
5) <b>Izindi nzego unyuramo</b>	Ntazo

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

*h. Kwemerera Umuryango Utari uwa Leta (ONG) gukorera mu Karere*

9) Uhabwa iyi serivise	Abikorera n'imiryango itegamiye kuri Leta
10) Umukozi ubishinzwe	Umukozi Ushinzwe Abafatanyabikorwa- JADF
11) Ibisabwa	-Ibaruwa y'imikoranire yandikiwe Umuyobozi w'Akarere (Collaboration Letter) -Sitati iriho umukono wa Noteri -Inyandiko y'ishingwa ry'Umuryango -urutonde rw'abanyamuryango -Gahunda y'ibikorwa by'umufatanyabikorwa
12) Inzira binyuramo	Kuzana ibyo byangombwa bisabwa ku buyobozi bw'Akarere
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) Igihe ntarengwa	Uwo munsu

*i. Guhabwa kopi y'inyandiko zabitswemu gihe zisabwe*

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

*j. Guhabwa ibendera ry'igihugu*

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe logistic
3) Ibisabwa	Ntabyo

4) <b>Inzira binyuramo</b>	Wishyura amafaranga asabwa ugahabwa ibendera kuri banki y'abaturage/ku irembo ukerekana inyemezabwishyu kuri lojistike. Ugomba kurikoresha bitanyuranyijen'amategeko.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	30000 Frw yishyurwa kuri konti ya MINALOC muri banki y'Abaturage cg BK ku ibendera rimwe
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi irindwi mu gihe Minaloc ifite Amabendera

## 12. UBUGENZUZI BW'UMURIMO

### *a. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera*

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

### *b. Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)*

1) <b>Uhabwa iyi serivise</b>	sosiyete idafite abakozi
2) <b>Umukozi ubishinzwe</b>	Umugenzuzi w'Umurimo mu karere
3) <b>Ibisabwa</b>	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha ubucuruzi muri RDB Icyemezo cyo kwiyandikisha muri RSSB
4) <b>Inzira binyuramo</b>	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyoy
5) <b>Izindi nzego unyuramo</b>	RDB, RRA, RSSB
6) <b>Amafaranga yishyurwa</b>	Ubaza ku karere amafaranga asabwa

7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo minsi yujuje ibisabwa byose

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

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

*d. Inama ku bijyanye n'umurimo*

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

### 13. URUBYIRUKO N'UMUCO

*a. Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'akarere*

1) <b>Uhabwa iyi serivise</b>	Umuntu wese wifuzaga gukoresha amarushanwa
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze urubyiruko, umuco na siporo
3) <b>Ibisabwa</b>	Ibaruwa ibisaba

4) <b>Inzira binyuramo</b>	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 nyuma y'iminsi itatu . Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru bibiri.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 15

*b. Gutanga ubufasha ku rubyiruko*

1) <b>Uhabwa iyi serivise</b>	Amakoperative n'amashyirahamwe y'urubyiruko
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze urubyiruko, umuco na siporo
3) <b>Ibisabwa</b>	Urubyiruko rugirwa inama yo kwibumbira mu makoperative
4) <b>Inzira binyuramo</b>	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: <ul style="list-style-type: none"> <li>- Kuba ishyirahamwe/ Koperative bizwi</li> <li>- Kugira ibikorwa bigaragara, aho ubarizwa</li> <li>- Gahunda y'umushinga</li> <li>- Amasezerano y'uburyo inkunga izakoreshwa</li> </ul> Amahugurwa Gusaba ko umurenge gutoranya abazitabira amahugurwa Abagize inama y'Igihugu y'urubyiruko bafatanyaga n' akarere mu gutoranya imishinga igomba guterwa inkunga
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Mu minsi 7 ubusabe bugeze ku Karere

## 14. Ubuzima

*a. Gusaba gufungura ivuriro ryigenga*

9) <b>Uhabwa iyi serivise</b>	Umuganga cyangwa Umuforomo wifuza gufungura ivuriro ryigenga
10) <b>Umukozi ubishinzwe</b>	Itsinda rigizwe n'Umuyobozi w'Ishami ry'Ubuzima, Umuyobozi w'Ibitaro, Umukozi ukora muri laboratoire n'umukozi ushinze ubugenzuzi
11) <b>Ibisabwa</b>	

12) Inzira binyuramo	Ibaruwa yandikiye Minisitiri binyujijwe k'Umuyobozi w'Akarere, Impamyabumenyi iriho umukono wa Noteri, icyemezo cy'Umukoresha wa Nyuma, Uburambe byibura bw'imyaka itatu mu kazi n'ikemezo cy'uko ari murugaga rw'abaganga cyangwa abafaromero
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Nyuma y'ukwezi
16) Igihe ntarengwa	Amezi abiri

*b. Gusaba pharmasi yigenga* Error! Bookmark not defined.

17) Uhabwa iyi serivise	Umuntu wese ushaka gushinga farumasi
18) Umukozi ubishinzwe	Itsinda rigizwe n'Umuyobozi wa farumasi mu Karere hamwe n'undi mukozi umwe wo muri farumasi
19) Ibisabwa	
20) Inzira binyuramo	Ibaruwa yandikiye Minisitiri binyujijwe k'Umuyobozi w'Akarere, icyemezo cy'uko ari mu rugaga rw'abafarumaciye, Impamyabumenyi iriho umukono wa Noteri, icyemezo cy'Umukoresha wa Nyuma, inyandiko yemeza ko nta bundi buvuzi azakorera muri farumasi, cy ya pharmaciens uzakorera muri farumasi, indangamuntu ya nyiri farumasi, icyemezo cyo gukora ubucuruzi, icyemezo cy'ubuzima gatozi iyo ari ishyirahamwe, amafoto 2 magufi ya nyiri farumasi, amafoto 2 magufi ya pharmaciens.
21) Izindi nzego unyuramo	Ntazo
22) Amafaranga yishyurwa	Ntayo
23) Igihe itangirwa	Nyuma y'ukwezi
24) Igihe ntarengwa	Hagata y'ukwezi 1 n'amezi 2.