REPUBULIKA Y'U RWANDA

INTARA Y'AMAJYEPFO

AKARERE KA KAMONYI

B.P. 03 MUHANGA

E-mail: kamonyi@kamonyi.gov.rw

IMBONERAHAMWE YA SERIVISI ZITANGWA N'INZEGO Z'IBANZE

◯◯◯AGACE K'ICYARO◯◯◯

SERIVISI ZITANGWA KU RWEGO RW'UMURENGE

UKWAKIRA 2018

IBIRIMO

IBIRIMO ii

ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO 1

IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE 1

SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE 1

1. IRANGAMIMERERE N'IMPAPURO MPAMO 1

a. Kwandikisha umwana wavutse 1

b. Icyemezo cy'amavuko 2

c. Gusaba icyemezo cy'umwirondoro (attestation d'identité complète) 3

d. Kwandika abashaka gushyingirwa byemewe n'amategeko 3

e. Guhabwa icyemezo cy'ibyanditse mu bitabo by'abashyingiranywe imbere y'amategeko (Extrait d'Acte de Marriage) 4

f. Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko 5

g. Gusaba icyemezo cy'uko uri ingaragu 5

h. Icyemezo cy'uko watandukanye n'uwo mwashakanye 6

i. Gusaba icyemezo cy'uko umuntu ariho 6

j. Kwandukuza umuntu wapfuye 7

k. Icyemezo cy'uko umuntu yapfuye 7

l. Kwemeza impapuro mpamo 8

m. Icyemezo cyo kuba umubyeyi w'umwana utabyaye 8

n. Icyemezo cyo kwemera umwana 9

o. Gukemura ibibazo by'abaturage 10

p. Gutanga Ubujyanama mu mategeko 11

q. Icyemezo cy'uwataye Irangamuntu 11

r. Gusaba gufata Indangamuntu bwa mbere 12

s. Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa 12

t. Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki 13

u. Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta 14

v. Kwemeza umukono 15

w. Icyemezo cy'ubupfakazi (attestation de veuvage) 15

x. Icyemezo cyo kutajurira umwanzuro w’abunzi 16
y. Kurangiza imanza 16

2. IMISORO N’AMAHORO 17
a. Gusaba uburenganzira bwo gutangiza ubucuruzi 17
b. Kwishyura umusoro ku butaka 18
c. Kwishyura umusoro k’ubukode bw’inzu 18
d. Gutanga amafaranga y'isuku 19
e. Gutanga amahoro yo gukorera mu isoko 19
f. Kwishyura amafaranga yo gushyingura mu irimbi 20

3. IMIBEREHO MYIZA Y’ABATURAGE 20
a. Gutanga ubufasha ku batishoboye 20
b. Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye 21
c. Gutanga ubujyanama butandukanye 22
d. Gufasha gutegura imishinga ivana abatishoboye mu bukene 22
e. Gutanga ubufasha ku uwahuye n’ibiza 23
f. Gusaba icyemezo cy’uko uri impfubyi 23
g. Icyemezo cy'uwacitse ku icumu rya jenoside yakorewe abatutsi mu 1994 24
h. Gukurikirana abana bavuye mu bigo by’imfubyi 24
i. Gutera inkunga ba “Marayika Murinzi“ 24

4. KUVURA NO KWITA KU MATUNGO 25
a. Guhabwa icyemezo cyo kwimura amatungo 25
b. Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu 26
c. Guhabwa inama ku mushinga w'ubworozi 27
d. Kugura intanga 28
e. Kugenzura inyama n’ibikomoka ku matungo 28
f. Gukingira amatungo 29
g. Icyangombwa cyo kuroba 29
h. Gupima ubuzima bw’amatungo 30

5. UBUHINZI 30
a. Inama ku bijyanye n’imishinga y’ubuhinzi 30
b. Gusaba ingemwe z’ibiti zo gutera 31
c. Gusaba imbuto z’indobanure 31

d. Guhabwa imiti y'ibihingwa n'inyongeramusaruro 32
e. Inama yo guhinga kijyambere no gukurikirana ishyirwa mu bikorwa ryabyo 33
f. Gukemura ibibazo (amakimbirane) ashingiye ku bidukikije n'umutungo kamere 34
g. Ubujyanama bw'ibanze ku bijyanye n'amashyamba 34
6. IBIKORWA REMEZO 35
a. Gusaba uruhushya rwo kubaka 35
b. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu 36
c. Gukemura ibibazo bijyanye n'ibikorwaremezo 36
d. Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Umurenge 37
e. Gusaba uburenganzira bwo gusana/kuvugurura inyubako 37
7. UBUTAKA 38
a. Gusaba ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza 38
b. Gutanga no gutiza ingwate muri banki 39
c. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (uburyo busanzwe) 40
d. Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura 41
e. Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano 41
f. Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana 42
g. Kugenzura imyubakire 43
8. NOTERI 43
a. Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa 43
b. Gusaba gushyira umukono ku masezerano y'inguzanyo ya banki 44
c. Gusaba gushyira umukono kuri stati y'amashyirahamwe,amakoperative n'imiryango itari iya Leta 45
d. Kugira inama abaturage mu by'amategeko 46
e. Kwemeza inyandiko ko ari mpamo 46
f. Gukurikirana imanza z'Akarere **Error! Bookmark not defined.**
9. UBUREZI 47
a. Kwakira inyandiko z'abasaba akazi k'ubwarimu 47
b. Kwakira no gukemura ibibazo by'abarimu n'abanyeshuri 47

c. Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana ______48
d. Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga__________48
e. Kwakira abafatanyabikorwabo mu burezi _________________________
f. Kwakira abayobozi b'ibigo by'amashuri_ **Error! Bookmark not defined.**
g. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

10. ISUKU ____49

a. Icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa abantu benshi icyarimwe____49
b. Kugenzura isuku____50
c. Gufasha abatsindiye amasoko y'isuku mu ngo kwishyuza __________50

11. KOPERATIVE ____51

a. Gutanga inama z'ibanze ku makoperative_______________________51

ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Umurenge. Umurenge ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Umurenge zigenwa n'Itegeko № 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitangire myiza ya serivisi. 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'Umurenge, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayiherewe cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe.

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

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

IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE

1. IRANGAMIMERERE N'IMPAPURO MPAMO

a. Kwandikisha uwavutse

1) **Uhabwa iyi serivise**	Umuntu wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu murenge
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Icyemezo cya muganga umwana yavukiyemo - Indangamuntu z'ababyeyi - Abahamya babiri - Kwandikisha umwana mu minsi 30 kuva avutse - Icyemezo cy'urukiko iyo ibisabwa byavuzwe bitabonetse - umuntu wese ufite indangamuntu akorerwa inyandiko y'ivuka iyo ayitwaje
4) **Inzira binyuramo**	Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse. Kwandika umwana wavutse bikorwa mu buryo bubiri butandukanye: - Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy' inyandiko z'ivuka (Acte de Naissance),

	- Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance) ; igitabo cy'inyandiko z'ivuka(acte de naissance) kandi bazana bombi. - Iyo ababyeyi bombi batazanye umwana yandikwa k'umubyeyi uje kumwandikisha.
5) **Izindi nzego unyuramo**	Ibitaro/ ikigo Nderabuzima n'amavuriro
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00 Umurenge ugena iminsi serivisi itangirwa ikamenyeshwa abaturage
8) **Igihe ntarengwa**	Umunsi wagenwe

b. Icyemezo cy'amavuko

1) **Uhabwa iyi serivise**	Umuntu wese utuye mu Murenge cyangwa undi ufite "acte de naissance"
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo n'umwanditsi w'irangamimerere
3) **Ibisabwa**	-Indangamuntu -Kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'abavukiye mu murenge -Ibyangombwa byerekana itariki y'amavuko
4) **Inzira binyuramo**	Ushaka iki cyemezo ajya k'umukozi w'irembo yitwaje indangamuntu cyangwa inyandiko y'ivuka.
5) **Izindi nzego unyuramo**	ntazo
6) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye k'urubuga Irembo n'ubundi buryo bw'ikoranabuhanga bukoreshwa mu kwishyura
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

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

1) **Uhabwa iyi serivise**	Umuturage wese uyikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo n'umwanditsi w'irangamimerere
3) **Ibisabwa**	Indangamuntu
4) **Inzira binyuramo**	Ushaka iki cyemezo ajya ku rubuga yitwaje indangamuntu.
5) **Izindi nzego unyuramo**	ntazo
6) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku Irembo n'ubundi buryo bw'ikoranabuhanga bukoreshwa mu kwishyura
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

d. Kwandika abashaka gushyingirwa byemewe n'amategeko

1) **Uhabwa iyi serivise**	Umuntu wese ufite byibura imyaka 21 y'amavuko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandikompamo
3) **Ibisabwa**	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - Icyemezo cy'uko uri ingaragu - Icyemezo cy'amavuko - Kopi y'indangamuntu - icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye - Icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye - Kuba umwe mu bashaka serivisi avuka muri uwo Murenge cyangwa awutuyemo
4) **Inzira binyuramo**	-Kwandikwa bikorwa mbere y'iminsi 20 yo gushyingiranwa imbere y'amategeko kugirango bitangazwe.

5) **Izindi nzego unyuramo**	**Ntazo**
6) **Amafaranga yishyurwa**	- icyemezo cy'inkwano kishyurwa 2000Frw -inyandiko mpine y'ishyingirwa yishyurwa 1000Frw -10,000 Frw igihe usaba serivisi yifuza gushyingirwa ku munsi wihariye ayo mafaranga yishyurwa ku rubuga rw'irembo
7) **Igihe itangirwa**	-ku munsi wumvikanyweho (abashyingirwa n'umwanditsi w'irangamimerere)
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

e. Gusaba inyandiko y'ishyingirwa

1) **Uhabwa iyi serivise**	Umuturage wasezeranye imbere y'amategeko muri uwo murenge
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	-kugaragaza itariki y'ishyingirwa - Inyandiko mpine y'ishyingirwa
4) **Inzira binyuramo**	Kujya k'ubwanditsi bw'irangamimerere bw'aho washyingiriwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2,000 Frw yishyurwa ku rubuga Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

f. Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko

9) **Uhabwa iyi serivise**	Umuntu wasezeraniye mu murenge
10) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
11) **Ibisabwa**	- Agatabo ko gushyingirwa (livret de mariage) cyangwa inyandiko y'ishyingirwa (acte de mariage)
12) **Inzira binyuramo**	Ujya ku mukozi w'irembo
13) **Izindi nzego unyuramo**	Urukiko rw'ibanze iyo ibisabwa ntabyo ufite
14) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku urubuga Irembo
15) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
16) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

g. Gusaba icyemezo cy'uko uri ingaragu

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kopi y'Irangamuntu cyangwa Pasiporo hejuru y'imyaka 16 - Icyemezo cyatanzwe 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 rubuga rw'Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

h. Icyemezo cy'uko watandukanye n'uwo mwashakanye

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kopi y'Indangamuntu cyangwa Pasiporo - Icyemezo cy'ubutane cy'urukiko kiriho kashe mpuruza cyanashyizwe mu bikorwa - Inyemezabwishyu ya Frw 1500
4) **Inzira binyuramo**	Ujya ku murenge witwaje impapuro zisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

i. Gusaba icyemezo cy'uko umuntu ariho

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kwiyizira ku Murenge - indangamuntu
4) **Inzira binyuramo**	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 witwaje n'ifoto kagufi - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa biciye ku Irembo.
7) **Igihe itangirwa**	-Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	-Uwo munsi iyo ibisabwa byose byuzuye

j. Kwandukuza umuntu wapfuye

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza ku wapfiriye mu rugo - Ku muntu waguye mu rugo, abamushyinguye bakora inyandiko mvugo ikemezwa n'Akagari
4) **Inzira binyuramo**	Ku muntu wapfuye hakaba hashize igihe kirekire (birenze iminsi 30), hasabwa icyemezo cy'urukiko kiriho kashe mpuruza
5) **Izindi nzego unyuramo**	Umudugudu, Akagari(abapfiriye murugo), kwa muganga(abapfiriye kwa muganga)
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

k. Icyemezo cy'uko umuntu yapfuye

1) **Uhabwa iyi serivise**	Umuntu wese ugikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kuba umuntu yanditse mu gitabo cy'abapfuye
4) **Inzira binyuramo**	- Kuriha 1,200 Frw ku rubuga rw'irembo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1,200 Frw yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

l. Kwemeza impapuro mpamo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	-Kwishyura 1,500 Frw kuri buri kopi ku rubuga rw'Irembo
4) **Inzira binyuramo**	-Werekana urupapuro warihiyeho, ugatanga impapuro z'umwimerere na kopi zazo ushaka ko zemezwa ko ari impamo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	-1500 Frw kuri buri kopi yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

m. Gusaba kuba umubyeyi w'umwana utabyaye

1) **Uhabwa iyi serivise**	-Umuntu wese ushaka kuba umubyeyi w'umwana atabyaye
2) **Umukozi ubishinzwe**	-Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kuba ari inyangamugayo - Kuba afite amikoro ahagije kugirango abashe kuzuza inshingano - Kuba afite imyaka nibura 21 - Kuba arusha nibura imyaka 7 umwana ashaka kubera umubyeyi ataramubyaye - Kuba afite aho abarizwa hazwi - Kuba atarakatiwe igihano cy'igifungo kubera ibyaha bikorerwa mu muryango - Kuba atarakatiw igihano cy'igifungo kubera icyaha cya jenoside - Kuba atarakatiwe igihano cy'igifungo kubera icyaha cy'ingengabitekerezo ya

	jenoside n'ibyaha bifitanye isano nayo - Kuba atarambuwe ububasha bwa kibyeyi <u>Icyitonderwa</u>: Iyo umwana afitanye isano nushaka kumugira umwana kugeza ku rwego rwa karindwi, ushaka kuba umubyeyi agomba kuba arusha umwana nibura imyaka 3. - Uhagarariye umwana agomba kuba ahari - Abagabo babiri (2) kuri buri ruhande - Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese - Ababyeyi ku mpande zombi bagomba kuba bahari cg hakagaragazwa ko ababyeyi b'umwana bapfuye/bazimiye - Icyemezo cy'amavuko cy'umwana - Icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu - Kuba uwo bashakanye abyemera
4) **Inzira binyuramo**	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye iyo ahari, uhagarariye umwana ndetse n'abagabo babiri (2) kuri buri ruhande.
5) **Izindi nzego unyuramo**	Urukiko rw'ibanze rw'aho inyandiko yo kugira umwana utaramubyaye yakorewe
6) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

n. Kwemera umwana

1) **Uhabwa iyi serivise**	-Umuntu wese ushaka kwemera umwana byemewe n'amategeko
2) **Umukozi ubishinzwe**	-Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » - Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse - Indangamuntu z'ababyeyi (umwimerere na kopi)

	- Ababyeyi b'umwana bagomba kuba bahari - Abagabo 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**	-ubuntu
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

o. Gukemura ibibazo by'abaturage

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	-Umunyamabanga Nshingwabikorwa w'Umurenge cg umukozi ishinzwe irangamimerere/umukozi ushinzwe imiyoborere myiza
3) **Ibisabwa**	-Raporo y'Akagari igaragaza uko ikibazo cyakemuwe
4) **Inzira binyuramo**	-Uza ku biro by'Umurenge ugasobanura uko ikibazo giteye. -Hashobora gusabwa ko aho ikibazo cyabereye hasurwa.
5) **Izindi nzego unyuramo**	-Biterwa n'imiterere y'ikibazo
6) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe ntarengwa**	Biterwa n'imiterere y'ikibazo, ariko ubundi ni Uwo munsi

p. Gutanga Ubujyanama mu mategeko

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uza ku biro by'Umurenge ugasobanura ikibazo uko giteye.
5) **Izindi nzego unyuramo**	Biterwa n'imiterere y'ikibazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umunsi wagenwe n'Umurenge ukamenyeshwa abaturage
8) **Igihe ntarengwa**	Uwo munsi

q. Icyemezo gisimbura irangamuntu

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

8) **Igihe ntarengwa**	Uwo munsi

r. Gusaba gufata Indangamuntu bwa mbere

1) **Uhabwa iyi serivise**	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Murenge
2) **Umukozi ubushinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	_ ugomba kuba ufite inyandiko y'ivuka iyo utibaruje cg ababyeyi ngo bakubaruze
4) **Inzira binyuramo**	Kugana ibiro by'irangamimerere
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku rubuga Irembo
7) **Igihe itangirwa**	Mu munsi wagenwe n'umurenge ukamenyeshwa abaturage
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

s. Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gutanga Inyandiko Mpamo
3) **Ibisabwa**	- Indangamuntu - Ibyangombwa by'umutungo - Amasezerano y'Ubugure asinyirwa imbere ya Noteri
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 (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntitangwa 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**	-2,000 Frw yishyurwa binyuze ku rubuga Irembo Iyo ayo masezerano afite imigereka buri kopi y'umugereka yishyurwa 1,500 Frw binyuze ku rubuga Irembo
7) **Igihe itangirwa**	-Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 2

t. Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Amasezerano y'inguzanyo ya banki - Indangamuntu y'usaba inguzanyo ndetse niy'umwishingizi we ndetse anahibereye
4) **Inzira binyuramo**	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba azana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere cg umurenge bityo bakabasha kugenzura ko ari we wasinye koko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	-2,000 Frw yishyurwa binyuze ku rubuga Irembo Iyo ayo masezerano afite imigereka buri kopi y'umugereka yishyurwa 1,500 Frw binyuze ku rubuga Irembo

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

u. Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye iyi serivise
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Sitati - Abanyamuryango bose bagomba kuba bahari
4) **Inzira binyuramo**	- Serivisi zitangwa mbere ya sitati zirasinywa, Noteri akagenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zisinyirwa imbere ya noteri. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Ku munsi wagenwe n'umurenge ukabimenyesha abaturage
7) **Amafaranga yishyurwa**	5,000 Frw bya sitati 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku rubuga Irembo
8) **Igihe ntarengwa**	Uwo munsi

v. Kwemeza umukono

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Indangamuntu - Kuba ugaragara kuri iyo nyandiko wese ahibereye
4) **Inzira binyuramo**	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe serivisi itangirwa**	Buri munsi kuva 7h00 kugera 10h00
7) **Amafaranga yishyurwa**	2000 Frw kuri buri rupapuro yishyurwa biciye ku rubuga Irembo
8) **Igihe ntarengwa**	Uwo munsi

w. Icyemezo cy'ubupfakazi (attestation de veuvage)

1) **Uhabwa iyi serivise**	Umuntu wapfakaye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Icyemezo cy'uko yashatse - Icyemezo cy'uko uwo bashakanye yapfuye - Indangamuntu
4) **Inzira binyuramo**	Umurenge
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Buri munsi kuva 7h00 kugeza 10h00
7) **Amafaranga yishyurwa**	1,500 Frw yishyurwa biciye ku Irembo
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

x. Icyemezo cy'uko umwanzuro w'abunzi utajuririwe

1) **Uhabwa iyi serivise**	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Indangamuntu - Icyemezo cy' inteko y'Abunzi
4) **Inzira binyuramo**	-Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu gitabo cyakirirwamo ibibazo bizashyikirizwa inteko y'Abunzi niba umwanzuro utarajuririwe, yasanga nta bujurire icyemezo kigatangwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Buri munsi kuva 7h00 kugeza 10h00
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

y. Kurangiza imanza

1) **Uhabwa iyi serivise**	-Umuntu wese ufite imyanzuro y'urukiko iriho kashe mpuruza
2) **Umukozi ubishinzwe**	Umunyamabanga Nshingwabikorwa w'Umurenge
3) **Ibisabwa**	Ibyemezo by'urukiko biriho kashe mpuruza
4) **Inzira binyuramo**	Ushyikiriza Umunyamabanga Nshingwabikorwa w'Umurenge icyemezo cy'urukiko kiriho kashe mpuruza kugirango arangize urubanza. Umunyamabanga Nshingwabikorwa w'Umurenge arangiza imanza z'inkiko z'ibanze n'izisumbuye
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo

7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa mu gihe kitarenze iminsi cumi n'itanu (15) kuva igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

2. IMISORO N'AMAHORO

a. Gusaba uburenganzira bwo gutangiza ubucuruzi

1) **Uhabwa iyi serivise**	-Umuntu wese ushaka gutangiza ubucuruzi
2) **Umukozi ubishinzwe**	-Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Kwiyandikisha ku ipatanti mu minsi itarenze 30 uhereye igihe utangiriye gukora ubucuruzi (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 kwiyandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka, - Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo munsi ku murenge. - Wuzuza 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 munsi

b. Kwishyura umusoro ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyangombwa cy'ubutaka kigomba gusora
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Icyangombwa cy'ubutaka kigomba gusora
4) **Inzira binyuramo**	- Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge cyangwa ahatangirwa serivisi z'irembo bakakubarira amafaranga ugomba kwishyura bitewe n'icyo ubutaka bwawe bwagenewe gukorerwaho, ukajya kuriha umusoro kuri konti y'Akarere. Umusoro ku butaka w'umwaka wishywurwa bitarenze ku itariki ya 31Ukuboza z'uwo mwaka.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka n'icyiciro cy'ubwo n'ingano y'ubutaka
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Italiki ya 31/12 ya buri mwaka

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**	Italiki ya 31/03 buri mwaka

d. Gutanga amafaranga y'isuku

1) **Uhabwa iyi serivise**	abantu bose bakorera mu gace k'ubucuruzi n'amasoko
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Ipatanti Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira
4) **Inzira binyuramo**	Uza ku murenge ukerekana aho wishyuriye ukwezi kwashize n'ukugezweho. 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**	Italiki ya 5 za buri kwezi

e. Gutanga amahoro yo gukorera mu isoko

1) **Uhabwa iyi serivise**	Ubantu bose bakorera mu masoko
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) **Inzira binyuramo**	Indangamuntu Ipatente Akishyura amahoro y'ukwezi
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 munsi

f. Kwishyura amafaranga yo gushyingura mu irimbi

1) **Uhabwa iyi serivise**	Ubantu 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 munsi

3. IMIBEREHO MYIZA Y'ABATURAGE

a. Gutanga ubufasha ku batishoboye

1) **Uhabwa iyi serivise**	Umuntu wese utishoboye uri mu cyiciro cya mbere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	- Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere cy'Ubudehe - Raporo y'umudugudu n'akagari iyo usaba ubufasha Atari mu cyiciro cya mbere
4) **Inzira binyuramo**	Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa gahunda zo kwita ku batishoboye za Leta, abazihabwa batoranywa mu rutonde rw'abatishoboye bari

	mu cyiciro cya mbere naho abo mu cyindi cyiciro bakorerwa raporo n'Akagali, ku bufatanye na gahunda zihariye nka FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.) Utugari n'Imidugudu bisabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye. Lisiti yemejwe ishyikirizwa Umufatanyabikorwa
5) **Izindi nzego unyuramo**	Umudugudu, Akagari, Akarere, Umufatanyabikorwa
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00 ku munsi wagenwe
8) **Igihe ntarengwa**	Biterwa n'imiterere y'inkunga n'aho ituruka

b. Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

1) **Uhabwa iyi serivise**	Umuntu wese utishoboye uri mu cyiciro cya mbere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	- Kuba uri ku rutonde rw'abatishoboye (mu cyiciro cya mbere cy'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 cy'Ubudehe uri mu cyindi cyiciro cy'ubudehe hasabwa raporo ivuye mu kagali
5) **Izindi nzego unyuramo**	Umudugudu, Akagari
6) **Amafaranga**	Ntayo

yishyurwa	
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00 (umunsi wagenwe)
8) **Igihe ntarengwa**	Biterwa n'imiterere y'inkunga n'aho ituruka

c. Gutanga ubujyanama butandukanye

1) **Uhabwa iyi serivise**	Ubukeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	- Kuza ku biro by'Umurenge - Mu nama n'Abaturage - Guhamagara cyangwa ukohereza ubutumbwa bugufi (SMS)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

d. Gufasha gutegura imishinga ivana abatishoboye mu bukene

1) **Uhabwa iyi serivise**	Ubukeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, Ababana n'Ubumuga, etc.) barateran bagakora umushinga, ugasuzumwa n'umukozi ushinzwe imibereho myiza. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinzwe imibereho myiza abibafashamo.

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

e. Gutanga ubufasha ku uwahuye n'ibiza

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

f. Gusaba icyemezo cy'uko uri impfubyi

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

g. Icyemezo cy'uwacitse ku icumu rya jenoside yakorewe abatutsi mu 1994

1) **Uhabwa iyi serivise**	Uwarokotse Jenoside yakorewe abatutsi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	Icyemezo cya komite y'abarokotse Jenoside. Icyo cyemezo gisinywaho kandi n'Akagari
4) **Inzira binyuramo**	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenoside mu Kagari, cyasinyweho kandi n'Akagari
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Umunsi wagenwe

h. Gukurikirana abana bavuye mu bigo by'imfubyi

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

i. Gutera inkunga ba "Marayika Murinzi"

1) **Uhabwa iyi serivise**	Abantu cyangwa imiryango yita ku bana

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

4. 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, imyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo - Kuba buri tungo ryujuje ibiriranga (iherena)
4) **Inzira binyuramo**	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho amatungo ari. Icyemezo cyo

	kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge cyangwa Akarere baguhe icyemezo wishyura amafaranga ari hagati ya 1.500 frw(yemejwe n'Inama Njyanama y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 2

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere cyangwa mu Murenge
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo - Icyemezo cy'uko yapimwe n'umuganga w'amatungo ubifitiye ububasha; N.B: icyemezo cyo gutwara inyama gitangwa nyuma yo kugaragaza ko kubaga byakorewe mu ibagiro ryemewe kandi ryujuje ibisabwa
4) **Inzira binyuramo**	Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.

	Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka. Ikusanyirizo ry'amata ritanga icyangombwa cy'uko amata ariturutsemo yapimwe kandi yujuje ibisabwa. Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa kandi ifite uruhushya rutangwa n'ikigo cy'ubuziranenge bw'ibikomoka ku matungo; Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika. Impu, amagi,
5) **Izindi nzego unyuramo**	Hari ibyangombwa bitangwa na buyri rwego mu zavuzwe haruguru: RALIS/MINAGRI, Akarere, Ikusanyirizo, Ibagiro
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 2

c. Guhabwa inama ku mushinga w'ubworozi

1) **Uhabwa iyi serivise**	Umuntu wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) **Inzira binyuramo**	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) **Izindi nzego unyuramo**	Ishami rishinzwe ubutaka n'imyubakire iyo bibaye ngombwa
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) **Igihe ntarengwa**	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 10 nyuma yo gusurwa.

d. Kugura intanga

1) **Uhabwa iyi serivise**	Umuganga w'amatungo ubifitiye Uburenganzira(ufite icyamezo cya RAB ndetse n'icy'Urugaga rw'Abavuzi b'amatungo RCVD) kibimwemerera
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Kwishyura amafaranga y'intanga unyuze muri RRA cyangwa abandi bakira imisoro y'Akarere(Ngali Ltd,.....)
4) **Inzira binyuramo**	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) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa hakurikijwe agiciro cy'intanga cyateganijwe na RAB
7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere
8) **Igihe ntarengwa**	Uwo munsi

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**	- Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) **Inzira binyuramo**	Icyangombwa gitangwa na RAB. Akarere gakora

	igenzura kakaba ari ko gasabira 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 kakamenyesha 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

5. UBUHINZI

a. Inama ku bijyanye n'imishinga y'ubuhinzi

2) **Uhabwa iyi serivise**	Umuntu wese ushaka gutangiza umushinga w'ubuhinzi mu murenge

3) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
4) **Ibisabwa**	Umushinga wanditse neza
5) **Inzira binyuramo**	Ubishaka wese yegera umukozi ushinzwe ubuhinzi mu masaha y'akazi akamugira inama
6) **Izindi nzego unyuramo**	Ntazo
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
9) **Igihe ntarengwa**	Uwo munsi

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, hakemezwa n'akagari. Ushinzwe amashyamba atanga inemwe z'ibiti ku munsi nyizina wo kuzitera
4) **Inzira binyuramo**	Ingemwe zitangirwa ubuntu. Umuturage uri ku rutonde ajya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rw'abagomba guhabwa ingemwe.
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**	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babiherewe uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahinzi (nibura 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 b'ubuhinzi . Umukozi ushinzwe ubuhinzi ku Murenge yemeza urutonde rw'abahinzi biyandikishije nyuma yo kurugenzura rukoherezwa kwa agrodealer. Urutonde ruhabwa "agrodealer" hariho inyongeramusaruro ikenewe. Hakoreshwa nkunganire mu gufata inyongeramusaruro
5) **Izindi nzego unyuramo**	Umudugudu n'akagari aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) **Amafaranga yishyurwa**	Biterwa n'ubwoko bw'imbuto
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Iyo umuhinzi amaze kwemezwa muri Smart Nkunganire

d. Guhabwa imiti y'ibihingwa n'inyongeramusaruro

1) **Uhabwa iyi serivise**	Umuhinzi ushaka imiti y'ibihingwa n'inyongeramusaruro
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Inyongeramusaruro itangwa mu itangira ry'igihembwe cy'ihinga
4) **Inzira binyuramo**	Inyongeramusaruro zitangwa n'abikorera ku

	giti cyabo (agrodealers) babiherewe uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahinzi (nibura 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 b'ubuhinzi . Umukozi ushinzwe ubuhinzi ku Murenge yemeza urutonde rw'abahinzi biyandikishije nyuma yo kurugenzura rukoherezwa kwa agrodealer. Urutonde ruhabwa "agrodealer" hariho inyongeramusaruro ikenewe. Hakoreshwa nkunganire mu gufata inyongeramusaruro
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babiherewe uruhushya (agro dealer)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

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 ushinzwe ubuhinzi
3) **Ibisabwa**	Kuba ufite ubutaka bwabigenewe
4) **Inzira binyuramo**	Mu nama z'ubukangurambaga mu mudugudu. Ubisaba umukozi ushinzwe ubuhinzi ku murenge, ugasurwa. Ababikeneye kandi bashobora kwegera abayobozi b'Akagari n'Umurenge bashinzwe 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 munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese ufite ikibazo kijyanye n'umutungo kamere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
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. Ubujyanama bw'ibanze ku bijyanye n'amashyamba

1) **Uhabwa iyi serivise**	Umuntu wese ufite ishyamba rye bwite
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba ku murenge
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Itegeko rigenga amashyamba rivuga ko hagomba urushya rwo gusarura iyo ishyamba rirengeje 0.5 hegitari. Inama zitangwa binyuze mu nama z'ubukangurambaga ku byereke amategeko no kubungabunga amashyamba.

	Ubikeneye ashobora kandi guhamagara cyangwa akajya kwirebera umukozi ufite amashyamba mu nshingano ku murenge.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2000frw ku ishyamba rigejeje kuri 0.5 ha
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

6. IBIKORWA REMEZO

a. Gusaba uruhushya rwo kubaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu ahagenwe umudugudu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka n'imiturire mu Murenge
3) **Ibisabwa**	- Kwandika ibaruwa isaba uburenganzira bwo kubaka yandikiwe umunyamanga Nshingwabikorwa w'Umurenge. - Kopi y'icyangombwa cy'ubutaka cyanditseho gutura - Kopi y'indangamuntu - Kopi yaho wishyuriye amahoro y'ubukode bw'ubutaka - Kuba ubutaka agiye kubakaho buherereye ahemejwe Umudugudu - Kugaragaza igishushanyo cy'inyubako yemejwe kubakwa muri uwo Mudugudu - Raporo y'Akagari
4) **Inzira binyuramo**	- Ugana ibiro bya serivisi y'ubutaka n'imiturire mu Murenge
5) **Izindi nzego unyuramo**	Akagari, Umurenge
6) **Amafaranga yishyurwa**	- Ibimbi 5000
7) **Igihe itangirwa**	Ku munsi wagenwe kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 30

b. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cyo kubaka ahagenewe guturwa
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka n'imiturire mu Murenge
3) **Ibisabwa**	- Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka yari yarahawe - Impapuro zishyuriweho amafaranga asabwa - Raporo igaragaza imirimo yarangiye (amafato ,ingano) - Raporo igaragaza imirimo isigaye (amafoto ,ingano) - Raporo y'Akagari
4) **Inzira binyuramo**	Wandikira Umurenge ugatanga impapuro zisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Ibihumbi 5000
7) **Igihe itangirwa**	Ku munsi wagenwe 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 30

c. Gukemura ibibazo bijyanye n'ibikorwaremezo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka n'imiturire mu Murenge
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	- Kugaragaza raporo y'uko cyakemuwe ku Kagari - Umurenge usura aho ikibazo kiri kigashakirwa umuti cyananirana ugakora raporo yoherezwa ku Karere

5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Hagati y'imisi 7 na 30

d. Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Umurenge

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ufite igikorwa mu nshingano mu Murenge
3) **Ibisabwa**	Amasezerano y'akazi Raporo y'imirimo yakozwe
4) **Inzira binyuramo**	Wandikira umunyamabanga Nshingwabikorwa w'Umurenge ukomekaho impapuro zishyuza (inyemezabuguzi).Umukozi 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

e. Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gusana/kuvugurura inzu ahemerewe guturwa
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka n'imiturire mu Murenge
3) **Ibisabwa**	- Urwandiko rusaba rwandikiwe Umunyamabanga Nshingwabikorwa w'Umurenge - Kopi y'Icyangombwa cy'ubutaka

	- Amafoto abiri (2) y'uko inzu iteye (impande zose) - Kwishyura amahoro y'ubukode bw'ubutaka - Uruhushya rwo kubaka iyo nyubako(niba yarahawe uruhushya mu gihe cyo kuyubaka) - Raporo y'Akagari
4) **Inzira binyuramo**	Iyo umaze gusaba baza gusura aho inzu yubatse kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugurura hashingiwe kubyo babonye mw'isura.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	1.200 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Iminsi 30

7. UBUTAKA

a. Gusaba ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka n'imiturire mu Murenge
3) **Ibisabwa**	**Iyo ibyangombwa by'ubutaka byatakaye**: - Kuzuza form 24 iboneka ku murenge - Itangazo rimaze iminsi 14, ryatambutse kuri imwe mu maradio yemewe mu Gihugu. - Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka

	w'aho ubutaka buherereye **Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa:** - Kuzuza form 24 iboneka ku murenge - Umwimerere w'ibyangombwa by'ubutaka byangiritse **Iyo ibyangombwa by'ubutaka byangiritse ku buryo bitabasha kugaragazwa:** - Kuzuza form 24 iboneka ku murenge - Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye **Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza:** - Kuzuza form 24 iboneka ku murenge - Inyandiko y'indahiro(affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe k - ucyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye
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 yagenwe
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 15

b. Gutanga no gutiza ingwate muri banki

1) **Uhabwa iyi serivise**	Utiza n'utizwa
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka mu murenge (Noteri w'ubutaka)
3) **Ibisabwa**	- Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwa - Kwitwaza indangamuntu zumwimerere z'abatiza n'abatizwa - Kopi z'indangamuntu zumwimerere

	z'abatiza n'abatizwa - Kuzuza ifishi nimero ya 34 yabugenewe itangwa n'umukozi ushinzwe ubutaka
4) **Inzira binyuramo**	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe).
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	5.000 Frw yo kwemeza amasezerano yo gutiza ingwate
7) **Igihe itangirwa**	Ku munsi wagenwe kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kuzuza ifishe ya 4 - Kwitwaza ibyangombwa by'umwimerere byabarebwa n'ihererekanya (Indangamuntu/ Pasiporo) - Kopi z'ibiranga ugura ubutaka - Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka by'umwimerere 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**	30,000 Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi yagenwe
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 7

d. Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura

1) **Uhabwa iyi serivise**	Abazungura
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kuzuza ifishe ya 7 - Icyemezo cy'urukiko cyemeza abazungura cyangwa icyemezo gihamya abazungura mu gihe nta makimbirane bafitanye (ifishi ya 29 itangwa n'umwanditsi w'irangamimerere mu Murenge) - Icyemezo cy'uko 'uzungurwa yapfuye - Kopy z'indangamuntu z'abazungura - Ibyemezo by'uko abazungura ari ingaragu cyangwa bashyingiwe - Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'amavuko.
4) **Inzira binyuramo**	Umunyabanga Nshingwabikorwa w'Umurenge,
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ibihumbi 25,000
7) **Igihe itangirwa**	Umunsi wagenwe
8) **Igihe ntarengwa**	Uwo munsi

e. Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/uwahawe impano
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kwitwaza ibyangombwa by'umwimerere

	byabarebwa n'ihererekanya (Indangamuntu/ Pasiporo) - - Kopi z'ibiranga abahabwa impano y' ubutaka - Amasezerano y'impano yakorewe imbere ya noteri w'ubutaka yashyizweho umukono n'uwatanze n'uwahawe - Ibyangombwa by'ubutaka by'umwimerere
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ibihumbi 30,000 Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi yagenwe
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 7

f. Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana

1) **Uhabwa iyi serivise**	Abagurana ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kuzuza ifishe ya 9 - Kopi z'ibiranga abagurana ubutaka - Amasezerano y'ihererekanya ry'ubutaka rishingiye ku igurana yashyizweho umukono n'impande zombi - Ibyangombwa by'ubutaka bigomba kuguranwa by'umwimerere
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ibihumbi 35,000 Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi yagenwe
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 7

g. Kugenzura imyubakire

1) **Uhabwa iyi serivise**	Umuntu wese wahawe uruhushya rwo kubaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka, Imiturire n'ibikorwa remezo.
3) **Ibisabwa**	- Kugaragaza uruhushya rwo kubaka n'ibishushanyo yagaragaje - Icyapa cyerekana ibiri gukorwa
4) **Inzira binyuramo**	Bikorwa n'umukozi ushinzwe ubutaka, Imiturire n'Ibikorwaremezo mw'igenzura risanzwe
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu isuzuma ry'imyubakire
8) **Igihe ntarengwa**	Uwo munsi

8. NOTERI

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

9) **Uhabwa iyi serivise**	Umuntu wese
10) **Umukozi ubishinzwe**	Noteri w'Umurenge
11) **Ibisabwa**	- Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amafaranga asabwa - Icyemezo cy'uko umuntu ari ingaragu/ cg yashyingiwe
12) **Inzira binyuramo**	- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko.

	- Iyi serivise ntitangwa 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)
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
15) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) **Igihe ntarengwa**	Iminsi 2

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

9) **Uhabwa iyi serivise**	Umuntu wese
10) **Umukozi ubishinzwe**	Noteri w'umurenge
11) **Ibisabwa**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa Icyemezo cy'uko washyingiwe cg ko uri ingaragu.
12) **Inzira binyuramo**	- Amasezrano y'inguzanyo ya banki. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bobasinye koko.
13) **Izindi nzego unyuramo**	Ntazo
14) **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)

15) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) **Igihe ntarengwa**	Uwo munsi

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

9) **Uhabwa iyi serivise**	Umuntu wese
10) **Umukozi ubishinzwe**	Notari w'Akarere
11) **Ibisabwa**	- Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
12) **Inzira binyuramo**	- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, - Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma - Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zisinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	5000 kuri sitati , impapuro z'imigereka kuri kopi ni 1500.
15) **Igihe itangirwa**	Ku wa kane (Ku cyicaro cy'akarere)
16) **Igihe ntarengwa**	Uwo munsi

d. Kugira inama abaturage mu by'amategeko

9) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
10) **Umukozi ubishinzwe**	Notari w'Akarere
11) **Ibisabwa**	Ntabyo
12) **Inzira binyuramo**	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	Ntayo
15) **Igihe itangirwa**	Kuwa kane buri cyumweru
16) **Igihe ntarengwa**	Uwo munsi 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 munsi

9. UBUREZI

a. Kwakira inyandiko z'abasaba akazi k'ubwarimu(Iyi serivice itangirwa ku Karere)

1) **Uhabwa iyi serivise**	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi
3) **Ibisabwa**	- Ibaruwa isaba yandikiwe Akarere - Umwirondoro (CV) - Kopi y'impamyabushozi - Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje, - Kopi y'Indangamuntu
4) **Inzira binyuramo**	
5) **Izindi nzego unyuramo**	
6) **Amafaranga yishyurwa**	
7) **Igihe itangirwa**	
8) **Igihe ntarengwa**	-

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

1) **Uhabwa iyi serivise**	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye na VTC
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu murenge
3) **Ibisabwa**	-Aza ku Murenge akareba umukozi ubishinzwe akamusobanurira ikibazo afite
4) **Inzira binyuramo**	- Umwarimu abanza kukivugana n'umuyobozi w'ikigo bitakemuka akakijyana 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 munsi

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

1) **Uhabwa iyi serivise**	Ababyeyi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu murenge
3) **Ibisabwa**	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) Icyemezo cy'ishuri aturutsemo (mu mashuri abanza).
4) **Inzira binyuramo**	- Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza) - Umubyeyi uza ku murenge, bishobotse akazana n'umwana - Umurenge ukemura ibibazo birebana na 9YBE (uburezi bw'ibanze bw'imyaka 9) na 12YBE (uburezi bw'ibanze bw'imyaka 12) gusa ku byerekeye amashuri yisumbuye. - -Ikibazo kirebana n'imibereho myiza cyangwa ubundi bufasha yakenera ushinzwe uburezi afatanya n'ushinzwe imibereho myiza
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

d. Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga

1) **Uhabwa iyi serivise**	Abanyeshuri bafashwa n'abafatanyabikorwa batandukanye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu murenge
3) **Ibisabwa**	Kuba ufashwa

4) **Inzira binyuramo**	- Batoranywa n'ubuyobozi bw'ibanze (umudugudu, akagari) - Umurenge usuzuma ubusabe bwabo afatanije n'ushinzwe uburezi ku murenge. - Icyemezo cyandikwa n'umufatanyabikorwa ariko kigatangwa n'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 munsi

10. ISUKU

e. 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, kuza imodoka, igaraje, gucumbira abantu, etc.)
2) **Umukozi ubishinzwe**	Umukozi ushinzwe 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 : Ushinzwe isuku ku murenge, Umunyamabanga nshingwabikorwa w'akagari

	ukoreramo cyangwaSEDO, 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

f. Kugenzura isuku

1) **Uhabwa iyi serivise**	Umuntu wese ukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, N'IBINDI...)
2) **Umukozi ubishinzwe**	Umukozi ushinzwe isuku
3) **Ibisabwa**	Usurwa na komite y'isuku
4) **Inzira binyuramo**	Komite y'isuku ireba ko wubahirije ibisabwa. Itsinda rigenzura isuku ribamo ushinzwe isuku ku murenge, umunyamabanga nshingwabikorwa w'akagari ukoreramo 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

g. **Guf**asha abatsindiye amasoko y'isuku mu ngo kwishyuza

1) **Uhabwa iyi serivise**	Uwatsindiye isoko ry'isuku mu ngo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe isuku
3) **Ibisabwa**	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge
4) **Inzira binyuramo**	Bahere kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi

	w'umurenge ku rwego rw'umudugudu afasha ku bukangurambaga mu ngo. Abatarishyura umurenge urabandikira kandi bikanatangwanzwa mu muganda
5) **Izindi nzego unyuramo**	Umudugugu, Akagari na rwiyemezamirimo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) **Igihe ntarengwa**	Mu minsi 3

11. KOPERATIVE

a. Gutanga inama z'ibanze ku makoperative

1) **Uhabwa iyi serivise**	Abantu bose
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amakoperative, ushinzwe imibereho myiza y'abaturage na agoronome
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uza kureba umukozi ushinzwe amakoperative, cyangwa mu nama z'ubukangurambaga.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi