

REPUBLIKA Y'URWANDA



INTARA Y'IBURASIRAZUBA

AKARERE KA KAYONZA

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SERIVISI ZITANGWA KU RWEGO RW'AKARERE 2018

Iyi nyandiko y'imitangire ya serivisi yemejwe n'Inama Njyanama y'Akarere yateranye kuwa 28/09/2018. 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'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 service.

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

a)Gusaba uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwa remezo (OSC)
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	Umudugudu, Akagali, Umurenge
6) Amafaranga yishyurwa	Icyapa cyamamaza ibikorwa cyangwa imirimo ibyara inyungu : hagati ya 10.000 Frw na 20.000 Frw kuri metero kare ku mwaka kuri m ² . Iyo icyapacyamamaza ku mpande zombi, buri ruhande rwishyurirwa amahoro; Banderole yanditseho ubutumwa bumenyekanisha igikorwa : hagati ya 5.000 Frw na 10.000 Frw ku munsu kuri; Ibyapa byamamaza hakoreshejwe uburyo bw'ikoranabuhanga : hagati ya 60.000 Frw na 100.000 Frw ku mwaka hatitawe ku bunini bwabyo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3 kugeza ku byumweru 2

b)Gusaba uruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	- Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. - Igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Kopi 2;

	<ul style="list-style-type: none"> - Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3 - Ifishi y'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'ibiranga abanditse ku byangombwa by'ubutaka (ID,Passeport) - Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	<ul style="list-style-type: none"> - Wandikira Akarere ugatanga impapuro zisabwa. - Biro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere
5) Izindi nzego unyuramo	Umudugudu, akagari, umurenge
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 10.000 Frw: kwemeza igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

c).Gusaba uruhushya rwo kuvugurura/gusana inzu/Kubaka uruzitiro

1)Uhabwa iyi serivise	Umuntu wese ushaka kuvugurura/gusana inzu
2)Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3)Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba uburenganzira bwo gusana/kuvugurura/Kubaka uruzitiro yandikiwe umuyobozi w'Akarere itanga amakuru kucyo wifuza gukora - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'ibiranga abanditse ku byangombwa by'ubutaka (ID,Passeport) - Fotokopi y'icyangombwa cy'ubutaka; - amafoto y'inzu ku mpande enye zayo(copy2) - Igishushanyo kigaragaza uko uruzitiro ruteretse k'ushaka kuzitira ndetse nuko ruhagaze impande enye zose mu kibanza(copy 2) - Uko inzu ivugururwa imeze mbere na nyuma y'uko ivugururwa
4)Inzira binyuramo	- Wandikira Akarere ugatanga impapuro zisabwa.

	<ul style="list-style-type: none"> - Ibiro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere
5) Izindi nzego unyuramo	Umudugudu, akagari, umurenge
6) Amafaranga yishyurwa	- 1200 frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

d) Gusaba kongererwa igihe ku ruhushya rwo kubaka/gusana inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriyeho amafaranga asabwa - Fotokopi y'indangamuntu - Fotokopi y'icyangombwa cy'ubutaka; - Raporo y'aho imirimo yo kubaka igeze - Ifoto y'inyubako
4) Inzira binyuramo	Wandikira Akarere ugatanga impapuro zisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 1200frw Ku cyangombwa cyo gusana
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

e)Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) Inzira binyuramo	Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere, Aho inzu iri harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibyumweru 2

f)Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyemezamirimo wakoreye Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe gukurikirana icyo gikorwa
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira Akarere ukomekaho impapuro zishyuzwa (inyemezabuguzi). Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze 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	Iminsi 3

8 UBUTAKA (OSC)

a)Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa kugabanywamo ibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi cyangwa ubworozi ntibucibwamo ibice (art. 30, itegeko ry'ubutaka No 43/2013 ryo kuwa 16/06/2013)
5) Izindi nzego unyuramo	Umurenge, Ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	10,000 Frw yo kwemeza igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 30

b)Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa guhuzwa - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, Ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	10,000 Frw yo kwemeza igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 30

c)Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, Ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	10,000 Frw yo kwemeza igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

d)Guhinduzwa ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyardiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18.

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"> - Ibyangombwa by'ubutaka - icyemezo cy'uburenganzira bwo kubaka - icyemezo cy'igenzura kigaragaza ko imyubakire yakurikije ibyari biteganyijwe - icyemezo gitanga uburenganzira bwo gukoresha cyangwa gutura mu nyubako(ku basaba inkondabutaka) - icyemezo ko nibura ½ cy'ibyari byemewe kubakwa byubatswe (Ku basaba inkondabutaka ngenankomyi) - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere. - Inyandiko y'ubumvikane yakorewe imbereya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa k'ubutaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, Umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi.
5) Izindi nzego unyuramo	Ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	5000rwf
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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"> - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye

	gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	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) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka kimwe n'icyemezo cy'iyandikisha rya sosiyete nshya - Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'ikigo cy'Igihugu Gishinzwe Imiyoborere myiza. - Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka ku ntara, RGB na RDB
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 18

h)Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiranutungo ku nyubako (condominium association)

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

3) Ibisabwa	<ul style="list-style-type: none"> - Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 8

i)Kwandikisha igice cy'inyubako (condominium unit)kiri muisangiramutungo ku nyubako

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa - Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 8

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'ishererekanya ry'uburenganzira - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko

	<p>uri ingaragu cy'uwaguze</p> <ul style="list-style-type: none"> - Amasezerano y'iherekanya ry'uburenganzira ku gice cy'isangiranutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiranutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiranutungo (Proof of ownership from Association of Owners)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, Ikigo cy'ubutaka mu ntara
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	Iminsi 18

L)Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka, ...)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indi nyandiko mpamo
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, Ikigo cy'ubutaka mu ntara
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 18

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
3) Ibisabwa	<ul style="list-style-type: none"> - Iyo ibyangombwa by'ubutaka byatakaye: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye n'ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha kuri imwe mu maradiyo yumvwa cyane mu Rwanda cyangwa muri kimwe mu binyamakuru bisomwa cyane mu Rwanda(ikigaragaza ko watanze itangazo) - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe ku cyemezo cy'Umunyamabanga nshingwabikorwa w'Akarere k'aho usaba atuye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, ikigo cy; ubutaka ku ntara
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> -5,000 Frw ku cyangombwa cy'ubutaka gishya iyo nimeru cyanwa UPI n'umwirondoro wa nyiri icyangombwa ushobora kugaragara. - 10,000 iyo icyangombwa cyabuze,cyangiritse mu buryo kitagaragara
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 18

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"> - Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi bw'Akarere cyangwa undi mukozi w'Akarere

	yabihereye ububasha hakurikijwe igishushanyo mbonera
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka ku ntara
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	Iminsi 18

O)Gusaba guhabwa ibyangombwa by'ubutaka ku butaka Leta yagurishije cyangwa yatanze

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka - Inkondabutaka yahawe Leta - Iyo nta nkondabutaka yatanzwe: 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 ubutaka buherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	30,000 Frw yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

P)Gusaba kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka

	<p>bagomba kugira</p> <ul style="list-style-type: none"> - Iyo ari ukuvana muri regisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri regisitiri y'ubutaka - Iyo ari ukuvana umuntu muri regisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka - Iyo ari ukuvana umuntu muri regisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana. - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya ,kubashyingiwe n'uwapfuye,10,000 ku zindi mpamvu
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 18

Q)Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - 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. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari we wanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo

	kubisubiza umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku murunge witwaje ibisabwa
5) Izindi nzego unyuramo	Umurenge, ikigo cy'ubutaka ku ntara
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 18

R)Gusaba igishushanyo cy' ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe gupima ubutaka(Land surveyor and GIS)
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cy'ubutaka. - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Numero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ujya ku biro by'ubutaka ku Karere witwaje ibyangombwa by'ubutaka cyangwa icyemezo cy'uko ari ubwawe. - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira.Upima ubutaka numutekinisiye wigenga wemewe n'urugaga (hishyurwa 30,000frw)
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw yishyurwa kuri konti y'Akarere yo kwemeza ipimwa ry'ubutaka 30,000frw bihinduka bitewe n'ubwumvikane bwa nyirubutaka nuwapimye ubutaka ariko wemewe n'urugaga rw'abapima ubutaka (land suveyor)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe nyuma yo gusura ubutaka

S)Gutanga no gutiza ingwate muri banki

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abantu mu biro by'ubutaka(Receptionist)
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cy'ubutaka orijinari - Irangamuntu y'ushaka gutanga ingwate (ubutiza,

	n'ubuhawe) - icyemezo cy'uko washatse cyangwa uri ingaragu
4) Inzira binyuramo	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. Kuzuza impapuro zabigenewe imbere ya Noteri w'ubutaka. icyemezo cy'ingwate gitangwa uwo muni.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	5.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

T)Gukemura amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	--Ibaruwa yandikiwe umuyobozi wakarere -Raporo y'uko ikibazo cyacyemuwe ku murenge
4) Inzira binyuramo	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatanga umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uhabwa umuni wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umuni wo gusura

2.IBIDUKIKIJE

1. Gusaba uruhushya rwo gucukura kariyeri ntoya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba n'umutungo kamere.
3) Ibisabwa	Kuri kariyeri iri muni ya 5 ha: - Ibaruwa isaba yandikiwe akarere bicishijwe ku murenge; - Ikarita y'aho ikirombe kiri;

	<ul style="list-style-type: none"> - Inyandiko y'umushinga irambuye ugaragaza imirimo izakorwa, uko izakorwa n'amafaranga azatangwaho n'igice igikorwa kizakorerwa, abakozi n'urwego rw'ubumenyi aba afite. - Inyandiko zirekana ko ari ntamyenda y'imisoro arimo; - Amakuru ku manza y'aba arega cyangwa aregwamo; - - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije; -
Amafaranga yishyurwa	<ol style="list-style-type: none"> 1. Hishyurwa ibihumbi 50 000frw adasubizwa ya dossier isaba kuri kariyeri ntoya, akishyurwa kuri konti y'akarere; 2. Hishyurwa 200 000frw ku ruhushya rwo gucukura kariyeri ntoya rwa burundu rumara imyaka 5 akishyurwa kuri konti y'akarere;
Guhererekanya uruhushya rw'ubucukuzi	
Ibisabwa	-Ibaruwa isaba yanditswe n'usanganywe uruhushya rusabirwa ihererekanya
	-Ibiranga uweguriwe uruhushya
	-Icyemezo cy'iyihandikisha cy'usabirwa kwegurirwa uruhushya
	-Amsezerano kw'iherekanya hagati y'usanganywe uruhushya n'usabirwa kurwegurirwa
	-Icyemezo kigaragaza ko uwarusanganwe uruhushya yishyuye imisoro iteganwa n'amategeko
	-Icyemezo kigaraza ko usabirwa kwegurirwa uruhushya nta misoro abereyomo leta.
Amafaranga yishyurwa.	<ol style="list-style-type: none"> 1.ishyurwa ibihumbi 50 000frw adasubizwa ya dossier isaba kuri kariyeri ntoya, akishyurwa kuri konti y'akarere; 2.Hishyurwa 200 000frw ku ruhushya rwo gucukura kariyeri ntoya rwa burundu rumara imyaka 5 akishyurwa kuri konti y'akarere;
4) Izindi nzego unyuramo	Umurenge, Akagari
5) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
6) Igihe ntarengwa	Amezi 2 (iminsi 60)

2. 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) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Noteri

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, 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 ku masezerano (ntabwo ari kuri buri rupapuro)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

2. Gusaba gushyira umukono ku masezerano y'inguzanyo

1) Uhabwa iyi serivise	Umuntu wese
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2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	-Amasezerano y'inguzanyo ya banki -Indangamuntu -Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa n'impande zombi. - 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 bo basinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro). Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1200 Frw kuri buri rupapuro
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	- Sitati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise 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 zizinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga 5000frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

4. Kugira inama abaturage mu by'amategeko

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

5. Kwemeza inyandiko mpamo

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere cyangwa Umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga asabwa kuri buri kopi (1,500 Frw)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwije impapuro na kitansi wishyuriyeho
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
8) Igihe ntarengwa	Uwo muni

6. Gukurikirana imanza z'Akarere

1) Uhabwa iyi serivise	Umuntu wese wareze cyangwa warezwe n'Akarere
2) Umukozi ubishinzwe	Notari w'Akarere cyangwa Umurenge
3) Ibisabwa	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose k'uhagarariye 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'iko ikibazo giteye

4.KWAKIRA IMISORO N'AMAHORO

1. Gusaba gusubizwa amafaranga y'ikirenga ku musoro

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe Imari
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro za banki wishyuriyeho Indangamuntu
4) Inzira binyuramo	Iyo hishyuwe amafaranga arenga asabwa: - 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). Iyo wishyuye kuri konti itari yo: - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.
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

2. Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere
3) Ibisabwa	Ipatanti: - Kumenyekanisha aho ukorera n'imirimo ukora Umusoro ku mitungo: - Ibyangombwa by'umutungo Umusoro ku bukode: - Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku karere cyangwa ku murenge ukareba umukozi ushinzwe kwakira imisoro n'amahoro, witwaje impapuro wifuza ku bakugiraho inama mu kubara imisoro cyangwa amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wahaye serivise, ibikoresho cyangwa wakoreye imirimo 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 zakatiweho imisoro ya RRA.
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

4. Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umunyamabanga w'ishami ry'imari
3) Ibisabwa	Ikarita y'akazi,inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'ishami ry'imari bakaguha kopi z'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 muni

5. Gusaba kwishyura mu bice

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro ku karere
3) Ibisabwa	Kuzuzwa 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 muni

6. 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 ku karere
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 muni

5.IMARI N'IPIGANWA RY'AMASOKO

1. Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro hakoreshejwe ikoranabuhanga (E -Procurement system). - Kwishyura amafaranga y'igitabo cy'isoko
4) Inzira binyuramo	-Hishyurwa amafaranga y'igitabo cy'ipiganwa hakoreshejwe ikoranabuhanga (E-procurement system)
5) Izindi nzego unyuramo	Ntazo uretse gukoresha ikoranabuhanga (E-procurement)
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa.
7) Igihe itangirwa	Mbere y'uko italiki yo gufunguka kw'isoko igera.
8) Igihe ntarengwa	Umuni wavunzwe mw'itangazo

2. Kwakira inyandiko z'ipiganwa hakoreshejwe ikorabuhanga.

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	-Ushaka gupiganirwa isoko agomba kuba afite uruhushya (Company) rutangwa na RDB -Kuba waraguze igitabo cy'isoko hakoreshejwe ikoranabuhanga
4) Inzira binyuramo	-Upiganirwa isoko yohereza igitabo akoresheje ikoranabuhanga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mbere y'uko italiki yo gufunguka kw'isoko igera.
8) Igihe ntarengwa	Umunsi wavunzwe mw'itangazo

3. Kumenyeshya abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ikagirwa n'akarere binyuze mw'ikoranabuhanga
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'akarere binyuze mw'ikoranabuhanga.
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyeshya by'agateganyo). Inzandiko zimenyeshya ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo binyuze mw'ikoranabuhanga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi nyuma y'iminsi 21 inyandiko z'ipiganwa zakiriwe
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

4. 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 binyuze mw'ikoranabuhanga.
4) Inzira binyuramo	-Akarere gategura amasezerano akohererezwa rwiyemezamirimo, akayasuzuma akayemeza binyuze mw'ikoranabuhanga.

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 itariki yemejwe

5. Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo warangije 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.
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.

6.SERIVISI Z'UBWOROZI

1. 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	<ul style="list-style-type: none"> - icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo
4) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo k'umuntu 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	Umurenge
6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw cy'icyangombwa.

	<p>Inka zimurwa k'umpamvu z'ubucuruzi buri nka yishyurirwa amafaranga 2000.</p> <p>Mu gihe inka isabirwa ibyangombwa itambaye iherena riyiranga, nyirayo yishyura amafaranga 1000 yo kurigura.</p> <p>Ku matungo magufi (ihene, ingurube n'intama) hishyurwa amafaranga 1500 y'icyangombwa. Mu gihe ari ubucuruzi, buri tungo rishyurirwa amafaranga 500 y'amahoro. Iyo itungo rigufi risabirwa icyangombwa ritambye iherena ririranga, nyiraryo yishyura amafaranga 500 akarihabwa.</p>
7) Igihe itangirwa	Mu minsi yose y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo minsi

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

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinze ubworozi
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo - Inyama n'amata bigomba kuba biherekejwe n'icyangombwa kigaragaza ko byasuzumwe
4) Inzira binyuramo	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo k'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 umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherewaho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa. Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

3. Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ubushaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) Inzira binyuramo	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneye inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa n'umukozi ushinzwe ubworozi mu karere ari kumwe n'uwo umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

4. Kugura intanga

1) Uhabwa iyi serivise	Umuntu wese ufite ibyangombwa byo gutera intanga kandi akorera mu karere ka Kayonza
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Kwishyura amafaranga 500 kuri buri ntanga amafaranga akishyurwa ku bashinzwe kwakira imisoro n'amahoro
4) Inzira binyuramo	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza umukozi ushinzwe ubworozi w'akarere impapuro yishyiriyeho akamuha intanga yishyuye hiyongereho 20% zishobora kugira ikibazo.
5) Amafaranga yishyurwa	500frw
6) Igihe itangirwa	Uwo muni

5. Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Amatungo akenewe gukingirwa.
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara buri mwaka n'igihe bikenewe. Amatangazo amenyesha aborozi aho gukingira bizabera

	aratangwa.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo.
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo munsu

Icyangombwa cyo kuroba

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

6. Icyangombwa cyo kuroba

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

7. Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Amatungo akenewe gupimwa
4) Inzira binyuramo	Umworozi yegera umukozi ushinzwe ubworozi w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laboratwari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

7.UBUHINZI

1. Guhabwa inyongeramusaruro

1) Uhabwa iyi serivise	Akarere gakurikirana imikorere y'abatanga inyongeramusaruro (agro - dealers)
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	-Kuba mu itsinda rya Twigiremuhinzi rigomba guhinga igihingwa cyatoranijwe -Kuba ari muri Smart Nkunganire -Umuhinzi agomba kugira uruhare rwe
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 bahizi (mu murenge). Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu (abajyanama b'ubuhinzi). Akagari n'umurenge bakora ubukangurambaga abahinzi bakiyandikisha muri smart nkunganire, urutonde rutanzwe na smart nkunganire nirwo rushingirwaho hatangwa inyongeramusaruro . (Imbutu n'ifumbire).
5) Izindi nzego unyuramo	Umudugudu, Akagari, umurenge
6) Amafaranga yishyurwa	Inyongeramusaruro zishyurwa n'umuhinzi ndetse na leta, buri gihembwe cy'ihinga leta igena ayo umuhinzi azishyura.
7) Igihe itangirwa	Igihe cyose umuhinzi acyeneye inyongeramusaruro
8) Igihe ntarengwa	Uwo muni kwa „agrodealer“

2. Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku murenge cyangwa 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

8.AMASHYAMBA

1. Gutanga uburenganzira bwo gusarura ishyamba => Ha 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba => Ha 2
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	-Urwandiko rusaba rwandikiwe umuyobozi w'Akarere -Icyangombwa cy'ubutaka -Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga inama gusa ku buryo bwo gusarura.
4) Inzira binyuramo	-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) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusurwa

2. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	<ul style="list-style-type: none"> - Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Iyo ari ibyaguzwe, nyir'ukubigurisha aha ubiguze kopi y'iruhushya rwo gusarura - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	-Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze. Huzuzwa urupapuro rwabigenewe rugasinywaho n'umukozi ushinzwe amashyamba n'umuyobozi w'Akarere wungirije ushinzwe ubukungu n'imari (VM FED) cyangwa Umuyobozi w'Akarere.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.000 Frw kuri toni yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

3. Gusaba ingemwe z'ibiti

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	<ul style="list-style-type: none"> - Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku mudugudu rukemezwa n'akagari n'umurenge. Zitangirwa ubuntu
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

9.KOPERATIVE

1. Guhabwa icyemezo cya koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	<p>-Ibaruwa (kopi 4) yaandikiwe umuyobozi w'Akarere usaba icyangombwaa cy'agateganyo, binyujijwe ku muyobozi w'umurenge;</p> <p>-Ibaruwa isaba iherekezwa n'icyemezo cy'umurenge ko banditse nka koperative na raporo y'isuzwa yemejwe n'umurenge</p> <p>- Amategeko shingiro ya koperative (kopi 4)</p> <p>-Amategeko y'umwihariko ya koperative (kopi 4)</p> <p>-Lisiti y'abanyamuryango, abagore n'abagabo n'imikono yabo (kopi 4)</p> <p>-Lisiti y'abagize inama y'ubuegetsu (kopi 4) n'imikono yabo</p> <p>-Amazina yombi y'umucungamutungo n'aho abarizwa (kopi 4)</p> <p>- Inyandikomvugo y'inama ishyiraho iyo koperative n'inzego zayo (kopi 4)</p> <p>-Gusaba gutangiza koperative bitangirira ku murenge Umubare muto w'abanyamuryango ni 10.</p> <p>-Bishyura 1.500 Frw kuri konti y'Akarere bakazana impapuro barihiyeho. Umurenge ubaha icyemezo.</p> <p>-Bakomereza ku karere, kakongera kugenzura idosiye (kopi enye, harimo orijinari imwe), cyane cyane statue (amategeko agenga koperative).</p> <p>-Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwaa cy'agateganyo mu byumweru bibiri.</p> <p>-Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cy'ubuzima gatozi mu gihe cy'iminsi 15.</p> <p>-Icyo cyangombwaa gishyikirizwa Akarere nako kakagiha koperative.</p>
5) Izindi nzego unyuramo	Umurenge, Akarere, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku murenge
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15 y'akazi uhereye igihe wagereje ibisabwa mu biro bibishinzwe

10.UBUREZI

1. Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	-Inyandiko ibisaba yemejwe n'akarere -Inyandiko y'umushinga irambuye -
4) Inzira binyuramo	-Yandikira ubuyobozi bw'akarere -Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume. -Yandikira minisiteri y'uburezi ubuyobozi bw'akarere bukagusinyira sous couvert).
5) Izindi nzego unyuramo	Umurenge, REB cyangwa WDA, Minisiteri y'uburezi
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

2. Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	-Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	-Umukozi ushinzwe uburezi
3) Ibisabwa	-Ibaruwa isaba -Inyemezamanota 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	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	Uwo muni

3. Gusaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	- Urwandiko rubisaba - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta

4) Inzira binyuramo	-Wuzuzwa ifishi y'abakozi ba leta, ugatanga photo kopi y'irangamuntu na kopi y'impamyabumenyi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Icyumweru kimwe kugeza ku kwezi

4. 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

11. IMIYOBORERE MYIZA

1. Gutega amatwi ufite ikibazo

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Ushinzwe Imiyoborere Myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) Inzira binyuramo	Umuturage aba afite ikayi y'ibibazo n'uko byakemuwe. Iyo kayi agomba kuyitwaza. Azana kandi umwanzuro w'urukiko iyo uhari. Umuturage agirwa inama ku nzira zo gukemuramo ikibazo cye. Iyo ari ngombwa aho ikibazo cyabereye harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa mbere no kuwa gatatu, ariko iyo no mu yindi minsi ushobora kwakirwa iyo byihutirwa

8) Igihe ntarengwa	Uwo minsi
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12.UBUYOBOZI BW'IMIRIMO N'ABAKOZI

1. Kubara no gutanga ibirarane by'amashimwe

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ntabyo.
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN (abarimu n'abaganga).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo minsi ku bakozi b'Akarere Ku barimu n'abaganga biterwa n'igihe bifata kuri MINECOFIN, ariko ntibirenza ukwezi kumwe.

2. Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<ul style="list-style-type: none"> - 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. - Nomero 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

3. 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) Inzira binyuramo	-Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. -Icyemezo cy'urupfu gitangwa n'Umurenge. -Umuryango wa nyakwigendera wandikira Akarere asaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo kerekana igihe yatangiriye 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) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

4. Guhabwa ibyangombwa binyuranye

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ku barimu n'abaganga bisabwa mu nyandiko iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere. Ku bakozi b'Akarere bari ku murenge n'akagari basinyirwa n'Umunyabanga Nshingwabikorwa w'Umurenge. Kwerekana impapuro za banki iyo ari inguzanyo usaba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi ukurikiyeho

5. Guhabwa ibendera ry'igihugu

1) Uhabwa iyi serivise	Ikigo cyemerewe kuzamura ibendera
2) Umukozi ubishinzwe	Umukozi ushinzwe logistic
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uriha amafaranga asabwa ugahabwa ibendera. Ugomba kurikoresha bitanyuranyije n'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30.000 Frw arihwa kuri konti ya RRA BK ibendera rimwe ukana inyemezabwishyu ku karere kakazajya kuyafata muri minaloc iyo ahari
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

13.UBUGENZUZI BW'UMURIMO

1. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukozi cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Amasezerano y'akazi
4) Inzira binyuramo	Usobanurira umugenzuzi w'umirimo mu Karere uko ikibazo giteye akaguha umunsi wo kubahuza n'urundi ruhanda kugirango abumvikanishe. Iyo bidashobotse mukomereza mu nkiko.
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.

2.Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) Uhabwa iyi serivise	sosiyete idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	-Icyemezo cyo kutabamo imisoro ya RRA -Icyemezo cyo kwiyandikisha muri RDB -Umurenge umusinyirya soucourt bagaragaza ko atagikoresha abakozi -Ajya muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB.
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

2. Inama ku bijyanye n'umurimo

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

14.URUBYIRUKO N'UMUCO

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

1) Uhabwa iyi serivise	Umuntu wese wifuza gukoresha amarushanwa
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Ibaruwa ibisaba yandikiwe Ubuyobozi bw'Akarere
4) Inzira binyuramo	Wandikira akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho b'izindi nyandiko za ngombwa zijyanye n'ayo marushanwa. Iyo usaba ubufasha nk'icyumba cyo gukorera, n'ibindi amenyeshwa uwo muni ko bishobora kuboneka. Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amashyirahamwe y'urubyiruko
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe

4) Inzira binyuramo	Kwandikisha koperative. Umushinga ushyikirizwa umurenge ukawusuzuma. Umushinga urasurwa, akarere kakabona kuwemera by'agateganyo. Bari mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari.
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'ubushobozi buhari

15.UBUZIMA

1. Gusaba kwemererwa gukora ubuvuzi bwa gakondo

1) Uhabwa iyi serivise	Icyemezo cyo gukora ubuvuzi gakondo gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo gitangwa n'Umurenge n'Akagari n'umudugudu uzakoreramo - Indangamuntu - Umuyobozi w'Akarera asinya ku cyangombwa cyatanzwe n'umurenge, akagari n'umudugudu akajya muri minisiteri y'ubuzima
4) Inzira binyuramo	- Wandikira Minisiteri y'Ubuzima ugasaba akarere ko kagusinyira kuri urwo rwandiko rusaba uburenganzira bwo gukora ubuvuzi bwa gakondo, umaze gutanga ibyemezo byose bisabwa.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, akarere na MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 5

2. Gusaba gufungura ivuriro ryigenga

1) Uhabwa iyi serivise	Icyemezo cyo gufungura ivuriro ryigenga gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse mu rugaga rw'abaganga (medical doctors) - Kuba wanditse mu rugaga rw'abaforomo, ababyaza

	<p>cyangwa abandi bakora umwuga w'ubuvuzi.(Allied Health professionals)</p> <ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono z'umuyobozi w'Akarere (sous-couvert) - Kwerekana umuganga muzakorana wabyize - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - Kopi y'impamyabumenyi iriho umukono wa notaire, - Kwerekana aho uzakorera (umurenge, akagari) - Ibaruwa y'umukoresha wanyuma - icyemezo cyo kuba utarafunzwe - Amafoto abiri magufi
4) Inzira binyuramo	-Wandikira Minisitiri w'Ubuzima Akarere kakagusinyira (sous couvert). Uvuga aho uzakorera, ibikoresho ufite. Minisitiri y'Ubuzima n'Akarere baza gusura aho uzakorera bakagenzura n'ibikoresho ufite.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 5

3. Gusaba gufungura farumasi

1) Uhabwa iyi serivise	Icyemezo cyo gufungura farumasi yigenga gitangwa na Minisitiri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinze ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono w'umuyobozi w'Akarere (sous-couvert) - Indangamuntu - Kuba wanditse mu rugaga rw'abanyamafarumasi - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - Kwerekana aho uzakorera (umurenge, akagari) - Kopi y'impamyabumenyi muri farumasi y'umuntu uzakorera muri iyo farumasi - icyemezo cy'umukoresha wanyuma - Amafoto abiri magufi - icyemezo cy'uko utafunzwe
4) Inzira binyuramo	<ul style="list-style-type: none"> - Umuntu wese ashobora gusaba gufungura farumasi. Cyakora igomba gukurwamo n'umukozi ubifitiye impamyabumenyi mu bijyanye na farumasi. - Wandikira Minisitiri w'Ubuzima urwandiko rugasinywaho n'umuyobozi w'Akarere (sous

	couvert)
5) Izindi nzego unyuramo	MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 5