REPUBULIKA Y'URWANDA

INTARA Y'IBURASIRAZUBA
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SERIVISI ZITANGWA KU RWEGO RW'UMURENGE / SERVICES PROVIDED AT SECTOR LEVEL

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 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.

Ubuyobozi bw'Umurenge bugomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa service.

I. IRANGAMIMERERE N'IMPAPURO MPAMO / CIVIL STATUS AND NOTARY

a) Kwandikisha umwana wavutse / Birth Registration

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

b) Icyemezo cy'amavuko – Birth Certificate

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

unyuramo	
6) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku Irembo
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) – certificate of full identity

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Indangamuntu - Icyemezo cy'Akagari
4) **Inzira binyuramo**	Kuzana icyemezo cy'Akagari, kwishyura amafaranga binyuze mu irembo.
5) **Izindi nzego unyuramo**	Akagari, Umudugudu
6) **Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

d) Kwandika abashaka gushyingirwa byemewe n'amategeko / Registration for Legal Marriage

1) **Uhabwa iyi serivise**	Umuntu wese ufite nibura imyaka 21 y'amavuko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kuba uhibereye - Kuba ufite nibura imyaka 21 y'amavuko - Icyemezo cy'uko uri ingaragu - Icyemezo cy'amavuko - Kopi y'indangamuntu - Icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye - Icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) **Inzira binyuramo**	Kwandikwa bikorwa mu minsi 20 mbere yo gushyingiranwa imbere y'amategeko kugirango bitangazwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- 1,500frw ya kopi y'inyandiko ihinnye y'ishyingirwa na buri muryango wasezeranye; akishyurwa ku Irembo. - 10,000 Frw kuwasabye gushyingirwa ku munsi utaragenwe yishyurwa ku Irembo (niba umunsi wo gushyingirwa atari ku wa kane)

7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

e) Guhabwa kopi y'inyandiko y'ishyingirwa(copie d'Acte de Marriage)

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

f) Gusaba icyemezo cy'uko wasezeranye byemewe n'amategeko / Marriage Certificate

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

g) Gusaba icyemezo cy'uko uri ingaragu / Certificate for being single / Celibacy

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kopi y'Irangamuntu cyangwa Pasiporo - 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 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 / Divorce certificate

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 - Inyemezabwishyu ya Frw 1,500
4) **Inzira binyuramo**	Ujya ku Murenge witwaje impapuro zisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1,500 Frw yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

i) Gusaba icyemezo cy'uko umuntu ariho / Certificate for being alive

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Kwiyizira ku Murenge - Fotokopi y'Indangamuntu n'umwimerere wayo - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko.
4) **Inzira binyuramo**	Kuza ku biro by'Umurenge witwaje fotokopi y'Indangamuntu n'umwimerere wayo. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo 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 / Death Registration

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 - Abatangabuhamya babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyinguye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza

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

k) Icyemezo cy'uko umuntu yapfuye / Death Certificate

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**	Iyo umuntu yanditswe mu gitabo cy'abapfuye ujya ku biro by'Umurenge ukerekana kitansi yishyuriweho amafaranga asabwa bakakwandikira icyemezo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1,500 Frw yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

l) Kwemeza impapuro mpamo / Certificatiion of copies of original documents

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**	- Inyandiko y'umwimerere - Fotokopi y'inyandiko y'umwimerere
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**	1,500 Frw kuri buri kopi yishyurwa biciye ku Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

m) Icyemezo cyo kuba umubyeyi w'umwana utabyaye Certificate of adoption

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kuba umubyeyi w'umwana atabyaye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Usabirwa kuberwa umubyeyi agomba kuba atuye mu Murenge cyangwa ariho abaruye - Uhagarariye umwana agomba kuba ahari - Abatangabuhamya babiri (2) kuri buri ruhande - Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese

	- Ababyeyi ku mpande zombi bagomba kuba bahari - Icyemezo cy'amavuko cy'umwana - Ku bana bakuru bagomba kuba babyemera Ku babyeyi ku mpande zombi: - Kopi z'Indangamuntu - Icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu - Kuba bahibereye - Icyemezo cy'uko ababyeyi b'umwana babyemera - Icyemezo cy'urupfu iyo ababyeyi bapfuye Ku bashaka kuba ababyeyi b'umwana - Kuba bahibereye - Kopi y'Indangamuntu - Kuba afite nibura imyaka 21 y'amavuko - Kaba barusha nibura imyaka 7 uwo bashaka kubera ababyeyi; kuwo bafitanye isano kugeza kurwego rwa 7 agomba kuba amurusha nibura imyaka 3. - Icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu - Kuba uwo bashakanye abyemera
4) **Inzira binyuramo**	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abatangabuhamya babiri (2) kuri buri ruhande.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	500 frw y'ishyirwa kuri konti y'akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

n) Inyandiko yo kwemera umwana / Certificate of child recognition

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 « Attestation de naissance » - Indangamuntu z'ababyeyi (umwimerere na kopi) - Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana - Abatangabuhamya babiri
4) **Inzira binyuramo**	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (registre d'acte de reconnaissance)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	500frw yishyurwa kuri konyi y'akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

o) Icyemezo cyo kuzungura / Succession certificate

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

p) Gukemura ibibazo by'abaturage / Handling citizens' queries and complaints

1)	Uhabwa iyi serivise	Umuntu wese ubikeneye
2)	Umukozi ubishinzwe	Umukozi ushinzwe imiyoboreremyiza
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

q) Gutanga Ubujyanama mu mategeko / Legal guidance

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	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	Igihe ntarengwa	Uwo munsi

r) Icyemezo cy'uwataye Indangamuntu / Certificate for the loss of Identity card

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 NIDA ko igukorera indi ndangamuntu. Mugihe itaraboneka, Umurenge uguha icyemezo gisimbura Indangamuntu by'agateganyo.
5)	**Izindi nzego unyuramo**	Akagari, Polisi
6)	**Amafaranga yishyurwa**	1,500 Frw yo gusimbuza indangamuntu, yishyurwa biciye ku Irembo
7)	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	**Igihe ntarengwa**	Uwo munsi

s) Gusaba gufata Indangamuntu bwa mbere / Application for an Identity Card

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**	- Uza ku Murenge witwaje icyangombwa cyose kikuranga. Ntampapuro zindi zisabwa kuko NIDA iba ifite imyirondoro yabantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA, ajyana icyemezo gitangwa kikanasinywaho n'Umunyamabanga Nshingwabikorwa w'Akagari. - Inyemezabwishyu y'amafaranga 10,000 ku muntu utarubahirije igihe cyo kwibaruza mu gitabo cy'abaturage
4)	**Inzira binyuramo**	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiyandikisha kugirango ahabwe indangamuntu. Umunyamabanga Nshingwabikorwa w'Akagari amwandikira icyemezo cyo gusaba indangamuntu bwa mbere. Icyo cyemezo akijyana ku Murenge ukamushyira ku rutonde rushyikirizwa NIDA[1] ari nayo imenyesha umunsi wo gufotora abafata indangamuntu bwa mbere.
5)	**Izindi nzego unyuramo**	Akagari, NIDA
6)	**Amafaranga yishyurwa**	500 Frw yishyurwa biciye ku Irembo mbere yo gufotorwa
7)	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	**Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

t) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa / Notarisation of sale contract for movble properties

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

[1] Ikigo cy'igihugu gishizwe indangamuntu

	- Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Impande zombi zijya ku biro bya Noteri w'Umurenge bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko - Iyi serivise 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**	5,000 Frw y'amasezerano 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 7

u) Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki / Notarisation of Bank loan contract

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba azana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya Noteri. - Sipesimeni y'umukono w'Umukozi wa banki ubishinzwe iba iri ku Murenge bityo bakabasha kugenzura ko ari we wasinye koko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw y'amasezerano 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

v) Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta/ Notarisation of Legal Statutes of associations and NGOs

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

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

w) Kwemeza umukono / Legalisation of Signatures

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 uhibereye - Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe serivisi itangirwa**	Buri munsi kuva 7h00 kugera 10h00
7) **Amafaranga yishyurwa**	1,500 Frw kuri buri rupapuro yishyurwa biciye ku Irembo
8) **Igihe ntarengwa**	Uwo munsi

x) Icyemezo cy'ubupfakazi (attestation de veuvage) / Certifiacate for being a widow

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

y) Icyemezo cyo kutajurira umwanzuro w'abunzi

1) **Uhabwa iyi serivise**	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imiyoboreremyiza
3) **Ibisabwa**	- Indangamuntu - Icyemezo cy'umwanzuro w'Abunzi
4) **Inzira binyuramo**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Abunzi niba umwanzuro utarajuririwe, yasanga ntabyo agatanga icyemezo cyo kujyana mu rukiko rw'ibanze kugirango batere kashe mpuruza ku mwanzuro w'urukiko rw'abunzi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Buri munsi kuva 7h00 kugeza 10h00
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

z) Kurangiza imanza / Execution of Court judgements

1) **Uhabwa iyi serivise**	Umuntu wese ufite urubanza mu nkiko zisanzwe
2) **Umukozi ubishinzwe**	Umunyamabanga Nshingwabikorwa w'Umurenge
3) **Ibisabwa**	Icyemezo cy'urukiko kiriho kashe mpuruza
4) **Inzira binyuramo**	Ushyikiriza Umunyamabanga Nshingwabikorwa w'Umurenge icyemezo cy'urukiko kiriho kashe mpuruza kugirango arangize urubanza. Umunyamabanga Nshingwabikorwa w'Umurenge arangiza imanza z'inkiko z'ibanze n'izisumbuye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 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).

II. IMISORO N'AMAHORO

a) Gusaba uburenganzira bwo gutangiza ubucuruzi

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutangiza ubucuruzi
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe imisoro n'amahoro
3) **Ibisabwa**	Ibikorwa byo kwiyandikkisha ku musoro w'ipantante bikorerwa ku murenge ku mukozi ws RRA kuri buri Murenge, hashingiwe kubiteangwa n'itegeko numero 75/ 2018 ryo kuwa 7/09/2018 rigena inkomoko y'imari n'umutungo by'inzego z'imitegekere y'igihugu zegerejwe abaturagte.
4) **Inzira binyuramo**	- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera, - Umusoro w'Ipatanti utangira 1 mutarama ukarangira 31 ukoboza buri mwaka.

	- Umuntu wese ushaka gutangiza imirimo y'ubucuruzi nyuma y'ukwezi kwa mutarama yishyurira amezi asigaye kugira ngo umwaka urangire. - Wuzuza impapuro zabigenewe ku muntu ushaka gutangira ubucuruzi - Nyuma agahabwa Nimero iranga umucuruzi (TIN);
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
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro ku Murenge (RRA)
3) **Ibisabwa**	Icyangombwa cy'ubutaka / UPI
4) **Inzira binyuramo**	- Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge bakakubarira amafaranga ugomba kwishyura bitewe n'icyo ubutaka bwawe bwagenewe gukoreshwa, ukajya kuriha umusoro kuri konti ya RRA. - Umusoro ku butaka w'umwaka wishywurwa bitarenze ku itariki ya 31 Ukuboza z'uwo mwaka. - Amafaranga y'umusoro ashobora kwishyurwa no kuri telephone bakanda ***800#** agakuriza amabwiriza .
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka. - Ibyemezo by'Inama Njyanama bimanikwa ku biro ku nzego zose.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) Kwishyura umusoro nyubako

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	-Icyangombwa cy'umutungo utimukanwa -Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabiherewe uruhushya (expertise) -Inyemezamusoro yujujwe neza -Akajya kwishyura kuri Bank cyangwa akishyura akoresheje telephone akanda *800# agakurikiza amabwiriza.

4) **Inzira binyuramo**	Uza ku murenge bakakubarira
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Umusoro ubarwa hakurikijwe agaciro k'inyubako y'Umuturage
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

d) Kwishyura umusoro ku nyungu z'ubukode

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

e) Gutanga amahoro y'isuku rusange

1) **Uhabwa iyi serivise**	Ubantu bose bakorera mu gace k'ubucuruzi ariko badakorera mu masoko
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro(RRA)
3) **Ibisabwa**	-Ipatanti -Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira
4) **Inzira binyuramo**	-Uza ku Murenge ugakorerwa declaration y'ukwezi utarishyura -Ukajya kwishyura kuri Banki cyangwa ukishyurira kuri telephone ukanda *800# ugakurikiza amabwiriza.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga yishyurwa hashingiwe kuyo Inama Njyanama yemeje Amafaranga nanone yishyurwa bitewe n'igihe yishyuriye, Iyo yishyuye ku gihe cyagenwe n'Itegeko yishyura ayemejwe n'Inama Njyanama ,yakwishyura atinze hakiyongeraho ibihano biteganywa n'Itegeko.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

f) 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 -Amahoro atangwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) **Inzira binyuramo**	-Werekakana aho warihiye ukwezi kwashize ku mukozi wa Ngali ubishinzwe. -Ipatenti isabwa ku kwezi kwa mbere k'umwaka w'umwaka wishyurirwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga hashingiwe ku biteganywa n'Iteka rya Perezida n0 25/01 ryo kuwa 09/07/2012 ndetse n'ibyemezo by'Inama Njyanama.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

g) Kwishyura amafaranga yo gushyingura mu irimbi

1) **Uhabwa iyi serivise**	Abantu bashaka gushyingura mu irimbi rusange
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Yishyurwa kuri buri mva
4) **Inzira binyuramo**	Aya mafaranga yishyuzwa na Company ifitanye amasezerano na RRA (Ngali)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga hashingiwe kuyemejwe n'Inama Njyanama y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

III. IMIBEREHO MYIZA Y'ABATURAGE

a) Kwishyurira amafaranga y'ishuri imfubyi n'abana batishoboye

1) **Uhabwa iyi serivise**	Imfubyi n'abana banditse k'urutonde rw'abatishoboye mu cyiciro cya 1 n'icya 2
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	- Icyemezo cy'uko uri imfubyi - Icyemezo cy'uko utishoboye, - Icyemezo cy'uko uri umunyeshuli - Indangamuntu z'ababyeyi ku batari imfubyi
4) **Inzira binyuramo**	Uza ku biro by'Umurenge ugatanda impapuro zisabwa. Umurenge ugenzura ko umwana ari k'urutonde rw'abatishoboye, impfubyi, ababana n'ubumuga kandi akaba ari mu cyiciro cya mbere cyangwa icya kabiri by'ubudehe, n'ibindi.... Hakorwa urutonde rugashyikirizwa umuterankunga.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8)	**Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

b) Gutanga ubufasha ku batishoboye

1)	**Uhabwa iyi serivise**	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3)	**Ibisabwa**	- Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe - Raporo y'umudugudu n'akagari - Indangamuntu z'ababyeyi ku bana b'abatishoboye
4)	**Inzira binyuramo**	Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa guhunda zo kwita ku batashoboye, abazihabwa batoranywa mu rutonde rw'abatishoboye bari mu cyiciro cya mbere n'icya kabiri by'Ubudehe, ku bufatanye na gahunda zihariye nka VUP, FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.) Utugari n'Imidugudu bisabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye ruba ku Karere. Lisiti yemejze ishyikirizwa umuterankunga.
5)	**Izindi nzego unyuramo**	Umuterankunga, Akarere, Akagari, Umudugudu
6)	**Amafaranga yishyurwa**	Ntayo
7)	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	**Igihe ntarengwa**	Biterwa n'imiterere y'inkunga n'aho ituruka

c) Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

1)	**Uhabwa iyi serivise**	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3)	**Ibisabwa**	- Kuba wanditse k'urutonde rw'abatishoboye (mu cyiciro cya mbere n'icya kabiri by'Ubudehe) - Raporo y'Umudugudu n'Akagari - Indangamuntu
4)	**Inzira binyuramo**	- Ubishaka aza ku biro by'Umurenge - Umurenge ugenzura ko ari k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe
5)	**Izindi nzego unyuramo**	Umudugudu, Akagari
6)	**Amafaranga yishyurwa**	Ntayo
7)	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	**Igihe ntarengwa**	Uwo munsi

d) 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

e) 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, abafite ubumuga, etc.) baraterana 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**	Uwo munsi

f) Gutanga ubufasha k'uwahuye n'ibiza

1)	**Uhabwa iyi serivise**	Ubikeneye wese
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'abaturage
3)	**Ibisabwa**	Ntabyo
4)	**Inzira binyuramo**	Raporo y'ibiza ikorwa hakurikijwe imbonerahamwe ya MIDIMAR. 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**	Uwo munsi

g) 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**	Bitarenze iminsi itatu

h) Icyemezo cy'uwacitse ku icumu rya jenoside yakorewe Abatutsi mu Rwanda

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

i) Gukurikirana abana bavuye mu bigo by'imfubyi

1) **Uhabwa iyi serivise**	Abana bavuye mu bigo by'imfubyi bari mu miryango yabakiriye
2) **Umukozi ubishinzwe**	Umukozi 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(Komisiyo y'Igihugu ishinzwe abana)
6) **Igihe itangirwa**	Iyo hari ababonetse
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe ntarengwa**	Uwo munsi

j) 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

IV. UBUVUZI BW'AMATUNGO

a) Gusaba serivise zo gukona ikimasa

1) **Uhabwa iyi serivise**	Umuntu wese ufite ikimasa ashaka gukonesha
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi mu murenge
3) **Ibisabwa**	Kugura ibizakenerwa muri icyo gikorwa (Imiti n'ibindi)
4) **Inzira binyuramo**	Umukozi ubishinzwe atanga igihe azaziraho gukona ikimasa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe ntarengwa**	Hagati y'umunsi 1 na 2

b) Gusaba uruhushya rwo kubaga no kugurisha inyama

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

c) Gusaba gutererwa intanga amatungo

1)	**Uhabwa iyi serivise**	Abantu bashaka guteza intanga inka zabo
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3)	**Ibisabwa**	Inka yarinze
4)	**Inzira binyuramo**	- Inka zarinze bazijyana ku rupangu kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na ni mugoroba. - Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.
5)	**Izindi nzego unyuramo**	Umudugudu n'akagari
6)	**Amafaranga yishyurwa**	Amafaranga y'intanga (500 ku nka)
7)	**Igihe itangirwa**	Iyo inka yarinze , uhamagara muganga w'amatungo ikajyanwa ku rupangu
8)	**Igihe ntarengwa**	Mu gitondo na ni mugoroba ku rupangu, cyangwa iyo uhamagaye muganga w'amatungo mu kiraro cyawe bwite.

d) Kwambika amatungo ibimenyetso biyaranga(amaherena)

1)	**Uhabwa iyi serivise**	Umworozi wese ushaka kugurisha cyangwa kwimurira amatungo ye ahandi, kuyateza intanga, cyangwa kuyashyiraho ibimenyetso biyaranga
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3)	**Ibisabwa**	Kwishyura amaherena hakurikijwe ibiciro byashyizweho n'akarere. Amatungo yatewe intanga yambikwa amaherena ku buntu
4)	**Inzira binyuramo**	Usaba muganga w'amatungo ko agushyirira amaherena ku matungo, cyane cyane mbere yo kwimura amatungo. Muganga aza kugenzura amatungo akayashyiraho amaherena, hanyuma akaguha icyemezo kiriho ibimenyetso byose biranga amatungo na nyirayo.
5)	**Izindi nzego unyuramo**	Banki cg umukozi ushinzwe gukusanya amahoro
6)	**Amafaranga yishyurwa**	Kwishyura amafaranga 1000 y'amaherena kuri buri nka, akishyurwa binyuze ku Irembo cg umukozi ushinzwe gukusanya amahoro
7)	**Igihe itangirwa**	Uhamagara muganga w'amatungo igihe ubikeneye
8)	**Igihe ntarengwa**	Uwo munsi iyo muganga w'amatungo abonetse n'amaherena akaba ahari

e) Gutanga ubuvuzi bw'amatungo

1)	**Uhabwa iyi serivise**	Umuntu wese ufite itungo rirwaye
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi mu murenge
3)	**Ibisabwa**	Ntabyo
4)	**Inzira binyuramo**	- Urahamagara cyangwa ukaza ku Murenge ukareba Umukozi ushinzwe ubworozi. Abadafite telefoni bakwiyambaza ubuyobozi bw'Umudugudu bakabafasha gushaka muganga w'amatungo. - Muganga w'amatungo aza kureba uko itungo rimerewe akandika imiti ikenewe

	- Iyo imiti imaze kugurwa muganga w'amatungo ayivuza itungo.
5) **Izindi nzego unyuramo**	Umudugudu n'Akagari.
6) **Amafaranga yishyurwa**	Kugura imiti yo guha itungo yanditswe na muganga w'amatungo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kugurisha inka mu isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Kugura amaherena Buri tungo rijyanywe mu isoko rigomba kuba rifite iherena
4) **Inzira binyuramo**	Kugirango ubashe kugurisha inka ku isoko ugomba: 1. Kubaza Umukuru w'Umudugudu igihe n'aho isoko ry'inka rizateranira 2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko, igitsina, etc.) 3. Mu munsi umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga 4. Ku munsi w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemo ibiranga buri nka. 5. Wereka ako gatabo ku mukozi wa RAB cyangwa muganga Umukozi ushinzwe ubworozi ku murenge kugiranga aguhe urushya rwo kugurisha 6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo uyigurishijeho.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari
6) **Amafaranga yishyurwa**	Amafaranga yo gushyiraho amaherena yishyurwa biciye mu bakozi bashinzwe gukusanya amahoro
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo muganga w'amatungo abonetse

g) Gukingiza amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gukingiza amatungo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Kwishyura inkingo bitewe n'ubwoko bwazo

4) Inzira binyuramo	- Gukingira amatungo bikorwa mu gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa ahantu hatandukanye kandi rikamanikwa ku biro by'Umurenge, Akagari n'Umudugudu. - Aho amatungo azakingiririrwa haratangazwa ; - Gukingira amatungo ushobora kandi kubisaba Umukozi ushinzwe ubworozi iyo habonetse indwara. - Umukozi ushinzwe ubworozi aza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu Murenge.
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu gihe cyo gukingira
8) Igihe ntarengwa	Ako kanya iyo ari aho amatungo akingiririrwa

h) Kugenzura ubuziranenge bw'ibikomoka ku matungo

1) Uhabwa iyi serivise	Abantu bose bacuruza ibikomoka ku matungo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Iri ni igenzura rikorwa ritunguranye na muganga w'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo kuri gahunda yateganyije Igenzura ry'inyama rikorerwa ku mabagiro yabigenewe n'aho zicururizwa. Amata agenzurirwa ku makusanyirizo yayo mu gihe atwawe kugira hubahirizwe amabwiriza. Amafi nayo agenzurirwa aho arobwa n'aho acururizwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Igihe ntarengwa	Uwo munsi

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

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

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

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

k) UBUHINZI

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutangiza umushinga w'ubuhinzi n'ubworozi mu murenge
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi cyangwa ubworozi
3) **Ibisabwa**	Umushinga wanditse
4) **Inzira binyuramo**	Ubishaka wese yegera umukozi ushinzwe ubuhinzi n'ubworozi mu masaha y'akazi akamugira inama
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo 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 akwirakwiza ibiti ku munsi nyizina wo kubitera
4) **Inzira binyuramo**	Ingemwe zitangirwa ubuntu. Umuturage uri ku rutonde ajya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rugezweho.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu gihe cy'itera ry'ibiti

c) **Gusaba imbuto z'indobanure**

1) **Uhabwa iyi serivise**	Abahinzi bashaka imbuto z'indobanure
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Imbuto zikwirakwiza bitewe n'uko zabonetse bigaterwa kandi na none n'igihe cy'ihinga
4) **Inzira binyuramo**	Akagari n'umurenge bakora ubukangurambaga abahinzi bakiyandikisha muri smart nkunganire, urutonde rutanzwe na smart nkunganire nirwo rushingirwaho hatangwa inyongeramusaruro . (Imbuto n'ifumbire).
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**	Uwo munsi bimaze gusabwa

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 mw'itangira ry'igihembwe cy'ihinga. Habaho gusura ubutaka ngo harebwe uko hameze. Umuturage wese ufite icyorezo cyangwa indwara, yegera ubuyobozi bumwegereye (Umujyanama w'ubuzima, SEDO, ushinzwe ubuhinzi mu Murenge, n'abandi...) Urutonde ry'abahabwa inyongeramusaruro rukorerwa ku mudugudu rukemezwa n'Akagari, binyunze mu mashyirahamwe ya „Twigire Muhinzi" y'ingo 15 kugera kuri 20.
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 ubayobozi b'Akagari n'Umurenge bushinzwe 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 ubuhinzi ku Murenge
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Itegeko rigenga amashyamba rivuga ko hagomba uruhushya rwo gusarura iyo ishyamba rirengeje 0.5 hegitari. Inama zitangwa binyuze mu nama z'ubukangurambaga ku byereke amategeko no kubungabunga amashyamba. Ubikeneye ashobora kandi guhamagara cyangwa akajya kwirebera umukozi ufite amashyamba mu nshingano ku Murenge.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

V. UBUTAKA

a) Gusaba icyemezo cy'ingwate ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutanga ubutaka ho ingwate muri banki kugirango ahabwe inguzanyo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Icyemezo cy'Akagari - Icyangombwa cy'ubutaka

	- Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka - Ushinzwe ubutaka mu Karere nawe ashobora gutanga ubwo bufasha
4) **Inzira binyuramo**	Werekana impapuro za banki zisinyeho. Akagari gasinya kuri izo mpapuro kamaze gusura ubutaka ushaka gutangaho ingwate.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari na banki
6) **Amafaranga yishyurwa**	5,000 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

b) Gutiza undi ingwatey'ubutaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutiza undi muntu ubutaka bwe ho ingwate muri banki kugirango ahabwe inguzanyo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - Icyemezo cy'uko washyingiwe cyangwa uri ingaragu (Utiza n'utizwa) - Noteri w'ubutaka yuzuza impampuro zabigenewe
4) **Inzira binyuramo**	Kuza imbere ya Noteri w'ubutaka bagashyira umukono ku masezerano bikozwe n'impande zombi (Utiza n'utizwa).
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) Gusaba uburenganzira bwo kubaka mu Mudugudu

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu ahagenewe Umudugudu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Icyangombwa cy'Ubutaka Kwishyura umusoro w'ubutaka Raporo y'Akagari
4) **Inzira binyuramo**	-Umunyamabanga Nshingwabikorwa w'Akagari asura ikibanza wifuza kubakamo kugirango arebe koko ko aho hantu hemewe kubakwa, agakora raporo agusabira uburenganzira bwo kubaka ku Murenge. -Ujya ku Murenge ukuzuza impapuro zabigenewe, kandi ukariha n'amafaranga asabwa bitewe n'aho ikibanza giherereye.

	Igisubizo kiboneka mu minsi itatu (3) -Mu Tugari turi mu gishushanyo mbonera cy'Umujyi, icyemezo gitangirwa ku biro by'ubutaka ku Karere.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	5,000 Frw, yishyurwa biciye mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu minsi 3

d) Gusaba icyemezo cy'umutungo

1) **Uhabwa iyi serivise**	Umuntu wese ufite ubutaka cyangwa inzu bitabaruwe
2) **Umukozi ubishinzwe**	Umunyamabanga nshingwabikorwa w'Umurenge
3) **Ibisabwa**	Icyemezo cyasinyweho na Komite y'ubutaka ku rwego rw'Akagali cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari.
4) **Inzira binyuramo**	-Ushaka abagize Komite y'ubutaka bakemeza ko uwo mutungo ari uwawe kandi ko nta makimbirane ufite. -Gusinyisha Umunyamabanga Nshingwabikorwa w'Akagari. -Ujyana icyemezo ku Murenge ,Umunyamabanga Nshingwabikorwa akemeza ko uwo mutungo ari uwawe.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	Kwishyura amafaranga 5000 Frw kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

e) Ubujyanama bw'ibanze k'ubucukuzi bwa kariyeri

1) **Uhabwa iyi serivise**	Umuntu ushaka gukora ubucukuzi bwa kariyeri
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imicungire y'ubutaka
3) **Ibisabwa**	-Kwandikira Akarere binyujijwe ku murenge -Ikarita y'aho kariyeri iri -Gusura kariyeri
4) **Inzira binyuramo**	Ubikeneye agana ibiro by'Umurenge yitwaje ikarita y'aho mine cyangwa kariyeri iherereye kugirango barebe ko aho ashaka gucukura amabuye y'agaciro cyangwa kariyeri hahari koko kandi nta wundi uhakorera. Umurenge usura aho hantu, basanga bishoboka bagakora raporo ikoherezwa ku Karere. Igisubizo kiboneka mu minsi itatu kandi mu nyandiko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Iminsi 3

f) Gukemura ibibazo n'amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka, imiturire n'ibikorwa remezo mu murenge
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Iyo serivise itangirira ku mudugudu huzuzwa ikayi y'uko ikibazo cyakemutse. Bikomereza ku kagari naho ikayi ikandikwamo uko ikibazo cyakemuwe. Iyo binaniranye, ikibazo gishyikirizwa Umurenge. Ubutaka burasurwa kugirango Umurenge umenye uko ikibazo gihagaze. Hashakishwa igisubizo kigatangwa mu nyandiko, ndetse hagakorwa raporo y'uko cyakemuwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka uwo munsi, ibindi bigasaba ko ubutaka busurwa.

g) Ubujyanama ku gishushanyombonera cy'imiturire

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

h) Inama ku mishinga ishingiye ku bikorwaremezo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ,imiturire n'ibikorwaremezo mu Murenge
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'Umurenge. Abifuza amashanyarazi n'amazi bashyirwa kuri rutonde bagakorerwa ubuvugizi ku bigo bishinzwe amazi n'amashanyarazi.
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

i) Ubujyanama bw'ibanze ku byangombwa by'ubutaka

1)	Uhabwa iyi serivise	Umuntu wese ubikeneye
2)	Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ,imiturire n'ibikorwaremezo mu Murenge
3)	Ibisabwa	Icyangombwa cy'ubutaka
4)	Inzira binyuramo	Ujya ku biro by'Umurenge kugirango uhabwe inama. Iyi serivise kandi itangirwa no mu nama z'ubukangurambaga.
5)	Izindi nzego unyuramo	Ntazo
6)	Amafaranga yishyurwa	Ntayo
7)	Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	Igihe ntarengwa	Uwo munsi

j) Gusaba uruhushya bwo gusana/kuvugurura inyubako

1)	Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu Murenge
2)	Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3)	Ibisabwa	- Urwandiko rusaba rwandikiwe Umurenge - Kopi y'Icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura amahoro y'ubukode by'ubutaka kuri konti y'Akarere - Kwishyura amafaranga y'uruhushya kuri konti y'Akarere - Raporo y'isura ry'aho inzu iri.
4)	Inzira binyuramo	Ubu buryo bwemezwa mu gace kagenewe kubakwamo Umudugudu. Mu duce turi muri master plan, inzira zo gushaka icyangombwa cyo kuvugurura cyangwa gusana gitangwa n'ibiro bishinzwe ubutaka mu Karere. Usaba yuzuza ibisabwa ku Kagari. -Akagari gasura ikibanza kakareba koko aho hantu hemewe kubakwa.Raporo y'isurwa ishyikirizwa Umurenge.
5)	Izindi nzego unyuramo	Akagali
6)	Amafaranga yishyurwa	1200rwf
7)	Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	Igihe ntarengwa	Iminsi 7

k) Kwandikisha ubutaka butabaruwe

1)	Uhabwa iyi serivise	Nyir'ubutaka
2)	Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3)	Ibisabwa	- Kopi y'indangamuntu ya nyir'ubutaka/ba nyir'ubutaka - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi

	bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi - Iyo nimero y'ubutaka itazwi: 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'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-Kwishyura amafaranga 1,000 Frw yo kwandikisha ubutaka - Kwishyura amafaranga 10,000 Frw y'ifoto y'isambu/ikibanza
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu byumweru 2

l) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure

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

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

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga usaba

	- Icyemezo cy'uko uri ingaragu cyangwa washyingiwe - Icyemezo cy'urukiko gitegeka ihererekanya - Inyandikomvugo y'irangizarubanza
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

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

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

o) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure mu cyamunara cyangwa kwegukana ingwate byemejwe n'umuyobozi ufite kwandika ingwate mu inshingano ze

1) **Uhabwa iyi serivise**	Uwaguze muri cyamunara
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'indangamuntu ugura - Ibyangombwa by'ubutaka - Amasezerano y'inguzanyo ariho inyandikompuruza agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya,

	5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga umuzungura/abazungura - Icyemezo cyo kuba warashyingiwe cy'uko uri ingaragu cy'umuzungura/abazungura - Inyandikoy'umurage yakorewe imbereya Noteri (Authentic Will)/inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'Umwanditsi w'irangamimerere cyangwa Icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n'Inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwa by'ubutaka busabirwa izungura
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi.

q) Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'impano yakorewe imbere ya Noteri yashyizweho umukono n'uwatanze n'uwahawe
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

r) Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'ihererekanya yashyizweho umukono n'impande zombi
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

s) Ihererekanya ry'uburenganzira ku butaka kubera iyimurwa ku mpamvu z'inyungu rusange

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi z'ibiranga uwimuwe ku nyungu rusange - Icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange(ikicyemezo kigomba kuba kita rajuririwe cyangwa kitagishoboye kujuririrwa) - Icyemezo kigaragaza ko indishyi ikwiye yatazwe. - Ibyangombwa by'ubutaka burebwa n'iyimurwa kubera inyungu rusange
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu

	- Umugabo ubihamya kuri buri ruhande
4) **Inzira binyuramo**	Ujya ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu minsi 14

u) Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye cyangwa cyangiritse

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

v) Kugenzura imyubakire

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyangombwa cy'ubutaka n'icyo kubaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	-Icyangombwa cy'ubutaka -Icyangombwa cyo kubaka -Igishushanyo cy'inzu

4)	**Inzira binyuramo**	Bikorwa n'Umukozi ushinzwe ubutaka mw'igenzura risanzwe
5)	**Izindi nzego unyuramo**	Ntazo
6)	**Amafaranga yishyurwa**	Ntayo
7)	**Igihe itangirwa**	Mu isuzuma ry'ubutaka
8)	**Igihe ntarengwa**	Uwo munsi

VI. UBUREZI

a) Kwakira inyandiko z'abasaba akazi k'ubwarimu

-	**Uhabwa iyi serivise**	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
-	**Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu Murenge
-	**Ibisabwa**	- Kopi y'impamyabushozi itariho umukono wa Noteri - Kuzuza ifishi ya Komisiyo y'Abakozi ba Leta igihe cyo gusaba akazi, - Kopi y'Indangamuntu
-	**Inzira binyuramo**	- Inzandiko zisaba akazi zijyanwa ku Karere n'Umukozi ushinzwe Uburezi mu Murenge mu gihe cyateganijwe mu itangazo. - Usaba akazi ashobora no kwitwarira dosiye isaba akazi ku Karere. - Akarere niko gatanga akazi.
-	**Izindi nzego unyuramo**	Ntazo
-	**Amafaranga yishyurwa**	Ntayo
-	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
-	**Igihe ntarengwa**	- Uwo munsi iyo ari ugusimbura umwarimu wagiye - Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.

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

1)	**Uhabwa iyi serivise**	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye, imyuga n'ubumenyingiro
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu Murenge
3)	**Ibisabwa**	- Ku barimu,urwandiko ruriho umukono w'Umuyobozi w'Ishuri rwandikirwa Umunyamabanga Nshingwabikorwa w'Umurenge. - Kubanyeshuri, kureba Umukozi ushinzwe uburezi mu Murenge
4)	**Inzira binyuramo**	- Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umukozi ushinzwe uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo) - Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinwe Uburezi kugirango bandikwe cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.
5)	**Izindi nzego unyuramo**	Ntazo
6)	**Amafaranga yishyurwa**	Ntayo
7)	**Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8)	**Igihe ntarengwa**	Uwo 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 nyuma 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 n'uburezi bw'ibanze bw'imyaka 12 gusa ku byerekeye amashuri yisumbuye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo 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 n'umushinga
4) **Inzira binyuramo**	- Batoranywa n'umushinga ubifashijwemo n'Ubuyobozi bw'Inzego z'Ibanze (Umudugudu, Akagari, Umurenge) - Hasuzumwa ubusabe k'ubufatanye n'ushinzwe uburezi ku Murenge. - Kuri FARG habarurwa abahari kandi bagakurikiranwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

e) **Kwakira abafatanyabikorwa bo mu Burezi**

1) **Uhabwa iyi serivise**	Umufatanyabikorwa mu burezi
2) **Umukozi ubishinzwe**	Umunyamabanga Nshingwabikorwa w'Umurenge
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	- Umufatanyabikorwa ajya ku Karere agatanga icyifuzo cye. Akarere kamwohereza mu Murenge watoranijwe. - Umurenge ufasha umufatanyabikorwa guhitamo abana bazafashwa mu Midugudu n'Utugari

	- Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nizo zitoranywa mo abagomba gufashwa. - Hagomba gutoranywa abafite ibibazo kurusha abandi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

f) Kwakira abayobozi b'ibigo by'amashuri

1) **Uhabwa iyi serivise**	Abayobozi b'ishuri
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu Murenge
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	- Ujya kureba Umukozi ushinzwe uburezi mu Murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: Gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc. - Umwanzuro wa nyuma ufatwa n'Akarere
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

g) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

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

ISUKU

a) Icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa abantu benshi icyarimwe

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, koza imodoka, igaraje, gucumbikira abantu

	n'ibindi).
2) **Umukozi 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 cyangwa SEDO, Umunyamabanga Nshingwabikorwa w'Umurenge, Muganga w'amatungo, DASSO, Uhagarariye ingabo.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu masaha y'akazi
8) **Igihe ntarengwa**	Mu minsi 3

b) KUGENZURA ISUKU

1) **Uhabwa iyi serivise**	Umuntu wese ukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, n'ibindi...)
2) **Umukozi ubishinzwe**	Umukozi 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

c) Gufasha 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**	Bahera kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi w'Umurenge ku rwego rw'Umudugudu afasha ku bukangurambaga mu ngo. Abatarishyura Umurenge urabandikira kandi bikanatangwanzwa mu muganda
5) **Izindi nzego unyuramo**	Umudugugu, Akagari na Rwiyemezamirimo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) **Igihe ntarengwa**	Mu minsi 3

VII. 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**	Icyumweru kimwe