REPUBULIKA Y'U RWANDA

UMUJYI WA KIGALI

AKARERE KA KICUKIRO

IMBONERAHAMWE YA SERIVISI ZITANGWA KU RWEGO RW'AKARERE

UMWAKA WA 2018

Ibirimo

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Akarere zigenwa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitangire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'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.

Akarere kagomba 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 serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umuyobozi Mukuru w'Imirimo Rusange, Umunyabanga Nshingwabikorwa w'Akarere, Abayobozi Bungirije b'Akarere, Umuyobozi w'Akarere cyangwa Inama Njyanama y'Akarere. Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayasanga ku rubuga rwa interineti rw'Akarere arirwo: www.kicukiro.gov.rw

IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISE ZITANGIRWA KU KARERE

1. SERIVISE ZITANGIRWA MU ISHAMI RY'UBUTAKA, IMYUBAKIRE N'IBIKORWAREMEZO (OSC)

A. IBYANGOMBWA BYO KUBAKA (OSC)

a) Gusaba uruhushya rwo kubaka ahagenewe inyubako zisanzwe (*Single Family Area*)

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu
2) **Umukozi ubishinzwe**	Umuyobozi w'Ishami ry'Ibikorwaremezo,*One Stop Center*.
3) **Ibisabwa**	- Inyigo y'umushinga wuzuye wakozwe neza n'inzobere (*Architect, Engineer*), - Kohereza inyigo y'umushinga hakoreshejwe ikoranabuhanga (*online services*) kuri www.bpmis.gov.rw - Fotokopi y'icyangombwa cy'ubutaka; - Ifishi y'ubutaka (*deed plan*). - Impapuro zereka ko hishyuwe imisoro y'ubutaka imyaka yose yabanje.
4) **Izindi nzego unyuramo**	Ntazo
5) **Amafaranga yishyurwa**	- Kuva kuri metero kare 0 kugera kuri metero kare

	100 hishyurwa amafaranga ibihumbi makumyabiri y'u Rwanda (20,000 FRW). - Kuva kuri metero kare 100 kugera kuri metero kare 500 hishyurwa amafaranga ibihumbi mirongo ine y'u Rwanda (40,000FRW). - Kuva kuri metero kare 500 kuzamura hishyurwa amafaranga ibihumbi mirongo itandatu y'u Rwanda (60,000 FRW). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
6) **Igihe itangirwa**	Mu minsi y'akazi, kuva saa moya kugeza saa kumi n'imwe.
7) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

b) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cyo kubaka cyarengeje igihe
2) **Umukozi ubishinzwe**	Umuyobozi n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (One Stop Center - OSC)
3) **Ibisabwa**	- Ubusabe bukorwa mu buryo bw'ikoranabuhanga (*Online services*) kuri www.bpmis.gov.rw - Kopi y'icyangombwa cyo kubaka cyarengeje igihe. - Impapuro zerekana ko hishyuwe imisoro y'ubutaka imyaka yose yabanje.
4) **Inzira binyuramo**	Ubusabe bukorwa mu buryo bw'ikoranabuhanga (*Online services*) kuri www.bpmis.gov.rw

5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Kuva kuri metero kare 0 kugera kuri metero kare 100 hishyurwa amafaranga ibihumbi makumyabiri y'u Rwanda (20,000 FRW). - Kuva kuri metero kare 100 kugera kuri metero kare 500 hishyurwa amafaranga ibihumbi mirongo ine y'u Rwanda (40,000FRW). - Kuva kuri metero kare 500 kuzamura hishyurwa amafaranga ibihumbi mirongo itandantu y'u Rwanda (60,000FRW). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	iminsi icumi n'itanu (15).

c) Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ubishinzwe.
3) **Ibisabwa**	- Impapuro zishyuza - Amasezerano - Ikigaragaza ko imirimo yakozwe kandi yakiriwe
4) **Inzira binyuramo**	- Kwandikira Umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuza (inyemezabuguzi).
5) **Izindi nzego unyuramo**	Ntazo

6) **Amafaranga yishyurwa**	Ntayo.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi ivugwa mu masezerano.

d) Gusaba uburenganzira bwo kongera cyangwa kuvugurura inyubako

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kongera cyangwa kuvugurura inzu ye.
2) **Umukozi ubishinzwe**	Umuyobozi w'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (*One Stop Center)*.
3) **Ibisabwa**	- Inyigo y'umushinga wuzuye wakozwe neza n'inzobere (*Architect, Engineer*), - Kohereza inyigo y'umushinga hakoreshejwe ikoranabuhanga (*online Services*) kuri www.bpmis.gov.rw - Fotokopi y'icyangombwa cy'ubutaka; - Ifishi y'ubutaka (*deed plan*). - Impapuro zereka ko hishyuwe imisoro y'ubutaka imyaka yose yabanje.
4) **Inzira binyuramo**	Ubusabe bukorwa mu buryo bw'ikoranabuhanga (*online services*) kuri www.bpmis.gov.rw
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Kuva ku buso bwubakwaho metero kare 0 kugera kuri metero kare 100 hishyurwa amafaranga ibihumbi makumyabiri y'u Rwanda (20,000FRW). - Kuva ku buso bwubakwaho metero kare 100 kugera kuri metero kare 500 hishyurwa amafaranga ibihumbi mirongo ine y'u Rwanda (40,000 FRW).

	- Ubuso bwubakwaho burengeje metero kare 500 hishyurwa amafaranga ibihumbi mirongo itandatu y'u Rwanda (60,000 FRW). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

B. SERIVISI Y'IBYANGOMBWA BY'UBUTAKA (OSC)

a) Kugabanya isambu/umurima/ikibanza mo ibice

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere
3) **Ibisabwa**	- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice. - Ifishi y'ubutaka (*deed plan*) yemejwe n'umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere - Impapuro zerekana ko hishyuwe imisoro y'ubutaka imyaka yose yabanje - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, n'umukozi wapimye (*Private land surveyor*). **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 1*** yatanzwe n'Ikigo cy'Igihugu

	cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya *OSC*.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe ari bo *Land administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe *GIS*. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo z'ubutaka kugira ngo ikorerwe ibyangombwa by'ubutaka bishyashya.
5) **Izindi nzego unyuramo**	Ntazo.
6) **Amafaranga yishyurwa**	- Hishyurwa amafaranga ibihumbi icumbi by'u Rwanda (10,000FRW) y'Igishushanyo cy'ubutaka (*deed plan*). - Hishyurwa amafaranga ibihumbi bitanu by'u Rwanda (5,000 FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

b) **Guhuza ubutaka**

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere
3) **Ibisabwa**	- Ibyangombwa by'ubutaka busabirwa guhuzwa - Ifishi y'ubutaka (*deed plan*). - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, n'umukozi wapimye ubutaka (*Private land surveyor*). - Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 2*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe ari bo *Land Administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe GIS. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo z'ubutaka kugirango ikorerwe ibyangombwa by'ubutaka bishyashya.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hishyurwa amafaranga ibihumbi icumi by'amafaranga y'u Rwanda (10,000FRW) y'Igishushanyo cy'ubutaka (*deed plan*). - Hishyurwa frw 5,000 kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku

	Iteka rya PEREZIDA n°25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

c) **Gukosora imbibi cyangwa ubuso bw'ubutaka**

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Icyangobwa cy'umwimerere cy'ubutaka bukosorwa - Ifishi y'ubutaka (*Deed plan*). - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka (*Private land surveyor*). - Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 3*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya *OSC*.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe *GIS*. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi

	w'impapurompamo z'ubutaka kugirango ikorerwe ibyangombwa by'ubutaka bishyashya.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hishyurwa amafaranga bihumbi icumi y'u Rwanda (10,000 FRW) y'Igishushanyo cy'ubutaka (*deed plan*). - Hishyurwa frw 5,000 kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30)

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Icyangombwa cya kera cy'ubutaka cy'umwimerere. - Ifishi y'ubutaka (*Deed plan*). - Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form*** **17** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.

4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe GIS. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo z'ubutaka kugirango ikorerwe ibyangombwa by'ubutaka bishyashya.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hishyurwa amafaranga ibihumbi icumi y'u Rwanda (10,000 FRW) y'Igishushanyo cy'ubutaka (*deed plan*). - Hishyurwa amafaranga ibihumbi bitanu (5,000 FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n°25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

e)* Guhindura ubukode burambye bukaba inkondabutaka *(Full title Ownership/Titre de Propriété)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.

3) **Ibisabwa**	- Icyangombwa cy'ubutaka cy'ubukode burambye. - Uruhushya rwo kubaka rw'inyubako isabirwa inkondabutaka. - Icyemezo cy'igenzura kigaragaza ko inyubako yubatswe nk'uko byari biteganyijwe - Icyemezo gitanga uburenganzira bwo gutura mu nzu (*Permis d'occupation*). - Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 18*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda,iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami w'ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe GIS. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo z'ubutaka kugirango ikorerwe ibyangombwa by'ubutaka bishyashya
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwaamafaranga ibihumbi bitanu (5,000FRW) ku cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	-Icyangombwa cy'umwimerere cy'ubutaka busabirwa guhindura amakuru. **NB:** Aya makuru yose aboneka kuri ***Form 19*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo: - Land administator hamwe n' - Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (online) ku mubitsi w'impapurompamo z'ubutaka kugirango ikorerwe ibyangombwa by'ubutaka bishyashya.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena

	ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Icyangombwa cy'umwimerere cy'ubutaka busabirwa guhindura amakuru. - Kopi yibiranga nyir'ubutaka (*Registration certificate*). **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 20*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda,iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y' u Rwanda (5,000 FRW) ku cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012

	rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Ibiranga ishyirahamwe ry'isangiramutungo ku nyubako. - Igishushanyo kigaragaza imiterere - y'inyubako (*Building plan*) kigaragaza ubuso bwa buri gice kigize isangira mutungo kunyubako cyemejwe n'urwego rubifitiye ububasha. - Ibyangombwa by'ubutaka - Icyemezo cyo gukoresha inyubako (*Occupation permit*). **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 21a*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda,iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi

	w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi (15).

i) Kwandikisha igice cy'inyubako (*condominium unit*) kiri mu isangiramutungo ku nyubako

1) **Uhabwa iyi serivise**	Abagize ishyirahamwe rya ba nyir'inyubako
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Ibyangombwa by'ibice by'isangiramutungo w'inyubako (*condominium unit*). - Kopi y'ibiranga abarebana n'igabana - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'igabana ry'ibice by'isangiramutungo yakorewe imbere ya noteri mu by'ubutaka. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 21b*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa na n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC)

	igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Abagize ishyirahamwe
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.

3) **Ibisabwa**	- Kopi y'ibiranga abarebwa n'ihererekanya ry'uburenganzira. - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze. - Amasezerano y'ihererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka. - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (*Condominium Unit*). - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe ari bo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga(online) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000FRW) kuri buri cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

k) Gukosora amakuru mu gitabo (*registre*) cyanditsemo amakuru y'ubutaka (amazina yanditse nabi, inimero y'irangamuntu, ...)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000 FRW) ku cyangombwa cy'ubutaka gishya. **Icyitonderwa**: Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

l) Iyandikwa ry'amakuru-nyongera (*annotation*) mu gitabo (*registre*) cyanditsemo amakuru y'ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.

3) **Ibisabwa**	- Kopi y'ibiranga usaba - Icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form*** 23 yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umunsi utangwa n'Akarere
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.

3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka - Icyangombwa cyatakaye cyangwa cyangiritse: icyemezo cy'urukiko cyemeza gutakara cyangwa kwangirika (gushwanyuka). - Iyo ibyangombwa byangiritse, uzana ibyangombwa byangiritse ukwabyo. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form*** 24 yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000FRW) ku cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

n) Guhinduza icyo ubutaka bwagenewe gukoreshwa

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Ibyangombwa by'ubutaka - Raporo yo guhindura icyo ubutaka bwagenewe gukoreshwa iriho umukono y'umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere cyangwa Umuyobozi wa OSC. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form*** **27** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami rya OSC.
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ku cyangombwa cy'ubutaka gishya hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000 Frw). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa

	by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere.
3) **Ibisabwa**	- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - Icyemezo cyo kuba warashyingiwe/ Icyemezo cy'uko uri ingaragu/ Regisitiri ya sosiyete cyangwa ishyirahamwe. - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'urwego rubifitiye ububasha rwatanze ubwo butaka - Iyo nta nkondabutaka (*Titre de propriété*) yatanzwe hakenerwa ifishi y'ubutaka (*Fiche Cadastrale*) yemejwe n'Umukozi

	ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere. - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi n'umukozi wapimye ubutaka (*Private Survayor*).
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator*, Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere n'Umukozi ushinzwe GIS. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku Umubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hishyurwa amafaranga ibihumbi mirongo itatu (30,000FRW): ibihumbi makumyabiri (20,000FRW) y'ihererekanya, amafaranga ibihumbi bitanu (5,000 FRW) y'icyangombwa gishya n'amafaranga ibihumbi bitanu (5,000 FRW) ya Noteri yishyurwa hakoreshejwe serivisi z'irembo. - Hishyurwa frw 1000 ya fiche cadastrale (Iyo nta nkondabutaka bufite) **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze

7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi cumi n'itanu (15).

p) Gusaba kongera cyangwa kuvana abafite uburenganzira ku butaka mu gitabo cy'ubutaka (*registre*)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere

3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, hiyongeraho icyemezo cy'uko nyir'ubutaka yashyingiwe. Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana, hiyongeraho: - Icyemezo cy'uko uwo bashyingiranywe yitabye Imana; - Icyemezo cy'uko yashyingiwe; - Icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka. Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, hiyongeraho: - Icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangizarubanza, cyangwa - Inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana. **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form 31*** yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC)
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa n'abatekinisiye babishinzwe aribo *Land administator* n'Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo

6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu y'u Rwanda (5,000 FRW) ku cyangombwa cy'ubutaka gishya. **Icyitonderwa:** Amafaranga acibwa hashingiwe ku Iteka rya PEREZIDA n° 25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere n'Umunyamategeko mu

	by'ubutaka (*Land Lawyer*) muri OSC.
3) **Ibisabwa**	- 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). **Icyitonderwa:** Aya makuru yose aboneka kuri ***Form*** 32 yatanzwe n'Ikigo cy'Igihugu cy'Imicungire y'ubutaka mu Rwanda, iboneka mu Karere mu Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC)
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) igasuzumwa na *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15).

r) **Kwemeza igishushanyo cy' ikibanza (*deed plan*)**

1) **Uhabwa iyi serivise**	Umuntu ufite ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere cyangwa Umuyobozi w'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC).
3) **Ibisabwa**	- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe/Icyemezo cy'umutungo gitangwa ku rwego rw'umurenge. - *Fiche cadastrale/Deed plan* yakozwe nurwego rubifitiye ubumenyi (*Private land surveyor*).
4) **Inzira binyuramo**	Dosiye yujuje ibisabwa yakirwa n'Ishami ry'Ubutaka, Imyubakire n'Ibikorwaremezo (OSC) ku Karere igasuzumwa na *Land administator* n'Umukozi ushinzwe imicungire n'imikoreshereze y'ubutaka mu Karere. Dosiye imaze gusuzumwa yoherezwa hakoreshejwe ikoranabuhanga (*online*) ku mubitsi w'impapurompamo
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi icumi y' u Rwanda (10,000 FRW) by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
8) **Igihe ntarengwa**	Iminsi irindwi (7)

s) **Gukemura amakimbirane ashingiye ku butaka**

1) **Uhabwa iyi serivise**	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire n'imikoreshereze y'ubutaka ku Karere hamwe n'umunyamategeko mu by'ubutaka (*Land lawyer*) muri OSC.

3) **Ibisabwa**	Ibaruwa yandikiwe umuyobozi w'Akarere (*Mayor*) igaragaza imiterere y'ikibazo hamwe n'izindi nyandiko zose zigaragaza ubwo butaka.
4) **Inzira binyuramo**	Ibaruwa ishyikirizwa Ubunyamabanga rusange bw'Akarere (*Central Secretariat*)
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi irindwi (7).

2. NOTERI

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

1) **Uhabwa iyi serivise**	Umuntu wese ufitanye amasezerano n'undi.
2) **Umukozi ubishinzwe**	Umujyanama mu mategeko na notariya.

3) **Ibisabwa**	- Amasezerano y'ubugure; - Kugaragaza ko yishyuye iyo serivisi binyuze muri serivisi z'IREMBO; - *Acte de mariage* ku basezeranye, icyemezezo cy'uko ari ingaragu cyangwa icyemezo cy'ubutane; - Kuzana abatangabuhamya babiri - Fotokopi y'indangamuntu ku mpande zose.
4) **Inzira binyuramo**	- Iyo uwishyuye abonye ubutumwa bugufi bwa Noteri kuri telefoni aza ku Karere yitwaje ibisabwa byavuzwe haruguru. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko, byaba byuzuye bagasinyira imbere ye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bibiri (2,000FRW) ku masezerano nk'uko biteganwa n'iteka rya Perezida n° 100/01 ryo ku wa 24/02/2017 rigena ingano n'amafaranga yishyurwa kuri serivisi zitangwa n'umunoteri.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi ibiri (2).

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

1) **Uhabwa iyi serivise**	Umuntu wasabye inguzanyo cyangwa wandukuza ingwate
2) **Umukozi ubishinzwe**	Umujyanama mu mategeko na Notariya

3) **Ibisabwa**	- Kwishyura kuri serivisi y'IREMBO.
	- Kuzana amasezerano yagiranye na banki aherekejwe n'umwishingizi akerekana ibi bikurikira:
	  - *Acte de mariage* ku basezeranye, icyemezezo cy'uko ari ingaragu cyangwa icyemezo cy'ubutane.
	  - Kuzana abatangabuhamya babiri
	  - Fotokopi y'indangamuntu ku mpande zose.

4) **Inzira binyuramo**	- Iyo usaba serivisi amaze kwishyura no kubona ubutumwa bugufi bwa noteri kuri telefoni ye, aza gufata volume number kwa noteri ajyana kuri banki kugirango bamukorere amasezerano. - Kuzana amasezerano yagiranye na banki aherekejwe n'umwishingizi akerekana ibisabwa byavuzwe haruguru bagasinyira imbere ya noteri.
5) **Izindi nzego unyuramo**	Banki asaba inguzanyo.
6) **Amafaranga yishyurwa**	Buri Banki yishyiriraho ibiciro aba clients bayo bishyura.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

c) **Gusaba gushyira umukono kuri sitati y'amakoperative n'imiryango itari iya Leta**

1) **Uhabwa iyi serivise**	Umuntu wese uzanye sitati
2) **Umukozi ubishinzwe**	Umujyanama mu mategeko na notariya
3) **Ibisabwa**	- **Imiryango itari iya Leta(NGO's)** - kumenyekanisha no kwishyurira muri serivisi y'IREMBO kuri konti y'Akarere ka Kicukiro. - Kuzana ibitabo bine (4) byakosowe. - Kuzana imigereka ya sitati. - Urutonde rw'abanyamuryango. - Indahiro y'umuvugizi. - Indahiro y'umuvugizi wungirije. - Inyandikomvugo y'Inama yatangije umuryango. **B.Amakoperative** - Kumenyekanisha no kwishyurira muri serivisi y'IREMBO kuri konti y'Akarare ka Kicukiro. - Kugaragaza inyemezabwishyu kuri service IREMBO. - Kuba hari nibura abanyamuryango icumi (10) bashaka gushinga koperative. - Kuba baratanze imari shingiro bemeranyijweho. - Abagize koperative ntibagomba kurenga 50% bo mu rugo rumwe. - Icyemezo cy'umurenge kigaragaza ko iyo koperative ikorera mu murenge. - Amategeko shingiro ya Koperative n'amategeko y'umwihariko. - Urutonde rw'amazina yose

d) Kugira inama abaturage mu by'amategeko

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye inama.
2) **Umukozi ubishinzwe**	Umujyanama mu mategeko na notariya
3) **Ibisabwa**	-Ibisobanuro mu magambo cyangwa mu nyandiko ku nama agisha.
4) **Inzira binyuramo**	- Usaba serivisi aza ku biro bya noteri w'Akarere agasobanura uko ikibazo giteye niba asaba inama mu magambo. - Niba akeneye inama mu nyandiko yandikira Umuyobozi w'Akarere asaba inama akomekaho inyandiko asabaho inama akabishyira mu Bunyamabanga bw'Akarere (*Central Secretariat*)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	-Mu magambo ni uwo munsi -Mu nyandiko ni iminsi irindwi (7).

e) **Kwemeza inyandiko mpamo**

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye noteri
2) **Umukozi ubishinzwe**	Umujyanama mu mategeko na notariya
3) **Ibisabwa**	- Kumenyekanisha no kwishyurira muri serivisi y'IREMBO kuri konti y'Akarare ka Kicukiro. - Kugaragaza inyemezabwishyu kuri service IREMBO. - Kuzana impapuro z'umwimerere na kopi yazo
4) **Inzira binyuramo**	Uza ku Biro bya noteri w'Akarere witwaje ibisabwa umaze kubona ubutumwa bugufi bwa noteri kuri telephone yawe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga igihumbi na magana atanu y'u Rwanda (1,500FRW) kuri buri sitati nk'uko biteganwa mugaka ka 3° k'ingingo ya 3 y'iteka rya Perezida n° 100/01 ryo ku wa 24/02/2017 rigena ingana n'amafaranga yishyurwa kuri serivisi zitangwa n'umunoteri.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Uwo munsi

3. KWAKIRA IMISORO N'AMAHORO

a) Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyuwe aho adakwiye

1) **Uhabwa iyi serivise**	Umuntu wese wishyuye amafaranga y'ikirenga cyangwa uwishyuriye serivisi atasabye.
2) **Umukozi ubishinzwe**	- Umuyobozi w'Ishami ry'Imari mu gihe usaba serivisi yayisabye mbere y'umwaka wa 2015. - Komiseri wa RRA mu gihe usaba serivisi yayisabye nyuma y'umwaka wa 2015.
3) **Ibisabwa**	- Ibaruwa yandikiwe Umuyobozi w'Akarere iyo byabaye mbere y'uko imisoro n'amahoro byegurirwa RRA. - Iyo yishyuye nyuma yuko imisoro yegurirwa RRA yandikira Komiseri wa RRA. - Kugaragaza impapuro z'umwimerere za banki wishyuriyeho ayo mafaranga. - Nomero ya konti yishyuriweho amafaranga. - Fotokopi y'indangamuntu(Nomero y'indangamuntu)
4) **Inzira binyuramo**	**Iyo hishyuwe amafaranga arenga asabwa:** - Wandikira Umuyobozi w'Akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho z'umwimerere. - Amafaranga yishyuwe y'ikirenga arayasubizwa. **Iyo wishyuye kuri konti itari yo:** - Wandikira komiseri wa RRA usaba gusubizwa amafaranga yishyuwe kuri konti itari yo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.

8) **Igihe ntarengwa**	Iminsi icumi n'itanu (15) iyo amafaranga asubizwa yishyuwe mbere ya 2015; n'iminsi irindwi (7) mu gihe usaba iyi serivisi yishyuye nyuma ya 2015 aho imisoro n'amahoro byegurirwaga Ikigo cy'Igihugu gishinzwe imisoro n'amahoro RRA (*Rwanda Revenue Authority*).

b) Guhabwa amakuru ku misoro n'uko ibarwa

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi wa RRA ushinzwe kwakira imisoro n'amahoro y'Akarere.
3) **Ibisabwa**	**Ibikorwa bibyara inyungu:** - Kumenyekanisha aho ukorera n'imirimo ukora. **Umusoro ku mitungo:** - Ibyangombwa by'umutungo **Umusoro ku bukode:** - Amasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro.
4) **Inzira binyuramo**	Uza ku Karere cyangwa kuri site za RRA ziherereye mu Mirenge ya Gikondo na Nyarugunga witwaje ibisabwa byasobanuwe haruguru.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1)

c) Guhabwa impapuro zakatiweho imisoro (withholding tax) ya RRA

1) **Uhabwa iyi serivise**	Umuntu wese wagiranye amasezerano n'Akarere.
2) **Umukozi ubishinzwe**	Umubaruramari w'Akarere.
3) **Ibisabwa**	- Amasezerano usaba serivisi yagiranye n'Akarere. - Inyemezabuguzi
4) **Inzira binyuramo**	Ujya mu biro by'umubaruramari w'Akarere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1).

d) Guhabwa impapuro zishyuriweho

1) **Uhabwa iyi serivise**	Umuntu wese wishyuwe n'Akarere
2) **Umukozi ubishinzwe**	Umubaruramari w'Akarere
3) **Ibisabwa**	- Amasezerano usaba serivisi yagiranye n'Akarere. - Inyemezabuguzi wishyuriweho
4) **Inzira binyuramo**	Ujya mu biro by'umubaruramari w'Akarere bakaguha kopi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1).

e) Gusaba kwishyura imisoro mu bice

1) **Uhabwa iyi serivise**	Umuntu wese ubyifuza
2) **Umukozi ubishinzwe**	Komiseri wa RRA
3) **Ibisabwa**	- Ibaruwa yandikiwe Komiseri wa RRA isobanura impamvu yo gusaba kwishyura imisoro mu bice; akagenera kopi Umuyobozi w'Akarere. - Kwishyura nibura 25% by'umusoro usabwa nk'uko biteganywa n'iteka rya Perezida N°25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze.
4) **Inzira binyuramo**	- Ibaruwa yandikiwe Komiseri wa RRA isobanura impamvu yo gusaba kwishyura imisoro mu bice ukayijyana ku cyicaro gikuru cya RRA.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Bigenwa n'urwego rwabisabwe(RRA).

4. ITANGWA RY'AMASOKO

a) Guhabwa ibitabo by'ipiganwa

1) **Uhabwa iyi serivise**	Rwiyemezamirimo ushaka gupiganira isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Usura ubuga rutangirwaho amasoko ya Leta www.umucyo.gov.rw
4) **Inzira binyuramo**	Ukeneye gupiganira isoko yishyura ikiguzi cy'igitabo cy'ipigana ndetse n'ibindi byasabwe bikubiye mu gitabo cy'amabwiriza agenga ipiganwa
5) **Izindi nzego unyuramo**	Inzego zitanga ibyasabwe mu gitabo cy'ipiganwa.
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga yavuzwe mu gitabo cy'amabwiriza agenga ipiganwa.
7) **Igihe itangirwa**	Iminsi yose
8) **Igihe ntarengwa**	Uwo munsi

b) Guhabwa ubufasha n'inama ku mitangire y'amasoko

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Hakoreshwa urubuga www.umucyo.gov.rw rutangirwaho amasoko ya Leta.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Uwo munsi.

c) **Kwakira inyandiko z'ipiganwa**

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wohereza inyandiko yawe y'ipiganwa ku rubuga www.umucyo.gov.rw rutangirwaho amasoko ya Leta.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Iminsi yose kugeza igihe cyagenwe kirangiye
8) **Igihe ntarengwa**	Itariki yagarajwe mu gitabo gikubiyemo amabwiriza y'ipiganwa.

d) **Kumenyesha abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko**

1) **Uhabwa iyi serivise**	Rwiyemezamirimo watanze inyandiko y'ipiganwa.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko.
3) **Ibisabwa**	Kuba waratanze inyandiko ipiganira isoko.
4) **Inzira binyuramo**	- Iyi serivise itangwa nyuma y'iminsi makumyabiri n'umwe (21) isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipigangwa bya burundu zitangwa nyuma y'iminsi irindwi (7) nyuma yo kumenshwa by'agateganyo. - Iyo bidashobotse, Akarere kandikira ba rwiyemezamirimo kabamenyesha ko gahunda itakibaye n'impamvu yabyo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo

7) **Igihe itangirwa**	Igihe cyagenwe nyuma y'isesengura.
8) **Igihe ntarengwa**	Iminsi makumyabiri n'umwe (21) nyuma yo gufungura isoko.

e) **Gusinya amasezerano ku batsindiye amasoko**

1) **Uhabwa iyi serivise**	Rwiyemezamirimo watsindiye isoko
2) **Umukozi ubishinzwe**	Umunyamabanga Nshingwabikorwa w'Akarere.
3) **Ibisabwa**	Kuba waratsindiye isoko.
4) **Inzira binyuramo**	- Hakoreshwa urubuga www.umucyo.gov.rw rutangirwaho amasoko ya Leta. - Amasezerano asinywa mu minsi 15 nyuma y'imenyesha ry'uwatsinze
5) **Izindi nzego unyuramo**	MINIJUST iyo amasezerano afite agaciro kagera 500,000,000 frw.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Uwo munsi ku itariki yemejwe.

f) **Gutanga icyangombwa cyo kurangiza imirimo neza**

1) **Uhabwa iyi serivise**	Rwiyemezamirimo wasinyiye isoko.
2) **Umukozi ubishinzwe**	Umuyobozi mukuru w'Imirimo rusange.
3) **Ibisabwa**	Kuba warubahirije ingingo zose zikubiye mu masezerano y'isoko.
4) **Inzira binyuramo**	Wandikira Umunyamabanga Nshingwabikorwa w'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 Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi irindwi (7).

5. KUVURA NO KWITA KU MATUNGO

a) Guhabwa icyemezo cyo kwimura amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi Karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi ku Karere.
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, imyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Ibaruwa yandikiwe umuyobozi w'Akarere asaba kwimura amatungo - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu ya nyiraryo
4) **Inzira binyuramo**	- Ibaruwa yandikiwe Umuyobozi w'Akarere iherekejwe n'inyandiko zisabwa bishyirwa mu bunyamabanga bw'Akarere.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga igihumbi na magana atanu (1,500FRW) y'icyangombwa cyo gupakira amatungo. **Icyitonderwa**: Amafaranga acibwa ashobora guhinduka hashingiwe ku cyemezo cy'Inama Njyanama gitorwa buri mwaka kuko ni cyo kigena ibipimo by'imisoro n'amahoro bizakoreshwa muri uwo umwaka w'ingengo y'imari.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi Karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Ubworozi
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kubitwara (imodoka yabugenewe na plaque yayo) - Impapuro zishyuriweho amafaranga asabwa - Ibaruwa yandikiwe umuyobozi w'Akarere isaba uburenganzira bwo gutwara ibikomoka ku matungo - Fotokopi y'Indangamuntu ya nyirabyo - Icyemezo cy'umuganga w'amatungo kigaragaza ko ibyo agiye gutwara bipimye.
4) **Inzira binyuramo**	Ibaruwa yandikiwe Umuyobozi w'Akarere iherekejwe n'inyandiko zisabwa bishyirwa mu bunyamabanga bw'Akarere.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Hishyurwa frw 1.500 na frw 5.000. NB: Amafaranga acibwa hashingiwe ku cyemezo cy'inama Njyanama **n° 079/06/17-18** cyo kuwa 30/06/2018 cyo kuwa 30/06/2018 kigena ibipimo by'imisoro n'amahoro y'umwaka w'ingengo y'imari ya 2018/2019.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1).

c) **Guhabwa inama ku mushinga w'ubworozi**

1) **Uhabwa iyi serivise**	Umuntu wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Igitekerezo cy'umushinga cyangwa umushinga
4) **Inzira binyuramo**	Umworozi akora umushinga, yarangiza akaza ku Karere bakamugira inama ijyanye n'uko yashyira umushinga we mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubworozi akamugira inama akurikije uko asanze ibintu bihagaze.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1).

d) **Gutera intanga amatungo (inka)**

1) **Uhabwa iyi serivise**	Umworozi ufite inka igeze igihe cyo guterwa intanga.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Kuba afite inka yarinze.
4) **Inzira binyuramo**	Umworozi ahamagara umukozi ushinzwe ubworozi ku Karere amumenyesha igihe inka yarindiye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Iminsi yose
8) **Igihe ntarengwa**	Umunsi umwe (1).

e) Gukingira amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ufite itungo.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Kugaragaza amatungo agomba gukingirwa.
4) **Inzira binyuramo**	Bikorwa mu gihe cyo gukingira indwara nyuma y'uko hatangwa amatangazo amenyesha aborozi gahunda yose yo gukingira. Ku mbwa n'injangwe gukingira bikorwa igihe cyose bibaye ngombwa ko itungo rikingirwa nyir'itungo yiguriye urukingo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa frw 500 kuri buri tungo. **NB:** Amafaranga acibwa hashingiwe ku cyemezo cy'inama Njyanama kigena ibipimo by'imisoro n'amahoro.
7) **Igihe itangirwa**	Itangwa hakurikijwe gahunda y'ikingira.
8) **Igihe ntarengwa**	Umunsi umwe (1)

f) Gupima ubuzima bw'amatungo

1) **Uhabwa iyi serivise**	Umworozi wabisabye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubworozi
3) **Ibisabwa**	Kuba afite amatungo akeneye gusuzumwa cyangwa gupimwa.
4) **Inzira binyuramo**	Umworozi abisaba umukozi ushinzwe ubworozi ku Karere. 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 saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi itatu (3).

6. UBUHINZI

a) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) **Uhabwa iyi serivise**	Umuhizi wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Igitekerezo cy'umushinga cyangwa umushinga
4) **Inzira binyuramo**	- Umuhinzi akora umushinga, yarangiza akaza ku Karere bakamugira inama ijyanye nuko yashyira umushinga 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 saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe(1).

b) **Gusaba uruhushya rwo gucukura kariyeri**

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba n'umutungo kamere
3) **Ibisabwa**	- Ibaruwa isaba uruhushya yandikiwe Umuyobozi w'Akarere - Inyandiko igaragaza imirimo izakorwa, uko izakorwa n'amafaranga azayitangwaho - Ikarita n'ibipimo ndangahantu byahasabirwa uruhushya - Icyangombwa cy'iyandikwa ry'ubutaka, bwaba mutamwanditseho akazana amasezerano y'ubukode bagiranye. - Inyandiko igaragaza uko uzasubiranya ahacukuwe - Inyemezabwishyu y'amafaraga ibihumbi mirongo itanu - Icyemezo kigaragaza ko nta mwenda w'imisoro arimo cyangwa abereyemo Leta (ANC)
4) **Inzira binyuramo**	Gutanga dosiye yujuje ibisabwa mu bunyamabanga rusange bw'Akarere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hatangwa amafaranga ibihumbi mirongo itanu(50,000frw) mu gusaba uruhushya. - Hatangwa amafaranga ibihumbi magana abiri y'u Rwanda(200,000frw) n'uwemerewe uruhushya. **NB:** Amafaranga acibwa hashingiwe ku iteka rya minisitiri N^{O} 003/MINIRENA/2015 rigenga ubucukuzi bw'amabuye y'agaciro na kariyeri
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Uwasabye uruhushya rwa kariyeri asubizwa nibura mu gihe cy'iminsi mirongo itatu (30).

c) **Gusaba kongera uruhushya rwo gucukura kariyeri**

1) **Uhabwa iyi serivise**	Umuntu wese wari usanganwe uruhushya rwo gucukura kariyeri.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba n'umutungo kamere.
3) **Ibisabwa**	- Usaba serivisi yandikira Umuyobozi w'Akarere amusaba kumwongerera uruhushya akabikora mbere ho amezi atatu (3) uruhushya yari afite mbere rurangira. - Raporo y'imirimo yakozwe n'itarakozwe mu ruhushya asabira kongera igihe. - Raporo igararagaza igihe cy'inyongera gisabwa, gahunda y'imirimo igomba gukorwa n'ishoramari riteganyijwe. - Inyandiko igaragaza ibishobora guhinduka mu buryo bwo gucukura no gutunganya ibyavuye mu bucukuzi. - Raporo yemejwe y'isuzuma ngaruka ku bidukikije. - Inyandiko igaragaza uko uzasubiranya ahacukuwe - Inyemezabwishyu y'amafaraga ibihumbi mirongo itanu
4) **Inzira binyuramo**	Gutanga dosiye yujuje ibisabwa mu bunyamabanga rusange bw'Akarere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hatangwa amafaranga ibihumbi mirongo itanu (50,000frw) mu gusaba uruhushya. - Uwemerewe uruhushya yishyura amafaranga ibihumbi magana abiri y'u Rwanda (200,000FRW). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku iteka rya Minisitiri N^{O} 003/MINIRENA/2015 rigenga ubucukuzi

Ntd

	bw'amabuye y'agaciro na kariyeri
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
8) **Igihe ntarengwa**	Mu minsi mirongo itatu(30).

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

9) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
10) **Umukozi ubishinzwe**	Umukozi ushinzwe umutungo kamere
11) **Ibisabwa**	Ntabyo
12) **Inzira binyuramo**	Uhamagara umukozi ubishinzwe cyangwa ukaza ku Karere ugasobanura uko ikibazo giteye
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	Ntayo
15) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
16) **Igihe ntarengwa**	Umunsi umwe(1).

7. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba

1) **Uhabwa iyi serivise**	Umuntu ufite ishyamba ashaka gusarura
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba n'umutungo kamere.
3) **Ibisabwa**	- Urwandiko rusaba rwandikiye umuyobozi w'Akarere. - Aho ishyamba riherereye (Umudugudu, Akagari; Umurenge n'Akarere) - Imbibi z'ishyamba - Kugaragaza ubwoko bw'ibiti biri mw'ishyamba - Ibikoresho bizakoreshwa mu gusarura - Icyangombwa cy'ubutaka

	Ishyamba ry'Akarere risarurwa hashingiwe ku cyemezo cya Komite Nyobozi y'Akarere kigatangwa n'umuyobozi w'Akarere iryo shyamba riherereyemo hashingiwe ku myanzuro ya Komite Nyobozi, raporo y'umutekinisiye ushinzwe amashyamba mu Karere n'igenamigambi ryo gutunganya amashyamba mu Karere.
4) **Inzira binyuramo**	- Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'Akarere ushinzwe amashyamba akarisura. - Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, hazuzwa ifishi yabigenewe uruhushya rugatangwa hatanzwe 1% ry'igiciro cy'ishyamba. - 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. - Nyuma yo kwemezwa na komite nyobozi y'Akarere mu gusarura ishyamba ry'Akarere, Umuyobozi w'Akarere yandikira ikigo cy'igihugu gifite amashyamba mu nshingano mu gihe kitarenze iminsi itanu kugirango bumve icyo kibivugaho. Iyo byemejwe ishyamba risarurwa biciye mu ipiganwa, uritsindiye agahabwa uruhushya rwo gusarura.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1% by'agaciro k'ishyamba **NB:** Amafaranga acibwa hashingiwe ku mabwiriza ya Minisitiri no 01024/Minifom/2010

	yo kuwa 28/12/2010
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Mu minsi irindwi (7).

b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) **Uhabwa iyi serivise**	Umuntu wese ubukeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba n'umutungo kamere.
3) **Ibisabwa**	- Ibaruwa yandikiwe umuyobozi w'Akarere. - Uruhushya rwo gusarura ishyamba aho ibyo biti azatwara byakomotse. - Ibiranga imodoka izatwara ibikomoka ku mashyamba. - Kwishyura amafaranga y'icyangombwa.
4) **Inzira binyuramo**	- Ibaruwa igezwa mu bunyamabanga rusange bw'Akarere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Hishyurwa frw 1000 kuri toni. **NB:** Amafaranga acibwa hashingiwe ku mabwiriza ya Minisitiri no 01024/Minifom/2010 yo kuwa 28/12/2010
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Mu minsi irindwi (7).

8. KOPERATIVE

a) Guhabwa icyemezo cya koperative

1) **Uhabwa iyi serivise**	Abashaka gushinga koperative
2) **Umukozi ubishinzwe**	Umukozi ufite Amakoperative mu nshingano ze
3) **Ibisabwa**	- Kuba hari nibura abanyamuryango icumi (10) bashaka gushinga koperative. - Kuba baratanze imari shingiro bemeranyijweho. - Abagize koperative ntibagomba kurenga 50% bo murugo rumwe. - Ibaruwa isaba ubuzima gatozi yandikiwe umuyobozi w'Ikigo cy'Igihugu gishinzwe guteza imbere amakoperative binyujijwe k'Umuyobozi w'Akarere hatangwa kopi k'umujyi wa Kigali no k'urukiko rw'ibanze rwaho koperative ikorera. - Icyemezo cy'umurenge kigaragaza ko iyo koperative ikorera mu murenge. - Amategeko shingiro ya Koperative n'amategeko y'umwihariko. - Urutonde rw'amazina yose y'abanyamuryango y'abagize koperative. - Inyandikomvugo y'Inama ya mbere ishyiraho iyo koperative. - Urutonde rw'abagize Inama y'Ubuyobozi - Urutonde rw'abagize Inama y'ubugenzuzi. - Indahiro z'abagize Inama y'Ubuyobozi niy'ubugenzuzi. - Icyemezo cyuko amafaranga atangwa na koperative kugirango ahabwe ubuzima gatozi yishyuwe. - Urutonde rw'abagize komite itanga inguzanyo no kwishyuza iyo ari SACCO.
4) **Inzira binyuramo**	Dosiye ishyikirizwa umukozi w'Akarere ushinzwe iterambere ry'Ibigo bito, ibiciriritse

	n'amakoperative akareba niba yujuje ibisabwa.
5) **Izindi nzego unyuramo**	Umurenge, RCA
6) **Amafaranga yishyurwa**	Amafaranga acibwa hashingiwe ku cyemezo cy'inama Njyanama kigena ibipimo by'imisoro n'amahoro.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Mu minsi icumi n'itanu (15).

9. UBUREZI

a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) **Uhabwa iyi serivise**	Umuntu ku giti cye cyangwa umuryango (cooperative, association) wifuza gufungura ishuri ryigenga
2) **Umukozi ubishinzwe**	Umuyobozi w'Uburezi mu Karere
3) **Ibisabwa**	Ibaruwa isaba ko ishuri ryigenga ryemererwa gukora iherekejwe n'inyandiko zikurikira: - Umwirondoro wa nyir'ishuri mu gihe ishuri rishingwa n'umuntu ki giti cye cyangwa ubuzimagatozi mu gihe rishingwa n'umuryango; - Urutonde rw'abarimu n'abakozi bakenewe hagaragazwa ubumenyi n'ubushobozi bw'abo; - Icyemezo cy'ubutaka hamwe n'inyandiko irambuye igaragaza inyubako n'ibikoresho bijyanye n'inyigisho ziteganywa gutangwa n'iryo shuri; - Inyandiko zirambuye zivuga uburyo abanyeshuri bemererwa kwiga n'integanyanyigisho zijyanye n'amasomo azatangirwa muri iryo shuri; - Umubare w'abanyeshuri ishuri riteganya kwakira n'ibyiciro ishuri riteganya gutangirana; - Inyandiko igaragaza ingengo y'imari ishuri ritangiranye n'inkomoko yayo; Indi nyandiko ya ngombwa yasabwa n'Ikigo cya Leta gishinzwe ireme ry'uburezi.

4) **Inzira binyuramo**	Nyir'ishuri abisaba mu nyandiko yandikirwa Umunyamabanga wa Leta ushinzwe Amashuri y'Incuke, Abanza n'Ayisumbuye. Iyi baruwa inyuzwa ku Muyobozi w'Akarere (Sous couvert).
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Mu minsi mirongo itatu (30).

b) Gusaba guhindurirwa ikigo cy'ishuri

1) **Uhabwa iyi serivise**	Umunyeshuri wese wiga mu ishuri rya Leta
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi ku Karere
3) **Ibisabwa**	- Ibaruwa isaba guhindurirwa ikigo cy'ishuri igaragaza ishuri yifuza yometseho indangamanota ye y'umwaka ashoje; - Inyandiko y'Umuyobozi w'ishuri y'igagaho yemeza ko yigaga kuri iryo shuri; - Icyemeza ko yatsinze neza ibizamini bya Leta
4) **Inzira binyuramo**	- Kwandikira Umuyobozi w'Akarere asobanura impamvu ashaka guhindura ikigo (amashuri yisumbuye). Iyo nyandiko ayinyuza ku Muyobozi w'ishuri ashaka kujya kwigamo. - Ku mashuri abanza ubisaba ajya kubisaba ku ishuri ashaka kwimukiramo bakamusinyira sous couvert.
5) **Izindi nzego unyuramo**	Ishuri ashaka kwimukiramo rikanyuzwaho ubwo busabe(*Sous-couvert*).
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 bigakorwa mu masaha y'akazi.
8) **Igihe ntarengwa**	Iminsi mirongo itatu(30).

c) **Gusaba akazi k'ubwarimu**

1) **Uhabwa iyi serivise**	Umwarimu ubikeneye kandi wujuje ibisabwa
2) **Umukozi ubishinzwe**	Umukozi ufite mu inshingano imicungire y'abarimu n'abaganga(Human Ressources)
3) **Ibisabwa**	- Ibaruwa isaba akazi yandikiwe Umuyobozi w'Akarere hashingiwe ku itangazo rihamagarira abantu gupiganwa. - Impamyabumenyi itariho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta iboneka kuri website y'Akarere. - Foto kopi y'indangamuntu ye
4) **Inzira binyuramo**	Ubusabe bugezwa k'ubunyamabanga rusange bw'Akarere hagakurikizwa ibiteganwa na Minisiteri y'Abakozi ba Leta mu gutanga akazi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Igihe cyose hari imyanya yashyizwe ku isoko n'Akarere.
8) **Igihe ntarengwa**	Igihe ipiganwa rimara kandi yatsinze ku kigero cya 70%.

d) **Gusaba guhindurirwa ikigo k'umwarimu**

1) **Uhabwa iyi serivise**	- Umwarimu wigisha ku ishuri rya Leta cyangwa irifashwa na Leta ku bw'amasezerano ubikeneye kandi wujuje ibisabwa.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imicungire y'abarimu n'umukozi ushinzwe Uburezi ku Karere

3) **Ibisabwa**	- Urwandiko rwandikiwe Umuyobozi w'Akarere rusaba guhindurirwa ikigo n'impamvu ashaka guhindurirwa ikigo; - Fotokopi y'Impamyabumenyi itariho umukono wa noteri; - Ibaruwa ishyira mu kazi usaba guhindurirwa ikigo; - Fotokopi y'indangamuntu y'usaba guhindurirwa ikigo. **Icyitonderwa:** Usaba guhindurirwa ikigo yarasanzwe akorere mu kandi Karere ibaruwa ibisaba inyuzwa ku Umuyobozi w'Akarere asanzwe akoreramo.
4) **Inzira binyuramo**	- Usaba guhindurirwa ikigo yandikira Umuyobozi w'Akarere ibisaba. Ibaruwa ifite ku mugereka yujuje ibisabwa igezwa mu Bunyamabanga Rusange bw'Akarere.
5) **Izindi nzego unyuramo**	Akarere usaba iyo serivisi yarasanzwe akoreramo.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Bikorwa mu mpera z'umwaka w'amashuri
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30)

e) Icyemezo cyo kuba warize gusoma no kwandika

1) **Uhabwa iyi serivise**	Umuntu warangije amahugurwa yo kwiga kwandika, gusoma no kubara.
2) **Umukozi ubishinzwe**	Umuyobozi w'Ishami ry'uburezi mu Karere.
3) **Ibisabwa**	Urutonde rw'abantu barangije gusoma no kwandika.
4) **Inzira binyuramo**	- Akarere kamenyeshwa n'Umurenge cyangwa

	Akagari igihe amahugurwa yo gusoma no kwandika atangiye. - Iyo arangiye, utanga amahugurwa yo gusoma no kwandika yandikira Akarere agatanga urutonde rw'abarangije amahugurwa. - Akarere kohereza MINEDUC raporo y'abarangije gusoma no kwandika, kagasaba na certificates zabo. - Akarere gashyikiriza Umurenge *certificates* z'abarangije; - Umurenge ugashyikiriza uwahuguwe icyemezo cyo kuba yarize gusoma no kwandika.
5) **Izindi nzego unyuramo**	Umurenge na Minisiteri y'Uburezi.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Amahugurwa arangiye
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

f) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi.

1) **Uhabwa iyi serivise**	Ikigo cyangwa umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) **Umukozi ubishinzwe**	Umuyobozi w'Uburezi mu Karere n'ushinzwe ibarurishamibare mu karere.
3) **Ibisabwa**	Ibaruwa isaba yandikiwe Umuyobozi w'Akarere yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) **Inzira binyuramo**	Ibaruwa yandikiwe umuyobozi w'Akarere igezwa mu bunyamabanga bw'Akarere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Iminsi irindwi (7).

10. IMIYOBORERE MYIZA

a) Gutega amatwi ufite ikibazo

1) **Uhabwa iyi serivise**	Umuturage wese ufite ikibazo
2) **Umukozi ubishinzwe**	Umukozi bireba bitewe n'imiterere y'ikibazo.
3) **Ibisabwa**	- Kugaragaza inzandiko zikubiyemo imyanzuro yafashwe n'izindi nzego niba zihari; - Gutanga ibisobanuro mu magambo cyangwa mu nyandiko kuri icyo kibazo.
4) **Inzira binyuramo**	- Umuturage atanga ikibazo mu nteko z'abaturage; - Umuturage yandikira Umuyobozi w'Akarere amugezaho ikibazo; - Umuturage atanga ikibazo igihe Abayobozi basuye abaturage hagatangwa umwanya wo kubaza ibibazo; - Gutanga ibisobanuro mu magambo cyangwa mu nyandiko kuri icyo kibazo.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari, Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

b) Gukemura ibibazo by'abaturage

1) **Uhabwa iyi serivise**	Umuntu wese ufite ikibazo.
2) **Umukozi ubishinzwe**	Umukozi bireba bitewe n'imiterere y'ikibazo.
3) **Ibisabwa**	- Inyandiko isobanura ikibazo. - Ibaruwa yandikiwe Umuyobozi w'Akarere itangwa mu Bunyamabanga rusange bw'Akarere. - Umuyobozi w'Akarere ayohereza mu Ishami bireba kugira ngo isesengurwe hanategurwe

	igisubizo.
4) **Inzira binyuramo**	- Gutanga inyandiko mu Bunyamabanga bw'Akarere. - Gutanga ibisobanuro mu magambo cyangwa mu nyandiko cyangwa byombi mu Ishami ry'Imiyoborere Myiza, - Kwandikira Umuyobozi w'Akarere umugezaho ikibazo urwandiko rugatangwa mu Bunyamabanga rusange bw'Akarere
5) **Izindi nzego unyuramo**	Bitewe n'imiterere y'ikibazo bishobora kunyura mu mudugudu, Akagari, Umurenge.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Hashingirwa ku miterere y'ikibazo.

11.UBUYOBOZI BW'IMIRIMO N'ABAKOZI

a) Kwakira no kuyobora abagana Akarere

1) **Uhabwa iyi serivise**	Umuntu wese ugana Akarere.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira abagana Akarere
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Ukigera ku Biro by'Akarere, ureba umukozi ushinzwe kwakira abagana Akarere ukamubwira ikikugenza, akagufasha kubona ababishinzwe cyangwa kubishakira umuti.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Ako kanya

Ntal

b) **Kohereza inyandiko zisubiza abandikiye Akarere**

1) **Uhabwa iyi serivise**	Umuntu wese wandikiye Akarere asaba serivisi
2) **Umukozi ubishinzwe**	Umukozi wo mu Bunyamabanga rusange (*Secretariat Central*)
3) **Ibisabwa**	nyandiko zisubiza abanditse.
4) **Inzira binyuramo**	- Kwakira urwandiko rwasinywe n'Ubuyobozi bw'Akarere. - Kumenyesha nyirarwo akaza kurufata cyangwa rugatangwa na rwiyemezamirimo (*company*) watsindiye isoko ryo gutwara inzandiko zisohoka mu Karere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

c) **Kubara no gutanga ibirarane by'amashimwe**

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imicungire y'abakozi.
3) **Ibisabwa**	- Raporo igaragaza amanota umukozi yabonye mu isuzumabushobozi yakorewe mu mwaka w'isuzumwa. - Umushahara (historique) umukozi yahembwe muri uwo mwaka w'isuzuma.
4) **Inzira binyuramo**	- Umukozi ushinzwe imicungire y'abakozi ategura ishimwe agendeye ku manota y'isuzumabushobozi umukozi yabonye ndetse n'umushahara umukozi yahembwe muri uwo mwaka w'isuzuma akabyohereza muri serivisi

	y'imari (*Finance Unit*).
5) **Izindi nzego unyuramo**	Ku barimu binyura muri MINECOFIN akaba ariyo ibishyura.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Mu minsi mirongo itatu (30) kuva igihe inzego zibifitiye ububasha zibisabiye.

d) Kubara no gutanga imperekeza

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 60-65).
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imicungire y'Abakozi.
3) **Ibisabwa**	- Urwandiko rusaba kujya mu kiruhuko cy'izabukuru rwandikiwe Umuyobozi w'Akarere - Fotokopi y'indangamuntu - Icyemezo cy'amavuko - Ibyemezo by'aho wakoze n'igihe wahamaze (umukozi ashobora kuzana amakuru yo muri RSSB iyo abakoresha be ba mbere batabonetse) - Nomero ya konti
4) **Inzira binyuramo**	- Kwandikira Umuyobozi w'Akarere usaba kujya mu ikiruhuko cy'izabukuru ugatanga n'ibisabwa byose - Serivisi ishinzwe imicungire y'Abakozi ibara imperekeza ikazishyikiriza serivisi ishinzwe Imari (*Finance Unit*) - Gushyikiriza imperekeza MINECOFIN kugirango yishyure (ku barimu n'abaganga).
5) **Izindi nzego unyuramo**	MINECOFIN ku barimu n'abaganga.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
8) **Igihe ntarengwa**	Iminsi itatu (3).

e) Kubara no gutanga impozamarira

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imicungire y'abakozi
3) **Ibisabwa**	- Ibaruwa isaba impozamarira - Icyemezo cy'uko umuntu yitabye Imana - Icyemezo cyo gushyingirwa - Icyemezo cy'umuzungura.
4) **Inzira binyuramo**	- Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge) amenyekanisha ko umukozi yitabye Imana agashyiraho n'ibisabwa byose kugirango ategurirwe ibigenwa n'amategeko. - Umukozi ushinzwe imicungire y'abakozi ategura ibiteganwa n'amategeko ku mukozi witabye Imana akabishyikiriza serivisi Ishami rishinzwe iby'Imari (*Finance Unit*) bigashyikirizwa MINECOFIN ku barimu n'abaganga.
5) **Izindi nzego unyuramo**	MINECOFIN ku barimu n'abaganga.
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

f) Guhabwa ibyangombwa binyuranye

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imicungire y'abakozi
3) **Ibisabwa**	-Urwandiko rusaba icyangombwa gikenewe rwandikiwe Umuyobozi w'Akarere.
4) **Inzira binyuramo**	- Gutegura icyangombwa cyasabwe kigashyikirizwa Umuyobozi ufite mu inshingano gusinya icyo cyangombwa cyasabwe. - Kumenyesha uwasabye icyangombwa ko cyabonetse kugirango aze kugifata.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi ibiri (2).

g) Guhuza Akarere n'Abafatanyabikorwa

1) **Uhabwa iyi serivise**	Ibigo bya Leta, Abikorera n'imiryango itegamiye kuri Leta
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Abafatanyabikorwa
3) **Ibisabwa**	**a) Imiryango Nyarwanda itari iya Leta:** Hashingiwe ku itegeko N° 04/2012 ryo ku wa 17/02/2012 rigena imitunganyirize n'Imikorere by'imiryango nyarwanda itari iya Leta, icyemezo cy'imikoranire n'Akarere gitangwa harebwe ibi bikurikira: 1. Amategeko shingiro y'umuryango (Sitati) iriho umukono wa Noteri;

	2. Inyandikomvugo y'inama ishyiraho umuryango iriho umukono wa Noteri; 3. Inyandiko igaragaza inzego z'ubuyobozi bw'umuryango (Umuvugizi, Umuvugizi wungirije, Umunyamabanga, Umubitsi, Komite nkemura mpaka, Komite y'ubugenzuzi) iriho umukono wa Noteri; 4. Indahiro y'abahagarariye umuryango mu mategeko bemera inshingano; 5. Iteganyabikorwa (*action plan*) no kugaragaza aho inkunga zizaturuka; 6. Kugaragaza muri sitati aho icyicaro cy'umuryango giherereye; 7. Inyubako yo gukoreramo igomba kuba yujuje ibyangombwa biteganywa n'amategeko agenga inyubakire mu Mujyi; 8. Icyangombwa cyerekana ko abahagarariye umuryango batigeze bakatirwa n'inkiko kitarengeje amezi atatu; 9. Ibaruwa yandikiwe Umuyobozi w'Akarere ka Kicukiro isaba icyangombwa cyo gukorera mu Karere inyujijwe ku mu Nyamabanga Nshingwabikorwa w'Umurenge bitarenze amezi atatu. **b) Imiryango Ishingiye ku Myemerere:** Kugira ngo umuryango uhabwe icyemezo cy'Imikoranire, hasabwa ibi bikurikira: 1. Amategeko shingiro awugenga ariho umukono wa noteri yubahiriza ibikubiye muri iri tegeko N°72/2018 ryo ku wa 31/08/2018 rigena imitunganyirize n'imikorere by'imiryango ishingiye ku myemerere ; 2. aho icyicaro gikuru giherereye na aderesi yuzuye; 3. amazina y'uhagarariye umuryango imbere y'amategeko n'umwungirije,

	inshingano zabo, aho babarizwa, n'imyirondoro yabo; 4. icyemezo cy'uko uhagarariye umuryango imbere y'amategeko n'umwungirije batakatiwe cyangwa bakatiwe n'inkiko; 5. inyandiko igaragaza ko uhagarariye umuryango imbere y'amategeko n'umwungirije bashyizweho mu buryo bwemewe n'amategeko awugenga; 6. inyandiko ngufi isobanura amahame umuryango ugenderaho iriho umukono wa noteri; 7. inyandiko y'abahagarariye umuryango imbere y'amategeko bemera inshingano bahawe iriho umukono wa noteri; 8. inyandikomvugo y'inama iriho umukono wa noteri igaragaza ishingwa ry'umuryango, iyemezwa ry'amategeko shingiro awugenga n'ishyirwaho ry'abagize inzego, biriho umukono wa noteri; 9. gahunda y'ibikorwa by'umwaka umuryango uteganya gukora n'aho uzakura ingengo y'imari iriho umukono wa noteri; 10. inyubako yo gukoreramo yujuje ibiteganywa n'amabwiriza agenga imyubakire y'aho hantu; RGB ishobora kugena amabwiriza ashyiraho ibindi bisabwa.
4) **Inzira binyuramo**	- Umufatanyabikorwa ukeneye icyemezo cy'imikoranire n'Akarere yandikira Umuyobozi w'Akarere asaba icyo cyemezo cy'imikoranire kumugereka w'urwandiko akagaragaza ibisabwa afite. - Akarere gasura umufatanyabikorwa aho afite ibikorwa.

5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Amafaranga ibihumbi mirongo itatu (30,000Frw) **Icyitonderwa:** Amafaranga acibwa hashingiwe ku cyemezo cy'inama Njyanama kigena ibipimo by'imisoro n'amahoro.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Igihe umufatanyabikorwa yujuje ibisabwa dosiye ikorwa hagati y'iminsi itatu (3) kugeza ku minsi icumi n'itanu (15).

h) Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe

1) **Uhabwa iyi serivise**	Umuntu wese ubiherewe uburenganzira
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gushyingura inyandiko
3) **Ibisabwa**	Inyandiko itanga uburenganzira bwo guhabwa kopi y'inyandiko yashyinguwe.
4) **Inzira binyuramo**	- Urwandiko rwandikiwe Umuyobozi w'Akarere rusaba kopi y'izo nyandiko zashyinguwe. - Kumenyesha uwasabye igisubizo cy'inyandiko yasabye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
8) **Igihe ntarengwa**	Iminsi ibiri (2).

12.UBUGENZUZI BW'UMURIMO

a) Kwakira no gukemura amakimbirane ashingiye ku murimo

1) **Uhabwa iyi serivise**	Umukozi cyangwa umukoresha
2) **Umukozi ubishinzwe**	Umugenzuzi w'umurimo
3) **Ibisabwa**	Ibimenyetso byanditse cyane cyane ibaruwa isesa amasezerano.
4) **Inzira binyuramo**	Intumwa z'abakozi mu kigo zikemura mu bwumvikane impaka zihariye z'umurimo hagati y'umukoresha n'abakozi. Iyo intumwa z'abakozi zidashoboye gukemura izo mpaka mu bwumvikane, uruhande bireba rubimenyesha Umugenzuzi w'Umurimo. Iyo Umugenzuzi w'Umurimo adashoboye gukemura ikibazo bitewe n'imiterere yacyo cyangwa ku mpamvu zo kugongana kw'inyungu, ashyikiriza ikirego Umugenzuzi w'Umurimo ku rwego rw'Igihugu agaragaza impamvu acyohereje. Iyo kumvikana bidashobotse imbere y'Umugenzuzi w'Umurimo mu Karere cyangwa uwo ku rwego rw'Igihugu, ikirego gishyikirizwa urukiko rubifitiye ububasha.
5) **Izindi nzego unyuramo**	Intumwa z'Abakozi iyo zatowe mu kigo.
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga igihumbi na magana atanu (1500 FRW). **Icyitonderwa:** Amafaranga acibwa hashingiwe ku iteka rya Perezida N°25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze.
7) **Igihe itangirwa**	Kuwa mbere no kuwa gatatu.
8) **Igihe ntarengwa**	Iminsi mirongo itatu (30).

b) Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) **Uhabwa iyi serivise**	Sosiyete idafite abakozi
2) **Umukozi ubishinzwe**	Umugenzuzi w'umurimo mu Karere
3) **Ibisabwa**	Icyemezo cyo kwandikisha ubucuruzi muri RDB
4) **Inzira binyuramo**	Iyo sosiyete isaba icyangombwa cyo kutabamo umwenda RSSB, kubera ko itaragira abakozi, byemezwa n'Icyemezo cy'Umugenzuzi w'Umurimo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga igihumbi na magana atanu y' u Rwanda (1,500FRW) **Icyitonderwa:** Amafaranga acibwa hashingiwe ku iteka rya Perezida N°25/01 ryo kuwa 09/07/2012 rishyiraho urutonde kandi rigena ibipimo ntarengwa by'amahoro n'andi mafaranga yakirwa n'inzego z'ibanze.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

c) Inama ku bijyanye n'umurimo

1) **Uhabwa iyi serivise**	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) **Umukozi ubishinzwe**	Umugenzuzi w'Umurimo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Ukeneye ubujyanama areba umugenzuzi w'umurimo akamuha inama.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Umunsi umwe (1).

13. UMUCO NA SIPORO

a) 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 yandikiwe umuyobozi w'Akarere ibisaba.
4) **Inzira binyuramo**	Kwandikira Umuyobozi w'Akarere ubisaba, ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho izindi nyandiko za ngombwa zijyanye n'ayo marushanwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi irindwi (7)

b) Gutanga uburenganzira bw'amarushanwa y'umuco.

1) **Uhabwa iyi serivise**	Umuntu wese wifuza gukoresha amarushanwa y'umuco.
2) **Umukozi ubishinzwe**	Umukozi ushinzwe urubyiruko, umuco na siporo
3) **Ibisabwa**	Ibaruwa yandikiwe umuyobozi w'Akarere ibisaba
4) **Inzira binyuramo**	Kwandikira Umuyobozi w'Akarere ubisaba, ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho izindi nyandiko za ngombwa zijyanye n'ayo marushanwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe.
8) **Igihe ntarengwa**	Iminsi itatu (3).

14.UBUZIMA

1. Gusaba gufungura ivuriro ryigenga

1) **Uhabwa iyi serivise**	Umuntu wese wujuje ibisabwa
2) **Umukozi ubishinzwe**	- Icyemezo cyo gufungura ivuriro ryigenga gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere - Umukozi ushinzwe ubuzima ku Karere niwe ushyikirizwa dosiye.
3) **Ibisabwa**	- Usaba iyi serivisi agomba kuba yanditse mu rugaga rw'abaganga; - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono z'umuyobozi w'Akarere (*sous-couvert*) - Kwerekana umuganga muzakorana wabyize - Kuba wanditse muri RDB - Umwirondoro wuzuye (*Detailed CV*) - Kopi y'indangamuntu - Kopi y'impamyabumenyi - Icyemezo cy'urugaga (abaganga, abaforomo) - Kwerekana aho uzakorera (Umurenge, Akagari) - Kugaragaza ko atari umukozi wa Leta kandi azakoresha abakozi bakora iminsi yose - Icyemezo cy'uko utarafunzwe
4) **Inzira binyuramo**	- Usaba iyi serivisi yandikira Minisitiri w'Ubuzima asaba *sous-couvert*; avuga aho azakorera, agashyiraho ibisabwa byose. - Minisiteri y'Ubuzima imuha icyangombwa cy'agateganyo cyo kugira ngo yitegure ashyiremo ibikoresho bisabwa. - Akarere karamusura kagakora raporo isinywa n'Umuyobozi w'Akarere, nyuma Minisiteri y'Ubuzima nayo ikamusura akabona guhabwa icyangombwa cy'ivururo
5) **Izindi nzego unyuramo**	MINISANTE
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva saa moya kugera saa kumini n'imwe
8) **Igihe ntarengwa**	Iminsi 15

2. Gusaba gufungura farumasi

1) **Uhabwa iyi serivise**	Umuntu wese ashobora gusaba gufungura farumasi. Cyakora igomba gukorwamo n'umukozi ubifitiye impamyabumenyi mu bijyanye na Farumasi.
2) **Umukozi ubishinzwe**	- Icyemezo cyo gufungura farumasi yigenga gitangwa n'Ikigo Gishinzwe Imiti, RFDA (*Food and Drugs Autority*) bimaze kwemezwa n'Akarere - Dosiye isaba gufungura Farumasi ishyikirizwa Umukozi ushinzwe ubuzima akayisesengura afatanyije n'Umuyobozi wa Farumasi y'Akarere
3) **Ibisabwa**	- Ibaruwa yandikiwe Minisiteri w'Ubuzima iriho umukono w'umuyobozi w'Akarere (sous-couvert) - Kopi y'indangamuntu - Usaba agomba kugaragaraza ko azakoresha umuntu wanditse mu rugaga rw'abanyamafarumasi - Kugaragaza ko ubucuruzi bwe bwanditse muri muri RDB - Umwirondoro wuzuye - Amafoto magufi (passeport) - Kwerekana aho azakorera (Umurenge, Akagari) - Kopi y'impamyabumenyi muri Farumasi y'umuntu uzakorera muri iyo farumasi - Amasezerno y'ubukode bw'inzu ifite nibura metero kare 45 ($45m^2$) - Icyemezo cy'umukoresha wa nyuma - Icyemezo cyo kuba atarafunzwe
4) **Inzira binyuramo**	Usaba yandikira Ikigo gishinzwe imiti n'ibiribwa (RFDA) n'Umuyobozi w'Akarere (sous couvert) amaze gusurwa no gukorerwa raporo isinywaho n'umuyobozi w'Akarere
5) **Izindi nzego unyuramo**	MINISANTE
6) **Amafaranga yishyurwa**	Amafaranga ibihumbi magana abiri na mirongo itanu y'u Rwanda (250,000FRW)
7) **Igiheitangirwa**	Mu minsi y'akazi kuva saa moya kugera saa kumi n'imwe
8) **Igihentarengwa**	Iminsi 15

Nk