

REPUBLIKA Y'U RWANDA



MINISITERI Y'UBUTEGETSI BW'IGIHUGU



INYANDIKO NGENDERWAHO MU MITANGIRE YA SERIVISI FATIZO *KU MURENGE W'ICYARO*



Supported by



Ijambo ry'Ibanze

Gutanga serivisi zinoze mu Nzego z'Ibanze ni ingenzi mu gushimangira imiyoborere myiza no gushyira mu bikorwa ingamba zikubiye muri gahunda y'imbaturabukungu (EDPRSII). Ibyo bizatuma kandi tugera ku bikubiye mu icyerekezo 2020 u Rwanda rwihaye.

Ndashimira ubushake n'umuhate byaranze abayobozi b'Inzego z'Ibanze mu itegurwa ry'iyi nyandiko ngenderwaho mu mitangire ya serivisi fatizo mu nzego bayobora, kandi ndabashishikariza kuzabyubahiriza nk'uko ari bo babyishyiriyeho.

Nshimishijwe rero no kubagezaho iyi nyandiko igaragaza serivisi fatizo zitangwa n'inzego z'Ibanze mu Rwanda. Ikoze mu buryo bworoshya twizera ko buzafasha koroshya imitangire ya serivisi mu Nzego z'Ibanze.

Leta y'u Rwanda ishishikajwe n'iterambere ndetse n'imitangire ya serivisi zinoze kandi zijyanye n'umwihariko wa buri rwego na buri hantu. Iyi nyandiko irareba by'umwihariko Inzego z'Imitegekere y'Igihugu zegerejwe abaturage zirimo Akarere, Umurenge n'Akagari. Izi nzego ni zo zigira uruhare rw'Ibanze mu gutanga serivisi zinogeye abaturage no mu gushyira mu bikorwa gahunda za Leta uko zakabaye.

Gushyira ku mugaragaro iyi nyandiko ifite imbonerahamwe ya serivisi fatizo ni intambwe ikomeye mu byerekeye kugaragariza abaturage ibakorerwa mu Nzego z'Ibanze. Twizeye ko iyi mbonerahamwe izafasha iza nzego gutanga serivisi zihuse, zinoze kandi, zubahirije igihe giteganywa.

Muri urwo rwego, iyi mbonerahamwe ikubiyemo amakuru yose ajyanye na serivisi zitangwa n'Inzego z'Ibanze. Kuri buri serivisi, igaragaza umukozi uyishinzwe, ibisabwa, ikiguzi, ndetse n'igihe ntarengwa cyo kuba igisubizo cyabonetse. Bityo rero, iki ni igikoresho kiyobora abashinzwe gutanga serivisi mu Nzego z'Ibanze ndetse n'abazisaba.

Twizeye ko kubahiriza ibikubiye muri iyi nyandiko bizarushaho gutuma Inzego z'Ibanze zibasha gutanga serivisi nziza zinogeye abaturage ndetse zikarushaho kubagaragariza ibyo bakorerwa.

Turashishikariza inzego bireba gukurikirana uburyo ibikubiye muri iyi nyandiko byubahirizwa kandi turabasaba gukora ibishoboka byose kugira ngo abaturage babisobanurirwe neza. Ubufatanye hagati y'abayobozi n'abaturage ni bwo buzatugeza ku miyoborere myiza n'iterambere twifuza.

KABONEKA Francis
Minisitiri w'Ubutegesi bw'Igihugu





UBUNYAMABANGA NSHINGWABIKORWA & IRANGAMIMERERE N'IMPAPURO MPAMO

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	KWANDIKISHA UMWANA WAVUTSE	<ul style="list-style-type: none"> • icyemezo cya muganga w'ibitaro umwana yavukiyemo • Indangamuntu z'ababyeyi • Ababyeyi bombi barazana iyo batashyiringanywe • icyemezo cy'urukiko iyo kwandikisha byarengeje igihe kigenwa n'amategeko • icyemezo cyo gushyiringira 	Ntayo	Uwo muni
2.	ICYEMEZO CY'AMAVUKO	<ul style="list-style-type: none"> • Indangamuntu, cyangwa kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'abavukiye mu murenge • Impapuro zishyuriweho amafaranga asabwa 	500 Frw yishyurwa kuri konti y'Akarere	Uwo muni
3.	GUSABA ICYEMEZO CY'UMWIRONDORO (ATTESTATION D'IDENTITÉ COMPLÈTE)	<ul style="list-style-type: none"> • Kopi y'Indangamuntu n'indangamuntu ubwayo • Impapuro zishyuriweho amafaranga asabwa 	500 Frw yishyurwa kuri konti y'Akarere	Uwo muni

Ubunyamabanga, Nshingwabikorwa irangamimerere n'Impapuro Mpamo

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
4.	KWANDIKA ABASHAKA GUSHYINGIRWA BYEMEWE N'AMATEGEKO	<ul style="list-style-type: none"> • Kuba uhibereye • Kuba ufite byibura imyaka 21 y'amavuko • Uruhushya rwa Minisitiri ufite ubutabera mu nshingano ku batagejeje ku myaka 21 y'amavuko • icyemezo cy'uko uri ingaragu • icyemezo cy'amavuko • Kopi y'indangamuntu • icyemezo cy'ubutane cyangwa icyemezo cy'urukiko kiriho kashe mpuruza • icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye 	Ntayo	Uwo muni
5.	GUSABA ICYEMEZO CY'IBYANDITSE MU BITABO BY' ABASHYINGIRANYWE IMBERE Y'AMATEGEKO (EXTRAIT D'ACTE DE MARIAGE	<ul style="list-style-type: none"> • Indangamuntu • Kwerekana igihe wazazanywe (Agatabo ko gushyingirwa, icyemezo cy'inkwano, etc.) • Impapuro zishyuriweho amafaranga asabwa 	2,400 Frw	Uwo muni

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
6.	GUSABA ICYEMEZO CY'UKO WASEZERANYE IMBERE Y'AMATEGEKO	<ul style="list-style-type: none"> • Agatabo ko gushyingirwa (livret de mariage) cyangwa icyemezo cyo gushyingirwa (acte de mariage) • Kopi y'indangamuntu cyangwa pasiporo • Impapuro zishyuriweho amafaranga asabwa 	500 Frw	Uwo muni iyo ibisabwa byose byubahirijwe
7.	GUSABA ICYEMEZO CY'UKO URI INGARAGU	<ul style="list-style-type: none"> • Icyemezo cy'Akagari cy'uko uri ingaragu • Kopi y'indangamuntu cyangwa pasiporo • Impapuro zishyuriweho amafaranga asabwa 	500 Frw	Uwo muni iyo ibisabwa byose byubahirijwe
8.	ICYEMEZO CY'UKO WATANDUKANYE N'UWO MWASHAKANYE	<ul style="list-style-type: none"> • Kopi y'Indangamuntu cyangwa Pasiporo • Icyemezo cy'ubutane cy'urukiko kiriho kashe mpuruza • Impapuro zishyuriweho amafaranga asabwa 	1.500 Frw	Uwo muni iyo ibisabwa byose byubahirijwe
9.	ICYEMEZO CYO GUSESA AMASEZERANO Y'ABASHYINGIWE BATIGEZE BABANA	<ul style="list-style-type: none"> • Kopi y'Icyangombwa (Indangamuntu cyangwa Pasiporo) • Imyanzuro y'urukiko yo gusesa amasezerano yo gushyingirwa • Impapuro zishyuriweho amafaranga asabwa 	1.500 Frw	Uwo muni

Ubunyamabanga Nshingwabikorwa Irangamimerere n'Impapuro Mpamo

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
10.	GUSABA ICYEMEZO CY'UKO UMUNTU ARIHO	<ul style="list-style-type: none"> Kwiyizira ku Murenge Fotokopi y'Indangamuntu n'indangamuntu ubwayo Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko Impapuro zishyuriweho amafaranga asabwa 	1.200 Frw Iyo ukijyanye kuri RSSB ni ubuntu	Uwo munsi
11.	KWANDUKUZA UMUNTU WAPFUYE	<ul style="list-style-type: none"> Icyemezo cya muganga Indangamuntu y'umwimerere y'uwapfuye irasubizwa Abagabo babiri bo kubyemeza Ku muntu waguye mu rugo, abamushynguye bakora inyandiko mvugo ikemezwa n'Akagari Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza 	Ntayo	Uwo munsi
12.	ICYEMEZO CY'UKO UMUNTU YAPFUYE	<ul style="list-style-type: none"> Kuba umuntu yanditse mu gitabo cy'abapfuye Impapuro zishyuriweho amafaranga asabwa 	1,200 Frw	Uwo munsi
13.	KWEMEZA IMPAPURO MPAMO	<ul style="list-style-type: none"> Impapuro z'umwimerere na kopi zazo Impapuro zishyuriweho amafaranga asabwa 	1.500 Frw kuri buri kopi	Uwo munsi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
14.	ICYEMEZO CYO KUBA UMUBYEYI W'UMWANA UTABYAYE	<ul style="list-style-type: none"> • Usabirwa kuberwa umubyeyi agomba kuba atuye mu murenge cyangwa ariho yabaruwe • Uhagarariye umwana agomba kuba ahari • Abahamya 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 barusha nibura imyaka 20 uwo bashaka kubera ababyeyi • icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu • Kuba uwo bashakanye abyemera 	Ntayo	Uwo muni

Ubunyamabanga Nshingwabikorwa
 Irangamimerere n'Impapuro Mpamo

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
15.	KWEMERA UMWANA WAVUTSE KU BABYEYI BATASHYINGIRANYWE	<ul style="list-style-type: none"> Icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse Indangamuntu z'ababyeyi (iy'umwimerere na kopi) Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana Abahamya babiri Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko 	Ntayo	Uwo muni
16.	ICYEMEZO CYO KUZUNGURA	<ul style="list-style-type: none"> Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda Icyemezo cy'urupfu cy'uzungurwa Indangamuntu z'abazungura Ibyemezo by'amavuko by'abazungura Iyo abazungura batagejeje ku myaka y'ubukure hasabwa icyemezo cy'urukiko Abagize umuryango bagomba kuba bahibereye Icyemezo cy'urukiko iyo harimo amakimbirane 	Ntayo	Uwo muni
17.	GUKEMURA IBIBAZO BY'ABATURAGE	Raporo y'Akagari igaragaza uko ikibazo cyakemuwe	Ntayo	Uwo muni

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
18.	GUTANGA UBUJYANAMA MU MATEGEKO	Kugera ku Murenge no gusobanura ikiazo cyawe	Ntayo	Uwo munsi
19.	ICYEMEZO CY'UWATAYE IRANGAMUNTU	Icyemezo cya polisi cy'uko wataye Indangamuntu	Ntayo	Uwo munsi
20.	KWIYANDIKISHA GUFATA INDANGAMUNTU BWA MBERE	<ul style="list-style-type: none"> • Kuba ufite imyaka 16 nibura • icyemezo cy'amavuko • icyemezo cy'umwirondoro kivuye ku Kagari iyo atabaruwe • Impapuro zishyuriweho amafaranga asabwa 	500 Frw	Uwo munsi
21.	KWEMEZA AMASEZERANO Y'UBUGURE BW'IMITUNGO YIMUKANWA	<ul style="list-style-type: none"> • Indangamuntu • Ibyangombwa by'umutungo • Amasezerano y'Ubugure asinyirwa imbere ya Noteri • Impapuro zishyuriweho amafaranga asabwa 	2.000 Frw	Uwo munsi
22.	GUSHYIRA UMUKONO KU MASEZERANO Y'INGUZANYO YATANZWE NA BANKI	<ul style="list-style-type: none"> • Amasezerano y'inguzanyo ya banki • Indangamuntu • Impapuro zishyuriweho amafaranga asabwa 	2.000 Frw	Uwo munsi

Ubunyamabanga Nshingwabikorwa
Irangamimerere n'Impapuro Mpamo

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
23.	GUSHYIRA UMUKONO KURI SITATI Z' MASHYIRAHAMWE, AMAKOPERATIVE N'IMIRYANGO ITARI IYA LETA	<ul style="list-style-type: none"> Sitati Abanyamuryango bose bagomba kuba bahari Impapuro zishyuriweho amafaranga asabwa 	5.000 Frw kuri buri sitati 1200 Frw kuri buri rupapuro ku zindi nyandiko	Uwo muni
24.	KWEMEZA UMUKONO	<ul style="list-style-type: none"> Indangamuntu Kuba uhibereye Impapuro zishyuriweho amafaranga asabwa 	2.000 Frw	Uwo muni
25.	ICYEMEZO CY'UBUPFAKAZI (ATTESTATION DE VEUVAGE)	<ul style="list-style-type: none"> Icyemezo cy'uko yashatse Icyemezo cy'urupfu rw'uwo bari barashakanye Indangamuntu Icyemezo cy'Akagari Impapuro zishyuriweho amafaranga asabwa 	1.500 Frw	Uwo muni
26.	ICYEMEZO CYO KUTAJURIRA UMWANZURO W'ABUNZI	<ul style="list-style-type: none"> Indangamuntu Icyemezo cy'urukiko rw'Abunzi 	Ntayo	Uwo muni
27.	ICYEMEZO CYO KUBA UTANDITSE MU BITABO BY'IRANGAMIMERERE	<ul style="list-style-type: none"> Indangamuntu, icyemezo cy'uko yataye indangamuntu, pasiporo cyangwa ikarita y'ishuri 	Ntayo	Uwo muni
28.	ICYEMEZO CYO KUJYANA KURI NIDA	<ul style="list-style-type: none"> Icyemezo cy'urukiko kiriho kashe mpuruza 	Ntayo	Uwo muni

Umuhesha w'inkiko utari uw'umwuga

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
29.	KURANGIZA IMANZA	Icyemezo cy'urukiko kiriho kashe mpuruza	Ntayo	Mu minsi 15 kuva igihe urundi ruhande rubimenyeshejwe Ntibishobora kurenza amezi 3



Umukozi ushinzwe Imisoro n'Amahoro

Imisoro n'Amahoro

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	GUSABA UBURENGANZIRA BWO GUTANGIZA UBUCURUZI	<ul style="list-style-type: none"> Kwiyandikisha ku ipatanti mu minsi 30 uhereye igihe utangiye gukora Impapuro zishyuriweho amafaranga asabwa 	Kwishyura ipatanti	Uwo muni
2.	KWISHYURA UMUSORO KU BUTAKA	<ul style="list-style-type: none"> Icyangombwa cy'ubutaka 	Umusoro ugenwa n'Inama Njyanama y'Akarere	Uwo muni
3.	KWISHYURA UMUSORO KU BUKODE BW'INZU	<ul style="list-style-type: none"> Amasezerano y'ubukode 	Umusoro ubarwa hakurikijwe agaciro k'ubukode	Uwo muni
4.	KWISHYURA UMUSORO KU MUTUNGO UTIMUKANWA	<ul style="list-style-type: none"> Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujujwe neza Raporo y'igenzura ry'agaciro k'umutungo yakozwe n'impuguke zabiherewe uruhushya 	Umusoro ubarwa hakurikijwe ubwoko bw'umutungo utimukanwa	Uwo muni



Umukozi ushinzwe Imibereho Myiza y'Abaturage

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	KWISHYURIRA AMAFARANGA Y'ISHURI IMFUBYI N'ABANA BATISHOBOYE	<ul style="list-style-type: none"> • Kuba wanditse k'urutonde rw'imfubyi n'abatishoboye • Kubari uri mu cyiciro cya mbere n'icya kabiri by'Ubudehe • icyemezo cy'uko ari umunyeshuri • Indangamuntu z'ababyeyi ku batari imfubyi 	Ntayo	Uwo muni bitewe n'inkunga ihari
2.	GUTANGA UBUFASHA KU BATISHOBOYE	<ul style="list-style-type: none"> • Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe • Raporo y'akagari • Indangamuntu z'ababyeyi ku bana b'abatishoboye 	Ntayo	Biterwa n'imiterere y'inkunga n'aho ituruka

Imibereho myiza y'abaturage

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
3.	GUTANGA IBYANGOMBWA KU BATISHOBOYE MU BYICIRO BITANDUKANYE	<ul style="list-style-type: none"> • Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe • Raporo y'akagari • Indangamuntu 	Ntayo	Uwo muni
4.	GUSABA ICYEMEZO CY'UKO URI IMPFUBYI	Icyemezo cy'Akagari	Ntayo	Uwo muni
5.	ICYEMEZO CY'UWAROKOTSE JENOSIDE	Icyemezo cya komite y'abarokotse Jenoside mu Kagari. Icyo cyemezo gisinywaho kandi n'umuyobozi w'Akagari	Ntayo	Uwo muni



Umukozi ushinzwe ubworozi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	GUSABA SERIVISI ZO GUKONA IKIMASA	Amafaranga y'urugendo rwa muganga w'amatungo aya aho itungo riri hamwe n'imiti ikoreshwa	Amafaranga y'urugendo rwa muganga w'amatungo aho bikenewe	Hagati y'umunsi 1 na 2
2.	GUSABA URUHUSHYA RWO KUBAGA NO KUGURISHA INYAMA	<ul style="list-style-type: none"> • Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorerwa • Inzu y'ibagiro • icyobo cyo gutamo imyanda • Abakozi bafite imyenda yabigenewe n'ibikoresho • Abakozi bapima indwara zanduza • Kuba wanditse ku musoro w' ipatanti mbere yo gutangira • Impapuro zigaragaza aho itungo ryaturutse 	Amafaranga yo kubaga	Uwo munsi
3.	GUSABA GUTERERWA INTANGA AMATUNGO	<ul style="list-style-type: none"> • Inka yarinze • Kugura intanga muri RAB, uretse iza Girinka zitererwa ubuntu 	Amafaranga y'urugendo rwa muganga w'amatungo aho bikenewe	Uwo munsi

Ubworozi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
4.	KWAMBIKA AMATUNGO IBIMENYETSO BIYARANGA (AMAHERENA)	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu	Amafaraanga y'urugendo rwa muganga w'amatungo, no kugura amaherena	Uwo munsi
5.	GUTANGA UBUVUZI BW'AMATUNGO	Kugura imiti wandikiwe na muganga w'amatungo	Amafaraanga y'urugendo rwa muganga w'amatungo	Uwo munsi
6.	GUSABA ICYEMEZO CYO KUGURISHA INKA MW'ISOKO	<ul style="list-style-type: none"> • Kugura amaherena • Buri tungo rijanywe mu isoko rigomba kuba rifite iherena 	Amafaraanga yo gushyiraho amaherena yishyurwa kuri konti y'Akarere.	Uwo munsi
7.	GUKINGIZA AMATUNGO	Kwishyura inkingo bitewe n'ubwoko bwazo	Amafaraanga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo	Mu cyumweru kimwe
8.	GUSABA ICYEMEZO CYO KWIMURA AMATUNGO AVA MU MURENGE AJYA MU WUNDI	<ul style="list-style-type: none"> • Ikayi y'itungo iriho amakuru (nyira ryo, aho rihereye, kuba yarakingiwe, etc) • Kuba rifite amaherena • Kwishyura amafaraanga asabwa • Irangamuntu ya nyir'itungo 	Ubaza ku murenge amafaraanga asabwa	Uwo munsi



Umukozi ushinzwe ubuhinzi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	GUSABA INGEMWE Z'IBITI ZO GUTERA	Ubutaka buterwaho ibiti bugomba kuba bwagenzuwe n'umukozi ushinzwe amashyamba.	Ntayo	Ingemwe z'ibiti ziboneka mu kwezi kwa cumi
2.	GUSABA IMBUTO Z'INDOBANURE	<ul style="list-style-type: none"> Kuba uri mw'itsinda rya Twigire muhinzi kwisyura 25% by'igicro gisabwa kuri nkunganire 	Hakoresha „nkunganire“. Ku mbuto umuhinzi yishyura 25%	Uwo muni bimaze gusabwa
3.	GUHABWA IMITI Y'IBIHINGWA 'INYONGERAMUSARURO	<ul style="list-style-type: none"> Kuba uri mw'itsinda rya Twigire muhinzi kwisyura 25% by'igicro gisabwa kuri nkunganire 	Hakoresha „nkunganire“. Ku mbuto umuhinzi yishyura 50%	Uwo muni
4.	URUHUSHYA RWO GUTWARA IBIKOMOKA KU BITI	<ul style="list-style-type: none"> Icyangombwa cyo gusarura ishyamba Kwishyura amafaranga asabwa 	1.000 Frw kuri toni imwe ipakiye	Uwo muni

Ubuhinzi



Umukozi ushinzwe ubutaka

Ubutaka

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	GUSABA ICYEMEZO CY'INGWATE KU BUTAKA	<ul style="list-style-type: none"> Icyangombwa cy'ubutaka Impapuro zitangwa na banki zisinye Indangamuntu y'ushaka gutanga ingwate y'ubutaka 	2.000 Frw	Uwo muni
2.	GUTIZA UNDI INGWATE Y'UBUTAKA	<ul style="list-style-type: none"> Kwishyura amafaranga ya noteri w'ubutaka Icyangombwa cy'ubutaka cy'umwimerere Kopi y'icyangombwa cy'ubutaka butizwaho ingwate Kopi y'Indangamuntu kuri buri muntu Abo bashyingiranywe bagomba kuba bahari 	2.000 Frw	Uwo muni
3.	GUSABA UBURENGANZIRA BWO KUBAKA MU MUDUGUDU	<ul style="list-style-type: none"> Icyangombwa cy'Ubutaka Kwishyura umusoro w'ubutaka Raporo y'akagari 	5.000 Frw	Mu minsi 5
4.	GUSABA ICYEMEZO CY'UMUTUNGO	<ul style="list-style-type: none"> Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari Kwishyura amafaranga asabwa kuri konti y'Akarere 	1.200 Frw	Uwo muni

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
5.	GUKEMURA IBIBAZO N'AMAKIMBIRANE BISHINGIYE KU BUTAKA	<ul style="list-style-type: none"> Icyangombwa cy'ubutaka Gutanga ikirego Ikayi y'umuturage igaragaza uko ikibazo cyacyemuwe mu kagari 	Ntayo	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka Uwo munsu, ibindi bigasaba ko ubutaka busurwa.
6.	GUSABA UBURENGANZIRA BWO GUSANA/ KUVUGURURA INYUBAKO	<ul style="list-style-type: none"> Urwandiko rusaba rwandikiwe Umurenge Kopi y'Icyangombwa cy'ubutaka cyanditseho "gutura" Amafoto y'uko inzu iteye (impande zose) Kwishyura imisoro y'ubutaka Kwishyura amafaranga y'icyangombwa Raporo y'Akagari y'isura ry'aho inzu iri 	1.200 Frw	Mu minsi 5
7.	KWANDIKISHA UBUTAKA BUTABARUWE	<ul style="list-style-type: none"> Kopi y'ibiranga 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 nimeru y'ubutaka (UPI) iyo izwi Iyo nimeru 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 	5,000 Frw	Uwo munsu. Icyangombwa kiboneka mu byumweru 2

Ubutaka

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
8.	GUSABA IBYANGOMBWA BY'UBUTAKA BITASOHOTSE KANDI UBUTAKA BWARABARUWE	<ul style="list-style-type: none"> • icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka • icyemezo gitangwa n'Ubuyobozi bw'Akagari gihamya ko umuntu atafashe ibyangombwa by'ubutaka bya burundu 	Ntayo	<p>Uwo muni.</p> <p>Icyangombwa kiboneka mu byumweru 2</p>
9.	IHEREREKANYA RY' UBURENGANZIRA KU BUTAKA RISHINGIYE KU BUGURE	<ul style="list-style-type: none"> • Kopi y'ibiranga uwaguze/abaguze • Amasezerano y'iherekanya 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 ikigo cy'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane 	27,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.	<p>Uwo muni.</p> <p>Icyangombwa kiboneka mu byumweru 2</p>

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
10.	IHEREREKANYA RY' UBURENGANZIRA KU BUTAKA RISHINGIYE KW'IZUNGURA	<ul style="list-style-type: none"> • Kopi y'ibiranga umuzungura/abazungura • icyemezo cyo kuba warashyingiwe/ icyemezo cy'uko uri ingaragu cy'umuzungura/ abazungura • Inyandiko y'umurage yakorewe imbere ya 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 	27,000 Frw (20,000 Frw y'ishererekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.	Uwo muni. Icyangombwa kiboneka mu byumweru 2
11.	GASABA GUSIMBURA ICYANGOMBWA CY'UBUTAKA CYATAKAYE/ CYANGIRITSE	<ul style="list-style-type: none"> • Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri • Icyangombwa cyangiritse iyo gihari • Indahiro yakorewe imbere ya noteri w'ubutaka iyo byatakaye 	2.000 Frw yo kwemeza impapuro mpamo 5.000 Frw y'icyangombwa gishya	Uwo muni. Icyangombwa kiboneka mu byumweru 2

Ubutaka



Umukozi ushinzwe Uburezi mu Murenge

Uburezi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	KWAKIRA INYANDIKO Z'ABASABA AKAZI K'UBWARIMU	<ul style="list-style-type: none"> Ibaruwa isaba yandikiwe Akarere Umwirondoro (CV) Kopi y'impamyabushozi Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje Kopi y'Indagamuntu Amafoto abiri y'amabara magufi Icyemezo cy'uko washatse cyangwa uri ingaragu 	Ntayo	<ul style="list-style-type: none"> Uwo muni iyo ari ugusimbura umwarimu wagiye Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.
2.	KWAKIRA NO GUKEMURA IBIBAZO BY'ABARIMU N'ABANYESHURI	<ul style="list-style-type: none"> Urwandiko rw'abarimu rwandikiwe Umurenge, ruriho umukono w'umukuru w'ikigo. Kuza kureba Umukozi ushinzwe uburezi mu murenge ku banyeshuri 	Ntayo	Uwo muni
3.	KWAKIRA ABABYEYI BAFITE IBIBAZO BIREBANA N'AMASHURI Y'ABANA	<ul style="list-style-type: none"> Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza) Icyemezo cy'ishuri yigagamo (mu mashuri abanza) 	Ntayo	Uwo muni

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
4.	GUTANGA IBYEMEZO BY'ABANYESHURI BAFASHWA N'IMISHINGA	Kuba uri ku rutonde rw'abafashwa	Ntayo	Uwo muni
5.	KWAKIRA ABAKENEYE AMAKURU KW' IBARURISHAMIBARE RY'UBUREZI	Kugana k'ushinzwe uburezi mu Murenge	Ntayo	Uwo muni

Ubutaka



Umukozi ushinzwe isuku

Isuku

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	ICYANGOMBWA CY'ISUKU KU BASHAKA GUTANGIZA UBUCURUZI BUKORERWA ABANTU BENSHI ICYARIMWE	Ibaruwa isaba	Ntayo	Bitarenze icyumweru ubusabe bwe bwakiriwe
2.	GUFASHA ABATSINDIYE AMASOKO Y'ISUKU MU NGO KWISHYUZA	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge	Ntayo	Mu minsi 3

Icapiro

Byakozwe na

Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC)

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GIZ/Claudia Wiens

Imbonerahamwe zihinye za serivisi zateguwe na Minisiteri y'Ubutegetsi bw'Igihugu ku nkunga ya gahunda y'ikigo cy'Ubudajye gitsura amajyambere igamije gushyigikira politiki yo kwegera ubuyobozi abaturage n'imiyoborere myiza (GIZ/Decentralisation and Good Governance Program).