

# REPUBLIKA Y'U RWANDA



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## AKARERE KA NYAGATARE

**ICYEMEZO CY'INAMA NJYANAMA N° 901 CYO KUWA 22/09/2018  
GISHYIRAHO IMBONERAHAMWE YA SERIVISE ZITANGWA  
N'INZEGO Z'IBANZE MU KARERE KA NYAGATARE**

SERIVISE ZITANGWA KURWEGO RW'AKAGARI, UMURENGE N'AKARERE



REPUBLIKA Y'U RWANDA

Nyagatare kuwa, 25/09/2018  
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**Impamvu: ICYEMEZO CY'INAMA NJYANAMA N° 001 CYO KUWA 22/09/2018**

Bwana Minisitiri

Tunejewe no kubandikira iyi baruwa tugirangira ngo tubagezeho icyemezo cy'Inama Njyanama n° 001 cyo kuwa 22/09/2018 gishyiraho imbonerahamwe ya serivise zitangwa n'inzego z'ibanze mu karere ka Nyagatare

Mugire amahoro



**ATUKUNDA RUKKEBA Chantal**

**Umuyobozi w'Inama Njyanama y'Akarere ka Nyagatare**

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-Bwana Guverineri w'Intara y'Iburasirazuba -RWAMAGANA

-Bwana Umuyobozi w'Akarere ka Nyagatare





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## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

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

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitunganyirize myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitunganyirize inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akagari, aho serivisi itangirwa, n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuzaga 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. Akagari 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 inzego zisumbuye (Umurenge cyangwa Akarere). Hari kandi andi makuru waba ukeneye azenze ibikubiye muri iyi nyandiko, wayabaza ku biro by'Akagari, Umurenge, cyangwa ukayasanga ku rubuga rwa interineti rw'Akarere



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# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISE ZITANGIRWA KU KAGARI

### a) Gusaba icyemezo cy'abasaba uruhushya rwo kujya mu mahanga

1) Uhabwa iyi serivise	Umuturage wese utuye mu Kagari
2) Umukozi ubishinzwe	Umunyabanga nshingwabikorwa w'Akagari
3) Ibisabwa	<p><b>Ku bantu bakuru</b></p> <ul style="list-style-type: none"> <li>Kwishyura amafaranga 1,200 kuri konti y'Akarere</li> <li>Ifoto imwe y'amabara ifite inyuma h'umweru</li> <li>Kwerekana Irangamumuntu cyangwa icyemezo gitangwa n'Umurenge cy'uko yabuze</li> </ul> <p><b>Ku bana bari muni y'imyaka 16</b></p> <ul style="list-style-type: none"> <li>Icyemezo cy'amavuko</li> <li>Icyemezo cy'uko ababyeyi bashakanye gitangwa n'umurenge</li> <li>Kopi y'indangamuntu z'ababyeyi</li> </ul>
4) Inzira binyuramo	 <ul style="list-style-type: none"> <li>Usaba iyi serivise agomba kuza ku biro by'Akagari mu masaha y'akazi</li> <li>Icyemezo cyuzurizwa ku biro by'Akagari kigasinywaho n'Umunyabanga Nshingwabikorwa w'Akagari,</li> <li>Iyo icyemezo kimaze gusinywa, uwagihawe ahita ajya ku biro bireba abinjira n'abasohoka mu gihugu (Migration Office)</li> </ul>
5) Izindi nzego unyuramo	Ibiro bishinzwe abinjira n'abasohoka mu gihugu (Migration Office)
6) Amafaranga yishyurwa	Kwishyura 1.200 Frw kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iyo ibisabwa byose byuzuye, icyemezo gitangwa uwo muni.

### b) Kwakira no gukemurirwa ibibazo

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari ufite ikibazo yifuza ko cyakemurwa n'Akagari
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Ikibazo kibanza gushyikirizwa Umudugudu. Iyo kidakemutse, Umudugudu wandika uko byagenze mu Ikayi y'Umudugudu, ukacyohereza ku kagari. Cyakora iyo ari ikibazo cyihutirwa cyangwa kijyanye n'umutekano, Akagari kagikemura ako kanya.
4) Inzira binyuramo	Kuza ku biro by'Akagari witwaje Ikayi y'Umudugudu yanditsemo uko Umudugudu wakemuye icyo kibazo.
5) Izindi nzego unyuramo	Umudugudu

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00, n'igihe cyose byaba ari mu kaga byihutirwa
8) Igihe ntarengwa	Biterwa n'uko ikibazo giteye, iriko iyo bishoboka gikemurwa uwo muni

**c) Kurangirizwa urubanza n'izindi mpapuro ziriho kashe mpuruza**

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari ufite impapuro z'imyanzuro y'urubanza rwaciwe n'Abunzi cyangwa Inkiko Gacaca ziriho Kashe Mpuruza
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Impapuro z'imyanzuro y'urubanza ziriho kashe mpuruza
4) Inzira binyuramo	Gushyikiriza Umunyabanga Nshingwabikorwa w'Akagari impapuro z'imyanzuro y'urubanza ziriho kashe mpuruza
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa n'Umunyabanga Nshingwabikorwa w'Akagari mu gihe kitarenze iminsi cumi n'itanu (15) kuva ku igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

**d) icyemezo cy'abashaka kwiyandikisha gusaba indangamuntu bwa mbere**

1) Uhabwa iyi serivise	Umwenegihugu wese afite imyaka cumi n'itandatu (16) utuye mu Kagari
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Inyandiko yerekana itariki y'amavuko icyemezo cyatanze n'umukuru w'Umudugudu
4) Inzira binyuramo	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu Kagari agomba kwiyandikisha kugirango ahabwe indangamuntu. Akagari kamuha icyemezo aaryana kwa Noteri ku Murenge. Umurenge umushyira ku rutonde rw'abasaba indangamuntu bwa mbere, nawo ukarutanga kuri NIDA ari nayo imenyeshya umunsi wo gufotora. Iyo indangamuntu zibonetse zitangirwa ku murenge.
5) Izindi nzego unyuramo	Ubuyobozi bw'Umudugudu n'Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye



e) Gusaba icyemezo gihesha umuntu kubona icyemezo cy'uko ari ingaragu

1) Uhabwa iyi serivise	Umuntu wese utuye mu kagari
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Abagabo batatu babihamya mu nyandiko imbere y'Umunyabanga Nshingwabikorwa w'Akagari. Ibi kandi bishobora no gukorerwa imbere y'Umukuru w'Umudugudu akabisinyira. Kopi z'indangamuntu z'abo bahamya.
4) Inzira binyuramo	Icyemezo cy'Akagari ukijyana ku Murenge kugirango ukorerwe icyemezo cy'uko uri ingaragu
5) Izindi nzego unyuramo	Umudugudu
6) Amafaranga yishyurwa	Kwishyura 500 Frw kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

f) Gukora urutonde rw'abaturage hashingiwe ku cyiciro cy'ubudehe

1) Uhabwa iyi serivise	Abaturage bose
2) Umukozi ubishinzwe	Ushinzwe Imibereho Myiza, Ubukungu n'Iterambere (SEDO)
3) Ibisabwa	- Ntacyo
4) Inzira binyuramo	- SEDO afasha abagize Komite y'Umudugudu gushyira abaturage mu byiciro. Ibi bikorwa n'abaturage kandi ku rwego rw'umudugudu - Akagari n'umunye babika amakuru ajyanye n'ibyiciro by'ubudehe bya buri rugo
5) Izindi nzego unyuramo	Komite y'Umudugudu, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Igihe cyateganyijwe cyo gushyira abaturage mu byiciro
8) Igihe ntarengwa	Uwo muni

g) Gutegura urutonde rw'abatishoboye

1) Uhabwa iyi serivise	Umuntu wese uri mu cyiciro cya mbere n'icya kabiri cy'Ubudehe (hashingiwe ku rutonde rw'ibyiciro by'ubudehe)
2) Umukozi ubishinzwe	Ushinzwe Imibereho Myiza, Ubukungu n'Iterambere (SEDO)
3) Ibisabwa	Kuba uri mu cyiciro cya mbere. Ku badafite icyiciro, cyangwa bashyizwe mu cyiciro kitari cyo, Inama y'Umudugudu iraterana ikemeza icyiciro cyabo.
4) Inzira binyuramo	Ushaka iyi serivise ajya ku Kagari, bakagenzura kuri lisiti z'Ubudehe icyiciro yanditsemo, hanyuma agashyirwa ku rutonde rw'abatishoboye kandi agahabwa icyemezo cy'uko atishoboye.
5) Izindi nzego unyuramo	Komite y'Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00



8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye
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**h) Gusaba icyemezo cy'uko umuntu yapfuye**

1) Uhabwa iyi serivise	Umuntu utuye mu Kagari ukeneye iki cyemezo
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Icyemezo cy'Umudugudu
4) Inzira binyuramo	Iyo umuntu yaguye mu rugo, Umudugudu wemeza urwo rupfu mu nyandiko. Iyo nyandiko yemezwa n'Akagari ikajyanwa ku Murenge kugirango bahabwe icyemezo.
5) Izindi nzego unyuramo	Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye



**i) Gukora ubuvugizi bwo gufasha abatishoboye mu buryo butandukanye**

1) Uhabwa iyi serivise	Umuntu wese uri mu cyiciro cya mbere n'icya kabiri cy'Ubudehe ufite ikibazo cyihutirwa gikeneye ubufasha
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Kuba uri mu cyiciro cya mbere n'icya kabiri cy'Ubudehe
4) Inzira binyuramo	Ubufasha butangwa mu buryo bwo Kuremera utishoboye, hashakwa inkunga mu baturage (mutiwari, umuganda wo kubaka, etc.) Umudugudu ufasha guhitamo abatishoboye kurusha abandi no gukusanya inkunga.
5) Izindi nzego unyuramo	Komite y'Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Biterwa n'uko ikibazo giteye, ariko bishobora gufata ukwezi kumwe iyo ari Kuremera utishoboye. Ku bundi bufasha, ikibazo gishyikirizwa Umurenge uwo muni.

**j) Icyemezo cyemerera umuntu kubaka no gusana**

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari ushaka kubaka cyangwa gusana inzu
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Icyemezo cy'ubutaka Imyanzuro y'isura ry'ikibanza cyangwa inzu igomba gusanwa
4) Izindi nzego unyuramo	Umurenge
5) Inzira binyuramo	Iki cyemezo gitangwa ku bibanza cyangwa amazu yo mu midugudu. Icyemezo cyo kubaka cyangwa gusana mu mijyi gitangwa n'ibiro by'ubutaka ku Karere. Ushaka iyi serivise aya ku Kagari agasaba ko ikibanza cyangwa inzu asaba gusana

	bisurwa. Akagari kemeza muri iryo sura ko aho ashaka kubaka habigenewe cyangwa ko inzu asaba gusana bikenewe koko. Imyanzuro y'isura yomekwa ku cyemezo cyatanzwe, bikajyanwa ku Murenge ari nawo utanga uruhushya rwo kubaka cyangwa gusana.
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe harimo no gusura ikibanza cyangwa inzu

**k) icyemezo cy'uko umuntu yabuze ibyangombwa n'izindi mpapuro**

1) Uhabwa iyi serivise	Umuntu wataye ibyangombwa n'izindi mpapuro
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Ikayi y'Umudugudu itanga amakuru kuri icyo kibazo
4) Inzira binyuramo	Icyemezo gitangwa n'akagari gihita kijyanwa ku biro bya Polisi igakoro icyemezo cy'uko ibyangombwa cyangwa impapuro zabuze.
5) Izindi nzego unyuramo	Polisi
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni



**l) Kumenyesha uwaburanye adahari imyanzuro y'urukiko**

1) Uhabwa iyi serivise	Umuntu wese urebwa n'urubanza rwaburanishijwe n'Abunzi adahari
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Impapuro z'imyanzuro y'urubanza
4) Inzira binyuramo	Ibi bikorwa iyo urubanza rwaburanishijwe uwo bireba adahari, kandi akaba yarahamagawe n'inteko y'abunzi inshuro ebyiri akanga kwitaba. Amenyeshwa imyanzuro y'urukiko mu minsi 10. Umuyobozi w'akagari amusanga aho atuye agasinyira ko imyanzuro y'urubanza ayibonye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo bireba agomba kubimenyeshwa mu gihe kitarenze iminsi icumi

**m) Gusinyisha inzandiko z'abahamagajwe n'inkiko**

1) Uhabwa iyi serivise	Umuntu wese bireba
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Impapuro zitumira kwitaba urukiko
4) Inzira binyuramo	Umuhesha w'inkiko (umuyobozi w'akagari) niwe ujya gusinyisha uregwa, yamubura agasinyisha umugore/umugabo,

	cyangwa umwana ufite imyaka 18 kuzamura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo bireba agomba kubimenyeshwa mu gihe kitarenze iminsi umunani (8)

**n) icyemezo gisaba icyemezo cy'ubudakemwa mu mico no mu myifatire**

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Icyemezo cy'umudugudu Indangamuntu
4) Inzira binyuramo	Ushaka iki cyemezo ajya ku kagari yitwaje indangamuntu n'icyemezo cy'Umudugudu. Iki cyemezo ugihabwa bitewe n'imyitwarire yawe n'uko abantu bakuzi mu mudugudu. Icyemezo uhabwa ukijyana ku murenge.
5) Izindi nzego unyuramo	Umudugudu, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**o) icyemezo gihesha icyemezo cy'amavuko**

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari ukeneye iki cyemezo
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Icyemezo cyo kwa muganga cyanga cy'ikingira ku bana, Indangamuntu ku bakuru, Icyemezo cy'umudugudu
4) Inzira binyuramo	Ushaka iki cyemezo ajya ku kagari yitwaje indangamuntu n'icyemezo cy'Umudugudu.
5) Izindi nzego unyuramo	Umudugudu
6) Amafaranga yishyurwa	Rwf 500
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**p) icyemezo gihesha icyangombwa cy'umutungo**

1) Uhabwa iyi serivise	Umuntu wese utuye mu Kagari ukeneye iki cyemezo
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Inyandiko y'umudugudu Indangamuntu
4) Inzira binyuramo	Iki cyemezo gitangwa ku mutungo utimukanwa. Ugisaba ajya ku kagari ubwe. Akagari kagenzura ko umutungo ari uwe koko kandi utagurishijwe. Icyemezo cya nyuma ugihabwa n'umurenge.

5) Izindi nzego unyuramo	Umudugudu, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**q) icyemezo cy'uwacitse ku icumu rya Jenoside yakorewe Abatutsi**

1) Uhabwa iyi serivise	Umuntu wese wacitse ku icumu rya Jenoside yakorewe Abatutsi ukeneye iki cyemezo
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Icyemezo cy'umudugudu na comite y'abacitse ku icumu rya Jenoside, Indangamuntu
4) Inzira binyuramo	Komite y'abacitse ku icumu mu kagari yuzuzwa kandi igasinyira icyemezo cyabigenewe, Umunyabanga Nshingwabikorwa w'Akagari akagisinyaho. icyemezo ukijyana ku mukozi w'Umurenge ushinzwe imibereho myiza kikemezwa bwa nyuma.
5) Izindi nzego unyuramo	Komite y'abacitse ku icumu rya Jenoside yakorewe Abatutsi, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye



**r) icyemezo gihabwa umugore utwite ujya kwipimisha atabana n'umugabo**

1) Uhabwa iyi serivise	Umukobwa utwite ariko atarashaka ukeneye kwipimisha inda no kwivuza kwa muganga.
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	Ikayi y'Umudugudu yanditsemo uko ikibazo giteye n'Ushinzwe Ubuzima mu mudugudu.
4) Inzira binyuramo	Uza ku kagari. icyemezo gitangwa akagari kamaze kugenzura ko amakuru atangwa ari yo. Ushinzwe ubuzima mu mudugudu ashobora kumuherekeza kwa muganga.
5) Izindi nzego unyuramo	Umudugudu, Kwa muganga
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**s) icyemezo gihisha icyemezo cy'ubupfakazi (attestation de veuvage)**

1) Uhabwa iyi serivise	Umuntu wapfakaye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	- Indangamuntu - icyemezo cy'Umudugudu

	- Abagabo 3 babyemeza
4) Inzira binyuramo	Icyemezo uhabwa ukijyana ku murenge
5) Izindi nzego unyuramo	Umudugudu, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**t) icyemezo cy'uko utuye mu kagari**

1) Uhabwa iyi serivise	Umuntu utuye mu kagari
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	- Indangamuntu cyangwa Pasiporo - icyemezo cy'Umudugudu
4) Inzira binyuramo	Kuza ku kagari witwaje ibisabwa
5) Izindi nzego unyuramo	Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**u) icyemezo gihisha icyemezo cy'umwirondoro (attestation d'identité complète)**

1) Uhabwa iyi serivise	Umuntu utuye mu kagari
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Akagari
3) Ibisabwa	- Indangamuntu - icyemezo cy'Umudugudu - Ku bafite imyaka 16 batarabona irangamuntu hashingirwa ku ikayi y'umudugudu
4) Inzira binyuramo	Uza ku kagari witwaje ibisabwa
5) Izindi nzego unyuramo	Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

Bikorewe Nyagatare kuwa 22/09/2018

**Madamu ATUKUNDA RUKKEBA Chantal**

**Umuyobozi w'Inama Njyanama y'Akarere ka Nyagatare**

**Madamu: MUKURIZEHE Anuarite**

**Umunyamabanga w'Inama Njyanama y'Akarere ka Nyagatare**



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## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

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

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitunganyirize myiza ya serivisi. Izafasha abatanga n'abababwira serivisi kugira imyumvire imwe ku mitunganyirize inoze ya serivisi. Ibyo bizatuma Abaturage bamenyana neza urutonde rwa serivisi bababwira ku rwego rw'Umurenge, aho serivisi itunganyirizwa n'umukozi cyangwa abakozi babashinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresheye kugira ngo amenyekanishe ko atishimye serivisi yahawe.

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

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



# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE

### I. IRANGAMIMERERE N'IMPAPURO MPAMO



#### a) Kwandikisha umwana wavutse

1) Uhabwa iyi serivise	Umwana wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu murenge
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cya muganga w'ibitaro umwana yavukiyemo</li> <li>- Indangamuntu z'ababyeyi</li> <li>- Abagabo babiri n'indangamuntu zabo</li> <li>- Kwandikisha umwana mu minsi 30 kuva umwana avutse</li> <li>- icyemezo cy'urukiko iyo kwandikisha byarengeje igihe</li> </ul>
4) Inzira binyuramo	<p>Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse.</p> <p>Kwandikisha umwana wavutse bikorwa mu buryo butatu butandukanye :</p> <ul style="list-style-type: none"> <li>- Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance), ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko,</li> <li>- Iyo kwandikisha umwana byakozwe bikererewe, umwana yandikwa mu gitabo cy'abavutse (Registre de Naissance).</li> <li>- Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance),</li> </ul>
5) Izindi nzego unyuramo	Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

#### b) icyemezo cy'amavuko

1) Uhabwa iyi serivise	Umuntu wese utuye mu murenge cyangwa undi ufite "acte de naissance"
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2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Icyemezo cy'Akagari Indangamuntu Kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'abavukiyemu murenge Ibyangombwa byerekana itariki y'amavuko
4) Inzira binyuramo	Ushaka iki cyemezo ajya ku Murenge yitwaje indangamuntu.
5) Izindi nzego unyuramo	Umudugudu n'akagari
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

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

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

d) Kwandika abashaka gushyingirwa byemewe n'amategeko

1) Uhabwa iyi serivise	Umuntu wese ufite byibura imyaka 21 y'amavuko
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko Icyemezo cy'uko uri ingaragu Icyemezo cy'amavuko Kopi y'indangamuntu - Icyemezo cy'ubutane cyangwa icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye - Icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) Inzira binyuramo	Kwandikwa bikorwa mu minsi 21 mbere yo gushyingiranwa imbere y'amategeko kugirango bitangazwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw y'agatabo ko gushyingirwa yishyurwa biciye ku Irembo (niba umunsi wo gushyingirwa ari ku wa Kane)  10,000 Frw n'1,500 Frw y'agatabo ko gushyingirwa yishyurwa biciye ku Irembo (niba umunsi wo gushyingirwa atari ku wa Kane)

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

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

1) Uhabwa iyi serivise	Umuturage wesezeranye imbere y'amategeko muri uwo murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - Kwerekana igihe wasezeraniye (Agatabo ko gushyingirwa, icyemezo cy'inkwano, etc.)
4) Inzira binyuramo	Izi nyandiko nizo zishingirwaho bareba mu bitabo by'abashyingiranye byemewe n'amategeko kugirango bagukorere "acte de marriage", iguhesha kubona ibyangombwa byo gushyingirwa aho ariho hose. « Extrait d'Acte de Marriage » itangwa n'umurenge washyingiriweho gusa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2,0 00 Frw arihwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**f) Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko**

9) Uhabwa iyi serivise	Umuntu wasezeraniye mu murenge cyangwa undi wese ufite "Acte de Marriage"
10) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
11) Ibisabwa	- Agatabo ko gushyingirwa (livret de mariage) cyangwa icyemezo cyo gushyingirwa (acte de mariage) Bareba mu bitabo by'abashyingiriwe iyo washyingiriwe muri uwo murenge Kopi y'indangamuntu cyangwa pasiporo - Inyemezabwishyu ya 500 Frw yishyurwa kuri konti y'Akarere
12) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
15) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
16) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**g) Gusaba icyemezo cy'uko uri ingaragu**

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kopi y'Irangamuntucyangwa Pasiporo - Icyemezo cyatanzwe n'Akarere cyemeza ko uri ingaragu - Inyemezabwishyu ya 500 Frw yishyurwa kuri konti

	y'akarere
4) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Umudugudu n'Akagari
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**h) icyemezo cy'uko watandukanye n'uwo mwashakanye**

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kopi y'Indangamuntu cyangwa Pasiporo - icyemezo cy'ubutanecy'urukiko kiriho kashe mpuruza - Inyemezabwishyu ya Frw 1200 (Gasabo) na Frw 1500 (Kicukiro)
4) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Akagari, Umudugudu
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**i) Gusaba icyemezo cy'uko umuntu ariho**

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kwiyizira ku Murenge - Fotokopi y'Indangamuntu na orijinari - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko
4) Inzira binyuramo	Kuza ku biro by'Umurenge witwaje fotokopi y'Indangamuntu na orijinari. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa biciye ku Irembo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**j) Kwandukuzwa umuntu wapfuye**

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- icyemezo cya muganga



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	<ul style="list-style-type: none"> <li>- Indangamuntu y'umwimerere y'uwapfuye irasubizwa</li> <li>- Abahamya babiri bo kubyemeza</li> <li>- Ku muntu waguye mu rugo, abamushyinyuye bakora inyandiko mvugo ikemezwa n'Akagari</li> <li>- Ku muntu wapfuye hakab hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Kwandukuza umuntu wapfuye bikorwa mu minsi 30 uherye igihe umuntu yapfiriye;</li> <li>- Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (registre de décès) cy'aho umuntu yaguye.</li> </ul>
5) Izindi nzego unyuramo	Umudugudu, Akagari, Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**k) icyemezo cy'uko umuntu yapfuye**

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba umuntu yanditse mu gitabo cy'abapfuye</li> <li>- Kuriha 1,200 Frw kuri konti y'Akarere</li> </ul>
4) Inzira binyuramo	Iyo umuntu yanditswe mu gitabo cy'abapfuye ujya ku biro by'Umurenge ukerekana kitansi yishyuriweho amafaranga asabwa bakwandikira icyemezo. Iyo umuntu atanditswe ko yapfuye ubanza kubyandikisha.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,200 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**l) Kwemeza impapuro mpamo**

1) Uhabwa iyi serivise	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari mpamo
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Kwishyura 1.500 Frw kuri buri kopi kuri konti y'Akarere
4) Inzira binyuramo	Werekana urupapuro warihiyeho, ugatanga impapuro z'umwimerere na kopi zazo ushaka ko zemezwa ko ari mpamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 Frw kuri buri kopi yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**m) icyemezo cyo kuba umubyeyi w'umwana utabyaye**

1) Uhabwa iyi serivise	Umuntu wese ushaka kuba umubyeyi w'umwana atabyaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Usabirwa kuberwa umubyeyi agomba kuba atuye mu

	<p>murenge cyangwa ariho yabaruwe</p> <ul style="list-style-type: none"> <li>- Uhagarariye umwana agomba kuba ahari</li> <li>- Abagabo babiri (2) kuri buri ruhande</li> <li>- Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese</li> <li>- Ababyeyi ko mpande zombi bagomba kuba bahari</li> <li>- icyemezo cy'amavuko cy'umwana</li> <li>- Ku bana bakuru bagomba kuba babyemera</li> </ul> <p>Ku babyeyi ku mpande zombi:</p> <ul style="list-style-type: none"> <li>- Kopi z'Indangamuntu</li> <li>- icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu</li> <li>- Kuba bahibereye</li> <li>- icyemezo cy'uko ababyeyi b'umwana babyemera</li> <li>- icyemezo cy'urupfu iyo ababyeyi bapfuye</li> </ul> <p>Ku bashaka kuba ababyeyi b'umwana</p> <ul style="list-style-type: none"> <li>- Kuba bahibereye</li> <li>- Kopi y'Indangamuntu</li> <li>- Kuba barusha nibura imyaka 20 uwo bashaka kubera ababyeyi</li> <li>- icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu</li> <li>- Kuba uwo bashakanye abyemera</li> </ul>
4) Inzira binyuramo	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abahamya babiri (2) kuri buri ruhande.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	500 Frw yishyurwa kuri konti y'akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu iyo ibisabwa byuzuye

**n) icyemezo cyo kwemera umwana**

1) Uhabwa iyi serivise	Umuntu wese ushaka kwemera umwana byemewe n'amategeko
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- icyemezo cy'amavuko cyangwa « extrait d'acte de naissance »</li> <li>- Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse</li> <li>- Indangamuntu z'ababyeyi (orijinari na kopi)</li> <li>- Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana</li> <li>- Abagabo babiri</li> <li>- Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko</li> </ul>
4) Inzira binyuramo	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (register d'acte de reconnaissance)

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	500 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**o) icyemezo cyo kuzungura**

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda</li> <li>- icyemezo cy'urupfu cy'uzungurwa</li> <li>- Indangamuntu z'abazungura</li> <li>- Ibyemezo by'amavuko by'abazungura</li> <li>- Umurenge ushobora gusaba ko inzego z'Akagari n'Umudugudu zemeza ko abazungura babifitiye uburenganzira koko.</li> <li>- Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko.</li> <li>- Abagize umuryango bagomba kuba bahibereye</li> <li>- icyemezo cy'urukiko iyo harimo amakimbirane</li> </ul>
4) Inzira binyuramo	Kuza kubisaba ku murenge witwaje impapuro zose zikenerwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo muni

**p) Gukemura ibibazo by'abaturage**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Raporo y'Akagari igaragaza uko ikibazo cyakemuwe
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura uko ikibazo giteye. Hashobora gusabwa ko aho ikibazo cyabereye hasurwa.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Biterwa n'imiterere y'ikibazo, ariko ubundi ni Uwo muni

**q) Gutanga Ubujyanama mu mategeko**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura ikibazo uko giteye.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Amafaranga yishyurwa	Ntayo

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

r) Icyemezo cy'uwataye Irangamuntu

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

s) Gusaba gufata Indangamuntu bwa mbere

1) Uhabwa iyi serivise	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu murenge
2) Umukozi ubushinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Uza ku murenge witwaje icyangombwa cyose kikuranga. Ntampapuro zindi zisabwa kuko NIDA iba ifite imyirondoro yabantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA, aiyana icyemezo gitangwa kikanasinywaho n'Umunyamabanga Nshingwabikorwa w'akagari.
4) Inzira binyuramo	Umwenegihugu wese afite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiyandikisha kugirango ahabwe indangamuntu. Umunyamabanga Nshingwabikorwa w'Akagari amwandikira icyemezo cyo gusaba indangamuntu bwa mbere. Icyo cyemezo akijyana ku murenge ukamushyira ku rutonde rushyikirizwa NIDA ari nayo imenyeshya umunsi wo gufotora abafata indangamuntu bwa mbere. Iyo indangamuntu zibonetse zitangirwa ku murenge hishyuwe Frw 500 kuri konti y'akarere.
5) Izindi nzego unyuramo	Akagari, NIDA
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

t) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
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2) Umukozi ubishinzwe	Umukozi ushinzwe gutanga Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu</li> <li>- Ubyangombwa by'umutungo</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya Noteri</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'umurenge bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe)</li> <li>- Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 7

**u) Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Amasezerano y'inguzanyo ya banki</li> <li>- Indangamuntu</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Iyi serivise itangwa amasezerano ya banki amaze gusinywa.</li> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari we wasinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka 3,600 Frw ya numero na volime (N° & Volume) Aya mafaranga yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

**v) Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo

3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Stati</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Serivisi zitangwa mbere ya stati zirasinywa, Noteri akaganzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</li> <li>- Sitati zisinyirwa imbere ya noteri.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Igihe itangirwa</b>	Ku wa gatatu (Umurenge wa Runda) Ku wa kane (ku biro by' Akarere)
7) <b>Amafaranga yishyurwa</b>	5,000 Frw bya sitati z'ishyirahamwe 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku Irempo
8) <b>Igihe ntarengwa</b>	Uwo muni

w) Kwemeza umukono

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Indangamuntu</li> <li>- Kuba uhibereye</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) <b>Inzira binyuramo</b>	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Igihe serivisi itangirwa</b>	Buri muni kuva 7h00 kugeza 10h00
7) <b>Amafaranga yishyurwa</b>	1,500 Frw kuri buri rupapuro yishyurwa biciye ku Irempo
8) <b>Igihe ntarengwa</b>	Uwo muni

x) icyemezo cy'ubupfakazi (attestation de veuvage)

1) <b>Uhabwa iyi serivise</b>	Umuntu wafakaye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- icyemezo cy'uko yashatse</li> <li>- icyemezo cy'urupfu rw'uwo bari barashakanye</li> <li>- Indangamuntu</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku murenge witwaje ibisabwa
5) <b>Izindi nzego unyuramo</b>	Ntazo

6) Igihe itangirwa	Buri muni kuva 7h00 kugeza 10h00
7) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**y) icyemezo cyo kutajurira umwanzuro w'abunzi**

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

**z) Kurangiza imanza**

1) Uhabwa iyi serivise	Umuntu wese ufite urubanza munkiko Gacaca cyangwa Abunzi
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	Icyemezo cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	Ushyikiriza Umunyamabanga Nshingwabikorwa w'Umurenge icyemezo cy'urukiko kiriho kashe mpuruza kugirango arangize urubanza. Umunyamabanga Nshingwabikorwa w'Umurenge arangiza imanza z'inkiko z'ibanze n'izisumbuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Imyanzuro y'urubanza imenyeshwa urundi ruhanda mu gihe kitarenze icyumweru, igashyirwa mu bikorwa mu gihe kitarenze iminsi cumi n'itanu (15) kuva igihe urundi ruhanda rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

**II. IMISORO N'AMAHORO**

**a) Gusaba uburenganzira bwo gutangiza ubucuruzi**

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza ubucuruzi
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Kwiyandikisha ku ipatanti mu minsi itarenze 30 uherye

	igihe utangiriye gukora (Itegeko 59/2011 n'Iteka rya Minisitiri 00/12/10/TC ryo kuwa 31/12/2012 Ingingo ya 34 (Igazeti ya Leta 32 yo kuwa 06/08/2012). Hakorwa isura kugirango hagenzurwe ko ubwo bucuruzi buriho. Kuba wariyandikishije muri RDB kandi ufite numero ya RRA.
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuzaga gukora n'aho uzayikorera,</li> <li>- Umuntu wese ushaka gutangiza imirimo y'ubucuruzi hagati ya 1 Mutarama na 31 Werurwe agomba kwiyandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka,</li> <li>- Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhitana wiyandikisha Uwo munsu ku murenge.</li> <li>- Wuzuzwa impapuro zabigenewe;</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

**b) Kwishyura umusoro ku butaka**

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge bakakubarira amafaranga ugomba kwishyura bitewe n'icyo ubutaka bwawe bwagenewe gukorerwaho, ukajya kuriha umusoro kuri konti y'Akarere. Uzana urupapuro rwa banki warihiyeho bakagukorerera kitansi y'uko wishyuye. Umusoro ku butaka w'umwaka wishyurwa bitarenze ku itariki ya 31 Ukuboza z'uwo mwaka.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka n'icyiciro cy'ubwo butaka</li> </ul>
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

**c) Kwishyura umusoro k'ubukode bw'inzu**

1) Uhabwa iyi serivise	Umuntu wese ufite inzu ikodeshwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Uza ku murenge bakakubarira. Iyo umusoro w'ubukode umaze kubarwa wishyurwa kuri konti y'Akarere bitarenze

	tariki ya 31 werurwe y'umwaka ukurikira.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro w'ubukode ubarwa hakurikijwe agaciro k'ubukode kari mu masezerano y'ubukode
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**d) Kwishyura umusoro k'umutungo utimukanwa**

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujujwe neza Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabihereye uruhushya (expertise)
4) Inzira binyuramo	Uza ku murenge bakakubarira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ubarwa hakurikijwe amategeko n'ubwoko bw'umutungo utimukanwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**e) Gutanga amafaranga y'isuku**

1) Uhabwa iyi serivise	Ubantu bose bakorera mu gace k'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ipatanti Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku murenge ukerekana aho wishyuriye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**f) Gutanga amahoro yo gukorera mu isoko**

1) Uhabwa iyi serivise	Ubantu bose bakorera mu masoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku murenge ukerekana aho warihiye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**g) Kwishyura amafaranga yo gushyingura mu irimbi**

1) Uhabwa iyi serivise	Ubanu bashaka gushyingura mu irimbi rusange
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Yishyurwa kuri buri mva
4) Inzira binyuramo	Aya mafaranga yishyuzwa n'abatsindiye isoko ryo gucunga amarimbi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge cyangwa ku irimbi umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**h) Gutanga amahoro y'isuku n'umutekano**

1) Uhabwa iyi serivise	Ubanu bose bakorera muri santere z'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Hari komite z'isuku muri buri murenge ikurikirana ibijyanye n'isuku n'umutekano ikanakusanya inkunga Itangwa ry'ingo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku mudugudu, akagari, cyangwa umurenge amafaranga asabwa (aratandukana akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**III. IMIBEREHO MYIZA Y'ABATURAGE**

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



1) Uhabwa iyi serivise	Imfubyi n'abana banditse k'urutonde rw'abatishoboye mu cyiciro cya 1 n'icya 2
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'uko uri imfubyi</li> <li>- icyemezo cy'uko utishoboye,</li> <li>- icyemezo cy'uko uri umunyeshuli</li> <li>- Indangamuntu z'ababyeyi ku batari imfubyi</li> </ul>
4) Inzira binyuramo	Uza ku biro by'Umurenge ugatanda impapuro zisabwa.

	Umurenge ugenzura ko umwana ari k'urutonde rw'abatishoboye, impfubyi, ababana n'ubumuga kandi akaba ari mu cyiciro cya mbere cyangwa icya kabiri by'ubudehe, n'ibindi.... Hakorwa urutonde rugashyikirizwa umuterankunga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**b) Gutanga ubufasha ku batishoboye**

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe</li> <li>- Raporo y'umudugudu n'akagari</li> <li>- Indangamuntu z'ababyeyi ku bana b'abatishoboye</li> </ul>
4) Inzira binyuramo	Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa guhunda zo kwita ku batashoboye, abazihabwa batoranywa mu rutonde rw'abatishoboye bari mu cyiciro cya mbere n'icya kabiri by'Ubudehe, ku bufatanye na gahunda zihariye nka VUP, FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.) Utugari n'Imidugudu bisabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye ruba ku Karere. Lisiti yemeje ishikirizwa umuterankunga.
5) Izindi nzego unyuramo	Umuterankunga, Akarere, Akagari, Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Biterwa n'imiterere y'inkunga n'aho ituruka

**c) Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye**

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba wanditse k'urutonde rw'abatishoboye (mu cyiciro cya mbere n'icya kabiri by'Ubudehe)</li> <li>- Raporo y'umudugudu n'akagari</li> <li>- Indangamuntu</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ubishaka aza ku biro by'Umurenge</li> <li>- Umurenge ugenzura ko ari k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe</li> </ul>
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Ntayo



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

**d) Gutanga ubujyanama butandukanye**

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

**e) Gufasha gutegura imishinga ivana abatishoboye mu bukene**

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, Ababana n'Ubumuga, etc.) baraterana bagakora umushinga, ugasuzumwa n'umukozi ushinzwe imibereho myiza. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinzwe imibereho myiza abibafashamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**f) Gutanga ubufasha k'uwahuye n'ibiza**

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

**g) Gusaba icyemezo cy'uko uri impfubiyi**



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

**h) icyemezo cy'uwacitse ku icumu rya jenoside yakorewe abatutsi**

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

**i) Gukurikirana abana bavuye mu bigo by'imfubyi**

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



**j) Gutera inkunga ba "Marayika Murinzi"**

1) Uhabwa iyi serivise	Abantu cyangwa imiryango yita ku bana batereranywe n'imiryango
2) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Barandikwa, hanyuma hagakurikiranwa ubuzima bw'abana n'umuryango ubitaho. Polisi irabimenyeshwa. Bahabwa ubufasha nka mitiweri, udushinga duto duto,

	ubufasha ku mirire y'umwana, imibereho myiza, amashuri, etc. Bakomeza gukurikiranirwa kandi mu mirango yabakiriye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri gihe
8) Igihe ntarengwa	Uwo muni

#### IV.UBUVUZI BW'AMATUNGO

##### a) Gusaba serivise zo gukona ikimasa

1) Uhabwa iyi serivise	Umuntu wese ufite ikimasa ashaka gukonesha
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura ibizakenerwa na muganga w'amatungo n'imiti ikene Amafaranga y'urugendo rwa muganga w'amatungo
4) Inzira binyuramo	Muganga w'amatungo atanga igihe azaziraho gukona ikimasa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'imiti ikoreshwa.
7) Igihe itangirwa	Kuri gahunda mwahanye na muganga w'amatungo
8) Igihe ntarengwa	Hagati y'umunsi 1 na 2

##### b) Gusaba uruhushya rwo kubaga no kugurisha inyama

1) Uhabwa iyi serivise	Koperative ifite ibyangombwa byo kubaga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorera</li> <li>- Inzu y'ibagiro yabigenewe</li> <li>- icyobo kijyamo amazi mabi</li> <li>- Abakozi bafite impuzankano n'ibikoresho byabigenewe</li> <li>- Abakozi bapimwa indwara zanduza</li> <li>- Kwishyura ipatanti mbere yo gutangira</li> <li>- Impapuro zigaragaza aho itungo ryaturutse</li> </ul>
4) Inzira binyuramo	Iyi serivise ihabwa abacuruzi banditse ku buryo bwemewe. Abaturage basanzwe babanza gusaba uruhushya umuganga w'amatungo mbere yo kubaga, bakabagira mu bibanza byabigenewe kandi akagenzura isuku y'ibagiro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

##### c) Gusaba gutererwa intanga amatungo

1) Uhabwa iyi serivise	Abantu bashaka guteza intanga inka zabo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Inka yarinze
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Kugura intanga muri RAB (wishyura kuri BNR kuri konti ya RAB, ugaha kitansi muganga w'amatungo akakuzanira intanga wishyuye).</li> <li>- Inka zarinze bazijyana ku rupango kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na nimugoroba. Inka zororewe mu gace k'umugi, zisurirwa mu biraro, ba nyirazo bakishyura amafaranga y'urugendo kuri muganga w'amatungo</li> <li>- Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.</li> </ul>
5) Izindi nzego unyuramo	Umudugudu n'akagari
6) Amafaranga yishyurwa	Amafanga y'intanga
7) Igihe itangirwa	Iyo inka yarinze, uhamagara muganga w'amatungo ikajyanwa ku rupango
8) Igihe ntarengwa	Mu gitondo na nimugoroba ku rupango, cyangwa iyo uhamagaye muganga w'amatungo mu kiraro cyawe bwite.

**d) Kwambika amatungo ibimenyetso biyaranga(amaherena)**

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

**e) Gutanga ubuvuzi bw'amatungo**

1) Uhabwa iyi serivise	Umuntu wese ufite itungo rirwaye
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Urahamagara cyangwa ukaza ku murenge ukareba muganga w'amatungo. Abadafite telefoni bakwiyambaza ubuyobozi bw'umudugudu</li> </ul>

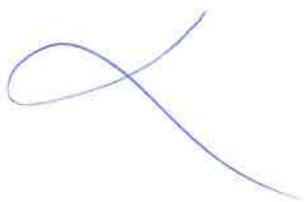
	<p>bakabafasha gushaka muganga w'amatungo.</p> <ul style="list-style-type: none"> <li>- Muganga w'amatungo uza kureba uko itungo remerewe akandika imiti ikenewe</li> <li>- Iyo imiti imaze kugurwa muganga w'amatungo ayivuza itungo.</li> <li>- Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyira amatungo mu kato iyo ari ngombwa.</li> </ul>
5) Izindi nzego unyuramo	Umudugudu n'akagari.
6) Amafaranga yishyurwa	- Kugura imiti yo guha itungo yanditswe na muganga w'amatungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ushaka kugurisha inka mu isoko
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena
 <p>4) Inzira binyuramo</p>	<p>Kugirango ubashe kugurisha inka ku isoko ugomba:</p> <ol style="list-style-type: none"> <li>1. Kubaza umukuru w'umudugudu igihe n'aho isoko ry'inka rizateranira</li> <li>2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko, igitsina, etc.)</li> <li>3. Mu muni umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga</li> <li>4. Ku muni w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemo ibiranga buri nka.</li> <li>5. Wereka ako gatabo ku mukozi wa RAB cyangwa muganga w'amatungo mu murenge kugiranga aguhe urushya rwo kugurisha</li> <li>6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo uyigurishijeho.</li> </ol>
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Amafara y'akazi yo gushyiraho amaherena arihwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse

**g) Gukingiza amatungo**

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



4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Gukingira amatungo bikorwa muri gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'umurenge, akagari n'umudugudu.</li> <li>- Aho amatungo azakingirirwa haratangazwa ;</li> <li>- Gakingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara.</li> <li>- Muganga w'amatungo uza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu murenge.</li> </ul>
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu gihe cyo gukingira
8) Igihe ntarengwa	Ako kanya iyo ari aho amatungo akingirirwa

**h) Kugenzura ubuziranenge bw'ibikomoka ku matungo**

1) Uhabwa iyi serivise	Abantu bose bacuruza ibikomoka ku matungo
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge
3) Ibisabwa	Iri ni igenzura rikorwa ritunguranye na muganga w'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo ku gahunda yateganyije Igenzura ry'inyama rikorerwa ku mabagiro yabigenewe n'aho zicururizwa. Amata agenzurirwa ku makusanyirizo yayo no mugihe atwawe kugira hubahirizwe amabwiriza. Amafi nayo agenzurirwa aho arobwa n'aho acururizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hashobora gucibwa amande iyo hari ibitubahirije amabwiriza, cyangwa ubucuruza bugafungwa kugeza igihe ibisabwa byubahirijwe.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

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



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

1) Uhabwa iyi serivise	Umuntu wese ufite amatungo mu murenge ashaka kwimurira mu wundi murenge
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	- Uruhushya rw'umurenge ruriho amakuru ku itungo, nyiraryo, aho rituruka n'aho rigiye, uburyo bwo kuritwara (ni ukuvuga imodoka na numero zayo) - Kuriha amafaranga asabwa - Indangamuntu ya nyir'itungo
4) Inzira binyuramo	Umurenge utanga uruhushya rwo gutwara amatungo aya mu murenge ajya mu wundi. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umubare ugenwa n'Inama Njyanama y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

V. UBUHINZI

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



1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza umushinga w'ubuhinzi n'ubworozi mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi cgw ubworozi
3) Ibisabwa	Umushinga wanditse niba wanditse
4) Inzira binyuramo	Ubishaka wese yegera umukozi ushinzwe ubuhinzi n'ubworozi mu masaha y'akazi akamugira inama
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Gusaba ingemwe z'ibiti zo gutera

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	Umudugudu utegura lisiti n'ahantu bizashyirwa, hakemezwa n'akagari. Ushinzwe amashyamba akwirakwiza ibiti ku muni nyizina wo kubitera
4) Inzira binyuramo	Ingemwe zitangirwa ubuntu. Umuturage uri ku rutonde ajya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rugezweho.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu gihe cy'itera ry'ibiti

**c) Gusaba imbuto z'indobanure**

1) Uhabwa iyi serivise	Abahinzi bashaka imbuto z'indobanure
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Imbuto zikwirakwiza bitewe n'uko zabonetse bigaterwa kandi na none n'igihe cy'ihinga
4) Inzira binyuramo	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa ku mudugudu bikemezwa n'akagari, binyunze mu mashyirahamwe ya „ <b>Twigire Muhinzi</b> “ y'ingo 15 kugera kuri 20. Hakoresha „nkunganire“. Ku mbuto umuhinzi yishyura 25%, Leta akamwishurira 75%. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) Izindi nzego unyuramo	Umudugudu n'akagari aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) Amafaranga yishyurwa	Biterwa n'ubwoko bw'imbuto
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni bimaze gusabwa

**d) Guhabwa imiti y'ibihingwa n'inyongeramusaruro**

1) Uhabwa iyi serivise	Umuhinzi ushaka imiti y'ibihingwa n'inyongeramusaruro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Inyongeramusaruro itangwa mu itangira ry'igihembwe cy'ihinga
4) Inzira binyuramo	Inyongeramusaruro zitangwa mw'itangira ry'igihembwe cy'ihinga. Habaho gusura ubutaka ngo harebwe uko hameze. Umurage wese ufite icyorezo cyangwa indwara, yegera ubuyobozi bumwegereye ( Umujyanama w'ubuzima, SEDO, ushinzwe ubuhinzi mu murenge, n'abandi...) Urutonde ry'abahabwa inyongeramusaruro rukorerwa ku mudugudu rukemezwa n'akagari, binyunze mu mashyirahamwe ya „ <b>Twigire Muhinzi</b> “ y'ingo 15 kugera kuri 20. Hakoreshwa „nkunganire“. Umuhinzi yishyura nibura 50%, Leta akamwishurira asigaye. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babihereye uruhushya (agro dealer)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Inama yo guhinga kijyambere no gukurikirana ishyirwa mu bikorwa ryabyo

1) Uhabwa iyi serivise	Umuhinzi ushaka inama ku guhinga kijyambere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Kuba ufite ubutaka bwabigenewe
4) Inzira binyuramo	Mu nama z'ubukangurambaga mu mudugudu. Ubisaba umukozi ushinzwe ubuhinzi ku murenge, ugasurwa. Ababikeneye kandi bashobora kwegera ubayobozi b'Akagari n'Umurenge bushinzwe ubuhinzi
5) Izindi nzego unyuramo	Umudugudu, Akagari k'aho ubutaka buherereye
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

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

1) Uhabwa iyi serivise	Umuntu wese ufite ikibazo kijyanye n'umutungo kamere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ujya ku murenge witwaje umwanzuro wafashwe n'akagari mu gihe ikibazo kitakemutse. Umurenge usura ahari ikibazo ukagikemura. Iyo bidashobotse ikibazo gishyikirizwa Akarere.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu cyumweru kimwe. Ariko kandi biterwa n'uko ikibazo giteye n'ibyavuye mu isura ry'aho kiri.

g) Ubujyanama bw'ibanze ku bijyanye n'amashyamba

1) Uhabwa iyi serivise	Umuntu wese ufite ishyamba rye bwite
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi ku murenge
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Itegeko rigenga amashyamba rivuga ko hagomba urushya rwo gusarura iyo ishyamba rirengeje 0.5 hegitari. Inama zitangwa binyuze mu nama z'ubukangurambaga ku byereke amategeko no kubungabunga amashyamba. Ubikeneye ashobora kandi guhamagara cyangwa akajya kwirebera umukozi ufite amashyamba mu nshingano ku murenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu



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

**f) Inama ku mishinga ishingiyeye ku bikorwaremezo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'umurenge. Abifuza umashanyarazi n'amazi bashyirwa kuri rutonde bagakorerwa ubuvugizi ku bigo bishinzwe amazi n'amashanyarazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**g) Ubujyanama bw'ibanze ku byangombwa by'ubutaka**

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

**h) Gusaba uburenganzira bwo gusana/kuvugurura inyubako**

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rusaba rwandikiwe Akarere</li> <li>- Kopi y'Icyangombwa cy'ubutaka</li> <li>- Amafoto y'uko inzu iteye (impande zose)</li> <li>- Kwishyura imisoro y'ubutaka kuri konti y'akarere</li> <li>- Kwishyura amafaranga y'icyangombwa kuri konti y'akarere</li> <li>- Raporo y'isura ry'aho inzu iri.</li> </ul>
4) Inzira binyuramo	Ubu buryo bwemezwa mu gace kagenewe kubakwamo umudugudu. Mu duce tw'umugi, inzira zo gushaka icyangombwa cyo kuvugurura cyangwa gusana gitangwa na'ibiro bishinzwe ubutaka mu karere. Usaba yuzuzwa ibisabwa ku kagari. Akagari gasura ikibanza kakareba ko koko aho hantu



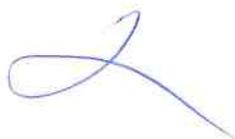
	hemewe kubakwa. Raporo y'isirwa ishyikirizwa umurenge ifatanye n'icyemezo Icyemezo cya nyuma gitangwa n'umurenge.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru ushyizemo n'umunsi wo gusura ikibanza

**i) Kwandikisha ubutaka butabaruwe**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka</li> <li>- Icyemezo cyo kuba washyizingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi bw'Akarere ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge</li> <li>- Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi</li> <li>- 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'Akarere k'aho ubutaka buherereye</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,000 Frw yo kwandikisha ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

**j) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (uburyo busanzwe)**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</li> <li>- Ibyangombwa by'ubutaka bwagurishijwe</li> <li>- Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi</li> </ul>



	abanyamahanga bafitemo imigabane - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Umugabo ubihamya kuri buri ruhande
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 7

**k) Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - icyemezo cy'urukiko gitegeka ihererekanya - Inyandikomvugo y'irangizarubanza
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**l) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiyeye ku cyemezo cy'urukiko**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - icyemezo cy'urukiko - Inyandikomvugo ya cyamunara
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18



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

1) Uhabwa iyi serivise	Nyir'ubutaka n'uko/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'inguzanyo ariho inyandikomporuza agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irebo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

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

o) Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano

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

	- Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**p) Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya yashyizweho umukono n'impane zombi
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga uwimuwe ku nyungu rusange - icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**r) Ihererekanya ry'uburenganzira ku butaka rishingiye ku iyamburwa ry'ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
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2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</li> <li>- Ibyangombwa by'ubutaka bwagurishijwe</li> <li>- Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane</li> <li>- icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu</li> <li>- Umugabo ubihamya kuri buri ruhande</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri Aya mafaranga yishyurwa binyuze mu irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 18

**s) Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye/cyangiritse**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri( Nta cyangombwa cya polisi gikenewe)</li> <li>- Icyangombwa cyangiritse iyo gihari</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 18

**t) Kugenzura imyubakire**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite icyangombwa cy'ubutaka n'icyo kubaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	Icyangombwa cy'ubutaka Icyangombwa cyo kubaka Igishushanyo cy'inzu
4) <b>Inzira binyuramo</b>	Bikorwa n'umukozi ushinzwe ubutaka mw'igenzura risanzwe
5) <b>Izindi nzego unyuramo</b>	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu isuzuma ry'ubutaka
8) Igihe ntarengwa	Uwo muni

## VII. UBUREZI

### a) Kwakira inyandiko z'abasaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Akarere</li> <li>- Umwirondoro (CV)</li> <li>- Kopi y'impamyabushozi</li> <li>- Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje,</li> <li>- Kopi y'Indangamuntu</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa.</li> <li>- Inzandiko zisaba akazi k'ubwarimo zakirwa cyane cyane mu kwa cumi kugeza mu kwa cumi na kabiri, ibisubizo bigatangwa mu kwa mbere k'umwaka ukurira.</li> <li>- Akarere niko gatanga akazi.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	<ul style="list-style-type: none"> <li>- Uwo muni iyo ari ugusimbura umwarimu wagiye</li> <li>- Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.</li> </ul>

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

1) Uhabwa iyi serivise	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye na VTC
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rwandikiwe umurenge ku barimu, ruriho umukono w'umukuru w'ikigo.</li> <li>- Kuza kureba Umukozi ushinzwe uburezi mu murenge ku banyeshuri</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Abarimu bandikira Umurenge idosiye yabo ikoherezwa Umukozi ushinzwe uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo)</li> <li>- Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinze Uburezi kugirango bandikwe cyangwa ibindi bibazo baba bafite</li> </ul>

	bishakirwe igisubizo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**c) Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana**

1) Uhabwa iyi serivise	Ababyeyi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) Icyemezo cy'ishuri aturutsemo (mu mashuri abanza).
4) Inzira binyuramo	 <p>Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza)</p> <ul style="list-style-type: none"> <li>- Umubyeyi uza ku murenge, bishobotse akazana n'umwana</li> <li>- Umurenge ukemura ibibazo birebana na 9YBE (uburezi bw'ibanze bw'imyaka 9) na 12YBE (uburezi bw'ibanze bw'imyaka 12) gusa ku byerekeye amashuri yisumbuye.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**d) Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga**

1) Uhabwa iyi serivise	Abanyeshuri bafashwa n'abaterankunga batandukanye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Kuba ufashwa
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Batoranywa n'umushinga ubifashijwemo n'ubuyobozi bw'ibanze (umudugudu, akagari)</li> <li>- Umurenge usuzuma ubusabe bwabo afatanije n'ushinzwe uburezi ku murenge.</li> <li>- Icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge</li> <li>- Kuri FARG habarurwa abahari kandi bagakurikiranwa</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

e) Kwakira abafatanyabikorwabo mu burezi

1) Uhabwa iyi serivise	Umufatanyabikorwa mu burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Umufatanyabikorwa ujya ku karere agatanga icyifuzo cye. Akarere kamwohereza mu murenge watoranijwe.</li> <li>- Umukozi ushinzwe uburezi mu murenge afasha umuterankunga guhitamo abana bazafashwa mu midugudu n'utugari</li> <li>- Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nibo batoranywamo abagomba gufashwa.</li> <li>- Hatoranywa abafite ibibazo kurusha abandi.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo minsi

f) Kwakira abayobozi b'ibigo by'amashuri

1) Uhabwa iyi serivise	Abayobozi b'ishuri
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ujya kureba umukozi ushinzwe uburezi mu murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc.</li> <li>- Umwanzuro wa nyuma ufatwa 'Akarere</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo minsi

g) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'akarere</li> <li>- Ibaruwa yandikiwe Umunyambanga nshingwabikorwa w'Umurenge</li> </ul>
4) Inzira binyuramo	Iyo amakuru atanzwe, uzana urwandiko rw'ikigo kikohereje n'ibaruwa yandikiwe umurenge.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

## VIII. ISUKU

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

1) Uhabwa iyi serivise	Umuntu wese ushaka gukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinze isuku
3) Ibisabwa	Utangira ubu bucuruzi, abanza kwishyura ipatanti
4) Inzira binyuramo	Kwandikira akarere ukagera kopi Umurenge Aho ukorera hasurwa kugirango hagenzurwe ko hubahirije amabwiriza y'isuku Raporo y'isura ishyikirizwa akarere, niko gutanga icyangombwa.
5) Izindi nzego unyuramo	Itsinda rigenzura isuku ribamo : Ushinzwe isuku ku murenge, Umunyamabanga nshingwabikorwa w'akagari ukoreramo cyangwa SEDO, Umunyamabanga nshingwabikorwa w'umurenge, Muganga w'amatungo, DASSO, Uhagarariye ingabo.
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Mu minsi 3



### b) Kugenzura isuku

1) Uhabwa iyi serivise	Umuntu wese ukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, N'IBINDI...)
2) Umukozi ubishinzwe	Umukozi ushinze isuku
3) Ibisabwa	Usurwa na komite y'isuku
4) Inzira binyuramo	Komite y'isuku ireba ko wubahirije ibisabwa. Itsinda rigenzura isuku ribamo ushinze isuku ku murenge, umunyamabanga nshingwabikorwa w'akagari ukoreramo no SEDO, umunyamabanga nshingwabikorwa w'umurenge, muganga w'amatungo, DASSO, uhagarariye ingabo.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ibihano birafatwa iyo habaye ngombwa
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Ako kanya

c) Gufasha abatsindiye amasoko y'isuku mu ngo kwishyuza

1) Uhabwa iyi serivise	Uwatsindiye isoko ry'isuku mu ngo
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
3) Ibisabwa	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge
4) Inzira binyuramo	Bahere kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi w'umurenge ku rwego rw'umudugudu afasha ku bukangurambaga mu ngo. Abatarishyura umurenge urabandikira kandi bikanatangwanzwa mu muganda
5) Izindi nzego unyuramo	Umudugugu, Akagari na rwiyemezamirimo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) Igihe ntarengwa	Mu minsi 3

IX. KOPERATIVE

a) Gutanga inama z'ibanze ku makoperative

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

Bikorewe Nyagatare kuwa 22/09/2018

Madamu ATUKUNDA RUKEEBA Chantal

Umuyobozi w'Inama Njyanama y'Akarere ka Nyagatare

Madamu: MUKURIZEHE Anuarite

Umunyamabanga w'Inama Njyanama y'Akarere ka Nyagatare



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## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imategekere 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'imategekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunozaimitangire myiza yaserivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akarere, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe. Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kuno ga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha 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 cyangwa ukayabaza mu biro by'Umukozi ubishinzwe ku Karere.



# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISE ZITANGIRWA KU KARERE

### I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

#### A. IBIKORWA REMEZO (OSC)

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	Ibaruwa isaba yandikiwe akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) Inzira binyuramo	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa frw 20000 kuri meterokare, yishyurwa kuri konti y'akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Kuva ku minsi 3 kugeza ku byumweru 2

##### b) Gusaba uruhushya rwo kubaka

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. Mu mujyi wa Kigali bikorwa hakoreshejwe ikoranabuhanga, nta rwandiko rusabwa.</li> <li>- Kopi 3 z'igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities)</li> <li>- Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3</li> <li>- Ifishiy'ubutaka (deed plan)</li> </ul>



	<ul style="list-style-type: none"> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Fotokopi y'icyangombwa cy'ubutaka;</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Wandikira Akarere ugatanga impapuro zisabwa.</li> <li>- Ibiro by'ubutaka biguha umunsi wo gusura ikibanza</li> <li>- Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere.</li> <li>- Ukajya kuri banki kwishyura amafaranga usabwa</li> <li>- Igihe cyo gusura no gusuzuma aho uzubakwa bikorwa n'umukozi ushinzwe ubutaka mu karere, mu gihe runaka, iyo asanze byose bitunganye, raporo akayikora ashingiye ku byo yabonye, ashobora kuguha icyemezo cyo gutangira ibikorwa</li> <li>- Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere</li> <li>- Mu mugi wa Kigali, uruhushya rutangwa utagiye ku karere( online)</li> </ul>
5) Izindi nzego unyuramo	Umudugudu, akagari, umurenge
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Kuva kuri 0-100 meterokare wishyura Rwf 20,000,</li> <li>- Kuva kuri 100-500 meterokare wishyura Rwf 40,000,</li> <li>- Kuva kuri 500 meterokare kuzamura wishyura Rwf 60,000</li> </ul>
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

**c) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu**

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba kongererwa igihe cyo kubaka</li> <li>- Kopi y'icyangombwa cyo kubaka</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Fotokopi y'indangamuntu</li> <li>- Fotokopi y'icyangombwa cy'ubutaka;</li> </ul>
4) Inzira binyuramo	Wandikira Akarere ugatanga impapuro zisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- 20.000 Frw: Ubuso bwubakwaho butarengeje m<sup>2</sup> 0 kugeza kuri m<sup>2</sup> 100</li> <li>- 40.000 Frw: Ubuso bwubakwaho butarengeje m<sup>2</sup> 100 kugeza kuri m<sup>2</sup> 500</li> <li>- 60.000 Frw: Ubuso bwubakwaho burengeje m<sup>2</sup> 500</li> <li>- 3.000 Frw: Extrait Cadastrale</li> <li>- 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)</li> </ul>
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3



d) Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	- Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) Inzira binyuramo	Aho inzu iri hasurwa nyuma yo kuzuza ibisabwa ngo uhabwe uburenganzira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ibisubizo biboneka mu ibyumweru bibiri(2)

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu hasurwa hakorwa ubukangurambaga mbere yo kubaka ibikorwaremezo, abantu bakimurwa Ibaruwa yandikiwe akarere Hakorwa ubukangurambaga bwo kumvisha abaturange ibyiza by'bw'ibikorwaremezo bizahakorerwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7

f) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyura (inyemezabuguzi).Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugirango yishyurwe.
5) Izindi nzego unyuramo	Ntazo



6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

**g) Gusaba uburenganzira bwo gusana/kuvugurura inyubako**

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rusaba rwandikiwe Akarere</li> <li>- Kopi y'Icyangombwa cy'ubutaka</li> <li>- Amafotoane (4) y'uko inzu iteye (impande zose)</li> <li>- Kwishyura imisoro y'ubutaka</li> <li>- Kwishyura amafaranga y'icyangombwa cy'ubutaka</li> </ul>
4) Inzira binyuramo	Iyo umaze gusaba baza gusura aho inzu yubatswe kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugururahashingiwe kubyo babonye mw'isura.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu byumweru 2

**h) Gufasha mu kubona amazi**

1) Uhabwa iyi serivise	Abaturage bibumbiye hamwe
2) Umukozi ubishinzwe	Umukozi ushinze ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira Akarere cyangwa ukiyizira gusobanura icyifuzo cyawe. Akarere gakora ubuvugizi ku kigo gishinzwe amazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu cyumweru 1

**B. UBUTAKA (OSC)**

**a) Kugabanyamo ibice ikibanza/isambu**



1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka ku karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka by'umwimerere busabirwakugabanywamoibice</li> <li>- Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru</li> </ul>

	<p>w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutakabusabirwakugabanyamoibice</p> <ul style="list-style-type: none"> <li>- Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo</li> <li>- Raporoy'ipimwary'ubutakayashyizwehukumukononanyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw' Akagarik'ahoubutakabuherereye.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyangwa ku murengewitwaje ibisabwa.Ku butaka burimo ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice. Ku bindi bikorwa bishobora gukorwa nko Gutura, ubucuruzi, inganda, ibikobwa by'ubuzima(Amashuli, amavuriro...) itegeko ntiryubahirizwa
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

**b) Guhuzwa ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwaby'ubutakabusabirwa guhuzwa</li> <li>- Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakaikom atanyaibiceby'ubutakabisabirwaguhuzwa</li> <li>- Raporoy'ipimwary'ubutakayashyizwehukumukononanyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw' Akagarik'ahoubutakabuherereye</li> <li>- Kwishyura amafaranga y'imisoro yose icyanye n'ibibanza bihuzwa</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Ubutaka bisabwa guhuzwa bugashyirwa mu izina rimwe.
5) Izindi nzego unyuramo	Ushinzwe ubutaka ku rwego rw'intara
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

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

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

3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibyangombwaby'ubutakabusabirwagukosorerwa imbibi cyangwa ubuso</li> <li>- Icyangobwa cy'umwimerere cy'ubutaka</li> <li>- Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso</li> <li>- Raporoy'ipimwary'ubutakayashyizwehoumukononanyi r'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw' Akagarik'ahoubutakabuherereye</li> <li>- Icyangombwa cy'ubutaka cy'abo bahuje imbibi( Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa n'umukozi ushinze ubutaka ku karere.
5) <b>Izindi nzego unyuramo</b>	Umukozi ushinze ubutaka ku rwego rw'intara
6) <b>Amafaranga yishyurwa</b>	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni. Icyangombwa kiboneka mu byumweru 2

**d) Guhinduza ibyangombwa byatanze hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko masha**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze ubutaka
3) <b>Ibisabwa</b>	 <ul style="list-style-type: none"> <li>- Kopi y'indangamuntu</li> <li>- Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>- Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyardiko yemeza nimeru ubutaka bwabaruweho</li> <li>- Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Imisoro y'ubutaka yishyuye nibura mu myaka 10 ishize
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Umunsi akarere kaguhaye
8) <b>Igihe ntarengwa</b>	Uwo muni. Icyangombwa kiboneka mu byumweru 2

**e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'indangamuntu</li> <li>- icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>- icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruweho</li> <li>- Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocya'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi ishize.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku muni wagenwe n'akarere
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

**f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'indangamuntu ya nyir'ubutaka</li> <li>- Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina</li> <li>- Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyeahoatuyegitan gwan'UmunyamabangaNshingwabikorwaw'Umurenge w'ahoabarizwa</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa ny'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

**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 ubutaka

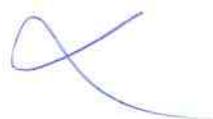
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka (registration certificate)</li> <li>- Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka</li> <li>- cyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB</li> <li>- Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza.</li> <li>- Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka</li> <li>- Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru bibiri(2)

**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 ubutaka
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire</li> <li>Ibyangombwa by'ubutaka</li> <li>Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangiramutungo ku nyubako</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
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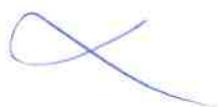
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi z'indangamuntu z'abasaba</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners)</li> <li>- Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa</li> <li>- Ibyangombwa by'ubutakaburiho isangiramutungo ku nyubako</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka</li> <li>- Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit)</li> <li>- Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira muisangiramutungo (Proof of ownership from Association of Owners)</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka</li> <li>- Ibyangombwa by'ubutaka</li> </ul>



4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

**l) Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga usaba</li> <li>- icyemezo cy'uko washyingiwe/icyemezo cy'uko uri ingaragu</li> <li>- icyemezo cy'urukikocyangwa cy'ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umunsi utangwa n'akarere
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	 <p>Iyo ibyangombwa by'ubutaka byatakaye:</p> <ul style="list-style-type: none"> <li>- Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha</li> </ul> <p>Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa:</p> <ul style="list-style-type: none"> <li>- Umwimerere w'ibyangombwa by'ubutaka byangiritse</li> <li>- Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye</li> <li>- Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2
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**n) Guhinduza icyo ubutaka bwagenewegukoreshwa**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	 <ul style="list-style-type: none"> <li>- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka</li> <li>- icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu</li> <li>- Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka</li> <li>- Iyo nta nkondabutaka yatanze: Inyandiko yemeza numero y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutakabuhereye</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

p) Gusaba kongera cyangwa kuvana abafite uburenganzira kubutaka muri rejisitiri y'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'ibiranga nyir'ubutaka</li> <li>- Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>- Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira</li> <li>- Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya (yishyurwa kuri konti y'akarere)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho</li> <li>- icyemezo cyo kuba warashyingiwe/icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka)</li> <li>- icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge</li> </ul>

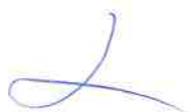
	<p>bw'aho ubutaka buherereye mu gihe habaye ubwumvikane.</p> <ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana OSC(One Stop Center)
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe</li> <li>- Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge.</li> <li>- Kwishyura 10000 rwf y'icyemezo cy'ubutaka</li> <li>- Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.</li> </ul>
4) Inzira binyuramo	 <p>Ujya ku biro by'ubutaka (Aho bakirira abantu) mu masaha y'akazi</p> <ul style="list-style-type: none"> <li>- Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS.</li> <li>- Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa.</li> <li>- Iyo borune zikenewe, ni wowe uzigurira.</li> <li>- Ku turere tw'umuji, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gusuzuma ubutaka( hishyurwa 30000rwf)</li> </ul>
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe nyuma yo gusura ubutaka

**s) Gutanga no gutiza ingwate muri banki**

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Ushinzwe kwakira abantu muri One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyangombwa cy'ubutaka cy'umwimerere</li> <li>- Indangamuntu z'ushaka gutanga n'uwakira ingwate (ubutiza, n'ubuhawe)</li> <li>- icyemezo cy'uko washatse cyangwa uri ingaragu</li> </ul>



4) Inzira binyuramo	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuzwa impapuro zabigenewe imbere ya Noteri w'ubutaka mukanagisinye. icyemezo cy'ingwate gitangwa uwo munsu.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	2.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

t) Gukemura amakimbirane ashingiyeye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiyeye ku butaka
2) Umukozi ubishinzwe	Ushinzwe kwakira abagana One Stop Center
3) Ibisabwa	Ibaruwa yandikiwe umuyobozi w'akarere ( Mayor) Raporo y'uko ikibazo cyakemuwe ku murenge
4) Inzira binyuramo	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatangwa umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uhabwa umunsu wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsu wo gusurwa

II. NOTERI

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



1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu kuri buri ruhande</li> <li>- Ibyangombwa by'umutungo wimukanwa</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya noteri</li> <li>- Kwishyura amafaranga asabwa asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe)</li> <li>- Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka</li> </ul>

	(amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Amasezrano y'inguzanyo ya banki.</li> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bobasinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Sitati z'imiryango</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amafaranga asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri azenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri,</li> <li>- Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma</li> <li>- Abanyamuryango bose (ab'ifatizo n'abaje nyuma)</li> </ul>



*(Handwritten signature)*

	<ul style="list-style-type: none"> <li>- bagasinya ku rutonde rusange.</li> <li>- Sitati zizinyirwa imbere ya noteri w'Akarere.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Baza amafaranga yishyurwa ku murenge ku byerekeye kusinyisha impapuro kwa noteri
7) Igihe itangirwa	Ku muni wagenwe n'Akarere
8) Igihe ntarengwa	Uwo muni

**d) Kugira inama abaturage mu by'amategeko**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku muni wagenwe n'akarere
8) Igihe ntarengwa	Uwo muni kereka iyo hakenewe ubusesenguzi

**e) Kwemeza inyandiko mpamo**

1) Uhabwa iyi serivise	Umuntu wese ukeneye noteri
2) Umukozi ubishinzwe	Notari w'akarere cyangwa w'umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw kuri kopi imwe
7) Igihe itangirwa	Mu muni y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**f) Gukurikirana imanza z'Akarere**

1) Uhabwa iyi serivise	Umuntu wese wareze cyangwa warezwe n'Akarere
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.



5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'iko ikibazo giteye

### III. KWAKIRA IMISORO N'AMAHORO

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

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe Imari
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro z'umwimerere za banki wishyuriyeho Indangamuntu( Numero y'indangamuntu)
4) Inzira binyuramo	 <p><b>Iyo hishyuwe amafaranga arenga asabwa:</b> Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode).</p> <p><b>Iyo wishyuye kuri konti itari yo:</b> - Wandikira akarere ibaruwa isaba gusubizwa amafaranga ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3 uherye igihe utangiye ikibazo

b) Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere cyangwa ku murenge
3) Ibisabwa	<p><b>Ipatanti:</b> - Kumenyekanisha aho ukorera n'imirimu ukora</p> <p><b>Umusoro ku mitungo:</b> - Ibyangombwa by'umutungo</p> <p><b>Umusoro ku bukode:</b></p>

	- Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku karere cyangwa ku murenge ukareba umukozi ushinzwe kwakira imisoro n'amahoro, witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

c) Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umucungamari w'akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'akarere bakaguha kopi z'impapuro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

d) Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umucungamari w'akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'akarere bakaguha kopi w'impapuro wishyuriweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

e) Gusaba kwishyura imisoro mu bice

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Kuzuzwa impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere

4) Inzira binyuramo	Iburo by'imisoro mu karere bigenzura ko ibisabwa byuzuye bigategura amasezerano asinywa n'Umunyamabanga Nshingwabikorwa w'Akarere hamwe n'usaba. Ibice byo kwishyuramo ntibirenga 4 kandi urangiza kwishyura muri uwo mwaka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

f) Kwishyura ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

IV. IMARI N'IPIGANWA RY'AMASOKO



a) Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.
4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki ugahabwa igitabo cy'iryo soko. Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa. Igihe DAO yishyurwe, ishobora koherezwa kuri imeri(E-mail)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) Igihe ntarengwa	Uwo muni
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**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	Ujya ku biro by'umukozi ushinzwe amasoko ugahabwa inama n'ubufasha wifuza. Ushobora kandi guhamagara cyangwa ukohera SMS.
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**c) Kwakira inyandiko z'ipiganwa**

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uzana inyandiko z'ipiganwa mu ibashya ifunze neza mbere y'igihe ntarengwa kiri mu gitabo cy'isoko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uherye ku muni isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo muni



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

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe (Ku karere)
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'Akarere
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 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	Mu masaha y'akazi kuva ku munsu byatangarijwe kugeza ku munsu wanyuma
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

**e) Gusinyisha amasezerano ku batsindiye amasoko**

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi uhabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinzwe amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko. Amasezerano asinywa mu minsi 15 nyuma y'imenesha ry'uwatsinze
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsiku itariki yemejwe

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

1) Uhabwa iyi serivise	Rwiyemezamirimo wasinyiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) Inzira binyuramo	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguhaha icyemezo cy'uko washoje neza imirimo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu



**V. KUVURA NO KWITA KU MATUNGO**

**a) Guhabwa icyemezo cyo kwimura amatungo**

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo

3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyiraryo</li> </ul>
4) <b>Inzira binyuramo</b>	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho amatungo ari. icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Kugirango umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na 5.000 Frw.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyirabyo</li> </ul>
4) <b>Inzira binyuramo</b>	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherewaho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa( Kuba ifite ibirinda inyama iyo bibaye ngombwa). icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Kugirango umurenge uguhe icyemezo wishyura amafaranga

	ari hagati ya 1.500 Frw na 5.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

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

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

**d) Kugura intanga**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) Inzira binyuramo	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza muganga w'amatungo w'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hishyurwa hakurikijwe agiciro cy'intanga
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo munsu



**e) Kugenzura inyama n'ibikomoka ku matungo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Usaba agomba yaraweho uburenganzira na RAB bwo gutera intanga
4) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata,

	buri kusanyirizo rigira veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hacibwa ibihano iyo hari ibituhahirijwe
7) Igihe itangirwa	Ku minsi yo gusura yagenwe n'Akarere
8) Igihe ntarengwa	Ako kanya

**f) Gukingira amatungo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 2 mu mwaka, Uburenge n'Igifuruto bikingirwa mu kwa mbere buri mwaka n'igihe cyose byadutse  Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa mu kwa cyenda ku munsu mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri wa kane(4)
8) Igihe ntarengwa	Uwo munsu

**g) Icyangombwa cyo kuroba**

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



**h) Gupima ubuzima bw'amatungo**

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

**VI. UBUHINZI**



**a) Guhabwa inyongeramusaruro**

1) Uhabwa iyi serivise	Abahinzi bagize itsinda
2) Umukozi ubishinzwe	Umukozi w'akarere ushinzwe ubuhinzi
3) Ibisabwa	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe
4) Inzira binyuramo	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahizi (umwe kuri buri murenge).  Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari Socio-economic Development Officer (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa „agrodealer“ hariho inyongeramusaruro n'imbuto izakenerwa. Hakoreshwa „nkunganire“ mu gufata inyongeramusaruro
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Inyongeramusaruro zishyurwa n'umuhinzi 50% by'agaciro kazo. Ku mbuto umuhinzi atanga 25%. Amafaranga ahabwa agrodealer
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni kwa „agrodealer“

**b) Guhabwa ubufasha ku mushinga w'ubuhinzi**

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi

3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu

**c) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ibidukikije
3) <b>Ibisabwa</b>	<p>K'ubucukuzi bw'amabuye y'agaciro:</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko irambuye y'umushinga</li> <li>- Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> </ul> <p>Kuri kariyeri iri munsu ya 1 ha:</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko y'umushinga irambuye</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> </ul> <p>Kwishyura 500,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere</p>
4) <b>Inzira binyuramo</b>	<p>Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro:</p> <ol style="list-style-type: none"> <li>1. Uruhushya rwo kurambagiza (rumara imyaka 2)</li> <li>2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4),</li> <li>3. Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka 5).</li> </ol> <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinzwe mine na kariyeri (MINIRENA).</p> <p>Umunyamabanga nshingwabikorwa w'umurenge asaba impapuro Uruhushya rwo kurambagiza n'ubushakashatsi. Nyuma y'ubushakashatsi, ibisubizo byohereza muri</p>

	<p>Minisiteri ishinzwe mine na kariyeri Ibyo kujyana ku murenge: Ibaruwa yandikiwe umunyamabanga nshingwabikorwa w'umurenge, ikarita y'aho uzakorera yakozwe kandi yemejwe n'inzobere, imbanzirizamushinga, uburyo bwo kurinda aho hantu n'ibidukikije, n'aho uherereye.</p> <p>Iyo ikibanza gihereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihereyeremo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
5) Izindi nzego unyuramo	MINIRENA
6) Amafaranga yishyurwa	<p><b>Ubucukuzi bw'amabuye y'agaciro</b> Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya MINIRENA. Ipatanti yishyurwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku.</p> <p><b>Kariyeri (1 ha cyangwa munsu):</b></p> <ol style="list-style-type: none"> <li>1. Amafaranga y' ingano y'ahacukurwa</li> <li>2. Amafaranga y'isuku</li> <li>3. Amafaranga y'ipatanti</li> </ol>
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1



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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku karere ugasobanura uko ikibazo giteye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

## VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba mu karere
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga inama gusa ku buryo bwo gusarura.
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, hazuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuza ifishi yabigenewe ku kagari igasinywaho n'umuhuzabikorwa w'akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe, nubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu nyuma yo gusurwa

**b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba**



1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze.
5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu nyuma yo gusurwa

**c) Gusaba ingemwe z'ibiti**

1) Uhabwa iyi serivise	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku mudugudu rukemezwa n'akagari n'umurenge. Zitangirwa ubuntu
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

## VIII. KOPERATIVE

### a) Guhabwa icyemezo cya koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative ku murenge
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	 <p>Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose basinyeho. Bishyura 1.200 Frw kuri SACCO cyangwa Banki y'abaturage bakazana impapuro barihiyeho. Umurenge ubaha icyemezo. Bakomereza ku karere, kakongera kugenzura idosiye (kopi eshatu, harimo orijinari imwe), cyane cyane statu (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'itegeko zayo.</p> <p>Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo hagati y'icyumweru kimwe(1) n'ibyumweru bibiri(2). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cya burundu mu gihe cy'ukwezi. icyo cyangombwa gishyikirizwa Akarere nako kakagihira koperative.</p>
5) Izindi nzego unyuramo	Umurenge, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku murenge
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo

## IX. UBUREZI

### a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo( Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'umurenge (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibyigwa n'inama nnyanama y'akarere. Inama nnyanama niyo itanga icyemezo cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) Izindi nzego unyuramo	Umurenge, REB cyangwa WDA
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu mezi atatu (kugirango inama nnyanama y'Akarere ibisuzume)

### b) Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya Inyemezamanota y'ikigo wigamo
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Indangamanota y'ishuri wigagamo n'ishuri wifuza



	kwimurirwamo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

**c) Gusaba akazi k'ubwarimu**

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	- Urwandiko rubisaba - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta
4) Inzira binyuramo	Wandikira Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa noteri, ukuzuza ifishi ya komisiyo y'abakozi ba Leta.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Icyumweru kimwe kugeza ku kwezi

**d) Gusaba inkunga y'uburezi**

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	- Urwandiko rubisaba ruriho umukono w'Umurenge - icyemezo cy'uko utishoboye - Indangamanota yatanzwe n'ishuri wigamo
4) Inzira binyuramo	Wandikira akarere, Umurenge ukagusinyira sous-couvert. Utanga icyemezo cy'uko utishoboye n'indangamanota
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe



**e) icyemezo cyo kuba warize gusoma no kwandika**

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Urwandiko rusaba Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika
4) Inzira binyuramo	Akarere kamenyeshwa n'umurenge cyangwa akagari igihe amahugurwa yo gusoma no kwandika atangiye. Iyo arangiye,

	utanga amahugurwa yo gusomano kwandika yandikira akarere agatanga urutonde rw'abarangije amahugurwa. Akarere kabandikira ibyemezo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

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

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) Inzira binyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ako kanya



**X. IMIYOBORERE MYIZA**

**a) Gutega amatwi ufite ikibazo**

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

## XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

### a) Kwakira no kuyobora abagana akarere

1) Uhabwa iyi serivise	Abagana Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ukigera ku biro by'Akarere, ureba umukozi ushinzwe kwakira abakagana ukamubwira ikikugenza. Agufasha kubona ababishinzwe cyangwa kubishakira umuti.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

### b) Kohereza inyandiko zisubiza abandikiye Akarere

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Mu bunyamabanga rusange (secretariat central)
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ubunyamabanga rusange busikana inzandiko bukazigeza kubo bireba kuri imeri (incamake yazo). Kohereza ibisubizo bikorwa n'ubunyamabanga rusange
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

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

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ibaruwa ikohereza Raporo igaragaza imikorere Aho wishyuriwe umushahara wa nyuma
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN. Ku bakozi b'akarere, nabo bandika ibaruwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni ku bakozi b'Akarere Ku barimu biterwa n'igihe bifata kuri MINECOFIN, ariko ubusanzwe bifata ukwezi kumwe.



d) Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rubisaba,</li> <li>- icyemezo cy'amavuko,</li> <li>- icyemezo by'aho wakoze n'igihe wahamaze,</li> <li>- Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse.</li> <li>- Nomero ya konti</li> <li>- Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho</li> </ul>
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda inyandiko zose zisabwa.
5) Izindi nzego unyuramo	RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

e) Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<p>Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi</p>
4) Inzira binyuramo	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. icyemezo cy'urupfu gitangwa n'Umurenge. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo kerekana igihe yatangiye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabishyirira imbere y'Umunyamabanga Nshingwabikorwa w'Umurenge). Ku bakozi bo mu buvuzi, bikorwa n'ibitaro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00



8) Igihe ntarengwa	Iminsi 3
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**f) Guhabwa ibyangombwa binyuranye**

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

**g) Guhuza akarere n'izindi nzego zikagana**

1) Uhabwa iyi serivise	Ibigo bya Leta, Abikorera n'imiryango itegamiyekuri Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ibi bikorwa iyo hari igikorwa Akarere katumiwemo cyangwa kifuzwa ko izi nzego zafatanywe nako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itegamiye kuri Leta n'Imishinga, JADF niyo ibishinzwe. Umukozi ushinzwe kwakira abagana Akarere ahoza izo nzego n'abakozi babishinzwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

**h) Guhabwa kopi y'inyandiko zabitswemu gihe zisabwe**

1) Uhabwa iyi serivise	Umuntu wese ubiherewe uburenganzira
2) Umukozi ubishinzwe	Umukozi ushinzwe gushyingura inyandiko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira akarere uzaba kopi y'izo nyandiko. Umuyobozi w'Akarere cyangwa Umunyabanga Nshingwabikorwa atanga uruhushya rwo gutanga kopi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

**i) Guhabwa ibendera ry'igihugu**

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe logistic



3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wishyura amafaranga asabwa ugahabwa ibendera kuri banki y'abaturage ukerekana inyemezabwishyu kuri lojistike. Ugomba kurikoresha bitanyuranyijen'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	3.000 Frw yishyurwa kuri konti y'Akarere muri banki y'Abaturage ku ibendera rimwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

## XII. UBUGENZUZI BW'UMURIMO

### a) Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukoze cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ushaka ndetse ugasobanurira umugenzuzi w'imirimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa. Ategura umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishye. Iyo bidakunze ku mpande zombie, buri ruhande rwubahiriza icyo amasezerano avubivugaho. Umugenzuzi w'imirimo akora ubushakashati akamenya uko bihagaze. Iyo hatabayeho kumvikana bya gicuti, umugenzuzi w'imirimo abohereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana

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

1) Uhabwa iyi serivise	sosiyete idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo mu karere
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiandikisha ubucuruzi muri RDB Icyemezo cyo kwiandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyo
5) Izindi nzego unyuramo	RDB, RRA, RSSB
6) Amafaranga yishyurwa	Ubaza ku karere amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

### c) Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo

1) Uhabwa iyi serivise	Umukozi usaba inguzanyo yishyurwa ku mushahara
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8) Igihe ntarengwa	Uwo muni
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c) Gusaba uburenganzira bwo gutanga ingwate irenze 1/2 by'umushahara w'umukozi ku nguzanyo

1) Uhabwa iyi serivise	Umukozi usaba inguzanyo yishyurwa ku mushahara
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ibaruwa yandikiwe banki isHyirwaho umukono n'umugenzuzi w'imirimo
4) Inzira binyuramo	Umugenzuzi w'imirimo areba ahandi umukozi yakura ubushobozi bwo kubaho mu gihe yagwatirije umushahara (ibimenyetso bigomba guherekeza urwandiko) - Itegeko rigenga umurimo, ingingo ya 73 (Igazeti NO. <b>Special of 06/09/2018</b> )
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi itanu

d) Inama ku bijyanye n'umurimo

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

### XIII. URUBYIRUKO N'UMUCO

e) Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'akarere

1) Uhabwa iyi serivise	Umuntu wese wifuza gukoresha amarushanwa
2) Umukozi ubishinzwe	Umukozi ushinze urubyiruko, umuco na siporo
3) Ibisabwa	Ibaruwa ibisaba
4) Inzira binyuramo	Wandikira akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho b'izindi nyandiko za ngombwa zijyanye n'ayo amarushanwa. Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo muni ko bishobora

1) <b>Uhabwa iyi serivise</b>	Amashyirahamwe y'urubyiruko
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze urubyiruko, umuco na siporo
3) <b>Ibisabwa</b>	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe
4) <b>Inzira binyuramo</b>	<p>Kwandikisha koperative. Umushinga ushyikirizwa umurenge ukawusuzuma. Umushinga urasurwa, akarere kakabona kuwemera by'agateganyo. Buri mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari.</p> <p>Ibisabwa:</p> <ul style="list-style-type: none"> <li>- Kuba mu ishyirahamwe rizwi</li> <li>- Kugira ibikorwa bigaragara, aho ubarizwa</li> <li>- Gahunda y'umushinga</li> <li>- Amasezerano y'uburyo inkunga izakoreshwa</li> </ul> <p>Amahugurwa Gusaba ko umurenge watoranya abazitabira amahugurwa NYC ihamagara akarere kubasha guhitamo abakandida ku mushinga wabo</p>
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Biterwa n'ubushobozi buhari

Bikorewe Nyagatare kuwa 22/09/2018

**Madamu ATUKUNDA RUKEEBA Chantal**

**Umuyobozi w'Inama Njyanama y'Akarere ka Nyagatare**



**Madamu: MUKURIZEHE Annuarite**

**Umunyamabanga w'Inama Njyanama y'Akarere ka Nyagatare**