REPUBULIKA Y'U RWANDA

INTARA Y'AMAJYEPFO
AKARERE KA NYARUGURU

IMBONERAHAMWE YA SERIVISE ZITANGWA N'AKARERE KA NYARUGURU

Serivise zitangirwa ku Karere

Bikorewe i Nyaruguru ku wa 01 Ugushyingo 2016

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Akarere zigenwa n'Itegeko Nº 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo 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 yayiherewe cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe. Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga.

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'Umukozibishinzweku Karere.

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

1. Gusaba uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwa remezo (OSC)
3) **Ibisabwa**	Ibaruwa isaba yandikiwe akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) **Inzira binyuramo**	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	**Icyapa cyamamaza ibikorwa cyangwa imirimo ibyara inyungu** : 20.000 Frw kurimetero kare ku mwaka kuri m^2.Iyo icyapacyamamaza ku mpande zombi, buri ruhande rwishyurirwa amahoro; **Banderole yanditseho ubutumwa bumenyekanisha igikorwa**:10.000 Frw ku munsi kuri; **Ibyapa byamamaza hakoreshejwe uburyo bw'ikoranabuhanga**: hagati ya 60.000 Frw na 100.000 Frw kumwaka hatitawe ku bunini bwabyo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 3 kugeza ku byumweru 2

2. Gusaba uruhushya rwo kubaka inzu

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gutanga impushya zo kubaka
3) **Ibisabwa**	**Ibisabwa ku mishinga mito:** - Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. - Igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Kopi 2; - Ibishushanyo byerekana inyubako bu buryo

	burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'ibiranga abanditse kubyangombwa by'ubutaka (ID,Passeport) - Fotokopi y'icyangombwa cy'ubutaka; **Ibisabwa ku mishinga minini:** - Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. - Igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Kopi 2; - Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'ibiranga abanditse kubyangombwa by'ubutaka (ID,Passeport) - Fotokopi y'icyangombwa cy'ubutaka; - Inyigo y'ubutaka - Raporo yo kubungabunga ibidukikije (EIA) - Igishushanyo cya ""Septic tank" - Inyigo y'Inyubako (Note de calcul) - Sosiyeti izubaka n'izagenzura imirimo
4) **Inzira binyuramo**	- Wandikira Akarere ugatanga impapuro zisabwa. - Ibiro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere
5) **Izindi nzego unyuramo**	akagari, umurenge
6) **Amafaranga yishyurwa**	- 20.000 Frw: Ubuso bwubakwaho butarengeje m^2 0 kugeza kuri m^2 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m^2 100 kugeza kuri m^2 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m^2 500 - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 30

3. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cyo kubaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gutanga impushya zo kubaka
3) **Ibisabwa**	- Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu - Fotokopi y'icyangombwa cy'ubutaka; - Raporo y'aho imirimo yo kubaka igeze igaragaza impamvu yo kongererwa igihe - Ifoto y'inyubako
4) **Inzira binyuramo**	Wandikira Akarere ugatanga impapuro zisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- 20.000 Frw: Ubuso bwubakwaho butarengeje m^2 0 kugeza kuri m^2 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m^2 100 kugeza kuri m^2 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m^2 500 - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 3

4. Gusaba uruhushya rwo kubaka umunara w'itumanaho

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gutanga impushya zo kubaka
3) **Ibisabwa**	Amasezerano yo kugura ubutaka cyangwa icyangombwa cy'ubutaka Igishushanyo cy'ubutaka (fiche cadastrale) Ibishushanyo byerekana inyubako bu buryo burambuye, Impapuro zishyuriweho amafaranga asabwa
4) **Inzira binyuramo**	Inyandiko isaba yandikirwa RURA, ikamenyesha akarere kugirango kabyemeze. Umukozi w'akarere asura aho umunara ugomba kubakwa agakora inyandiko mvugo. Amafaranga asabwa arabarwa akishyurwa kugirango uhabwe uruhushya, ukariha ubukode bw'ubutaka ku mwaka wa mbere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga y'amahoro yo kubaka n'ubukode bw'ubutaka ku mwaka wa mbere. 2.000 Frw kuri metero imwe y'ubujyejuru ku mwaka

	Iyo umunara ushinze ku nyubako cyangwa ikindi kintu gituma ubujyejuru bwawo bwiyongera, uburebure bw'icyo umunara ushinzeho bubarirwa 1.000 Frw kuri metero imwe y'ubujyejuru
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 15

5. Gusaba uruhushya rwo gukorera mu nyubako nshya

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gutanga impushya zo kubaka
3) **Ibisabwa**	- Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) **Inzira binyuramo**	Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere, Aho inzu iri harasurwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru 1

6. Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere

1) **Uhabwa iyi serivise**	Rwiyemezamirimo wakoreye Akarere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gukurikirana icyogikorwa
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wandikira Akarere ukomekaho impapuro zishyuza (inyemezabuguzi).Umokozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugirango yishyurwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 3

7. Gusaba kubaka ahagurishirizwa ibikokoma kuri peteroli (petrol station)

1) **Uhabwa iyi serivise**	Umuntu wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo
3) **Ibisabwa**	- Icyangombwa cy'ubutaka - Inyugo ku ngaruka ku bidukikije - Uruhushya rwa RURA
4) **Inzira binyuramo**	Ubishaka yandikira Akarere yerekana aho ashaka gushyira sitasiyo yo gucuruza ibikomoka kuri peteroli. Akarere gakora igenzura kakareba niba aho hantu hashoboka hakurikijwe igishushanyo mbonera. Akarere gasaba RURA gusuzuma umushinga, ikabyemeza iyo bishoboka mu rwego rwa tekinike. Iyo RURA ibyemeye niho hatangwa icyemezo cyo kubaka.
5) **Izindi nzego unyuramo**	RURA
6) **Amafaranga yishyurwa**	Kuriha amafaranga y'icyemezo cyo kubaka
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Iminsi 3 ku Karere

B. UBUTAKA (OSC)

1. Kugabanyamo ibice ikibanza/isambu

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwa by'ubutaka busabirwakugabanywamoibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutakabusabirwakugabanyamoibice - Raporoy'ipimwary'ubutakayashyizwehoumukononanyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw'Akagarik'ahoubutakabuherereye.
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Iyo ibice bivuyemo bitagejeje kuri 2 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice (art. 30, itegeko ry'ubutaka No 43/2013 ryo kuwa 16/06/2013)
5) **Izindi nzego unyuramo**	Ntazo
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**	Icyangombwa kiboneka mu mu kwezi 1

2. Guhuza ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwaby'ubutakabusabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyaibiceby'ubutakabisabirwaguhuzwa - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'Akagarik'ahoubutakabuherereye
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
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**	Icyangombwa kiboneka mu mu kwezi 1

3. Gukosora imbibi cyangwa ubuso bw'ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwaby'ubutakabusabirwagukosorerwa imbibi cyangwa ubuso - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyaibiceby'ubutakabisabirwagukosorerwa imbibi cyangwa ubuso - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'Akagarik'ahoubutakabuherereye
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
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**	Icyangombwa kiboneka mu mu kwezi 1

4. Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga usaba - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa by'ubutaka bisabirwa guhindurwa1 - Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.
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**	Icyangombwa kiboneka mu kwezi 1

5. Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwa by'ubutaka - Icyemezocy'uburenganzirabwokubaka - Icyemezocy'igenzurakigaragazakoimyubakireyakurikijeibyaribiteganyijwe - Icyemezogitangauburenganzirabwogukoreshacyangwagutura mu nyubako(ku basaba inkondabutaka) - Icyemezo ko nibura ½ cy'ibyari byemewe kubakwa byubatswe (Ku basaba inkondabutaka ngenankomyi) - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere. - Inyandiko y'ubumvikane yakorewe imbereya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagombakwandikwak'ubutakaharimoabanyamahangabafatanyijeubutakan'Abanyarwandacyangwaiyoariisosiyetey'ubucuruzi,Umuryangocyangwaishyirahamwebifiteubuzimagatoziabanyamahangabafite

	moimigabane
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

6. Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka - Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyeahoatuye gitangwan'UmunyamabangaNshingwabikorwaw'Umurengew'ahoabarizwa - Ibyangombwa by'ubutaka
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**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

7. Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka kimwe n'icyemezo cy'iyandikisha rya sosiyete nshya - Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza. - Iyo ari imiryango mpuzamahanga itegamiye kuri

	Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe - Ibyangombwa by'ubutaka
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

8. Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagizeishyirahamwe ry'isangiramutungo ku nyubako
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**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga usaba - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners)

	- Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa - Ibyangombwa by'ubutakaburiho isangiramutungo ku nyubako
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**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

10. Ihererekanya ry'uburenganzira ry'igicecy'isangiramutungo ku nyubako (condominium unit)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga abarebwa n'ihererekanya ry'uburenganzira - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ihererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira muisangiramutungo (Proof of ownership from Association of Owners)
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**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

11. Gukosora amakuru muri regisitiri y'ubutaka(amazina yanditse nabi, inimero y'irangamuntu, ...)

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
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**	Icyangombwa kiboneka mu kwezi 1

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga usaba - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Icyemezo cy'urukikocyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo
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**	Icyangombwa kiboneka mu kwezi 1

13. Gusimbura ibyangombwa by'ubutaka bisimburaibyatakaye,ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Iyo ibyangombwa by'ubutaka byatakaye: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye n'ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha kuri imwe mu maradiyo yumvwa cyane mu Rwanda cyangwa muri kimwe mu binyamakuru bisomwa cyane mu Rwanda - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye

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**	Icyangombwa kiboneka mu kwezi 1

14. 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'Umuyobozibw'Akarere cyangwa undi mukozi w'Akarere yabihereye ububashahakurikijwe 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 munsi. Icyangombwa kiboneka mu byumweru 2

15. Gusaba guhabwa ibyangombwa by'ubutaka kubutaka Leta yagurishije cyangwa yatanze

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka - Inkondabutaka yahawe Leta - Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero 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 ubutakabuherereye
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	27,000 Frw (20,000 Frw y'ihererekanya, 5,000 Frw

	y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

16. 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**	- Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira - Iyo ari ukuvana muri regisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka - 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 - 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. - Ibyangombwa by'ubutaka
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**	Icyangombwa kiboneka mu kwezi 1

17. 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**	- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - Icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
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**	Icyangombwa kiboneka mu kwezi 1

18. Gusaba igishushanyo cy' ikibanza (deed plan)

1) **Uhabwa iyi serivise**	Umuntu ufite ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira abagana OSC
3) **Ibisabwa**	- Kopi y'icyangombwa cy'ubutaka. - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Numero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.
4) **Inzira binyuramo**	- Ujya ku biro by'ubutaka ku Karere witwaje ibyangombwa by'ubutaka cyangwa icyemezo cy'uko ari ubwawe. - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	10.000 Frw 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

19. Gutanga no gutiza ingwate muri banki

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cy'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Icyangombwa cy'ubutaka orijinari na kopi - Irangamuntu y'ushaka gutanga ingwate (ubutiza, n'ubuhawe)
4) **Inzira binyuramo**	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuza impapuro zabigenewe imbere ya Noteri w'ubutaka. Icyemezo cy'ingwate gitangwa uwo munsi.
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**	Bitarenze iminsi 3

20. Gukemura amakimbirane ashingiye ku butaka

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

21. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure

1) **Uhabwa iyi serivise**	Nyir'ubutaka n'uwo/abo baguze
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga uwaguze/abaguze - Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	27,000 Frw (20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

22. 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 - Icyemezocyo kuba warashyingiwe/Icyemezocy'ukouriingaragucy'umuzungura/abazungura - Inyandiko y'umurage yakorewe imbere ya noteri (Authentic Will)/ inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'umwanditsi w'irangamimerere cyangwa Icyemezo cy'urukiko cyemeza abazungura n'uburenganzir abafite ku butaka (giherekejwe n'Inyandikomvugoy'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwaby'ubutaka busabirwaizungura
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	27,000 Frw (20,000 Frw y'ihererekanya, 5,000 Frw

	y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

23. Gasaba gusimbura icyangombwa cy'ubutaka cyatakaye/cyangiritse

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri - Icyangombwa cyangiritse iyo gihari
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2.000 Frw yo kwemeza impapuro mpamo 5.000 Frw y'icyangombwa gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu kwezi 1

C. IBIDUKIKIJE (OSC)

1. Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Ibidukikije
3) **Ibisabwa**	K'ubucukuzi bw'amabuye y'agaciro: - Ibaruwa isaba yandikiwe akarere bicishijwe ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije - Icyemezo gitangwa na RDB - Icyemezo cy'isuzumangaruka ku bidukikije (EIA) Kuri kariyeri iri hejuru ya 0.5 Ha: - Ibaruwa isaba yandikiwe akarere bicishijwe ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye

	- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije Kuri kariyeri kwishyura 300,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere, naho kuri mine hishyurwa 500,000 Frw
4) **Inzira binyuramo**	Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro: Uruhushya rwo kurambagiza (rumara imyaka 2), Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka (30). Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinzwe mine na kariyeri (MINIRENA). Iyo ikibanza gihererereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihererereyemo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.
5) **Izindi nzego unyuramo**	MINIRENA
6) **Amafaranga yishyurwa**	**Ubucukuzi bw'amabuye y'agaciro** Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw arihwa kuri konti ya MINIRENA. Ipatanti irihwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. 1/100 cy'agaciro gasoreshwa ku mwaka. Amafaranga y'isuku. **Kariyeri:** 1. I ;;cyangombwa angana na 25.000frw 2. Amafaranga y'ipatanti 3. Imodoka ipakiye umucanga cyangwa amabuye 1.000 Frw kuri Toni
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru 1

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

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

8) **Igihe ntarengwa**	Uwo munsi

II. Noteri

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'ubutaka
3) **Ibisabwa**	- Indangamuntu - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Impande zombi zijya ku biro bya noteri w'ubutakabitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntitangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	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 munsi

2. Gusaba gushyira umukono ku masezerano y'inguzanyo

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa n'impande zombi. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha

	kugenzura ko ari bobasinye koko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro). Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 15.00 Frw kuri buri rupapuro
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	- Sitati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zizinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ubaza ku karere amafaranga asabwa (aratandukana akarere ku kandi)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

4. Kugira inama abaturage mu by'amategeko

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

8) **Igihe ntarengwa**	Uwo munsi

5. Kwemeza inyandiko mpamo

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'Akarere cyangwa Umurenge
3) **Ibisabwa**	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga asabwa kuri buri kopi (1,500 Frw)
4) **Inzira binyuramo**	Uza ku biro bya noteri w'akarere witwaje impampuro na kitansi wishyuriyeho
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1,500 Frw kuri kopi imwe
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

6. 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 k'uhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Biterwa n'iko ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

1. Gusaba gusubizwa amafaranga y'ikirenga ku musoro

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyo kibazo
2) **Umukozi ubishinzwe**	Umuyobozi Ushinzwe Imari
3) **Ibisabwa**	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro za banki wishyuriyeho Indangamuntu
4) **Inzira binyuramo**	**Iyo hishyuwe amafaranga arenga asabwa:** - Wandikira akarere ukomeka kw'ibaruwa impapuro

	za banki wishyuriyeho (orijinari). - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode). **Iyo wishyuye kuri konti itari yo:** - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 3

2. Guhabwa amakuru ku misoro n'uko ibarwa

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

3. Guhabwa impapuro zakatiweho imisoro ya RRA

1) **Uhabwa iyi serivise**	Umuntu wahaye serivise, ibikoresho cyangwa wakoreye imirimo akarere
2) **Umukozi ubishinzwe**	Umucungamari w'akarere
3) **Ibisabwa**	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho

4) **Inzira binyuramo**	Ujya mu biro by'umucungamari w'akarere bakaguha kopi w'impapuro zakatiweho imisoro ya RRA.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

4. 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 munsi

5. Gusaba kwishyura mu bice

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere
3) **Ibisabwa**	Kuzuza impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere
4) **Inzira binyuramo**	Ibiro 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 munsi

6. Kwishyuza ubukode ku mitungo y'Akarere

1) **Uhabwa iyi serivise**	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)

2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere
3) **Ibisabwa**	Amasezerano y'ubukode
4) **Inzira binyuramo**	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga avugwa mu masezerano
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

IV. IMARI N'IPIGANWA RY'AMASOKO

1. Guhabwa ibitabo by'ipiganwa

1) **Uhabwa iyi serivise**	Rwiyemezamirimo ushaka gupiganirwa isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	- Isoko rigomba kuba ryaratangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko
4) **Inzira binyuramo**	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki ugahabwa igitabo cy'iryo soko.
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 munsi

2. Kwakira inyandiko z'ipiganwa

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Kuba waraguze igitabo cy'isoko
4) **Inzira binyuramo**	Uzana inyandiko z'ipiganwa mu ibahasha ifunze neza mbere y'isaha yatangajwe iri mu gitabo cy'isoko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku munsi isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ikakirwa n'akarere
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 ipigangwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu masaha y'akazi nyuma y'iminsi 21 inyandiko z'ipiganwa zakiriwe
8) **Igihe ntarengwa**	Iminsi 21 nyuma yo gufungura isoko

4. Gusinyisha amasezerano ku batsindiye amasoko

1) **Uhabwa iyi serivise**	Rwiyemezamirimo watsindiye isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) **Inzira binyuramo**	Ujya ku biro by'umukozi ushinzwe amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko.
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

5. Gutanga icyangombwa cyo kurangiza imirimo neza

1) **Uhabwa iyi serivise**	Rwiyemezamirimo warangije isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirihe ibisabwa byose.
4) **Inzira binyuramo**	Wandikira Akarere usaba icyemezo cy'uko warangije

	imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

V. KUVURA NO KWITA KU MATUNGO

1. Guhabwa icyemezo cyo kwimura amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, ubryo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo
4) **Inzira binyuramo**	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) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amahoro (inka 1.000 Frw, amatungo magufi 500 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Bitarenze iminsi itatu

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa

	- Indangamuntu ya nyirabyo
4) **Inzira binyuramo**	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. Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara umwaka. Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabiherewe urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherwaho mu gutanga uruhushya rwo kuzitwara. Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa. Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amahoro 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 munsi

3. 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.

4. Kugura intanga

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Kwishyura amafaranga (500 Frw ku ntanga zisanzwe, 15,000 frw ku ntanga ibyara inyana) 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'Akare impapuro yishyiriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwaku matungo y'abaturage bose. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Igiciro cy'intanga 500 Frw na 15,000 Frw
7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere
8) **Igihe ntarengwa**	Uwo munsi

5. Kugenzura inyama n'ibikomoka ku matungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Uruhushya rwo kugurisha inyama n'ibikomoka ku matungo
4) **Inzira binyuramo**	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigire 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 bingana 5,000 Frw
7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere
8) **Igihe ntarengwa**	Uwo munsi

6. 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 munsi mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Inka 200 Frw, imbwa n'injangwe 500 Frw

7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere
8) **Igihe ntarengwa**	Uwo munsi

7. Icyangombwa cyo kuroba

1) **Uhabwa iyi serivise**	Koperative z'uburobyi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) **Inzira binyuramo**	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na RAB.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Gahunda ya buri mwaka
8) **Igihe ntarengwa**	Icyumweru 1

8. Gupima ubuzima bw'amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Amatungo akenewe gupimwa
4) **Inzira binyuramo**	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laburatwari 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

1. Guhabwa inyongeramusaruro

1) **Uhabwa iyi serivise**	Akarere gakurikirana imikorere y'abatanga

	inyongeramusaruro
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Kuba mu itsinda rya Twigiremuhinzi rigomba guhinga igihingwa cyatoranijwe
4) **Inzira binyuramo**	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babiherewe 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 (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya iurutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa „agrodealer" hariho inyongeramusaruro n'imbuto izakenerwa. Hakoreshwa „nkunganire" mu gufata inyongeramusaruro n'imbuto. Akarere kagenzura gusa ko byose bikorwa neza.
5) **Izindi nzego unyuramo**	Akagari, umurenge
6) **Amafaranga yishyurwa**	Inyongeramusaruron'imbuto zishyarwa n'umuhinzi akuriwemo ijanisha rya nkunganire yishyurirwa na Leta. Amafaranga ahabwa agrodealer
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi kwa „agrodealer"

2. Guhabwa ubufasha ku mushinga w'ubuhinzi

1) **Uhabwa iyi serivise**	Umuhizi wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

3. Kugura ibitumbwe bya kawa no kubitunganya

1. **Uhabwa iyi serivise**	Umuntu wese ufite uruganda rutunganya kawa mu Karere
2. **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3. **Ibisabwa**	• Kuba warishyuye ipatante mu Murenge ushaka kuguriramo kawa

4. **Inzira binyuramo**	Kwandikira ibaruwa Umuyobozi w'Akarere ubisaba binyujijwe ku buyobozi bw'Umurenge
5. **Izindi nzego unyuramo**	Umurenge
6. **Amafaranga yishyurwa**	Ntayo
7. **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi itatu

VII. AMASHYAMBA

1. Gutanga uburenganzira bwo gusarura ishyamba =>0.5 HA

1) **Uhabwa iyi serivise**	Umuntu ufite ishyamba =>0.5 HA
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba
3) **Ibisabwa**	Urwandiko rusaba rwandikiwe Umuyobozi w'Akarere, Kopi Icyangombwa cy'ubutaka cyangwa amasezerano y'ubugure Kwishyura 1/100 cy'agaciro k'ishyamba risarurwa akishyurwa mu kigega cya FONERWA
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**	Amafaranga 20.000 Frw yo gusarura , kongera 1/100 ry'agaciro k'ishyamba ashyirwa mu kigega cya FONERWA
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Bitarenze iminsi 3nyuma yo gusurwa

2. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) **Uhabwa iyi serivise**	Umuntu wese ubukeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba
3) **Ibisabwa**	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Iyo ari ibyaguzwe, nyir'ukubigurisha aha ubiguze kopi y'iruhushya rwo gusarura - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine. - Kugaragaza inyemezabwishyu y'amafaranga 50,000 ku cyangombwa cyo gupakira ibikomoka ku mashyamba mu gihe cy'iminsi 30 - Kwishyura 1/100 cy'agaciro k'ishyamba risarurwa akinjira mu kigega cya FONERWA
4) **Inzira binyuramo**	Uwagurishije niwe usaba ucyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze. Huzuzwa urupapuro rwabigenewe rugasinywaho n'umukozi ushinzwe amashyamba n'umuyobozi w'Akarere wungirije ushinzwe ubukungu n'imari (VM FED) cyangwa Umuyobozi w'Akarere.
5) **Izindi nzego unyuramo**	Akagari, Umurenge
6) **Amafaranga yishyurwa**	Hishyurwa 25.000 Frw yo gutwara ibikomoka ku mashyamba mu gihe cy'iminsi 15 agashyirwa kuri konte y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Bitarenze iminsi 3

3. Gusaba ingemwe z'ibiti

1) **Uhabwa iyi serivise**	Umuntu wese ubukeneye
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**	Umudugudu, Akagari, Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

VIII. KOPERATIVE

1. Guhabwa icyemezo cya koperative

1) **Uhabwa iyi serivise**	Abashaka gushinga koperative
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amakoperative
3) **Ibisabwa**	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) **Inzira binyuramo**	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 konti y'Akarere bakazana impapuro barihiyeho. Umurenge ubaha icyemezo. Bakomereza ku karere, kakongera kugenzura idosiye (kopi enye), harimo orijinari imwe), cyane cyane statu (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo. Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo mu byumweru bibiri. Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.
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 Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

IX. UBUREZI

1. Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi
3) **Ibisabwa**	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye
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. Aho ishuri rizubakwa hasurwan'umukozi ushinzwe uburezi ku karerena Enginior ushinzwe inyubako z'amashuri mu karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibyigwa n'inama njyanama y'akarere. Inama njyanama 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, MINEDUC
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu mezi atatu (kugirango inama njyanama y'Akarere ibisuzume)

2. Gusaba guhindurirwa ikigo cy'ishuri

1) **Uhabwa iyi serivise**	Umunyeshuri wese wiga mu ishuri rya Leta
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi
3) **Ibisabwa**	Ibaruwa isaba Inyemezamanota y'ikigo wigamo
4) **Inzira binyuramo**	Wandikira Akarere usobanura impamvu ushaka guhindura ikigo ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye), abiga muri S1& S 4 bagomba kwerekana "Babyeyi" imwemerera kujya kwiga mu kigo runaka. Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) **Izindi nzego unyuramo**	Ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) **Igihe ntarengwa**	Ukwezi kumwe

3. Gusaba akazi k'ubwarimu

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

4. Gusaba inkunga y'uburezi

1) **Uhabwa iyi serivise**	Ubikeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe imibereho myiza
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 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe

5. 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

6. 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**	Amibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakurije ibyasabwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

X. IMIYOBORERE MYIZA

1. Gutega amatwi ufite ikibazo

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

XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

1. Kubara no gutanga ibirarane by'amashimwe

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

2. Kubara no gutanga imperekeza

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65)
2) **Umukozi ubishinzwe**	Umukozi ushinzwe abakozi
3) **Ibisabwa**	- Urwandiko rubisaba, - Icyemezo cy'amavuko, - Ibyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse. - Nomero ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho
4) **Inzira binyuramo**	Wandikira Akarere ubisaba ugatanda inyandiko zose zisabwa.
5) **Izindi nzego unyuramo**	RSSB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	hagati y'iminsi 20-30

3. Kubara no gutanga impozamarira

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe abakozi
3) **Ibisabwa**	Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura Ibaruwa isubizwa hakurikijwe amategeko, umushahara

	na dosiye y‘umukozi
4) **Inzira binyuramo**	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w’ishuri, Umunyamabanga Nshingwabikorwa w’Umurenge cyangwa Akagari) akora raporo. Icyemezo cy’urupfu gitangwa n’Umurenge. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n’icyemezo cy’urupfu, icyemezo cy’umurimo kerekana igihe yatangiriye akazi, cyangwa icyemezo cy’urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabisinyira imbere y’Umunyamabanga Nshingwabikorwa w’Umurenge). Ku bakozi bo mu buvuzi, bikorwa n’ibitaro.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y’akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 3

4. Guhabwa ibyangombwa binyuranye

1) **Uhabwa iyi serivise**	Abakozi b‘Akarere, Abarimu n‘Abaganga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe abakozi
3) **Ibisabwa**	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

5. Guhabwa ibendera ry'igihugu

1) **Uhabwa iyi serivise**	Umuntu wese urikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe logistic
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uriha amafaranga asabwa ugahabwa ibendera. Ugomba kurikoresha bitanyuranyije n’amategeko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	30.000 Frw arihwa kuri konti y’Akarere muri banki

	y'Abaturage ku ibendera rimwe
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

XII. UBUGENZUZI BW'UMURIMO

1. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorerano ku bakozi bagengwa n'amasezerano

1) **Uhabwa iyi serivise**	Umukoze cyangwa umukoresha
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo
3) **Ibisabwa**	Amasezerano y'akaziaherekejwe n'ibaruwa yandikiwe Umuyobozi w'Akarere asaba kurenganurwa
4) **Inzira binyuramo**	Usobanurira umugenzuzi w'umurimo mu Karere uko ikibazo giteye akaguha umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishe. Iyo bidashobotse mukomereza mu nkiko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe

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

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

3. Inama ku bijyanye n'umurimo

1) **Uhabwa iyi serivise**	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo
3) **Ibisabwa**	Ntabyo

4) **Inzira binyuramo**	Wandikira cyangwa ugahamagara umugensuzi 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 munsi cyangwa undi munsi yahabwa

XIII. URUBYIRUKO N'UMUCO

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

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

2. Gutanga ubufasha ku rubyiruko

1) **Uhabwa iyi serivise**	Amashyirahamwe y'urubyiruko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe urubyiruko, umuco na siporo
3) **Ibisabwa**	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe
4) **Inzira binyuramo**	Kwandikisha koperative. Umushinga ushyikirizwa umurenge ukawusuzuma. Umushinga urasurwa, akarere kakabona kuwemera by'agateganyo. Bari mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Biterwa n'ubushobozi buhari

XIV. UBUZIMA

1. Gusaba kwemererwa gukora ubuvuzi bwa gakondo

1) **Uhabwa iyi serivise**	Icyemezo cyo gukora ubuvuzi gakondo gitangwa na Minisiteri y'Ubuzima bimaze kunyuzwa ku Karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuzima
3) **Ibisabwa**	- Ibaruwa yandikiwe Minisitiri w'Ubuzima - Indangamuntu - Icyemezo gitangwa na NIRDA kigaragaza amoko y'ibyatsi bizakoreshwa - Icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo - Umuyobozi w'Akarera asinya ku ibaruwa isaba muri MINISANTE - Ubuhamya bw'abantu nibura 3 yavuye buriho n'indangamuntu zabo
4) **Inzira binyuramo**	Wandikira Ministeri y'Ubuzima ugasaba akarere ko kagusinyira kuri urwo rwandiko rusaba uburenganzira bwo gukora ubuvuzi bwa gakondo, umaze gutanga ibyemezo byose bisabwa. Mu minsi 15 ugaruka gufata urwandiko umuyobozi w'Akarere yasinyeho ukarujyana muri Minisiteri y'Ubuzima.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari, Umurenge, NIRDA, MINISANTE
6) **Amafaranga yishyurwa**	Hishyurwa amafaranga ibihumbi bitanu (5,000 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 15

2. Gusaba gufungura ivuriro ryigenga

1) **Uhabwa iyi serivise**	Icyemezo cyo gufungura ivuriro ryigenga gitangwa na Minisiteri y'Ubuzima bimaze kunyuzwa ku Karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuzima
3) **Ibisabwa**	- Kuba wanditse mu rugaga rw'abaganga/urwabaforomo - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono z'umuyobozi w'Akarere (sous-couvert) - Kwerekana abakozi babyigiye uzakoresha - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - Icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo - Kopi y'impamyabumenyi

	- Kwerekana aho uzakorera (umurenge, akagari) - Abakozi ntibagomba kuba ari abakozi ba Leta - Icyemezo cyo kuba utarafunzwe - Kwerekana raporo y'isura ryakozwe n'Akarere yerekana ko aho uzakorera hujuje ubuziranenge
4) **Inzira binyuramo**	Wandikira Minisitiri w'Ubuzima Akarere kakagusinyira (sous couvert). Uvuga aho uzakorera, ibikoresho ufite. Minisiteri y'Ubuzima n'Akarere baza gusura aho uzakorera bakagenzura n'ibikoresho ufite.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari, Umurenge, MINISANTE
6) **Amafaranga yishyurwa**	amafaranga ibihumbi makumyabiri (20,000 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 15

3. Gusaba gufungura farumasi

1) **Uhabwa iyi serivise**	Icyemezo cyo gufungura farumasi yigenga gitangwa na Minisiteri y'Ubuzima bimaze kunyuzwa ku Karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuzima
3) **Ibisabwa**	- Ibaruwa yandikiwe Minisiteri w'Ubuzima iriho umukono w'umuyobozi w'Akarere (sous-couvert) - Indangamuntu - Kuba wanditse mu rugaga rw'abanyamafarumasi - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - Kwerekana aho uzakorera (umurenge, akagari) - Kopi y'impamyabumenyi muri farumasi y'umuntu uzakorera muri iyo farumasi - Indahiro y'umunyafarumasi (uhereye ku nyandiko ya minisiteri y'Ubuzima - Icyemezo gitangwa na MINISANTE
4) **Inzira binyuramo**	- Umuntu wese ashobora gusaba gufungura farumasi. Cyakora igomba gukurwamo n'umukozi ubifitiye impamyabumenyi mu bijyanye na farumasi. - Wandikira Minisitiri w'Ubuzima urwandiko rugasinywaho n'Umuyobozi w'Akarere (sous couvert)
5) **Izindi nzego unyuramo**	MINISANTE
6) **Amafaranga yishyurwa**	amafaranga ibihumbi makumyabiri (20,000 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 15