REPUBULIKA Y'U RWANDA

INTARA Y'AMAJYEPFO
AKARERE KA NYARUGURU

IMBONERAHAMWE YA SERIVISE FATIZO ZITANGWA N'AKARERE KA NYARUGURU

Serivise zitangirwa ku Murenge

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'Umurenge. Umurenge ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Umurenge 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 kunoza imitangire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Umurenge, 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. Umurenge ugomba kubahiriza ibikubiye muri iyi nyandiko, guhora ushishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije koroherreza Abaturage guhabwa serivisi.

Iyo utishimiye 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 ubishinzwe ku Murenge, cyangwa ukayasanga ku rubuga rwa interineti rw'Akarere.

I. UBUNYAMABANGA NSHINGWABIKORWA &IRANGAMIMERERE NA NOTERI

1. Kwandikishaumwanawavutse

1) **Uhabwa iyi serivise**	Umubyeyi wese wabyariye mu Murenge cyangwa umuntu wese watoraguye umwana
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	- Icyemezo cya muganga w'ibitaro umwana yavukiyemo - Indangamuntu z'ababyeyi - Icyemezo cy'urukiko iyo kwandikisha byarengeje igihe - Ababyeyi bombi barazana iyo batashyingiranywe - Icyemezo cyo gushyingirwa
4) **Inzira binyuramo**	Kwandisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse. Ababyeyi bagomba gushaka icyemezo cya muganga w'ibitaro umwana yavukiyemo. Kwandika umwana wavutse bikorwa mu buryo butatu butandukanye: - Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance), ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko, - Iyo kwandikisha umwana byakozwe bikererewe, umwana yandikwa mu gitabo cy'abavutse (Registre de Naissance). - Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance),ababyeyi bombi bahari
5) **Izindi nzego unyuramo**	Ibitaro
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

2. Icyemezo cy'amavuko

1) ***Uhabwa iyi serivise***	Umuntu wese ubarurirwamu murenge cyangwa undi ufite "acte de naissance"
2) ***Umukozi ubishinzwe***	Umukozi ushinzwe Irangamimerere na noteri

3) ***Ibisabwa***	- Indangamuntu, cyangwa kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'avukiye mu murenge - Impapuro zishyuriweho amafaranga asabwa
4) ***Inzira binyuramo***	Ushaka iki cyemezo ajya ku Murenge yitwaje indangamuntu.
5) ***Izindi nzego unyuramo***	Akagari
6) ***Amafaranga yishyurwa***	500 Frw arihwa kuri konti y'Akarere
7) ***Igihe itangirwa***	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) ***Igihe ntarengwa***	Uwo munsi iyo ibisabwa byuzuye

3. Gusaba icyemezo cy'umwirondoro (attestation d'identité complète)

1) ***Uhabwa iyi serivise***	Umuturage wese ubikeneye
2) ***Umukozi ubishinzwe***	Umukozi ushinzwe Irangamimerere na Noteri
3) ***Ibisabwa***	- Kopi y'Irangamuntu na orijinari yayo - Impapuro zishyuriweho amafaranga asabwa
4) ***Inzira binyuramo***	Ujya ku biro by'umurenge Ugaha umukozi ushinzwe irangamimerere na Noteri urupapuro warihiyeho 500 Frw, kopi y'Irangamuntu na orijinari yayo akakwandikira iki icyemezo.
5) ***Izindi nzego unyuramo***	Ntazo
6) ***Amafaranga yishyurwa***	500 Frw arihwa kuri konti y'Akarere
7) ***Igihe itangirwa***	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) ***Igihe ntarengwa***	Uwo munsi iyo ibisabwa byose byubahirijwe

4. Kwandika abashaka gushyingirwa byemewe n'amategeko

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gushyingirwa byemewe n'amategeko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - Uruhushya rwa Minisitiri ufite ubutabera mu nshingano kubatagejeje ku myaka 21 y'amavuko - Icyemezo cy'uko uri ingaragu - Icyemezo cy'amavuko - Kopi y'indangamuntu - Icyemezo cy'ubutane cyangwa icyemezo cy'urukiko kiriho kashe mpuruza - Icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) **Inzira binyuramo**	Kwandikwa bikorwa mu minsi 21 mbere yo gushyingiranwa imbere y'amategeko kugirango bitangazwe. Umuhango wo gushyingirwa ukorwa

	nyuma y'iminsi 21 umaze kwiyandikisha.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

5. Gusaba icyemezo cy'ibyanditse mu bitabo by'abashyingiranywe imbere y'amategeko (Extrait d'Acte de Marriage)

1) **Uhabwa iyi serivise**	Umuturage wesezeranye byemewe n'amategeko muri uwo murenge
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Indangamuntu - Kwerekana igihe wasezeraniye (Agatabo ko gushyingirwa, icyemezo cy'inkwano, etc.) - Impapuro zishyuriweho amafaranga asabwa
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**	2,400 Frw arihwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

6. Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko

1) **Uhabwa iyi serivise**	Umuntu wasezeraniye mu murenge cyangwa undi wese ufite "Acte de Marriage"
2) **Umukozi ubishinzwe**	- Umukozi ushinzwe Irangamimerere na Noteri - Impapuro zishyuriweho amafaranga asabwa
3) **Ibisabwa**	- Agatabo ko gushyingirwa (livret de mariage) cyangwa icyemezo cyo gushyingirwa (acte de mariage) - Kopi y'indangamuntu cyangwa pasiporo
4) **Inzira binyuramo**	Ujya ku murenge witwaje impapuro zisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	500 Frw arihwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byuzuye

7. Gusaba icyemezo cy'uko uri ingaragu

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Kopi y'Irangamuntucyangwa Pasiporo - Icyemezo cyatanzwe n'Akagari cyemeza ko uri ingaragu - Impapuro zishyuriweho amafaranga asabwa
4) **Inzira binyuramo**	Ujya ku murenge witwaje impapuro zisabwa
5) **Izindi nzego unyuramo**	Umudugudu n'Akagari
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 munsi iyo ibisabwa byose byubahirijwe

8. Icyemezo cy'uko watandukanye n'uwo mwashakanye

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Kopi y'Indangamuntu cyangwa Pasiporo - Kopi y'urubanza rw'ubutane iriho kashe - Impapuro zishyuriweho amafaranga asabwa
4) **Inzira binyuramo**	Ujya ku murenge witwaje impapuro zisabwa
5) **Izindi nzego unyuramo**	ntazo
6) **Amafaranga yishyurwa**	1,500 Frw yishyurwa kuri konti y'akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

9. Gusabaicyemezo cy'ukoumuntuyapfuye

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
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 ukareba Umukozi Ushinzwe Irangamimerere na Noteri. Umuntu agamba kwiyizira ku giti cye. 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 - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa kuri konti y'Akarere.

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

10. Kwandukuzaumuntuwapfuye

1) **Uhabwa iyi serivise**	Umuturage wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyinguye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza
4) **Inzira binyuramo**	- Kwandukuza umuntu wapfuye bikorwa mu minsi 30 uhereye igihe umuntu yapfiriye; - Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (registre de décès) cy'aho umuntu yaguye cyangwa abarurirwa ; - Kwerekana icyemezo cyatanzwe n'Akagari
5) **Izindi nzego unyuramo**	Umudugudu, Akagari, Ibitaro
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

11. Kwemeza impapuro mpamo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
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 impamo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1500 Frw kuri buri kopi arihwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

12. Icyemezo cyo kuba umubyeyi w'umwana utabyaye

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kuba umubyeyi w'umwana utabyaye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Usabirwa kubererwa umubyeyi agamba kuba atuye mu murenge cyangwa ariho yabaruwe - Uhagarariye umwana agomba kuba ahari - Abagabo babiri (2) kuri buri ruhande - Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese - Ababyeyi ku mpande zombi bagomba kuba bahari - Icyemezo cy'amavuko cy'umwana - Ku bana bakuru bagomba kuba babyemera Ku babyeyi ku mpande zombi: - Kopi z'Indangamuntu - Icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu - Kuba bahibereye - Icyemezo cy'uko ababyeyi b'umwana babyemera - Icyemezo cy'urupfu iyo ababyeyi bapfuye Ku bashaka kuba babyeyi b'ubumwana - Kuba bahibereye - Kopi y'Indangamuntu - Kaba barusha nibura imyaka 20 uwo bashaka kubera ababyeyi - Icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu - Kuba uwo bashakanye abyemera
4) **Inzira binyuramo**	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abagabo babiri (2) kuri buri ruhande.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga 2.400
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

13. Icyemezocyokwemeraumwana

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kwemera umwana
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » - Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse

	- Indangamuntu z'ababyeyi (orijinari na kopi) - Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana - Abagabo babiri - Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko
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**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

14. Icyemezocyokuzungura

1) **Uhabwa iyi serivise**	Umuntu wese ugikeneye
2) **Umukozi ubishinzwe**	Umwanditsi w'irangamimerere
3) **Ibisabwa**	- Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba gukorwa - Icyemezo cyemeza uwapfuye cy'uzungurwa - Indangamuntu z'abazungura - Ibyemezo by'amavuko by'abazungura - Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko. - Abagize umuryango bagomba kuba bahibereye - Icyemezo cy'urukiko iyo harimo amakimbirane
4) **Inzira binyuramo**	Kuza kubisaba ku murenge witwaje impapuro zose zikenerwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) **Amafaranga yishyurwa**	Ntayo
8) **Igihe ntarengwa**	Uwo munsi

15. Gukemuraibibazoby'abaturage

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

8) **Igihe ntarengwa**	Biterwa n'imiterere y'ikibazo, ariko ubundi ni Uwo munsi

16. Gutanga Ubujyanama mu mategeko

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uza ku biro by'Umurenge ugasobanura ikibazo uko giteye.
5) **Izindi nzego unyuramo**	Biterwa n'imiterere y'ikibazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

17. 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 polisi cy'uko wataye Indangamuntu
4) **Inzira binyuramo**	Uza ku biro by'Umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ibiro bya Polisi
6) **Amafaranga yishyurwa**	Hishyurwa 1.500 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

18. Kwiyandikisha 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 na Noteri
3) **Ibisabwa**	Icyemezo cy'amavuko
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 imenyesha umunsi wo gufotora abafata indangamuntu bwa mbere. Iyo indangamuntu zibonetse zitangirwa ku murenge.
5) **Izindi nzego unyuramo**	Ubuyobozi bw'Umudugudu n'Akagari
6) **Amafaranga yishyurwa**	Ntayo

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

19. Kwemezaamasezerano y'ubugure bw'imitungo yimukanwa

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwa remezo (Land Manager)
3) **Ibisabwa**	- Indangamuntu - Ubyangombwa by'umutungo - Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Impande zombi zijya ku by'umukozi ushinzwe remezo mu Murenge bitwaje amasezerano y'ubugure. - 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**	Mu minsi 7

20. 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**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku Murenge bityo bakabasha kugenzura ko ari we wasinye koko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro). Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1200 Frw kuri buri rupapuro
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) **Igihe ntarengwa**	Uwo munsi

21. 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) **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**	5.000 Frw kuri buri sitati (ntabwo ari buri rupapuro) Ku zindi mpapuro zometse ku sitati, (urutonde rw'abanyamuryango, raporo y'itangizwa ry'ishyirahamwe, etc.) hatangwa 1500 Frw kuri buri rupapuro.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

22. Kwemeza umukono

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	- Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono ari uwe
5) **Izindi nzego unyuramo**	Ntazo

6) **Amafaranga yishyurwa**	2.000 Frw yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

23. Icyemezo cy'ubupfakazi (attestation de veuvage)

1) **Uhabwa iyi serivise**	Umuntu wapfakaye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na noteri
3) **Ibisabwa**	- Icyemezo cy'uko yashatse - Icyemezo cy'urupfu rw'uwo bari barashakanye - Indangamuntu - Icyemezo cy'Akagari
4) **Inzira binyuramo**	Ujya ku murenge witwaje ibisabwa
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	1,500 Frw yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

24. 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 na Noteri
3) **Ibisabwa**	- Indangamuntu - Icyemezo cy'urukiko rw'Abunzi
4) **Inzira binyuramo**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Abunzi niba umwanzuro utarajuririwe, yasanga ntabyo agatanga icyemezo cyo kujyana mu rukiko rw'ibanze kugirango batere kashe mpuruza ku mwanzu w'urukiko rw'abunzi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Natyo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

25. Icyemezo cyo kuba utanditse mu bitabo by'irangamimerere

1) **Uhabwa iyi serivise**	Umuntu wese ushaka icyemezo cy'urukiko kw'irangamimerere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere na Noteri
3) **Ibisabwa**	Indangamuntu, Icyemozo cy'uko yataye indangamuntu, pasiporo cyangwa ikarita y'ishuri
4) **Inzira binyuramo**	Umukozi ushinzwe Irangamimerere na noteri areba mu bitabo by'Irangamimerere (amavuko, gushyingirwa,

	abapfuye, etc.), yasanga utanditse bakaguha urwandiko ujyana mu rukiko kugirango bagukorere icyemezo (jugement suppletif).
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Natyo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

26. Icyemezo cyo kujyana kuri NIDA

1) **Uhabwa iyi serivise**	Umuntu ushaka indangamuntu byihutirwa
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) **Ibisabwa**	Icyemezo cy'uko yataye indangamuntu, pasiporo cyang ikarita y'ishuri
4) **Inzira binyuramo**	Ujya ku murenge ugasobanura ikibazo cyawe. Bagukorera urwandiko ujyana kuri NIDA iyo koko indangamuntu ikenewe byihutirwa.
5) **Izindi nzego unyuramo**	Police, NIDA
6) **Amafaranga yishyurwa**	Natyo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byose byubahirijwe

27. Kurangiza imanza

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

II. IMISORO N'AMAHORO

1. 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 30 uhereye 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 bariho. Kuba wariyandikishije muri RDB kandi ufite numero ya RRA.
4) **Inzira binyuramo**	- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera, - 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, - Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo munsi kugirango habarwe imisoro hakurikijwe igihe watangiriye ubucuruzi bwawe bityo ube wagabanyirizwa bitewe n'igihe umaze ukora. - Wazuza impapuro zabigenewe; - Uriha umusoro w'ipatanti hakurikijwe icyo amategeko ateganya ku murimo w'ubucuruzi ukora.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

2. Kwishyura umusoro ku bukode bw'ubutaka

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**	- Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge bakakubarira amafaranga ugomba kwishyura biteze n'icyo ubutaka bwawe bwagenewe gukorerwaho, ukajya kuriha umusoro kuri konti y'Akarere. Uzana urupapuro rwa banki

	warihiyeho bakagukorera kitansi y'uko wishyuye. Umusoro ku bukode bw'ubutaka w'umwaka wishywurwakugeza ku itariki ya 31Ukuboza z'uwo mwaka.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Amahoro ku bukode bw'ubutaka agenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka - Amahoro ku bukode bw'ubutaka arihwa kuri konti y'Akarere
7) **Igihe ntarengwa**	Uwo munsi
8) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00

3. 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. Uzana urupapuro rwa banki warihiyeho bakagukorera kitansi y'uko wishyuye. Uza kandi witwaje fotokopi y'amasezeranyo wagiranye n'abakodesheje amazu yawe kuva tariki ya mbere Mutarama kugeza tariki ya 31 Ukuboza z'umwaka wishyurirwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Umusoro w'ubukode ubarwa hakurikijwe agaciro k'ubukode kari mu masezerano y'ubukode
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

4. 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 zabiherewe uruhushya (expertise)

4) **Inzira binyuramo**	Uza ku murenge bakakubarira. Iyo umusoro k'umutungo utimukanwa umaze kubarwa wishyura kuri konti y'Akarere. Uzana urupapuro rwa banki warihiyeho bakagukorera kitansi y'uko wishyuye.
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 munsi

5. Gutanga amahoro y'isuku

1) **Uhabwa iyi serivise**	Ubantu bose bakorera muri santere z'ubucuruzi n'amasoko
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya gatanu 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, ayo mafaranga aba yanditse kuri tarifu y'imisoro n'amahoro y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

6. Gutangaamahoro 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 (aratandukana akarere ku kandi)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

7. Gutanga amahoro yo gushyingura mu irimbi rusange

1) **Uhabwa iyi serivise**	Ubantu bashaka gushyingura mu irimbi rusange
2) **Umukozi ubishinzwe**	Umukozi Ushinzwe Imisoro n'Amahoro
3) **Ibisabwa**	Arihwa kuri buri mva
4) **Inzira binyuramo**	Aya mahoro yishyuzwa n'abatsindiye isoko ryo gucunga amarimbi
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa 2.000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

III. IMIBEREHO MYIZA Y'ABATURAGE

1. 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**	- Kuba wanditse k'urutonde rw'imfubyi n'abatishoboye, - Kubari uri mu cyiciro cya mbere n'icya kabiri by'Ubudehe - Icyemezo cy'uko ari umunyeshuri - Indangamuntu z'ababyeyi ku batari imfubyi
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, etc. Hakorwa urutonde rugashyikirizwa umuterankunga.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo ibisabwa byuzuye

2. Gutanga ubufasha ku batishoboye

1) **Uhabwa iyi serivise**	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	- Kuba wanditse k'urutonde rw'abatishoboye mu

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

3. Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

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

4. Gusaba icyemezo cy'uko uri impfubyi

1) **Uhabwa iyi serivise**	Imfubyi zibikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	Icyemezo cy'Akagari
4) **Inzira binyuramo**	Uzana icyemezo cy'Akagari Bareba ku rutonde rw'ubudehe

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

5. Icyemezo cy'uwacitse ku icumu rya jenoside

1) **Uhabwa iyi serivise**	Uwarokotse Jenoside
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) **Ibisabwa**	Icyemezo cya komite y'abarokotse Jenoside mu Kagari. Icyo cyemezo gisinywaho kandi n'Akagari
4) **Inzira binyuramo**	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenoside mu Kagari, kandi gisinywaho kandi n'Akagari
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

IV. UBUVUZI BW'AMATUNGO

1. Gusaba serivise zo gukona ikimasa

1) **Uhabwa iyi serivise**	Umuntu wese ufite ikimasa ashaka gukonesha
2) **Umukozi ubishinzwe**	Muganga w'amatungo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Muganga w'amatungo atanga igihe azaziraho gukona ikimasa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga y'urugendo rwa muganga w'amatungo ajya aho itungo riri (hagati ya 1,500 Frw na 3,000 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Hagati y'umunsi1 na 2

2. Gusaba uruhushya rwo kubaga no kugurisha inyama

1) **Uhabwa iyi serivise**	Koperative ifite ibyangombwa byo kubaga
2) **Umukozi ubishinzwe**	Muganga w'amatungo
3) **Ibisabwa**	- Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorerwa - Inzu y'ibagiro - Icyobo yo gutamo imyanda

	- Abakozi bafite imyenda yabigenewe n'ibikoresho - Abakozi bapimwa indwara zanduza - Kwishyura ipatanti mbere yo gutangira - Impapuro zigaragaza aho itungo ryaturutse
4) **Inzira binyuramo**	Iyi serivise ihabwa abacuruzi banditse ku buryo bwemewe. Abaturage basanzwe babanza gusaba uruhushya umuganga w'amatungo mbere yo kubaga, bakabagira mu bibanza byabigenewe kandi akagenzura isuku y'ahabagirwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga yo kubaga yishyurwa kuri konti y'akarere angana na 1,000 Frw mu cyaro na 3,000 muri centre y'ubucuruzi
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

3. Gusaba guterervwa intanga amatungo

1) **Uhabwa iyi serivise**	Abantu bashaka guteza intanga inka
2) **Umukozi ubishinzwe**	Muganga w'amatungo
3) **Ibisabwa**	Inka yarinze
4) **Inzira binyuramo**	- Kugura intanga muri RAB (uriha kuri BNR kuri konti ya RAB, ugaha kitansi muganga w'amatunga akakuzanira intanga wishyuye) cyangwa ukishyura kuri konte y'Akarere iyo ubwoko bw'intanga ushaka buhari. - Inka zarinze bazijyana ku rupango kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na nimugoroba. Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.
5) **Izindi nzego unyuramo**	Umudugudu n'akagari
6) **Amafaranga yishyurwa**	Amafaranga y'urugendo rwa muganga w'amatungo ajya aho itungo riri (hagati ya 1,500 Frw na 3,000 Frw)
7) **Igihe itangirwa**	Iyo inka yarinze
8) **Igihe ntarengwa**	Mu gitondo na nimugoroba ku rupango, cyangwa iyo uhamagaye muganga w'amatungu mu kiraro cyawe bwite.

4. 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 akaguha icyemezo kiriho ibimenyetso byose biranga amatungo na nyirayo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Iherena ni 500 frw
7) **Igihe itangirwa**	Mu minsi y’akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo muganga w’amatungo abonetse n’amaherena akaba ahari

5. Gutanga ubuvuzi bw’amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ufite itungo rirwaye
2) **Umukozi ubishinzwe**	Muganga w’amatungo
3) **Ibisabwa**	Kugura imiti yo guha itungowandikiwe na muganga w‘amatungo
4) **Inzira binyuramo**	- Urahamagara cyangwa ukaza ku murenge ukareba muganga w’amatungo. Abadafite telefoni bakwiyambaza ubuyobozi bw’umudugudu bakabafasha gushaka muganga w’amatungo. - Muganga w’amatungo uza kureba uko itungo remerewe akandika imiti ikenewe - Iyo imiti imaze kugurwa muganga w’amatungo ayivuza itungo. - Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyira amatungo mu kato iyo ari ngombwa.
5) **Izindi nzego unyuramo**	Abuyobozi bw’akagari n’umurenge bugomba kubimenyeshwa kugirango hakurikiranwe niba atari indwara y’icyorezo ishobora kwanduza andi matungo.
6) **Amafaranga yishyurwa**	- Kwishyura amafaranga y’urugendo rwa muganga w’amatungo(hagati ya 1,500 Frw na 3,000 Frw)
7) **Igihe itangirwa**	Mu minsi y’akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

6. Gusaba icyemezo cyo kugurisha inka mu isoko

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kugurisha inka mu isoko
2) **Umukozi ubishinzwe**	Muganga w'amatungo
3) **Ibisabwa**	Kugura amaherena Buri tungo rijyanywe mu isoko rigomba kuba rifite iherena
4) **Inzira binyuramo**	Kugirango ubashe kugurisha inka ku isoko ugomba: 1. Kubaza umukuru w'umudugudu igihe n'aho isoko ry'inka rizateranira 2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko, igitsina, etc.) 3. Mu munsi umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga 4. Ku munsi w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemo ibiranga buri nka. 5. Wereka ako gatabo k'umukozi wa RAB cyangwa muganga w'amatungo mu murenge kugiranga aguhe urushya rwo kugurisha 6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo uyigurishijeho.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari
6) **Amafaranga yishyurwa**	Amafaranga yo gushyiraho amaherena arihwa kuri konti y'Akarere (500 ku iherena).
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi iyo muganga w'amatungo abonetse

7. 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**	- Gukingira amatungo bikorwa muri gikorwacyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'umurenge, akagari n'umudugudu. - Aho amatungo azakingiririrwa haratangazwa ; - Gakingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara. - Muganga w'amatungo uza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu murenge.
5) **Izindi nzego unyuramo**	Akarere, RAB

6) **Amafaranga yishyurwa**	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo (Inka 200 ku mbwa n''injangwe 500 Frw)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu cyumweru kimwe

8. Guhabwa icyemezo cyo kwimura amatungo ava mu Murenge ajya mu wundi

1) **Uhabwa iyi serivise**	Umuntu wese ufite amatungo mu murenge ashaka kwimurira mu wundi murenge
2) **Umukozi ubishinzwe**	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 - Irangamuntu ya nyir'itungo
4) **Inzira binyuramo**	Umurenge utanga uruhushya rwo gutwara amatungo ava mu murenge ajya mu wundi. Iyo amatungo ava mu karere ajya mu kandi, uruhushya rutangwa n'akarere. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa 1,000 ku nka na 500 frw ku matungo magufi
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

V. UBUHINZI

1. 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**	Ubutaka buterwaho ibiti bugomba kuba bwagenzuwe n'umukozi ushinzwe amashyamba. Kubona ingemwe ku gihe cyo gutera ibiti
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**	Ingemwe z'ibiti ziboneka mu kwa cumi

2. Gusaba imbuto z'indobanure

1) **Uhabwa iyi serivise**	Abahinzi bashaka imbuto z'indobanure
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Kuba uri mu itsinda rya Twigire muhinzi
4) **Inzira binyuramo**	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa ku mudugudu bikemezwa n'akagari, binyunze mu mashyirahamwe ya „Twigire Muhinzi" y'ingo 15 kugera kuri 20. Hakoresha „nkunganire". Ku mbuto umuhinzi yishyura hakuwemo nkunganire ya Leta. Imbutobitangwa 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 munsi bimaze gusabwa

3. 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**	Kuba uri mu itsinda rya Twigire muhinzi
4) **Inzira binyuramo**	Inyongeramusaruro zitangwa mw'itangira ry'igihembwe cy'ihinga. Urutonde ry'abahabwa inyongeramusaruro rukorerwa ku mudugudu rukemezwa n'akagari, binyunze mu mashyirahamwe ya „Twigire Muhinzi" y'ingo 15 kugera kuri 20. Hakoreshwa „nkunganire". Umuhinzi yishyura havuyemo nkunganire ya Leta. Ifumbire itangwa binyuze ku bacuruzi b'ifumbire (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babiherewe uruhushya (agro dealer)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

4. Uruhushya rwo gutwara ibikomoka ku biti

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku biti
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi/amashyamba
3) **Ibisabwa**	Icyangombwa cyo gusarura ishyamba Kuriha amafaranga asabwa
4) **Inzira binyuramo**	Iyo ufite icyangombwa cyo gusarura ishyamba, ujya k'umurenge bakakuzuriza ifishi yabigenewe, hanyuma idosiye ukayijyana ku karere kugirango baguhe icyemezo cyo gutwara ibikomoka ku biti.
5) **Izindi nzego unyuramo**	Akagari, Akarere
6) **Amafaranga yishyurwa**	Hishyurwa mafaranga ibihumbi mirongo makumy (25.000 Frw) yo gupakira mu gihe cy'iminsi 15
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	iminsi itatu

5. Uruhushya rwo gusarura ibikomoka ku mashyamba

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gusarura ibikomoka ku mashyamba
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi/amashyamba
3) **Ibisabwa**	Urwandiko rusaba gusarura rwandikiwe Ubuyobozi bw'Umurenge Kopi y'icyangombwa cy'ubutaka cyangwa amasezerano y'ubugure Ishyamba risarurwa rigomba kuba riri munsi ya 0.5 Ha
4) **Inzira binyuramo**	Kwandira ubuyobozi bw'Umurenge
5) **Izindi nzego unyuramo**	-
6) **Amafaranga yishyurwa**	Hishyurwa mafaranga ibihumbi mirongo makumya (20.000 Frw) yo gusarura, hakisyongera 1/100 cy'agaciro k'ishyamba ashyirwa mu kigega cya FONERWA.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	iminsi itatu

VI. UBUTAKA

1. Gusaba icyemezo cy'ingwate ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutanga ubutaka ho ingwate muri banki kugirango ahabwe inguzanyo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Icyangombwa cy'ubutaka - Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka
4) **Inzira binyuramo**	Werekana impapura za banki zisinyeho. Umurenge nawo ugusinyira kuri izo mpapuro umaze gusura ubutaka ushaka gutangaho ingwate.
5) **Izindi nzego unyuramo**	Banki
6) **Amafaranga yishyurwa**	2.000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

2. Gutiza undi ingwatey'ubutaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutiza undi muntu ubutake bwe ho ingwate muri banki kugirango ahabwe inguzanyo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kwishyura amafaranga ya noteri w'ubutaka - Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - Ubo bashyingiranywe bagomba kuba bahari - Noteri w'ubutaka yuzuza impampuro zabigenewe
4) **Inzira binyuramo**	Uza ku biro by'ubutaka ku murenge
5) **Izindi nzego unyuramo**	Banki
6) **Amafaranga yishyurwa**	2.000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

3. Gusaba uburenganzira bwo kubaka mu mudugudu

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu ahagenewe Umudugudu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Icyangombwa cy'Ubutaka Kwishyura umusoro w'ubutaka Raporo y'akagari
4) **Inzira binyuramo**	Mu tugari tw'icyaro, Umunyamabanga Nshingwabikorwa w'Akagari asura ikibanza wifuza

	kubakamo kugirango arebe koko ko aho hantu hemewe kubakwa, agakora raporo agusabira uburenganzira bwo kubaka ku murenge. Ujya ku murenge ukuzuza impapuro zabigenewe, kandi ukariha n'amafaranga asabwa bitewe n'aho ikibanza giherereye. Mu tugari turi mu gishushanyo cy'umujyi, icyemezo gitangirwa ku biro by'ubutaka ku karere.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5.000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu minsi 3

4. Gusaba icyemezo cy'umutungo

1) **Uhabwa iyi serivise**	Umuntu wese ufite ubutaka cyangwa inzu bitabaruwe
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari. Kwishyura amafaranga asabwa kuri konti y'Akarere.
4) **Inzira binyuramo**	Ujya gushaka icyemezo cy'umudugudu ukagisinyisha no ku kagari. Ujyana icyo cyemezo ku murenge ukariha n'amafaranga asabwa kugirango uhabwe icyemezo cy'umutungo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1.200 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

5. Gukemura ibibazo n'amakimbirane ashingiye ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Icyangombwa cy'ubutaka Raporo y'Akagari kuri icyo kibazo
4) **Inzira binyuramo**	Iyo serivise itangirira ku mudugudu huzuzwa ikayi y'uko ikibazo cyakemutse. Bikomereza ku kagari naho ikayi ikandikwamo uko ikibazo cyakemuwe. Iyo binaniranye, ikibazo gishyikirizwa umurenge. Ubutaka burasurwa kugirango umurenge umenye uko ikibazo gihagaze. Hashakishwa igisubizo kigatangwa mu nyandiko, ndetse hagakorwa raporo y'uko cyakemuwe.
5) **Izindi nzego unyuramo**	Ntazo

6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka Uwo munsi, ibindi bigasaba ko ubutaka busurwa.

6. Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu murenge
2) **Umukozi ubishinzwe**	Umukozi ubutaka, imiturire n'ibikorwa remezo
3) **Ibisabwa**	- Urwandiko rusaba rwandikiwe Umurenge - Kopi y'Icyangombwa cy'ubutaka cyanditseho "gutura" - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa - Raporo y'isura ry'aho inzu iri.
4) **Inzira binyuramo**	Umudugudu wemeza ko inzu ikeneye kuvugururwa/gusanwa koko. Akagari kaza gusura aho inzu yubatse kagakora raporo isaba umurenge kwemerera ubisaba ko yasana/yavugurura gashingiye kubyo kabonye mw'isura. Ifishi yabigenewe yuzurizwa ku murenge igasinywa, kandi hagatangwa n'amafaranga asabwa. Igisubizo kiboneka mu minsi itatu. Ibi bikorwa ku mazu yubatse mu bibanza bitari ahagenewe igishushanyo mbonera cy'umujyi. Ku bibanza biri ku gishushanyo mbonera cy'umujyi, ibyangombwa byo gusana bisabwa ku Karere.
5) **Izindi nzego unyuramo**	Umudugudu, Akagari
6) **Amafaranga yishyurwa**	1.200 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu minsi 3

7. Kwandikisha ubutaka butabaruwe

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

	cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi - Iyo nimero y'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye
4) **Inzira binyuramo**	Ujya ku biro by'umurenge witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Icyangombwa cy'ubutaka 5,000 Frw, icyemezo cy'umutungo 1,200 Frw, fiche cadastral iyo adafite agapapuro yahabwaga mbere mu gihe cyo kwandikisha ubutaka 10,000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

8. Gusaba ibyangombwa by'ubutaka bitasohotse kandi ubutaka bwarabaruwe

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka - Icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka - Icyemezo gitangwa n'Ubuyobozi bw'Akagari gihamya ko umuntu atafashe ibyangombwa by'ubutaka bya burundu
4) **Inzira binyuramo**	Ujya ku biro by'umurenge 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 munsi. Icyangombwa kiboneka mu byumweru 2

9. 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**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

10. 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**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

11. 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**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

VII. UBUREZI

1. Kwakirainyandikoz'abasabaakazik'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**	- Ibaruwa isaba yandikiwe Akarere - Umwirondoro (CV) - Kopi y'impamyabushozi - Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje, - Kopi y'Indangamuntu - Amafoto abiri y'amabara magufi - Icyemezo cy'uko washatse cyangwa uri ingaragu
4) **Inzira binyuramo**	- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa. 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. Akarere niko gatanga akazi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	- Uwo munsi iyo ari ugusimbura umwarimu wagiye - Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.

2. Kwakira no gukemuraibibazoby'abarimun'abanyeshuri

1) **Uhabwa iyi serivise**	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye na VTC
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu murenge
3) **Ibisabwa**	- Urwandiko rwankiwe Umurenge ku barimu, ruriho umukono w'umukuru w'ikigo. - Kuza kureba Umukozi ushinzwe uburezi mu

	murenge ku banyeshuri
4) **Inzira binyuramo**	- Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umukozi ushinzwe uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo) - Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinwe Uburezi kugirango bandikwa cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

3. Kwakiraababyeyibafiteibibazobirebanan'amashuriy'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 yigagamo (mu mashuri abanza).
4) **Inzira binyuramo**	- Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza) - Umubyeyi uza ku murenge, bishobotse akazana n'umwana - Umurenge ukemura ibibazo birebana na 9YBE na 12YBE gusa ku byerekeye amashuri yisumbuye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi

4. Gutangaibyemezoby'abanyeshuribafashwan'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***	- Batoranywa n'umushinga ubifashijwemo n'ubuyobozi bw'ibanze (umudugudu, akagari, umurenge).

	- Icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge (FARG, Global Fund, Accord, etc.).
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

5. Kwakiraabakeneyeamakurukw'ibarurishamibarery'uburezi

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

VIII. ISUKU

1. 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 ushinzwe isuku
3) **Ibisabwa**	Kwandikira akarere ukagenera kopi Umurenge
4) **Inzira binyuramo**	Aho ukorera harasurwa kugirango hagenzurwe ko hubahirije amabwiriza y'isuku Raporo y'isura ishyikirizwa akarere, niko gatanga icyangombwa. Itsinda rigenzura isuku ribamo ushinzwe isuku ku murenge, umunyamabanga nshingwabikorwa w'akagari ukoreramo no SEDO, umunyamabanga nshingwabikorwa w'umurenge, muganga w'amatungo, DASSO, uhagarariye ingabo.

5) **Izindi nzego unyuramo**	Akarere
6) **Amafaranga yishyurwa**	Amafaranga ibihumbi bitanu 5.000
7) **Igihe itangirwa**	Mu masaha y'akazi
8) **Igihe ntarengwa**	Mu minsi 3

2. 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
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) **Igihe ntarengwa**	Mu minsi 3