

# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISI ZITANGIRWA KU RWEGO RW'UMURENGE

### I. IRANGAMIMERERE N'IMPAPURO MPAMO

#### a) Kwandikisha umwana wavutse

1) Uhabwa iyi serivise	Umwana wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na Notariya
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cya muganga w'ibitaro umwana yavukiyemo</li> <li>- Indangamuntu z'ababyeyi</li> <li>- Abagabo babiri n'indangamuntu zabo kuwa vukiye murugo</li> <li>- Kwandikisha umwana mu minsi 30 kuva umwana avutse</li> </ul>
4) Inzira binyuramo	<p>Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse.</p> <p>Kwandikisha umwana wavutse bikorwa mu buryo bubiri butandukanye:</p> <ul style="list-style-type: none"> <li>- Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance) cy'ikoranabuhanga, ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko,</li> <li>- Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance),</li> </ul>
5) Izindi nzego unyuramo	Ibitaro, Ikigo nderabuzima, Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

#### b) icyemezo cy'amavuko

1) Uhabwa iyi serivise	Umuntu wese utuye muri uwo murenge "attestation de naissance"
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	Numero y'indangamuntu, application number

	cyangwa wanditse mu bitabo by'abavukiye muri uwo murenge
4) Inzira binyuramo	Ushaka iki cyemezo ajya kurubuga rw'irembo akayisaba
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

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

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	- Indangamuntu - Application number
4) Inzira binyuramo	Kujya kurubuga rw'irembo ugasaba serivisi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**d) Kwandika abashaka gushyingirwa byemewe n'amategako**

1) Uhabwa iyi serivise	Umuntu wese ufite byibura imyaka 21 y'amavuko
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - icyemezo cy'uko uri ingaragu - icyemezo cy'amavuko - Kopi y'indangamuntu - icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruzza kubatandukanye - icyemezo cy'ubupfakazi n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye - Kuba umwe mubasaba gushyingirwa atuye muri uwo murenge
4) Inzira binyuramo	Abasaba gusezerana bajya kurubuga rw'irembo bagasaba serivisi. Kuza mu biro by'umukozi ushinzwe irangamimerere
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Nta mafaranga asabwa iyo bazasezerana ku muni rusange 10,000 Frw yishyurwa biciye ku Irembo (iyo ari k'umuni wihariye)
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

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

1) Uhabwa iyi serivise	Umuturage wesezeranye imbere y'amategako muri uwo murenge
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2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
3) <b>Ibisabwa</b>	- Indangamuntu - Kwerekana igihe wasezeraniye (Agatabo ko gushyingirwa, icyemezo cy'inkwano, etc.)
4) <b>Inzira binyuramo</b>	Usaba serivisi aca kurubuga rw'irembo
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	2,0 00 Frw yishyurwa hakoreshejwe urubuga rw'irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byuzuye

**f) Gusaba icyemezo cy'uko wasezeranye imbereye y'amategako (Attestation de marriage)**

9) <b>Uhabwa iyi serivise</b>	Umuntu wasezeraniye mu murenge cyangwa undi wese ufite "Acte de Marriage"
10) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
11) <b>Ibisabwa</b>	- Kuba yanditse mu gitabo koranabuhanga cy'abashyingiwe - Agatabo ko gushyingirwa (livret de mariage) cyangwa inyandiko y'ishyingirwa (acte de mariage) cyangwa inyandikompine yo gushyingirwa (Extrait d'acte de marriage) - Kuba yanditse mu bitabo by'abashyingiwe iyo washyingiriwe muri uwo murenge
12) <b>Inzira binyuramo</b>	Usaba serivisi aca kubuga rw'Irembo
13) <b>Izindi nzego unyuramo</b>	Ntazo
14) <b>Amafaranga yishyurwa</b>	500 Frw yishyurwa biciye ku Irembo
15) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
16) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byuzuye

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

1) <b>Uhabwa iyi serivise</b>	Umuturage wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
3) <b>Ibisabwa</b>	- Kopi y'Irangamuntu
4) <b>Inzira binyuramo</b>	Serivisi itangirwa kurubuga Irembo
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	500 Frw yishyurwa biciye ku Irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byubahirijwe

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

1) <b>Uhabwa iyi serivise</b>	Umuturage wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya

3) <b>Ibisabwa</b>	- Kopi y'Indangamuntu cyangwa Pasiporo - icyemezo cy'ubutanecy'urukiko kiriho kashe mpuruza
4) <b>Inzira binyuramo</b>	Serivisi itangirwa kurubuga rw'irembo
5) <b>Izindi nzego unyuramo</b>	ntazo
6) <b>Amafaranga yishyurwa</b>	1500 Frw yishyurwa biciye ku Irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byubahirijwe

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

1) <b>Uhabwa iyi serivise</b>	Umuturage wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
3) <b>Ibisabwa</b>	- Usaba ajya ku Murenge ubwe - Fotokopi y'Indangamuntu na orijinari - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko
4) <b>Inzira binyuramo</b>	Kuza ku biro by'Umurenge witwaje fotokopi y'Indangamuntu na orijinari. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	- Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa biciye ku Irembo.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byuzuye

**j) Kwandukuzwa umuntu wapfuye**

1) <b>Uhabwa iyi serivise</b>	Umuturage wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
3) <b>Ibisabwa</b>	- icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza - icyemezo cyatanzwe n'akagari - Ku muntu wapfuye ntiyandukuzwe mu minsi 30 hasabwa icyemezo cy'urukiko kiriho kashe mpuruza
4) <b>Inzira binyuramo</b>	- Kwandukuzwa umuntu wapfuye bikorwa mu minsi 30 uherye igihe umuntu yapfiriye; - Umuntu wapfuye yandikwa mu no mugitabo koranabuhanga "gitabo cy'abapfuye" (registre des actes de décès) cy'aho umuntu yaguye.
5) <b>Izindi nzego unyuramo</b>	Umudugudu, Akagari, Ibitaro
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byuzuye

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

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimere na notariya
3) Ibisabwa	- Kuba yanditse mu gitabo koranabuhanga cy'abapfuye - Kuba umuntu yanditse mu gitabo cy'abapfuye
4) Inzira binyuramo	Serivisi itangirwa kurubuga Irembo
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

**l) Kwemeza impapuro mpamo**

1) Uhabwa iyi serivise	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	Kwishyura 1.500 Frw kuri buri kopi kurubuga irembo
4) Inzira binyuramo	Werekana urupapuro wishyuriyeho, 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 yishyurwa biciye ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**m) icyemezo cyo kwemera umwana**

1) Uhabwa iyi serivise	Umuntu wese ushaka kwemera umwana byemewe n'amategeko
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba umwana yanditse mu gitabo cyo kwemera umwana (register d'acte de reconnaissance)
4) Inzira binyuramo	Ajya kumurenge yandikishijemo umwana yemeye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000 Frw yishyurwa ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byuzuye

**n) icyemezo cyo kuzungura**

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	- Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda - icyemezo cy'urupfu cy'uzungurwa - Indangamuntu z'abazungura

	<ul style="list-style-type: none"> <li>- Ibyemezo by'amavuko by'abazungura</li> <li>- Umurenge ushobora gusaba ko inzego z'Akagari n'Umudugudu zemeza ko abazungura babifitiye uburenganzira koko.</li> <li>- Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko.</li> <li>- Abagize umuryango bagomba kuba bahibereye</li> <li>- Icyemezo cy'urukiko iyo harimo amakimbirane</li> </ul>
4) Inzira binyuramo	Kuza kubisaba ku murenge witwaje impapuro zose zikenerwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
7) Amafaranga yishyurwa	1500 ku irembo
8) Igihe ntarengwa	Uwo muni

**o) Gukemura ibibazo by'abaturage**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe imiyoborere myiza
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 9h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Biterwa n'imiterere y'ikibazo, ariko ubundi ni Uwo muni

**p) Gutanga Ubujyanama mu mategeko**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
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 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**q) Icyemezo gisimbura indangamuntu**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	Gusaba serivisi kurubuga irembo witwaje numero y'indangamuntu yatakaye
4) Inzira binyuramo	Ubanza ku Kagari uhabwa icyemezo cy'uko wataye Indangamuntu. Icyemezo kikajyanwa kuri RIB uhabwa icyemezo cya RIB cy'uko wataye indangamuntu. Nyuma y'iminsi 30 Ujya kurubuga Irembo ugasaba NIDA ko igukorera indi ndangamuntu ukishyura 1500. Mugihe

	itaraboneka, Umurenge uguha icyemezo gisimbura Indangamuntu.
5) <b>Izindi nzego unyuramo</b>	Akagari, RIB
6) <b>Amafaranga yishyurwa</b>	500 Frw yo gusimbuza indangamuntu, yishyurwa biciye ku Irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

**r) Gusaba gufata Indangamuntu bwa mbere**

1) <b>Uhabwa iyi serivise</b>	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu murenge
2) <b>Umukozi ubushinzwe</b>	Umukozi ushinzwe Irangamimerere na notariya
3) <b>Ibisabwa</b>	Ntampapuro zindi zisabwa kuko NIDA iba ifite imyirondoro yabantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA, ajyana icyemezo cyo kwamuganga aho cyatanzwe acyivuka akabarurwa .
4) <b>Inzira binyuramo</b>	-Gusaba icyemezo cy'umwirondoro wuzuye uciye kurubuga Irembo - Kwishyura amafaranga 500 frw kurubuga irembo - Kwifotoza
5) <b>Izindi nzego unyuramo</b>	Urubuga irembo, aho bafotorera
6) <b>Amafaranga yishyurwa</b>	500 Frw yishyurwa biciye ku Irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo ibisabwa byose byuzuye

**s) Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese
2) <b>Umukozi ubushinzwe</b>	Umukozi ushinzwe irangamimerere na notariya
3) <b>Ibisabwa</b>	- Indangamuntu - Ubyangombwa by'umutungo - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amahoro asabwa
4) <b>Inzira binyuramo</b>	- Impande zombi zijya ku biro bya noteri w'umurenge bitwaje 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 ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa binyuze kurubuga irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00

8) Igihe ntarengwa	Mu minsi 7
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**t) Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Iyi serivise itangwa amasezerano ya banki amaze gusinywa.</li> <li>- Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari we wasinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw bya contaro 1,500 Frw kuri buri rupapuro rw'umugereka 3,600 Frw ya numero na volime (N° & Volume) Aya mafaranga yishyurwa kurubuga irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Stati</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amahoro asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Serivisi zitangwa mbere ya stati zirasinywa, Noteri akagenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</li> <li>- Sitati zisinyirwa imbere ya noteri.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi
7) Amafaranga yishyurwa	5,000 Frw bya sitati z'ishyirahamwe 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku Irembo

8) Igihe ntarengwa	Uwo muni
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**v) 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 notariya
3) Ibisabwa	- Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) Izindi nzego unyuramo	Ntazo
6) Igihe serivisi itangirwa	Mu minsi y'Akazi
7) Amafaranga yishyurwa	1,500 Frw kuri buri rupapuro yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni

**w) icyemezo cy'ubupfakazi (attestation de veuve)**

1) Uhabwa iyi serivise	Umuntu wapfakaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere na notariya
3) Ibisabwa	- icyemezo cy'uko yashatse - icyemezo cy'urupfu rw'uwo bari barashakanye - Indangamuntu - Kwishyura amahoro asabwa
4) Inzira binyuramo	Kurubuga irembo
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Buri muni kuva 9h00 kugeza 17h00
7) Amafaranga yishyurwa	1,500 Frw yishyurwa biciye ku Irembo
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

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

1) Uhabwa iyi serivise	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa W'Umurenge
3) Ibisabwa	- Indangamuntu - icyemezo cy'Abunzi
4) Inzira binyuramo	Abunzi bagaragaza ko ntabujurire bwabayeho, hanyuma umurenge ugatanga icyemezo ko ntabujurire bwabayeho
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'Akazi kuva 9h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

**y) Kurangiza imanza**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite urubanza rwaciwe n'Urukiko rw'Ibanze cyangwa urwisumbuye ruteyeho kashi mpuruza
2) <b>Umukozi ubishinzwe</b>	Umunyamabanga Nshingwabikorwa w'Umurenge, akaba n'umuhesha w'inkiko utari uw'umwuga
3) <b>Ibisabwa</b>	Icyemezo cy'urukiko kiriho kashe mpuruza
4) <b>Inzira binyuramo</b>	Ujya kurubuga koranabuhanga ugasaba kurangirizwa urubanza
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	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

### a) Gusaba uburenganzira bwo gutangiza ubucuruzi

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza ubucuruzi
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Kwiyandikisha ku ipatanti mu minsi itarenze 30 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 buriho. Kuba wariyandikishije muri RDB kandi ufite numero ya RRA.
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera,</li> <li>- Umuntu wese ushaka gutangiza imirimo y'ubucuruzi hagati ya 1 Mutarama na 31 Werurwe agomba kwiyandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka,</li> <li>- Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo muni ku murenge.</li> <li>- Wuzuzwa impapuro zabigenewe;</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

### b) Kwishyura umusoro ku butaka

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ujya ku biro by'Umwakirizi w'Imisoro n'Amahoro ku Murenge bakakubarira amafaranga ugomba kwishyura bitewe n'icyo ubutaka bwawe bwagenewe gukorerwaho, ukajya kuriha umusoro kuri konti y'Akarere. Uzana urupapuro rwa banki warihiyeho bakagukorera kitansi y'uko wishyuye. Umusoro ku butaka w'umwaka wishyurwa bitarenze ku itariki ya 31 Ukuboza z'uwo mwaka.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	- Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiye ku itegeko ry'ubutaka n'icyiciro cy'ubwo butaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ufite inzu ikodeshwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Uza ku murenge bakakubarira. Iyo umusoro w'ubukode umaze kubarwa wishyurwa kuri konti y'Akarere bitarenze tariki ya 31 werurwe y'umwaka ukurikira.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro w'ubukode ubarwa hakurikijwe agaciro k'ubukode kari mu masezerano y'ubukode
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujijwe neza Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabihereye uruhushya (expertise)
4) Inzira binyuramo	Uza ku murenge bakakubarira
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ubarwa hakurikijwe amategeko n'ubwoko bw'umutungo utimukanwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**e) Gutanga amafaranga y'isuku**

1) Uhabwa iyi serivise	Ubantu bose bakorera mu gace k'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ipatanti Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku murenge ukerekana aho wishyuriye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Ubantu bose bakorera mu masoko
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2) <b>Umukozi ubishinzwe</b>	Umukozi Ushinzwe Imisoro n'Amahoro
3) <b>Ibisabwa</b>	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira
4) <b>Inzira binyuramo</b>	Uza ku murenge ukerekana aho warihiye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ubaza ku murenge umabare w'amafaranga asabwa
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Ubantu bashaka gushyingura mu irimbi rusange
2) <b>Umukozi ubishinzwe</b>	Umukozi Ushinzwe Imisoro n'Amahoro
3) <b>Ibisabwa</b>	Yishyurwa kuri buri mva
4) <b>Inzira binyuramo</b>	Aya mafaranga yishyuzwa n'abatsindiye isoko ryo gucunga amarimbi
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ubaza ku murenge cyangwa ku irimbi umabare w'amafaranga asabwa
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

### III. IMIBEREHO MYIZA Y'ABATURAGE

#### a) Gutanga ubufasha ku batishoboye

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe</li> <li>- Raporo y'umudugudu n'akagari</li> <li>- Indangamuntu z'ababyeyi ku bana b'abatishoboye</li> </ul>
4) Inzira binyuramo	Iyo habonetse inkunga, yaba iva ku bafatanyabikorwa cyangwa guhunda zo kwita ku batashoboye, abazihabwa batoranywa mu rutonde rw'abatishoboye bari mu cyiciro cya mbere n'icya kabiri by'Ubudehe, ku bufatanye na gahunda zihariye nka VUP, FARG, Amashyirahamwe y'Ababana n'Ubumuga, etc.) Utugari n'Imidugudu bisabwa gutanda urutonde rw'abatishoboye. Lisiti batanze igenzurwa hashingiye k'Urutonde rw'abatishoboye ruba ku Karere. Lisiti yemejze ishyikirizwa umuterankunga.
5) Izindi nzego unyuramo	Umuterankunga, Akarere, Akagari, Umudugudu
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Biterwa n'imiterere y'inkunga n'aho ituruka

#### b) Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kuba wanditse k'urutonde rw'abatishoboye (mu cyiciro cya mbere n'icya kabiri by'Ubudehe)</li> <li>- Raporo y'umudugudu n'akagari</li> <li>- Indangamuntu</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ubishaka aza ku biro by'Umurenge</li> <li>- Umurenge ugenzura ko ari k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe</li> </ul>
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

#### c) Gutanga ubujyanama butandukanye

1) Uhabwa iyi serivise	Ubukeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage

3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	- Kuza ku biro by'Umurenge - Mu nama n'Abaturage - Guhamagara cyangwa ukohereza ubutumbwa bugufi (SMS)
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Ubukeneye wese
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Imishinga itegurwa hashingiye ku bushobozi buhari. Abagenerwabikorwa (FARG, Abatishoboye, Ababana n'Ubumuga, etc.) baraterana bagakora umushinga, ugasuzumwa n'umukozi ushinzwe imibereho myiza. Iyo nta bushobozi bafite bwo gutegura umushinga, uyu mukozi ushinzwe imibereho myiza abibafashamo.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Ubikeneye wese
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Raporo y'ibiza ikorwa hakurikijwe imbonerahamwe ya MIDIMAR. Ahabereye ikiza harasurwa, cyangwa umuturage wahuye n'ikiza akagana ibiro by'Umurenge. Umukozi ushinzwe imibereho myiza akora raporo asaba ubufasha ku karere.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

**f) Gusaba icyemezo cy'uko uri impfubyi**

1) <b>Uhabwa iyi serivise</b>	Impfubyi zibikeneye zifite muni y'imyaka 18 gusa
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) <b>Ibisabwa</b>	Icyemezo cy'Akagari
4) <b>Inzira binyuramo</b>	Uzana icyemezo gisinye cy'Akagari Bareba ku rutonde rw'ubudehe imyirondoro y'ababyeyi
5) <b>Izindi nzego unyuramo</b>	Umudugudu, akagali

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**g) icyemezo cy'uwacitse ku icumu rya jenocide**

1) Uhabwa iyi serivise	Uwarokotse Jenocide
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	Icyemezo cya komite y'abarokotse Jenocide. Icyo cyemezo gisinywaho kandi n'Akagari
4) Inzira binyuramo	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenocide mu Kagari, gisinywaho kandi n'Akagari
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

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

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

1) Uhabwa iyi serivise	Abantu cyangwa imiryango yita ku bana batereranywe n'imiryango
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Barandikwa, hanyuma hagakurikiranwa ubuzima bw'abana n'umuryango ubitaho. Polisi irabimenyeshwa. Bahabwa ubufasha nka mitiweri, udushinga duto duto, ubufasha ku mirire y'umwana, imibereho myiza, amashuri, etc. Bakomeza gukurikiranirwa kandi mu miryango yabakiriye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri gihe
8) Igihe ntarengwa	Uwo muni

## IV.UBUVUZI BW'AMATUNGO

### a) Gusaba serivise zo gukona ikimasa

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

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

1) Uhabwa iyi serivise	Koperative ifite ibyangombwa byo kubaga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorera</li> <li>- Inzu y'ibagiro yabigenewe</li> <li>- icyobo kijyamo amazi mabi</li> <li>- Abakozi bafite impuzankano n'ibikoresho byabigenewe</li> <li>- Abakozi bapimwa indwara zanduza</li> <li>- Kwishyura ipatanti mbere yo gutangira</li> <li>- Impapuro zigaragaza aho itungo ryaturutse</li> </ul>
4) Inzira binyuramo	Iyi serivise ihabwa abacuruzi banditse ku buryo bwemewe. Abaturage basanzwe babanza gusaba uruhushya umuganga w'amatungo mbere yo kubaga, bakabagira mu bibanza byabigenewe kandi akagenzura isuku y'ibagiro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

### c) Gusaba gutererwa intanga amatungo

1) Uhabwa iyi serivise	Abantu bashaka guteza intanga inka zabo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Inka yarinze
4) Inzira binyuramo	- Kugura intanga muri RAB (wishyura kuri BNR kuri konti ya RAB, ugaha kitansi muganga w'amatungo akakuzanira intanga wishyuye).

	<ul style="list-style-type: none"> <li>- Inka zarinze bazijyana ku rupango kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na nimugoroba. Inka zororewe mu gace k'umugi, zisurirwa mu biraro, ba nyirazo bakishyura amafaranga y'urugendo kuri muganga w'amatungo</li> <li>- Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Umudugudu n'akagari
6) <b>Amafara ng a yishyurwa</b>	Amafara ng a y'intanga
7) <b>Igihe itangirwa</b>	Iyo inka yarinze , uhamagara muganga w'amatungo ikajyanwa ku rupango
8) <b>Igihe ntarengwa</b>	Mu gitondo na nimugoroba ku rupango, cyangwa iyo uhamagaye muganga w'amatungu mu kiraro cyawe bwite.

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

1) <b>Uhabwa iyi serivise</b>	Umworozi wese ushaka kugurisha cyangwa kwimurira amatungo ye ahandi, kuyateza intanga, cyangwa kuyashyiraho ibimenyetso biyaranga
2) <b>Umukozi ubishinzwe</b>	Muganga w'amatungo
3) <b>Ibisabwa</b>	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu
4) <b>Inzira binyuramo</b>	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) <b>Izindi nzego unyuramo</b>	Banki
6) <b>Amafara ng a yishyurwa</b>	Kwishyura amafara ng a y'amaherena
7) <b>Igihe itangirwa</b>	Uhamagara muganga w'amatungo igihe ubikeneye
8) <b>Igihe ntarengwa</b>	Uwo muni iyo muganga w'amatungo abonetse n'amaherena akaba ahari

**e) Gutanga ubuvuzi bw'amatungo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite itungo rirwaye
2) <b>Umukozi ubishinzwe</b>	Muganga w'amatungo ku murenge
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Urahamagara cyangwa ukaza ku murenge ukareba muganga w'amatungo. Abadafite telefoni bakwiyambaza ubuyobozi bw'umudugudu bakabafasha gushaka muganga w'amatungo.</li> <li>- Muganga w'amatungo uza kureba uko itungo remerewe akandika imiti ikenewe</li> <li>- Iyo imiti imaze kugurwa muganga w'amatungo ayivuzza itungo.</li> <li>- Hakurikizwa amabwiriza ya RAB/ MINAGRI ku byerekeranye no gushyira amatungo mu kato iyo ari</li> </ul>

	ngombwa.
5) <b>Izindi nzego unyuramo</b>	Umudugudu n'akagari.
6) <b>Amafaranga yishyurwa</b>	- Kugura imiti yo guha itungo yanditswe na muganga w'amatungo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka kugurisha inka mu isoko
2) <b>Umukozi ubishinzwe</b>	Muganga w'amatungo
3) <b>Ibisabwa</b>	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena
4) <b>Inzira binyuramo</b>	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 muni umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga 4. Ku muni w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemu ibiranga buri nka. 5. Wereka ako gatabo ku mukozi 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) <b>Izindi nzego unyuramo</b>	Umudugudu, Akagari
6) <b>Amafaranga yishyurwa</b>	Amafaranga yo gushyiraho amaherena arihwa kuri konti y'Akarere.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni iyo muganga w'amatungo abonetse

**g) Gukingiza amatungo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gukingiza amatungo
2) <b>Umukozi ubishinzwe</b>	Muganga w'amatungo
3) <b>Ibisabwa</b>	Kwishyura inkingo bitewe n'ubwoko bwazo
4) <b>Inzira binyuramo</b>	- Gukingira amatungo bikorwa muri gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'umurenge, akagari n'umudugudu. - Aho amatungo azakingirirwa 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) <b>Izindi nzego unyuramo</b>	Akarere, RAB

6) Amafaranga yishyurwa	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu gihe cyo gukingira
8) Igihe ntarengwa	Ako kanya iyo ari aho amatungo akingirwa

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

1) Uhabwa iyi serivise	Abantu bose bacuruza ibikomoka ku matungo
2) Umukozi ubishinzwe	Muganga w'amatungo ku murenge
3) Ibisabwa	Iri ni igenzura rikorwa ritunguranye na muganga w'amatungo
4) Inzira binyuramo	Igenzura rikorwa na muganga w'amatungo ku gahunda yateganyije Igenzura ry'inyama rikorerwa ku mabagiro yabigenewe n'aho zicururizwa. Amata agenzurirwa ku makusanyirizo yayo no mugihe atwawe kugira hubahirizwe amabwiriza. Amafi nayo agenzurirwa aho arobwa n'aho acururizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hashobora gucibwa amande iyo hari ibitubahirije amabwiriza, cyangwa ubucuruzi bugafungwa kugeza igihe ibisabwa byubahirijwe.
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

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

**j) Guhabwa icyemezo cyo kwimura amatungo 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

	- Indangamuntu ya nyir'itungo
4) <b>Inzira binyuramo</b>	Umurenge utanga uruhushya rwo gutwara amatungo ava mu murenge ajya mu wundi. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Umubare ugenwa n'Inama Njyanama y'Akarere
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu

## V. UBUHINZI

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

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza umushinga w'ubuhinzi mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Umushinga wanditse
4) Inzira binyuramo	Ubishaka wese yegera umukozi ushinzwe ubuhinzi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi itatu.

### b) Gusaba ingemwe z'ibiti zo gutera ( iyo hateguwe itangwa ry'ingemwe z'ibiti)

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	Umudugudu utegura lisiti n'ahantu bizashyirwa, hakemezwa n'akagari. Ushinzwe amashyamba amenyesha ku muni nyizina wo gutanga ingemwe z'ibiti no kubitera
4) Inzira binyuramo	Ingemwe zitangirwa ubuntu. Umaturage uri ku rutonde ajya kuri pepiniyeri cyangwa ahandi yamenyeshejwe agahabwa ingemwe yemerewe. Ushinzwe kubitanga abanza kugenzura ko ari ku rutonde rugezweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Mu gihe cy'itera ry'ibiti

### c) Gusaba kwemererwa kugura z'indobanure zunganiwe

1) Uhabwa iyi serivise	Abahinzi bashaka imbuto z'indobanure
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Imbuto zikwirakwiza bitewe n'uko zera mu gace turimo bigaterwa kandi na none n'igihe cy'ihinga zikaba zaranguwe n'abacuruzi babyemerewe.
4) Inzira binyuramo	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa Ku cyangombwa cy'ubutaka ( bigaragazwa na UPI) ishyirwa muri SNS . Ku mudugudu hakorwa matsinda ya „ <b>Twigire Muhinzi</b> “ y'ingo 15 kugera kuri 20. bikemezwa n'akagari. Ku mbuto hakoreshwa „nkunganire“, umuhinzi yishyura ikiguzi havuyemo Nkunganire yishyurirwa na Leta. Iyi nkunganire igenwa mu mabwiriza ashirwaho na Minisiteri y'Ubuhanzi n'Ubworozi. Imbuto itangwa binyuze ku bacuruzi b'imbuto bemewe (agrodealer) bahereye ku rutonde rugaragara muri MOPA rw'abasabye kugurira

	muri iryo duka.
5) <b>Izindi nzego unyuramo</b>	Umudugudu n'akagari aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) <b>Amafaranga yishyurwa</b>	Biterwa n'ubwoko bw'imbutu
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni bimaze gusabwa

**d) Guhabwa inyongeramusaruro**

1) <b>Uhabwa iyi serivise</b>	Umuhinzi inyongeramusaruro
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuhinzi
3) <b>Ibisabwa</b>	Inyongeramusaruro itangwa mu itangira ry'igihembwe cy'ihinga
4) <b>Inzira binyuramo</b>	Inyongeramusaruro zitangwa mu itangira ry'igihembwe cy'ihinga. Habaho gusura ubutaka ngo harebwe uko hameze. Umaturage wese ufite icyorezo cyangwa indwara, yegera ubuyobozi bumwegereye ( Umujyanama w'ubuhinzi, SEDO, ushinzwe ubuhinzi mu murenge, n'abandi...) Urutonde ry'abahabwa inyongeramusaruro ( IFUMBIRE MVARUGANDA) rukorerwa muri Smart Nkunganire System (SNS) abujuje ibisabwa bakemezwa na Agronome w'Umurenge winjira muri SNS. Ku mudugudu hakorerwa urutonde rw'abagize amatsinda ya „Twigire Muhinzi“ y'ingo 15 kugera kuri 20 rukemezwa n'akagari. Hakoresha „nkunganire“ Umuhinzi yishyura ikiguzi cy'inyongeramusaruro havuyemo Nkunganire ya Leta ( amafaranga Leta iba yemeye kwishyura kuri buri kilo). Imbutu itangwa binyuze ku bacuruzi b'imbutu z'indobanure n'ifumbire (agrodealer) bahereye ku rutonde ruri muri MOPA rw'abasabye kugurira muri iryo duka.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babihereye uruhushya (agro dealer)
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuhinzi ushaka inama ku guhinga kijyambere
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuhinzi
3) <b>Ibisabwa</b>	Kuba ufite ubutaka bwabigenewe
4) <b>Inzira binyuramo</b>	Mu nama z'ubukangurambaga mu mudugudu. Ubisaba umukozi ushinzwe ubuhinzi ku murenge, ugasurwa. Ababikeneye kandi bashobora kwegera ubayobozi b'Akagari n'Umurenge bushinzwe ubuhinzi
5) <b>Izindi nzego unyuramo</b>	Umudugudu, Akagari k'aho ubutaka buherereye
6) <b>Amafaranga yishyurwa</b>	Ntayo

7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite ikibazo kijyanye n'umutungo kamere
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuhinzi
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Ujya ku murenge witwaje umwanzuro wafashwe n'akagari mu gihe ikibazo kitakemutse. Umurenge usura ahari ikibazo ukagikemura. Iyo bidashobotse ikibazo gishyikirizwa Akarere.
5) <b>Izindi nzego unyuramo</b>	Akagari
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Mu cyumweru kimwe. Ariko kandi biterwa n'uko ikibazo giteye n'ibyavuye mu isura ry'aho kiri.

**g) Ubujyanama bw'ibanze ku bijyanye n'amashyamba**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ufite ishyamba rye bwite
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuhinzi ku murenge
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Itegeko rigenga amashyamba rivuga ko hagomba urushya rwo gusarura iyo ishyamba rirengeje 0.5 hegitari. Inama zitangwa binyuze mu nama z'ubukangurambaga ku byereke amategeko no kubungabunga amashyamba. Ubikeneye ashobora kandi guhamagara cyangwa akajya kwirebera umukozi ufite amashyamba mu nshingano ku murenge.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafanga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

## VI.UBUTAKA

### a) 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 irangamimerere na notariya
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyemezo cy'akagari</li> <li>- Icyangombwa cy'ubutaka</li> <li>- Impapuro zitangwa na banki zisinye</li> <li>- Indangamuntu y'ushaka gutanga ingwate y'ubutaka</li> <li>- Noteri w'Akarere nawe ashobora gutanga iyi serivise</li> </ul>
4) Inzira binyuramo	Werekana impapuro za banki zisinyeho. Akagari nako ugusinyira kuri izo mpapuro kamaze gusura ubutaka ushaka gutangaho ingwate.
5) Izindi nzego unyuramo	Umudugudu, akagari na banki
6) Amafaranga yishyurwa	5,000 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

### b) 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	<ul style="list-style-type: none"> <li>- Kwishyura amafaranga ya noteri w'ubutaka</li> <li>- Icyangombwa cy'ubutaka cy'umwimerere</li> <li>- Kopi y'icyangombwa cy'ubutaka butizwaho ingwate</li> <li>- Kopi y'Indangamuntu kuri buri muntu</li> <li>- Uwo bashyingiranywe agomba kuba bahari</li> <li>- Noteri w'ubutaka yuzuzwa impapuro zabigenewe</li> </ul>
4) Inzira binyuramo	
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

### c) 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
4) Inzira binyuramo	Umukozi ushinzwe ubutaka, imiturire asura ikibanza

	kigiye kubakwaho,Igisubizo kiboneka mu minsi itatu (3)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ya noteri , yishyurwa biciye mu Irengo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 3

**d) Gusaba icyemezo cy'umutungo**

1) Uhabwa iyi serivise	Umuntu wese ufite ubutaka cyangwa inzu bitabaruwe
2) Umukozi ubishinzwe	Umunyamabanga nshingwabikorwa w'Umurenge
3) Ibisabwa	Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho komite z'ubutaka mu Kagari n'Umunyamabanga Nshingwabikorwa w'Akagari.
4) Inzira binyuramo	Ujya gushaka abagize komite y'ubutaka bo mu kagari ubutaka buherereyemo, ukagisinyisha no k'Umunyamabanga Nshingwabikorwa w'akagari.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 frws
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**e) Ubujyanama bw'ibanze k'ubucukuzi bwa mines na kariyeri**

1) Uhabwa iyi serivise	Umuntu ushaka gukora ubucukuzi bwa mine na kariyeri
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi/ubutaka
3) Ibisabwa	Kwandikira Akarere Ikarita y'aho mine cyangwa kariyeri iri Gusura mine cyangwa kariyeri
4) Inzira binyuramo	Ubikeneye agana ibiro by'umurenge yitwaje ikarita y'aho mine cyangwa kariyeri iherereye kugirango barebe ko aho ashaka gucukura amabuye y'agaciro cyangwa kariyeri hahari koko kandi nta wundi uhakorera. Umurenge usura aho hantu, basanga bishoboka bagakora raporo ikoherezwa ku karere. Igisubizo kiboneka mu minsi itatu kandi mu nyandiko.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 3

**f) Gukemura ibibazo n'amakimbirane ashingiye ku butaka**

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba, ubutaka n'ibikorwa remezo mu murenge
3) Ibisabwa	Icyangombwa cy'ubutaka
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 9h00 kugeza 17h00
8) Igihe ntarengwa	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka uwo muni, ibindi bigasaba ko ubutaka busurwa.

**g) Ubujyanama ku gishushanyombonera cy'imiturire**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Icyangombwa cy'ubutaka
4) Inzira binyuramo	Hari ahantu hagenewe ibikorwa bitandukanye mu mudugudu( Ubuhinzi, guturwa, ubucuruzi, umudugudu, ibihanda, ubusitani, aho kwishimira, ibiro by'ubuyobozi, n'ibindi... Inama z'ubukangurambaga zikorera abatuye ahantu hatagenewe guturwa kugirango bimukire ahabigenewe. Ababikeneye bashobora kandi kureba ku gishashanyo mbonera cy'imiturire.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**h) Inama ku mishinga ishingiyeye ku bikorwaremezo**

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	Ntacyo
4) Inzira binyuramo	Ujya ku biro by'umurenge. Abifuza umashyamba n'amazi bashyirwa kuri rutonde bagakorera ubuvugizi ku bigo bishinzwe amazi n'amashyamba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo

3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge kugirango uhabwe inama. Iyi serivise kandi itangirwa no mu nama z'ubukangurambaga.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu murenge
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka, n'imiturire
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Urwandiko rusaba rwandikiwe Umurenge</li> <li>- Kopi y'Icyangombwa cy'ubutaka</li> <li>- Kwishyura imisoro y'ubutaka</li> <li>- Kwishyura amafaranga y'icyangombwa</li> </ul>
4) <b>Inzira binyuramo</b>	Ubu buryo bwemewe mu gace kagenewe kubakwamo umudugudu. Umukozi ushinzwe ubutaka n'imiturire asura inyubako akagakora raporo.
5) <b>Izindi nzego unyuramo</b>	Akagari
6) <b>Amafaranga yishyurwa</b>	1200 frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyumweru ushyizemo n'umunsi wo gusura ikibanza

**k) Kwandikisha ubutaka butabaruwe**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka</li> <li>- Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Icyemezo cy'umutungo gisinyeho na komite z'ubutaka n'Umunyamabanga Nshingwabikorwa w'Akagari n'Umurenge.</li> <li>- Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi</li> <li>- Iyo nimeru y'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastrale) na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka.</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	1000 frw iyo adafite gitansi 1500 Fr y'icyemezo cy'umutungo 10,000 frw iyo hakozwe igishushanyo cy'ubutaka
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu byumweru 2

**l) Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (kugurisha kubushake)**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uko/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</li> <li>- Ibyangombwa by'ubutaka bwagurishijwe</li> <li>- Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwebifite ubuzima gatozi abanyamahanga bafitemo imigabane.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 7

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

1) Uhabwa iyi serivise	Uwatsinze murukiko
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'uko ari ingaragu/ yashyingiwe</li> <li>- Kopi y'indangamuntu/pasiporo</li> <li>- icyemezo cy'urukiko gitegeka iherekanya</li> <li>- Inyandikomvugo y'irangizarubanza</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	25,000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

1) Uhabwa iyi serivise	Uwatsinze murukiko
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- icyemezo cy'uko ari ingaragu/ yashyingiwe</li> <li>- Kopi y'indangamuntu/ pasiporo</li> <li>- icyemezo cy'urukiko</li> <li>- Inyandikompesha</li> <li>- Inyandikomvugo ya cyamunara</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.

5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	25,000 frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 18

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

1) <b>Uhabwa iyi serivise</b>	Uwegukanye ingwate
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi z'ibiranga ugura n'ugurisha ubutaka</li> <li>- Amasezerano y'inguzanyo ariho inyandikomporuza agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	25,000 Frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Icyangombwa kiboneka mu minsi 18

**p) Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga umuzungura/abazungura</li> <li>- icyemezo cyo kuba warashyingingiwe cy'uko uri ingaragu cy'umuzungura/abazungura</li> <li>- Inyandikoy'umurage yakorewe imbereya noteri (Authentic Will)/inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'umwanditsi w'irangamimerere cyangwa icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n'inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane</li> <li>- Ibyangombwa by'ubutaka busabirwa izungura</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'umurenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	25,000 frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni. Icyangombwa kiboneka mu byumweru 2

**q) Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka n'uwo/abo bahaye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka
3) <b>Ibisabwa</b>	- Kopi z'ibiranga ugura n'ugurisha ubutaka

	- Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

1) Uhabwa iyi serivise	Nyir'ubutaka bugurangwa
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi z'ibiranga abagurana - Amasezerano y'ishererekanya yashyizweho umukono n'impande zombi na noteri w'ubutaka
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	35,000 frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

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

1) Uhabwa iyi serivise	Usaba ihererekanya
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- ibiranga usaba ihererekanya - icyemezo cyo kwimura abantu kunyungu rusange - Ibyangombwa by'ubutaka - icyemezo kiragaragaza ko indishyi ikwiye yishyuwe
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30,000 kwishyura ku irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**t) Ihererekanya ry'uburenganzira ku butaka rishingiye ku iyamburwa ry'ubutaka**

1) Uhabwa iyi serivise	Nyir'ubutaka n'uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Raporo igaragaza impamvu yamburwa ubutaka yashyizweho umukono n'umukozi ubifitiye ububasha
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 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**u) Gusaba 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	5000 y'indahiro ya noteri 5000 y'icyangombwa ishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu minsi 18

**v) Kugenzura imyubakire**

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'ubutaka n'icyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Icyangombwa cy'ubutaka Icyangombwa cyo kubaka Igishushanyo cy'inzu
4) Inzira binyuramo	Bikorwa n'umukozi ushinzwe ubutaka mw'igenzura risanzwe
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu isuzuma ry'ubutaka
8) Igihe ntarengwa	Uwo muni

## VII. UBUREZI

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

1) Uhabwa iyi serivise	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Akarere</li> <li>- Umwirondoro (CV)</li> <li>- Kopi y'impamyabushozi</li> <li>- Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje,</li> <li>- Kopi y'Indangamuntu</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa.</li> <li>- Inzandiko zisaba akazi k'ubwarimo zakirwa cyane cyane mu kwa cumi kugeza mu kwa cumi na kabiri, ibisubizo bigatangwa mu kwa mbere k'umwaka ukurira.</li> <li>- Akarere niko gatanga akazi.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	<ul style="list-style-type: none"> <li>- Uwo muni iyo ari ugusimbura umwarimu wagiye</li> <li>- Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.</li> </ul>

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

1) Uhabwa iyi serivise	Abarimu n'Abanyeshuri mu mashuri abanza, ayisumbuye na VTC
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Urwandiko rwandikiwe umurenge ku barimu, ruriho umukono w'umukuru w'ikigo.</li> <li>- Kuza kureba Umukozi ushinzwe uburezi mu murenge ku banyeshuri</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Abarimu bandikira Umurenge idosiye yabo ikohererezwa Umukozi ushinzwe uburezi mu Akarere (Umurenge wemeza ko uwo mwarimu akora mu ifasi yabo)</li> <li>- Abanyeshuri ntibakenera kwandika kuko baza ku Murenge bakavugana n'Umukozi Ushinwe Uburezi kugirango bandikwe cyangwa ibindi bibazo baba bafite bishakirwe igisubizo.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00

8) Igihe ntarengwa	Uwo muni
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**c) Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana**

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

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

1) Uhabwa iyi serivise	Abanyeshuri bafashwa n'abaterankunga batandukanye
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu murenge
3) Ibisabwa	Kuba ufashwa
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Batoranywa n'umushinga ubifashijwemo n'ubuyobozi bw'ibanze (umudugudu, akagari)</li> <li>- Umurenge usuzuma ubusabe bwabo afatanije n'ushinze uburezi ku murenge.</li> <li>- Icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge</li> <li>- Kuri FARG habarurwa abahari kandi bagakurikiranwa</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

**e) Kwakira abafatanyabikorwabo mu burezi**

1) Uhabwa iyi serivise	Umufatanyabikorwa mu burezi
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu murenge

3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Umufatanyabikorwa ujya ku karere agatanga icyifuzo cye. Akarere kamwohereza mu murenge watoranijwe.</li> <li>- Umukozi ushinzwe uburezi mu murenge afasha umuterankunga guhitamo abana bazafashwa mu midugudu n'utugari</li> <li>- Ingo ziri mu cyiciro cya 1 n'icya 2 cy'ubudehe nibo batoranywamo abagomba gufashwa.</li> <li>- Hatoranywa abafite ibibazo kurusha abandi.</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

**f) Kwakira abayobozi b'ibigo by'amashuri**

1) <b>Uhabwa iyi serivise</b>	Abayobozi b'ishuri
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe uburezi mu murenge
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Ujya kureba umukozi ushinzwe uburezi mu murenge. Ibibazo bikemurwa bitewe n'imiterere yabyo: gutanga inama, guhindurira abarimu ibigo, ibihano ku myitwarire, etc.</li> <li>- Umwanzuro wa nyuma ufatwa 'Akarere</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe uburezi mu murenge
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'akarere</li> <li>- Ibaruwa yandikiwe Umunyambanga nshingwabikorwa w'Umurenge</li> </ul>
4) <b>Inzira binyuramo</b>	Iyo amakuru atanzwe, uzana urwandiko rw'ikigo kikohereje n'ibaruwa yandikiwe umurenge.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

## VIII. ISUKU

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

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

### b) Kugenzura isuku

1) Uhabwa iyi serivise	Umuntu wese ukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, N'IBINDI...)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
3) Ibisabwa	Usurwa na komite y'isuku
4) Inzira binyuramo	Komite y'isuku ireba ko wubahirije ibisabwa. 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	Ibihano birafatwa iyo habaye ngombwa
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Ako kanya

### c) Gufasha abatsindiye amasoko y'isuku mu ngo kwishyura

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) <b>Inzira binyuramo</b>	Bahere kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi w'umurenge ku rwego rw'umudugudu afasha ku bukungurambaga mu ngo. Abatarishyura umurenge urabandikira kandi bikanatangwanzwa mu muganda
5) <b>Izindi nzego unyuramo</b>	Umudugugu, Akagari na rwiyemezamirimo
6) <b>Amafara ng a yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) <b>Igihe ntarengwa</b>	Mu minsi 3

## IX.KOPERATIVE

### a) Gutanga inama z'ibanze ku makoperative

1) <b>Uhabwa iyi serivise</b>	Abantu bose
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amakoperative, ushinzwe imibereho myiza y'abaturage na agaronome
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Uza kureba umukozi ushinzwe amakoperative, cyangwa mu nama z'ubukangurambaga.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni