

# IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

## SERIVISE ZITANGIRWA KU KARERE

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

#### A. IBIKORWA REMEZO (OSC)

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe imihanda
3) Ibisabwa	Ibaruwa isaba yandikiwe Akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) Inzira binyuramo	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Hishyurwa frw 20,000 kuri meterokare, yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Kuva ku minsi 3 kugeza ku byumweru 2

##### b) Gusaba uruhushya rwo kubaka

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe gutanga impushya zo kubaka
3) Ibisabwa	<ul style="list-style-type: none"><li>- incamake y'umushinga irimo ibisobanuro by'uburyo na tekini byakoreshejwe, uretse inyubako ziri mu cyiciro cya 2;</li><li>- ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa;</li><li>- kopi y'inyigo z'imimerere y'ubutaka, uretse inyubako zo mu cyiciro cya 2 n'icya 3;</li><li>- kopi y'inyandiko zerekanye n'inyigo mu kubungabunga ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3;</li><li>- ibishushanyo by'imiterere y'inyubako;</li></ul>

	<ul style="list-style-type: none"> <li>- imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura,</li> <li>- ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- inyigo y'ubukomere bw'ibigize inyubako, harimo imbata yabyo n'uko byabazwe, uretse ku nyubako ziri mu cyiciro cya 2 n'icya 3;</li> <li>- ingano y'ibizakoreshwa n'agaciro kabyo, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- icyemezo cy'imirimo y'umushinga gisinyweho n'umuhanga mu guhanganyubako cyangwa impuguke mu by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- raporo y'iyubahirizwa ry'ibisabwa by'ibanze ku myubakire itangiza ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3.</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Gukoresha ikoranabuhanga wandika muri mudasobwa <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></li> <li>- Kwiyandikisha kugira ngo ubone username na password</li> <li>- Kwinjira</li> <li>- Guhitamo ubwoko bw'uruhushya ushaka</li> <li>- Guhitamo Akarere ushaka gusabamo urwo ruhushya</li> <li>- Kuzuzwa ibisabwa byose bitewe n'ubwoko by'uruhushya rusabwa</li> <li>- Kohereza</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Kuva kuri 0-100 meterokare zubatsweho wishyura Rwf 20,000,</li> <li>- Kuva kuri 100-500 meterokare zubatsweho wishyura Rwf 40,000,</li> <li>- Kuva kuri 500 meterokare zubatsweho kuzamura wishyura Rwf 60,000</li> </ul>
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Mu gihe kitarenze iminsi 30

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

1) Uhabwa iyi serivise	Umuntu ufite uruhushya rwo kubaka yahawe n'urwo rwego
2) Umukozi ubishinzwe	Umukozi ushinze gutanga impushya zo kubaka
3) Ibisabwa	<ul style="list-style-type: none"> <li>- kopi y'uruhushya rwo kubaka rwarangiye;</li> <li>- ibishushanyo by'inyubako byemejwe;</li> <li>- amafoto agaragaza aho inyubako yari igeze yubakwa.</li> </ul>

4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Gukoresha ikoranabuhanga wandika muri mudasobwa <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></li> <li>- Kwiandikisha kugira ngo ubone username na password</li> <li>- Kwinjira</li> <li>- Guhitamo ubwoko bw'uruhushya ushaka</li> <li>- Guhitamo Akarere ushaka gusabamo urwo ruhushya</li> <li>- Kuzuza ibisabwa byose bitewe n'ubwoko by'uruhushya rusabwa</li> <li>- Kohereza</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	1200 Frw atangwa biciye kuri facture itangwa n'irembo muri system
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Mu minsi 30

**d) Gusaba uruhushya rwo gukorera mu nyubako nshya**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe gutanga impushya zo kubaka
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- ibishushanyo bigaragaza uko inyubako yubatswe;</li> <li>- ingano y'ibyakoreshejwe mu kubaka, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- ubwoko bw'ibyakoreshejwe n'ubw'ibikoresho;</li> <li>- kopi y'uruhushya rwo kubaka yahawe mbere;</li> <li>- uburyo bwateganyijwe bwo gufata neza inyubako</li> </ul>
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Gukoresha ikoranabuhanga wandika muri mudasobwa <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></li> <li>- Kwiandikisha kugira ngo ubone username na password</li> <li>- Kwinjira</li> <li>- Guhitamo ubwoko bw'uruhushya ushaka</li> <li>- Guhitamo Akarere ushaka gusabamo urwo ruhushya</li> <li>- Kuzuza ibisabwa byose bitewe n'ubwoko by'uruhushya rusabwa</li> <li>- Kohereza</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>	Iminsi 30

**e) Gukemura ibibazo bijyanye n'ibikorwaremezo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
-------------------------------	-----------------------

2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ibikorwaremezo
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu harasurwa hakorwa ubukangurambaga mbere yo kubaka ibikorwaremezo, abantu bakimurwa Ibaruwa yandikiwe akarere Hakorwa ubukangurambaga bwo kumvisha abaturange ibyiza by'ibikorwaremezo bizahakorerwa
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>	Iminsi 7

**f) Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere**

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

**g) Gusaba uburenganzira bwo gusana inyubako bidahindura imiterere yayo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gusana/kuvugurura inzu
2) <b>Umukozi ubishinzwe</b>	Umukozi Ushinzwe gutanga impushya zo kubaka
3) <b>Ibisabwa</b>	- incamake y'umushinga irimo ibisobanuro by'uburyo na tekini byakoreshejwe, uretse ku nyubako ziri mu cyiciro cya 2;  - imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2;  - amafoto agaragaraza inyubako igiye

	kuvugururwa.
4) <b>Inzira binyuramo</b>	<ul style="list-style-type: none"> <li>- Gukoresha ikoranabuhanga wandika muri mudasobwa <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></li> <li>- Kwiwandikisha kugira ngo ubone username na password</li> <li>- Kwinjira</li> <li>- Guhitamo ubwoko bw'uruhushya ushaka</li> <li>- Guhitamo Akarere ushaka gusabamo urwo ruhushya</li> <li>- Kuzuza ibisabwa byose bitewe n'ubwoko by'uruhushya rusabwa</li> <li>- Kohereza.</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	1.200 Frw
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Mu gihe kitarenze iminsi 30

#### **h. Gusaba uburenganzira bwo kuvugurura inyubako bihindura imiterere yayo**

9) <b>Uhabwa iyi serivise</b>	Umuntu wese ushaka gusana/kuvugurura inzu
10) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe gutanga impushya zo kubaka
11) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse ku nyubako ziri mu cyiciro cya 2;</li> <li>- ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa;</li> <li>- ibishushanyo by'imiterere y'inyubako, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- kopi y'innyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3</li> <li>- imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- igishushanyo cy'imiterere kigizwe n'imbata n'imibare, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- ingano y'ibizakoreshwa n'agaciro kabyo, uretse inyubako ziri mu cyiciro cya 2;</li> <li>- icyemezo cy'imirimo y'umushinga</li> <li>- gisinyweho n'umuhanga mu guhanga inyubako cyangwa impuguke mu</li> </ul>

	<p>by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2.</p> <p>Imirimo yo kongera inyubako mu gihe cyo kuvugurura ntigomba kurenza makumyabiri ku ijana (20%) by'ingano y'inyubako isanzwe.</p> <p>Iyo imirimo yo kwagura inyubako irenze makumyabiri ku ijana (20%) nyir'umushinga asaba uruhushya rwo kubaka inyubako nshya..</p>
12) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Gukoresha ikoranabuhanga wandika muri mudasobwa <a href="http://www.bpmis.gov.rw">www.bpmis.gov.rw</a></li> <li>- Kwiyandikisha kugira ngo ubone username na password</li> <li>- Kwinjira</li> <li>- Guhitamo ubwoko bw'uruhushya ushaka</li> <li>- Guhitamo Akarere ushaka gusabamo urwo ruhushya</li> <li>- Kuzuza ibisabwa byose bitewe n'ubwoko by'uruhushya rusabwa</li> <li>- Kohereza.</li> </ul>
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	1.200 Frw
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
16) Igihe ntarengwa	Mu gihe kitarengeje iminsi 30

## B. UBUTAKA (OSC)

### a) Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice</li> <li>- Kopi y'Indangamuntu cyangwa paseporo</li> <li>- Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Iburo by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanywamo ibice</li> <li>- Gutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo ibice</li> <li>- Raporo y'ipimwa ry'ubutaka yashyizweho umukono nanyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.</li> </ul>
4) Inzira binyuramo	<p>Ujya ku biro by'ubutaka ku Karere cyangwa ku Murenge witwaje ibisabwa.</p> <p>Ku butaka bwagenewe ubuhinzi, ubworozi n'amashyamba,</p>

	Gutura, ubucuruzi, inganda, ibikorwa by'ubuzima, Amashuri, ...ubutaka buragabanywa n'iyi ari buto.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (fiche cadastrale). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu cyumweru 1

#### b) Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka busabirwa guhuzwa</li> <li>- Kopi y'Indangamuntu cyangwa paseporo</li> <li>- Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5000f
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ka Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso</li> <li>- Kopi y'Indangamuntu cyangwa paseporo</li> <li>- Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibirob y'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso</li> <li>- Raporo y'ipimwa ry'ubutaka yashyizweho umukono nanyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye</li> <li>- Icyangombwa cy'ubutaka cy'abo bahuje imbibi (Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Icyangombwa kiboneka mu cyumweru 1

**d) Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya**

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'indangamuntu cyanga paseporo</li> <li>- icyemezo cy'uko washyingingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>- icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruweho</li> <li>- Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocya'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka(Umuturage yiyishyurira ikiguzi cya Fiche cadastrale).</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Umukozi ushinzwe ubutaka ku Murenge
6) Amafaranga yishyurwa	5000Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 117h00
8) Igihe ntarengwa	Uwo munsi(Land week) Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'indangamuntu cyangwa paseporo</li> <li>- icyemezo cy'uko washyingingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>- icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangandiko yemeza nimeru ubutaka bwabaruwe</li> <li>- Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocya'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa. Amafuranga y'umusoro ku butaka agomba kuba yararishywe nta mwenda usigaye .
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (Fiche cadastrale). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu(Land week) Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'indangamuntu ya nyir'ubutaka cyangwa paseporo</li> <li>- Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina</li> <li>- Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa nyir'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 19h00
8) Igihe ntarengwa	Uwo munsu(Land week) Icyangombwa kiboneka mu cyumweru 1

**g) Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka**

1) Uhabwa iyi serivise	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka (registration certificate)</li> <li>- Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka</li> <li>- cyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB</li> <li>- Iyo ari imiryango nyarwanda itegamiye kuri Leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Urwego cy'Igihugu rw' Imiyoborere(RGB).</li> <li>- Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka</li> </ul>

	- Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	-5,000 Frw kuri buri cyangombwa cy'ubutaka gishya Ugomba kuba warishyuye imisoro y'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu cyumweru (1)

**h) Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)**

1) Uhabwa iyi serivise	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangira mutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu cyumweru 1

**i) Kwandikisha igice cy'inyubako (condominium unit) kiri mu isangira mutungo ku nyubako**

1) Uhabwa iyi serivise	Abagize ishyirahamwe rya ba nyir'inyubako
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	- Kopi z'indangamuntu z'abasaba cyangwa paseporo - icyemezo cyo kuba warashyngiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa

	kwandikwa - Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week) Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Abagize ishyirahamwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga abarebwa n'ishererekanya ry'uburenganzira</li> <li>- icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Amasezerano y'ishererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka</li> <li>- Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit)</li> <li>- Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangira mutungo (Proof of ownership from Association of Owners)</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30.000 Yiherekanya ry'uburenganzira ku gice cy'umutungo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga nyir'ubutaka cyangwa paseporo</li> <li>- Ibyangombwa by'ubutaka</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00

8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 1
--------------------	--

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	- Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indi nyandikompano
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	25000Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka mu Karere
3) Ibisabwa	Iyo ibyangombwa by'ubutaka byatakaye: -Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye - Ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha kuri Radiyo Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: - Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga Nshingwabikorwa w'Akagari k'aho usaba atuye - Iyo ari ibyangombwa by'agateganyo byatakaye nyir'ubutaka akaba azi numero yabwo ajya muri Police ku garagaza ko byatakaye bakamuha icyemezo - Iyo atazi numero y'ikibanza akoresha (fiche cadastrale)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge

	witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya 10.000Frw kuwa koresheje (fiche cadastrale )
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

**n) Guhinduza icyo ubutaka bwagenewe gukoreshwa**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka mu Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'ibimuranga cyanga paseporo</li> <li>- Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera</li> <li>- Raporo y'ipimwa ry'ubutaka yakozwe n'umukozi ushinzwe ubutaka</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka mu Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka</li> <li>- icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>- Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka cyangwa Umwanzuru w'Inama Njyanama y'Akarere</li> <li>- Iyo nta nkondabutaka yatanze: Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi</li> </ul>

	w'Akagari k'aho ubutaka buherereye
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka mu Murenge yitwaje ibisabwa,nyuma ushinzwe ubutaka ku Murenge akabishyikiriza ushinzwe ubutaka ku Karere
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	-25.000Frw by'iherekanya ry'umutungo utimukanwa -10.000Frw ku wakoresheje fiche cadastrale - Kubatishoboye bagaraza icyemezo cy'uko batishoboye Leta ikabafasha muri byose -5000Frw by'icyangobwa gishya
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni(Land week) Icyangombwa kiboneka mu byumweru 2

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

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka mu Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Ibyangombwa by'ubutaka</li> <li>- Kopi y'ibiranga nyir'ubutaka</li> <li>- Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyngiwe</li> <li>- Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya Noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira</li> <li>- Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyngiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyngiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka</li> <li>- Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyngirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyngiranywe bagiranye mbere yo gutana.</li> </ul>
4) <b>Inzira binyuramo</b>	Ujya ku biro by'ubutaka mu Murenge witwaje ibisabwa, ushinzwe ubutaka ku Murenge nawe akabishyikiriza ushinzwe ubutaka ku Karere
5) <b>Izindi nzego unyuramo</b>	Umurenge

6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya ( yishyurwa kuri konti y'Akarere) 25.000 iyo ushaka kongera umuntu ku cyangombwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho</li> <li>- icyemezo cyo kuba warashyngiwe/icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka)</li> <li>- icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane.</li> <li>- Ibyangombwa by'ubutaka mu gihe hari haratanze ibyangombwa uwatsinze atari we wanditse ku butaka (Iyo uwatsinze atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).</li> </ul>
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

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

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe</li> <li>- Iyo ari ugusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy' umutungo cyashyizwe umukono na Komite z'ubutaka mu Kagari gisinywaho n'ubuyobozi bw'Akagari n'Umurenge cy'uko ubutaka ari ubwe</li> <li>- Kwishyura 10000 rwf y'icyemezo cy'ubutaka (Fiche cadastrale)</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Ujya ku biro by'ubutaka (Aho bakirira abantu) mu masaha y'akazi</li> <li>- Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS.</li> <li>- Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru</li> </ul>

	<p>umaze gusurwa.</p> <ul style="list-style-type: none"> <li>- Iyo borune zikenewe, ni wowe uzigurira.</li> <li>- Ku turere tw'umujyi n' icyaro, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gususuzuma ubutaka( hishyurwa 30000rwf)</li> </ul>
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Icyumweru kimwe nyuma yo gusura ubutaka

**s) Gukemura amakimbirane ashingiye ku butaka**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) <b>Umukozi ubishinzwe</b>	Ushinzwe ubutaka mu Karere
3) <b>Ibisabwa</b>	Ibaruwa yandikiwe umuyobozi w'akarere( Mayor) Raporo y'uko ikibazo cyakemuwe ku Murenge
4) <b>Inzira binyuramo</b>	Umuntu wese bireba ajya ku biro by'ubutaka by'Akarere yitwaje impapuro zerekana uko Umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatanga umwanzuro.
5) <b>Izindi nzego unyuramo</b>	Umurenge
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka ikibazo kimaze gusesengurwa

**t) Inyandiko isaba iyandikisha ry'ubutaka butabaruwe**

1) <b>Uhabwa iyi serivise</b>	Nyir'ubutaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubutaka mu Karere
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibimuranga nyir'ubutaka /paseporo</li> <li>- icyemezo cy'umutungo utimukanwa cyatanzwe na Komite y'ubutaka y'Akagari cyemejwe n'Ubuyobozi bw'Akagari n'Umurenge w'aho ubutaka buherereye</li> <li>- Inyandiko yemeza nomero y'ubutaka UPI iyo izwi</li> <li>- Iyo nimeru y'ubutaka itazwi : Ifishi y'ibipimo by'ubutaka (Fiche cadastrale)yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa</li> </ul>

	<p>ry'ubutaka yashyizweho umukono na nyir'ubutaka ,abo bahana imbibi n'umukozi wapimye ubutaka</p> <ul style="list-style-type: none"> <li>- Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane ya buri muntuafite mugihe abagomba kwandikwa ku butaka harimo abanyamahanga bafatanije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi ,umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane.</li> </ul>
<b>4) Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
<b>5) Izindi nzego unyuramo</b>	Ntazo
<b>6) Amafaranga yishyurwa</b>	10.000Frw bya fishe kadasitirare (Fiche cadastrale) 1000Frw ku cyangombwa cy'ubutaka gishya
<b>6) Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
<b>7) Igihe ntarengwa</b>	Uwo muni(Land week). Icyangombwa kiboneka mu byumweru 2

**1 Ihererekanya ry'uburenganzira ry'igice cy'isangira mutungo ku nyubako (condominium unit)**

<b>1) Uhabwa iyi serivise</b>	Abagize ishyirahamwe
<b>2) Umukozi ubishinzwe</b>	Umukozi ushinze ubutaka mu Karere
<b>3) Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kopi y'ibiranga abarebwa n'ishererekanya ry'uburenganzira</li> <li>- icyemezo cyo kuba warashyngiwe/icyemezo cy'uko uri ingaragu cy'uwaguze</li> <li>- Amasezerano y'ishererekanya ry'uburenganzira kubutaka yakorewe imbere ya noteri w'ubutaka</li> <li>- Ibyangombwa cy'ubutaka bisabirwa ishererekanya</li> <li>- Kwishyura imisoro y'ubutaka yose</li> </ul>
<b>4) Inzira binyuramo</b>	Ujya ku biro by'ubutaka ku karere cyagwa ku murenge witwaje ibisabwa.
<b>5) Izindi nzego unyuramo</b>	Ntazo
<b>6) Amafaranga yishyurwa</b>	30.000 Yiherekanya ry'uburenganzira ku butaka
<b>7) Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugeza 17h00
<b>8) Igihe ntarengwa</b>	Uwo muni(Land week). Icyangombwa kiboneka mu cyumweru 1

## IBIDUKIKIJE

### a) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	<p>K'ubucukuzi bw'amabuye y'agaciro:</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko irambuye y'umushinga</li> <li>- Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> </ul> <p>Kuri kariyeri itarenga 5 ha:</p> <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge</li> <li>- Ikarita y'aho ikirombe kiri</li> <li>- Inyandiko y'umushinga irambuye</li> <li>- Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije</li> <li>- Kwishyura 50.000 Rwf mu gihe uzanye dosiye ku Karere,</li> <li>- Kwishyura 200.000 Rwf mugihe wemerewe icyngombwa cy'ubucukuzi.</li> </ul> <p>Kwishyura ingwate (hashingiwe kubyabazwe) asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere</p>
4) Inzira binyuramo	<p>Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro:</p> <ol style="list-style-type: none"> <li>1. Uruhushya rwo kurambagiza (rumara imyaka 2)</li> <li>2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4),</li> <li>3. Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka 5).</li> </ol> <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinzwe mine na kariyeri (MINIRENA).</p> <p>Umunyamabanga nshingwabikorwa w'Umurenge asaba impapuro Uruhushya rwo kurambagiza n'ubushakashatsi. Nyuma y'ubushakashatsi, ibisubizo byohereza muri Minisiteri ishinzwe mine na kariyeri</p> <p>Ibyo kujyana ku Murenge: Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w'Umurenge, ikarita y'aho uzakorera yakozwe kandi yemejwe n'inzobere,</p>

	<p>imbanzirizamushinga, uburyo bwo kurinda aho hantu n'ibidukikije, n'aho uherereye.</p> <p>Iyo ikibanza gihereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'Umurenge gihereyemo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
5) <b>Izindi nzego unyuramo</b>	MINIRENA
6) <b>Amafaranga yishyurwa</b>	<p><b>Ubucukuzi bw'amabuye y'agaciro</b>  Kurambagiza: 50.000 Frw;  Gukora ubushakashatsi, 100.000 Frw;  Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya MINIRENA.  Ipatanti yishyurwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku.</p> <p><b>Kariyeri (1 ha cyangwa munsu):</b></p> <ol style="list-style-type: none"> <li>1. Amafaranga y' ingano y'ahacukurwa</li> <li>2. Amafaranga y'isuku</li> <li>3. Amafaranga y'ipatanti</li> </ol>
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Icyumweru 1

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Ibidukikije
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Uhamagara umukozi ubishinzwe cyangwa ukaza ku Karere ugasobanura uko ikibazo giteye
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>	Uwo munsu

## II. NOTERI

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Indangamuntu kuri buri ruhande</li> <li>- Ibyangombwa by'umutungo wimukanwa</li> <li>- Amasezerano y'Ubugure asinyirwa imbere ya Noteri</li> <li>- Kwishyura amafaranga asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure.</li> <li>- Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe)</li> <li>- Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro) binyuze ku Irembo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

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

1) Uhabwa iyi serivise	Umuntu wese uyikeneye
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<p>Amasezerano y'inguzanyo ya banki</p> <p>Indangamuntu</p> <p>Kwishyura amahoro asabwa (Irembo)</p>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Amasezerano y'inguzanyo ya banki.</li> <li>- Ubisaba azana n'umwishingira (iyo ari ngombwa mu masezerano) bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere.</li> <li>- Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bo basinye koko.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale)
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00

8) Igihe ntarengwa	Uwo muni
--------------------	----------

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Sitati z'imiryango</li> <li>- Abanyamuryango bose bagomba kuba bahari</li> <li>- Kwishyura amafaranga asabwa</li> </ul>
4) Inzira binyuramo	<ul style="list-style-type: none"> <li>- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri azenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa.</li> <li>- Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri,</li> <li>- Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma</li> <li>- Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange.</li> <li>- Sitati zisinyirwa imbere ya noteri w'Akarere.</li> <li>- Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.</li> </ul>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Baza amafaranga yishyurwa ku murenge ku byerekeye gusinyisha impapuro kwa noteri
7) Igihe itangirwa	Mu minsi y'akazi kuva saa moya kugeza saa kumi n'imwe
8) Igihe ntarengwa	Uwo muni

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

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

**e) Kwemeza inyangiko mpamo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ukeneye Noteri
2) <b>Umukozi ubishinzwe</b>	Noteri w'akarere cyangwa w'Umurenge
3) <b>Ibisabwa</b>	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) <b>Inzira binyuramo</b>	Uza ku biro bya noteri w'Akarere witwaje ibisabwa
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafara ng a yishyurwa</b>	1,500 Frw kuri kopi imwe
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muns i

**f) Gukurikirana imanza z'Akarere**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese wareze cyangwa warezwe n'Akarere
2) <b>Umukozi ubishinzwe</b>	Noteri w'Akarere
3) <b>Ibisabwa</b>	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) <b>Inzira binyuramo</b>	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafara ng a yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Biterwa n'uko ikibazo giteye

### III. KWAKIRA IMISORO N'AMAHORO

#### a) Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubugenzuzi bw'imisoro mu Karere n'umukozi ushinzwe ibaruramari ry'imisoro mu Karere
3) Ibisabwa	<p><b>Ipatanti:</b></p> <ul style="list-style-type: none"> <li>- Kumenyekanisha aho ukorera n'imirimo ukora</li> <li>- Nimero iranga usora (TIN)</li> </ul> <p><b>Umusoro k'umutungo utimukanwa:</b></p> <ul style="list-style-type: none"> <li>- Nimero iranga usora (TIN)</li> </ul> <p><b>Umusoro ku bukode:</b></p> <ul style="list-style-type: none"> <li>- Umasezerano y'ubukode</li> <li>- Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro</li> <li>- Nimero iranga usora (TIN)</li> </ul>
4) Inzira binyuramo	Uza ku Karere cyangwa ku murenge ukareba abakozi bashinzwe imisoro kukarere, witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

#### b) Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umucungamari w'Akarere
3) Ibisabwa	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'Akarere bakaguha kopi w'impapuro wishyuriweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

#### c) Gusaba kwishyura imisoro mu bice

1) Uhabwa iyi serivise	Umuntu wese ubyifuza
2) Umukozi ubishinzwe	Umukozi ushinzwe imisoro mu Karere
3) Ibisabwa	Kuzuzwa impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere
4) Inzira binyuramo	Iburo by'imisoro mu karere bigenzura ko ibisabwa byuzuye bigategura amasezerano asinywa n'Umunyamabanga Nshingwabikorwa w'Akarere hamwe n'usaba. Ibice byo kwishyuramo ntibirenga 4 kandi urangiza kwishyura muri uwo mwaka
5) Izindi nzego unyuramo	RRA
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

**d) Kwishyura ubukode ku mitungo y'Akarere**

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe imisoro ku Karere
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho n'Inama Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

#### IV. ITANGWA RY'AMASOKO

##### a) Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Gutangaza isoko binyuze muburyo bw'Ikoranabuhanga mu itangwa ry'amasoko biboneka kurubuga rwa <a href="http://www.umucyo.gov.rw">www.umucyo.gov.rw</a></li> <li>- Kuba wariyandikishije mu ikoranabuhanga ryo gupiganira amasoko ya Leta mu Rwanda ubifashijwemo n'Ikigo cy'Igihugu gishinzwe iterambere (RDB).</li> </ul>
4) Inzira binyuramo	Iyo wiyandikishije mu ikoranabuhanga ry'Itangwa ry'Amasoko (e-Procurement system) binyuze kuri <a href="http://www.umucyo.gov.rw">www.umucyo.gov.rw</a> , uba ufite ubushobozi bwo kubona amasoko yose yatangajwe n'ibigo byose bya Leta mu Rwanda, ubasha kubona ibitabo bikubiyemo amabwiriza agenga ipiganwa ukabasha gupiganwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> <li>- Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa</li> <li>- amafaranga y'ingwate y'ipiganwa iyo isabwa ariko hari igihe aba atasabwe bitewe n'uko isoko ringana</li> </ul>
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

##### b) Guhabwa ubufasha n'inama ku mitangire y'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ujywa muri system y'Itangwa ry'amasoko (E-procurement system) ukajya ahanditse communication ukabaza cg ugasobanura icyo wifuza cyose, ushobora kujya ku biro by'umukozi ushinzwe amasoko uhabwa inama n'ubufasha wifuza. Ushobora kandi guhamagara cyangwa ukohereza SMS.
5) Izindi nzego unyuramo	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

##### c) Kwakira inyandiko z'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko, binyuze mu ikoranabuhanga mu itangwa ry'amasoko (E-Procurement system)
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Inyandiko z'ipiganwa zoherezwa mu Karere binyuze mu

	ikoranabuhanga mu itangwa ry'amasoko (E-Procurement system).
5) <b>Izindi nzego unyuramo</b>	Iyo bibaye ngombwa ko ukenera ubufasha, ubifashwamo n'Ikigo cy'igihugu gishinzwe itangwa ry'Amasoko (RPPA) abakozi b'umushinga wa E-procurement
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 19h00 uhereye ku munsu isoko ryatangarijwe kugeza ku isaha ntarengwa yo gutanga inyandiko z'ipiganwa.
8) <b>Igihe ntarengwa</b>	Uwo munsu

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

1) <b>Uhabwa iyi serivise</b>	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ( Ku karere)
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze amasoko
3) <b>Ibisabwa</b>	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'Akarere
4) <b>Inzira binyuramo</b>	Iyi serivise itangwa mugihe kitarenze iminsi 21 isoko rimaze gufungurwa, binyuze muri gahunda y'Ikoranabuhanga mu itangwa ry'amasoko (E-procurement system).
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu masaha y'akazi kuva ku munsu byatangarijwe kugeza ku munsu wanyuma
8) <b>Igihe ntarengwa</b>	Iminsi 21 nyuma yo gufungura isoko

**e) Gusinyisha amasezerano ku batsindiye amasoko**

1) <b>Uhabwa iyi serivise</b>	Rwiyemezamirimo watsindiye isoko
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinze amasoko
3) <b>Ibisabwa</b>	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti y'isabwa.
4) <b>Inzira binyuramo</b>	Uhabwa imbanzirizamushinga y'amasezerano (Draft contract) muri system ya E-procurement, ukayisoma ukayemeza cg ugasaba ibihindurwa mugihe birimo, mwarangiza kwemeranywa kuri iyo mbanziriza mushinga ku masezerano impande zombi zirasinya muri system y'ikoranabuhanga ku itangwa ry'amasoko Amasezerano asinywa mu minsi 15 nyuma y'imenyeshwa ry'uwatsinze
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>	Uwo munsu ku itariki yemejwe

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

1) <b>Uhabwa iyi serivise</b>	Rwiyemezamirimo wasinyiye isoko
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amasoko
3) <b>Ibisabwa</b>	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) <b>Inzira binyuramo</b>	Wandikira Umugenga w'Ingengo y'Imali y'Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguha icyemezo cy'uko washoje neza imirimo.
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>	Uwo muni

## V. KUVURA NO KWITA KU MATUNGO

### a) Guhabwa icyemezo cyo kwimura amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo ku Karere
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, , ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa 1500 kuwimura amatungo tutitaye ku mubare w'amagtungo, 2200 frw kuri buri nka ku bacuruzi, amafanga 500 ku itungo rigufi ku bacuruzi</li> <li>- Indangamuntu ya nyiraryo</li> </ul>
4) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi Karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi Murenge w'ako Karere. Ubisaba yerekana icyemezo yahawe n'Umurenge w'aho amatungo ari. Icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 500 Frw na 2200 frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

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

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kubitwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyirabyo</li> </ul>
4) Inzira binyuramo	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa</p>

	<p>kimara nibura umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherrwaho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa( Kuba ifite ibirinda inyama iyo bibaye ngombwa). Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Kugirango umurenge uguhe icyemezo wishyura amafarangaari hagati ya 1.500 Frw.
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo munsu

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubushaka
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) <b>Inzira binyuramo</b>	Wandikira Akarere ugatanga ibisonuro ku mushinga ukenezeho inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'akarere ari kumwe n'uwo umurenge.
5) <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>	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

**d) Kugura intanga**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) <b>Inzira binyuramo</b>	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza muganga w'amatungo w'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.

5) <b>Izindi nzego unyuramo</b>	RAB
6) <b>Amafaranga yishyurwa</b>	Hishyurwa hakurikijwe agiciro cy'intanga
7) <b>Igihe itangirwa</b>	Ku minsi yagenwe n'Akarere
8) <b>Igihe ntarengwa</b>	Uwo muni

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

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Umukozi ubikora agomba kuba abifitiye ubumenyi
4) <b>Inzira binyuramo</b>	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigira veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) <b>Izindi nzego unyuramo</b>	RAB
6) <b>Amafaranga yishyurwa</b>	Abakozi b'Akarere bayitangiye ubuntu
7) <b>Igihe itangirwa</b>	Ku minsi yo gusura yagenwe n'Akarere
8) <b>Igihe ntarengwa</b>	Ako kanya

**f) Gukingira amatungo**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	Amatungo akenewe gukingirwa
4) <b>Inzira binyuramo</b>	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 1 mu mwaka, Uburenge n'Igifuruto bikingirwa buri mwaka  Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa buri mwaka bitewe n'igihe baheruka gukingiraho.
5) <b>Izindi nzego unyuramo</b>	RAB
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Buri mwaka ushingiyeye igihe baheruka gukingiraro
8) <b>Igihe ntarengwa</b>	Mu minsi yatangajwe yo gukingiraho

**g) Icyangombwa cyo kuroba**

1) <b>Uhabwa iyi serivise</b>	Koperative y'uburobyi
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Kuba ufite cyangombwa cya koperative y'uburobyi</li> <li>- Gukoresha inshundura z'uburobyi zabigenewe kuri buri bwoko bw'amafi</li> <li>- Kwerekana aho uburobyi kukorerwa</li> <li>- Kuba ufite ubwishingizi (assurance)</li> </ul>

	- Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) Inzira binyuramo	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na umukozi wa RAB mu karere ufite uburobyi mu nshingano ze
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Icyumweru 1

#### h) Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laburawari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

#### i) Kuvugura amatungo haterwa intanga

9) Uhabwa iyi serivise	Umuntu wese ubikeneye
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
11) Ibisabwa	Ntabyo
12) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge.
13) Izindi nzego unyuramo	RAB
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
16) Igihe ntarengwa	Umunsi umwe

#### j) Guhabwa icyemezo cyo kwimura amatungo

9) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo ku Karere
11) Ibisabwa	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, , ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa 1500 kuwimura amatungo tutitaye ku mubare w'amagutungo,

	2200 frw kuri buri nka ku bacuruzi, amafanga 500 ku itungo rigufi ku bacuruzi - Indangamuntu ya nyiraryo
12) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi Karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi Murenge w'ako Karere. Ubisaba yerekana icyemezo yahawe n'Umurenge w'aho amatungo ari. Icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Kugirango Umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 500 Frw na 2200 frw
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
16) Igihe ntarengwa	Uwo muni

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

9) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
10) Umukozi ubishinzwe	Umukozi ushinze ubuvuzi bw'amatungo
11) Ibisabwa	<ul style="list-style-type: none"> <li>- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kubitwara (imodoka na plaque zayo)</li> <li>- Impapuro zishyuriweho amafaranga asabwa</li> <li>- Indangamuntu ya nyirabyo</li> </ul>
12) Inzira binyuramo	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na koperative y'ibagiye yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo gihereyeho mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa( Kuba ifite ibirinda inyama iyo bibaye ngombwa). Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amafarangaari hagati ya 1.500 Frw.
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00

16) Igihe ntarengwa	Uwo muni
---------------------	----------

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

9) Uhabwa iyi serivise	Umuntu wese ubushaka
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
11) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
12) Inzira binyuramo	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneye inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'akarere ari kumwe n'uwo umurenge.
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
16) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

**m) Kugura intanga**

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

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

9) Uhabwa iyi serivise	Umuntu wese ubikeneye
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
11) Ibisabwa	Umukozi ubikora agomba kuba abifitiye ubumenyi
12) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigira veterineri wariyoye. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.

13) <b>Izindi nzego unyuramo</b>	RAB
14) <b>Amafaranga yishyurwa</b>	Abakozi b'Akarere bayitangiye ubuntu
15) <b>Igihe itangirwa</b>	Ku minsi yo gusura yagenwe n'Akarere
16) <b>Igihe ntarengwa</b>	Ako kanya

**o) Gukingira amatungo**

9) <b>Uhabwa iyi serivise</b>	Umuntu wese ubikeneye
10) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe ubuvuzi bw'amatungo
11) <b>Ibisabwa</b>	Amatungo akenewe gukingirwa
12) <b>Inzira binyuramo</b>	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 1 mu mwaka, Uburenge n'Igifuruto bikingirwa buri mwaka  Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa buri mwaka bitewe n'igihe baheruka gukingiriraho.
13) <b>Izindi nzego unyuramo</b>	RAB
14) <b>Amafaranga yishyurwa</b>	Ntayo
15) <b>Igihe itangirwa</b>	Buri mwaka ushingiyeye igihe baheruka gukingiraro
16) <b>Igihe ntarengwa</b>	Mu minsi yatangajwe yo gukingiriraho

**p) Icyangombwa cyo kuroba**

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

**q) Gupima ubuzima bw'amatungo**

17) Uhabwa iyi serivise	Umuntu wese ubikeneye
18) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
19) Ibisabwa	Ntabyo
20) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laboratwari ya RAB, bagafata ibipimo.
21) Izindi nzego unyuramo	RAB
22) Amafaranga yishyurwa	Ntayo
23) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
24) Igihe ntarengwa	Icyumweru 1

**r) Kuvugura amatungo haterwa intanga**

25) Uhabwa iyi serivise	Umuntu wese ubikeneye
26) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
27) Ibisabwa	Ntabyo
28) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge.
29) Izindi nzego unyuramo	RAB
30) Amafaranga yishyurwa	Ntayo
31) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
32) Igihe ntarengwa	Umunsi umwe

## VI. UBUHINZI

### c) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhizi wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

### d) Guhabwa ubufasha ku mushinga w'ubuhinzi

9) Uhabwa iyi serivise	Umuhizi wese ubishaka
10) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
11) Ibisabwa	Ntabyo
12) Inzira binyuramo	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
13) Izindi nzego unyuramo	Ntazo
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
16) Igihe ntarengwa	Uwo muni

## VII. AMASHYAMBA

### a) Gutanga uburenganzira bwo gusarura ishyamba

1) Uhabwa iyi serivise	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba mu Akarere
3) Ibisabwa	Urwandiko rusaba uruhushya rwandikiwe umuyobozi w'Akarere Icyangombwa cy'ubutaka
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'Akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, umuyobozi w'Akarere atanga uruhushya mu nyandiko ikubiyemo amabwiriza azakurikizwa mu gusarura ishyamba. Iyo ari ibiti byaguzwe, wuzuzwa ifishi yabigenewe ku Kagari igasinywaho n'Umunyamabanga Nshingwabikorwa w'Akagari n'abahamya babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe n'ubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe. Iyo kandi ari ishyamba ry'umuturage ariko yateye ku butaka bwa Leta usaba uruhushya agirana amasezerano n'umuyobozi w'Akarere yo Gucunga, Gusana, Kuvugurura, Gusarura No Kwita Ku Mashyamba Yatewe N'abaturage K'ubutaka Bwa Leta Cyangwa Ubw' Akarere
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Umunsi umwe nyuma yo gusurwa ishyamba

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

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	<ul style="list-style-type: none"> <li>- Ubisaba agomba kuba afite icyangombwa cyo gusarura.</li> <li>- Ibaruwa yandikiwe Umuyobozi w'Akarere igaragaza uburyo azakoresha(imodoka...) atwara ibikomoka ku mashyamba, aho azabikura naho azabijana</li> <li>- Icyemezo cy'ubutaka yasaruyeho ishyamba</li> <li>- Raporo y'umunyamabanga Nshingwabikorwa igaragaza ingano y'ibyo ashaka gutwara n'aho biherereye;</li> </ul>

	<ul style="list-style-type: none"> <li>- Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa</li> <li>- Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.</li> <li>- Inyemezabwishyu y'amafaranga y'u Rwanda ibihumbi icumi(10,000Frw)</li> </ul>
4) <b>Inzira binyuramo</b>	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwanditse ku cyangombwa cyo gusarura ishyamba niwe usaba icyemezo cyo gutwara ibikomoka ku mashyamba.
5) <b>Izindi nzego unyuramo</b>	Akagari n'Umurenge
6) <b>Amafaranga yishyurwa</b>	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi mirongo utatu (30days) uherye igihe umuyobozi w'Akarere yakiriye ibaruwa

**c) Gusaba ingemwe z'ibiti**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amashyamba
3) <b>Ibisabwa</b>	<ul style="list-style-type: none"> <li>- Hakurikizwa gahunda y'amashyamba y'Akarere</li> <li>- Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera</li> </ul>
4) <b>Inzira binyuramo</b>	Urutonde rwakorewe ku Mudugudu rukemezwa n'Akagari n'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 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

## VIII. KOPERATIVE

### a) Guhabwa icyemezo cya Koperative

1) <b>Uhabwa iyi serivise</b>	Abashaka gushinga Koperative
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe amakoperative ku murenge
3) <b>Ibisabwa</b>	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge hanyuma ushingira koperative akuzura amakuru akenewe kuri system ya RCA .
4) <b>Inzira binyuramo</b>	<p>Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative ifite umukono w'abanyamuryango ba koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bese basinyeho. Bishyura 1.200 Frw ku irembo bakomeka urupapuro bishyuriyeho kuri dosiye.</p> <p>Nyuma y'uko Umurenge ubonye ko dosiye yuzuye ubasaba kuzura dosiye muri systeme ya RCA bakoherezaho n'ibyo byangombwa, byarangora Umurenge ukabaha icyemezo. RCA ihita ibaha icyangombwa cy'agateganyo kibemerera gukora mu gihe cy'umwaka;</p> <p>Nyuma Umukozi ushinzwe amakoperative ku Karere akora ubugenzuzi kugirango arebe ko koperative ikora neza ibyo yasabye gukora, yasanga ikora neza agakora raporo ari nayo RCA iheraho kugirango itange icyemezo cya burundi kemerera koperative gukora.</p>
5) <b>Izindi nzego unyuramo</b>	Umurenge, RCA
6) <b>Amafaranga yishyurwa</b>	Amafaranga asabwa yishyurwa ku irembo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Icyumeru 1 ku cyangombwa cy'agateganyo cy'Umurenge Ukwezi 1 ku cyangombwa cy'agateganyo/burundi gitangwa na RCA

## IX. UBUREZI

### a) Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwaiyiserivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukoziubishinzwe	Umukoziushinzweuburezi mu karere
3) Ibisabwa	Ibaruwa isaba ishuri ifite umukono w'umuyobozi w'ikigo asaba ,Inyemezamanota y'ikigo wigamo, Inyemezamanota yo mu kizamini cya Leta
4) Inzirabinyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Indangamanota y'ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafarangayishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihentarengwa	Ukwezi kumwe

### b) Kwakira abakeneye amakuru ku ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntuweseukeneyeamakuruy'ibarurishamibarekuburezi
2) Umukozi ubishinzwe	Umukoziushinzweuburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuruy'ibarurishamibarekuburezi
4) Inzirabinyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoreho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugeza 17h00
8) Igihe ntarengwa	Ako kanya

### c) Gusaba guhindurirwa aho akorera (UMWARIMU)

9) Uhabwaiyiserivise	Umwari mu wese ukora mu ishuri rya Leta cyangwa rifatany na Leta kubw'amasezerano
10) Umukoziubishinzwe	Umukoziushinzweuburezi mu karere
11) Ibisabwa	Ibaruwa isaba guhindurirwa aho gukorera, Ibaruwa

	imushyira mu kazi, Foto kopi y'impamyabumenyi iriho umukono wa Noteri, icyemezo cy'imyitwarire gitangwa n'Umurenge, Amanota y'imihigo, abajya hanze bazana icyemezo kigaragaza ko aho bifuzwa kujya hari umwanya Abinjira mu Karere babanza gusabwa icyemezo kigaragaza ko mu Karere hari umwanya .
12) <b>Inzirabinyuramo</b>	Wandikira Akarere usobanura impamvu ushaka guhindura aho gukorera ugatanga ibyangombwa
13) <b>Izindi nzego unyuramo</b>	Ikigo yakoreragamo, Umurenge akoreramo, Ubuyobozi bw'Akarere
14) <b>Amafarangayishyurwa</b>	Ntayo
15) <b>Igiheitangirwa</b>	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) babisaba, mu masaha y'akazi.
16) <b>Igihentarengwa</b>	Ukwezi kumwe

## X. UBUZIMA

### a) Gutega amatwi umuturage ufite ibibazo bijyanye mutuelle de sante

1) Uhabwa iyi serivise	Umuturage ufite ikibazo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubwisungane mu kwivuza
3) Ibisabwa	Indangamuntu y'usaba serivise
4) Inzira binyuramo	Guhamagara umukozi ubishinzwe
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ni Ubuntu
7) Igihe itangirwa	Buri muni
8) Igihe ntarengwa	Ako kanya

### b) Kugenzura imikorere y'amarerero (ECDs)

1) Uhabwa iyi serivise	Umuntu ushaka kujya atanga serivise z'imbonezamikurire y'abana bato
2) Umukozi ubishinzwe	Umukozi ushinzwe gukurikirana ECDs
3) Ibisabwa	Kuba afite ahantu hahagije azatangira serivise , kuba afite ubwiherero buboneye bw'abana , kuba afite aho abana bakinira , kuba aho azatangira serivise hari isuku ihagije , kuba afite amazi meza
4) Inzira binyuramo	Akagari-Umurenge , Akarere ushobora kugira aho usimbuka bitewe n'ubwoko bw'irerero
5) Izindi nzego unyuramo	Wandikira Akagari , umurenge cg Akarere bitewe n'ubwoko bw'irerero
6) Amafaranga yishyurwa	N'ubuntu
7) Igihe itangirwa	Buri muni mu minsi y'akazi
8) Igihe ntarengwa	Iminsi 5 nyuma yo gusurwa

### c) Kugenzura isuku ahantu hose hahurira abantu benshi

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku n'isukura
3) Ibisabwa	Nta gisabwa
4) Inzira binyuramo	Kubemanya abazaganzurirwa isuku
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Usaba serivise nta mafaranga yishyura , yishyura utubahirije amabwiriza y'isuku
7) Igihe itangirwa	Buri muni
8) Igihe ntarengwa	Ntacyo

**d) Gukurikirana imikorere y'abajyanama b'ubuzima**

<b>1) Uhabwa iyi serivise</b>	Umujyanama w'ubuzima
<b>2) Umukozi ubishinzwe</b>	Umuyobozi ushinzwe guteza imbere ubuzima no kurinda indwara
<b>3) Ibisabwa</b>	Kuba ari umujyanama w'ubuzima wabitorewe
<b>4) Inzira binyuramo</b>	Aramenyeshwa biciye muburyo butandukanye
<b>5) Izindi nzego unyuramo</b>	Ntazo
<b>6) Amafaranga yishyurwa</b>	Ntayo
<b>7) Igihe itangirwa</b>	Igihe cyose biri ngobwa
<b>8) Igihe ntarengwa</b>	Ntacyo

**Kugenzura imikorere y'amavuriro na Pharmacies**

<b>Uhabwa iyi serivise</b>	Ufite pharmacies cg ivuriro
<b>Umukozi ubishinzwe</b>	Umuyobozi w'ishami ry'ubuzima
<b>Ibisabwa</b>	<p>Usanzwe afite ivuriro cyangwa pharmacie ntacyo asabwa</p> <p>Ushaka gutangira pharmacies agomba kuba afite ibyangobwa bisabwa na Rwanda FDA</p> <p>Ushaka gutangira ivuriro agomaba kuba y'ujuje ibisabwa na Minisiteri y'ubuzima</p>
<b>Inzira binyuramo</b>	Ushaka gutangira pharmacies n'ivuriro yandikira umuyobozi w'Akarere agaragaza ibisabwa n'inzego twavuze haruguru
<b>Izindi nzego unyuramo</b>	<p>Ushaka gutangira Pharmacies biva mu karere bijya muri Rwanda FDA</p> <p>Ushaka gutangira Ivuriro biva mu karere bijya muri minisiteri y'ubuzima</p>
<b>Amafaranga yishyurwa</b>	Ntayo
<b>Igihe itangirwa</b>	<p>Abasanzwe bakora ni igihe cyose ari ngobwa</p> <p>Abatangira bushya ni iminsi 2 nyuma yo gusaba</p>

<b>Igihe ntarengwa</b>	Abasanzwe ntacyo Abashaka gutangira iminsi itanu ya kazi asabye
------------------------	--

## XI. ITERAMBERE RY'IMIBEREHO MYIZA Y'ABATURAGE

e) Gutega amatwi umuturage utishoboye usaba ubufasha bwo kurengera abatishoboye

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) Inzira binyuramo	Umuturage aba afite ibaruwa yandikiwe n'umurenge imusabira ubufasha
5) Izindi nzego unyuramo	Umudugudu, Akagali n'Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Buri muni
8) Igihe ntarengwa	Uwo muni

f) Kwakira umuturage ufite ikibazo muri gahunda za VUP

9) Uhabwa iyi serivise	Umuturage wese
10) Umukozi ubishinzwe	Umuyobozi w'ishami ry'iterambere ry'Imibereho myiza
11) Ibisabwa	Inzandiko z'imyanzuro yafashwe na komite nkemurampaka ya VUP ku rwego rw'umurenge
12) Inzira binyuramo	Umuturage aba afite ikayi y'ikibazo nn'umurongo cyahawe ku rwego rw'umurenge. Iyo kayi agomba kuyitwaza.
13) Izindi nzego unyuramo	Umurenge
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Buri wa Kane w'icyumweru
16) Igihe ntarengwa	Uwo muni

g) Kwakira umuturage usaba guhindurirwa icyiciro cy'ubudehe

9) Uhabwa iyi serivise	Umuturage wese
10) Umukozi ubishinzwe	Umuyobozi w'ishami ry'iterambere ry'Imibereho myiza
11) Ibisabwa	Ibaruwa umurenge wanditse umusabira guhindurirwa, Ibaruwa umuturage yanditse abisaba, Imyanzuro ya komite y'ubudehe ku rwego rw'Umudugudu n'Akagari
12) Inzira binyuramo	Nyuma y'isurwa, Vice Mayor ushinzwe imibereho myiza y'abaturage yemeza ko umuturage ahindurirwa icyiciro cy'ubudehe
13) Izindi nzego unyuramo	Umurenge
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Buri muni
16) Igihe ntarengwa	Iminsi 7

**h) Kwakira umuturage usaba kwimura amakuru y'ubudehe avana mu kandi karere/uwundi Murenge**

<b>9) Uhabwa iyi serivise</b>	Umuturage wese
<b>10) Umukozi ubishinzwe</b>	Umuyobozi w'ishami ry'iterambere ry'Imibereho myiza
<b>11) Ibisabwa</b>	<ul style="list-style-type: none"> <li>• Umuturage agomba kuba amaze nibura amezi 6 atuye aho ashaka kwimurira amakuru cyangwa agaragaza impamvu zifatika zigaragaza ko agiye kuhatura</li> <li>• Ifishi yatanzwe na LODA, isaba kwimurirwa amakuru y'ubudehe yemejwe n'ubuyobozi bw'Akagari n'ubw'Umurenge ashaka kwimurirwamo</li> </ul>
<b>12) Inzira binyuramo</b>	Umuturage yandika asaba, akagari kamukorera ifishi, kakamusinyishiriza ku Murenge bakayohereza Akarere
<b>13) Izindi nzego unyuramo</b>	Akarere umuturage yahoze atuyemo
<b>14) Amafaranga yishyurwa</b>	Ntayo
<b>15) Igihe itangirwa</b>	Buri munsi
<b>16) Igihe ntarengwa</b>	Iminsi 7

## XII. IMIYOBORERE MYIZA

### i) Gutega amatwi ufite ikibazo

9) Uhabwa iyi serivise	Umuturage wese
10) Umukozi ubishinzwe	Umukozi ushinzwe Imiyoborere myiza
11) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
12) Inzira binyuramo	Umuturage aba afite ikayi y'ibibazo n'uko byakemuwe. Iyo kayi agomba kuyitwaza. Azana kandi umwanzuro w'urukiko iyo uhari. Umuturage agirwa inama ku nzira zo gukemuramo ikibazo cye. Iyo ari ngombwa aho ikibazo cyabereye harasurwa.
13) Izindi nzego unyuramo	Umurenge
14) Amafaranga yishyurwa	Ntayo
15) Igihe itangirwa	Kuwa kane wa buri cyumweru kuva 9h00 kugeza 17h00, ariko no mu yindi minsi ashobora kwakirwa iyo yahawe gahunda
16) Igihe ntarengwa	Uwo muni

### XIII. UBUTEGETSI N'IMICUNGIRE Y'ABAKOZI

#### a) Kwakira no kuyobora abagana Akarere

1) Uhabwa iyi serivise	Abagana Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ukigera ku biro by'Akarere, ureba umukozi ushinzwe kwakira abakagana ukamubwira ikikugenza. Agufasha kubona ababishinzwe cyangwa kubishakira umuti.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Ako kanya

#### b) Guhuza Akarere n'izindi nzego zikagana

1) Uhabwa iyi serivise	Ibigo bya Leta, Abikorera n'imiryango itegamiyekuri Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ibi bikorwa iyo hari igikorwa Akarere katumiyemo cyangwa kifuzwa ko izi nzego zafatanywe nako, cyane cyane ibisaba ko abaturage babigiramo uruhare. Ku miryango itegamiye kuri Leta n'Imishinga, JADF niyo ibishinzwe. Umukozi ushinzwe kwakira abagana Akarere ahuza izo nzego n'abakozi babishinzwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

#### c) Gusaba akazi mu Karere

1) Uhabwa iyi serivise	Ubikeneye wese wujuje ibisabwa
2) Umukozi ubishinzwe	Umukozi ushinzwe imicungire y'Abakozi mu Karere
3) Ibisabwa	- Kuba ufite Konti muri e-recruitment system ya MIFOTRA - Kuzuzwa form yabugenewe muri system ukomekaho ibyo

	system igusaba byose (Ibisabwa ku mwanya watangajwe)
4) Inzira binyuramo	Ujya muri systeme (e-recruitment system) ukuzuzwa ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Igihe cyose Akarere gakeneye umukozi
8) Igihe ntarengwa	Hakurikizwa ibiteganywa n'Iteka rya Perezida N° 128/01 Ryo ku wa 03/12/2020 ryerekeye gushaka Abakozi ba Leta; -Ku barimu hakurikizwa amabwiriza ya REB

**d) Kohereza inyandiko zisubiza abandikiye Akarere**

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi bireba
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Umukozi bireba yandika mw'izina rya Mayor asubiza uwandikiye Akarere. Nyuma yo gusinywa. Urwandiko rushyirwa mubunyamabanga rusange, zikajyanwa n'Iposita, ufite email nawe akohererezwa kopi isikanywe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 4

**e) Kubara no gutanga imperekeza**

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65) ndetse n'ababisabye bagejeje ku myaka 60.
2) Umukozi ubishinzwe	Umukozi ushinze abakozi
3) Ibisabwa	- Urwandiko rubisaba, - Fotokopi y'Indangamutu, - Ibyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB (releve) iyo badashobora kubona abakoresha babo ba mbere.
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda inyandiko zose

	zisabwa.
5) <b>Izindi nzego unyuramo</b>	RSSB
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 3 iyo dosiye yuzuye

**f) Kubara no gutanga impozamarira**

1) <b>Uhabwa iyi serivise</b>	Abakozi b'Akarere, Abarimu n'Abaganga
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
3) <b>Ibisabwa</b>	-Icyemezo cy'uko umukozi yapfuye
4) <b>Inzira binyuramo</b>	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, umuyobozi w'Ibitaro cyangwa Ikigo nderabuzima, Umunyamabanga Nshingwabikorwa w'Umurenge) akora raporo. Icyemezo cy'urupfu gitangwa n'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 kugera 17h00
8) <b>Igihe ntarengwa</b>	Iminsi 3 iyo dosiye yuzuye

**g) Guhabwa ibyangombwa binyuranye:**

**1. Ibaruwa ishyira umukozi mu kazi by'agateganyo**

1) <b>Uhabwa iyi serivise</b>	Umukandida watsinze ibizamini by'Akazi
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
3) <b>Ibisabwa</b>	1 <sup>o</sup> umwirondoro wuzuye; 2 <sup>o</sup> kopi y'impamyabumenyi iriho umukono wa noteri cyangwa kopi iriho umukono wa noteri ihwanye n'impamyabumenyi yaboneye mu mahanga; 3 <sup>o</sup> ifoto ngufi imwe; 4 <sup>o</sup> icyemezo cy'indangabihano; 5 <sup>o</sup> icyemezo cya muganga wemewe na Leta.
4) <b>Inzira binyuramo</b>	Nyuma yo gutsinda ibizamini ubujurire burangi, Komite Nyobozi y'Akarere ka Rwamagana yemeza ishyirwa mu mwanya ry'agateganyo ku bakandida batsinze bujuje

	ibisabwa hanyuma bagategurirwa ibaruwa ibashyira mu kazi by'agateganyo.
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Umukandida watsinze ashirwa mu mwanya by'agateganyo mu gihe kitarenze iminsi itanu (5) y'akazi ibarwa uherye ku munsu yemereyeho akazi.
8) <b>Igihe ntarengwa</b>	Iminsi 5

## 2. Ibaruwa ishyira umukozi mu kazi burundu

1) <b>Uhabwa iyi serivise</b>	Umukozi urangije igihe cy'igeragezwa riteganywa n'itegeko (abakozi bwite b'Akarere nabakora kwa muganga ni amezi atandatu 6, abakora mu bigo by'amashuri n'amezi cumi na biri 12)
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
3) <b>Ibisabwa</b>	Kuba yakorewe isuzuma ry'imihigo akabona amanota atari munsu ya 70/100
4) <b>Inzira binyuramo</b>	Isuzuma rikorwa n'umuyobozi w'umukozi amanota akazanywa mu biro bishinzwe abakozi, urutonde rwabo n'amanota bigashyikirizwa Komite Nyobozi y'Akarere kugirango bemezwe burundu. Umwanzuro wa Komite Nyobozi y'Akarere umaze kuboneka ategurirwa ibaruwa
5) <b>Izindi nzego unyuramo</b>	Ntazo
6) <b>Amafaranga yishyurwa</b>	Ntayo
7) <b>Igihe itangirwa</b>	Iminsi 5 umwanzuro umaze kuboneka
8) <b>Igihe ntarengwa</b>	Iminsi 5

## 3. Ibaruwa ishyira umukozi wabyaye w'umugore mu kiruhuko cyo kubyara

<b>1) Uhabwa iyi serivise</b>	Umukozi w'Umugore wabyaye
<b>2) Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
<b>3) Ibisabwa</b>	<ol style="list-style-type: none"> <li>1. Ibaruwa isaba ikiruhuko cyo kubyara yandiwe Umuyobozi w'Akarere,</li> <li>2. icyemezo cya muganga kiriho kashe y'ivuriro yabyariyeho,</li> <li>3. Fotokopi y'indangamuntu y'umugore wabyaye</li> </ol>
<b>4) Inzira binyuramo</b>	Iyo dosiye igezwa mu biro bishinzwe abakozi
<b>5) Izindi nzego unyuramo</b>	Ntazo
<b>6) Amafaranga yishyurwa</b>	Ntayo
<b>7) Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
<b>8) Igihe ntarengwa</b>	Iminsi 3 ibaruwa isaba ikiruhuko igejejwe mu biro bishinzwe abakozi

#### 4. Attestation zitandukanye

<b>1) Uhabwa iyi serivise</b>	Abakozi b'Akarere, Abarimu n'Abaganga
<b>2) Umukozi ubishinzwe</b>	Umukozi ushinzwe abakozi
<b>3) Ibisabwa</b>	<ol style="list-style-type: none"> <li>1. Ku barimu n'abaganga basaba umukono wa Mayor kuri dossiers zabo, basabwa (reccomendation letter) iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere.</li> <li>2. Ku bakozi b'Akarere bari ku murenge n'akagari. Ntacyo basabwa</li> <li>3. Ibaruwa imushyira mu kazi</li> </ol>
<b>4) Inzira binyuramo</b>	Iyo dosiye igezwa mu biro bishinzwe abakozi
<b>5) Izindi nzego unyuramo</b>	Ntazo
<b>6) Amafaranga yishyurwa</b>	1,500 yishyurwa kw'Irembo
<b>7) Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
<b>8) Igihe ntarengwa</b>	Iminsi 3

**h) Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe**

1) <b>Uhabwa iyi serivise</b>	Umuntu wese ubiherewe uburenganzira
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe gushyingura inyandiko
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Wandikira Akarere usaba kopi y'izo nyandiko. Umuyobozi w'Akarere cyangwa Umunyabanga Nshingwabikorwa atanga uruhushya rwo gutanga kopi.
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>	Iminsi 2.

**i) Guhabwa ibendera ry'igihugu n'irya EAC**

1) <b>Uhabwa iyi serivise</b>	Ibigo byose bya Leta n'ibiyigenga birikeneye
2) <b>Umukozi ubishinzwe</b>	Umukozi ushinzwe Logistics
3) <b>Ibisabwa</b>	Kuba ari ikigo cya Leta cyangwa cyigenga cyemewe.
4) <b>Inzira binyuramo</b>	-Ibigo byose bya Leta n'ibiyigenga bishyura amafaranga ibihumbi 30,000 kuri konti yashyizweho na Leta bakazana inyemezabwishyu. Ku mukozi ubishinzwe ku Karere.  Imurenge n'Utugari bagurirwa amabendera n'Akarere.  <b>N.B:</b> Akarere n'Umurenge nibyo bigo byemerewe kugira ibendera rya EAC.
5) <b>Izindi nzego unyuramo</b>	Minaloc
6) <b>Amafaranga yishyurwa</b>	30.000 Frw kuri buri Bendera ry'Igihugu n'ibihumbi 25,000 Frw ku ibendera rya EAC yishyurwa kuri konti zashyizweho na Leta
7) <b>Igihe itangirwa</b>	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) <b>Igihe ntarengwa</b>	ukwezi

#### XIV. UBUGENZUZI BW'UMURIMO

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

1) Uhabwa iyi serivise	Umukoze cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Umurimo
3) Ibisabwa	Urwandiko rwandikiwe Umugenzuzi w'Umurimo rumusaba kumuhuza n'uwo bafitanye ikibazo, amasezerano y'akazi, fotokopi y'indandamuntu, kopi y'ibaruwa ihagarika umukozi (igihe yayihawe)
4) Inzira binyuramo	Ushaka ndetse ugasobanurira Umugenzuzi w'Umurimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa. Ategura umunsi wo kubahuza n'urundi ruhande kugira ngo abumvikanishye. Iyo bibaye ngombwa, Umugenzuzi w'Umurimo akora iperereza kugirango abone amakuru yamufasha mu kumvikanisha impande zombi. Iyo impande zombi zidashoboye kumvikana, Umugenzuzi w'Umurimo abohereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa mbere no kuwa gatanu, kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe iyo impande zombi zabashije kumvikana

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

1) Uhabwa iyi serivise	sosiye idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Umurimo mu Karere
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha ubucuruzi muri RDB Icyemezo cyo kwiyandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiye isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyu
5) Izindi nzego unyuramo	RDB, RRA, RSSB
6) Amafaranga yishyurwa	Ubaza ku Karere amafaranga asabwa
7) Igihe itangirwa	Kuwa mbere no kuwa Gatanu, kuva 9h00 kugera 19h00
8) Igihe ntarengwa	Uwo munsi

##### c) Inama ku bijyanye n'umurimo

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
------------------------	---

2) <b>Umukozi ubishinzwe</b>	Umugenzuzi w'Umirimo
3) <b>Ibisabwa</b>	Ntabyo
4) <b>Inzira binyuramo</b>	Wandikira cyangwa ugahamagara Umugenzuzi w'Umirimo cyangwa ukaza kumureba 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 kugera 17h00
8) <b>Igihe ntarengwa</b>	Uwo muni

## XV. URUBYIRUKO, UMUCO NA SIPORO

### a) Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'Akarere

1) Uhabwa iyi serivise	Umuntu wese wifuza gukoresha amarushanwa
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Ibaruwa ibisaba
4) Inzira binyuramo	Wandikira Akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho n'izindi nyandiko wasabwa zijyanye n'ayo amarushanwa
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

### b) Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amahuriro y'urubyiruko cg umuntu ku giti cye
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Kugaragaza ibikorwa wifuza guhabwamo serivise
4) Inzira binyuramo	Abafite ibikorwa barasurwa bakagirwa inama , ibisabwa bakabitegura bigashyikirizwa inzego zibishinzwe
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ateganywa nitegeko aho bibaye ngombwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'ubushobozi buhari

### c) Gutanga ubufasha mu bikorwa by'umuco

1) Uhabwa iyi serivise	Amahuriro y'abantu cg umuntu ku giti cye
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Kugaragaza ibikorwa wifuza guhabwamo serivise
4) Inzira binyuramo	Kwandikira Akarere nyuma Abafite ibikorwa barasurwa bakagirwa inama , ibisabwa bakabitegura bigashyikirizwa inzego zibishinzwe
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ateganywa nitegeko aho bibaye ngombwa
9) Igihe itangirwa	Mu minsi y'akazi kuva 9h00 kugera 17h00
10) Igihe ntarengwa	Biterwa n'ubushobozi buhari