SERIVISI ZITANGWA KU RWEGO RW'AKARERE MU KARERE KA BURERA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER				
A. IBIKORWAREMEZO (OSC)				
1. Gusaba uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.	Ibaruwa isaba yandikiwe akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)	Hishyurwa frw 10,000 kuri meterokare, yishyurwa kuri Konti y'Akarere	Iminsi 3 kugeza ku byumweru 2
2. Gusaba uruhushya rwo kubaka	Umukozi ushinzwe impushya zo kubaka.	Gusaba uruhushya rwo kubaka inyubako iri mu cyiciro cya 1.C na 1D, iyo mu cyiciro cya 2, iyo mu cyiciro cya 3 n'iyo mu cyiciro cya 4 bigomba kuba biherekejwe n'icyemezo cy'umuhanga mu guhanga inyubako cyangwa icy'umuhanga mu by'ubwubatsi. "Gusaba uruhushya rwo kubaka inyubako iri mu cyiciro cya 1.B n'urwo kubaka urukuta ntibigomba kuba biherekejwe n'icyemezo cy'umuhanga mu guhanga inyubako cyangwa icy'umuhanga mu by'ubwubatsi. Inyubako zo mu cyiciro cya 1A n'inyubako zihariye z'umutekano w'igihugu zivugwa mu cyiciro cya 5 nta ruhushya zisabirwa. Icyakora,	-Kuva kuri 0-100 meterokare wishyura Rwf 20,000, -Kuva kuri 101-200 meterokare wishyura Rwf 100,000, -Kuva kuri 201-500 meterokare wishyura 150,000 -Hejuru ya meterokare 500	Mu minsi 30

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		imirimo y'inyubako igomba gukurikiranwa n'umuhanga mu guhanga inyubako cyangwa umuhanga mu by'ubwubatsi."	wishyura 200,000 frw N.B: Inama Njyanama ishobora kwemerera utishoboye wabisabye kutishyura amahoro	
3. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.	- Fotokopi y'icyangomwa cyarangiye - Ibishushanyo by'imiterere y'inyubako aho igeze - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa Fotokopi y'icyangombwa cy'ubutaka;	-Kuva kuri 0-100 meterokare wishyura Rwf 20,000, -Kuva kuri 101-200 meterokare wishyura Rwf 100,000, -Kuva kuri 201-500 meterokare wishyura 150,000 -Hejuru ya meterokare 500 wishyura 200,000 frw N.B: Inama Njyanama ishobora kwemerera utishoboye wabisabye kutishyura amahoro	Mu minsi 3

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
4. Gusaba uruhushya rwo gukorera mu nyubako nshya	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi	1° ibishushanyo bigararagaza uko inyubako yubatse; ‘ 2° ingano y'ibyakoreshejwe mu kubaka; 3° ubwoko w'ibikoresho; 4° imyirondoro y'abahanga mu guhanga inyubako n'iy'abahanga mu by'ubwubatsi bakoze ku nyubako; 5° uburyo bwateganyijwe bwo gufata neza inyubako". NB: Ibi byose bisabwa online ku rwego rw'Akarere.	Ntayo	Ibisubizo biboneka mu byumweru bibiri(2)
5. Gukemura ibibazo bijyanye n'ibikorwaremezo	Umukozi ushinzwe ibikorwaremezo	Ntabyo	Ntayo	Iminsi 7
6. Gusaba kwishyurwa serivisi ba Rwiyemezamirimo bahaye Akarere	Umukozi ushinzwe ibikorwaremezo	Ntabyo	Ntayo	Mu minsi 3
7. Gusaba uburenganzira bwo gusana/kuvugurura inyubako	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi	- Dosiye isaba uruhushya rwo kuvugurura bihindura imiterere y'inyubako igomba kuba igizwe n'ibi bikurikira: 1° Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki byakoreshejwe; uretse inyubako iri mu cyiciro cya 1.B n'icya 1.C; 2° Ibishushanyo by'imiterere y'inyubako, uretse inyubako ziri mu cyiciro cya 1.B n'icya 1.C	Ntayo	Mu byumweru 2

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		3° Imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga no kwirinda inkongi, uretse inyubako yo mu cyiciro cya 1.B n'icya 1.C; 4° Inyandiko igaragaza ibyahindutse, imibare n'igenzura ry'ubukomere bw'inyubako, aho biri ngombwa, uretse inyubako iri mu cyiciro cya 1.B n'icya 1.C; 5° Ingano y'ibizakoreshwa n'agaciro kabyo, uretse inyubako iri mu cyiciro cya 1.B n'icya 1C; 6° Icyemezo cy'imirimo y'umushinga kiriho umukono w'umuhanga mu guhanga inyubako cyangwa uw'umuhanga mu by'ubwubatsi wemewe, kikemezwa n'urugaga rubagenga, uretse inyubako ziri mu cyiciro cya 1.B n'icya 1.C" Haseguriwe ibisabwa bivugwa mu ngingo ya 7 y'iri teka, dosiye yose yo gusaba uruhushya rwo gusana no kuvugurura inyubako nta guhindura imiterere y'ibiyigize igomba kuba igizwe n'ibi bikurikira: 1° incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse inyubako iri mu cyiciro cya 1.B n'icya 1.C; 2° imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga no kwirinda inkongi, uretse inyubako yo mu cyiciro cya 1.B n'icya 1.C". Ibi bisabwa online.		

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
8. Gufasha mu kubona amazi	Umukozi ushinzwe ibikorwaremezo	Ntabyo	Ntayo	Mu cyumweru 1
B. UBUTAKA (OSC)				
1. Kugabanyamo ibice ikibanza/isambu	Umukozi ushinzwe ubutaka ku karere	- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice - Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporoy'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi,umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.	Ntayo	Icyangombwa kiboneka mu byumweru 2
2. Guhuza ubutaka	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka busabirwa guhuzwa - Raporoy'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi,umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye Kwishyura amafaranga y'imisoro yose icyanye n'ibibanza bihuzwa	Ntayo	Icyangombwa kiboneka mu byumweru 2

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
3. Gukosora imbibi cyangwa ubuso bw'ubutaka	Umukozi ushinzwe ubutaka	- Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso. - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye. - Icyangombwa cy'ubutaka cy'abo bahuje imbibi cyagizweho ingaruka n'ikosora (Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi).	Ntayo	Icyangombwa kiboneka mu byumweru 2
4. Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya	Umukozi ushinzwe ubutaka	- Kopi y'indangamuntu. - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu. - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa. - Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho. Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.	Ntayo	Icyangombwa kiboneka mu byumweru 2
5. Guhindura ubukode burambye bukaba inkondabutaka cyangwa	Umukozi ushinzwe ry'ubutaka	- Ibyangombwa by'ubutaka - Kopi y'indangamuntu - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa	Ntayo	Icyangombwa kiboneka mu byumweru 2

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
inkondabutaka ngenankomyi		- Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.		
6. Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka	Umukozi ushinzwe ubutaka	- Kopi y'indangamuntu ya nyir'ubutaka - Iyo hasabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina, - Iyo hasabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa. Ibyangombwa by'ubutaka.	Ntayo	Icyangombwa kiboneka mu byumweru 2
7. Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka	Umukozi ushinzwe iyandikisha ry'ubutaka	- Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka, - Icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB, - Iyo ari Imiryango nyarwanda itegamiye kuri Leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu gishinzwe Imiyoborere Myiza. - Iyo ari Imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa	Ntayo	Icyangombwa kiboneka mu byumweru bibiri(2)

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		n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe		
8. Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)	Umukozi ushinzwe ubutaka	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzima gatozi 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'isangiramutungo ku nyubako -Fotokopi z'irangamuntu z'abagize ishyirahamwe	ntayo	Icyangombwa kiboneka mu byumweru 2
9. Kwandikisha igice cy'inyubako (condominium unit) kiri mu isangiramutungo ku nyubako	Umukozi ushinzwe ry'ubutaka	- Kopi z'indangamuntu z'abasaba - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa Ibyangombwa by'ubutaka buriho isangiramutungo ku nyubako	Ntayo	Icyangombwa kiboneka mu byumweru 2

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
10. Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako (condominium unit)	Umukozi ushinzwe ubutaka	- Kopi y'ibiranga abarebwa n'ihererekanya ry'uburenganzira - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ihererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners)	Ntayo	Icyangombwa kiboneka mu byumweru 2
11. Gukosora amakuru muri regisitiri y'ubutaka (amazina yanditse nabi, inimero y'irangamuntu, ...	Umukozi ushinzwe ubutaka	- Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka	Ntayo	Icyangombwa kiboneka mu byumweru 2
12. Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka	Umukozi ushinzwe ubutaka	- Kopi y'ibiranga usaba - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indi nyandiko-mpamo.	Ntayo	Icyangombwa kiboneka mu byumweru 2
13. Gusimbura ibyangombwa by'ubutaka bisimbura ibyatakaye,	Umukozi ushinzwe ubutaka	Iyo ibyangombwa by'ubutaka byatakaye: - Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye	Ntayo	Icyangombwa kiboneka mu byumweru 2

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ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza		Ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha. 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.		
14. Guhinduza icyo ubutaka bwagenewe gukoreshwa	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'umubitsi w'impapuro mpamo z'ubutaka	Ntayo	Icyangombwa kiboneka mu byumweru 2
15. Gusaba guhabwa ibyangombwa by'ubutaka kubutaka Leta yagurishije cyangwa yatanze	Umukozi ushinzwe ubutaka	- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka	500 frw kuri buri paji imwe	Icyangombwa kiboneka mu byumweru 2

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka.		
16. Gusaba kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka		- Ibyangombwa by'ubutaka - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira - Iyo ari ukuvana muri regisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'Urukiko cyemeza ko usigaye yandikwaho ubutaka. - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe	Ntayo	Icyangombwa kiboneka mu byumweru 2

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		n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.		
17. Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse	Umukozi ushinzwe amategeko muri serivisi y'Ubutaka	- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - Icyemezo cy'Urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari we wanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuhesha w'Inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).	Ntayo	Icyangombwa kiboneka mu byumweru 2
18. Kwemeza igishushanyo cy' ikibanza (deed plan)	Umukozi ushinzwe gupima ubutaka muri OSC(One Stop Center)	- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe - Iyo ari gusaba icyangombwa cy'ubutaka ubwambere, werekana icyemezo cy'umutungo kigaragaza ko ubutaka ari ubwawe gitangwa n'umurenge. - Hagomba kuba hari CD iriho ibipimo byubwo butaka.	Service n'ubuntu	Muminsi 15

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		- Raporo y'ipimwa ry'ubutaka yemejwe nuwapimye ubwo butaka kandi isinyweho nabanyembibi bubwo butaka bwapimwe.		
19. Gutanga no gutiza ingwate muri banki	Umunyamategeko muri One Stop Center	- Icyangombwa cy'ubutaka cy'umwimerere - Indangamuntu z'ushaka gutanga n'uwakira ingwate (ubutiza, n'ubuhawe) -Icyemezo cy'uko washatse cyangwa uri ingaragu	500Frw kuri buri page yateweho cashe ya Notaire	Ako kanya
20. Gukemura amakimbirane ashingiye ku butaka	Ushinzwe kwakira abantu muri One Stop Center	- Ibaruwa yandikiwe Umuyobozi w'Akarere(Mayor) - Raporo y'uko ikibazo cyakemuwe ku murenge	Ntayo	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsi wo gusura
II. UMUJYANAMA MU BY'AMATEGEKO NA NOTERI				
1. **Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa**	Noteri w'ubutaka uwariwe wese awa Leta cyangwa Private	- Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri -Kwishyura amafaranga asabwa,kumisoro y'ubutaka n'ubugure burengeje million 5 bukishyurwa kuri 2% na 2.5% kumuntu udafite Tin number.	Iyo icyangombwa cyanditseho gutura kibanza kwishyura imisoro kirimo.	Muminsi 15

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
2. Gusaba gushyira umukono ku masezerano y'inguzanyo ya banki	Noteri	Amasezerano y'inguzanyo ya banki -Indangamuntu -Kwishyura amahoro asabwa	500frw kuri buri page	Uwo munsi
3. Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itari iya Leta	Noteri	- Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura ku Irembo amafaranga 500 kuri kopi imwe	500 frw kuri buri rupapuro	Uwo munsi
4. Kugira inama abaturage mu by'amategeko	Noteri w'Akarere	Ntabyo	Ntayo	Uwo munsi kereka iyo hakenewe ubusesenguzi
5. Kwemeza inyandiko mpamo	Noteri w'Akarere cyangwa w'umurenge	- Impapuro z'umwimerere na kopi zazo - Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)	1,500 Frw kuri kopi imwe	Uwo munsi
6. Gukurikirana imanza z'Akarere	Noteri w'Akarere	- Inyandiko ihamagaza mu rukiko/icyemezo cy'Urukiko	Ntayo	Biterwa n'uko ikibazo giteye

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
III. KWAKIRA IMISORO N'AMAHORO				
1. Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyuwe aho adakwiye	Umuyobozi Ushinzwe Imari	- Ibaruwa yandikiwe Umuyobozi w'Akarere - Impapuro z'umwimerere za banki wishyuriyeho - Indangamuntu (Nomero y'indangamuntu)	Ntayo	Uwo munsi
2. Guhabwa amakuru ku misoro n'uko ibarwa	Umukozi ushinzwe kwakira imisoro n'amahoro ku Karere cyangwa ku murenge	**Ipatanti:** - Kumenyekanisha aho ukorera n'imirimo ukora **Umusoro ku mitungo:** - Ibyangombwa by'umutungo **Umusoro ku bukode:** - Umasezerano y'ubukode Amasezerano y'inguzanyo ya banki kugira ngo inyungu zigabanywe ku musoro	Ntayo	Uwo munsi
3. Guhabwa impapuro zakatiweho imisoro ya RRA	Umucungamari w'Akarere	- Amasezerano wagiranye n'Akarere n'inyemezabuguzi wishyuriweho	Ntayo	Uwo munsi
4. Guhabwa impapuro zishyuriweho	Umucungamari w'Akarere	- Amasezerano wagiranye n'Akarere n'inyemezabuguzi wishyuriweho	Ntayo	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
5. Gusaba kwishyura imisoro mu bice	Umukozi ushinzwe kwakira imisoro n'amahoro	- Kuzuza impapuro zibarirwaho umusoro - Kwishyura nibura 25% by'umusoro usabwa - Urwandiko rusaba kwishyura mu bice rwandikiwe Akarere	Ntayo	Uwo munsi
6. Kwishyuza ubukode ku mitungo y'Akarere	Umukozi ushinzwe kwakira imisoro n'amahoro	- Amasezerano y'ubukode	Amafaranga avugwa mu masezerano	Uwo munsi
IV. IMARI N'IPIGANWA RY'AMASOKO				
1. Guhabwa ibitabo by'ipiganwa	Umukozi ushinzwe amasoko	- Isoko rigomba kuba ryaratangajwe ku mugaragaro Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.	Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa.Ntarenza 100frw kuri buri rupapuro	Uwo munsi
2. Guhabwa ubufasha n'inama ku mitangire y'amasoko	Umukozi ushinzwe amasoko	Ntabyo	Ntayo	*Uwo munsi*

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
3. Kwakira inyandiko z'ipiganwa	Umukozi ushinzwe amasoko ya	Ntabyo	Ntayo	Iminsi 30 isoko ritangajwe aho kuba uwo munsi
4. Kumenyesha abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko	Umukozi ushinzwe amasoko (	Kuba waratanze inyandiko ipiganirwa isoko binyuze kuri e-procuremnet	Ntayo	Iminsi 21 nyuma yo gufungura isoko
5. Gusinyisha amasezerano ku batsindiye amasoko	Umukozi ushinzwe amasoko	Kuba waratsindiye isoko	Ntayo	Uwo munsi ku itariki yemejwe
6. Gutanga icyangombwa cyo kurangiza imirimo neza	Umukozi ushinzwe amasoko	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.	1500 frw	Uwo munsi
V. **KUVURA NO KWITA KU MATUNGO**				
1. Guhabwa icyemezo cyo kwimura amatungo	Umukozi ushinzwe ubuvuzi bw'amatungo	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa	Kugirango umurenge uguhe icyemezo wishyura amafaranga 1,500frw ku	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		- Indangamuntu ya nyiraryo	nka imwe na 500 ku ntama ihene n'ingurube.	
2. Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu	Umukozi ushinzwe ubuvuzi bw'amatungo	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo	Kugira ngo umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na 5.000 Frw	Uwo munsi
3. Guhabwa inama ku mushinga w'ubworozi	Umukozi ushinzwe ubuvuzi bw'amatungo	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.	Ntayo	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.
4. Kugura intanga	Umukozi ushinzwe ubuvuzi bw'amatungo	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye	Hishyurwa hakurikijwe agiciro cy'intanga	Uwo munsi
5. Kugenzura inyama n'ibikomoka ku matungo	Umukozi ushinzwe ubuvuzi bw'amatungo	Usaba agomba kuba yarahawe uburenganzira na RAB bwo gutwara no gucuruza ibikomoka ku matungo	Ntayo	Ako kanya

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
6. Icyangombwa cyo kuroba	Umukozi ushinzwe ubuvuzi bw'amatungo	- Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)	Ntayo	Iminsi 7
7. Gupima ubuzima bw'amatungo	Umukozi ushinzwe ubuvuzi bw'amatungo	Ntabyo	Ntayo	Iminsi 7
VI . UBUHINZI N'UMUTUNGO KAMERE				
1. Guhabwa inyongeramusaruro	Umukozi w'Akarere ushinzwe ubuhinzi	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe	Inyongeramusaruro (ifumbire n'imbuto) zishyurwa n'umuhinzi hashingiwe ku mabwiriza ya Minisitiri w'Ubuhinzi n'Ubworozi asohoka buri gihembwe cy'ihinga. Amafaranga ahabwa agrodealer, naho Leta ikishyura nkunganire (subsidy) igahabwa ba Rwiyemezamirimo (suppliers).	Uwo munsi kwa "agrodealer"

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
2. Guhabwa ubufasha ku mushinga w'ubuhinzi	Umukozi w'Akarere ushinzwe ubuhinzi	Ntabyo	Ntayo	Uwo munsi
3. Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri	Umukozi ushinzwe amashyamba n'umutungo kamere	Kuri kariyeri iri munsi ya 5 ha: - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije - Kuba atabereyemo umwenda RRA - Uruhushya rumara imyaka 5	- Kwishyura 50,000 Frw y'uruhushya rwo gucukura kariyeri igamije ubucuruzi, - Kwishyura 200,000frw ashyirwa mu isanduku ya Leta	Icyumweru 1
4. Gusaba inama ku bijyanye n'ibidukikije (ibishanga, ikoreshwa ry'ubutaka, mine, kariyeri, etc.)	Umukozi ushinzwe Ibidukikije	Ntabyo	Ntayo	Uwo munsi
VII.AMASHYAMBA				
1. Gutanga uburenganzira bwo gusarura ishyamba	Umukozi ushinzwe amashyamba mu karere	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 0.5ha na 2ha Akarere gatanga inama gusa ku buryo bwo gusarura. Iyo asaba gusarura hejuru ya 2ha asaba uruhushya.	Ntayo	Uwo munsi nyuma yo gusurwa

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		Ku biti bidashibuka n'ibishaje, usarura agaragaza aho azakura ingemwe zo kongera gutera ishyamba, uruhushya rumara amezi 3		
2. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba	Umukozi ushinzwe amashyamba	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara ukwezi 1 kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine. - Usaba agomba kuba afite ipatanti y'ubucuruzi	1.000 Frw kuri toni no kuva 1500 frw y'uruhushya yishyurwa kuri konti y'Akarere	Uwo munsi nyuma yo gusurwa
3. Gusaba ingemwe z'ibiti	Umukozi ushinzwe amashyamba	- Hakurikizwa gahunda y'amashyamba y'Akarere Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera	Ntayo	Uwo munsi
VIII. KOPERATIVE				
1. Guhabwa icyemezo cya koperative	Umukozi ushinzwe amakoperative ku murenge	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge	Amafaranga asabwa atangirwa ku murenge	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundu gitangwa na RCA
IX. UBUREZI				

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Gusaba uruhushya rwo gufungura ikigo cy'amashuri	Umukozi ushinzwe uburezi mu karere	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo(Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...	Ntayo	Mu mezi atatu (kugira ngo Inama Njyanama y'Akarere ibisuzume)
2. Gusaba guhindurirwa ikigo cy'ishuri	Umukozi ushinzwe uburezi	- Ibaruwa isaba yometseho iy'ikigo yemeza ko gifite uwo mwanya	Ntayo	Ukwezi kumwe
3. Gusaba akazi k'ubwarimu	Umukozi ushinzwe uburezi	- Bikorerwa ku ikoranabuhanga muri SMARTHR - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta	Ntayo	Icyumweru kimwe kugeza ku kwezi
4. Gusaba inkunga y'uburezi	Umukozi ushinzwe uburezi	- Urwandiko rubisaba ruriho umukono w'Umurenge - Icyemezo cy'uko utishoboye - Indangamanota yatanzwe n'ishuri wigamo	Ntayo	Icyumweru 1
5. Icyemezo cyo kuba warize gusoma no kwandika	Umukozi ufite mu nshingano ze amasomero y'abakuze	- Urwandiko rusaba - Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika	Ntayo	Icyumweru 1
6. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi	Umukozi ushinzwe uburezi	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi	Ntayo	Ako kanya
X. IMIYOBORERE MYIZA				

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Gutega amatwi ufite ikibazo	Ushinzwe Imiyoborere Myiza	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.	Ntayo	Uwo munsi
XI. UBUYOBOZI BW'IMIRIMO N 'ABAKOZI				
1. Kwakira no kuyobora abagana akarere	Umukozi ushinzwe kwakira abagana Akarere	Ntabyo	Ntayo	Ako kanya
2. Kohereza inyandiko zisubiza abandikiye Akarere	Ubunyamabanga rusange (secretariat central)	Ntabyo	Ntayo	Ako kanya
3. Kubara no gutanga ibirarane by'amashimwe	Umukozi ushinzwe abakozi	- Ibaruwa isaba - Raporo igaragaza imikorere - Aho wishyuriwe umushahara wa nyuma	Ntayo	Uwo munsi ku bakozi b'Akarere Ku barimu n'abaganga biterwa n'igihe bifata kuri MINECOFIN, ariko ubusanzwe bifata ukwezi kumwe.
4. Kubara no gutanga imperekeza	Umukozi ushinzwe abakozi	- Urwandiko rubisaba, - Icyemezo cy'amavuko, - Ibyemezo by'aho wakoze n'igihe wahamaze,	Ntayo	Iminsi 3

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		- Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora kubona abakoresha babo ba mbere. - Nomero ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho		
5. Kubara no gutanga impozamarira	Umukozi ushinzwe abakozi	- Icyemezo cy'urupfu - Ibaruwa isaba - Icyemezo cyo gushyingirwa - Icyemezo cy'urukiko cyerekana umuzungura - Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi	Ntayo	Iminsi 3
6. Guhabwa ibyangombwa binyuranye	Umukozi ushinzwe	Ntabyo	Ntayo	Umunsi ukurikiyeho
7. Guhuza akarere n'izindi nzego zikagana	Umukozi ushinzwe kwakira abagana Akarere	Ntabyo	Ntayo	Uwo munsi
8. Guhabwa kopi y'inyandiko zabitswe mu gihe zisabwe	Umukozi ushinzwe gushyingura inyandiko	Inyandiko ibisaba	Ntayo	Ako kanya
9. Guhabwa ibendera ry'igihugu	Umukozi ushinzwe logistic	Ntabyo	30.000 Frw yishyurwa kuri konti	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
			y'Akarere muri banki y'Abaturage ku ibendera rimwe	
XII. UBUGENZUZI BW'UMURIMO				
1. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera	Umugenzuzi w'Imirimo	- Amasezerano y'akazi - Ibaruwa imushyira cyangwa imusezerera mu kazi	Ntayo	Icyumweru kimwe iyo impande zombi zabashije kumvikana
2. Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)	Umugenzuzi w'Imirimo	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha muri RDB Icyemezo cyo kwiyandikisha muri RSSB	Ubaza ku karere amafaranga asabwa	Uwo munsi
3. Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo	Umugenzuzi w'Imirimo	Ibaruwa yandikiwe banki ishyirwaho umukono n'umugenzuzi w'imirimo	Ntayo	Iminsi 5
4. Inama ku bijyanye n'umurimo	Umugenzuzi w'imirimo	Ntabyo	Ntayo	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
XIII. URUBYIRUKO N'UMUCO				
1. Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'akarere	Umukozi ushinzwe urubyiruko, umuco na siporo	Ibaruwa ibisaba	Ntayo	Iminsi 15
2. Gutanga ubufasha ku rubyiruko.	Umukozi ushinzwe urubyiruko, umuco na siporo	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe	Ntayo	Biterwa n'ubushobozi buhari