

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
I. IRANGAMIMERERE N'IMPAPURO MPAMO				
1. icyemezo cy'amavuko	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Kuba wanditse mu gitabo cy'ikoranabuhanga - Indangamuntu, Application number 	500 frw yishyurwa biciye ku irembo	Uwo muni iyo ibisabwa byuzuye
2. Gusaba icyemezo cy'umwirondoro (attestation d'identité complète)	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Indangamuntu cyangwa application number 	500 Frw yishyurwa biciye ku irembo	Uwo muni iyo ibisabwa byuzuye
3. Kwandika abashaka gushyingirwa byemewe n'amategeko	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - icyemezo cy'uko uri ingaragu - icyemezo cy'amavuko - Kopi y'indangamuntu - icyemezo cy'ubutane gitangwa n'urukiko kiriho kashe mpuruza k'uwatanye icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye 	Ntayo 50,000 Frw iyo umunsi unyuranye n'uwagenwe n'Inama Njyanama.	Uwo muni iyo ibisabwa byuzuye

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4. Guhabwa icyemezo cy'ibyanditse mu bitabo by'abashyingiranywe imbere y'amategeko (Extrait d'Acte de Marriage)	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Indangamuntu - Kwerekana igihe wazeraniye (Agatabo ko gushyingirwa, etc.) 	1500 Frw arihwa biciye ku irembo	Uwo muni
5. Gusaba icyemezo cy'uko wazeranye imbere y'amategeko	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Icyemezo cyo gushyingirwa (acte de mariage) - Bareba mu bitabo by'abashyingiwe iyo washyingiriwe muri uwo Murenge - Kopi y'indangamuntu cyangwa pasiporo - Inyemezabwishyu ya 500 Frw yishyurwa biciye ku irembo 	500 Frw yishyurwa biciye ku irembo	Uwo muni iyo ibisabwa byubahirijwe
6. Gusaba icyemezo cy'uko uri ingaragu	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Kopi y'Irangamuntu cyangwa Application number - Inyemezabwishyu ya 500 Frw yishyurwa biciye ku irembo 	500 Frw yishyurwa biciye ku irembo	Uwo muni iyo ibisabwa byubahirijwe
7. Icyemezo cy'uko watandukanye n'uwo mwashakanye	Umukozi ushinzwe Irangamimerere	<ul style="list-style-type: none"> - Kopi y'Indangamuntu cyangwa application number na pasiporo - Inyemezabwishyu ya FRW 1200 	500 Frw yishyurwa biciye ku irembo	Uwo muni iyo ibisabwa byubahirijwe

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	n'Inyandiko Mpamo			
8. Gusaba icyemezo cy'uko umuntu ariho	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Fotokopi y'Indangamuntu - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko 	Ntayo	Uwo muni iyo ibisabwa byose byuzuye
9. Kwandukiza umuntu wapfuye	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyinyuye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakaba hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza 	Ntayo	Uwo muni iyo ibisabwa byose byuzuye
10. Icyemezo cy'uko umuntu yapfuye	Umukozi ushinzwe Irangamimerere	<ul style="list-style-type: none"> - Kuba umuntu yanditse mu gitabo cy'abapfuye - Kuba ari mu gitabo nkoranabuhanga ko yapfuye. 	Ntayo	Uwo muni iyo ibisabwa

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	n'Inyandiko Mpamo			byose byuzuye
11. Kwemeza impapuro mpamo	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	- Kwishyura 1.500 Frw kuri buri kopi biciye ku Irembo	1.500 Frw kuri buri kopi yishyurwa biciye ku Irembo	Uwo muni
12. Gusaba kuba umubyeyi w'umwana utabyaye	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Usabirwa kubera umubyeyi agomba kuba atuye mu murenge cyangwa ariho yabaruye - Uhagarariye umwana agomba kuba ahari - Abagabo babiri (2) kuri buri ruhande - Ibyangombwa (Indangamuntu cyangwa pasiporo) bya buri wese - Ababyeyi ku mpande zombi bagomba kuba bahari - icyemezo cy'amavuko cy'umwana - Ku bana bakuru bagomba kuba babyemera 	1500frw yishyurwa biciye kw'irembo	Uwo muni iyo ibisabwa byuzuye

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		<p>Ku babyeyi ku mpande zombi:</p> <ul style="list-style-type: none"> - Kopi z'Indangamuntu - icyemezo cy'uko bashyingiranwe, cyangwa ko ari ingaragu - Kuba bahibereye - icyemezo cy'uko ababyeyi b'umwana babyemera - icyemezo cy'urupfu iyo ababyeyi bapfuye <p>Ku bashaka kuba ababyeyi b'umwana</p> <ul style="list-style-type: none"> - Kuba bahibereye - Kopi y'Indangamuntu - Kaba barusha nibura imyaka 20 uwo bashaka kubera ababyeyi - icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu <p>Kuba uwo bashakanye abyemera</p>		
<p>13. Inyandiko yo kwemera umwana</p>	<p>Umukozi ushinzwe Irangamimerere</p>	<ul style="list-style-type: none"> - icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » - Ikarita yo gukingira cyangwa icyemezo cya 	<p>1500frw yishyurwa binyuze kw'irembo</p>	<p>Uwo muni iyo ibisabwa byuzuye</p>

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	n'Inyandiko Mpamo	muganga iyo umwana atanditse - Indangamuntu z'ababyeyi (orijinari na kopi) Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko		
14. Icyemezo cyo kuzungura	Umunyamabanga Nshingwabikorwa w'umurenge	- Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda - Icyemezo cy'urupfu cy'uzungurwa - Indangamuntu z'abazungura - Ibyemezo by'amavuko by'abazungura - Umurenge usaba ko inzego z'Akagari n'Umudugudu zemeza ko abazungura babifitiye uburenganzira koko. - Abagize umuryango bagomba kuba bahibereye Icyemezo cy'urukiko iyo harimo amakimbirane	Ntayo	Uwo muni
15. Gukemura ibibazo by'abaturage	Umukozi ushinze Irangamimerere	Raporo y'Akagari igaragaza uko ikibazo cyakemuwe	Ntayo	Biterwa n'imiterere y'ikibazo,

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	n'Inyandiko Mpamo			ariko ubundi ni Uwo munsi
16. Gutanga Ubujuanama mu mategeko	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	Ntabyo	Ntayo	Uwo munsi
17. icyemezo cy'uwataye Irangamuntu	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	Icyemezo cya RIB cy'uko wataye Indangamuntu	1500 Frw yo gusimbuza indangamuntu, yishyurwa biciye ku Irembo	Uwo munsi
18. Gusaba gufata Indangamuntu bwa mbere	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	Uza ku Murenge witwaje icyangombwa cyose kicuranga. Ntampapuro zindi zisabwa kuko NIDA iba ifite imyirondoro y'abantu bagejeje imyaka yo gufata Indangamuntu. Iyo umuntu atari muri sisiteme ya NIDA arabarurwa	500 Frw yishyurwa biciye ku Irembo	Uwo munsi

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19. Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Indangamuntu - Ubyangombwa by'umutungo - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amahoro asabwa 	500 Frw bya contaro kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye ku Irembo	Uwo muni iyo ibyangombwa byuzuye
20. Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Amasezerano y'inguzanyo ya banki - Indangamuntu - Kwishyura amahoro asabwa 	500 Frw bya contaro kuri buri rupapuro rw'umugereka 3,600 Frw ya nomero na volume. Aya mafaranga yishyurwa biciye ku Irembo	Uwo muni
21. Gushyiraho umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Sitati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa 	500 Frw kuri buri rupapuro	Uwo muni
22. Kwemeza umukono	Umukozi ushinzwe Irangamimerere	<ul style="list-style-type: none"> - Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa 	1,200 Frw kuri buri rupapuro yishyurwa biciye ku Irembo	Uwo muni

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	n'Inyandiko Mpamo			
23. Icyemezo cy'ubupfakazi (attestation de veuvage)	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Icyemezo cy'uko yashatse - Icyemezo cy'urupfu rw'uwo bari barashakanye - Indangamuntu - Kwishyura amahoro asaba 	1,500 Frw yishyurwa biciye ku Irembo	Uwo muni iyo ibisabwa byose byubahirijwe
24. Icyemezo cyo kutajurira umwanzuro w'abunzi	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo	<ul style="list-style-type: none"> - Indangamuntu - Icyemezo cy'urukiko rw'Abunzi 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
25. Kurangiza imanza	Umunyamabanga Nshingwabikorwa w'Umurenge	Icyemezo cy'urukiko kiriho kashe mpuruza	Ntayo	Hagati y'iminsi 15 n'amezi 3
II. IMISORO N'AMAHORO				
1. Gusaba uburenganzira bwo gutangiza ubucuruzi	Umukozi Ushinzwe Imisoro n'Amahoro	Kwiyandikisha ku ipatanti mu minsi itarenze 30 uherye igihe utangiriye gukora (Itegeko 59/2011 n'Iteka rya Minisitiri	Kuriha ipatanti iteganywa n'amategeko kuri buri	Uwo muni

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		00/12/10/TC ryo kuwa 31/12/2012 Ingingo ya 34 (Igazeti ya Leta 32 yo kuwa 06/08/2012). Hakorwa isura kugira ngo hagenzurwe ko ubwo bucuruzi buriho. Kuba wariyandikishije muri RDB kandi ufite numero ya RRA.	bwoko bw'imirimo y'ubucuruzi	
2. Kwishyura umusoro ku butaka	Umukozi Ushinzwe Imisoro n'Amahoro	Icyangombwa cy'ubutaka	Umusoro ugenwa n'Inama Njyanama y'Akarere ishingiyeye ku itegeko ry'ubutaka n'icyiciro cy'ubwo butaka	Uwo munsi
3. Kwishyura umusoro k'ubukode bw'inzu	Umukozi Ushinzwe Imisoro n'Amahoro	Amasezerano y'ubukode	Umusoro w'ubukode ubarwa hakurikijwe agaciro k'ubukode kari mu masezerano y'ubukode	Uwo munsi
4. Kwishyura umusoro k'umutungo utimukanwa	Umukozi Ushinzwe Imisoro n'Amahoro	Icyangombwa cy'umutungo utimukanwa	Umusoro ubarwa hakurikijwe amategeko n'ubwoko	Uwo munsi

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		Inyemezamusoro yujujwe neza Rapororo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabiherewe uruhushya (expertise)	bw'umutungo utimukanwa	
5. Gutanga amahoro y'isuku	Umukozi Ushinzwe Imisoro n'Amahoro	Ipatanti Umusoro wishyurwa buri kwezi mbere y'itariki ya gatanu (5) z'ukwezi gukurikira	Ubaza ku Murenge umabare w'amafaranga asabwa	Uwo munsi
6. Gutanga amahoro yo gukorera mu isoko	Umukozi Ushinzwe Imisoro n'Amahoro	Ipatanti Umusoro urihwa buri kwezi mbere y'itariki ya 5 z'ukwezi gukurikira	Ubaza ku murenge umabare w'amafaranga asabwa	Uwo munsi
7. Gutanga amahoro yo gushyingura mu irimbi	Umukozi Ushinzwe Imisoro n'Amahoro	Yishyurwa kuri buri mva	Hagenderwa ku giciro cyemejwe n'Inama Njyanama	Uwo munsi
III. IMIBEREHO MYIZA Y'ABATURAGE				
1. Gutanga ubufasha ku batishoboye	Umukozi ushinzwe	- Kuba wanditse ku rutonde rw'abatishoboye mu cyiciro cya mbere	Ntayo	Biterwa n'imiterere

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	Imibereho Myiza y'Abaturage	n'icya kabiri by'Ubudehe n'undi wese ubusesenguzi bwagaragaje ko atishoboye - Raporo y'umudugudu n'Akagari Indangamuntu z'ababyeyi ku bana b'abatishoboye cyangwa ababahagarariye.		y'inkunga n'aho ituruka
2. Gutanga icyemezo cy'icyiciro	Umukozi ushinzwe Imibereho Myiza y'Abaturage	- Kuba ugaragara mu budehe - Raporo y'umudugudu n'Akagari- - Indangamuntu	Ntayo	Uwo munsi
3. Gutanga ubujyanama butandukanye	Umukozi ushinzwe Imibereho Myiza y'Abaturage	- Kuza ku biro by'Umurenge - Inama n'Abaturage - Guhamagara cyangwa ukohereza ubutumbwa bugufi (SMS)	Ntayo	Uwo munsi
4. Gufasha gutegura imishinga ivana abatishoboye mu bukene	Umukozi ushinzwe	- Ntabyo	Ntayo	Uwo munsi

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	Imibereho Myiza y'Abaturage			
5. Gutanga ubufasha k'uwahuye n'ibiza	Umukozi ushinzwe Imibereho Myiza y'Abaturage	Ntabyo	Ntayo	Uwo muni
6. Gusaba icyemezo cy'uko uri impfubyi	Umukozi ushinzwe Imibereho Myiza y'Abaturage	Icyemezo cy'Akagari kigaragaza ko umubyeyi we cyangwa ababeyi be batakiriho	Ntayo	Uwo muni
7. icyemezo cy'ubarokotse jenocide yakorewe abatutsi 1994	Umukozi ushinzwe Imibereho Myiza y'Abaturage	Icyemezo cya komite y'abarokotse Jenocide mu Kagari. icyo cyemezo gisinywaho kandi n'Akagari	Ntayo	Uwo muni
8. Gukurikirana abana bavuye mu bigo by'imfubyi	Umukozi ushinzwe Imibereho Myiza y'Abaturage	<ul style="list-style-type: none"> - icyemezo cyatanzwe n'ikigo cy'imfubyi - Umwana arandikwa ku Murenge - Ubufasha buhabwa abana bakiriwe mu miryango cyangwa hagakorwa imishinga yo gufasha ab'ingimbi 	Ntayo	Uwo muni

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9. Gutera inkunga ba “Marayika Murinzi”	Umukozi ushinzwe Imibereho Myiza y’Abaturage	Ntabyo	Ntayo	Uwo muni
IV. UBUVUZI BW’AMATUNGO				
1. Gusaba serivisi zo gukora ikimasa	Muganga w’amatungo	Kugura ibizakenerwa na muganga w’amatungo n’imiti ikenewe	Amafaranga y’imiti ikoreshwa.	Hagati y’umunsi 1 na 2
2. Gusaba uruhushya rwo kubaga no kugurisha inyama	Muganga w’amatungo	<ul style="list-style-type: none"> - Urwandiko rubisaba rwerekana aho ubwo bucuruzi buzakorera - Inzu y’ibagiro - icyobo yo gutamo imyanda - Abakozi bafite imyenda yabigenewe n’ibikoresho - Abakozi bapimwa indwara zanduzwa - Kwishyura ipatanti mbere yo gutangira - Impapuro zigaragaza aho itungo ryaturutse 	Ntayo	Uwo muni
3. Gusaba gutererwa intanga amatungo	Muganga w’amatungo	Inka yarinze cyangwa yarindishijwe	Amafaranga y’intanga, zaguzwe.	Uwo muni

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4. Kwambika amatungo ibimenyetso biyiranga (amaherena)	Muganga w'amatungo	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu	Kwishyura amafaranga y'amaherena	Uwo muni iyo muganga w'amatungo abonetse n'amaherena akaba ahari
5. Gutanga ubuvuzi bw'amatungo	Muganga w'amatungo	Ntabyo	Kugura imiti yo guha itungo yanditswe na muganga w'amatungo	Uwo muni
6. Gusaba icyemezo cyo kugurisha inka mu isoko ry'amatungo	Muganga w'amatungo	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena	Amafaranga yo gushyiraho amaherena arihwa kuri konti y'Akarere.	Uwo muni iyo muganga w'amatungo yabonetse
7. Gukingiza amatungo	Muganga w'amatungo	Kwishyura inkingo bitewe n'ubwoko bwazo	Amafaranga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo	Ako kanya iyo ari aho amatungo akingirirwa
8. Kugenzura ubuziranenge bw'ibikomoka ku matungo	Muganga w'amatungo	Iri ni igenzura rikorwa ritunguranye na muganga w'amatungo	Hashobora gucibwa amande iyo hari ibitubahirije amabwiriza, cyangwa	Uwo muni

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			ubucuruzi bugafungwa kugeza igihe ibisabwa byubahirijwe.	
9. Kugenzura no gukurikirana ubuziranenge bw'imiti y'amatungo n'inyongeramusaruro z'ubworozi	Muganga w'amatungo ku murenge na komite	Kuba uri umucuruzi w'imiti n'ibiryo by'amatungo	Ntayo	Ako kanya
10. Guhabwa icyemezo cyo kwimura amatungo ava mu Murenge ajya mu wundi	Muganga w'amatungo	<ul style="list-style-type: none"> - Uruhushya rw'umurenge ruriho amakuru ku itungo, nyiraryo, aho rituruka n'aho rigiye, uburyo bwo kuritwara (ni ukuvuga imodoka na numero zayo) - Kuriha amafaranga asabwa - Indangamuntu ya nyir'itungo 	Umubare ugenwa n'Inama Njyanama y'Akarere	Uwo muni
V. UBUHINZI				

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1. Inama ku bijyanye n'imishinga y'ubuhinzi n'umutungo kamere	Umukozi ushinzwe ubuhinzi	Umushinga wanditse	Ntayo	Uwo muni
2. Gusaba ingemwe z'ibiti zo gutera	Umukozi ushinzwe amashyamba	<ul style="list-style-type: none"> - Umudugudu utegura lisiti n'ahantu bizashyirwa, hakemezwa n'akagari. - Ushinzwe amashyamba akwirakwiza ibiti ku muni nyizina wo kubitera 	Ntayo	Mu gihe cy'itera ry'ibiti
3. Gusaba imbuto z'indobanure	Umukozi ushinzwe ubuhinzi	Imbuto zikwirakwiza bitewe n'uko zabonetse bigaterwa kandi na none n'igihe cy'ihinga	Biterwa n'ubwoko bw'imbuto(n'ifumbire)	Uwo muni bimaze gusabwa
4. Guhabwa imiti y'ibihingwa n'inyongeramusaruro	Umukozi ushinzwe ubuhinzi	Inyongeramusaruro itangwa mu itangira ry'igihembwe cy'ihinga	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babihereye uruhushya (agro dealer)	Uwo muni
5. Inama yo guhinga kijyamabere no gukurikirana	Umukozi ushinzwe ubuhinzi	Kuba ufite ubutaka bwabigenewe	Ntayo	Uwo muni

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ishyirwa mu bikorwa ryabyo				
6. Gukemura ibibazo (amakimbirane) ashingiye ku bidukikije n'umutungo kamere	Umukozi ushinzwe ubuninzi	Ntabyo	Ntayo	Mu cyumweru kimwe. Ariko kandi biterwa n'uko ikibazo giteye n'ibyavuye mu isura ry'aho kiri.
7. Ubujyanama bw'ibanze ku bijyanye n'amashyamba	Umukozi ushinzwe amashyamba ku murenge	Ntabyo	Ntayo	Uwo muni
VI. UBUTAKA				
1. Gusaba icyemezo cy'ingwate ku butaka	Umunyamabanga Nshingwabikorwa w'Umurenge	<ul style="list-style-type: none"> - Icyemezo cy'Akagari - Icyangombwa cy'ubutaka - Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka 	1500 Frw y'icyemezo 1,500 Frw kuri buri rupapuro rw'umugereka Aya mafaranga yishyurwa biciye mu Irembo	Uwo muni

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		- Ushinzwe ubutaka mu Karere nawe ashobora gutanga ubwo bufasha		
2. Gutiza undi ingwate y'ubutaka	Umukozi ushinzwe ubutaka,	- Kwishyura amafaranga ya noteri w'ubutaka - Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - Abo bashyingiranywe bagomba kuba bahari Noteri w'ubutaka yuzuzwa impampuro zabigenewe	500 frw kuri buri paji (kwemeza amasezerano)	Uwo muni
3. Gusaba uburenganzira bwo kubaka mu mudugudu	Umukozi ushinzwe ubutaka	- Icyangombwa cy'Ubutaka - Kwishyura umusoro w'ubutaka - Raporo y'Akagari	Ntayo	Mu minsi 3
4. Gusaba icyemezo cy'umutungo	Umunyamabanga Nshingwabikorwa w'Umurenge	- Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba(bikemezwa na komite y'ubutaka ku kagari) kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari.	ntayo	Uwo muni

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
5. Ubujyanama bw'ibanze ku bucuuzi bwa mine na kariyeri	Umukozi ushinzwe ubuhinzi n'umutungo kamere	Kwandikira Akarere Ikarita y'aho mine cyangwa kariyeri iri Gusura mine cyangwa kariyeri	Hishyurwa amafaranga yagenwe n'amategeko	Mu minsi 3
6. Gukemura ibibazo n'amakimbirane ashingiye ku butaka	Umukozi ushinzwe imiturire, ubutaka n'ibikorwa remezo mu Murenge	Icyangombwa cy'ubutaka	Ntayo	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka Uwo muni, ibindi bigasaba ko ubutaka busurwa
7. Ubujyanama ku gishushanyombonera cy'imiturire	Umukozi ushinzwe Ubutaka, ibikorwaremezo n'imiturire	Icyangombwa cy'ubutaka	Ntayo	Uwo muni

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
8. Inama ku mishinga ishingiyeye ku bikorwaremezo	Umukozi ushinzwe ubutaka cyangwa ibikorwaremezo	Ntacyo	Ntayo	Uwo muni
9. Ubujanama bw'ibanze ku byangombwa by'ubutaka	Umukozi ushinzwe ubutaka imiturire n'ibikorwaremezo	Ntabwo	Ntayo	Uwo muni
10. Gusaba uburenganzira bwo gusana/kuvugurura inyubako	Umukozi ushinzwe ubutaka, imiturire n'ibikorwaremezo	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Umurenge - Kopi y'Icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka ku Irembo - Kwishyura amafaranga y'icyangombwa ku Irembo Raporo y'isura ry'aho inzu iri.	ntayo	Icyumweru ushyizemo n'umunsi wo gusura ikibanza
11. Kwandikisha ubutaka butabaruwe	Umukozi ushinzwe ubutaka	- Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka	Ntayo	Icyangombwa kiboneka mu minsi 14

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGW A
		<ul style="list-style-type: none"> - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza nimeroy'ubutaka (UPI) iyo izwi Iyo nimeroy'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye 		

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGW A
<p>12. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (uburyo busanzwe)</p>	<p>Umukozi ushinzwe ubutaka</p>	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane 	<p>500 frw kuri buri paji 1</p>	<p>Icyangombwa kiboneka mu munsu 7</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu(ku mpande zombi)		
13. Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Icyemezo cy'urukiko gitegeka ihererekanya - Inyandikomvugo y'irangizarubanza 	Ntayo	Icyangombwa kiboneka mu minsi 18
14. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiyeye ku cyemezo cy'urukiko	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Icyemezo cy'urukiko - Inyandikomvugo ya cyamunara 	ntayo	Icyangombwa kiboneka mu minsi 18
15. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure mu cyamunara cyangwa kwegukana ingwate byemejwe n'umuyobozi ufite	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'inguzanyo ariho inyandikomvugo agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza 	ntayo	Icyangombwa kiboneka mu minsi 18

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
kwandika ingwate mu inshingano ze		<ul style="list-style-type: none"> - icyemezo cyo gushyingirwa cyanwa ingaragu 		
16. Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi y'ibiranga umuzungura/abazungura - kuba warashyingiwe/ icyemezo cy'uko uri ingaragu cy'umuzungura/ abazungura - Inyandiko y'umurage yakorewe imbere ya noteri (Authentic Will)/ inyandiko ihamya abazungura mu gihe nta makimbirane itangwa n'umwanditsi w'irangamimerere cyangwa icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n'Inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwaby'ubutaka busabirwa izungura 	Ntayo	Icyangombwa kiboneka mu minsi 14

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
17. Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe Icyemezo cy'ishyingirwa/ingaragu ku mpande zombi 	500 frw kuri buri paji imwe	Icyangombwa kiboneka mu minsi 18
18. Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya yashyizweho umukono n'impande zombi 	500 frw kuri buri paji imwe	Icyangombwa kiboneka mu minsi 18
19. Ihererekanya ry'uburenganzira ku butaka kubera iyimurwa ku mpamvu z'inyungu rusange	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga uwimuwe ku nyungu rusange - icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange - icyemezo cyo gushyingirwa cyangwa cy'ingaragu by'uwirurwa 	ntayo	Icyangombwa kiboneka mu minsi 18
20. Ihererekanya ry'uburenganzira ku butaka rishingiye ku	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> - Kopi z'ibiranga ugura n'ugurisha ubutaka - Amasezerano y'iherekanya 	ntayo	Icyangombwa kiboneka mu minsi 18

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGW A
<p>iyamburwa ry'ubutaka</p>		<p>ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi</p> <ul style="list-style-type: none"> - Ibyangombwa by'ubutaka bwagurishijwe - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi abanyamahanga bafitemo imigabane - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu 		

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
		- Umugabo ubihamya kuri buri ruhande		
21. Gasaba gusimbura icyangombwa cy'ubutaka cyatakaye/cyangirits e	Umukozi ushinzwe ubutaka	- Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri(Nta cyangombwa cya polisi gikenewe) - Icyangombwa cyangiritse iyo gihari	Ntayo	Icyangombwa kiboneka mu minsi 18
22. Kugenzura imyubakire	Umukozi ushinzwe ubutaka	- Icyangombwa cy'ubutaka - Icyangombwa cyo kubaka - Igishushanyo cy'inzu	Ntayo	Uwo muni
VII. UBUREZI				
1. Kwakira inyandiko z'abasaba akazi k'ubwarimu	Umukozi ushinzwe uburezi mu murenge	- Ibaruwa isaba yandikiwe Akarere - Umwirondoro (CV) - Kopi y'impamyabushozi - Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje, Kopi y'Indangamuntu	Ntayo	Uwo muni iyo ari ugusimbura umwarimu wagiye Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
2. Kwakira no gukemura ibibazo by'abarimu n'abanyeshuri	Umukozi ushinzwe uburezi mu murenge	- Urwandiko rwandikiwe umurenge ku barimu, ruriho umukono w'umukuru w'ikigo. Kuza kureba Umukozi ushinzwe uburezi mu murenge ku banyeshuri	Ntayo	Uwo munsi
3. Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana	Umukozi ushinzwe uburezi mu murenge	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza) Icyemezo cy'ishuri aturutsemo (mu mashuri abanza).	Ntayo	Uwo munsi
4. Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga	Umukozi ushinzwe uburezi mu murenge	Kuba ufashwa	Ntayo	Uwo munsi
5. Kwakira abafatanyabikorwa bo mu burezi	Umukozi ushinzwe uburezi mu murenge	Ntabwo	Ntayo	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
6. Kwakira abayobozi b'ibigo by'amashuri	Umukozi ushinzwe uburezi mu murenge	Ntabyo	Ntayo	Uwo muni
7. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi	Umukozi ushinzwe uburezi mu murenge	<ul style="list-style-type: none"> - Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi ikemezwa n'akarere - Ibaruwa yandikiwe Umunyambanga nshingwabikorwa w'Umurenge 	Ntayo	Uwo muni
VIII . ISUKU				
1. Icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa abantu benshi icyarimwe	Umukozi ushinzwe isuku	Utangira ubu bucuruzi, abanza kwishyura ipatanti	Ntayo.	Mu minsi 3
2. Kugenzura isuku	Umukozi ushinzwe isuku	Usurwa na komite y'isuku	Ibihano birafatwa iyo bibaye ngombwa	Ako kanya
3. Gufasha abatsindiye amasoko y'isuku mu ngo kwishyuza	Umukozi ushinzwe isuku	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge	Ntayo	Mu minsi 3

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
IX. KOPERATIVE				
1. Gutanga inama z'ibanze ku makoperative	Umukozi ushinzwe amakoperative, ushinzwe imibereho myiza y'abaturage na agaronome	Ntabyo	Ntayo	Uwo muni