

REPUBLIKA Y'U RWANDA



INTARA Y'AMAJYEPFO

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**IMBONERAHAMWE YA SERIVISE FATIZO
ZITANGWA MU KARERE KA HUYE**

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Akarere. Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Akarere zigenwa n'Itegeko N° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunozaimitangire myiza yaserivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akarere, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe. Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe n'uko serivisi zihabwa abaturage zarushaho kuno ga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyabanga Nshingwabikorwa w'Akarere, Abayobozi Bungirije b'Akarere, Umuyobozi w'Akarere cyangwa Inama Njyanama y'Akarere. Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayasanga ku rubuga rwa interineti rw'Akarere cyangwa ukayabaza mu biro by'Umukozi ubishinzwe ku Karere.

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

1. Gusaba uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwa remezo (OSC)
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	Icyapa cyamamaza ibikorwa cyangwa imirimo ibyara inyungu : hagati ya 10.000 Frw na 20.000 Frw kurimetero kare ku mwaka kuri m ² .Iyo icyapacyamamaza ku mpande zombi, buri ruhanda rwishyurirwa amahoro; Banderole yanditseho ubutumwa bumenyekanisha igikorwa: hagati ya 5.000 Frw na 10.000 Frw ku munsu kuri; Ibyapa byamamaza hakoreshejwe uburyo bw'ikoranabuhanga: hagati ya 60.000 Frw na 100.000 Frw kumwaka hatitawe ku bunini bwabyo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3 kugeza ku byumweru 2

2. Gusaba uruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	- Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. Mu mujyi wa Kigali bikorwa hakoreshejwe ikoranabuhanga, nta rwandiko rusabwa. - Igenagaciro ka buri gikorwa kizakorerwa ku kibanza

	<p>(bill of quantities) - Kopi 2;</p> <ul style="list-style-type: none"> - Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan) - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'ibiranga abanditse kubyangombwa by'ubutaka (ID,Passeport) - Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	<ul style="list-style-type: none"> - Wandikira Akarere ugatanga impapuro zisabwa. - Ibiro by'ubutaka biguha umunsi wo gusura ikibanza - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere
5) Izindi nzego unyuramo	Umudugudu, akagari, umurenge
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 3.000 Frw: Extrait Cadastrale - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

3. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu - Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	Wandikira Akarere ugatanga impapuro zisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 3.000 Frw: Extrait Cadastrale

	- 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 3

4. Gusaba uruhushya rwo kubaka umunara w'itumanaho

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	Amasezerano yo kugura ubutaka cyangwa icyangombwa cy'ubutaka Igishushanyo cy'ubutaka (fiche cadastrale) Ibishushanyo byerekana inyubako bu buryo burambuye, Impapuro zishyuriweho amafaranga asabwa
4) Inzira binyuramo	Inyandiko isaba yandikirwa RURA, ikamenyesha akarere kugirango kabyemeze. Umukozi w'akarere asura aho umunara ugomba kubakwa agakora inyandiko mvugo. Amafaranga asabwa arabarwa akishyurwa kugirango uhabwe uruhushya, ukariha ubukode bw'ubutaka ku mwaka wa mbere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'amahoro yo kubaka n'ubukode bw'ubutaka ku mwaka wa mbere. 2.000 Frw kuri metero imwe y'ubujyejuru ku mwaka Iyo umunara ushinze ku nyubako cyangwa ikindi kintu gituma ubujyejuru bwawo bwiyongera, uburebure bw'icyo umunara ushinzeho bubarirwa 1.000 Frw kuri metero imwe y'ubujyejuru
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

5. Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	- Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) Inzira binyuramo	Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere, Aho

	inzu iri harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

6. Gusaba kwishyurwa serivisi ba rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo wakoreye Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Wandikira 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) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

7. Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Akarere - Kopi y'icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa
4) Inzira binyuramo	Iyo umaze gusaba baza gusura aho inzu yubatswe kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugururashyirwaho kubyo babonye mw'isura.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu byumweru 2

8. Gusaba kubaka ahagurishirizwa ibikokoma kuri peteroli (petrol station)

1) Uhabwa iyi serivise	Umuntu wese ubishaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ibikorwaremezo
3) Ibisabwa	- icyangombwa cy'ubutaka
4) Inzira binyuramo	Ubishaka yandikira Akarere yerekana aho ashaka gushyira sitasiyo yo gucuruza ibikomoka kuri peteroli. Akarere gakora igenzura kakareba niba aho hantu hashoboka hakurikijwe igishushanyo mbonera. Akarere gasaba RURA gusuma umushinga, ikabyemeza iyo bishoboka mu rwego rwa tekinike. Iyo RURA ibyemeye niho hatangwa icyemezo cyo kubaka.
5) Izindi nzego unyuramo	RURA
6) Amafaranga yishyurwa	Kuriha amafaranga y'icyemezo cyo kubaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 3 ku Karere

B. UBUTAKA (OSC)

1. Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Ibyangombwa by'ubutaka busabirwakugabanyamoibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutakabusabirwakugabanyamoibice - Raporo y'ipimwary'ubutakayashyizwehukumukonon anyir'ubutaka, abo bahanaimbibi, umukozi wapimyeubutakan'umuyob oziw'Akarere ahoubutakabuhereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice (art. 30, itegeko ry'ubutaka No 43/2013 ryo kuwa 16/06/2013)
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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

2. Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwaby'ubutakabusabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyabiceby'ubutakabisabirwaguhuzwa - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'Akagarik'ahoubutakabuherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

3. Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwaby'ubutakabusabirwagukosorerwa imbibi cyangwa ubuso - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyabiceby'ubutakabisabirwagukosorerwa imbibi cyangwa ubuso - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'Akagarik'ahoubutakabuherereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

4. 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

3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyangombwa yemeza nimeru ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.
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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

5. Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - icyemezocy'uburenganzirabwokubaka - icyemezocy'igenzurakigaragazakoimyubakireyaku rikijeibyabiteganyijwe - icyemezogitangauburenganzirabwogukoreshacyan gwagutura mu nyubako(ku basaba inkondabutaka) - icyemezo ko nibura ½ cy'ibyari byemewe kubakwa byubatswe (Ku basaba inkondabutaka ngenankomyi) - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere. - Inyangombwa y'ubumvikane yakorewe imbereya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagombakwandikw'ubutakaharimoabanyamaha ngabafatanyijeubutakan'Abanyarwandacyangwaiy oariisosiyetey'ubucuruzi,Umuryangocyangwaishyir ahamwebifiteubuzimagatoziabanyamahangabafite moimigabane
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. Icyangombwa kiboneka mu byumweru 2

6. Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyehoatuyegita ngwan'UmunyamabangaNshingwabikorwaw'Umurenge'ahoabarizwa - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 ny'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. Icyangombwa kiboneka mu byumweru 2

7. Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka kimwe n'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 n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo

	shyirahamwe - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

8. Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotse 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'isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

9. Kwandikisha igice cy'inyubako (condominium unit) kiri mu isangiramutungo ku nyubako

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - 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'ubutakaburiho isangiramutungo ku

	nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

10. Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako (condominium unit)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'ishererekanya ry'uburenganzira - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ishererekanya 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 muisangiramutungo (Proof of ownership from Association of Owners)
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

12. Iyandikwa ry'amakuru-nyongera (annotation) muri regisitiri y'ubutaka, ...)

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Icyemezo cy'urukikocyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo
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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. Icyangombwa kiboneka mu byumweru 2

13. Ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Iyo ibyangombwa by'ubutaka byatakaye: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye n'ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha kuri imwe mu maradiyo yumvwa cyane mu Rwanda cyangwa muri kimwe mu binyamakuru bisomwa cyane mu Rwanda - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutakabyangiritse 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
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

14. Guhinduza icyo ubutaka bwagenewegukoreshwa

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububashahakurikijwe igishushanyo mbonera
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

15. Gusaba guhabwa ibyangombwa by'ubutaka kubutaka Leta yagurishije cyangwa yatanze

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - icyemezo cyo kuba washyingiwe/icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka - Inkondabutaka yahawe Leta - Iyo nta nkondabutaka yatanzwe: 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 w'Akarere k'aho ubutakabuhereye
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	27,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

16. Gusaba kongera cyangwa kuvana abafite uburenganzira kubutaka muri rejisitiri y'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - 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 rejisitiri 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 n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana. - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere 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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

17. Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho

	<ul style="list-style-type: none"> - 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 wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
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 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

18. Gusaba igishushanyo cy'ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira abagana OSC
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cy'ubutaka. - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Kwishyura 10.000 Frw y'igishushanyo cy'ubutaka (deedplan) - Mumeru ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ujya ku biro by'ubutaka ku Karere witwaje ibyangombwa by'ubutaka cyangwa icyemezo cy'uko ari ubwawe. - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw yishyurwa kuri konti y'Akarere muri Banki y'Abaturage
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	- Icyumweru kimwe nyuma yo gusura ubutaka
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19. Gutanga no gutiza ingwate muri banki

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Icyangombwa cy'ubutaka orijinari - Irangamuntu y'ushaka gutanga ingwate (ubutiza, n'ubuhawe) - Incyemezo cy'uko washatse cyangwa uri ingaragu
4) Inzira binyuramo	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuzwa impapuro zabigenewe imbere ya Noteri w'ubutaka. Incyemezo cy'ingwate gitangwa uwo munsu.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	2.000 Frw ya kwemeza impapuro mpamo z'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

20. Gukemura amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Raporo y'uko ikibazo cyacyemuwe ku murenge
4) Inzira binyuramo	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 umwazuro.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uhabwa umunsu wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsu wo gusura

C. IBIDUKIKIJE (OSC)

1. 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"> - Ibaruwa isaba yandikiwe akarere bicishijwe ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije <p>Kuri kariyeri iri muni ya 1 ha:</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe akarere bicishijwe ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije <p>Kwishyura 500,000 Frw y'ingwate 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: Uruhushya rwo kurambagiza (rumara imyaka 2), Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka 5). Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na minisiteri ishinze mine na kariyeri (MINIRENA). Iyo ikibanza gihereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihereyeremo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
5) Izindi nzego unyuramo	MINIRENA
6) Amafaranga yishyurwa	<p>Ubucukuzi bw'amabuye y'agaciro Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw arihwa kuri konti ya MINIRENA. Ipatanti irihwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku. Kariyeri (1 ha cyangwa muni):</p> <ol style="list-style-type: none"> 1. Amafaranga y'ingano y'ahacukurwa 2. Amafaranga y'isuku 3. Amafaranga y'ipatanti
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) Igihe ntarengwa	Icyumweru 1
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2. Gusaba inama ku bijyanye n'ibidukikije (ibishanga, ukoreshwa ry'ubutaka, mine, kariyeri, etc.)

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Ibidukikije
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku karere ugasobanura uko ikibazo giteye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

II. Noteri

1. Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa

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

2. Gusaba gushyira umukono ku masezerano y'inguzanyo

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Iyi serivise itangwa amasezerano ya banki amaze gusinywa n'impande zombi. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bobasinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro). Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1200 Frw kuri buri rupapuro
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> - Sitati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Iyi serivise itangwa nyuma yo gusinya sitati. Noteri azenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zizinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku karere amafaranga asabwa (aratandukana

	akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

4. Kugira inama abaturage mu by'amategeko

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere
3) Ibisabwa	Ntabyo
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	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

5. Kwemeza inyandiko mpamo

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Notari w'Akarere cyangwa Umurenge
3) Ibisabwa	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga asabwa kuri buri kopi (1,500 Frw)
4) Inzira binyuramo	Uza ku biro bya noteri w'akarere witwje impapuro na kitansi wishyuriyeho
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,500 Frw kuri kopi imwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

6. Gukurikirana imanza z'Akarere

1) Uhabwa iyi serivise	Umuntu wese wareze cyangwa warezwe n'Akarere
2) Umukozi ubishinzwe	Notari w'Akarere cyangwa Umurenge
3) Ibisabwa	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) Inzira binyuramo	Akarere gatanga impapuro n'ibimenyetso byose k'uhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'iko ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

1. Gusaba gusubizwa amafaranga y'ikirenga ku musoro

1) Uhabwa iyi serivise	Umuntu wese ufite icyo kibazo
2) Umukozi ubishinzwe	Umuyobozi Ushinzwe Imari
3) Ibisabwa	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro za banki wishyuriyeho Indangamuntu
4) Inzira binyuramo	Iyo hishyuwe amafaranga arenga asabwa: - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode). Iyo wishyuye kuri konti itari yo: - Wandikira akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

2. Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere
3) Ibisabwa	Ipatanti: - Kumenyekanisha aho ukorera n'imirimo ukora Umusoro ku mitungo: - Ibyangombwa by'umutungo Umusoro ku bukode: - Umasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) Inzira binyuramo	Uza ku karere cyangwa ku murenge ukareba umukozi ushinzwe kwakira imisoro n'amahoro, witwaje

	impapuro wifuza ku bakugiraho inama mu kubara imisoro cyangwa amahoro
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wahaye serivise, ibikoresho cyangwa wakoreye imirimo 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 zakatiweho imisoro ya RRA.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

4. 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 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

5. Gusaba kwishyura mu bice

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro ku karere
3) Ibisabwa	Kuzuza impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere

4) Inzira binyuramo	Ibiro 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	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

6. Kwishyura ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro ku karere
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na 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	Amafaraanga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

IV. IMARI N'IPIGANWA RY'AMASOKO

1. Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	- Isoko rigomba kuba ryatangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko
4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki uhabwa igitabo cy'iryo soko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaraanga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

2. Kwakira inyandiko z'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uzana inyandiko z'ipiganwa mu ibahasha ifunze neza mbere y'isaha yatangajwe iri mu gitabo cy'isoko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku munsu isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo munsu

3. Kumenyeshya abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ikakirwa n'akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'Akarere
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi nyuma y'iminsi 21 inyandiko z'ipiganwa zakiriwe
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

4. Gusinyisha amasezerano ku batsindiye amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinzwe amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsiku itariki yemejwe

5. Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo warangije isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isiko kandi warubahirije ibisabwa byose.
4) Inzira binyuramo	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi umwe

V. UBWOROZI

1. 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
3) Ibisabwa	<ul style="list-style-type: none"> - 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 - Indangamuntu ya nyiraryo
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	Umurenge
6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw na 5.000 Frw.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) Igihe ntarengwa	Uwo munsi
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2. 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"> - Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo
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. Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara 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. Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw na 5.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

3. Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ubushaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) 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.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

4. Kugura intanga

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) Inzira binyuramo	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza muganga w'amatungo w'Akare impapuro yishyiriyeho 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) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Igiciro cy'intanga
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo munsi

5. Kugenzura inyama n'ibikomoka ku matungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Uruhushya rwo kugurisha inyama n'ibikomoka ku matungo
4) Inzira binyuramo	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigire veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Hacibwa ibihano iyo hari ibituhahirijwe
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo munsi

6. Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo

3) Ibisabwa	Amatungo akenewe gukingirwa
4) Inzira binyuramo	Bikorwa mu gihe cyo gukingira indwara: ubutaka inshuro 2 mu mwaka, Uburenge n'Igifuruto bikingirwa mu kwa mbere buri mwaka n'igihe cyose byadutse Amatungazo amenyeshya aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa mu kwa cyenda ku munsu mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo munsu

7. Icyangombwa cyo kuroba

1) Uhabwa iyi serivise	Koperative z'uburobyi
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburobyi 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)
4) Inzira binyuramo	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 RAB.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Icyumweru 1

8. Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuvuzi bw'amatungo
3) Ibisabwa	Amatungo akenewe gupimwa
4) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laboratwari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

VI. UBUHINZI

1. Guhabwa inyongeramusaruro

1) Uhabwa iyi serivise	Akarere gakurikirana imikorere y'abatanga inyongeramusaruro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Kuba mu itsinda rya Twigiremuhinzi rigomba guhinga igihingwa cyatoranijwe
4) Inzira binyuramo	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahizi (umwe kuri buri murenge). Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya iurutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa „agrodealer“ hariho inyongeramusaruro n'imbutu izakenerwa. Hakoresha „nkunganire“ mu gufata inyongeramusaruro n'imbutu. Akarere kagenzura gusa ko byose bikorwa neza.
5) Izindi nzego unyuramo	Akagari, umurenge
6) Amafaranga yishyurwa	Inyongeramusaruro zishyurwa n'umuhinzi 50% by'agaciro kazo. Ku mbuto umuhinzi atanga 25%. Amafaranga ahabwa agrodealer
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu kwa „agrodealer“

2. 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 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

VII. AMASHYAMBA

1. Gutanga uburenganzira bwo gusarura ishyamba => Ha 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba => Ha 2
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga inama gusa ku buryo bwo gusarura.
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, hazuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuzwa ifishi yabigenewe ku kagari igasinywaho n'umuhuzabikorwa w'akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe, nubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusurwa

2. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Iyo ari ibyaguzwe, nyir'ukubigurisha aha ubiguze kopi y'iruhushya rwo gusarura - Uruhushya rumara amezi atatu kandi rugakoreshwa

	gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	Uwagurishije niwe usaba icyemezo co gutwara ibikomoka ku mashyamba akagiha uwaguze. Huzuzwa urupapuro rwabigenewe rugasinywaho n'umukozi ushinzwe amashyamba n'umuyobozi w'Akarere wungirije ushinzwe ubukungu n'imari (VM FED) cyangwa Umuyobozi w'Akarere.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	1.000 Frw kuri toni yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Gusaba ingemwe z'ibiti

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku mudugudu rukemezwa n'akagari n'umurenge. Zitangirwa ubuntu
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

VIII. KOPERATIVE

1. Guhabwa icyemezo cya koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinzwe amakoperative
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10. Bajya ku murenge bitwaje inyandiko mvugo y'inama itangiza koperative. Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga koperative, urutonde rw'abanyamuryango fatizo bose basinyeho. Bishyura 1.200 Frw kuri konti y'Akarere bakazana

	impapuro barihiyeho. Umurenge ubaha icyemezo. Bakomereza ku karere, kakongera kugenzura idosiye (kopi eshatu, harimo orijinari imwe), cyane cyane statu (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo. Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo mu byumweru bibiri. Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangombwa cya burundu mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.
5) Izindi nzego unyuramo	Umurenge, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku murenge
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

IX. UBUREZI

1. Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'umurenge (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibygwa n'inama nnyanama y'akarere. Inama nnyanama niyo itanga icyemezo cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) Izindi nzego unyuramo	Umurenge, REB cyangwa WDA
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) Igihe ntarengwa	Mu mezi atatu (kugirango inama nnyanama y'Akarere ibisuzume)
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2. Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Ibaruwa isaba Inyemezamanota y'ikigo wigamo
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisaba ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafaranga yishyurwa	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) Igihe ntarengwa	Ukwezi kumwe

3. Gusaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	- Urwandiko rubisaba - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta
4) Inzira binyuramo	Wandikira Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa noteri, ukuzuzanya ifishi ya komisiyo y'abakozi ba Leta.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Icyumweru kimwe kugeza ku kwezi

4. Gusaba inkunga y'uburezi

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	- Urwandiko rubisaba ruriho umukono w'Umurenge - icyemezo cy'uko utishoboye

	- Indangamanota yatanzwe n'ishuri wigamo
4) Inzira binyuramo	Wandikira akarere, Umurenge ukagusinyira sous-couvert. Utanga icyemezo cy'uko utishoboye n'indangamanota
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

5. Icyemezo cyo kuba warize gusoma no kwandika

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Urwandiko rusaba Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika
4) Inzira binyuramo	Akarere kamenyeshwa n'umurenge cyangwa akagari igihe amahugurwa yo gusoma no kwandika atangiye. Iyo arangiye, utanga amahugurwa yo gusomano kwandika yandikira akarere agatanga urutonde rw'abarangije amahugurwa. Akarere kabandikira ibyemezo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

6. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) Inzira binyuramo	Amibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi

X. IMIYOBORERE MYIZA

1. Gutega amatwi ufite ikibazo

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Ushinzwe Imiyoborere Myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) 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.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa mbere no kuwa gatatu, ariko iyo no mu yindi minsi ushobora kwakirwa iyo byihutirwa
8) Igihe ntarengwa	Uwo munsu

XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

1. Kubara no gutanga ibirarane by'amashimwe

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	ntabyo
4) Inzira binyuramo	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN (abarimu n'abaganga).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu ku bakozi b'Akarere Ku barimu n'abaganga biterwa n'igihe bifata kuri MINECOFIN, ariko ntibirenga ukwezi kumwe.

2. Kubara no gutanga imperekeza

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga bagejeje ku myaka ya pensiyo (imyaka 65)
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	- Urwandiko rubisaba,

	<ul style="list-style-type: none"> - icyemezo cy'amavuko, - Ibyemezo by'aho wakoze n'igihe wahamaze, - Abakozi bashobora kuzana amakuru yo muri RSSB iyo badashobora abakoresha babo ba mbere batabonetse. - Nomero ya konti - Iyo konti yahindutse, icyemezo cyo kutabamo umwenda wa banki yari ifite konti wahemberwagaho
4) Inzira binyuramo	Wandikira Akarere ubisaba ugatanda inyandiko zose zisabwa.
5) Izindi nzego unyuramo	RSSB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

3. Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<p>Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi</p>
4) Inzira binyuramo	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. icyemezo cy'urupfu gitangwa n'Umurenge. Umuryango wa nyakwigendera wandikira Akarere usaba impozamarira urwandiko rugaherekezwa n'icyemezo cy'urupfu, icyemezo cy'umurimo kerekana igihe yatangiye akazi, cyangwa icyemezo cy'urukiko iyo kitabonetse. Umuryango ushobora kwitoramo uwuhagararira (icyo gihe bose barabisinyira imbere y'Umunyamabanga Nshingwabikorwa w'Umurenge). Ku bakozi bo mu buvuzi, bikorwa n'ibitaro.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

4. Guhabwa ibyangombwa binyuranye

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Ku barimu n'abaganga bisabwa mu nyandiko iriho umukono y'umuyobozi w'ishuri, ikigo nderabuzima cyangwa ibitaro by'Akarere. Ku bakozi b'Akarere bari ku murenge n'akagari basinyirwa n'Umunyabanga Nshingwabikorwa w'Umurenge. Kwerekana impapuro za banki iyo ari inguzanyo usaba.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi ukurikiyeho

5. Guhabwa ibendera ry'igihugu

1) Uhabwa iyi serivise	Umuntu wese urikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe logistic
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uriha amafaranga asabwa ugahabwa ibendera. Ugomba kurikoresha bitanyuranyije n'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	30.000 Frw arihwa kuri konti y'Akarere muri banki y'Abaturage ku ibendera rimwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

XII. UBUGENZUZI BW'UMURIMO

1. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukoze cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Amasezerano y'akazi
4) Inzira binyuramo	Usobanurira umugenzuzi z'imirimo mu Karere uko ikibazo giteye akagaha umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishe. Iyo bidashobotse mukomereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

2. Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) Uhabwa iyi serivise	sosiyete idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha muri RDB Icyemezo cyo kwiyandikisha muri RSSB
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSS. Iteka ryo muri 1974 rigenga pensiyu
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku karere amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

3. Inama ku bijyanye n'umurimo

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira cyangwa ugahamagara umugenzuzi w'imirimo, cyangwa ukaza kumureba ku karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

XIII. URUBYIRUKO N'UMUCO

1. Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'akarere

1) Uhabwa iyi serivise	Umuntu wese wifuzaga 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 b'izindi nyandiko za

	ngombwa zijyanye n'ayo marushanwa. Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo muni ko bishobora kuboneka. Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gutanga ubufasha ku rubyiruko

1) Uhabwa iyi serivise	Amashyirahamwe y'urubyiruko
2) Umukozi ubishinzwe	Umukozi ushinzwe urubyiruko, umuco na siporo
3) Ibisabwa	Urubyiruko rugirwa inama yo kwibumbira mu mashyirahamwe
4) Inzira binyuramo	Kwandikisha koperative. Umushinga ushyikirizwa umurenge ukawusuzuma. Umushinga urasurwa, akarere kakabona kuwemera by'agateganyo. Bari mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Biterwa n'ubushobozi buhari

XIV. UBUZIMA

1. Gusaba kwemererwa gukora ubuvuzi bwa gakondo

1) Uhabwa iyi serivise	Icyemezo cyo gukora ubuvuzi gakondo gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisitiri w'Ubuzima - Indangamuntu - icyemezo gitangwa na NIRDA kigaragaza amoko y'ibyatsi bizakoreshwa - icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo - Umuyobozi w'Akarera asinya ku ibaruwa isaba muri MINISANTE
4) Inzira binyuramo	Wandikira Minisiteri y'Ubuzima ugasaba akarere ko kagusinyira kuri urwo rwandiko rusaba uburenganzira bwo gukora ubuvuzi bwa gakondo, umaze gutanga ibyemezo

	byose bisabwa. Mu minsi 15 ugaruka gufata urwandiko umuyobozi w'Akarere yasinyeho ukarujyana muri Minisiteri y'Ubuzima.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, NIRDA, MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gusaba gufungura ivuriro ryigenga

1) Uhabwa iyi serivise	Icyemezo cyo gufungura ivuriro ryigenga gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse mu rugaga rw'abaganga - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono z'umuyobozi w'Akarere (sous-couvert) - Kwerekana umuganga muzakorana wabyize - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo - Kopi y'impamyabumenyi - Kwerekana aho uzakorera (umurenge, akagari) - Abakozi ntibagomba kuba ari abakozi ba Leta - icyemezo cyo kuba utarafunzwe
4) Inzira binyuramo	Wandikira Minisitiri w'Ubuzima Akarere kakagusinyira (sous couvert). Uvuga aho uzakorera, ibikoresho ufite. Minisiteri y'Ubuzima n'Akarere baza gusura aho uzakorera bakagenzura n'ibikoresho ufite.
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

3. Gusaba gufungura farumasi

1) Uhabwa iyi serivise	Icyemezo cyo gufungura farumasi yigenga gitangwa na Minisiteri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisiteri w'Ubuzima iriho umukono w'umuyobozi w'Akarere (sous-couvert) - Indangamuntu - Kuba wanditse mu rugaga rw'abanyamafarumasi - Kuba wanditse muri RDB

	<ul style="list-style-type: none"> - CV irambuye - Indangamuntu - Kwerekana aho uzakorera (umurenge, akagari) - Kopi y'impamyabumenyi muri farumasi y'umuntu uzakorera muri iyo farumasi - Indahiro y'umunyafarumasi (uhereye ku nyandiko ya minisitiri y'Ubuzima - icyemezo gitangwa na MINISANTE
4) Inzira binyuramo	<ul style="list-style-type: none"> - Umuntu wese ashobora gusaba gufungura farumasi. Cyakora igomba gukurwamo n'umukozi ubifitiye impamyabumenyi mu bijyanye na farumasi. - Wandikira Minisitiri w'Ubuzima urwandiko rugasinywaho n'Umuyobozi w'Akarere (sous couvert)
5) Izindi nzego unyuramo	MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15