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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza ku baturage ku rwego rw'Umurenge. Umurenge ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda. Inshingano z'Umurenge 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 kunoza imitunganyirizwe myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitunganyirizwe inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Umurenge, 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 amenyekanisha ko atishimiye serivisi yahawe.

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa. Umurenge ugomba kubahiriza ibikubiye muri iyi nyandiko, guhora ushishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

Iyo utishimiye ubufasha wahawe ushobora kubimenyesha Umunyabanga Nshingwabikorwa w'Umurenge cyangwa inzego zisumbuye (Akarere). Hari kandi andi makuru waba ukeneye arenze ibikubiye muri iyi nyandiko, wayabaza ku biro by'ukozi ubishinzwe ku Murenge, cyangwa ukayasanga ku rubuga rwa interineti rw'Akarere.

I. UBUNYAMABANGA NSHINGWABIKORWA & IRANGAMIMERERE N'IMPAPURO MPAMO

1. Kwandikisha umwana wavutse

1) Uhabwa iyi serivise	Umwana wese wabyawe n'umubyeyi utuye cyangwa ubarurirwa mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cya muganga w'ibitaro umwana yavukiyemo - Indangamuntu z'ababyeyi - icyemezo cy'urukiko iyo kwandikisha byarengeje igihe - Ababyeyi bombi barazana iyo batashyingiranywe - icyemezo cyo gushyingirwa
4) Inzira binyuramo	<p>Kwandikisha umwana wavutse bikorwa mu minsi 30 kuva umwana avutse.</p> <p>Ababyeyi bagomba gushaka icyemezo cya muganga w'ibitaro umwana yavukiyemo. Kwandikisha umwana wavutse bikorwa mu buryo butatu butandukanye:</p> <ul style="list-style-type: none"> - Iyo ababyeyi bashakanye ku buryo bwemewe n'amategeko, umwana yandikwa mu gitabo cy'abana bavutse (Actes de Naissance), ariko iyo umwana yandikishijwe mu gihe cyateganijwe n'amategeko, - Iyo kwandikisha umwana byakozwe bikererewe, umwana yandikwa mu gitabo cy'abavutse (Registre de Naissance). - Abana babyawe n'ababyeyi batashakanye byemewe n'amategeko bandikwa mu gitabo cyo "Kwemera Umwana" (Acte de Reconnaissance),
5) Izindi nzego unyuramo	Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

2. icyemezo cy'amavuko

1) Uhabwa iyi serivise	Umuntu wese utuye mu murenge cyangwa undi ufite "acte de naissance"
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu, cyangwa kuba ufite "Acte de naissance" cyangwa wanditse mu bitabo by'avukiye

	mu murenge - Impapuro zishyuriweho amafaranga asabwa
4) <i>Inzira binyuramo</i>	Ushaka iki cyemezo ajya ku Murenge yitwaje indangamuntu.
5) <i>Izindi nzego unyuramo</i>	Akagari
6) <i>Amafara ng a yishyurwa</i>	500 Frw arihwa kuri konti y'Akarere
7) <i>Igihe itangirwa</i>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <i>Igihe ntarengwa</i>	Uwo muns iyo ibisabwa byuzuye

3. Gusaba icyemezo cy'umwirondoro (attestation d'identité complète)

1) <i>Uhabwa iyi serivise</i>	Umuturage wese ubikeneye
2) <i>Umukozi ubishinzwe</i>	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) <i>Ibisabwa</i>	- Kopi y'Irangamuntu na orijinari yayo - Impapuro zishyuriweho amafaranga asabwa
4) <i>Inzira binyuramo</i>	Ujya ku biro by'umurenge Ugaha umukozi ushinzwe irangamimerere n'impapuro mpamo urupapuro warihiyeho 500 Frw, kopi y'Irangamuntu na orijinari yayo akakwandikira iki icyemezo.
5) <i>Izindi nzego unyuramo</i>	Ntazo
6) <i>Amafara ng a yishyurwa</i>	500 Frw arihwa kuri konti y'Akarere
7) <i>Igihe itangirwa</i>	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) <i>Igihe ntarengwa</i>	Uwo muns iyo ibisabwa byose byubahirijwe

4. Kwandika abashaka gushyingirwa byemewe n'amategeko

1) <i>Uhabwa iyi serivise</i>	Umuntu wese ushaka gushyingirwa byemewe n'amategeko
2) <i>Umukozi ubishinzwe</i>	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) <i>Ibisabwa</i>	- Kuba uhibereye - Kuba ufite byibura imyaka 21 y'amavuko - Uruhushya rwa Minisitiri ufite ubutabera mu nshingano ku batagejeje ku myaka 21 y'amavuko - Icyemezo cy'uko uri ingaragu - Icyemezo cy'amavuko - Kopi y'indangamuntu - Icyemezo cy'ubutane cyangwa icyemezo cy'urukiko kiriho kashe mpuruza - Icyemezo cyo gushyingirwa n'icyemezo cy'urupfu rw'uwo bashakanye k'uwapfakaye
4) <i>Inzira binyuramo</i>	Kwandikwa bikorwa mu minsi 21 mbere yo gushyingiranwa imbere y'amategeko kugirango bitangazwe. Umuhango wo gushyingirwa ukorwa nyuma y'iminsi 21 umaze kwiyandikisha.

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 iyo ibisabwa byuzuye

5. Gusaba icyemezo cy'ibyanditse mu bitabo by'abashyiranywe imbere y'amategeko (Extrait d'Acte de Marriage)

1) Uhabwa iyi serivise	Umuturage wesezeranye imbere y'amategeko muri uwo murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Kwerekana igihe wasezeraniye (Agatabo ko gushyirwa, icyemezo cy'inkwano, etc.) - Impapuro zishyuriweho amafaranga asabwa
4) Inzira binyuramo	Izi nyandiko nizo zishingirwaho bareba mu bitabo by'abashyiranywe byemewe n'amategeko kugirango bagukorere "acte de marriage", iguhesha kubona ibyangombwa byo gushyirwa aho ariho hose. « Extrait d'Acte de Marriage » itangwa n'umurenge washyirwaho gusa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2,400 Frw arihwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

6. Gusaba icyemezo cy'uko wasezeranye imbereye y'amategeko

1) Uhabwa iyi serivise	Umuntu wasezeraniye mu murenge cyangwa undi wese ufite "Acte de Marriage"
2) Umukozi ubishinzwe	<ul style="list-style-type: none"> - Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo - Impapuro zishyuriweho amafaranga asabwa
3) Ibisabwa	<ul style="list-style-type: none"> - Agatabo ko gushyirwa (livret de mariage) cyangwa icyemezo cyo gushyirwa (acte de mariage) - Kopi y'indangamuntu cyangwa pasiporo
4) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	500 Frw arihwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

7. Gusaba icyemezo cy'uko uri ingaragu

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n’Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y’Irangamuntu cyangwa Pasiporo - icyemezo cyatanzwe n’Akagari cyemeza ko uri ingaragu - Impapuro zishyuriweho amafaranga asabwa
4) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	Umudugudu n’Akagari
6) Amafaranga yishyurwa	500 Frw yishyurwa kuri konti y’akarere
7) Igihe itangirwa	Mu minsi y’akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

8. icyemezo cy’uko watandukanye n’uwo mwashakanye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n’Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y’Indangamuntu cyangwa Pasiporo - icyemezo cy’ubutane cy’urukiko kiriho kashe mpuruza - Impapuro zishyuriweho amafaranga asabwa
4) Inzira binyuramo	Ujya ku murenge witwaje impapuro zisabwa
5) Izindi nzego unyuramo	ntazo
6) Amafaranga yishyurwa	1,500 Frw yishyurwa kuri konti y’akarere
7) Igihe itangirwa	Mu minsi y’akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

9. icyemezo cy’uko uri ingaragu nyuma yo gutandukana n’uwo mwashakanye

1) Uhabwa iyi serivise	Umuntu watandukanye n’uwo bashakanye byemewe n’amategeko
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y’Icyangombwa (e.g. Indangamuntu cyangwa Pasiporo) - icyemezo cy’Akagari cyemeza ko uwo muntu nta wundi bashakanye nyuma yo gutandukana - Imyanzuro y’urukiko y’ubutane - Impapuro zishyuriweho amafaranga asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ushaka icyemezo cy’akagari cyerekana ko nyuma yo gutana utongeye gushaka - Werekana Imyanzuro y’urukiko y’ubutane - Utanga kopi y’ibyangombwa na orijinari yabyo
5) Izindi nzego unyuramo	Akagari, Umudugudu
6) Amafaranga yishyurwa	500 Frw arihwa kuri konti y’Akarere
7) Igihe itangirwa	Mu minsi y’akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe
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10. Gusaba icyemezo cy'uko umuntu ariho

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Kwiyizira ku Murenge - Fotokopi y'Indangamuntu na orijinari - Ku bagororwa, gereza igomba kwemeza ko uwo muntu afunze koko
4) Inzira binyuramo	Kuza ku biro by'Umurenge ukareba Umukozi Ushinzwe Irangamimerere n'Impapuro Mpamo. Umuntu agamba kwiyizira ku giti cye. Ku bagororwa icyemezo gihabwa ubahagarariye amaze kwerekana icyemezo cya gereza cy'uko umuntu afunze.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - Iyo icyemezo ari icyo kujyana muri RSSB gitangirwa ubuntu; - Iyo icyemezo gisabwe ku zindi mpamvu, hatangwa 1,200 Frw yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

11. Kwandukiza umuntu wapfuye

1) Uhabwa iyi serivise	Umuturage wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cya muganga - Indangamuntu y'umwimerere y'uwapfuye irasubizwa - Abagabo babiri bo kubyemeza - Ku muntu waguye mu rugo, abamushyunguye bakora inyandiko mvugo ikemezwa n'Akagari - Ku muntu wapfuye hakab hashize igihe kirekire, hasabwa icyemezo cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	<ul style="list-style-type: none"> - Kwandukiza umuntu wapfuye bikorwa mu minsi 30 uhereye igihe umuntu yapfiriye; - Umuntu wapfuye yandikwa mu "gitabo cy'abapfuye" (registre de décès) cy'aho umuntu yaguye; - Kwerekana icyemezo cyatanzwe n'Akagari
5) Izindi nzego unyuramo	Umudugudu, Akagari, Ibitaro
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

12. icyemezo cy'uko umuntu yapfuye

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Kuba umuntu yanditse mu gitabo cy'abapfuye - Kuriha 1,200 Frw kuri konti y'Akarere
4) Inzira binyuramo	Iyo umuntu yanditswe mu gitabo cy'abapfuye ujya ku biro by'Umurenge ukerekana kitansi yishyuriweho amafaranga asabwa bakakwandikira icyemezo. Iyo umuntu atanditswe ko yapfuye ubanza kubyandikisha.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1,200 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Same day

13. Kwemeza impapuro mpamo

1) Uhabwa iyi serivise	Umuntu wese ushaka ko kopi z'impapuro z'umwimerere zemezwa ko ari impamo
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Kwishyura 1.500 Frw kuri buri kopi kuri konti y'Akarere
4) Inzira binyuramo	Werekana urupapuro warihiyeho, ugatanga impapuro z'umwimerere na kopi zazo ushaka ko zemezwa ko ari impamo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1500 Frw kuri buri kopi arihwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

14. icyemezo cyo kuba umubyeyi w'umwana utabyaye

1) Uhabwa iyi serivise	Umuntu wese ushaka kuba umubyeyi w'umwana utabyaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Usabirwa kubererwa umubyeyi agamba kuba atuye mu murenge cyangwa ariho yabarurwe - Uhagarariye umwana agomba kuba ahari - Abagabo babiri (2) kuri buri ruhanda - 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 Ku babyeyi ku mpande zombi:

	<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 babyeyi b'ubumwana</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 - Kuba uwo bashakanye abyemera
4) Inzira binyuramo	- Usaba kuba umubyeyi w'umwana atabyaye azana n'uwo bashakanye, uhagarariye umwana ndetse n'abagabo babiri (2) kuri buri ruhande.
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 iyo ibisabwa byuzuye

15. icyemezo cyo kwemera umwana

1) Uhabwa iyi serivise	Umuntu wese ushaka kwemera umwana
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cy'amavuko cyangwa « extrait d'acte de naissance » - Ikarita yo gukingira cyangwa icyemezo cya muganga iyo umwana atanditse - Indangamuntu z'ababyeyi (orijinari na kopi) - Uwo bashakanye agomba kuba ahibereye kimwe na nyina w'umwana - Abagabo babiri - Iyo uwemerwa ari umuntu mukuru, hagomba icyemezo cy'urukiko
4) Inzira binyuramo	Ababyeyi bombi baza ku biro by'Umurenge. Iyo ibisabwa byuzuye umwana yandikwa mu gitabo cyo kwemera umwana (register d'acte de reconnaissance)
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 iyo ibisabwa byuzuye

16. icyemezo cyo kuzungura

1) Uhabwa iyi serivise	Umuntu wese ugikeneye
2) Umukozi ubishinzwe	Umunyabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	<ul style="list-style-type: none"> - Imyanzuro y'inama y'umuryango yemeza uko izungura rigomba kugenda - icyemezo cy'urupfu cy'uzungurwa - Indangamuntu z'abazungura - Ibyemezo by'amavuko by'abazungura - Iyo abazungura batagejeje ku myaka y'ubukure (minor) hasabwa icyemezo cy'urukiko. - Abagize umuryango bagomba kuba bahibereye - icyemezo cy'urukiko iyo harimo amakimbirane
4) Inzira binyuramo	Kuza kubisaba ku murenge witwaje impapuro zose zikenerwa.
5) Izindi nzego unyuramo	Ntazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Uwo munsu

17. Gukemura ibibazo by'abaturage

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Raporo y'Akagari igaragaza uko ikibazo cyakemuwe
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura uko ikibazo giteye. Hashobora gusabwa ko aho ikibazo cyabereye hasurwa.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
7) Amafaranga yishyurwa	Ntayo
8) Igihe ntarengwa	Biterwa n'imiterere y'ikibazo, ariko ubundi ni Uwo munsu

18. Gutanga Ubujyanama mu mategeko

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro by'Umurenge ugasobanura ikibazo uko giteye.
5) Izindi nzego unyuramo	Biterwa n'imiterere y'ikibazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

19. icyemezo cy'uwataye Irangamuntu

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Kuzana icyemezo cya polisi cy'uko wataye Indangamuntu
4) Inzira binyuramo	Uza ku biro by'Umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Iburo bya Polisi
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

20. Kwiyandikisha gufata Indangamuntu bwa mbere

1) Uhabwa iyi serivise	Umwenegihugu wese ufite imyaka cumi n'itandatu (16) utuye mu murenge
2) Umukozi ubushinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Icyemezo cy'amavuko
4) Inzira binyuramo	Umwenegihugu wese afite imyaka cumi n'itandatu (16) utuye mu Murenge agomba kwiyandikisha kugirango ahabwe indangamuntu. Umunyamabanga Nshingwabikorwa w'Akagari amwandikira icyemezo cyo gusaba indangamuntu bwa mbere. icyo cyemezo akijyana ku murenge ukamushyira ku rutonde rushyikirizwa NIDA ari nayo imenyeshya umunsi wo gufotora abafata indangamuntu bwa mbere. Iyo indangamuntu zibonetse zitangirwa ku murenge.
5) Izindi nzego unyuramo	Ubuyobozi bw'Umudugudu n'Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byuzuye

21. Kwemeza amasezerano y'ubugure bw'imitungo yimukanwa

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Ubyangombwa by'umutungo - 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'umurenge bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa)

	ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) 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	Mu minsi 7

22. Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari we wasinye 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 munsi

23. Gushyira umukono kuri stati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Sitati - Abanyamuryango bose bagomba kuba bahari - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere),

	<p>yasangamo amakosa agakosorwa.</p> <ul style="list-style-type: none"> - 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	5.000 Frw kuri buri sitati (ntabwo ari buri rupapuro) Ku zindi mpapuro zometse ku sitati, (urutonde rw'abanyamuryango, raporo y'itangizwa ry'ishyirahamwe, etc.) hatangwa 1200 Frw kuri buri rupapuro.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

24. Kwemeza umukono

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga uburenganzira bwo gusinya (procuration) no kwemeza umukono we
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu - Kuba uhibereye - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Inyandiko isinyirwa imbere ya Noteri. Noteri nawe akemeza ko umukono wemewe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

25. icyemezo cy'ubupfakazi (attestation de veuvage)

1) Uhabwa iyi serivise	Umuntu wafakaye
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	<ul style="list-style-type: none"> - icyemezo cy'uko yashatse - icyemezo cy'urupfu rw'uwo bari barashakanye - Indangamuntu - icyemezo cy'akagari
4) Inzira binyuramo	Ujya ku murenge witwaje ibisabwa

5) Izindi nzego unyuramo	Akagari
6) Amafaranga yishyurwa	1,500 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

26. icyemezo cyo kutajurira umwanzuro w'abunzi

1) Uhabwa iyi serivise	Umuntu wese ushaka guteza kashe mpuruza ku mwanzuro w'abunzi
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	- Indangamuntu - icyemezo cy'urukiko rw'Abunzi
4) Inzira binyuramo	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Inkiko z'Abunzi niba umwanzuro utarajuririwe, yasanga ntabyo agatanga icyemezo cyo kujyana mu rukiko rw'ibanze kugirango batere kashe mpuruza ku mwanzu w'urukiko rw'abunzi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Natyo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

27. icyemezo cyo kuba utanditse mu bitabo by'irangamimerere

1) Uhabwa iyi serivise	Umuntu wese ushaka icyemezo cy'urukiko kw'irangamimerere
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo
3) Ibisabwa	Indangamuntu, icyemezo cy'uko yataye indangamuntu, pasiporo cyangwa ikarita y'ishuri
4) Inzira binyuramo	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo areba mu bitabo by'Irangamimerere (amavuko, gushyingirwa, abapfuye, etc.), yasanga utanditse bakaguha urwandiko ujyana mu rukiko kugirango bagukorere icyemezo (jugement suppletif).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Natyo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

28. icyemezo cyo kujyana kuri NIDA

1) Uhabwa iyi serivise	Umuntu ushaka indangamuntu byihutirwa
2) Umukozi ubishinzwe	Umukozi ushinzwe Irangamimerere n'Inyandiko Mpamo

3) Ibisabwa	Icyemezo cy'uko yataye indangamuntu, pasiporo cyang ikarita y'ishuri
4) Inzira binyuramo	Ujya ku murenge ugasobanura ikibazo cyawe. Bagukorera urwandiko ujyana kuri NIDA iyo koko indangamuntu ikenewe byihutirwa.
5) Izindi nzego unyuramo	Police, NIDA
6) Amafaranga yishyurwa	Natyo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo ibisabwa byose byubahirijwe

29. Kurangiza imanza

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umunyamabanga Nshingwabikorwa w'Umurenge
3) Ibisabwa	Icyemezo cy'urukiko kiriho kashe mpuruza
4) Inzira binyuramo	Ushyikiriza Umunyamabanga Nshingwabikorwa w'Umurenge icyemezo cy'urukiko kiriho kashe mpuruza kugirango arangize urubanza. Umunyamabanga Nshingwabikorwa w'Umurenge arangiza imanza z'inkiko z'ibanze n'izisumbuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa mu gihe kitarenze iminsi cumi n'itanu (15) kuva igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).

II. IMISORO N'AMAHORO

1. Gusaba uburenganzira bwo gutangiza ubucuruzi

1) Uhabwa iyi serivise	Umuntu wese ushaka gutangiza ubucuruzi
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Kwiyandikisha ku ipatanti mu minsi 30 uhereye igihe utangiriye gukora (Itegeko 59/2011 n'Iteka rya Minisitiri 00/12/10/TC ryo kuwa 31/12/2012 Ingingo ya 34 (Igazeti ya Leta 32 yo kuwa 06/08/2012). Hakorwa isura kugirango hagenzurwe ko ubwo bucuruzi bariho. Kuba wariyandikishije muri RDB

	kandi ufite numero ya RRA.
4) Inzira binyuramo	<ul style="list-style-type: none"> - Uza ku biro by'Umurenge ugatanga ibisobanuro ku mirimo y'ubucuruzi wifuza gukora n'aho uzayikorera, - Umuntu wese ushaka gutangiza imirimo y'ubucuruzi hagati ya 1 Mutarama na 31 Werurwe agomba kwiyandikisha ku musoro w'ipatanti bitarenze itariki ya 31 Werurwe y'uwo mwaka, - Iyo imirimo y'ubucuruzi itangiye nyuma y'itariki ya 31 Werurwe ugomba guhita wiyandikisha Uwo munsu kugirango habarwe imisoro hakurikijwe igihe watangiriye ubucuruzi bwawe bityo ube wagabanyirizwa bitewe n'igihe umaze ukora. - Wazuza impapuro zabigenewe; - Uriha umusoro w'ipatanti hakurikijwe icyo amategeko ateganya ku murimo w'ubucuruzi ukora.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kuriha ipatanti iteganywa n'amategeko kuri buri bwoko bw'imirimo y'ubucuruzi
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

2. Kwishyura umusoro ku butaka

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

3. Kwishyura umusoro k'ubukode bw'inzu

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

4. Kwishyura umusoro k'umutungo utimukanwa

1) Uhabwa iyi serivise	Umuntu wese ufite icyangombwa cy'umutungo utimukanwa
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Icyangombwa cy'umutungo utimukanwa Inyemezamusoro yujujwe neza Raporo y'igenzura ry'agaciro k'umutungo ryakozwe n'impuguke zabiherewe uruhushya (expertise)
4) Inzira binyuramo	Uza ku murenge bakakubarira. Iyo umusoro k'umutungo utimukanwa umaze kubarwa wishyura kuri konti y'Akarere. Uzana urupapuro rwa banki warihiyeho bakagukorera kitansi y'uko wishyuye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Umusoro ubarwa hakurikijwe amategeko n'ubwoko bw'umutungo utimukanwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

5. Gutanga amahoro y'isuku

1) Uhabwa iyi serivise	Ubantu bose bakorera muri santere z'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ipatanti

	Umusoro urihwa buri kwezi mbere y'itariki ya gatanu z'ukwezi gukurikira
4) Inzira binyuramo	Uza ku murenge ukerekana aho warihiye ukwezi kwashize n'ukugezweho. Ipatenti isabwa ku kwezi kwa mbere ko kwishyura.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa (aratandukana akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

6. Gutanga amahoro yo gukorera mu isoko

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

7. Gutanga amahoro yo gushyingura mu irimbi

1) Uhabwa iyi serivise	U bantu bashaka gushyingura mu irimbi rusange
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Arihwa kuri buri mva
4) Inzira binyuramo	Aya mahoro yishyuzwa n'abatsindiye isoko ryo gucunga amarimbi
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge umabare w'amafaranga asabwa (aratandukana akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

8. Kuriha amahoro ya parikingi rusange

1) Uhabwa iyi serivise	Arihwa ku modoka yose yinjije muri parikingi rusange
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2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Aya mahoro yishyuzwa n'abatsindiye isoko ryo. Ibiciro biratandukanye ku moko y'imodoka
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza muri parikingi y'amatagisi n'izindi parikingi rusange amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

9. Gutanga amahoro y'isuku n'umutekano

1) Uhabwa iyi serivise	U bantu bose bakorera muri santere z'ubucuruzi n'amasoko
2) Umukozi ubishinzwe	Umukozi Ushinzwe Imisoro n'Amahoro
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Hari komite z'isuku muri buri murenge ikurikirana ibijyanye n'isuku n'umutekano ikanakusanya inkunga Itangwa n'ingo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku mudugudu, akagari, cyangwa umurenge amafaranga asabwa (aratandukana akarere ku kandi)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

III. IMIBEREHO MYIZA Y'ABATURAGE

1. Kwishyurira amafaranga y'ishuri imfubyi n'abana batishoboye

1) Uhabwa iyi serivise	Imfubyi n'abana banditse k'urutonde rw'abatishoboye mu cyiciro cya 1 n'icya 2
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse k'urutonde rw'imfubyi n'abatishoboye, - Kubari uri mu cyiciro cya mbere n'icya kabiri by'Ubudehe - icyemezo cy'uko ari umunyeshuri - Indangamuntu z'ababyeyi ku batari imfubyi
4) Inzira binyuramo	Uza ku biro by'Umurenge ugatanda impapuro zisabwa. Umurenge ugenzura ko umwana ari k'urutonde rw'abatishoboye, imfubyi, ababana n'ubumuga kandi akaba ari mu cyiciro cya mbere

	cyangwa icya kabiri by'ubudehe, etc. Hakorwa urutonde rugashyikirizwa umuterankunga.
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 iyo ibisabwa byuzuye

2. Gutanga ubufasha ku batishoboye

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

3. Gutanga ibyangombwa ku batishoboye mu byiciro bitandukanye

1) Uhabwa iyi serivise	Umuntu wese utishoboye uri mu cyiciro cya mbere n'icya kabiri by'ubudehe
2) Umukozi ubishinzwe	Umukozi ushinzwe Imibereho Myiza y'Abaturage
3) Ibisabwa	<ul style="list-style-type: none"> - Kuba wanditse k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe - Raporo y'umudugudu n'akagari - Indangamuntu
4) Inzira binyuramo	<ul style="list-style-type: none"> - Ubishaka aza ku biro by'Umurenge - Umurenge ugenzura ko ari k'urutonde rw'abatishoboye mu cyiciro cya mbere n'icya kabiri by'Ubudehe
5) Izindi nzego unyuramo	Umudugudu, Akagari

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

4. Gusaba icyemezo cy'uko uri impfubyi

1) Uhabwa iyi serivise	Impfubyi zibikeneye
2) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Icyemezo cy'Akagari
4) Inzira binyuramo	Uzana icyemezo cy'Akagari Bareba ku rutonde rw'ubudehe
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

5. Icyemezo cy'uwacitse ku icumu rya jenoside

1) Uhabwa iyi serivise	Uwarokotse Jenoside
2) Umukozi ubishinzwe	Umukozi ushinze Imibereho Myiza y'Abaturage
3) Ibisabwa	Icyemezo cya komite y'abarokotse Jenoside mu Kagari. Icyo cyemezo gisinywaho kandi n'Akagari
4) Inzira binyuramo	Uza ku Murenge witwaje icyemezo cya komite y'abarokotse Jenoside mu Kagari, kandi gisinywaho kandi n'Akagari
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

IV. UBUVUZI BW'AMATUNGO

1. Gusaba serivise zo gukona ikimasa

1) Uhabwa iyi serivise	Umuntu wese ufite ikimasa ashaka gukonesha
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Muganga w'amatungo atanga igihe azaziraho gukona ikimasa.
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	Amafaranga y'urugendo rwa muganga w'amatungo aya aho itungo riri hamwe n'imiti ikoreshwa.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Hagati y'umunsi 1 na 2

2. Gusaba uruhushya rwo kubaga no kugurisha inyama

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

3. Gusaba gutererwa intanga amatungo

1) Uhabwa iyi serivise	Abantu bashaka guteza intanga inka
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Inka yarinze
4) Inzira binyuramo	<ul style="list-style-type: none"> - Kugura intanga muri RAB (uriha kuri BNR kuri konti ya RAB, ugaha kitansi muganga w'amatungo akakuzanira intanga wishyuye). - Inka zarinze bazijyana ku rupango kugirango ziterwe intanga. Muganga w'amatungo ahaca mu gitondo na nimugoroba. Inka yatewe intanga yambikwa iherena rya RAB kandi igakurikiranwa kugera ibyaye.
5) Izindi nzego unyuramo	Umudugudu n'akagari
6) Amafaranga yishyurwa	Amafaranga y'urugendo ya muganga w'amatungo aho bikewe
7) Igihe itangirwa	Iyo inka yarinze

8) Igihe ntarengwa	Mu gitondo na nimugoroba ku rupango, cyangwa iyo uhamagaye muganga w'amatungu mu kiraro cyawe bwite.
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4. Kwambika amatungo ibimenyetso biyaranga (amaherena)

1) Uhabwa iyi serivise	Umworozi wese ushaka kugurisha cyangwa kwimurira amatungo ye ahandi, kuyateza intanga, cyangwa kuyashyiraho ibimenyetso biyaranga
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kwishyura amaherena hakurikijwe ibiciro byashyizweho na RAB. Amatungo yatewe intanga yambikwa amaherena ku buntu
4) Inzira binyuramo	Usaba muganga w'amatungo ko agushyirira amaherena ku matungo, cyane cyane mbere yo kwimura amatungo. Muganga aza kugenzura amatungo akayashyiraho amaherena, hanyuma akaguhira icyemezo kiriho ibimenyetso byose biranga amatungo na nyirayo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kwishyura amafaranga y'urugendo rwa muganga w'amatungo, n'amaherena
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse n'amaherena akaba ahari

5. Gutanga ubuvuzi bw'amatungo

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

	kubimenyeshwa kugirango hakurikiranwe niba atari indwara y'icyorezo ishobora kwanduza andi matungo.
6) Amafaranga yishyurwa	- Kwishyura amafaranga y'urugendo rwa muganga w'amatungo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

6. Gusaba icyemezo cyo kugurisha inka mu isoko

1) Uhabwa iyi serivise	Umuntu wese ushaka kugurisha inka mu isoko
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kugura amaherena Buri tungo rijanywe mu isoko rigomba kuba rifite iherena
4) Inzira binyuramo	Kugirango ubashe kugurisha inka ku isoko ugomba: 1. Kubaza umukuru w'umudugudu igihe n'aho isoko ry'inke rizateranira 2. Kwandikisha inka igurishwa utanga ibimenyetso byayo (ibara, ubwoko, igitsina, etc.) 3. Mu muni umwe cyangwa ibiri mbere y'uko isoko riterana inka yawe ishyirwaho amaherena ayiranga 4. Ku muni w'isoko uzana inka zashyizweho amaherena kandi ukaza witwaje agatabo kanditsemo ibiranga buri nka. 5. Wereka ako gatabo k'umukozi wa RAB cyangwa muganga w'amatungo mu murenge kugiranga aguhe urushya rwo kugurisha 6. Iyo umaze kugurisha inka agatabo karimo ibiyiranga ugaha uwo uyigurishijeho.
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	Amafaranga yo gushyiraho amaherena arihwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni iyo muganga w'amatungo abonetse

7. Gukingiza amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka gukingiza amatungo
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	Kwishyura inkingo bitewe n'ubwoko bwazo

4) Inzira binyuramo	<ul style="list-style-type: none"> - Gukingira amatungo bikorwa muri gikorwa cyo gukingira kimenyeshwa mu itangazo ricishwa kuri radiyo kandi rikamanikwa ku biro by'umurenge, akagari n'umudugudu. - Aho amatungo azakingirirwa haratangazwa ; - Gakingira amatungo ushobora kandi kubisaba muganga w'amatungo iyo habonetse indwara. - Muganga w'amatungo uza kureba uko byifashe byaba ngombwa agakingira amatungo yose mu murenge.
5) Izindi nzego unyuramo	Akarere, RAB
6) Amafaranga yishyurwa	Amafaraanga yishyurwa kuri buri tungo bitewe n'ubwoko by'urukingo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu cyumweru kimwe

8. Guhabwa icyemezo cyo kwimura amatungo ava mu Murenge ajya mu wundi

1) Uhabwa iyi serivise	Umuntu wese ufite amatungo mu murenge ashaka kwimurira mu wundi murenge
2) Umukozi ubishinzwe	Muganga w'amatungo
3) Ibisabwa	<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 - Irangamuntu ya nyir'itungo
4) Inzira binyuramo	Umurenge utanga uruhushya rwo gutwara amatungo ava mu murenge ajya mu wundi. Iyo amatungo ava mu karere ajya mu kandi, uruhushya rutangwa n'akarere. Amabwiriza y'uko amatungo agomba gutwarwa aba ari ku cyangombwa gitangwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku murenge amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

V. UBUHINZI

1. Gusaba ingemwe z'ibiti zo gutera

1) Uhabwa iyi serivise	Umuntu wese ushaka ingemwe z'ibiti zo gutera
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba

3) Ibisabwa	Ubutaka buterwaho ibiti bugomba kuba bwagenzuwe n'umukozi ushinzwe amashyamba. Kubona ingemwe ku gihe cyo gutera ibiti
4) Inzira binyuramo	Ingemwe zitangirwa ubuntu. Umuturage uri ku rutonde aya kuri pepiniyeri agahabwa ingemwe yemerewe. Ushinzwe pepiniyeri abanza kugenzura ko ari ku rutonde rugezweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ingemwe z'ibiti ziboneka mu kwa cumi

2. Gusaba imbuto z'indobanure

1) Uhabwa iyi serivise	Abahinzi bashaka imbuto z'indobanure
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Kuba uri mu itsinda rya Twigire muhinzi
4) Inzira binyuramo	Ingano y'imbuto n'ubuso bugomba guterwa bibarirwa ku mudugudu bikemezwa n'akagari, binyunze mu mashyirahamwe ya „Twigire Muhinzi“ y'ingo 15 kugera kuri 20. Hakoresha „nkunganire“. Ku mbuto umuhinzi yishyura 25%, Leta akamwishurira 75%. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) Izindi nzego unyuramo	Umudugudu n'akagari aho umurima wo kuzihingamo uherereye hakurikijwe ibiteganywa na gahunda yo guhuza ubutaka
6) Amafaranga yishyurwa	Biterwa n'ubwoko bw'imbuto
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu bimaze gusabwa

3. Guhabwa imiti y'ibihingwa n'inyongeramusaruro

1) Uhabwa iyi serivise	Umuhinzi ushaka imiti y'ibihingwa n'inyongeramusaruro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Kuba uri mu itsinda rya Twigire muhinzi
4) Inzira binyuramo	Inyongeramusaruro zitangwa mw'itangira ry'igihembwe cy'ihinga. Urutonde ry'abahabwa inyongeramusaruro rukorerwa ku mudugudu rukemezwa n'akagari, binyunze mu mashyirahamwe ya „Twigire Muhinzi“ y'ingo 15 kugera kuri 20. Hakoresha „nkunganire“. Umuhinzi yishyura nibura 50%, Leta akamwishurira asigaye. Imbuto itangwa binyuze ku bacuruzi b'imbuto (agrodealer) bahereye ku

	rutonde bahawe n'umukozi ushinzwe ubuhinzi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Imiti n'inyongeramusaruro bigurwa ku bacuruzi babihereye uruhushya (agro dealer)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

4. Uruhushya rwo gutwara ibikomoka ku biti

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku biti
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi/amashyamba
3) Ibisabwa	Icyangombwa cyo gusarura ishyamba Kuriha amafaranga asabwa
4) Inzira binyuramo	Iyo ufite icyangombwa cyo gusarura ishyamba, ujya k'umurenge bakakuzuriza ifishi yabigenewe, hanyuma idosiye ukayijyana ku karere kugirango baguhe icyemezo cyo gutwara ibikomoka ku biti.
5) Izindi nzego unyuramo	Akagari, Akarere
6) Amafaranga yishyurwa	1.000 Frw kuri toni imwe ipakiye
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

VI. UBUTAKA

1. Gusaba icyemezo cy'ingwate ku butaka

1) Uhabwa iyi serivise	Umuntu wese ushaka gutanga ubutaka ho ingwate muri banki kugirango ahabwe inguzanyo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Icyangombwa cy'ubutaka - Impapuro zitangwa na banki zisinye - Indangamuntu y'ushaka gutanga ingwate y'ubutaka
4) Inzira binyuramo	Werekana impapura za banki zisinyeho. Umurenge nawo ugusinyira kuri izo mpapuro umaze gusura ubutaka ushaka gutangaho ingwate.
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	2.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

2. Gutiza undi ingwate y'ubutaka

1) Uhabwa iyi serivise	Umuntu wese ushaka gutiza undi muntu ubutake bwe ho ingwate muri banki kugirango ahabwe inguzanyo
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kwishyura amafaranga ya noteri w'ubutaka - Icyangombwa cy'ubutaka cy'umwimerere - Kopi y'icyangombwa cy'ubutaka butizwaho ingwate - Kopi y'Indangamuntu kuri buri muntu - Ubo bashyingiranywe bagomba kuba bahari - Noteri w'ubutaka yuzuza impampuro zabigenewe
4) Inzira binyuramo	Uza ku biro by'ubutaka ku murenge
5) Izindi nzego unyuramo	Banki
6) Amafaranga yishyurwa	2.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

3. Gusaba uburenganzira bwo kubaka mu mudugudu

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu ahagenewe Umudugudu
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<p>Icyangombwa cy'Ubutaka Kwishyura umusoro w'ubutaka Raporo y'akagari</p>
4) Inzira binyuramo	Mu tugari tw'icyaro, Umunyamabanga Nshingwabikorwa w'Akagari asura ikibanza wifuza kubakamo kugirango arebe koko ko aho hantu hemewe kubakwa, agakora raporo agusabira uburenganzira bwo kubaka ku murenge. Ujya ku murenge ukuzuzura impapuro zabigenewe, kandi ukariha n'amafaranga asabwa bitewe n'aho ikibanza gihereye. Mu tugari turi mu gishushanyo cy'umujiyi, icyemezo gitangirwa ku biro by'ubutaka ku karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 3

4. Gusaba icyemezo cy'umutungo

1) Uhabwa iyi serivise	Umuntu wese ufite ubutaka cyangwa inzu bitabaruwe
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Icyemezo cy'Umudugudu cyemeza ko umutungo ari uwa nyir'ugusaba kandi cyasinyweho n'Umunyamabanga Nshingwabikorwa w'Akagari.

	Kwishyura amafaranga asabwa kuri konti y'Akarere.
4) Inzira binyuramo	Ujya gushaka icyemezo cy'umudugudu ukagisinyisha no ku kagari. Ujyana icyo cyemezo ku murenge ukariha n'amafaranga asabwa kugirango uhabwe icyemezo cy'umutungo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

5. Gukemura ibibazo n'amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	Icyangombwa cy'ubutaka Raporo y'Akagari kuri icyo kibazo
4) Inzira binyuramo	Iyo serivise itangirira ku mudugudu huzuzwa ikayi y'uko ikibazo cyakemutse. Bikomereza ku kagari naho ikayi ikandikwamo uko ikibazo cyakemuwe. Iyo binaniranye, ikibazo gishyikirizwa umurenge. Ubutaka burasurwa kugirango umurenge umenye uko ikibazo gihagaze. Hashakishwa igisubizo kigatangwa mu nyandiko, ndetse hagakorwa raporo y'uko cyakemuwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Igisubizo gitangwa bitewe n'uko ikibazo giteye. Bimwe bikemuka Uwo muni, ibindi bigasaba ko ubutaka busurwa.

6. Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inyubako iri mu murenge
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi, ubutaka cyangwa ibikorwaremezo
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Umurenge - Kopi y'Icyangombwa cy'ubutaka cyanditseho "guturana" - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka

	<ul style="list-style-type: none"> - Kwishyura amafaranga y'icyangombwa - Raporo y'isura ry'aho inzu iri.
4) Inzira binyuramo	<p>Umudugudu wemeza ko inzu ikeneye kuvugururwa/gusanwa koko. Akagari kaza gusura aho inzu yubitse kagakora raporo isaba umurenge kwemerera ubisaba ko yasana/yavugurura gashingiye kubyo kabonye mw'isura. Ifishi yabigenewe yuzurizwa ku murenge igasinywa, kandi hagatangwa n'amafaranga asabwa. Igisubizo kiboneka mu minsi itatu.</p> <p>Ibi bikorwa ku mazu yubitse mu bibanza bitari ahagenewe igishushanyo mbonera cy'umujyi. Ku bibanza biri ku gishushanyo mbonera cy'umujyi, ibyangombwa byo gusana bisabwa ku Karere.</p>
5) Izindi nzego unyuramo	Umudugudu, Akagari
6) Amafaranga yishyurwa	1.200 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Mu minsi 3

7. Kwandikisha ubutaka butabaruwe

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinze ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka - icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'umutungo utimukanwa cyatanze n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge - Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi - Iyo nimeru y'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
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsi. icyangombwa kiboneka mu byumweru 2

8. Gusaba ibyangombwa by'ubutaka bitasohotse kandi ubutaka bwarabaruwe

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/ba nyir'ubutaka - icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka - icyemezo gitangwa n'Ubuyobozi bw'Akagari gihamya ko umuntu atafashe ibyangombwa by'ubutaka bya burundu
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

9. Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure

1) Uhabwa iyi serivise	Nyir'ubutaka n' uwo/abo baguze
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze - Amasezerano y'iherekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi - Iyangombwa 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
4) Inzira binyuramo	Ujya ku biro by'umurenge 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

10. Ihererekanya ry'uburenganzira ku butaka rishingiye kw'izungura

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	- Kopi y'ibiranga umuzungura/abazungura

	<ul style="list-style-type: none"> - icyemezocyo 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'uburenganzir abafite ku butaka (giherekejwe n'inyandiko mvugo y'irangizarubanza) mu gihe hari amakimbirane - Ibyangombwaby'ubutaka busabirwa izungura
4) Inzira binyuramo	Ujya ku biro by'umurenge 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

11. Gasaba gusimbura icyangombwa cy'ubutaka cyatakaye/cyangiritse

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubutaka
3) Ibisabwa	<ul style="list-style-type: none"> - Ku byangombwa byatakaye witwaza kitansi y'itangazo imaze nibura ibyumweru bibiri - icyangombwa cyangiritse iyo gihari
4) Inzira binyuramo	Ujya ku biro by'umurenge witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw yo kwemeza impapuro mpamo 5.000 Frw y'icyangombwa gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni. icyangombwa kiboneka mu byumweru 2

VII. UBUREZI

1. Kwakira inyandiko z'abasaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Umuntu wese ushaka akazi ko kwigisha mu mashuri abanza n'ayisumbuye
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe Akarere - Umwirondoro (CV) - Kopi y'impamyabushozi

	<ul style="list-style-type: none"> - Ifishi yo gusaba akazi ya Komisiyo y'Abakozi ba Leta yujuje, - Kopi y'Indangamuntu - Amafoto abiri y'amabara magufi - icyemezo cy'uko washatse cyangwa uri ingaragu
4) Inzira binyuramo	- Umurenge wakira inzandiko zisaba ikazishyikiriza Akarere. Mu turere tumwe na tumwe, inzandiko zisaba akazi zijyanwa ku Karere gusa. Inzandiko zisaba akazi k'ubwarimo zakirwa cyane cyane mu kwa cumi kugeza mu kwa cumi na kabiri, ibisubizo bigatangwa mu kwa mbere k'umwaka ukurira. Akarere niko gatanga akazi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	<ul style="list-style-type: none"> - Uwo munsu iyo ari ugusimbura umwarimu wagiye - Muri Mutarama iyo ari guhindura ikigo cyangwa gusaba akazi bushya.

2. Kwakira no gukemura ibibazo by'abarimu n'abanyeshuri

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

3. Kwakira ababyeyi bafite ibibazo birebana n'amashuri y'abana

1) Uhabwa iyi serivise	Ababyeyi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu murenge

3) Ibisabwa	Indangamanota y'umunyeshuri (mu mashuri yisumbuye) Indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) Icyemezo cy'ishuri yigagamo (mu mashuri abanza).
4) Inzira binyuramo	<ul style="list-style-type: none"> - Uzana indangamanota y'umunyeshuri (mu mashuri yisumbuye) cyangwa indangamanota y'umwaka wa anyuma yarangije (mu mashuri abanza) hamwe n'icyemezo cy'ishuri umwana yigagamo (mu mashuri abanza) - Umubyeyi uza ku murenge, bishobotse akazana n'umwana - Umurenge ukemura ibibazo birebana na 9YBE na 12YBE gusa ku byerekeye amashuri yisumbuye.
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

4. Gutanga ibyemezo by'abanyeshuri bafashwa n'imishinga

1) Uhabwa iyi serivise	Abanyeshuri bafashwa n'abaterankunga batandukanye
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu murenge
3) Ibisabwa	Kuba ufashwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Batoranywa n'umushinga ubifashijwemo n'ubuyobozi bw'ibanze (umudugudu, akagari, umurenge). - Icyemezo cyandikwa n'umuterankunga ariko kigatangwa n'Umurenge (FARG, Global Fund, Accord, etc.).
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

5. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinze uburezi mu murenge
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi - Ibaruwa yandikiwe Umunyambanga

	nshingwabikorwa w'Umurenge
4) Inzira binyuramo	Uzana urwandiko rw'ikigo kikohereje n'ibaruwa yandikiwe umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo minsi

VIII. ISUKU

1. Icyangombwa cy'isuku ku bashaka gutangiza ubucuruzi bukorerwa abantu benshi icyarimwe

1) Uhabwa iyi serivise	Umuntu wese ushaka gukora ubucuruzi bukorerwa abantu benshi icyarimwe (kugabura, utubari, kuza imodoka, igaraje, gucumbira abantu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
3) Ibisabwa	Kwandikira akarere ukagenera kopi Umurenge
4) Inzira binyuramo	Aho ukorera hasurwa kugirango hagenzurwe ko hubahirije amabwiriza y'isuku Raporo y'isura ishyikirizwa akarere, niko gatanga icyangombwa. Itsinda rigenzura isuku ribamo ushinzwe isuku ku murenge, umunyamabanga nshingwabikorwa w'akagari ukoreramo no SEDO, umunyamabanga nshingwabikorwa w'umurenge, muganga w'amatungo, DASSO, uhagarariye ingabo.
5) Izindi nzego unyuramo	Akarere
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi
8) Igihe ntarengwa	Mu minsi 3

2. Gufasha abatsindiye amasoko y'isuku mu ngo kwishyura

1) Uhabwa iyi serivise	Uwatsindiye isoko ry'isuku mu ngo
2) Umukozi ubishinzwe	Umukozi ushinzwe isuku
3) Ibisabwa	Kuba warahawe isoko ryo gutwara imyanda yo mu ngo n'Umurenge
4) Inzira binyuramo	Bahere kuri raporo ya buri kwezi y'uko ingo zishyura amafaranga y'isuku. Umukozi w'umurenge ku rwego rw'umudugudu afasha ku bukangurambaga mu ngo. Abatarishyura umurenge urabandikira kandi

	bikanatangwanzwa mu muganda
5) Izindi nzego unyuramo	Umudugugu, Akagari
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Uko ikibazo kigenda kivuka bahereye kuri raporo za buri kwezi
8) Igihe ntarengwa	Mu minsi 3