Ukwakira, 2018

REPUBURIKA Y'U RWANDA

INTARA Y'AMAJYARUGURU
AKARERE KA MUSANZE
BP 03 MUSANZE

Website: www.musanze.gov.rw
E-mail:musanzedistrict@musanze.gov.rw

IMBONERAHAMWE YA SERIVISE ZITANGWA KU RWEGO RW' AKARERE

Ibirimo

IBIRIMO II

ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO 1

SERIVISE ZITANGIRWA KU KARERE 2

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC) 2
II. NOTERI 15
III. KWAKIRA IMISORO N'AMAHORO 18
IV. IMARI N'IPIGANWA RY'AMASOKO 20
V. KUVURA NO KWITA KU MATUNGO 22
VI. UBUHINZI 26
VII. AMASHYAMBA 28
VIII. KOPERATIVE 30
IX. UBUREZI 31
X. IMIYOBORERE MYIZA 33
XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI 34
XII. UBUGENZUZI BW'UMURIMO 37
XIII. URUBYIRUKO N'UMUCO 38

ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiye 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 Nº 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 yayiherewe 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.

IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

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

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) **Ibisabwa**	Ibaruwa isaba yandikiwe akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) **Inzira binyuramo**	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo, kandi ibisabwa byose byubahirijwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Hishyurwa frw 20000 kuri meterokare, yishyurwa kuri konti y'akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Kuva ku minsi 3 kugeza ku byumweru 2

b) Gusaba uruhushya rwo kubaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe 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. - Kopi 3 z'igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan)

	- Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'icyangombwa cy'ubutaka;
4) **Inzira binyuramo**	- 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. - Ukajya kuri banki kwishyura amafaranga usabwa - Igihe cyo gusura no gusuzuma aho uzubakwa bikorwa n'umukozi ushinzwe ubutaka mu karere, mu gihe runaka, iyo asanze byose bitunganye, raporo akayikora ashingiye ku byo yabonye, ashobora kuguha icyemezo cyo gutangira ibikorwa - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku karere - Mu mugi wa Kigali, uruhushya rutangwa utagiye ku karere(online)
5) **Izindi nzego unyuramo**	Umudugudu, akagari, umurenge
6) **Amafaranga yishyurwa**	- Kuva kuri 0-100 meterokare wishyura Rwf 20,000, - Kuva kuri 100-500 meterokarewishyura Rwf 40,000, - Kuva kuri 500 meterokarekuzamura wishyura Rwf 60,000
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 30

c) 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**	- 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**	- 20.000 Frw: Ubuso bwubakwaho butarengeje m^2 0 kugeza kuri m^2 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m^2 100 kugeza kuri m^2 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m^2 500 - 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

d) 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**	Aho inzu iri harasurwa nyuma yo kuzuza ibisabwa ngo uhabwe uburenganzira
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Ibisubizo biboneka mu ibyumweru bibiri(2)

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Akarere gasura aho ikibazo kiri kigashakirwa umuti. Aho hantu harasurwa hakorwa ubukangurambaga mbere yo kubaka ibikorwaremezo, abantu bakimurwa Ibaruwa yandikiwe akarere Hakorwa ubukangurambaga bwo kumvisha abaturange ibyiza by'bw'ibikorwaremezo bizahakorerwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 7

f) Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuza (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**	Mu minsi 3

g) 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**	- Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafotoane (4) y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa cy'ubutaka
4) **Inzira binyuramo**	Iyo umaze gusaba baza gusura aho inzu yubatse kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugururahashingiwe 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

h) Gufasha mu kubona amazi

1) **Uhabwa iyi serivise**	Abaturage bibumbiye hamwe
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wandikira Akarere cyangwa ukiyizira gusobanura icyifuzo cyawe. Akarere gakora ubuvugizi ku kigo gishinzwe amazi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu cyumweru 1

B. UBUTAKA (OSC)

a) Kugabanyamo ibice ikibanza/isambu

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka ku karere
3) **Ibisabwa**	- Ibyangombwa by'ubutaka by'umwimerere busabirwakugabanywamoibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru

	w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutakabusabirwakugabanyamoibice - Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporoy'ipimwary'ubutakayashyizwehoumukononanyi r'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw' Akagarik'ahoubutakabuherereye.
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere cyangwa ku murengewitwaje ibisabwa.Ku butaka burimo ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice. Ku bindi bikorwa bishobora gukorwa nko Gutura, ubucuruzi, inganda, ibikobwa by'ubuzima(Amashuli, amavuriro...) itegeko ntiryubahirizwa
5) **Izindi nzego unyuramo**	Umurenge
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 munsi. Icyangombwa kiboneka mu byumweru 2

b) Guhuza ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwaby'ubutakabusabirwa guhuzwa - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakaikom atanyaibiceby'ubutakabisabirwaguhuzwa - Raporoy'ipimwary'ubutakayashyizwehoumukononanyi r'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw' Akagarik'ahoubutakabuherereye - Kwishyura amafaranga y'imisoro yose icyanye n'ibibanza bihuzwa
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Ubutaka bisabwa guhuzwa bugashyirwa mu izina rimwe.
5) **Izindi nzego unyuramo**	Ushinzwe ubutaka ku rwego rw'intara
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 munsi. Icyangombwa kiboneka mu byumweru 2

c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka

3) **Ibisabwa**	- Ibyangombwaby’ubutakabusabirwagukosorerwa imbibi cyangwa ubuso - Icyangobwa cy’umwimerere cy‘ubutaka - Ifishi y’ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakaikom atanyaibiceby’ubutakabisabirwagukosorerwa imbibi cyangwa ubuso - Raporoy’ipimwary’ubutakayashyizwehoumukononanyi r’ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan’umuyoboziw’ Akagarik’ahoubutakabuherereye - Icyangombwa cy’ubutaka cy’abo bahuje imbibi(Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)
4) **Inzira binyuramo**	Ujya ku biro by’ubutaka ku karere witwaje ibisabwa n’umukozi ushinzwe ubutaka ku karere.
5) **Izindi nzego unyuramo**	Umukozi ushinzwe ubutaka ku rwego rw’intara
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 munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir’ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y‘indangamuntu - Icyemezo cy’uko washyingiwe/Icyemezo cy’uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - Icyemezo cy’agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n’Akarere mu gihe usaba adafite icyemezocy’agateganyo cyangwa inyandiko yemeza nimero y’ubutaka.
4) **Inzira binyuramo**	Ujya ku biro by’ubutaka ku karere witwaje ibisabwa. Imisoro y’ubutaka yishyuye nibura mu myaka 10 ishize
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umunsi akarere kaguhaye
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1)	**Uhabwa iyi serivise**	Nyir'ubutaka
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3)	**Ibisabwa**	- Ibyangombwa by'ubutaka - Kopi y'indangamuntu - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.
4)	**Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi ishize.
5)	**Izindi nzego unyuramo**	Ntazo
6)	**Amafaranga yishyurwa**	Ntayo
7)	**Igihe itangirwa**	Ku munsi wagenwe n'akarere
8)	**Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1)	**Uhabwa iyi serivise**	Nyir'ubutaka
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3)	**Ibisabwa**	- Kopi y'indangamuntu ya nyir'ubutaka - Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyeahoatuyegitangwan'UmunyamabangaNshingwabikorwaw'Umurenge w'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**	Umunsi utangwa n'akarere
8)	**Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1)	**Uhabwa iyi serivise**	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka

2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka - cyemezo 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
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**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru bibiri(2)

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

1) **Uhabwa iyi serivise**	Ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Ibiranga urwego rwa Leta rufite mu nshingano zarwo guteza imbere imiturire - Ibyangombwa by'ubutaka - Ibipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagizeishyirahamwe 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**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

i) Kwandikisha igice cy'inyubako (condominium unit)kiri muisangiramutungo ku nyubako

1)	**Uhabwa iyi serivise**	Abagize ishyirahamwe rya ba nyir'inyubako
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3)	**Ibisabwa**	- Kopi z'indangamuntu z'abasaba - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa - Ibyangombwa by'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**	Umunsi utangwa n'akarere
8)	**Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

j) Ihererekanya ry'uburenganzira ry'igicecy'isangiramutungo ku nyubako (condominium unit)

1)	**Uhabwa iyi serivise**	Abagize ishyirahamwe
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3)	**Ibisabwa**	- Kopi y'ibiranga abarebwa n'ihererekanya ry'uburenganzira - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ihererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira 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**	Umunsi utangwa n'akarere
8)	**Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1)	**Uhabwa iyi serivise**	Nyir'ubutaka
2)	**Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3)	**Ibisabwa**	- 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**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- 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**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

m) Gusimbura ibyangombwa by'ubutaka bisimburaibyatakaye,ibyangiritse, ibyahiye cyangwa ibyatwawe n'ibiza

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Iyo ibyangombwa by'ubutaka byatakaye: - Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye Ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha 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 munsi. Icyangombwa kiboneka mu byumweru 2

n) Guhinduza icyo ubutaka bwagenewegukoreshwa

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozibw'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe 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 munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- 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 - Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutakabuherereye
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'ihererekanya, 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 munsi. Icyangombwa kiboneka mu byumweru 2

p) 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**	- Ibyangombwa by'ubutaka - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira - Iyo ari ukuvana muri regisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku murenge witwaje ibisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw ku cyangombwa cy'ubutaka gishya (yishyurwa kuri konti y'akarere)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

q) 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 - 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 munsi. Icyangombwa kiboneka mu byumweru 2

r) Kwemeza igishushanyo cy' ikibanza (deed plan)

1) **Uhabwa iyi serivise**	Umuntu ufite ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira abagana OSC(One Stop Center)
3) **Ibisabwa**	- Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Kwishyura 10000 rwf y'icyemezo cy'ubutaka - Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.
4) **Inzira binyuramo**	- Ujya ku biro by'ubutaka (Aho bakirira abantu) mu masaha y'akazi - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS. - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa. - Iyo borune zikenewe, ni wowe uzigurira. - Ku turere tw'umujyi, isuzuma ry'ubutaka, rikorwa n'abikorera ku giti cyabo mu byerekeranye no gususzuma ubutaka(hishyurwa 30000rwf)
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	10.000 Frw by'igishushanyo cy'ikibanza, yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe nyuma yo gusura ubutaka

s) Gutanga no gutiza ingwate muri banki

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cy'ubutaka
2) **Umukozi ubishinzwe**	Ushinzwe kwakira abantu muri One Stop Center
3) **Ibisabwa**	- Icyangombwa cy'ubutaka cy'umwimerere - Indangamuntu z'ushaka gutanga n'uwakira ingwate (ubutiza, n'ubuhawe) - Icyemezo 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. Kuzuza impapuro zabigenewe imbere ya Noteri w'ubutaka mukanagisinya. Icyemezo cy'ingwate gitangwa uwo munsi.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	2.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

t) Gukemura amakimbirane ashingiye ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) **Umukozi ubishinzwe**	Ushinzwe kwakira abagana One Stop Center
3) **Ibisabwa**	Ibaruwa yandikiwe umuyobozi w'akarere(Mayor) Raporo y'uko ikibazo cyakemuwe 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 umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsi wo gusura

II. NOTERI

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Noteri w'Akarere
3) **Ibisabwa**	- Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amafaranga asabwa asabwa
4) **Inzira binyuramo**	- 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 ntitangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka

	(amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
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 munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Noteri w'Akarere
3) **Ibisabwa**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Amasezrano y'inguzanyo ya banki. - 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**	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) Gusaba gushyira umukono kuri stati y'amashyirahamwe,amakoperative n'imiryango itari iya Leta

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	- Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
4) **Inzira binyuramo**	- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agenzura 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**	Baza amafaranga yishyurwa ku murenge ku byerekeye kusinyisha impapuro kwa noteri
7) **Igihe itangirwa**	Ku wa gatatu (Runda) Ku wa kane (Ku cyicaro cy'akarere)
8) **Igihe ntarengwa**	Uwo munsi

d) Kugira inama abaturage mu by'amategeko

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
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**	Ku munsi wagenwe n'akarere
8) **Igihe ntarengwa**	Uwo munsi kereka iyo hakenewe ubusesenguzi

e) Kwemeza inyandiko mpamo

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye noteri
2) **Umukozi ubishinzwe**	Notari w'akarere cyangwa w'umurenge
3) **Ibisabwa**	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) **Inzira binyuramo**	Uza ku biro bya noteri w'akarere witwaje ibisabwa
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 munsi

f) Gukurikirana imanza z'Akarere

1) **Uhabwa iyi serivise**	Umuntu wese wareze cyangwa warezwe n'Akarere
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) **Inzira binyuramo**	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye 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

a) Gusaba gusubizwa amafaranga y'ikirenga ku musoro cyangwa ayishyuwe aho adakwiye

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyo kibazo
2) **Umukozi ubishinzwe**	Umuyobozi Ushinzwe Imari
3) **Ibisabwa**	Ibaruwa yandikiwe Umuyobozi w'Akarere Impapuro z'umwimerere za banki wishyuriyeho Indangamuntu(Nomero y'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 ibaruwa isaba gusubizwa amafaranga 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 uhereye igihe utangiye ikibazo

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

c) Guhabwa impapuro zakatiweho imisoro ya RRA

1) **Uhabwa iyi serivise**	Umuntu wese
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 z'impapuro.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

d) 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 munsi

e) Gusaba kwishyura imisoro mu bice

1) **Uhabwa iyi serivise**	Umuntu wese ubyifuza
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira imisoro n'amahoro
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 munsi

f) Kwishyuza ubukode ku mitungo y'Akarere

1) **Uhabwa iyi serivise**	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira imisoro n'amahoro
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**	Amafaranga avugwa mu masezerano
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

IV. IMARI N'IPIGANWA RY'AMASOKO

a) Guhabwa ibitabo by'ipiganwa

1) **Uhabwa iyi serivise**	Rwiyemezamirimo ushaka gupiganirwa isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	- Isoko rigomba kuba ryaratangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.
4) **Inzira binyuramo**	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki ugahabwa igitabo cy'iryo soko. Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa. Igihe DAO yishyuwe, ishobora koherezwa kuri imeri(E-mail)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga 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 munsi

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

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Ujya ku biro by'umukozi ushinzwe amasoko ugahabwa inama n'ubufasha wifuza. Ushobora kandi guhamagara cyangwa ukohereza SMS.
5) **Izindi nzego unyuramo**	Ntayo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) 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'igihe ntarengwa kiri 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 munsi isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe (Ku karere)
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 ipigangwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo. Iyo bidashobotse, akarere kandikira ba rwiyemezamirimo kabamenyesha ko gahunda itakibaye n'impamvu yabyo
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo

7) **Igihe itangirwa**	Mu masaha y'akazi kuva ku munsi byatangarijwe kugeza ku munsi wanyuma
8) **Igihe ntarengwa**	Iminsi 21 nyuma yo gufungura isoko

e) 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. Amasezerano asinywa mu minsi 15 nyuma y'imenyesha ry'uwatsinze
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

f) Gutanga icyangombwa cyo kurangiza imirimo neza

1) **Uhabwa iyi serivise**	Rwiyemezamirimo wasinyiye isoko
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amasoko
3) **Ibisabwa**	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirihe ibisabwa byose.
4) **Inzira binyuramo**	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguha icyemezo cy'uko washoje neza imirimo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

V. KUVURA NO KWITA KU MATUNGO

a) Guhabwa icyemezo cyo kwimura amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo

3) **Ibisabwa**	- 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**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na5.000 Frw.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo
4) **Inzira binyuramo**	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 nibura umwaka. Ku nyama, icyangombwa gitangwa na koperative y'ibagiro yabiherewe urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherwaho mu gutanga uruhushya rwo kuzitwara. Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa(Kuba ifite ibirinda inyama iyo bibaye ngombwa). Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amafaranga

	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

c) 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 ukeneyeho 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.

d) 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'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Hishyurwa hakurikijwe agiciro cy'intanga
7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere
8) **Igihe ntarengwa**	Uwo munsi

e) Kugenzura inyama n'ibikomoka ku matungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Usaba agomba yarahawe uburenganzira na RAB bwo gutera intanga
4) **Inzira binyuramo**	Inyama zigenzuririrwa ku ibagiro n'aho zicururizwa. Ku mata,

	buri kusanyirizo rigira 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 yo gusura yagenwe n'Akarere
8) **Igihe ntarengwa**	Ako kanya

f) 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 Amatangazo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa mu kwa cyenda ku munsi mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Buri wa kane(4)
8) **Igihe ntarengwa**	Uwo munsi

g) Icyangombwa cyo kuroba

1) **Uhabwa iyi serivise**	Koperative y'uburobyi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) **Inzira binyuramo**	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na umukozi wa RAB mu karere ufite uburobyi mu nshingano ze
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Gahunda ya buri mwaka
8) **Igihe ntarengwa**	Icyumweru 1

h) Gupima ubuzima bw'amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laburatwari 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

a) Guhabwa inyongeramusaruro

1) **Uhabwa iyi serivise**	Abahinzi bagize itsinda
2) **Umukozi ubishinzwe**	Umukozi w'akarere ushinzwe ubuhinzi
3) **Ibisabwa**	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe
4) **Inzira binyuramo**	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babiherewe 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 Socio-economic Development Officer (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa „agrodealer" hariho inyongeramusaruro n'imbuto izakenerwa. Hakoreshwa „nkunganire" mu gufata inyongeramusaruro
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Inyongeramusaruro zishyarwa 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 munsi kwa „agrodealer"

b) 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 munsi

c) Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Ibidukikije
3) **Ibisabwa**	K'ubucukuzi bw'amabuye y'agaciro: - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko irambuye y'umushinga - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije Kuri kariyeri iri munsi ya 1 ha: - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije Kwishyura 500,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere
4) **Inzira binyuramo**	Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro: 1. Uruhushya rwo kurambagiza (rumara imyaka 2) 2. Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), 3. 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 ishinzwe mine na kariyeri (MINIRENA). Umunyamabanga nshingwabikorwa w'umurenge asaba impapuro Uruhushya rwo kurambagiza n'ubushakashatsi. Nyuma y'ubushakashatsi, ibisubizo byohereza muri

	Minisiteri ishinzwe mine na kariyeri Ibyo kujyana ku murenge: Ibaruwa yandikiwe umunyamabanga nshingwabikorwa w'umurenge, ikarita y'aho uzakorera yakozwe kandi yemejwe n'inzobere, imbanzirizamushinga, uburyo bwo kurinda aho hantu n'ibidukikije, n'aho uherereye. Iyo ikibanza giherereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihererereyemo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.
5) **Izindi nzego unyuramo**	MINIRENA
6) **Amafaranga yishyurwa**	**Ubucukuzi bw'amabuye y'agaciro** Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw yishyurwa kuri konti ya MINIRENA. Ipatanti yishyurwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka. Amafaranga y'isuku. **Kariyeri (1 ha cyangwa munsi):** 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

d) 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**	Ntabyo
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 munsi

VII. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 2

1) **Uhabwa iyi serivise**	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba mu karere
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, wuzuza 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 munsi nyuma yo gusurwa

b) 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. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara amezi atatu kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) **Inzira binyuramo**	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwagurishije niwe usaba ucyemezo cyo gutwara ibikomoka ku mashyamba akagiha uwaguze.
5) **Izindi nzego unyuramo**	Akagari
6) **Amafaranga yishyurwa**	1.000 Frw kuri toni no kuva kuri 500 kugeza kuri 2000 y'uruhushya yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi nyuma yo gusura ikibanza

c) Gusaba ingemwe z'ibiti

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
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**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

VIII. KOPERATIVE

a) Guhabwa icyemezo cya koperative

1) **Uhabwa iyi serivise**	Abashaka gushinga koperative
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amakoperative ku murenge
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 SACCO cyangwa Banki y'abaturage 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 hagati y'icyumweru kimwe(1) n'ibyumweru bibiri(2). Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa 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

a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
3) **Ibisabwa**	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo(Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...
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'ibyigwa n'inama njyanama y'akarere. Inama njyanama 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 njyanama y'Akarere ibisuzume)

b) Gusaba guhindurirwa ikigo cy'ishuri

1) **Uhabwa iyi serivise**	Umunyeshuri wese wiga mu ishuri rya Leta
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
3) **Ibisabwa**	Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya 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 kubisab ku ishuri ashaka kwimukiramo.
5) **Izindi nzego unyuramo**	Indangamanota y'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

c) Gusaba akazi k'ubwarimu

1) **Uhabwa iyi serivise**	Ubikeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
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, ukuzuza 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

d) 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

e) 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

f) 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**	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakurije ibyasabwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Ako kanya

X. IMIYOBORERE MYIZA

a) 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 no mu yindi minsi ushobora kwakirwa
8) **Igihe ntarengwa**	Uwo munsi

XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

a) Kwakira no kuyobora abagana akarere

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

b) Kohereza inyandiko zisubiza abandikiye Akarere

1) **Uhabwa iyi serivise**	Ubikeneye wese
2) **Umukozi ubishinzwe**	Mu bunyamabanga rusange (secretariat central)
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Ubunyamabanga rusange busikana inzandiko bukazigeza kubo bireba kuri imeri (incamake yazo). Kohereza ibisubizo bikorwa n'ubunyamabanga rusange
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Ako kanya

c) Kubara no gutanga ibirarane by'amashimwe

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe abakozi
3) **Ibisabwa**	Ibaruwa ikohereza Raporo igaragaza imikorere Aho wishyuriwe umushahara wa nyuma
4) **Inzira binyuramo**	Wandikira Akarere ibaruwa usaba ku wabarirwa ibirarane. Urwandiko rurasuzumwa, bigahuzwa n'imibare ya MINECOFIN. Ku bakozi b'akarere, nabo bandika ibaruwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi ku bakozi b'Akarere Ku barimu biterwa n'igihe bifata kuri MINECOFIN, ariko ubusanzwe bifata ukwezi kumwe.

d) 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, - 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

e) Kubara no gutanga impozamarira

1) **Uhabwa iyi serivise**	Abakozi b'Akarere, Abarimu n'Abaganga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe abakozi
3) **Ibisabwa**	Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi
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 yatangiriye 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

f) 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**	Umunsi ukurikiyeho

g) Guhuza akarere n'izindi nzego zikagana

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

h) Guhabwa kopi y'inyandiko zabitswemu gihe zisabwe

1) **Uhabwa iyi serivise**	Umuntu wese ubiherewe uburenganzira
2) **Umukozi ubishinzwe**	Umukozi ushinzwe gushyingura inyandiko
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wandikira akarere uzaba kopi y'izo nyandiko. Umuyobozi w'Akarere cyangwa Umunyabanga Nshingwabikorwa atanga uruhushya rwo gutanga kopi.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo

7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Ako kanya

i) Guhabwa ibendera ry'igihugu

1) **Uhabwa iyi serivise**	Umuntu wese urikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe logistic
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wishyura amafaranga asabwa ugahabwa ibendera kuri banki y'abaturage ukerekana inyemezabwishyu kuri lojistike. Ugomba kurikoresha bitanyuranyijen'amategeko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	3.000 Frw yishyurwa 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 munsi

XII. UBUGENZUZI BW'UMURIMO

a) Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) **Uhabwa iyi serivise**	Umukoze cyangwa umukoresha
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Ushaka ndetse ugasobanurira umugenzuzi w'imirimo mu Karere uko ikibazo giteye. Amasezerano y'akazi asabwa iyo bibaye ngombwa. Ategura umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishe. Iyo bidakunze ku mpande zombie, buri ruhande rwubahiriza icyo amasezerano avubivugaho. Umugenzuzi w'imirimo akora ubushakashati akamenya uko bihagaze. Iyo hatabayeho kumvikana bya gicuti, umugenzuzi w'imirimo abohereza 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 iyo impande zombi zabashije kumvikana

b) Gusaba icyangombwa cyo kutagira umukozi (sosiyete idafite abakozi)

1) **Uhabwa iyi serivise**	sosiyete idafite abakozi
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo mu karere
3) **Ibisabwa**	Icyemezo cyo kutabamo imisoro ya RRA

	Icyemezo cyo kwiyandikisha ubucuruzi muri RDB Icyemezo cyo kwiyandikisha muri RSSB
4) **Inzira binyuramo**	Bisabwa na RSSB iyo sosiyete isaba icyangombwa cyo kutabamo amafaranga ya RSSB. Iteka ryo muri 1974 rigenga pensiyo
5) **Izindi nzego unyuramo**	RDB, RRA, RSSB
6) **Amafaranga yishyurwa**	Ubaza ku karere amafaranga asabwa
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo

1) **Uhabwa iyi serivise**	Umukozi usaba inguzanyo yishyurwa ku mushahara
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo
3) **Ibisabwa**	Ibaruwa yandikiwe banki isHyirwaho umukono n'umugenzuzi w'imirimo
4) **Inzira binyuramo**	Umugenzuzi w'imirimo areba ahandi umukozi yakura ubushobozi bwo kubaho mu gihe yagwatirije umushahara (ibimenyetso bigomba guherekeza urwandiko) – Itegeko rigenga umurimo, ingingo ya 86 na 87 (Igazeti NO. 48 SPECIAL, 27/5/2009)
5) **Izindi nzego unyuramo**	Banki
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi itanu

d) Inama ku bijyanye n'umurimo

1) **Uhabwa iyi serivise**	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) **Umukozi ubishinzwe**	Umugenzuzi w'Imirimo
3) **Ibisabwa**	Ntabyo
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 munsi

XIII. URUBYIRUKO N'UMUCO

e) Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'akarere

1) **Uhabwa iyi serivise**	Umuntu wese wifuza gukoresha amarushanwa
2) **Umukozi ubishinzwe**	Umukozi ushinzwe urubyiruko, umuco na siporo
3) **Ibisabwa**	Ibaruwa ibisaba
4) **Inzira binyuramo**	Wandikira akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo, ugashyiraho b'izindi nyandiko za ngombwa zijyanye n'ayo marushanwa. Iyo usaba ubufasha nk'icyumba cyo gukoreramo, n'ibindi amenyeshwa uwo munsi ko bishobora kuboneka. Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2. Iyo nta kunga ihari, usubizwa mu cyumweru kimwe. Bikurikiranwa na polisi igaha igisubizo akarere niba ubusabe bwawe bwemewe, ibi bishobora gufata ibyumweru bibiri
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

f) 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. Buri mwaka akarere gasaba imishinga y'urubyiruko hakurikijwe ingengo y'imari ihari. Ibisabwa: - Kuba mu ishyirahamwe rizwi - Kugira ibikorwa bigaragara, aho ubarizwa - Gahunda y'umushinga - Amasezerano y'uburyo inkunga izakoreshwa Amahugurwa Gusaba ko umurenge watoranya abazitabira amahugurwa NYC ihamagara akarere kubasha guhitamo abakandida ku mushinga wabo
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Biterwa n'ubushobozi buhari