

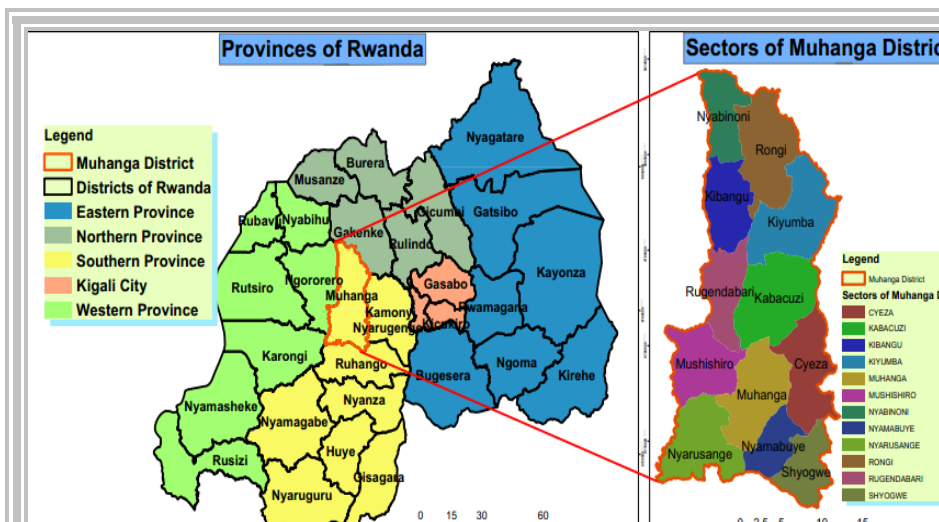


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IMBONERAHAMWE YA SERIVISE FATIZO
ZITANGWA MU KARERE
AKARERE KA MUHANGA



MUHANGA,
WERURWE 2015

Ibirimo

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ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

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

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

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

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

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

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

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	Ibaruwa isaba yandikiwe Umuyobozi w'Akarere iherekejwe n'ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)
4) Inzira binyuramo	Aho icyapa kigomba gushyirwa harasurwa kugirango barebe koko niba haberanye nacyo kandi ibisabwa byose byubahirijwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Icyapa cyamamaza ibikorwa cyangwa imirimo ibyara inyungu: 20.000 Frw kurimetero kare ku mwaka kuri m ² .Iyo icyapacyamamaza ku mpande zombi, buriruhande rwishyurirwa amahoro; Banderole yanditseho ubutumwa bumenyekanisha igikorwa: 10.000 Frw ku minsi; Ibyapa byamamaza hakoreshejwe uburyo bw'ikoranabuhanga: hagati ya 60.000 Frw kumwaka hatitawe ku bunini bwabyo.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gusaba uruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu wese ushaka kubaka inzu
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu yifuzza kubaka; - Igenagaciro ka buri gikorwa kizakorera ku kibanza (bill of quantities) - Kopi 2; - Ibishushanyo byerekana inyubako ku buryo burambuye (building plans) - kopi 4;

	<ul style="list-style-type: none"> - Ifishiy'ubutaka (deed plan); - Impapuro zishyuriweho amafaranga asabwa; - Fotokopi y'ibiranga abanditse kubyangombwa by'ubutaka (ID,Passeport); - Fotokopi y'icyangombwa cy'ubutaka; - Kwishyura imisoro y'ubutaka <p>N.B:Ku mazu manini , amashuri n'amavuriro hasabwa inyigo nsuzuma ngaruka ku bidukikije (EIA Certificate)</p>
4) Inzira binyuramo	<ul style="list-style-type: none"> - Wandikira Umuyobozi w'Akarere ugatanga impapuro zisabwa; - Ibiro by'ubutaka biguha umunsi wo gusura ikibanza; - Hagati aho ujya mu biro bishinzwe imari bakakubarira amafaranga ugomba kwishyura kuri konti y'Akarere. - Ujyana impapuro zose zisabwa harimo n'izo wishyuriyeho ku biro by'ubutaka ku Karere.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100; - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500; - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 3.000 Frw : Extrait Cadastrale; - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako). Ikindi nuko aho uyu mukozi Atari bikorwa n'abakozi bo muri One Stop Center.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 30

3. Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa isaba kongererwa igihe cyo kubaka; - Kopi y'icyangombwa cyo kubaka; - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu; - Fotokopi y'icyangombwa cy'ubutaka;
4) Inzira binyuramo	Wandikira umuyobozi w'Akarere ugatanga impapuro zisabwa (iyo icyo cyangombwa kibura iminsi 30 ngo kirangire);
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	<ul style="list-style-type: none"> - 20.000 Frw: Ubuso bwubakwaho butarengeje m² 0 kugeza kuri m² 100; - 40.000 Frw: Ubuso bwubakwaho butarengeje m² 100 kugeza kuri m² 500; - 60.000 Frw: Ubuso bwubakwaho burengeje m² 500 - 3.000 Frw: Extrait Cadastrale; - 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu minsi 10

4. Gusaba uruhushya rwo kubaka umunara w'itumanaho

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

5. Gusaba uruhushya rwo gukorera mu nyubako nshya

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) Inzira binyuramo	Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere aho inzu iri harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 7

6. Gusaba kwishyurwa serivisi ba Rwiyezamirimo bahaye Akarere

1) Uhabwa iyi serivise	Rwiyezamirimo wakoreye Akarere
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ukomekaho impapuro zishyura (inyemezabuguzi). Umukozi ushinze ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugirango yishyurwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 45

7. Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) Uhabwa iyi serivise	Umuntu wese ushaka gusana/kuvugurura inzu
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafoto y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa
4) Inzira binyuramo	Iyo umaze gusaba baza gusana aho inzu yubatswe kagakora raporo ari nayo iherwaho baguha icyangombwa cyogusana/kuvugururashyirwa

	kubyo babonye mw'isura.
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	Iminsi 15

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

1) Uhabwa iyi serivise	Umuntu wese ubishaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	Icyangombwa cy'ubutaka, inyigo nsuzumanagaruka ku bidukikije(EIA certificate);
4) Inzira binyuramo	Ubishaka yandikira Umuyobozi w'Akarere yerekana aho ashaka gushyira sitasiyo yo gucuruza ibikomoka kuri peteroli. Akarere gakora igenzura kakareba niba aho hantu hashoboka hakurikijwe igishushanyo mbonera. Akarere gasaba RURA gusuma umushinga, ikabyemeza iyo bishoboka mu rwego rwa tekinike. Iyo RURA ibyemeye niho hatangwa icyemezo cyo kubaka.
5) Izindi nzego unyuramo	RURA
6) Amafaranga yishyurwa	Kuriha amafaranga y'icyemezo cyo kubaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

B. UBUTAKA (OSC)

1. Kugabanyamo ibice ikibanza/isambu

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka busabirwakugabanywamoibice; - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi wa One Stop Center mu Karere kuri buri gice cy'ubutakabusabirwakugabanyamoibice; - Raporoy'ipimwary'ubutakayashyizwehounukonon a nyir'ubutaka, abo bahanaimbibu,umukoziwapimyeubutakan'umuyoboziw'Akagarik'ahoubutakabuherereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice (art. 30, itegeko ry'ubutaka No 43/2013 ryo kuva

	16/06/2013)
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

2. Guhuza ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwaby'ubutakabusabirwa guhuzwa; - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyabiceby'ubutakabisabirwaguhuzwa; - Raporoy'ipimwary'ubutakayashyizwehukumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw'Akagarik'ahoubutakabuherereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

3. Gukosora imbibi cyangwa ubuso bw'ubutaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwaby'ubutakabusabirwagukosorerwa imbibi cyangwa ubuso; - Ifishi y'ubutaka (Fiche); Cadastrale)yemejwen'umukuruw'ibiroby'ubutakai komatanyabiceby'ubutakabisabirwagukosorerwa imbibi cyangwa ubuso; - Raporoy'ipimwary'ubutakayashyizwehukumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw'Akagarik'ahoubutakabuherereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan) 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00

8) Igihe ntarengwa	Iminsi 30
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4. Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya.

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba; - Kuzuza ifishi ifite nimeru 19; - icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu; - Ibyangombwa by'ubutaka bisabirwa guhindurwa; - icyemezo cy'agateganyo gihabwa uwabaruje; ubutaka/inyardiko yemeza nimeru ubutaka bwabaruweho; - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimeru y'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

5. Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi.

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka; - icyemezocy'uburenganzirabwokubaka; - icyemezocy'igenzurakigaragazakoimyubakireyaku rikijeibyaribiteganyijwe; - icyemezogitangauburenganzirabwogukoreshacyan gwagutura mu nyubako(ku basaba inkondabutaka); - icyemezo ko nibura ½ cy'ibyari byemewe kubakwa byubatswe (Ku basaba inkondabutaka ngenankomyi); - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi wa One Stop Center mu Karere; - Inyardiko y'ubumvikane yakorewe imbereya Noteri igaragaza imigabane buri muntu afite mu

	gihe mu bagombakwandikwak'ubutakaharimoabanyamaha ngabafatanyijeubutakan'Abanyarwandacyangwaiyoariisosiyetey'ubucuruzi,Umuryangocyangwaishyirahamwebifiteubuzimagatoziabanyamahangabafite moimigabane.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

6. Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka; - Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina; - Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyeahoatuye gitangwan'UmunyamabangaNshingwabikorwaw'U murenge w'ahoabarizwa; - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro bya One Stop Center mu Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhanda rwa ny'ubutaka. Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu. icyangombwa kiboneka mu byumweru 2

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka (registration certificate); - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka kimwe n'icyemezo;

	<p>cy'iyandikisha rya sosiyete nshya gitangwa na RDB;</p> <ul style="list-style-type: none"> - Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza; - Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka; - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe; - Ibyangombwa by'ubutaka.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - 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 - Iyipimo by'ibice by'isangiramutungo (condominium Units), ibice rusange n'imigabane y'abagize ishyirahamwe ry'isangiramutungo ku nyubako
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	- Kopi y'ibiranga usaba (fotokopi y'indangamuntu)

	<p>cyangwa pasiporo);</p> <ul style="list-style-type: none"> - icyemezo cyo kuba washyngiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze; - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners); - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa; - Ibyangombwa by'ubutakaburiho isangiramutungo ku nyubako.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'iherekanya ry'uburenganzira; - icyemezo cyo kuba washyngiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze; - Amasezerano y'iherekanya 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	27,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
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	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
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	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	- Iyo ibyangombwa by'ubutaka byatakaye: Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka w'aho ubutaka buherereye n'ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha kuri imwe mu maradiyo yumvwa cyane mu Rwanda cyangwa muri kimwe mu binyamakuru bisomwa cyane mu Rwanda; - Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: Umwimerere w'ibyangombwa by'ubutaka byangiritse; - Iyo ibyangombwa by'ubutakabyangiritse ku buryo bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya Noteri w'ubutaka

	<p>w'aho ubutaka buherereye;</p> <ul style="list-style-type: none"> - 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; - Kopi y'ibiranga nyir'ubutaka; - icyemezo cy'uko yashyngiwe cyangwa ingaragu.
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	Iminsi 30

14. Guhinduza icyo ubutaka bwagenewegukoreshwa

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka by'umwimwerere (original); - Uruhushya rwo guhindura icyo ubutaka bwagenewegukoreshwa rutangwa; n'Umuyobozi w'Akarere cyangwa undi mukozi w'Akarere yabihereye ububashahakurikijwe igishushanyo mbonera;
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka; - icyemezo cyo kuba washyngiwe/icyemezo cy'uko uri ingaragu; - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka; - Inkondabutaka yahawe Leta; - Iyo nta nkondabutaka yatanze: 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 ubutakabuhereye.
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	27,000 Frw (20,000 Frw y'iherekanya, 5,000 Frw y'icyangombwa gishya na 2,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka; - Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe; - Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira; - Iyo ari ukuvana muri rejisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka; - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka; - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana; - Ibyangombwa by'ubutaka
4) Inzira binyuramo	Ujya ku biro by'ubutaka ku Karere witwaje ibisabwa
5) Izindi nzego unyuramo	Ntazo

6) Amafaranga yishyurwa	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Iminsi 30

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

1) Uhabwa iyi serivise	Nyir'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - 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); - Fiche cadastrale iyo ubwo butaka butabaruwe butanafite numero.
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	Iminsi 30

18. Gusaba igishushanyo cy'ikibanza (deed plan)

1) Uhabwa iyi serivise	Umuntu ufite ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Kopi y'icyangombwa cy'ubutaka. - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge; - Kwishyura 10.000 Frw y'igishushanyo cy'ubutaka (deedplan); - Numero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba.

4) Inzira binyuramo	<ul style="list-style-type: none"> - Ujya ku biro bya One Stop Center ku Karere witwaje ibyangombwa by'ubutaka cyangwa icyemezo cy'uko ari ubwawe; - Ubutaka bwawe burasurwa hagafatwa ibipimo bya GIS; - Igishushanyo cy'ubutaka kiboneka nyuma y'icyumweru umaze gusurwa; - Iyo borune zikenewe ni wowe uzigurira.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	10.000 Frw yishyurwa kuri konti y'Akarere muri Banki y'Abaturage
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

19. Gutanga no gutiza ingwate muri Banki

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cy'ubutaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cy'ubutaka orijinari ; - Irangamuntu y'ushaka gutanga ingwate (ubutiza, n'ubuhawe); - Incyemezo cy'uko washatse cyangwa uri ingaragu
4) Inzira binyuramo	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuzwa impapuro zabigenewe imbere ya Noteri w'ubutaka. Icyemezo cy'ingwate gitangwa uwo muni.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	2.000 Frw ya kwemeza impapuro mpamo z'ubutaka
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

20. Gukemura amakimbirane ashingiye ku butaka

1) Uhabwa iyi serivise	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) Umukozi ubishinzwe	Umuyobozi wa One Stop Center
3) Ibisabwa	Raporo y'uko ikibazo cyacyemuwe ku Murenge
4) Inzira binyuramo	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatanga umwazuro.

5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 30

C. IBIDUKIKIJE (OSC)

1. 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 mu Karere
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uhamagara umukozi ubishinzwe cyangwa ukaza ku Karere ugasobanura uko ikibazo giteye
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

II. Noteri w'Ubutaka mu Karere

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Ubutaka mu Karere
3) Ibisabwa	<ul style="list-style-type: none"> - Indangamuntu; - Ibyangombwa by'umutungo wimukanwa; - Amasezerano y'Ubugure asinyirwa imbere ya Noteri - Kwishyura amahoro asabwa
4) Inzira binyuramo	<ul style="list-style-type: none"> - Impande zombi zijya ku biro bya Noteri w'Akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa abandi ntibabyemerewe); - Iyi serivise ntatangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazuru, amashyamba, etc.) Ibyo bigengwa

	n'itegeko ry'ubutaka n° 43/2013 (art. 21-22).
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

2. Gusaba gushyira umukono ku masezerano y'inguzanyo

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Amasezerano y'inguzanyo ya banki; Indangamuntu, icyangombwa gisimbura indangamuntu na Pasiporo; Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa amasezerano ya banki amaze gusinywa n'impande zombi; - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere; - Sipesimeni z'imikono y'abakozi ba Banki babishinzwe iba iri ku Karere bityo bakabasha kugenzura ko ari bobasinye koko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	2.000 Frw ku masezerano (ntabwo ari kuri buri rupapuro)
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu

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

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	- Sitati; - Abanyamuryango cyangwa abanyamigabane bose bagomba kuba bahari; - Kwishyura amahoro asabwa
4) Inzira binyuramo	- Iyi serivise itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agasaba ko yakosorwa; - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya Noteri abanyamuryango bose bagasinya ku rutonde rusange.

	- Sitati zisinyirwa imbere ya Noteri w'Akarere;
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	5000F kuri sitati 1
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

4. Kugira inama abaturage mu by'amategeko

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Noteri w'Akarere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uza ku biro bya Noteri w'Akarere ugasobanura uko ikibazo giteye.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

5. Kwemeza inyandiko mpamo

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

6. Gukurikirana imanza z'Akarere

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

8) Igihe ntarengwa	Biterwa n'iko ikibazo giteye
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III. KWAKIRA IMISORO N'AMAHORO

1. Kwishyura imisoro n'amahoro

1) Uhabwa iyi serivise	Umuntu wese ufite imirimo cyangwa ibindi bikorwa bibyara inyungu
2) Umukozi ubishinzwe	Umukozi Ushinzwe kwakira imisoro n'amahoro
3) Ibisabwa	<p>Kubanza gukora imenyekanisha (Declaration) y'icyo agiye gutangaho umusoro. Imisoro akorera imenyekanisha akaba ari iyi ikurikira: Patente, Umusoro ku nyungu z'ubukode bw'amazu (Impot sur le Revenu Locatif) n'umusoro ku mutungo utimukanwa (Impot sur les biens immobiliers).</p> <p>Ku bijyanye n'amahoro usora yishyura akurikije serivise ahawe.</p>
4) Inzira binyuramo	<p>Kwegera ishami rishinzwe kwakira imisoro n'amahoro, rikamufasha ku mubarira umusoro cyangwa amahoro, akameneyeshwa konti y'Akarere agomba kwishyuriraho hanyuma yarangiza agahabwa gitansi zigaragaza ko yishyuye.</p> <p>Iyo hishyuwe amafaranga arenga asabwa:</p> <ul style="list-style-type: none"> - 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). <p>Iyo wishyuye kuri konti itari yo:</p> <ul style="list-style-type: none"> - Wandikira Akarere ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Akarere kagenzura kuri konti niba koko ayo mafaranga yaratanzwe, kagasaba banki kubikosora. <p>Iyo utishyuriye igihe:</p> <ul style="list-style-type: none"> - Ishami rishinzwe imisoro n'amahoro rimenyesha usora umusoro atishyuriye igihe hanyuma agacibwa n'ibihano by'intuburamusoro n'inyungu z'ubukererwe mu rwego rwo ku mushishikariza kuzajya yishyurira ku gihe.

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'igihe agomba gukora imenyekanisha

2. Guhabwa amakuru ku misoro n'uko ibarwa

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe kwakira imisoro n'amahoro ku Karere no mu murenge
3) Ibisabwa	<p>Ipatanti:</p> <ul style="list-style-type: none"> - Kumenyekanisha ibikorwa bibyara inyungu hashingiwe aho usora akorera n'imirimo akora iyo ariyo. Mu kubara uyu musoro hashingirwa ku byemezo by'Inama Njyanama y'Akarere iba yarashyizeho buri mwaka w'ingengo y'imari y'Akarere. <p>Umusoro ku mitungo utimukanwa:</p> <ul style="list-style-type: none"> - Ibyangombwa by'umutungo utimukanwa aha hakaba hashingirwa ko usora agomba kuba afite «Titre de propriété» hamwe n'igenagaciro ku mutungo utimukanwa «Expertise» ugashyirwa kuri Tarif ya 1/1000 cy'agaciro kose kuwo mutungo. - Umusoro ku nyungu z'ubukode bw'amazu Imenyekanisha ku nyungu z'ubukode bw'amazu zabonetse mu mwaka, usora akaba asabwa kugaragaza amasezerano yagiranye n'abakodesha amazu ye cyangwa indi mitungo itandukanye. Iyo afite imitungo yabonye yifashishije inguzanyo za banki, igihe cy'isora, usora abarirwa umusoro ku nyungu havanywemo inyungu za banki yishyuye umwaka wose. Amafaranga yose yabonye kuri uwo mwaka ushyirwa kuri «Tarif» iteganywa n'itegeko rigenga imisoro n'amahoro. <p>Amahoro atandukanye:</p> <p>Aya mahoro yishyurwa n'umuntu wese uhawe serivisi akaba akaba ashwirwaho n'Ibyemezo by'Inama Njyanama y'Akarere, buri mahoro agenerwa «Tarif» hakurikijwe uyatanga aho aherereye, hagaragara igice cy'icyaro hamwe n'igice cy'umujiy kandi aba atandukanye hakurikije ubushobozi bw'abayishyura.</p>
4) Inzira binyuramo	Uza ku Karere cyangwa ku Murenge ukareba umukozi

	ushinzwe kwakira imisoro n'amahoro, ugahabwa impapurozo kuzuzaho umusoro, usora yifuza kwishyura, akanakorera igenzura mu rwego rwo kwirinda ko yatanga umusoro muto cyangwa uw'ikirenga.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

3. Guhabwa impapuro zakatiweho imisoro ya RRA

1) Uhabwa iyi serivise	Umuntu wahaye serivise, ibikoresho cyangwa wakoreye imirimo Akarere
2) Umukozi ubishinzwe	Umucungamari w'Akarere
3) Ibisabwa	Amasezerano wagiranye n'Akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'Umucungamari w'Akarere bakaguha kopi y'impapuro zakatiweho imisoro ya RRA.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

4. Guhabwa impapuro zishyuriweho

1) Uhabwa iyi serivise	Umuntu wese wishyuwe n'Akarere
2) Umukozi ubishinzwe	Umucungamari w'Akarere
3) Ibisabwa	Amasezerano wagiranye n'Akarere n'inyemezabuguzi wishyuriweho
4) Inzira binyuramo	Ujya mu biro by'umucungamari w'Akarere bakaguha kopi w'impapuro wishyuriweho.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 3

5. Gusaba kwishyura mu bice

1) Uhabwa iyi serivise	Umuntu wese
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro ku Karere
3) Ibisabwa	Kuzuzaha impapuro zibarirwaho umusoro; Kwishyura nibura 25% by'umusoro usabwa;

	Urwandiko rusaba kwishyura mu bice rwandikiwe; Ubuyobozi bw'Akarere
4) Inzira binyuramo	Ibiro by'imisoron'amahoro 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 muni

6. Kwishyura ubukode ku mitungo y'Akarere

1) Uhabwa iyi serivise	Umuntu wese ukodesha umutungo w'Akarere (ubutaka, amazu, etc.)
2) Umukozi ubishinzwe	Umukozi ushinze kwakira imisoro n'amahoro ku Karere
3) Ibisabwa	Amasezerano y'ubukode
4) Inzira binyuramo	Akarere kagirana amasezerano n'uwo bireba. Ibiciro bishyirwaho na Njyanama y'Akarere mbere y'uko ingengo y'imari yemezwa. Amafaranga asabwa arihwa mbere bitarenze itariki 5 z'uko kwezi.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga avugwa mu masezerano
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

IV. IMARI N'IPIGANWA RY'AMASOKO

1. Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinze itangwa ry'amasoko
3) Ibisabwa	<ul style="list-style-type: none"> - Isoko rigomba kuba ryatangajwe ku mugaragaromu kinyamakuru gisomwa n'abantu benshi; - Kwishyura amafaranga y'igitabo cy'isoko ateganywa mu itangazo;
4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki uhabwa igitabo cy'iryo soko.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Amafaranga y'igitabo cy'isoko avugwa mw'itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku italiki iteganywa mu itangazo igaragaza igihe igitabo cy'ipiganwa gitangira kubonekeraho.
8) Igihe ntarengwa	Kugeza igihe ntarengwa cyo gutanga inyandiko z'ipiganwa

2. Kwakira inyandiko z'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinzwe itangwa ry'amasoko
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uzana inyandiko z'ipiganwa mu ibahasha ifunze neza mbere y'isaha n'itariki ntarengwa biteganwa mu itangazo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku munsu isoko ryatangarijwe kugeza ku isaha n'italiki ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Isaha n'italiki ntarengwa biteganywa mu itangazo ku bijyanye no gutanga inyandiko z'ipiganwa.

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

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe ikakirwa n'Akarere
2) Umukozi ubishinzwe	Umukozi ushinzwe itangwa ry'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 (kumenyeshya by'agateganyo). Kumenyeshya by'agateganyo bikorwa ku bapiganwe bose. Inzandiko zimenyeshya ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo ku wari watsinze by'agateganyo naho abandi bakazihabwa amasezerana o amaze gusinywa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi nyuma y'iminsi 21 inyandiko z'ipiganwa zakiriwe
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

4. Gusinyisha amasezerano ku batsindiye amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko(uwamaze kubona ibaruwa imumenyesha ko yatsindiye burundu)
2) Umukozi ubishinzwe	Umukozi ushinzwe itangwa ry'amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi ugahabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinzwe amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsiku itariki yemejwe

5. Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo warangije isoko
2) Umukozi ubishinzwe	Umukozi ushinzwe itangwa ry'amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose biteganywa n'amasezerano, itegeko n'amabwiriza bigenga iryo soko.
4) Inzira binyuramo	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iteganywa n'amasezerano y'isoko kandi wubahirije ibyasabwaga byose. Ibaruwa ikaza iherekerejwe na raporo igaragaza ko byakiriwe kandi byakozwe neza. Iyo raporo ikaba yarasinnye n'abashinzwe gukurikirana amasezerano.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Umunsi umwe

V. UBWOROZI

1. Guhabwa icyemezo cyo kwimura amatungo

1) Uhabwa iyi serivise	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi Karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	- icyemezo cy'Umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho

	<p>riva n’aho rijya, ubryo bwo kuritwara (imodoka na plaque zayo);</p> <ul style="list-style-type: none"> - Impapuro zishyuriweho amafaranga asabwa; - Indangamuntu ya nyiraryo
4) Inzira binyuramo	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi murenge w’ako karere. Ubisaba yerekana icyemezo yahawe n’umurenge w’aho amatungo ari. Icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Kugira ngo Umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw na 5.000 Frw.
7) Igihe itangirwa	Mu minsi y’akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

2. Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu

1) Uhabwa iyi serivise	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	<ul style="list-style-type: none"> - Icyemezo cy’umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.) nyira byo aho biva n’aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo); - Impapuro zishyuriweho amafaranga asabwa; - Indangamuntu ya nyirabyo;
4) Inzira binyuramo	<p>Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w’ako Karere.</p> <p>Ubisaba yerekana icyemezo yahawe n’umurenge w’aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa.</p> <p>Ku mata, amakusanyirizo y’amata ahabwa icyangombwa kimara umwaka.</p> <p>Ku nyama, icyangombwa gitangwa na Koperative y’ibagiro yabihereye urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherehwe mu gutanga uruhushya rwo kuzitwara.</p> <p>Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa. Icyangombwa gitangirwa igihe gito</p>

	kugirango ibitwawe bitangirika.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Kugirango umurenge uguhe icyemezo wishyura amahoro ari hagati ya 1.500 Frw na 5.000 Frw
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

3. Guhabwa inama ku mushinga w'ubworozi

1) Uhabwa iyi serivise	Umuntu wese ubushaka
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) Inzira binyuramo	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneye inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'Akarere ari kumwe n'uwo umurenge.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

4. Kugura intanga

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
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 ashikiranira muganga w'amatungo w'Akare impapuro yishyiriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanze na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Igiciro cy'intanga
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo muni

5. Kugenzura inyama n'ibikomoka ku matungo

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

6. Gukingira amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
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 Amatungo amenyesha aborozi aho gukingira bizabera aratangwa. Ku mbwa n'izindi inyamanswa zo mu rugo, gukingira bikorwa mu kwa cyenda ku muni mpuzamahanga wo kurwanya ibisazi by'imbwa n'injangwe.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Ku minsi yagenwe n'Akarere
8) Igihe ntarengwa	Uwo muni

7. Icyangombwa cyo kuroba

1) Uhabwa iyi serivise	Koperative z'uburobyi
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	<ul style="list-style-type: none"> - Icyangombwa cya koperative y'uburobyi; - Gukoresha inshundura z'uburobyi zabigenewe kuri buri bwoko bw'amafi; - Kwerekana aho uburobyi kukorerwa; - Kuba ufite ubwishingizi (assurance); - Kuba abakozi bari muri mitiweri; - Kugira amakoti yo kogana (gillet de sauvetage)
4) Inzira binyuramo	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB.

	Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, Polisi bari hamwe na RAB.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Gahunda ya buri mwaka
8) Igihe ntarengwa	Icyumweru 1

8. Gupima ubuzima bw'amatungo

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe ubworozi
3) Ibisabwa	Amatungo akenewe gupimwa
4) Inzira binyuramo	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laboratwari ya RAB, bagafata ibipimo.
5) Izindi nzego unyuramo	RAB
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

VI. UBUHINZI

1. Guhabwa inyongeramusaruro

1) Uhabwa iyi serivise	Akarere gakurikirana imikorere y'abatanga inyongeramusaruro
2) Umukozi ubishinzwe	Umukozi ushinzwe ubuhinzi
3) Ibisabwa	Kuba mu itsinda rya Twigiremuhinzi rigomba guhinga igihingwa cyatoranijwe
4) Inzira binyuramo	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babihereye uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahizi ku rwego rw'Umurenge); Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku

	murenge. Urutonde ruhabwa «Agrodealer» hariho inyongeramusaruro n'imbutu izakenerwa. Hakoreshejwe «Nkunganire» mu gufata inyongeramusaruro n'imbutu. Akarere kagenzura gusa ko byose bikorwa neza.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	Inyongeramusaruro zishyurwa n'umuhinzi hakoreshejwe Nkunganire. Ku mbuto umuhinzi atanga 50%. Amafaranga ahabwa agrodealer, DAP atanga 65%, URGE 70%, NPK 17-17-17 85%
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni kwa «Agrodealer»

2. Guhabwa ubufasha ku mushinga w'ubuhinzi

1) Uhabwa iyi serivise	Umuhinzi 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	Iminsi 3

VII. AMASHYAMBA N'UMUTUNGO KAMERE

1. Gutanga uburenganzira bwo gusarura ishyamba => Ha 2

1) Uhabwa iyi serivise	Umuntu ufite ishyamba => Ha 2
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari hagati ya 1-2 ha Akarere gatanga inama gusa ku buryo bwo gusarura.
4) Inzira binyuramo	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'Akarere ushinzwe amashyamba n'umutungo kamere aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, huzuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuza ifishi yabigenewe ku

	Kagari igasinywaho n'umunyamabanga Nshingwabikorwa w'Akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe, nubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) Izindi nzego unyuramo	Umurenge
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni nyuma yo gusurwa

3. Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba
3) Ibisabwa	<ul style="list-style-type: none"> - Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Iyo ari ibyaguzwe, nyir'ukubigurisha aha ubiguze kopi y'iruhushya rwo gusarura - Uruhushya rumara ukwezi kumwe kandi rugakoreshe gusa ku bikomoka ku mashyamba rwatangiwe byonyine.
4) Inzira binyuramo	Uwagurishije niwe usaba icyemezo co gutwara ibikomoka ku mashyamba akagiha uwaguze. Huzuzwa urupapuro rwabigenewe rugasinywaho n'umukozi ushinzwe amashyamba n'umuyobozi w'Akarere wungirije ushinzwe ubukungu n'imari (VM FED) cyangwa Umuyobozi w'Akarere.
5) Izindi nzego unyuramo	Akagari, Umurenge
6) Amafaranga yishyurwa	25.000 Frw yishyurwa kuri konti y'Akarere
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo muni

2. Gusaba ingemwe z'ibiti

1) Uhabwa iyi serivise	Umuntu wese ubukeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba n'umutungo kamere
3) Ibisabwa	<ul style="list-style-type: none"> - Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) Inzira binyuramo	Urutonde rwakorewe ku mudugudu rukemezwa n'Akagari n'Umurenge. Zitangirwa ubuntu
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge

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

3. Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri

1) Uhabwa iyi serivise	Umuntu wese ubikeneye
2) Umukozi ubishinzwe	Umukozi ushinzwe amashyamba n'umutungo kamere
3) Ibisabwa	<p>K'ubucukuzi bw'amabuye y'agaciro:</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe Akarere bicishijwe ku Murenge. - Ikarita y'aho ikirombe kiri. - Inyandiko y'umushinga irambuye. - Ibisobanuro birambuye ku buryo buzakoreshwa mu bucukuzi. - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije. - Inyigo nsuzuma ngaruka kubidukikije(EIA Certificate). <p>Kuri kariyeri iri munsu ya 1 ha:</p> <ul style="list-style-type: none"> - Ibaruwa isaba yandikiwe Akarere bicishijwe ku Murenge. - Ikarita y'aho ikirombe kiri. - Inyandiko y'umushinga irambuye. - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije. <p>Kwishyura 500,000 Frw y'ingwate asubizwa ahacukuwe hamaze gusubiranywa uko hari hameze mbere.</p>
4) Inzira binyuramo	<p>Hariho impushya z'amoko atatu mu byerekeye ubucukuzi bw'amabuye y'agaciro: Uruhushya rwo kurambagiza (rumara imyaka 2), Uruhushya rwo gukora ubushakashatsi (rumara imyaka 4), Uruhushya rwo gukurura amabuye y'agaciro (rumara imyaka 5).</p> <p>Mbere yo gusaba uruhushya, ugomba kubanza gushakisha amakuru y'aho amabuye y'agaciro yaba aboneka. Uruhushya rutangwa na Minisiteri ishinzwe mine na kariyeri (MINIRENA). Iyo ikibanza gihereye mu Karere kamwe, wandikira Umunyamabanga Nshingwabikorwa w'Umurenge gihereyeremo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.</p>
5) Izindi nzego unyuramo	MINIRENA

6) Amafaranga yishyurwa	<p>A.Ubucukuzi bw'amabuye y'agaciro:</p> <p>Kurambagiza: 50.000 Frw; Gukora ubushakashatsi, 100.000 Frw; Ubucukuzi: 150.000 Frw arihwa kuri konti ya MINIRENA.</p> <p>Ubukode bw'ubutaka arihwa kuri konti y'Akarere:</p> <ol style="list-style-type: none"> 1. Kurambagiza: 25Frw/ha; 2. Gukora ubushakashatsi, 100Frw/ha; 3. Ubucukuzi: 200Frw/ha <p>Ipatanti irihwa kuri konti y'Akarere ikabarirwa ku mafaranga yinjizwa mu mwaka angana na 160000 frw kuri buri ruhushya.</p> <p>isuku :Amafaranga 5000 yishyurwa kuri konti y'Akarere.</p> <p>B.Kariyeri (1 ha cyangwa munsu):</p> <ol style="list-style-type: none"> 1. Amafaranga y' ingano y'ahacukurwa. 2. Amafaranga 1000 y'isuku buri kwezi. 3. Amafaranga 30 000 y'ipatanti. 4. Uruhushya rwo gucukura kariyeri 50000 Frw mu gihe cy'imyaka itanu.
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru 1

VIII. KOPERATIVE

1. Guhabwa icyemezo cya koperative

1) Uhabwa iyi serivise	Abashaka gushinga koperative
2) Umukozi ubishinzwe	Umukozi ushinze amakoperative
3) Ibisabwa	Idosiye isaba yagenzuwe kandi ikemerwa n'Umurenge
4) Inzira binyuramo	<p>Gusaba gutangiza koperative bitangirira ku murenge. Umubare muto w'abanyamuryango ni 10.</p> <p>Bajya ku Murenge bitwaje inyandiko mvugo y'inama itangiza koperative iriho inyandiko mvugo y'amatora y'abagize inama y'ubuyobozi niy'ubugenzuzi . Bitwaza kandi amategeko rusange n'amategeko y'umwihariko agenga Koperative, urutonde rw'abanyamuryango</p>

	<p>fatizo bose basinyeho. Bishyura 1.200 Frw kuri konti y'Akarere bakazana impapuro barihiyeho. Umurenge ubaha icyemezo.</p> <p>Bakomereza ku Karere kakongera kugenzura idosiye (kopi 3, harimo orijinari 1), cyane cyane «stati» (amategeko agenga koperative), izina rya koperative ngo barebe ko nta wundi urifite, uburyo yagiyeho, umutungo fatizo, n'intego zayo. Iyo byose byubahirije ibisabwa n'itegeko ry'amakoperative mu Rwanda, bahabwa icyangombwa cy'agateganyo mu byumweru bibiri. Idosiye yoherezwa kuri RCA ikaba ariyo itanga icyangomwa cya burundi mu gihe cy'ukwezi. Icyo cyangombwa gishyikirizwa Akarere nako kakagiha koperative.</p>
5) Izindi nzego unyuramo	Umurenge, RCA
6) Amafaranga yishyurwa	Amafaranga asabwa atangirwa ku Murenge SACCO
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumeru 1 kugera kuri 2 ku cyangombwa cy'agateganyo Ukwezi 1 ku cyangombwa cya burundi gitangwa na RCA

IX. UBUREZI

1. Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umuyobozi w'Uburezi mu Karere
3) Ibisabwa	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'Umurenge (sous couvert) w'aho ishuri rizakorera kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'Umuyobozi w'Uburezi mu Karere. Raporo y'isura ishyikirizwa Komite Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murongo 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 (3) kugira ngo Inama Njyanama y'Akarere ibisuzume.

2. Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umuyobozi w'Uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba Inyemezamanota y'ikigo wigamo n'inyandiko yasinnyeho n'umuyobozzi w'ikigo yigagaho iriho na numero za telefoni
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere usobanura impamvu ushaka guhindura ikigo, ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisaba ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

3. Gusaba akazi k'ubwarimu

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

4. Gusaba inkunga y'uburezi

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umuyobozi w'imibereho myiza mu Karere

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

5. icyemezo cyo kuba warize gusoma no kwandika

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, etc.)
2) Umukozi ubishinzwe	Umuyobozi w'Uburezi mu Karere
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 Umuyobozi w'Akarere agatanga urutonde rw'abarangije amahugurwa. Akarere kabandikira ibyemezo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

6. Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umuyobozi w'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 hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo munsu

X. IMIYOBORERE MYIZA

1. Gutega amatwi ufite ikibazo

1) Uhabwa iyi serivise	Umuturage wese
2) Umukozi ubishinzwe	Ushinzwe Imiyoborere Myiza
3) Ibisabwa	Inzandiko z'imyanzuro yafashwe n'izindi nzego kuri icyo kibazo.
4) Inzira binyuramo	Umuturage aba afite ikayi y'ibibazo n'uko byakemuwe. Iyo kayi agomba kuyitwaza. Azana kandi umwanzuro w'urukiko iyo uhari. Umuturage agirwa inama ku nzira zo gukemuramo ikibazo cye. Iyo ari ngombwa aho ikibazo cyabereye harasurwa.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Kuwa gatatu no kuwa gatanu, ariko iyo no mu yindi minsi ushobora kwakirwa iyo byihutirwa
8) Igihe ntarengwa	Uwo muni

XI. UBUYOBOZI BW'IMIRIMO N'ABAKOZI

1. Kubara no gutanga ibirarane by'amashimwe

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

2. Kubara no gutanga imperekeza

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

3) Ibisabwa	<ul style="list-style-type: none"> - 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. - Nomeru 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 15 nyuama yo kuvanwa ku rutonde

3. Kubara no gutanga impozamarira

1) Uhabwa iyi serivise	Abakozi b'Akarere, Abarimu n'Abaganga
2) Umukozi ubishinzwe	Umukozi ushinzwe abakozi
3) Ibisabwa	<p>Icyemezo cy'urupfu Ibaruwa isaba Icyemezo cyo gushyingirwa Icyemezo cy'urukiko cyerekana umuzungura iyo umukozi ari ingaragu Ibaruwa isubizwa hakurikijwe amategeko, umushahara na dosiye y'umukozi</p>
4) Inzira binyuramo	Iyo umukozi yitabye Imana, umuyobozi we ku rwego rwa mbere (umuyobozi w'ishuri, Umunyamabanga Nshingwabikorwa w'Umurenge cyangwa Akagari) akora raporo. icyemezo cy'urupfu gitangwa n'Umurenge. Umuryango wa nyakwigendera wandikira Umuyobozi w'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

4. Guhabwa ibyangombwa binyuranye

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

5. Guhabwa ibendera ry'igihugu

1) Uhabwa iyi serivise	Umuntu wese urikeneye ndetse n'ibigo bitandukanye
2) Umukozi ubishinzwe	Umukozi ushinzwe Logistic mu Karere
3) Ibisabwa	Ntabyo
4) Inzira binyuramo	Uriha amafaranga asabwa ugahabwa ibendera. Urihawe asabwa kurikoresha bitanyuranyije n'amategeko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ibihumbi mirongo itatu (30.000 Frw) arihwa kuri konti y'Akarere iri muri banki runaka bitewe naho Akarere gafite konti ku ibendera rimwe
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo minsi

XII. UBUGENZUZI BW'UMURIMO

1. Kwakira no gukemura amakimbirane ashingiye ku murimo ku bikorera

1) Uhabwa iyi serivise	Umukozi cyangwa umukoresha
2) Umukozi ubishinzwe	Umugenzuzi w'Imirimo
3) Ibisabwa	Amasezerano y'akazi
4) Inzira binyuramo	Usobanurira umugenzuzi w'imirimo mu Karere uko

	ikibazo giteye akaguha umunsi wo kubahuza n'urundi ruhande kugirango abumvikanishe. Iyo bidashobotse mukomereza mu nkiko.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

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

1) Uhabwa iyi serivise	Sosiye idafite abakozi
2) Umukozi ubishinzwe	Umugenzuzi w'imirimo
3) Ibisabwa	Icyemezo cyo kutabamo imisoro ya RRA Icyemezo cyo kwiyandikisha muri RDB Icyemezo cyo kwiyandikisha muri RSSB no kuba Sosiye yarimenyekanishije mu Karere.
4) Inzira binyuramo	Bisabwa na RSSB iyo sosiye isaba icyangombwa cyo kutabamo amafaranga ya RSS. Iteka ryo muri 1974 rigenga pensiyu
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ubaza ku karere amafaranga asabwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsi

3. Inama ku bijyanye n'umurimo

1) Uhabwa iyi serivise	Umukozi, umukoresha cyangwa undi wese ubikeneye
2) Umukozi ubishinzwe	Umugenzuzi w'umurimo
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Wandikira cyangwa ugahamagara umugenzuzi w'umurimo 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

1. 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 mu Karere
3) Ibisabwa	Ibaruwa ibisaba
4) Inzira binyuramo	<p>Wandikira Umuyobozi w'Akarere ubisaba ugasobanura gahunda y'amarushanwa, aho azabera, itariki azaberaho, imiterere yayo ugashyiraho n'izindi nyandiko za ngombwa zijyanye n'ayo amarushanwa.</p> <p>Iyo usaba ubufasha nk'icyumba cyo gukoreramo n'ibindi amenyeshwa uwo munsu ko bishobora kuboneka.</p> <p>Iyo usaba inkunga y'amafaranga, igisubizo kiboneka mu byumweru 2.</p>
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gutanga ubufasha ku rubyiruko

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

XIV. UBUZIMA

1. Gusaba kwemererwa gukora ubuvuzi bwa gakondo

1) Uhabwa iyi serivise	Icyemezo cyo gukora ubuvuzi gakondo gitangwa na Minisitiri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umuyobozi w'ishami ry'ubuzima
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisitiri w'Ubuzima; - Indangamuntu; - Icyemezo gitangwa na NIRDA kigaragaza amoko y'ibyatsi bizakoresheya; - Icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo; - Umuyobozi w'Akarere asinya ku ibaruwa isaba muri MINISANTE
4) Inzira binyuramo	<p>Wandikira Minisitiri y'Ubuzima ugasaba Akarere ko kagusinyira kuri urwo rwandiko rusaba uburenganzira bwo gukora ubuvuzi bwa gakondo, umaze gutanga ibyemezo byose bisabwa.</p> <p>Mu minsi 15 ugaruka gufata urwandiko umuyobozi w'Akarere yasinyeho ukarujyana muri Minisitiri y'Ubuzima.</p>
5) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, NIRDA, MINISANTE
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15

2. Gusaba gufungura ivuriro ryigenga

1) Uhabwa iyi serivise	Icyemezo cyo gufungura ivuriro ryigenga gitangwa na Minisitiri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umuyobozi w'ishami ry'ubuzima
3) Ibisabwa ku cyemezo cy'agateganyo	<ul style="list-style-type: none"> - Kuba wanditse mu rugaga rw'abaganga/abaforomo n'ababyaza/abunganira ubuvuzi (Rwanda Allaid Health Professional) - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono w'Umuyobozi w'Akarere (sous-couvert) - Kwerekana umuganga muzakorana wabyize - Kuba wanditse muri RDB - CV irambuye - Indangamuntu - Icyemezo gitangwa n'Umurenge n'Akagari uzakoreramo

	<ul style="list-style-type: none"> - Kopi y'impamyabumenyi - Kwerekana aho uzakorera (umurenge, akagari) - Abakozi ntibagomba kuba ari abakozi ba Leta - icyemezo cyo kuba utarafunzwe
4) Ibisabwa ku cyemezo cya nyuma	<ul style="list-style-type: none"> - Kuhahiriza porogaramu architectural itangwa na MINASANTE; - Kugaragaza inzu ivuriro zizakorereho, ibikoresho n'abakozi nyuma yuko usaba ahawe icyemezo cy'agateganyo; - Kuzuzza neza ifishi itangwa na Minisitiri y'Ubuzima; - Raporo y'igenzura yakorewe; - Gutanga dosiye yuzuye ikubiyemo ibisabwa byose;
5) Inzira binyuramo	Wandikira Minisitiri w'Ubuzima Akarere kakagusinyira (sous couvert). Uvuga aho uzakorera, ibikoresho ufite. Minisitiri y'Ubuzima n'Akarere baza gusura aho uzakorera bakagenzura n'ibikoresho ufite.
6) Izindi nzego unyuramo	Umudugudu, Akagari, Umurenge, MINISANTE
7) Amafaranga yishyurwa	Ntayo
8) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
9) Igihe ntarengwa	Iminsi 15

3. Gusaba gufungura farumasi

1) Uhabwa iyi serivise	Icyemezo cyo gufungura farumasi yigenga gitangwa na Minisitiri y'Ubuzima bimaze kwemezwa n'Akarere
2) Umukozi ubishinzwe	Umuyobozi wa farumasi y'Akarere
3) Ibisabwa	<ul style="list-style-type: none"> - Ibaruwa yandikiwe Minisitiri w'Ubuzima iriho umukono w'umuyobozi w'Akarere (sous-couvert); - Indangamuntu; - Kuba wanditse mu rugaga rw'abanyamafarumasi; - Kuba wanditse muri RDB; - CV irambuye; - Indangamuntu; - Kwerekana aho uzakorera (umurenge, akagari); - Kopi y'impamyabumenyi muri farumasi y'umuntu uzakorera muri iyo farumasi; - Indahiro y'umunyafarumasi (uhereye ku nyandiko ya minisitiri y'Ubuzima - icyemezo gitangwa na MINISANTE
4) Inzira binyuramo	<ul style="list-style-type: none"> - Umuntu wese ashobora gusaba gufungura farumasi cyakora igomba gukorwamo n'umukozi ubifitiye impamyabumenyi mu bijyanye na farumasi. - Wandikira Minisitiri w'Ubuzima urwandiko rugasinywaho n'Umuyobozi w'Akarere (sous couvert)
5) Izindi nzego unyuramo	MINISANTE

6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Iminsi 15