



**IMBONERAHAMWE
IGARAGAZA SERIVISE
ZITANGWA N' UMURENGE
W'UMUJYI WA KIGALI**

JULY 2025

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IBISOBANURO BY'AMAGAMBOMPINE

BPMIS	Sisitemi yo gusaba unuhushya rwo kubaka hifashishijwe Ikoranabuhanga
COK	Umuji wa Kigali
DAO	Igitabo gitanga amakuru ku bikenewe mu mitangire y'amasoko
DASSO	Urwego rw'umutekano rwunganira Inzego z'Ibanze
IREMBO	Ikigo gishinzwe ikoranabuhanga mu gutanga serivise mu Rwanda
MINIBUMWE	Minisiteri y'Ubumwe bw'Abanyarwanda n'inshingano Mboneragihugu
NESA	Ikigo cy'Igihugu gishinzwe ibizamini n'ubugenzuzi bw'amashuri
NST2	Gahunda y'Igihugu yo kwihutisha iterambere mu Rwanda Nzego z'Ibanze
RCA	Ikigo cy'Igihugu gishinzwe amakoperative mu Rwanda
RDB	Ikigo cy'Igihugu gishinzwe Iterambere
REG	Ikigo cy'Igihugu gishinzwe gukwirakwiza amashyamba
RGB	Ikigo cy'Igihugu gishinzwe Imiyobore

IBISOBANURO BY'AMAGAMBOMPINE

RNP	Polisi y'U Rwanda
RRA	Ikigo cy'Igihugu gishinzwe Imisoro n'Amahoro
RURA	Urwego rw'Igihugu rushinzwe kugenzura imirimo ifitiye Igihugu akamaro
RWB	Ikigo cy'Igihugu gishinzwe Umutungo Kamere w'Amazi
TIN	Umubare wihariye uranga umucuruzi
TVA	Umusoro nyongeragaciro
UPI	Inimero y'umwihariko iranga ubutaka na nyirabwo
VUP	Gahunda yo kurwanya ubukene mu Rwanda
WASAC	Ikigo cy'Igihugu gishinzwe gukwirakwiza amazi

UWACYENERA AMAKURU ARAMBUYE KURI SERIVISE ZITANGWA N' INZEGO ZIGIZE UMUJYI WA KIGALI YAKWIFASHISHA UBURYO BUKURIKIRA

UMUJYI WA KIGALI

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AKARERE KA KICUKIRO

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AKARERE KA GASABO

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AKARERE KA NYARUGENGE

- 📞 4025
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1. IRIBURIRO

U Rwanda ni Igihugu kiyemeje guteza imbere imiyoborere myiza no kwegereza ubuyobozi n'ubushobozi abaturage, aho umuturage ari ku isonga. Ibi bishimangirwa n'itegeko Nshinga rya Repubulika y'U Rwanda bitoreye. Ibi kandi bishimangirwa ubuyobozi n'ubushobozi abaturage yemejwe mu kwezi k'Ukwakira 2021, aho gutanga no guteza imbere serivise zinoze ku baturage biba ihame ariko hanagaragazwa neza inshingano z'inzego z'ibanze ndetse n'inzego nkuru za Leta no kubihuza n'itegeko rigenga Umujyi wa Kigali.

Ibi binagarukwaho by'umwihariko mu cyerekezo cy'Igihugu cya 2050, aho guteza imbere imiyoborere myiza ari inzira ntakuka Igihugu kiyemeje idasigana no gutanga no kunoza imitangire ya serivise nziza ku nzego zose z'imiterekereye y'Igihugu cy'U Rwanda. By'umwihariko, muri gahunda y'Igihugu yo kwihutisha iterambere mu Rwanda (NST2), mu nkingi yayo yo guteza imbere imiyoborere myiza, hibandwa ku miyoborere myiza n'ubutabera nk'imwe mu nkingi ya mwamba mu iterambere rirambye, ibi kugira ngo bishoboke, nuko imitangire ya serivise mu nzego zose, igomba kunozwa hagamijwe ineza y'umuturage.

Ni muri urwo rwego, hagiye habaho amavugurura menshi agamije imitangire ya serivise zinoze ari no muri urwo rwego, Umujyi wa Kigali wiyemeje kuvugurura imbonerahamwe y'imitangire ya serivise zitangwa n'inzego ziwugize. Iyi nyandiko irambuye, igaragaza mu buryo buhamye, imbonerahamwe ya serivise zitangwa mu nzego zigize Umujyi wa Kigali, uhereye ku rwego rw'Akagali, Umurenge, Akarere ndetse n'Umujyi wa Kigali ubwawo. Ikigamijwe, ni uguhuza ibiri mu mategeko, politike n'ibyerekezo bya Leta yiyemeje mu guteza imbere imiyoborere myiza na serivise zinoze ariko hanibandwa mu guhuza imbonerahamwe y'imyanya y'imirimo mu Mujyi wa Kigali ndetse n'itegeko rigenga Umujyi wa Kigali rifite nimeru 22/2019 ryo kuwa 29/07/2019.



Mu ngingo ya gatatu y'iryo tegeko twavuze haruguru, rivuga ko "Umuji wa Kigali ari urwego rw'igihugu rwegerejwe abaturage rufite ubutegetsu bwihariye, ubuzimagatozi, ubwigenge mu miyoborere no mu micungire y'umutungo n'abakozi. Uturere, Imirenga, Utugari n'Imidugudu by'Umuji wa Kigali ni inzego z'imitegekere y'igihugu zegerejwe abaturage zidafite ubuzimagatozi". Ibi bikaba bitandukanye n'utundi turere tugize Intara, bityo Uturere tugize Umuji wa Kigali ni dutatu aritwo Nyarugenge, Kicukiro na Gasabo ariko n'ubwo tubarirwa mu nzego z'ibanze, twa nta buzimagatozi dufite.

Iyi nyandiko ikubiyemo ibigize serivise zitangwa n'inzego zigize Umuji wa Kigali yateguwe harebwa amategeko, amabwiriza na politike biyanye n'ibyavuzwe haruguru. Iyi nyandiko kandi yateguwe kuko iyari isanzwe hari byinshi byagiye bihinduka harimo ikiguzi cya serivise, igihe ntarengwa serivise imara ngo uyikeneye ayibone ndetse hari na serivise zavuye ku cyiciro kimwe zigashyirwa ku kindi. Hari serivise zavuye ku Karere n' umurenge zikaba zisigaye zitangirwa ku Muji wa Kigali.

Izo mpinduka zose zavuzwe haruguru nizo zashingiweho ngo hakorwe imbonerahamwe igaragaza serivise zitangirwa mu Murenge w'Umuji wa Kigali.



1.1. INTEGO RUSANGE

Umujyi wa Kigali ufite intumbero yo kuba "Umujyi ntangarugero mu miturire ku mugabane wa Afurika mu mwaka wa 2050" kandi inzego zawo zose zikaba zariyemeje kubigeraho mu bufatanye bwiza busanzwe buziranga. Ni muri urwo rwego, Umujyi wa Kigali hamwe n'inzego zose ziwugize ziyemeje kugaragariza abaturage no kubasobanurira ibigenderwaho n'ibisabwa mu gutanga serivise hagamijwe kubaha serivise nziza kandi zibanogeye.

Guverinoma y'U Rwanda yiyemeje ko itangwa rya serivise inoze iba ingingo nyamukuru kandi igashyirwa mu byibandwaho kubera ko itangwa rya serivise mbi biri mu bituma Igihugu kitabasha kugera ku ntego kihaye ariyo yo kuba mu bihugu biri mu nzira y'iterambere rirambye.

Kugira ngo Umujyi wa Kigali n'inzego ziwugize zibashe kugera ku ntego ziyemeje harimo gutanga no kunoza imitangire ya serivise nziza kandi inoze, hakaba hasabwa ko tuba bandebereho mu gutanga serivise inoze. Umujyi wa Kigali wiyemeje gutanga serivise nziza ku baturage, hagamijwe ko umuturage aba ku isonga y'imiyobore myiza nkuko biteganyijwe muri politike yo kwegera abaturage Ubuyobozi n'ubushobozi ya 2021 kimwe n'izindi gahunda za Leta zitandukanye.

1.2. INTEGO ZIHARIYE

- Guha umuturage serivise nziza kandi inoze nkuko ayifuza, twubaka ubushobozi bw'abakozi bacu batanga serivise ariko kandi n'abaturage bacu hagamijwe guhindura imyumvire yatumye dutera imbere twese hamwe kandi mu bwubahane.
- Kubaka ubufatanye, imikorere n'imikoraniye byiza bisanzwe bituranga mu nzego zose z'Ubuyobozi.
- Gufasha buri mukozi w'Umujyi wa Kigali n'inzego z'ibanze zawo kumenya ibisabwa kugira ngo anoze serivise aha abaturage ashinzwe hanashingiwe ku nshingano ze ndetse n'iz'urwego akorerwa.
- Gukorera hamwe n'inzego zose zaba iza Leta, izabikorera ndetse n'imiryango itagengwa na Leta tugamijwe icyatuma serivise zinoze zitangwa mu nzego zose, Umujyi wa Kigali ukazabasha kuba intangarugero na bandebereho ku mugabane wa Afurika mu gutanga serivise nziza kandi inoze hagamijwe kugera kubyifuzo by'abaturage.

1.3. INSHINGANO Z'UMURENGE

Inshingano z'Umurengi ni izi zikurikira:

- Gushyira mu bikorwa gahunda z'iterambere;
- Guteza imbere imiyoborere myiza n'imibereho myiza.

1.4. UBURENGANZIRA BW'ABASABA SERIVISE

Abasaba serivise bafite uburenganzira bukurikira:

- Guhabwa serivise nziza kandi zitangwa ku gihe.
- Guhabwa amakuru no kumenyeshwa ibisabwa kugirango bahabwe serivise basabye.
- Guhabwa amakuru yerekeye serivise basabye ku gihe
- Kubahwa no gufatwa kimwe kubacyeneye serivise
- Gusaba serivise no gutanga amakuru igihe hatanzwe serivise mbi.

1.5. INSHINGANO Z'ABASABA SERIVISE

Mu rwego rwo gutanga serivise nziza kandi zinoze ku baturage, umuturage agira inshingano zikurikira :

- Kugana abakozi b'inzeho z'ibanze zigize Umujyi wa Kigali, mu cyubahiro n'ubwubashane.
- Kubaha amategeko n'amabwiriza byashyizweho mu rwego rwo gushyira mu bikorwa gahunda za leta harimo no gutanga serivise nziza kandi zinoze.
- Gutanga no kugaragaza ubundi buryo bwunganira uburiho, bwakoreshwa mu gutanga serivise nziza kandi zinoze ku nzego zose z'ibanze zigize Umujyi wa Kigali.
- Gutanga ibyifuzo by'icyakorwa ngo hanoze serivise buri wese ugana inzego z'ibanze zigize Umujyi wa Kigali hatangwa ibitekerezo mu dusanduku tw'ibitekerezo, hakoreshejwe ikoranabuhanga, murandasi, imeri, terefone, imirongo itishyurwa ndetse n'imbugankoranyambaga zitandukanye.

2.3. SERIVISE ZITANGIRWA KU MURENGE W'UMUJYI WA KIGALI

2.3.1. IMIYOBORERE MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwandikisha Umwana wavutse	Umukozi ushinzwe Irangamimerere na Notariya	<ul style="list-style-type: none">• icyemezo cya muganga w'ikigo cy'ubuzima umwana yavukiyemo na kode iranga umwana (igihe yabyariwe kwa Muganga)• Indangamuntu z'ababyeyi.• Kwandikisha biba mu minsi 30 uhereye igihe umwana yavukiye. uwarengeje iminsi 30 atanditse niwe wandikirwa ku Murenge• Iyo umwana wavutse ku babyeyi batasezeranye byemewe n' amategeko, icyo gihe ababyeyi bombi b'umwana bazana ku Murenge kumwandikisha.	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwandika abashaka gushyingirwa byemewe n'amategeko	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> - Kuba umwe mubifuzaga gushyingiranwa ahari - Kuba ufite nibura imyaka 21 y'amavuko. - icyemezo cy'uko uri ingaragu - icyemezo cy'amavuko - icyemezo cy'ubutane. - icyemezo cy'ubupfakazi lyo usaba gushyingirwa afite muni ya 21 ariko atari muni ya 18 asabwa no kuba afite inyandiko y'akarere. 	<ul style="list-style-type: none"> - Ni ubuntu - Frw 50,000 ku wasabye gushyingirwa ku muni utaragenyijwe 	Umunsi 1 ariko gushyingira bikorwa mu minsi 21 nyuma yo kwiyandikisha.
Guhabwa kopi y'inyandiko y'ishyingirwa (copie d'Acte de Marriage)	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> - Indangamuntu zabashakanye - Inyandiko y'ishyingirwa (Extrait d'acte de Marriage) 	Frw 1500 yishyurwa binyuze ku rubuga irembo.	Umunsi 1
Gusaba icyemezo cy'uko wasezeranye byemewe n'amategeko	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> - Indangamuntu z'abashyingiranywe 	Frw 500 yishyurwa biciye mu irembo	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba icyemezo cy'uko uri Ingaragu	Umukozi ushinze irangamimerere na Notariya	Irangamuntu.	Frw 500 yishyurwa biciye ku irembo	Umunsi 1
Icyemezo cy'uko watandukanye n'uwo mwashakanye	Umukozi ushinze irangamimerere na Notariya	<ul style="list-style-type: none"> • Indangamuntu • Umwanzuro w'urukiko uriho kashye mpuruza 	Frw 500 yishyurwa biciye ku irembo	Umunsi 1
Kwandika umuntu wapfiriye mu rugo	Umukozi ushinze irangamimerere na Notariya	<ul style="list-style-type: none"> • Indangamuntu y'umwimerere y'uwapfuye • Abatangabuhamya babiri babyemeza (batari munsi y'imyaka 18) • Kwandika bikorwa n' Umurenge igihe kwandika umuntu wapfiriye mu rugo hashize igihe kirenze umwaka atariyandikishije • Ku muntu waguye mu rugo uzana icyemezo cy'Akagali yapfiriye. • Iyo umuntu apfiriye muri gereza, uzana icyemezo cyo kuri gereza. • Ibaruwa isobanura impamvu umuntu atandikishijwe 	Frw 500 yishyurwa biciye mu irembo	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Icyemezo cy'uko umuntu yapfuye	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> Indangamuntu y' uwapfuye Icyemezo cyerekana ko umuntu yaguye kwa muganga Icyemezo cy' Akagali niba urupfu rwabereye ahatari kwa muganga 	Ni ubuntu	Umunsi 1
Kwemeza Impapuro mpamo	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Inyandiko y'umwimerere Fotokopi y'inyandiko y'umwimerere 	Frw 1500 kuri buri kopi yishyurwa mu irembo.	Umunsi 1
Inyandiko yo kuba umubyeyi w'umwana utabyaye (Acte D'adoption)	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Usabirwa kuberwa umubyeyi agomba kuba atuye mu Murenge cyangwa ariho abaruye : Uhagarariye umwana agomba kuba ahari Inyandiko mvugo y'inama y'umuryango, ishyirwaho umukono n'Umunyamabanga Nshingwabikorwa w'Umurenge. Abatangabuhamya babiri (2) n'ibyangombwa (Indangamuntu) bya buri wese. 	Rwf 1500 yishyurwa biciye ku ikoranabuhanga ry'irembo	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Inyandiko yo kuba umubyeyi w'umwana utabyaye (Acte D'adoption)</p>	<p>Umukozi ushinzwe irangamimerere na Notariya</p>	<ul style="list-style-type: none"> • Ubera umubyeyi umwana atabyaye, agomba kuba amurusha imyaka 7. • Kuba ushaka kuba umubyeyi byibuze afite imyaka 21 kuzamura • Umwana urengeje imyaka 18 ntasabirwa kuberwa umubyeyi n'utaramubyaye. • icyemezo cy' uko utakatiwe n' urukiko. • Ababyeyi ku mpande zombi bagomba kuba bahari kubashingiranywe. • icyemezo cy'amavuko cy'umwana • Ku babyeyi ku mpande zombi : • Kopi z'indangamuntu • icyemezo cy'uko bashyngiranywe, cyangwa ko ari ingaragu • Kuba bahibereye • icyemezo cy'urupfu iyo ababyeyi bapfuye • Ku bashaka kuba ababyeyi b'umwana: • Kuba bahibereye • Kopi y'indangamuntu • icyemezo cy'uko bashyngiranywe cyangwa ari ingaragu • Kuba uwo bashakanye abyemera 	<p>Rwf 1500 yishurwa biciye ku ikoranabuhanga ry'irembo</p>	<p>Umunsi 1</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Inyandiko yo kwemera umwana (Acte De Reconnaissance)	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> - icyemezo cy'amavuko cyangwa inyandiko y'ivuka (Acte de naissance) - Ikarita y'ikingirwa cg icyemezo cy'amavuko cyo kwa muganga igihe umwana yanditswe igihe yavukaga. - Indangamuntu z'ababyeyi (umwimerere na kopi) - Uwo bashakanye agomba kumenyeshwa kandi nyina w' umwana agomba kuba ahari. - Abatangabuhamya babiri - Umwana wemerwa agomba kuba ataremewe n' undi mubyeyi. 	<ul style="list-style-type: none"> - Amafaranga 1500 yishyurwa binyuze ku irembo 	Umunsi 1
Icyemezo cy' izungura ry' umutungo wimukanwa.	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> - Inyandiko mvugo y'inama y'umuryango wa abazungurwa. - icyemezo cy'urufu cy'uzungurwa - Indangamuntu z'abazungura - Abagize umuryango bagomba kuba bahibereye - icyemezo cy'urukiko iyo harimo amakimbirane 	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ibibazo by'abaturage	Umukozi ushinzwe ibibazo by'abaturage	Raporo y'Umudugudu n'Akagali igaragaza imiterere y' ikibazo n'icyakozwe.	Ni ubuntu.	Iminsi 5
Gutanga ubufyanama ku bibazo bitandukanye	Umukozi ushinzwe ibibazo by'abaturage	Umuturage aza ku biro by'Umurenge agasobanura ibibazo cye uko giteye, akagaragaza n'inyandiko zifasha kwerekana neza uko ikibazo giteye iyo zihari kuko bifasha mukugira inama nyayo.	Ni ubuntu	Iminsi 5
Icyemezo cy'uwataye indangamuntu	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> Umuturage agana ibiro bya RIB bikwegereye akabasaba kwemezako yataye indangamuntu Kuba nibura uzi numero y'irangamuntu yawe cyangwa ufite fotokopi yayo 	Rwf 3000 yo gusimbuzwa indangamuntu, yishurwa binyujijwe mw'irembo.	Serivise itangwa uwo muni. Indangamuntu itangwa mu minsi 30
Gusaba gufata indangamuntu bwa mbere	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> Umuntu ugiye gufata indangamuntu agana ibiro by'Umurenge ku mukozi ushinzwe irangamimerere, agahabwa numero imuranga(code). Iyo atabaruye, azana ibisabwa akabarurwa. 	Ufata irangamuntu bwa mbere yishyura amafanga 500 mu irembo.	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwemeza amasezerano	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Abagirana amasezerano bombi bagomba kuba bahari bagasinyira imbere ya Noteri Irangamuntu zabagirana amasezerano 	Amafaranga 500 kuri buri rupapuro.	Umunsi 1
Gusaba gushyira umukono ku masezerano y'inguzanyo yatanze na Banki	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Amasezerano y'inguzanyo ya banki Kopi z'indangamuntu z'abahawe inguzanyo na Banki 	Biterwa n'amasezerano	Umunsi 1
Gushyira umukono kuri sitati z'amashyirahamwe, amakoperative n'imiryango itogamiye kuri Leta	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Sitati y'umuryango utari uwa Leta (NGOs) Abanyamuryango bose bagomba kuba bahari kugirango basinyire imbere ya Noteri 	Amafanga 500 kuri buri rupapuro	Iminsi 3
Kwemeza umukono	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Indangamuntu Kuba uhibereye 	Hishyurwa Frw 1200 kuri buri rupapuro biciye mu ikoranabuhanga ry'Irembo.	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Icyemezo cy'ubupfakazi	Umunyamabanga Nshingwabikorwa w'Umurenge.	<ul style="list-style-type: none"> Icyemezo cy'uko yashatse Icyemezo cy'urupfu rw'uwo bari barashakanye Kopi y'irangamuntu za bombi 	Hishyura Frw 1500 biciye mu ikoranabuhanga ry'irembo.	Umunsi 1
Icyemezo cyo kutajurira umwanzuro w'abunzi	Umukozi ushinzwe ibibazo by'abaturage	<ul style="list-style-type: none"> Indangamuntu Icyemezo cy'umwanzuro w'Abunzi ba Akagali 	Ni ubuntu	Umunsi 1
Kurangiza urubanza	Umunyamabanga Nshingwabikorwa w'Umurenge	Icyemezo cy'urukiko kiriho kashyamba mpuruza	Ni ubuntu	Iminsi itarenga 90.
Gusaba icyemezo cy'uko umuntu ariho	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> Kwiyizira ku Murenge Indangamuntu Icyemezo cy'ubuyobozi bwa gereza iyo umuntu afunze 	Ni ubuntu	Umunsi 1
Icyemezo cy'ubwenegihugu	Umukozi ushinzwe irangamimerere na notariya	Irangamuntu	Amafaranga 1500 mu irembo	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Icyemezo cyuko utuye	Umukozi ushinzwe irangamimerere na notariya	Icyemezo cy' Akagali utuyemo.	Hishyura Frw 1500 biciye mu ikoranabuhanga ry'Irembo.	Umunsi 1
Icyemezo cy' amasano	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> • Irangamuntu • icyemezo cy'amavuko • Inyandiko yemeza ko abantu bafitanye amasano ikorewe imbere y' umwanditsi w' irangamimerere. • icyemezo cy' Akagali atuyemo 	Kwishyura amafaranga 1500	Umunsi 1
Icyemezo cy' umwirondoro wuzuye	Umukozi ushinzwe irangamimerere na notariya	Indangamuntu cynagwa Nimeru ikuranga	Kwishyura amafaranga 500 mu irembo	Umunsi 1
Inyandiko y'ubwishingire (tutelle)	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> • Kuba adafite ababyeyi cyangwa kuba ababyeyi barambuwe inshingano zakibyeyi • Kuba umubyeyi afite ubumuga bwa burundu bumubaza kuzura inshingano za kibyeyi 	Kwishyura amafaranga 1500	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Inyandiko y' amavuko (act de naissance)	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> Indangamuntu Iyo ari umwana utarafata indangamuntu, agana ibiro by'Umurenge ku mukozi ushinzwe irangamimerere, agahabwa nimero imuranga(code) 	1500 Frw yishyurwa binyuze ku rubuga irembo	Umunsi 1
Icyemezo cy'amavuko (certificat de naissance)	Umukozi ushinzwe irangamimerere na notariya	Indangamuntu	Kwishyura amafaranga 500 mu irembo	Umunsi 1

2.3.2. SERIVISE YO KWAKIRA IMISORO N'AMAHORO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba uburonganzira bwo gutangiza ubucuruzi	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> Ushaka iyi serivise, agomba kwandikisha Ubucuruzi bwe mu kigo cya RDB achiye ku irembo bitarenze iminsi 8 atangiye iyi serivise. Kwiyandikisha mu basora (mu bucuruzi) nk'ikimenyetso cyuko utangije ubucuruzi(RRA) Kwishyura ipatante binyuze muri Banki cyangwa ubundi buryo bw'ikoranabuhanga byagenwe n'ikigo cy'imisoro n'amahoro (Ubwo buryo Umukozi ushinzwe kwakira imisoro n'amahoro abumenyeshya usora). 	Ni ubuntu	Umunsi 1
Kwishyura umusoro ku mutungo utimukanwa	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> Icyangobwa cy'ubutaka Ku nyubako ya kabiri hasabwa igenagaciro ry'iyi nyubako 	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwishyura umusoro ku nyungu z'ubukode	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	Ushaka iyi serivise aza ku biro by'Umurenge afite amasezerano y'ubukode akabwirwa umusoro ku bukode agomba kwishyura hashingiwe ku masezerano y'ubukode afite.	Ni ubuntu	Umunsi 1
Kwishyura amafaranga y'Isoko	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> • Ipatanti • Kwishyura ubukode bw'ikibanza hagendewe ku biciro byashyizweho n'inama Njyanama y'umujyi wa Kigali 	Ni ubuntu	Umunsi 1
Guhagarikisha ubucuruzi	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	Ibyangomba byemeza ko ubwo bucuruzi butagikora bikemezwa n'ubuyobozi bw'Akagali	Ni ubuntu	Umunsi 1

2.3.3. IMIBEREHO MYIZA Y'ABATURAGE (SOCIAL AFFAIRS)

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwishyurira amafaranga y'ishuri imfubyi n'abana batshoboye	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> • icyemezo cy'uko uri imfubyi • icyemezo cy'uko utishoboye, • icyemezo cy'uko uri umunyeshuli • Indangamuntu z'ababyeyi ku batari imfubyi 	Ni ubuntu	Umunsi 1
Gutanga ubufasha ku batshoboye	Umukozi ushinzwe imibereho myiza y'Abaturage	Raporo y'Umudugudu n'Akagali	Ni ubuntu	Umunsi 1
Gutanga ibyangombwa byemeza ko umuntu runaka ari mu batshoboye mu byiciro bitandukanye	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> • Raporo y'Umudugudu n'Akagali • Indangamuntu • Raporo y'inzego zibafite mu nshingano 	Ni ubuntu	Umunsi 1
Gutanga ubujyanama ku bintu bitandukanye binyanye no gufashwa no kwivana mu bukene	Umukozi ushinzwe imibereho myiza y'abaturage	Kugana umukoze ubushinzwe	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gufasha mu gutegura imishinga ivana abatishoboye mu bukone	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> • icyemezo cy'uko utishoboye • Kuba afite raporo ikora ubuvugizi guhera ku mudugudu n'Akagali 	Ni ubuntu	Umunsi 1
Gutanga ubufasha ku muntu cyangwa umuryango wahuye n'ibiza	Umukozi ushinzwe imibereho myiza y'abaturage	Kuba hari raporo yaturutse mu buyobozi bw'Akagali igaragaza kandi yemeza ko ari mu bagizweho ingaruka n'ibiza	Ni ubuntu	Umunsi 1
Icyemezo cy'uwacltse ku icumu rya Jenoside yakorewe Abatutsi 1994 mu Rwanda	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> • icyemezo cya komite ya IBUKA ku rwego rw'Akagali n'Umurenge • Ubuyobozi bw'Akagali nabwo bugomba kugisinyaho 	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gukurikirana abana bavuye mu bigo ngororamuco</p>	<p>Umukozi ushinzwe iterambere ry'umuryango ku murenge no kurengera umwana</p>	<ul style="list-style-type: none"> - icyemezo cyatanzwe n'ikigo ngororamuco - Ubufasha buhabwa abana bakiriwe mu miryango cyangwa hagakorwa imishinga yo gufasha cyane ab'ingimbi - Gusabwa gukora umushinga ujyanye nibyo yize muri icyo kigo ngororamuco 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>
<p>Gutera inkunga "Marayika murinzi"</p>	<p>Umukozi ushinzwe iterambere ry'Umuryango no kurengera umwana</p>	<ul style="list-style-type: none"> - Kuba uri inyangamugayo - Ntamakimbirane mu muryango arangwamo - Kuba ufite abana/umwana witaho 	<p>Ni ubuntu</p>	<p>Umunsi 1</p>

2.3.4. UBUVUZI BW'AMATUNGO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kuvura amatungo	Umukozi ushinzwe ubworozi mu Murenge	<ul style="list-style-type: none"> • Kuba ufite itungo rirwaye • Kubimenyeshya umukozi ubishinzwe 	Ni ubuntu ariko iyo bisaba kugura umuti uterwa itungo, nyiraryo niwe uwugura akishingira ikiguzi gisabwa ku miti ikenewe ngo itungo rye riwuterwe.	Umunsi 1
Gusaba gukingira amatungo	Umukozi ushinzwe ubworozi mu Murenge	Kubimenyeshya umukozi ubishinzwe	Ni ubuntu	Umunsi 1
Uruhushya rwo kwimura amatungo mu kandi Karere	Umukozi ushinzwe ubuhinzi n'umutungo	<ul style="list-style-type: none"> • Inyemeza bwishu y'amafaranga asabwa, • Indagamuntu ya nyiraryo (nyir'amatungo). • Uruhushya rw'Umurenge rufite amakuru yose yitungo (ubwoko, imyaka, ibara, igitsina, n'ibindi), nyiraryo, inkomoko n'aho yerekeza, uburyo bwo gutwara (ni ukuvuga ikinyabiziga na nimero ikiranga (pulake) 	Kugira ngo Umurenge utange uruhushya hishyurwa amafaranga atandukanye bitewe n'amatungo hagati y'amafaranga 1500 na 5000.	Umunsi 1

2.3.5. UBUHINZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gutanga Inyongera musaruro (Ifumbire n'imbuto)</p>	<p>Umukozi ushinzwe ubuhinzi n'ubworozi.</p>	<ul style="list-style-type: none"> • Kuba umuhinzi yariyandikishije muri sisitame ya Smart Nkunganire (SNS) kandi byemejwe n'umukozi ushinzwe ubuhinzi n'ubworozi ku rwego rw'Umurenge kugira ngo ahabwe inyongeramusaruro • Umuhinzi yishyura uruhare rwe urundi rukishyurwa na Leta binyuze mu mabwiriza ya Minisitiri w'ubuhinzi n'ubworozi agenga ikoreshwa ry'inyongeramusaruro asohoka buri gihembwe cy'ihinga • Umuhinzi yishyura uruhare rwe ku kiguzi cy'inyongeramusaruro ku mucuruzi w'inyongeramusaruro zunganiwe na Leta(Agrodealer). 	<p>Ni ubuntu</p>	<p>Umunsi 1</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba ingemwe z'ibiti zo gutera	Umukozi ushinzwe ubuhinzi n'ubworozi.	<ul style="list-style-type: none"> • Umudugudu utegura lisiti n'ahantu bizashyirwa hakomezwa n'Akagali. • Ushinzwe amashyamba akwirakwiza ibiti ku munsu nyizina wo kubitera cyangwa ikindi gihe bibaye ngombwa • Ushaka iyi serivise nawe ashobora no kuza kubifata aho byatuburiwe mu bikorera 	Ni ubuntu	
Ubujuanama bw'ibanze ku mikoreshereze y'inyongeramusaruro	Umukozi ushinzwe ubuhinzi n'ubworozi	Kugana umukozi ubishinzwe ukamusaba kukugira inama	Ni ubuntu	Umunsi 1
Ubujuanama kuri Tekiniki z'ubuhinzi bwa kijyambere	Umukozi ushinzwe ubuhinzi n'ubworozi	Kugana umukozi ubishinzwe ukamusaba kukugira inama	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusabira abahinzi bifuza ibikoresho byo kuhira ku buso buto kuri gahunda yunganiwe na Leta</p>	<p>Umukozi ushinze ubuhinzi n'ubworoz</p>	<ul style="list-style-type: none"> • Ibaruwa isaba ibikoresho byo kuhira ku buso buto • Kuzuza ifishi yabugenewe • Kotokopi y'irangamuntu • icyangomwa cy'ubutaka cg amasezerano ya koperative imwemerera gukorera mu bishanga iyo ayibamo • Usaba ino serivise Leta imwihyurira 50% nawe akyishyurira 50% 	<p>Ni ubuntu</p>	<p>Iminsi 3</p>

2.3.6. UBUTAKA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gushyiraho umukono ku masazeraho yo gutiza undi ingwate y'ubutaka</p>	<p>Umukozi ushinzwe ubutaka</p>	<ul style="list-style-type: none"> • Kwishyura amafaranga asabwa kugira ngo ubone serivise ya noteri • Fotokopi y'indangamuntu kuri buri muntu utiza ndetse n'utizwa • Abo bashyingiranywe bagomba kuba bahari iyo bashyingiranywe byemewe n'amategeko • Kugaragaza umwimerere w'ubutaka • Gusinya ku nyandiko zateguwe na noteri nyuma yuko amafaranga asabwa yishyurwe • icyemezo cy'ubwengehugu 	<p>Ni ubuntu</p>	<p>Umunsi 1</p>
<p>Gusaba icyemezo cy'umutungo</p>	<p>Umunyamabanga Nshingwabikorwa w'Umurenge</p>	<ul style="list-style-type: none"> • icyemezo cyemejwe na komite ishinzwe ubutaka ku kagari. • Umunyamabanga Nshingwabikorwa w'Akagali yerekana kandi akemeza ko uwo mutungo uvugwa ba nyirawo ari bo 	<p>Ni ubuntu</p>	<p>Umunsi 1</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ibibazo n'amakimbirane ashingye ku butaka	Umunyamabanga Nshingwabikorwa w'Umurenge na Komite y'ubutaka ku murenge	Icyangombwa cy'ubutaka cyangwa ibindi bimenyetso byashingirwaho ndetse harimo nibigaragaza inkomoko y'ubutaka bufite amakimbirane.	Ni ubuntu	Iminsi 7
Ubujejanama ku gishushanyombonera cy'imiturire	Noteri w'ubutaka cyangwa Umukozi ushinzwe ibikorwaremezo	Kugana umukozi ubishinzwe ukamusaba kukugira inama	Ni ubuntu	Umunsi 1
Gutanga inama ku mishinga ishingye ku bikorwaremezo	Umukozi ushinzwe ibikorwaremezo ku murenge	Kugana umukozi ubishinzwe ukamusaba kukugira inama	Ni ubuntu	Umunsi 1
Ubujejanama bw'ibanze ku byangombwa by'ubutaka	Umukozi ushinzwe imicungire y'ubutaka na Notariya	Kuzana icyangombwa cy'ubutaka	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba uburenganzira bwo gusana bidahindura imiterere y'inyubako uko yari hasanzwe</p>	<p>Umukozi ushinzwe ubutaka, n'Umukozi ushinzwe imiturire n'ibikorwa remezo</p>	<ul style="list-style-type: none"> • Bisaba kuzuza impapuro zisabwa ziboneka ku biro by'Umurenge • Fotokopi y'icyangombwa cy'ubutaka • Amafoto ane agaragaza neza imiterere y'inyubako (impande enye) • Kwishyura amafaranga asabwa kuri konti y'Akarere yagenwe kwakira imisoro n'amahoro y'ikigo cy'imisoro n'amahoro (RRA) • Kwishyura imisoro y'ubutaka • Igihe hasuwe abaturage aho batuye, umukozi ubishinzwe ategura kandi agatanga raporo y'igikorwa 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>
<p>Kwandikisha ubutaka butabaruwe</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> • Irangamuntu ya nyiri ubutaka • icyemezo cy'uko washyingiwe cyangwa icyemezo cy'uko uri ingaragu 	<p>Ni ubuntu</p>	<p>Iminsi 30</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kwandikisha ubutaka butabaruwe</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> - icyemezo cy'umutungo utimukanwa cyashyizweho umukono na komite ishinzwe ubutaka mu Kagali kandi cyemejwe n'Umunyamabanga Nshingwabikorwa w'Akagali n'Umunyamabanga Nshingwabikorwa w'Umurenge aho ubwo butaka buherereye - Urupapuro rwemeza UPI igihe UPI izwi - Iyo nimeru y'ubutaka itazwi: Ifishi y'ubutaka (Fiche Cadastre) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyiri ubutaka, abo bahana imbibi, umukozi wapimye ubutaka. 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kwandikisha ubutaka butabaruwe</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> - Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi cg abanyamahanga bafitemo imigabane - Ibyemezo by'irangamimerere ku babaruzi ubwo butaka. 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku kugurisha ku bushake</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> • Irangamuntu y' umuguzi n'ugurisha • Amasezerano yo kugurisha ariho kashye ya Noteri w'ubutaka, yashyizweho umukono n'impande zombi • icyemezo cyo kuba warashyingiwe/uri ingaragu ku mpande zombi • icyemezo gihamya ko uwapfakaye atikuyeho umutungo urengeje ¼ cy'umutungo wose • Inyandiko y'ubwumvikane yakorewe imbere ya Noteri w'ubutaka igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka barimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahaniwe rifite ubuzima gatozi abanyamahanga bahitemo imigabane 	<p>Frw 500 ku ipaji imwe</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 7</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko</p>	<p>Umukozi ushinwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> - icyemezo cy'irangamimere cy'usaba serivisi - Fotokopi y'irangamuntu cyangwa Pasiporo - icyemezo cy'urukiko gitegeka ihererekanya giteyeho kashyamba mpuruzi - icyemezo cy'imisoro yishyurwa - Inyandikomvugo y'irangizarubanza igaragaza nimeru y'ubutaka (Iyo nimeru y'ubutaka itazwi: Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w'Akarere ubifitiye ububasha n'inyandiko yakozwe n'umuhesha w'inkiko yemeza ko ibipimo by'ubutaka byafashwe nk'uko urubanza rwarangiye - Ibyangombwa by'ubutaka burebwa n'iherekanya (Iyo uwanditse ku butaka bwavuzwe mu rubanza yanze kugarura ibyangombwa by'ubutaka, umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza). 	<p>Frw 500 ku ipaji imwe</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 7</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Ihererekanya ry' uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiyeye ku cyemezo cy'urukiko</p>	<p>Umukozi ushinzwe ubutaka na Noteri</p>	<ul style="list-style-type: none"> • Ibiranga ugura • Gushyira mubikorwa itegeko • icyemezo cy'urukiko gitegeka cyamunara • Itangazo rya cyamunara • icyemezo cyo kugurisha • icyemezo cy'uko wasezeranye cyangwa uri ingaragu • ibyangombwa by'ubutaka bwa gurishijwe muri cyamunara (Niba ufite umwenda adashaka gutanga ibyangombwa byubutaka, Umuhesha w'inkiko abigaragaza muri raporo ya cyamunara. • Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi abanyamahanga bafitemo imigabane 	<p>Ni ubuntu</p>	<p>Umunsi tariko ibyangombwa bishya biboneka mu minsi 10</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku izungura</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> • Kopi y'ibiranga usaba • icyemezo cy'irangamimerere mu gihe uzungura ari umwe • Inyandikompano y'irage Inyandiko y'umurage yakorewe imbere ya noteri (Authentic Will)/ • icyemezo gihamya abazungura mu gihe nta makimbirane gitangwa n'umwanditsi w'irangamimerere cyangwa • icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n' Inyandikomvugo y'irangizarubanza) mu gihe hari amakimbirane • Ibyangombwa by'ubutaka busabirwa izungura 	<p>Ni ubuntu</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 10</p>
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku impano cyangwa umurage</p>	<p>Umukozi ushinzwe ubutaka na notariya</p>	<ul style="list-style-type: none"> • Kopi y'ibiranga uwahawe • icyemezo cy'irangamimerere cy'uwahawe impano/ uwatanze impano • Amasezerano y'impano hagati y'abazima yashyizweho umukono n'uwatanze n'uwahawe impano yakorewe imbere ya noteri mu by'ubutaka /Indangano yakorewe imbere ya noteri mu by'ubutaka 	<p>Ni ubuntu</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 10</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano cyangwa umurage</p>	<p>Umukozi ushinzwe ubutaka na notariya</p>	<ul style="list-style-type: none"> • icyemezo gihamya ko uwapfakaye atikuyeho umutungo urengeje ½ cy'umutungo wose • icyemezo cy'uko uwatanze yitabye imana (Mu gihe impano yatanze mu buryo bw'indagano) ibyangombwa by'ubutaka butanzweho impano hagati y'abazima cyangwa indagano 	<p>Ni ubuntu</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 10</p>
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na notariya</p>	<ul style="list-style-type: none"> • ibyemezo by'irangamimerere by'abagurana Amasezerano y'iherekanya yashyizweho umukono n'impande zombi yakorewe imbere ya Noteri • icyemezo gihamya ko uwapfakaye atikuyeho umutungo urengeje ½ cy'umutungo wose • ibyangombwa by'ubutaka busabirwa igurana 	<p>Ni ubuntu</p>	<p>Umunsi 1 ariko ibyangombwa bishya biboneka mu minsi 10</p>
<p>Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye, ibyahyeye, ibyatwawe n'ibizi cyangwa ibyangiritse</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> • Irangamuntu cyangwa Pasiporo • Nimero y'ikibanza (UPI) 	<p>Ni ubuntu</p>	<p>Umunsi 1</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kugonzura imyubakire	<ul style="list-style-type: none"> • Umukozi ushinze ubugenzuzi bw'imyubakire n'ibikorwaremezo • Umukozi ushinze imicungire y'ubutaka na Notariya • Umukozi ushinze imiturire n'ibikorwaremezo mu Murenge. 	<ul style="list-style-type: none"> • Uruhushya rwatanzwe n'urwego rubifitiye ububasha • Ubusabe bwakozwe n'ubifitemo inyungu 	Ni ubuntu.	Iminsi 3
Gukosora cyangwa guhindura amakuru ku bantu muri Rejisitiri y'ubutaka	Umukozi ushinze imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> • Ibyangombwa by'ubutaka • Iyo hasabwa gukosora izina cyangwa nomero y'indangamuntu: Kopi y'ibiranga nyir'ubutaka • Iyo hasabwa guhindura amazina yari ari ku cyangombwa: icyemezo cyatanzwe n'urwego rubifitiye ububasha na kopi y'indangamuntu nshya • Iyo hasabwa gukosora/guhindura aho umuntu atuye: icyemezo kigaragaza aho umuntu atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho atuye 	Ni ubuntu.	Iminsi 3

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gukosora cyangwa guhindura amakuru ku bantu muri Rejisitiri y'ubutaka</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> - Iyo ari ugukosora rejisitiri y'ubutaka havanwamo abantu banditswe mu gihe cy'iyandikisha rusange ry'ubutaka: Inyandiko yashyizweho umukono n'uwanditse ku butaka kandi yemejwe n'ubuyobozi bw'Akagari n'ubw'Umurenge gihamya ko usaba yiyandikishijeho ubutaka butari ubwe, Inyandiko itanga amakuru ku mutungo, icyemezo cy'irangamimerere hamwe n'ibiranga ugomba kwandikwaho ubutaka - Iyo ari uguhindura uwari uhagarariye umuntu udafite ububasha bwo kwihagararira (umwana cy'undi muntu wambuwe ububasha bwo kwihagararira) mu gihe icyatumaga atihagararira kitakiriho: Kopi y'ibiranga nyir'ubutaka n'inyandiko isaba yujjwe n'uwari umuhagarariye cyangwa inyandiko y'ubuyobozi bw'Akagari ihamya aya makuru mu gihe umuhagarariye adashobora kuboneka. 	<p>Ni ubuntu.</p>	<p>Iminsi 3</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka</p>	<p>Umukozi ushinzwe imicungire y'ubutaka na Notariya</p>	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe: icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye imana: - icyemezo cy'uko uwo bashyingiranywe yitabye imana; - ikigaragaza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bahisemo 1ku bashyingiwe nyuma ya 1999, - icyemezo cy' uwapfakaye - 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 iryandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana - Inyandiko y'umuhesha w'inkiko igaragaza umutungo w'umubyeyi ugifite inshingano yo gutanga indezo ku bana adashobora kwikuraho. - Ibyangombwa by'ubutaka 	<p>Ni ubuntu.</p>	<p>Iminsi 3</p>

2.3.7. UBUREZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwakira no gukomura ibibazo by'abanyeshuri.	Umugenzuzi w'uburezi mu Murenge	Kugana umukozi ubishinzwe	Ni ubuntu	Umunsi 1
Kwakira ababyeyi bafite ibibazo birebana n' abana babo b'abanyeshuri.	Umugenzuzi w'uburezi mu Murenge	<ul style="list-style-type: none"> • Indangamanota y'umunyeshuri (mu mashuri yisumbuye) • Indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza) • icyemezo cy'ishuri aturutsemo (mu mashuri abanza nayisumbuye). 	Ni ubuntu	Umunsi 1
Gutanga icyemezo cy'umushara n'icyakazi ku barimu.	Umugenzuzi w'uburezi mu Murenge	<ul style="list-style-type: none"> • Ibanuwa imushyira mu kazi. • Gihamya y'umuyobozi w'ikigo cy'ishuri (directeur). 	Ni ubuntu	Umunsi 1

2.3.8. ISUKU N'ISUKURA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kugonzura isuku n'isukura	Umukozi ushinzwe isuku n'isukura ku Murenge	Kuba usaba kugenzurwa yujuje ibisabwa n'amabwiriza y'inama nnyanama y'Umujyi wa Kigali yerekeye isuku n'isukura mu Mujyi wa Kigali.	Ni ubuntu	Iminsi 7
Ubufyanama ku isuku n'isukura.	Umukozi ushinzwe isuku n'isukura ku Murenge	Kugana umukozi ubishinzwe ukamusaba kukugira inama	Ni ubuntu	Umunsi 1
Gufasha company gukusanya amafanga y'isukuru	Umukozi ushinzwe isuku n'isukura ku Murenge	Kuba ufite amasezerano y'isuku n'Umurenge	Ni ubuntu	Umunsi 1

2.3.9. ITERAMBERE RY'AMAKOPERATIVE, IBIGO BITO N'IBICIRITSE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba Inguzanyo zo kwitoza imbere binyuze mu bigo by'imari (Financial Services)	Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse	<ul style="list-style-type: none"> • icyemezo cyatanzwe n'ubuyobozi bw'umudugudu kemeza ko atuiye aho byibuze amaze amezi atandatu muri uwo mudugudu • Kwiyandikisha ku rutonde rw'akagli kugira azahabwe inguzanyo • Kuzaza neza imishinga • Abahabwa inguzanyo bemezwa na komite ishinzwe inguzanyo ku rwego rw'umurenge • Abemejwe barahugurwa nyuma bakagirana amasezerano n'ubuyobozi bw'umurenge • Ututonde rw'abazahabwa inguzanyo na SACCO hakarebwa ko nta deni ry'igihe kirekire afite basanga ntaryo bagahabwa inguzanyo 	Ni ubuntu	Umunsi 1
Gutanga inama ku makoperative	Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse	Koperative ibisaba isabwa kuba ifite icyangombwa yahawe n'ikigo gishinzwe amakoperative(RCA)	Ni ubuntu	Iminsi 3

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gutanga ubuzima gatozi ku bimina</p>	<p>Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse</p>	<p>Umuntu ushaka ubuzima gatozi bw'ikimina agomba kuba afite amakuru akurikira: Izina ry'ikimina, Itariki Biyandikishijeho, aho ikibina kizakorera Umudugudu /Akagari, Umubare w'abanyamuryango, ingano y'imisanzu yatanzwe, amazina y'abahagarariye ikimina, Telefone, copy y'amategeko ngengamikorere yemejwe n'abanyamuryango.</p>	<p>Ni ubuntu</p>	<p>Iminsi 3</p>
<p>Gutanga icyangombwa cy'agateganyo ku makoperative</p>	<p>Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse</p>	<ul style="list-style-type: none"> - Kuba ifite nibura abanyamuryango icumi (10) - Kuba imari shingiro (ishingiye ku gikorwa) yemejwe yatanzwe (ikigaragaza ko abanyamuryango bose bamaze gutanga umugabane wemejwe); - Kwandikira ibaruwa Umuyobozi Mukuru wa RCA isaba ubuzimagatozi, inyujijwe k'Umunyamabanga Nshingwabikorwa w'Umurenge, kopi yayo igahabwa Akarere - Kohereza RCA inyandiko (Annexes) ziherekeza iyo baruwa isaba ubuzimagatozi ari zo: - Amategeko shingiro ya Koperative; - Imbanziriza mushinga; 	<p>Ni ubuntu</p>	<p>Iminsi 3</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gutanga icyangombwa cy'agateganyo ku makoperative</p>	<p>Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse</p>	<ul style="list-style-type: none"> • Amategeko y'umwihariko ya Koperative atanyuranyije n'itegeko rigenga Amakoperative cyangwa Amategeko shingiro ya Koperative; • Urutonde rw'abanyamuryango bose, imyirondoro n'imikono yabo cyangwa ibikumwe; • icyemezo cy'Umurenge Koperative Ikoreramwo; • Inyandiko-mvugo y'inama ya mbere ishyiraho icyo Koperative n'inzego zayo z'agateganyo; • Urutonde rw'abagize inama y'Ubuyobozi, umwirondoro wa buri muntu, umukono we n'icyo ashinzwe; • Urutonde rw'abagize inama y'ubugenzuzi, umwirondoro wa buri muntu, umukono we n'icyo ashinzwe; • icyemezo cy'ubwishyu cy'amafaranga 1200 frw kugira ngo Koperative ihabwe ubuzimagatozi; • Kopi z'indahiro z'abayobozi ba Koperative (CA + CS); • icyemezo (Bank slip) cyerekana ko imigabane yemejwe yatanze cyangwa ikindi cyemeza ku buryo budashidikanywaho ko umugabane watanze. 	<p>Ni ubuntu</p>	<p>Iminsi 3</p>

Uburyo butangwaho inama bwakoreshwa mu kumenyesha abaturage ibijyanye n'imbonerahamwe ya Serivise zitangirwa mu Murenge w' Umujyi wa Kigali

- Inteko z'abaturage ni uburyo bushingiye ku budasa no kwishakamo ibisubizo aho, abaturage bahura bakaganira n'abayobozi babo ku nzego z'Ubuyobozi bubegereye mu nzego z'ibanze. Ubu buryo byagaragaye ko butanga umusaruro muguhanahana no kugeza amakuru vuba kubaturage bakanungurana ibitekerezo n'abayobozi babo ari nabo babaha serivise.
- Umuganda ni uburyo bw'umwihariko ukanaba ubudasa bw'abanyarwanda mu rwego rwo kwishakamo ibisubizo aho abaturage batuye hamwe bahura n'abayobozi babo mu byiciro byose bakagira ibikorwa by'amaboko bakora mu rwego rwo kwiteza imbere badategereje akimuhana. Ubu nabwo ni uburyo bwiza bwakoreshwa mu guhanahana amakuru no gukwirakwiza iyi mbonerahamwe ya serivise.
- Inama Njyanama ni urwego ruteganywa n'itegeko ruhagarariye kandi rutorwa n'abaturage mu nzego zitandukanye z'ibanze kuva ku mudugudu kugera ku Murenge cyane ko zifatirwamo ibyemezo. Uru rwego narwo rukorana kandi rukagira umwanya uhagije wo kuganira no kungurana ibitekerezo mu nama zitandukanye bakora, bityo nabwo bwaba uburyo bwiza bwo gusakaza iyi mbonerahamwe ya Serivise.
- Umugoroba w'abayeyi ni uburyo nyarwanda nabwo bwo kwishakamo ibisubizo bwashyizeho na Leta y'U Rwanda mu rwego rwo kongera umuhate, imikorere n'imikoranire myiza ikwiye no kuganira ku bibazo byugarije umuryango nyarwanda harimo ibibazo by'amakimbirane mu muryango n'imishinga y'iterambere ryawo no kubishakira ibisubizo.
- Inama y'Umudugudu nabwo ni uburyo bwa Kinyarwanda bushingiye ku mwihariko w' abanyarwa wo kwishakamo ibisubizo, bukaba bwaba bumwe muburyo bwiza bwanatanga umusaruro wo gusakaza no kugeza amakuru vuba ku bantu ajyanye niy'imbonerahamwe ya serivise.
- Gusakaza imbonerahamwe ya serivise imanikwa ahahurira abantu benshi nkaho abagenzi bategera imodoka n'ahandi nko ku isoko, kwa muganga, ibiro bya Leta, ibya abikorera n'ahandi nkaho. Ibi nabyo ni uburyo bwiza bwatanga umusaruro kuko usanga ahanini ibi bikorwa byose bihari kandi hahurira abantu benshi, bityo byatuma abahurira bose, bamenya ayo makuru ajyanye na serivise zitangwa.

- Gusura abaturage, ni kenshi abayobozi batandukanye mu nzego zose z'ibanze bagira ibiganiro no gusura abaturage aho batuye hagamiywe kungurana ibitekerezo no gukemura amakimbirane, iyi nayo yaba inzira yatanga umusaruro mu guhanahana amakuru no kuyasakaza hagati y'abayobozi n'abaturage hagamiywe gutanga serivise nziza kandi inoze.
- Ukwezi kwahariwe imiyoborere myiza: Ni gahunda itegurwa n'inzego z'ibanze igamiye kwegera abaturage mu midugudu aho batuye mu rwego rwo gukemura ibibazo bafite cyane cyane ibijyanye n'amakimbirane ashingiye ku muryango, ubukene, ubutaka n'ibindi, ndetse muri iyi gahunda ni nabwo inzego z'ibanze zifasha abaturage bashaka gusezerana mu rwego rwo guca amakimbirane kimwe n'izindi gahunda za Leta. Aha naho, ni uburyo bwiza bwo gusobanurira abaturage ibijyanye n'iyi mbonerahamwe ya serivise zitangwa n'inzego z'ibanze.



