SERIVISI ZITANGWA KU RWEGO RW'AKARERE MU KARERE KA NYAMASHEKE

REPUBLIKA Y'U RWANDA
UMURIMO · UMUTIMBO · IGIHUGU CIGENGA

german cooperation
DEUTSCHE ZUSAMMENARBEIT

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I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER

A. IBIKORWAREMEZO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Gusaba uruhushya rwo gushyiraho Ibyapa byamamaza n'Ibimenyetso ndangabantu	Umukozi ushinzwe Ibikorwa remezo	Ibarowa isaba yandikiwe akarere iherekeyewe n'Ibiranga icyapa (uko gikoze, ingano z'inyuguti zanditseho, aho kigomba gushyirwa, aho nyiracyo abarizwa, etc.)	Hishyurwa frw 50.000 kuri metero kare, ryishyurwa rimwe	Iminsi 3 kugeza ku byumweru 2
2. Gusaba uruhushya rwo kubaka inzu	Umukozi ushinzwe gutunga impuszhya zo kubaka	- Incamake y'umushinga irimo Ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse inyubako ziri mu cyiciro cya 2; - Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa; - kopi z'inyigo z'imimerere y'ubutaka, uretse inyubako zo mu cyiciro cya 2 n'icya 3; - kopi z'inyandiko zerekeranye n'inyigo mu kubungabunga Ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3; - Ibishushanyo by'insteere z'inyubako; - Imbata y'Ibiyanye n'imyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga ry'murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2; - Inyigo y'ubukomere bw'Ibigize inyubako, harimo imbata yabyo n'uko byakorwe, uretse ku nyubako ziri mu cyiciro cya 2n'icya 3; - Ingano n'Ibizakoreshwa n'agaciro kabyo,uretse inyubako ziri mu cyiciro cya 2; - Icyemezo cy'imirimo y'umushinga gishyewe n'umuhanga mu guhangayikisha cyangwa impuguke mu by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2; - Raporo y'ivuburirirwa ry'Ibisabwa by'Ibanze ku myubakire Itangiza Ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3;	- Kuva kuri 0-100 meterokare wishyura Rwf 20,000. - Kuva kuri 100-200 meterokare wishyura Rwf 100,000; - Kuva kuri 200-500 meterokare kuzamura wishyura Rwf 150,000 - Guhera hejuru ya meterokare 500 hishyurwa 200,000frw Inama Nyamana ishobora kwemerera uthishobeye wabisabye kutishyura amahoro	Mu mimi 30
3. Gusaba kongerewa igihe ku ruhushya rwo kubaka inzu	Umukozi ushinzwe gutunga impuszhya zo kubaka	- Kuzuza form iri muri systeme ya WWW.BPMS.GOV.RW - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa - Raporo igaragaza aho imirimo yarigeze - Fotokopi z'icyangombwa cy'ubutaka;	- Kuva kuri 0-100 meterokare wishyura Rwf 20,000. - Kuva kuri 100-200 meterokare wishyura Rwf 100,000. - Kuva kuri 200-500 meterokare kuzamura wishyura Rwf 150,000. - Guhera hejuru ya meterokare 500 hishyurwa 200,000frw Inama Nyamana ishobora kwemerera uthishobeye wabisabye kutishyura amahoro	Mu mimi 30
Ibigize dosiye y'ubusabe bw'uruhushya rwo gusenya inyubako	Umukozi ushinzwe gutunga impuszhya zo kubaka	1) Incamake y'umushinga irimo Ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse inyubako ziri mu cyiciro cya 2; 2) Uburyo imyanda Ituruka ku isenywa ry'inyubako izafatwa; 3) kopi z'inyandiko zerekeranye n'inyigo mu kubungabunga Ibidukikije, ku nyubako ziri mu cyiciro cya 4 n'icya 5	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 30
Ibigize dosiye y'ubusabe bw'uruhushya rwo kuvugurura Ibidahindura imiterere y'inyubako	Umukozi ushinzwe gutunga impuszhya zo kubaka	1) Incamake y'umushinga irimo Ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse ku nyubako ziri mu cyiciro cya 2; 2) Imbata y'Ibiyanye n'imyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2; 3) Amafoto agaragaraza inyubako igiye kuvugururwa	Nta mafaranga yishyurwa	Iminsi 30
Ibigize dosiye y'ubusabe bw'uruhushya rwo kubaka uruzitiro	Umukozi ushinzwe gutunga impuszhya zo kubaka	1) Ibishushanyo by'insteere z'uruzitiro; 2) Ibishushanyo bigaragaza uko uruzitiro ruteretse mu kibanza; 3) Ifoto igaragaza ahateganywa kubakwa uruzitiro	Nta mafaranga yishyurwa	Iminsi 30
Ibigize dosiye y'ubusabe bw'uruhushya rwo guhindura Ibyateganyijwe kubakwa	Umukozi ushinzwe gutunga impuszhya zo kubaka	1) kopi z'uruhushya rwo kubaka rukoreshwa 2) Ibishushanyo by'inyubako byemejwe;n'inyigo n'Ibishushanyo bigaragaza Ibigomba gahindurwa; 3) Amafoto agaragaza aho inyubako yari igeze yubakwa	- Kuva kuri 0-100 meterokare wishyura Rwf 20,000. - Kuva kuri 100-200 meterokare wishyura Rwf 100,000. - Kuva kuri 200-500 meterokare kuzamura wishyura Rwf 150,000 - Guhera hejuru ya meterokare 500 hishyurwa 200,000frw Inama Nyamana ishobora kwemerera uthishobeye wabisabye kutishyura amahoro	Iminsi 30
Ibigize dosiye y'ubusabe bwo kongerera igihe uruhushya rwo kubaka rwarangiye	Umukozi ushinzwe Ibiturire	1) kopi y'uruhushya rwo kubaka rwarangiye; 2) Ibishushanyo by'inyubako byemejwe; 3) amafoto agaragaza aho inyubako yari igeze yubakwa.	- Kuva kuri 0-100 meterokare wishyura Rwf 20,000. - Kuva kuri 100-200 meterokare wishyura Rwf 100,000. - Kuva kuri 200-500 meterokare kuzamura wishyura Rwf 150,000. - Guhera hejuru ya meterokare 500 hishyurwa 200,000frw Inama Nyamana ishobora kwemerera uthishobeye wabisabye kutishyura amahoro	Iminsi 30

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
Ibigize dosiye y'ubusabe bw'uruhushya rwo kuvugurura inyubako	Umukozi ushinzwe imiturire	1) Incamake y'umushinga irimo Ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse ku nyubako ziri mu cyiciro cya 2; 2) Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa; 3) Ibishushanyo by'insteere z'inyubako;n'imiterere, uretse inyubako ziri mu cyiciro cya 2; 4) Kopi z'inyandiko zerekeranye n'inyigo mu kubungabunga Ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3 5) Imbata y'Ibiyanye n'imyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2; 6) Igishushanyo cy'insteere kigizwe n'inyubako n'imbare, uretse inyubako ziri mu cyiciro cya 2; 7) ingano y'Ibizakoreshwa n'agaciro kabyo,uretse inyubako ziri mu cyiciro cya 2; 8) Icyemezo cy'imirimo y'umushinga gishyewe n'umuhanga mu guhangayikisha cyangwa impuguke mu by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2;	Nta mafaranga yishyurwa	Iminsi 30
4. Gusaba uruhushya rwo gukorera mu nyubako nshya	Umukozi ushinzwe Ibikorwa remezo	- Ingano y'Ibyakoreshejwe mu kubaka, uretse inyubako ziri mu cyiciro cya 2; - Uburoko bw'Ibikoreshejwe n'Ibikoreshejo; - Kopi y'uruhushya rwo kubaka yahawe mbere; - Uburyo bwateganyijwe bwo gufata neza inyubako.	Ntayo	Ibisubizo biboneka mu Byumweru bibiri (2)
5. Gukemura ibibazo bijyanye n'Ibikorwaremezo	Umukozi ushinzwe Ibikorwa remezo	Wandikira Akarere ugaragaza ikibazo	Nta mafaranga yishyurwa	Iminsi 7
6. Gusaba kwishyurwa serivisi ba neiyemezamirimo bahaye Akarere	Umukozi ushinzwe Ibikorwa remezo	Wandikira Akarere ukomekaho impapuro zishyuza (nyemezabuguzi).	Ntayo	Iminsi 3

B. UBUTAKA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Kugabanyamo ibice ikibanza/isambu	Umukozi ushinzwe gupima ubutaka	Ibyangombwa by'ubutaka bosabirwa Ibyangombwa by'ubutaka by'umwimerere busabirwakugabanyamo Ibice Ifishi y'ubutaka (Fiche Cadastrale) yemeyewe n'umukuru w'Biro by'Ubutaka by'Akarere kuri buri gice cy'ubutaksabwakugabanyamo Ibice Icyangombwa cyose usabwa kwishyura ku butaka bugabanywamo - Raporoy'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 30
2. Guhuza ubutaka	Umukozi ushinzwe gupima ubutaka	Ibyangombwa by'ubutaka bosabirwa guhuza Ifishi y'ubutaka (Fiche Cadastrale) yemeyewe n'umukuru w'Biro by'ubutaka ikomatanya Ibice by'ubutaka bisabirwa guhuzwa Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 30
3. Guksosora imibili cyangwa ubuso bw'ubutaka	Umukozi ushinzwe gupima ubutaka	Ibyangombwa by'ubutaka bosabirwa gukosorwa imibili cyangwa ubuso Ifishi y'ubutaka (Fiche Cadastrale) yemeyewe n'umukuru w'Biro by'ubutaka ikomatanya Ibice by'ubutaka bisabirwa gukosorwa imibili cyangwa ubuso Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 30
4. Guhindusa ibyangombwa byatanzwe bashingiwe ku mategeko ya kera hagatangwa Bishingiye ku mategeko mashya	Umukozi ushinzwe ubutaka	- Kopi z'ibiranga usaba Icyemezo cy'uko washyingiwe/Icyemezo cy'uko ari ingaragu Ibyangombwa by'ubutaka bisabirwa guhindurwa1 Icyemezo cy'agatangaro gihabwa uwabarurije ubutaka/inyandiko yemeza nimero ubutaka bwabarurewebo Ifishi y'ubutaka (Fiche cadastrale) yemeyewe n'Umuro mu gihe usaba adafite icyemezo cy'agatangaro cyangwa inyandiko yemeza nimero y'ubutaka.	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 18
5. Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka Icyemezo cy'uburenganzira bwo kuba Icyemezo cy'ugenzura kigaragaza ko inyubakiye yakurikije Ibyari biteganyijwe Icyemezo gitanga uburenganzira bwo gukoresha cyangwa gutura mu nyubakobku basaba inkondabutaka) Icyemezo ko nibura 3 c'Ibyari byemewe kubakwa byubatswe (Ku basaba inkondabutaka ngenakomyi) Ifishi y'ubutaka (Fiche Cadastrale) yemeyewe n'umukuru w'Biro by'ubutaka by'Akarere.	Ntayo	Uwo munsi, ku munsi wagenewe n' akarere
6. Guksosora cyangwa guhindura amakuru ku bantu banditse ku butaka	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka Icyo basabwa guhindura izina, kopi y'Igazeti ya Leta igaragaza guhindura izina Iyo basabwa guhindura aderesi: icyemezo kigaragaza ko umuntu yahinduye aho atuye gitanywa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa - Ibyangombwa by'ubutaka	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 18
7. Guksosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi nyanditeye ku butaka	Umukozi ushinzwe ubutaka	- Kopi z'ibiranga nyir'ubutaka (registration certificate) Iyo ari ihindura rya sosiyete y'ubucuruzi: inyandikomvugo z'inama rusange ya sosiyete yemeza iryo hinduka kimwe n'icyemezo cy'inyandikisha rya sosiyete nshya gitanguwa na RDB Iyo ari imiryango nyarwanda n'imiryango mpuzamahanga .Iteganiye kuri leta n'imiryango idaharanira inungu: icyemezo cy'uburenganzira w'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere myiza. Iyo ari ishyirahamwe rihanaira inyungu z'umurimo cyangwa umwuga: Itegeko rishyiraho iryo shyirahamwe - Ibyangombwa by'ubutaka	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 18

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
8. Kwandikisha ubutaka bu ishyirahamwe ryubwamgiye ubumenganzira mu Isangiramutungo ku nyubako (condominium association)	Umukozi ushinzwe ubutaka	- Ibiranga ishyirahamwe (hamwe n'igazeti ya Leta yasohotsemo ubuzimagatozi bw'ishyirahamwe) cyangwa Itiranga umwego rwa Leta rufite mu nshingano zarwo guteza imbere inshuti zo Ibyangombwa by'ubutaka Ibipimo by'Ibice by'Isangiramutungo (condominium Units), Ibice rusange n'imigabane y'abagize ishyirahamwe ry'Isangiramutungo ku nyubako	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 8
9. Kwandikisha Igice cy'inyubako (condominium unit)kori mu Isangiramutungo ku nyubako	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga usaba Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko ari ingaragu cy'uwagize 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) Inamwe rifite nuwagiye bisabirwa kwandikiwa Ibyangombwa by'ubutaka buribo Isangiramutungo ku nyubako	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 8
10. Ihererankawa ry'uburenganzira ry'igice cy'Isangiramutungo ku nyubako (condominium unit)	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga abanduwa n'Ihererankawa ry'uburenganzira Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko ari ingaragu cy'uwagize Amasezerano y'Ihererankawa ry'uburenganzira ku gice cy'Isangiramutungo ku nyubako yakoreweb imbere ya noteri w'ubutaka Ibyangombwa by'Ibice by'Isangiramutungo w'Inyubako (Condominium Unit) Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu Isangiramutungo (Proof of ownership from Association of Owners)	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 14
11. Guksosora amakuru muri registiri y'ubutaka (amazina yanditse nabi, inimero y'Irangamuntu, ...)	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga nyir'ubutaka Ibyangombwa by'ubutaka	Ntayo	Icyangombwa kiboneka mu minsi 18
12. Iyandikiwa ry'amakuru nyongera (annotation) muri registiri y'ubutaka, ...)	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga usaba Icyemezo cy'uko washyingiwe/Icyemezo cy'uko ari ingaragu Icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru nyongera cyangwa indi nyandiko mpamo	Ntayo	Icyangombwa kiboneka mu minsi 18
13. Gusimbura ibyangombwa by'ubutaka bisimbura Ibyatakaye, Ibyangirifiye, Ibyahiye cyangwa Ibyatwawe n'Ibiza	Umukozi ushinzwe ubutaka	- Iyo ibyangombwa by'ubutaka byatakaye: Inyandiko ibitabaro (affidavit) yakoreweb imbere ya noteri w'ubutaka w'aho ubutaka buherereye n'Ikimenyetso kigaragaza ko hashize nibura Ibyumweru bibiri atanze itangazo ryo kubiranginba kuri imwe mu maradio yanyuma cyane mu Rwanda cyangwa muri kimwe mu binyamakuru bisomwa cyane mu Rwanda Iyo Ibyangombwa by'ubutaka byangirifiye ku buryo bibasha kugarazanwa: Ibyasigariye w'Ibyangombwa by'ubutaka byasigiriye Iyo Ibyangombwa by'ubutakabyangirifiye ku buryo bibasha kugarazanwa: Inyandiko y'indishyi (affidavit) yakoreweb imbere ya noteri w'ubutaka w'aho ubutaka buherereye Iyo Ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'Ibiza: Inyandiko y'indishyi(affidavit) yakoreweb imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe ku cyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye	Ntayo	Icyangombwa kiboneka mu minsi 18
14. Guhindiza icyo ubutaka bwagenewe gukoreshwa	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka Inyandiko iwu guhindiza icyo ubutaka bwagenewe gukoreshwa rutangiye n'Umuyobozibw'Akarere cyangwa undi mukozi w'Akarere yabiherewe ububasha hakurikijwe igishushanyo mbonera	Nta mafaranga yishyurwa	Icyangombwa kiboneka mu minsi 18
15. Gusaba guhabwa Ibyangombwa bi by'ubutaka Leta yagurishije cyangwa yatanze	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga uwaguze:/abaguze cyangwa uwahawe/abahawe ubutaka Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko ari ingaragu Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama n'abamenisitri gitanga ubutaka Inkondabutaka yahawe Leta Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero y'ubutaka (LPN) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemeyewe n'umukuru w'Biro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka,abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye	500 frw kuri buri paji (kwemeza amasezerano n'Ihererekanya	Icyangombwa kiboneka mu minsi 18
16. Gusaba kongera cyangwa kuvana abafite uburenganzira ku butaka muri registiri y'ubutaka	Umukozi ushinzwe ubutaka	- Ibyangombwa by'ubutaka Kopi z'Ibiranga nyir'ubutaka Iyo basabwa kongera bitewe n'ubushyingirane, icyemezo cy'uko nyir'ubutaka yashyingiwe Iyo basabwa kongera bitewe n'indi mpamvu, inyandiko yakoreweb imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira Iyo ari ukuvana muri registiri y'ubutaka, inyandiko yakoreweb imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri registiri y'ubutaka Iyo ari ukuvana umuntu muri registiri y'ubutaka kubera ko uwo bari barashyingiranye yitaboye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitaboye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka Iyo ari ukuvana umuntu muri registiri y'ubutaka kubera ko amasezerano yo gushyingiranywe yashwiwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekeye n'Itangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.	Ntayo	Icyangombwa kiboneka mu minsi 18

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
17. Gusaba gukuraho amakimbirane/ guhabwa Ibyangombwa byari bimaze imyaka mu gihe yakemutse.	Umukozi ushinzwe ubutaka	- Kopi z'Ibiranga /abasaba ko amakimbirane akurwaho Kopi z'Ibiranga /abasaba ko amakimbirane akurwaho - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu Imu gihe usaba atari we wanditse ku butaka) Icyemezo cy'urukiko kiribo kashe mpuruza n'Inyandikomvugo z'Irangizarubanza cyangwa Inyandiko yashyiweho umukono n'abari baritanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye umwumvikane. Ibyangombwa by'ubutaka mu gihe hari haratanzwe Ibyangombwa uwasinze atari wewandikiwe ku butaka Ibyo uwatsinze atagize ubushobozi bwo kubisubiza umuhehawe'inkiko abiganagaza mu nyandikomvugo z'Irangizarubanza).	Ntayo	Icyangombwa kiboneka mu minsi 8
18. Kwemeza igishushanyo cy' ikibanza (deed plan)	Umukozi ushinzwe ubutaka	- Kopi z'Icyangombwa cy'ubutaka Iyo ari gusaba Icyangombwa cy'ubutaka cdwazo, werekana Icyemezo cy'uko ubutaka ari ubwawe gitangwa n'umurenge. - Mumeru ya telefoni ubonekaho n'igiha, cyangwa urwandiko rusaba.	Nta mafaranga yishyurwa	Iminsi 7 nyuma yo gusura ubutaka no kubifatira ibipimo
19. Gutanga na gutiza ingwate muri banki	Umukozi ushinzwe ubutaka	- Icyangombwa cy'ubutaka cy'umwirenewe Indangamuntu z'usaba gutanga n'uwakira ingwate (ubutiza, n'ubuhawe) - Icyemezo cy'uko washatse cyangwa uri ingaragu	500 frw kuri buri mapapuro.	Uwo munsi
20. Gukemura amakimbirane ashingiye ku butaka	Umukozi ushinzwe ubutaka	- Ibarowa yandikiwe umuyobozi w'akarere(Mayor) - Raporo y'uko ikibazo cyakemuwe ku murenge	Ntayo	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze iminsi 7. Igisubizo kiboneka umunsi wo gusura

II. NOTERI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Gusaba gushyira umukono ku masezerano y'ubugure ku mitungo yimukanwa	Noteri w'Akarere	- Indangamuntu z'abagiranye amasezerano bombi cg bose - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure ainyirwa imbere ya noteri - Kwishyura amahoro asabwa	500 Frw kuri buri mapapuro rugize kopi 1 y'amasezerano. Frw yishyurwa binyuze ku Irembo	Uwo munsi
2. Gusaba gushyira umukono ku masezerano y'Ingazanyo	Noteri w'Akarere	- Amasezerano y'Ingazanyo ya banki Indangamuntu z'usaba Ingazanyo n'n'umwishyingizi (iyo ari ngombwa) - Icyemezo cy'umutungo watanzwewo ingwate - Kwishyura amahoro asabwa	500 Frw kuri buri mapapuro rugize kopi 1 y'amasezerano. Frw yishyurwa binyuze ku Irembo	Uwo munsi
3. Gusaba gushyira umukono kuri stati y'amashyirahamwe, sosiyete, amakoperative n'imiryango itegamiye kuri Leta	Noteri w'Akarere	- Stati y'umwirenwere - Abanyamuryango bose bagomba kuba bahari - Indangamuntu - Kwishyura amahoro asabwa	500 Frw kuri buri mapapuro rugize kopi 1 y'amasezerano. Frw yishyurwa binyuze ku Irembo	Uwo munsi
4. Kugira inama abaturage mu by'amategeko	Notari w'Akarere	Ntabiyo	Ntayo	Uwo munsi kereka iyo habewe ubusenengeri
5. Gukurikirana imanza z'Akarere	Notari w'Akarere	Inyandiko ihamagaza mu rukiko/Icyemezo cy'urukiko	Ntayo	Biterwa n'ibo ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Guhabwa amakuru ku misoro n'uko ikarwa	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere	Ipantanti: - Kumenyekanisha aho ukorera n'imirimo ukora no kwerekana TIN **Umusoro ku mitungo:** - Kwerekana TIN ndetse na UPI irimo umutungo usaba gutangira umusoro **Umusoro ku bukode:** - Umusezerano y'ubukode yagiranye n'abakodesha inzu ye - Amasezerano y'ingwate ya banki (iyo yasabye umwenda ngo yubake iyo nzu akodesheb kugira ngo inyungu z'uwo mwenda zigabanywe ku musoro - Kwerekana TIN	Ntayo	Uwo munsi
2. Guhabwa impapuro zakatiweho imisoro ya RRA	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho	Ntayo	Uwo munsi
3. Guhabwa impapuro zishyuriweho	Umukozi ushinzwe n'akarere	Amasezerano wagiranye n'akarere n'inyemezabuguzi wishyuriweho	Ntayo	Uwo munsi
4. Kwishyuza ubukode ku mitungo y'Akarere	Umukozi ushinzwe kwakira imisoro n'amahoro ku karere	Amasezerano y'ubukode Irangamuntu/TIN	Amafaranga avugwa mu masezerano, yishyurwa binyuze ku konti y'Akarere.	Uwo munsi

IV. IMARI N'IPIGANWA RY'AMASOKO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Guhabwa ibitabo by'ipiganwa	Umukozi ushinzwe amasoko	- Isoko rigomba kuba ryaratangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko	Amafaranga y'igitabo cy'isoko avugwa mw'Itangazo rihamagara abashaka gupiganwa, yishyurwa binyuze kuri Konti ya RRA.	Uwo munsi
2. Guhabwa ubufasha n'inama ku mitangire y'amasoko	Umukozi ushinzwe amasoko	Ntabiyo	Ntayo	Uwo munsi
3. Kwakira Inyandiko z'ipiganwa	Umukozi ushinzwe amasoko	- Kuba warazuye igitabo cy'isoko	Ntayo	Uwo munsi
4. Kumenyesha abapiganwe Byavuyemo mu isesengura ry'amasoko	Umukozi ushinzwe amasoko	Kuba warateguye ibipaninwa isoko ku gihe ikayirwa n'Akarere	Ntayo	Mu mirsi 21 nyuma yo guhunguza isoko
5. Gusinyisha amasezerano ku batsindiye amasoko	Umukozi ushinzwe amasoko	Kuba waratsindiye isoko kandi ugahabwa umwandiko nagahamagarirwa kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.	Ntayo	Uwo munsi ku itariki yemejwe
6. Gutanga icyangombwa cyo kuranguza imirimo neza	Umukozi ushinzwe amasoko	Kuba narangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose. Itegeko rusange rwasabwaho icyangombwa cyo kuranguza imirimo neza: agihabwa mu minsi 15 uhemuye igihe yagusabye.	Ntayo	Mu mirsi 15

V. KUVURA NO KWITA KU MATUNGO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Guhabwa icyemezo cyo kwikinura amatungo	Umukozi ushinzwe ubuvuzi bw'amatungo	- Icyemezo cy'umurenge kiribo Ibiranga Itungo (ubwoko, umyaka, Ibara, igihina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kurituwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo	Ni 5.000 frws yishyurwa kuri konti y'Akarere	Uwo munsi

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
2. Guhabwa icyemezo cyo gutwara Ibikomoka ku matungo hagati mu gihugu	Umukozi ushinzwe ubuvuzi bw'amatungo	- Icyemezo cy'umurenge kiribo Ibiranga Ibikomoka ku matungo (ubwoko, ingano, etc.), nyiraryo, aho biva n'aho bijyanywe, uburyo bwo kurituwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo	Ni 5.000 frws yishyurwa kuri konti y'Akarere	Uwo munsi
3. Guhabwa inama ku mushinga w'ubworozi	Umukozi ushinzwe ubuvuzi bw'amatungo	Ibarowa isobanura uko umushinga uteye, nyiraryo, aho ukorerwa, etc.	Ntayo	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo igihabwa mu minsi 4 nyuma yo gusurwa.
4. Kugura intanga	Umukozi ushinzwe ubuvuzi bw'amatungo	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB	Amafaranga y'intanga	Uwo munsi
5. Gukingira amatungo	Umukozi ushinzwe ubuvuzi bw'amatungo	Amatungo akenewe gukingirwa	Ntayo	Uwo munsi, ku minsi vagenwe n'Akarere
6. Gusubiza uburenzira bw'amafi muri kareremba	Umukozi ushinzwe ubworozi	- Kugaragaza ikigobe azorera amafi muri kareremba - Kugaragaza umushinga ibikuyemo ; fiche cadastrale y'ikigobe; - Ibruwa yandikiwe Umyobozi Mukuru w'Ikigo cy'Igihugu gishinzwe Iterambere ry'Ubuhinzi n'Ubworozi (RAB), Inyujijwe ku Muyobozi w'Akarere	Ntayo	Imisi 4
7. Kugenzura ubuzirananenge bw'Ibikomoka ku matungo (inyama, amafi)	Umukozi ushinzwe ubuvuzi bw'amatungo ubifitiye kyangombwa cyangwa kiranganwa na RICA	- Kwishyura amahoro yagenwe; - Kwegera umuveterineri ubifitiye uburenganzira.	Ibene: 500 Frw Intama: 500 Frw Inka: 2,000 Frw Ingurube: 1000 Frw	Uwo munsi
8. Icyangombwa cyemeza ko umuntu ari umvocat/ w'amatungo y'ubwoko butandukanye	Umukozi ushinzwe ubworozi	- Kugaragaza ko umuntu yoroye; - Ibarowa y'umworozi asaba icyemezo cyo kugura inyongeramusaruro (melasse); - Raporo y'umurenge yemeza ko umuntu yoroye mu banyo bwa kiyambere;	Ntayo	Mu minsi 3

VI. UBUHINZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1. Guhabwa Inyongeramusaruro	Umukozi ushinzwe ubuhinzi	- Kuba mu Itsinda rya Twigire muhinzi ku mudugudu; - Kuba ufite telefoni; - Kuba uzahinga Igihingwa cyatoranyijwe kuri site;	Inyongeramusaruro zishyurwa n'umuhinzi 50% by'agaciro kazo. Ku mbuto umuhinzi atanga 25%. Amafaranga ahabwa "agrodealer	Uwo munsi kwa "agrodealer"
2. Icyangombwa cyo gucuruza Inyongeramusaruro	Umukozi ushinzwe ubuhinzi	- Ibarowa y'umurenge yemeza ko aho hantu hekenewe umucuruzi w'Inyongeramusaruro; Umushinga w'ubucuruzi w'ubucuruzi bw'Inyongeramusaruro urimo Ibisabwa na RICA.	Ntayo	Mu minsi 7
3. Icyangombwa