IMBONERAHAMWE YA SERIVISE ZITANGWA N'INZEGO Z'IBANZE

SERIVISE ZITANGIRWA KU KARERE

I. SERIVISE ZITANGIRWA MURI ONE STOP CENTER (OSC)

A. IBIKORWA REMEZO (OSC)

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

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

b) Gusaba uruhushya rwo kubaka

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kubaka inzu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) **Ibisabwa**	- Ibaruwa isaba uburenganzira bwo kubaka yandikiwe umuyobozi w'Akarere itanga amakuru ku nzu wifuza kubaka. Mu mujyi wa Kigali bikorwa hakoreshejwe ikoranabuhanga, nta rwandiko rusabwa. - Kopi 3 z'igenagaciro ka buri gikorwa kizakorerwa ku kibanza (bill of quantities) - Ibishushanyo byerekana inyubako bu buryo burambuye (building plans) - kopi 3 - Ifishiy'ubutaka (deed plan)

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

c) Gusaba kongererwa igihe ku ruhushya rwo kubaka inzu

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cyo kubaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi.
3) **Ibisabwa**	- Ibaruwa isaba kongererwa igihe cyo kubaka - Kopi y'icyangombwa cyo kubaka - Impapuro zishyuriweho amafaranga asabwa - Fotokopi y'indangamuntu - Fotokopi y'icyangombwa cy'ubutaka;
4) **Inzira binyuramo**	Wandikira Akarere ugatanga impapuro zisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	- Amafaranga 1200 yishyurwa biciye ku irembo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 3

d) Gusaba uruhushya rwo gukorera mu nyubako nshya

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi

3) **Ibisabwa**	- Icyangombwa cyo kubaka - Igishushanyo cy'inzu cyemejwe - Amafoto y'inzu - Icyangombwa cy'ubutaka
4) **Inzira binyuramo**	Aho inzu iri harasurwa nyuma yo kuzuza ibisabwa ngo uhabwe uburenganzira
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Ibisubizo biboneka mu ibyumweru bibiri(2)

e) Gukemura ibibazo bijyanye n'ibikorwaremezo

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

f) Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere

1) **Uhabwa iyi serivise**	Rwiyemezamirimo
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Wandikira umunyamabanga Nshingwabikorwa w'Akarere ukomekaho impapuro zishyuza (inyemezabuguzi).Umukozi ushinzwe ibikorwaremezo cyangwa undi mutekinisiye ubifite mu nshingano asura imirimo wakoze agakora raporo yerekana ko ibisabwa byubahirijwe. Iyo raporo niyo iherekeza inyemezabuguzi yawe mu biro by'ibaruramari kugirango yishyurwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu minsi 3

g) Gusaba uburenganzira bwo gusana/kuvugurura inyubako

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gusana/kuvugurura inzu
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo, imiturire n'iterambere ry'imijyi
3) **Ibisabwa**	- Urwandiko rusaba rwandikiwe Akarere - Kopi y'Icyangombwa cy'ubutaka - Amafotoane (4) y'uko inzu iteye (impande zose) - Kwishyura imisoro y'ubutaka - Kwishyura amafaranga y'icyangombwa cy'ubutaka
4) **Inzira binyuramo**	Iyo umaze gusaba baza gusura aho inzu yubatse kagakora raporo ari nayo iherwaho baguha icyangombwa cyogasana/kuvugururahashingiwe kubyo babonye mw'isura.
5) **Izindi nzego unyuramo**	Akagari, Umurenge
6) **Amafaranga yishyurwa**	1.200 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Mu byumweru 2

h) Gufasha mu kubona amazi

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

i)Gufasha kubona amashanyarazi

9) **Uhabwa iyi serivise**	Abaturage bibumbiye hamwe
10) **Umukozi ubishinzwe**	Umukozi ushinzwe ibikorwaremezo/amashanyarazi
11) **Ibisabwa**	Ntabyo
12) **Inzira binyuramo**	Wandikira Akarere cyangwa ukiyizira gusobanura icyifuzo cyawe. Akarere gakora ubuvugizi ku kigo Ingufu (REG).
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	Ntayo
15) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) **Igihe ntarengwa**	Ukwezi kumwe.

B. UBUTAKA (OSC)

a) Kugabanyamo ibice ikibanza/isambu

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka ku karere
3) **Ibisabwa**	- Ibyangombwa by'ubutaka by'umwimerere busabirwa kugabanywamo ibice. - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice - Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye.
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere cyangwa ku murengewitwaje ibisabwa.Ku butaka burimo ubuhinzi, ubworozi n'amashyamba, iyo ibice bivuyemo bitagejeje kuri 1 ha, ubutaka byagenewe ubuhinzi ntibucibwamo ibice. Ku bindi bikorwa bishobora gukorwa nko Gutura, ubucuruzi, inganda, ibikobwa by'ubuzima(Amashuli, amavuriro...) itegeko ntiryubahirizwa
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

b) Guhuza ubutaka

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

6) **Amafaranga yishyurwa**	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

c) Gukosora imbibi cyangwa ubuso bw'ubutaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwaby'ubutakabusabirwagukosorerwa imbibi cyangwa ubuso - Icyangobwa cy'umwimerere cy'ubutaka - Ifishi y'ubutaka (Fiche Cadastrale)yemejwen'umukuruw'ibiroby'ubutakaikomatanyaibiceby'ubutakabisabirwagukosorerwa imbibi cyangwa ubuso - Raporoy'ipimwary'ubutakayashyizwehoumukononanyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyoboziw'Akagarik'ahoubutakabuherereye - Icyangombwa cy'ubutaka cy'abo bahuje imbibi(Ubusanzwe imbibi zo ku butaka ziba ari nziza, igishushanyo ni cyo akenshi kiza nabi)
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa n'umukozi ushinzwe ubutaka ku karere.
5) **Izindi nzego unyuramo**	Umukozi ushinzwe ubutaka ku rwego rw'intara
6) **Amafaranga yishyurwa**	10,000 Frw y'Igishushanyo cy'ubutaka (deed plan). 5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'indangamuntu - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.

4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Imisoro y'ubutaka yishyuye nibura mu myaka 10 ishize
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umunsi akarere kaguhaye
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

e) Guhindura ubukode burambye bukaba inkondabutaka cyangwa inkondabutaka ngenankomyi

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwa by'ubutaka - Kopi y'indangamuntu - Icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu - Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - Icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyandiko yemeza nimero ubutaka bwabaruweho - Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezocy'agateganyo cyangwa inyandiko yemeza nimero y'ubutaka.
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa. Amafaranga y'umusoro ku butaka agamba kuba yararishywe nibura imyaka icumi ishize.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Amafaranga ibihumbi bitanu (5000)
7) **Igihe itangirwa**	Ku munsi wagenwe n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

f) Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'indangamuntu ya nyir'ubutaka - Iyo hasabwaguhinduraizina, kopi y'IgazetiyaLetaigaragaza guhindura izina - Iyo hasabwa guhindura aderesi: icyemezokigaragazakoumuntuyahinduyeahoatuyegitangwan'UmunyamabangaNshingwabikorwaw'Umurenge w'ahoabarizwa - Ibyangombwa by'ubutaka
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya, iyo amakosa ari ku ruhande rwa ny'ubutaka.

	Iyo ari ibiro by'ubutaka nta mafaranga atangwa.
7) **Igihe itangirwa**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Ikigo, imiryango itegamiye kuri Leta, asosiyasiyo, koperative, na nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga nyir'ubutaka (registration certificate) - Iyo ari ihinduka rya sosiyete y'ubucuruzi: inyandikomvugo y'inama rusange ya sosiyete yemeza iryo hinduka - cyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB - Iyo ari imiryango nyarwanda itegamiye kuri leta n'imiryango idaharanira inyungu: icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborerere myiza. - Iyo ari imiryango mpuzamahanga itegamiye kuri Leta: icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka - Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: itegeko rishyiraho iryo shyirahamwe
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru bibiri(2)

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

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

4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Abagize ishyirahamwe rya ba nyir'inyubako
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi z'indangamuntu z'abasaba - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira mu isangiramutungo (Proof of ownership from Association of Owners) - Ibipimo by'igice cy'inyubako kiri mu isangiramutungo (condominium Units) hamwe n'ibice rusange bisabirwa kwandikwa - Ibyangombwa by'ubutakaburiho isangiramutungo ku nyubako
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy'inyubako (Ubutaka) gishya.
7) **Igihe itangirwa**	Umunsi utangwa n'akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Abagize ishyirahamwe
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga abarebwa n'ihererekanya ry'uburenganzira - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu cy'uwaguze - Amasezerano y'ihererekanya ry'uburenganzira ku gice cy'isangiramutungo ku nyubako yakorewe imbere ya noteri w'ubutaka - Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit) - Inyandiko itanzwe n'Ishyirahamwe ry'abasangiye inyubako yemeza uburenganzira muisangiramutungo (Proof of ownership from Association of Owners)
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo

6) **Amafaranga yishyurwa**	5,000 Frw kuri buri cyangombwa cy’ubutaka gishya
7) **Igihe itangirwa**	Umunsi utangwa n‘akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir’ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y’ibiranga nyir’ubutaka - Ibyangombwa by'ubutaka
4) **Inzira binyuramo**	Ujya ku biro by’ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw ku cyangombwa cy’ubutaka gishya
7) **Igihe itangirwa**	Umunsi utangwa n‘akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir’ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y’ibiranga usaba - Icyemezo cy’uko washyingiwe/Icyemezo cy’uko uri ingaragu - Icyemezo cy’urukikocyangwa cy’Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandikompamo
4) **Inzira binyuramo**	Ujya ku biro by’ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umunsi utangwa n‘akarere
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir’ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	Iyo ibyangombwa by'ubutaka byatakaye: - Inyandiko y’indahiro (affidavit) yakorewe imbere ya noteri w’ubutaka w’aho ubutaka buherereye Ikimenyetso kigaragaza ko hashize nibura ibyumweru bibiri atanze itangazo ryo kubirangisha Iyo ibyangombwa by'ubutaka byangiritse ku buryo bibasha kugaragazwa: - Umwimerere w'ibyangombwa by'ubutaka byangiritse - Iyo ibyangombwa by'ubutakabyangiritse ku buryo

	bitabasha kugaragazwa: Inyandiko y'indahiro (affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye - Iyo ibyangombwa by'ubutaka byahiye cyangwa byatwawe n'ibiza: Inyandiko y'indahiro(affidavit) yakorewe imbere ya noteri w'ubutaka w'aho ubutaka buherereye hashingiwe kucyemezo cy'Umunyamabanga nshingwabikorwa w'Akagari k'aho usaba atuye
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

n) Guhinduza icyo ubutaka bwagenewegukoreshwa

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Ibyangombwa by'ubutaka - Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa rutangwa n'Umuyobozibw'Akarere cyangwa undi mukozi w'Akarere yabihereye ububasha hakurikijwe igishushanyo mbonera
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	5,000 Frw ku cyangombwa cy'ubutaka gishya
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

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

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'Inama y'abaminisitiri gitanga ubutaka - Iyo nta nkondabutaka yatanzwe: Inyandiko yemeza nimero y'ubutaka (UPI) iyo izwi cyangwa Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo

	bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutakabuherereye
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	30,000 Frw (20,000 Frw y'ihererekanya, 5,000 Frw y'icyangombwa gishya na 5,000 Frw ya Noteri) yishyurwa kuri konti y'Akarere.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

p) Gusaba kongera cyangwa kuvana abafite uburenganzira kubutaka muri rejisitiri y'ubutaka

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

q) Gusaba gukuraho amakimbirane/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse

1) **Uhabwa iyi serivise**	Nyir'ubutaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubutaka
3) **Ibisabwa**	- Kopi y'ibiranga /abasaba ko amakimbirane akurwaho - Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu (mu gihe usaba atari we wanditse ku butaka) - Icyemezo cy'urukiko kiriho kashe mpuruza n'inyandikomvugo y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane. - Ibyangombwa by'ubutaka mu gihe hari haratanzwe ibyangombwa uwatsinze atari wewanditse ku butaka (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuheshaw'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).
4) **Inzira binyuramo**	Ujya ku biro by'ubutaka ku karere witwaje ibisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Uwo munsi. Icyangombwa kiboneka mu byumweru 2

r) Kwemeza igishushanyo cy' ikibanza (deed plan)

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

7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe nyuma yo gusura ubutaka

s) Gutanga no gutiza ingwate muri banki

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cy'ubutaka
2) **Umukozi ubishinzwe**	Ushinzwe kwakira abantu muri One Stop Center
3) **Ibisabwa**	- Icyangombwa cy'ubutaka cy'umwimerere - Indangamuntu z'ushaka gutanga n'uwakira ingwate (ubutiza, n'ubuhawe) - Icyemezo cy'uko washatse cyangwa uri ingaragu
4) **Inzira binyuramo**	Uzana n'abo bireba bose ku biro by'ubutaka (utiza ubutaka kugirango butangweho ingwate, n'ubutijwe), icyangombwa cy'ubutaka na kopi yacyo, indangamuntu ya buri wese. Kuzuza impapuro zabigenewe imbere ya Noteri w'ubutaka mukanagisinya. Icyemezo cy'ingwate gitangwa uwo munsi.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	5.000 Frw yo kwemeza impapuro mpamo z'ubutaka
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

t) Gukemura amakimbirane ashingiye ku butaka

1) **Uhabwa iyi serivise**	Umuntu wese urebwa n'amakimbirane ashingiye ku butaka
2) **Umukozi ubishinzwe**	Ushinzwe kwakira abagana One Stop Center
3) **Ibisabwa**	Ibaruwa yandikiwe umuyobozi w'akarere(Mayor) Raporo y'uko ikibazo cyakemuwe ku murenge
4) **Inzira binyuramo**	Umuntu wese bireba ajya ku biro by'ubutaka by'akarere yitwaje impapuro zerekana uko umurenge wakijije icyo kibazo. Akarere gasura aho ikibazo kiri kugirango kamenye uko gihagaze kagatanga umwazuro.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru. Igisubizo kiboneka umunsi wo gusura

II. NOTERI

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Noteri w'Akarere
3) **Ibisabwa**	- Indangamuntu kuri buri ruhande - Ibyangombwa by'umutungo wimukanwa - Amasezerano y'Ubugure asinyirwa imbere ya noteri - Kwishyura amafaranga asabwa asabwa
4) **Inzira binyuramo**	- Impande zombi zijya ku biro bya noteri w'akarere bitwaje amasezerano y'ubugure. - Noteri asuzuma ko amasezerano akoze neza kandi yubahirije amategeko (nk'ingwate zemewe gusabwa ku nguzanyo za banki gusa, abandi ntibabyemerewe) - Iyi serivise ntitangwa ku masezerano y'ubugure bw'ubutaka cyangwa indi mitungo iri kuri ubwo butaka (amazu, amashyamba, etc.) Ibyo bigengwa n'itegeko ry'ubutaka n° 43/2013 (art. 21-22)
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2.000 Frw ku masezerano (kopi imwe)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Noteri w'Akarere
3) **Ibisabwa**	Amasezerano y'inguzanyo ya banki Indangamuntu Kwishyura amahoro asabwa
4) **Inzira binyuramo**	- Amasezrano y'inguzanyo ya banki. - Ubisaba uzana n'umwishingira bagasinya ku mpapuro zabigenewe "deed authentic" imbere ya noteri w'Akarere. - Sipesimeni y'umukono w'umukozi wa banki ubishinzwe iba iri ku karere bityo bakabasha kugenzura ko ari bobasinye koko.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	2000Frw ku rupapuro rumwe rw'amasezerano. Ku zindi mpapuro zometse ku masezerano, (ingwate, etc.) hatangwa 1500 Frw kuri buri rupapuro Kwishyura noteri ni 2500frw (acte notariale)
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

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

1) **Uhabwa iyi serivise**	Umuntu wese
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	- Sitati z'imiryango - Abanyamuryango bose bagomba kuba bahari - Kwishyura amafaranga asabwa
4) **Inzira binyuramo**	- Iyi serivisi itangwa nyuma yo gusinya sitati. Noteri agenzura ibirimo (uko byanditse n'imiterere), yasangamo amakosa agakosorwa. - Iyo sitati zimaze gukosorwa, abanyamuryango bose baza ku biro bya noteri, - Abanyamuryango b'ifatizo basinya ku rutonde ukwabo, hanyuma - Abanyamuryango bose (ab'ifatizo n'abaje nyuma) bagasinya ku rutonde rusange. - Sitati zizinyirwa imbere ya noteri w'Akarere. - Iyo raporo zifite impapuro nyinshi (inama rusange y'itangizwa ry'ishyirahamwe), umuyobozi watowe niwe usinya hamwe n'umwanditsi w'inama.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Baza amafaranga yishyurwa ku murenge ku byerekeye kusinyisha impapuro kwa noteri
7) **Igihe itangirwa**	Umunsi wemejwe n'Akarere ni ku wa mbere no Ku wa kane
8) **Igihe ntarengwa**	Uwo munsi

d) Kugira inama abaturage mu by'amategeko

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Notari w'Akarere MAJ
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uza ku biro bya noteri w'akarere ugasobanura uko ikibazo giteye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Ku munsi wagenwe n'akarere ni kuwa gatatu/Notaire MAJ Ni buri Munsi , kuva 7Hoo kugeza 17H00
8) **Igihe ntarengwa**	Uwo munsi kereka iyo hakenewe ubusesenguzi

e) Kwemeza inyandiko mpamo

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye noteri
2) **Umukozi ubishinzwe**	Notari w'akarere cyangwa w'umurenge
3) **Ibisabwa**	Impapuro w'umwimerere na kopi zazo Kwishyura amafaranga 1,500 Frw asabwa kuri buri kopi (Diplome, kwemeza umukono n'ibindi...)
4) **Inzira binyuramo**	Uza ku biro bya noteri w'akarere witwaje ibisabwa
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1,500 Frw kuri kopi imwe
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

f) Gukurikirana imanza z'Akarere

1) **Uhabwa iyi serivise**	Umuntu wese wareze cyangwa warezwe n'Akarere
2) **Umukozi ubishinzwe**	Notari w'Akarere
3) **Ibisabwa**	Inyandiko ihamagaza mu rukiko/icyemezo cy'urukiko
4) **Inzira binyuramo**	Akarere gatanga impapuro n'ibimenyetso byose ufite ubushobozi bwo guhagarariye Leta mu rukiko. Gukurikirana ikibazo kugeza kirangiye.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Biterwa n'iko ikibazo giteye

g)Kwandukuza ingwate

9) **Uhabwa iyi serivise**	Umuntu wese wareze cyangwa warezwe n'Akarere
10) **Umukozi ubishinzwe**	Notari w'Akarere
11) **Ibisabwa**	Inyandiko ikwemera kwandukuza ingwate
12) **Inzira binyuramo**	Akarere
13) **Izindi nzego unyuramo**	Ntazo
14) **Amafaranga yishyurwa**	9700
15) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
16) **Igihe ntarengwa**	Biterwa n'iko ikibazo giteye

III. KWAKIRA IMISORO N'AMAHORO

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

1) **Uhabwa iyi serivise**	Umuntu wese ufite icyo kibazo
2) **Umukozi ubishinzwe**	Umukozi wa RRA
3) **Ibisabwa**	Ibaruwa ya Komiseri wa RRA ufite Imari mu nshingo ze Impapuro z'umwimerere za banki wishyuriyeho Indangamuntu(Nomero y'indangamuntu)
4) **Inzira binyuramo**	**Iyo hishyuwe amafaranga arenga asabwa:** - Wandikira RRA ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - Amafaranga y'ikirenga ashobora guherwaho mu kwishyura umusoro w'igihembwe gikurikira (ubutaka, umusoro ku mitungo, umusoro k'ubukode). **Iyo wishyuye kuri konti itari yo:** - Wandikira RRAibaruwa isaba gusubizwa amafaranga ukomeka kw'ibaruwa impapuro za banki wishyuriyeho (orijinari). - RRA Igenzura kuri konti niba koko ayo mafaranga yaratanzwe, Igasaba banki kubikosora.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Iminsi 3 uhereye igihe utangiye ikibazo

b) Guhabwa amakuru ku misoro n'uko ibarwa

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi wa RRA ku karere cyangwa ku murenge
3) **Ibisabwa**	**Ipatanti:** - Kumenyekanisha aho ukorera n'imirimo ukora **Umusoro ku mitungo:** - Ibyangombwa by'umutungo **Umusoro ku bukode:** - Amasezerano y'ubukode - Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro
4) **Inzira binyuramo**	Uza ku karere cyangwa ku murenge ukareba umukozi wa RRA , witwaje impapuro wifuza ko bakugiraho inama mu kubara imisoro cyangwa amahoro
5) **Izindi nzego unyuramo**	Ntazo

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

c) Guhabwa impapuro zakatiweho imisoro ya RRA

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

d) Guhabwa impapuro zishyuriweho

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

e) Gusaba kwishyura imisoro mu bice

1) **Uhabwa iyi serivise**	Umuntu wese ubyifuza
2) **Umukozi ubishinzwe**	Umukozi ushinzwe kwakira imisoro n'amahoro
3) **Ibisabwa**	Kuzuza impapuro zibarirwaho umusoro Kwishyura nibura 25% by'umusoro usabwa Urwandiko rusaba kwishyura mu bice rwandikiwe akarere
4) **Inzira binyuramo**	Ibiro by'imisoro mu karere bigenzura ko ibisabwa byuzuye bigategura amasezerano asinywa n'Umunyamabanga Nshingwabikorwa w'Akarere hamwe n'usaba. Ibice byo kwishyuramo ntibirenga 4 kandi urangiza kwishyura muri uwo mwaka
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) **Igihe ntarengwa**	Uwo munsi

f) Kwishyuza ubukode ku mitungo y'Akarere

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