

**INYANDIKO NGENDERWAHO KU MITANGIRE YA  
SERIVISI ZIHABWA ABATURAGE KU RWEGO  
RW'AKARERE**

**UGUSHYINGO 2012**



## **ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO**

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza, ku baturage ku rwego rw'Akarere . Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda<sup>1</sup>. Inshingano z'Akarere zigenwa n'Itegeko N° 08/2006 ryo kuwa 24/02/2006 rigena imiterere, imitunganyirize n'imikorere y'Akarere.

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

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

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

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<sup>1</sup>Ingingo ya 2 Itegeko Ngenga N° 29/2005 ryo kuwa 31/12/2005 rigena inzego z'imitegekere y'Igihugu cy'u Rwanda (*Igazeti ya Leta umwaka wa 44 n° idasanzwe yo kuwa 31 Ukuboza 2005*).

**SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKARERE**

No.	Serivisi	Ibisabwa kugira ngo itangwe	Igihe ntarengwa	Ubishinzwe	Uburyo amenyesha ko atishimiye serivisi
1	Gusaba gusubizwa amafaranga y'ikirenga ku musoro	<ul style="list-style-type: none"> <li>Ibaruwa ibisaba yandikiwe Umunyamabanga Nshingwabikorwa w'Akarere ;</li> <li>Impapuro za banki zigaragaza ko wishyuye uwo musoro.</li> </ul>	Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa	Ishami rishinzwe kwinjiza imisoro n'amahoro	Kwandikira Umuyobozi w'Akarere
2	Gusaba kwishyurwa serivisi ba rwiyekezamirimo bahaye	<ul style="list-style-type: none"> <li>Inyandiko y'uwatanze serivisi isaba kwishyurwa yometsweho ibi bikurikira:</li> <li>Amasezerano yerekeranye n'itangwa rya serivisi</li> <li>Raporo y'igenzura ry'uko serivisi yatanze</li> <li>Inyandiko isaba itangwa rya serivisi,</li> <li>Ibaruwa imenyesha uwatsindiye isoko,</li> <li>Icyemezo kigaragaza ko uwatsinsidiye isoko ryo gutanga serivisi yiyemeje kuzararangiza</li> </ul>	Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa	Ishami rishinzwe imali ku Karere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo
3	Gusaba guteza icyamunara imitungo yatanze ingwate muri banki	<ul style="list-style-type: none"> <li>Inyandiko ya Banki isaba Akarere itezwa rya cyamunara</li> <li>Icyemezo cy'Urukiko kiriho kashe mpuruzi.</li> <li>Itangazo rimenyesha itezwa</li> </ul>	Mu minsi irindwi (7) imihango yo kurangiza Urubanza igomba kuba yatangiye.	Notaire w'Akarere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo

		rya cyamunara risinyweho na Noteri <ul style="list-style-type: none"> <li>• Amasezerano y'inguzanyo ya Banki</li> </ul>			
4	Gusaba gushyira umukono ku masezerano y'ubugure	<ul style="list-style-type: none"> <li>• Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki bakaguha inyandiko igaragaza ubwishyu</li> <li>• Amasezerano y'umwimerere</li> <li>• Inyandiko isobanura neza icyaguzwe</li> <li>• Ugurisha, ugura n'abagabo babiri, umwe kuri buri ruhande; iyo ari umutungo w'umuryango ugurishwa, bohereza abagabo babiri bahagarariye umuryango.</li> </ul>	Bitarenze iminsi ibiri	Notaire w'Akarere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo
5	Gusaba gushyira umukono ku masezerano y'inguzanyo yatanze na banki	<ul style="list-style-type: none"> <li>• Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki, Umuturage akitwaza inyemezabwishyu;</li> <li>• Amasezerano y'umwimerere yerekana imiterere y'inguzanyo</li> </ul>	Bitarenze iminsi ibiri	Notaire w'Akarere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo
6	Gusaba gushyira umukono kuri stati y'amashyirahamwe, amakoperative n'imiryango itegamiye kuri	<ul style="list-style-type: none"> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Inyandiko z'umwimerere z'amategeko ngenga (Sitati)</li> <li>• Abanyamuryango shingiro kuba bahari kandi bafite ibibaranga;</li> </ul>	Bitarenze iminsi itatu	Notaire w'Akarere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo

	Leta	<ul style="list-style-type: none"> <li>Inyandiko-mvugo z'inama zashyizeho ishyirahamwe</li> </ul>			
7	Gusaba uruhushya rwo gucukura amabuye y'agaciro cyangwa kariyeri	<ul style="list-style-type: none"> <li>Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere binyujijwe ku Munyamabanga Nshingwabikorwa w'Umurenge</li> <li>Ikarita yerekana imiterere y'ahazacukurwa</li> <li>Inyandiko isobanura imiterere y'umushinga</li> <li>Inyigo yakozwe ku ngaruka ibikorwa byagira ku bidukikije (Environmental Impact Assessment Certificate) ku bikorwa by'imishinga bizakorwa ku buso butarengeje hegitari imwe</li> <li>Icyemezo cy'uko ikigo kizacukura cyemewe n'amategeko ;</li> <li>Inyemezabwishyu y'uruhushya rwo gucukura</li> </ul>	Bitarenze iminsi 7 mu gihe yujuje ibyangombwa	One stop center/Ishami rishinzwe ibidukikije ku Karere	Kwandikira Guverineri cyangwa Umuyobozi w'Umujyi wa Kigali
8	Gusaba uruhushya rwo gushyira ibyapa byamamaza n'ibimenyetso ndangahantu	<ul style="list-style-type: none"> <li>Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba yerekana intego yo kwamamaza cyangwa kuranga, ubwoko bw'icyapa cyamamaza cyangwa ikimenyetso ndangahantu</li> </ul>	Bitarenze iminsi irindwi mu gihe yujuje ibyangombwa	One stop center/Ishami rishinzwe ibikorwa remezo	Kwandikira Guverineri cyangwa Umuyobozi w'Umujyi wa Kigali

		<p>kizakoreshwa (igisanzwe cyangwa igikoreshwa n'amashanyarazi), aho kizashyirwa n'uko kizaba kingana;</p> <ul style="list-style-type: none"> <li>• Kwishyura amafaranga y'ubukode kuri konti y'akarere muri banki iyo ariyo yose;</li> <li>• Kugeza ibaruwa isaba aho bakirira amabaruwa mu karere;</li> <li>• Kumvikana n'umukozi w'akarere ubishinzwe kuri gahunda yo kugenzura aho igikorwa kizashyirwa;</li> <li>• Kugaruka gufata aho watanze dosiye yawe igisubizo nyuma y'ibyumweru bibiri kureba niba warahawe uruhushya;</li> <li>• Ingano y'ahazashyirwa ibyapa byamamaza cyangwa ibimenyetso ndangahantu;</li> <li>• Amafaranga y'ubukode yishyurwa kuri konti iri muri banki nyuma yo kwemererwa.</li> </ul>			
9.	Gusaba uruhushya rwo gukodesha ubutaka by'igihe kirekire	<ul style="list-style-type: none"> <li>• Kwandikira umuyobozi w'Akarere ibaruwa ibisaba igaragaza aho ubutaka ushaka gukodesha buri, ingano yabwo yometseho inyigo isesenguye y'igikorwa kizahakorera, kopi y'irangamuntu, amafoto abiri magufi, ukayigeza aho</li> </ul>	Iyi serivisi itangwa bitarenze iminsi mirongo itatu (30) iyo yujuje ibisabwa cyangwa agasabwa kuzuza ibibura muri dosiye ye	One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo

		<p>bakiririra amabaruwa ku Karere.</p> <ul style="list-style-type: none"> <li>Kubarisha ku mukozi ushinzwe ubutaka amafaranga y'ubukode cyangwa y'imisoro igomba kwishyurwa.</li> </ul>			
10	Kwandikisha ubutaka no gusaba icyemezo cy'ikibanza (fiche cadastrale)	<ul style="list-style-type: none"> <li>Kwandikira Umuyobozi w'Akarere ibaruwa isaba gutererwa imbago, yerekana aho ikibanza gihereye n'uko kingana.</li> <li>Umukozi ushinzwe ubutaka akaguhaha gahunda y'igihe azazira kugenzura imiterere y'ikibanza.</li> <li>Kujya kwishyura kuri banki amafaranga ya ngombwa yo gutera imbago</li> <li>Ku munsu w'igenzura ry'ikibanza, abaturanyi/abafite ubutaka mwegeranye bagomba kuba bahari. Nyuma y'ipimwa ry'ikibanza imbago zihita ziterwa n'imiterere yacyo igashushanywa</li> <li>Umukozi ushinzwe ubutaka akora raporo izakoreshwa mu kwemeza imiterere y'ikibanza</li> <li>Icyemezo cy'ikibanza ubundi cyemezwa mu minsi irindwi uhereye igihe ibyangombwa</li> </ul>	Iyi serivisi itangwa bitarenze iminsi cumi n'itanu (15)	One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo



		<p>byose harimo n'ubwishyu byamaze gutangwa.</p> <ul style="list-style-type: none"> <li>• Serivisi yishyurwa amafaranga agenwa n'itegeko</li> <li>• N'inyandiko y'ubugure cyangwa icyemezo cy'umurage iyo wabirazwe, cyangwa ikindi cyemezo cyose kerekana ko umutungo ari uwawe gitanzwe n'Umurenge</li> <li>• Kopi y'irangamuntu n'icyemezo cy'uko washatse cyangwa uri ingaragu.</li> </ul>			
11	Kwegurira undi muntu umutungo utimukanwa	<p>Iyo ushaka kwegurira undi muntu umutungo ugomba:</p> <ul style="list-style-type: none"> <li>• Kwandikira ibaruwa ibisaba Umuyobozi w'Akarere;</li> <li>• Kugaragaza Amasezerano y'ubugure yashyizweho umukono n'impande zombie;</li> <li>• Ibyemezo by'umutungo by'umwimerere;</li> <li>• Kugeza mu biro by'umukozi ushinze kwacyira amabaruwa mu Karere ibaruwa isaba yometseho amaserano y'ubugure cyangwa inyandiko yerekana ko wahawe umutungo biriho umukono wa noteri,</li> <li>• Raporo y'isuzumwa ry'umutungo yakozwe</li> </ul>	Mu minsi 15	One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere	Kwandikira Umuyobozi w'Akarere usaba guhabwa igisubizo

		n'Akarere n'inyemezabwishyu y'amafaranga asabwa.			
12	Gusaba uburenganzira bwo kubaka inzu	<ul style="list-style-type: none"> <li>Kwandikira Umuyobozi w'Akarere ibaruwa isaba yerekana imiterere y'inzu igomba kubakwa, Umurenge, Akagari n'Umudugudu izaba irimo ukayigeza mu biro ushinze ubutaka.</li> <li>Umukozi ushinzwe ubutaka afatanyije n'ushinzwe ibikorwaremezo akora gahunda yo gusura ahazubakwa.</li> <li>Kujya ku mucungamari w'Akarere akakubarira amafaranga agomba kwishyurwa (hashingiwe ku buso w'ikibanza cyizubakwaho no ku giciro kuri metero kare nk'uko cyemejwe n'inama njyanama y'akarere).</li> <li>Kwishyura muri banki amafaranga asabwa abarwa n'umukozi ubishinzwe ku Karere Kugeza izo impapuro zose harimo n'inyemezabwishyu y'amafaranga agomba kwishyurwa aho bakirira amabaruwa mu karere</li> </ul>	Iyi serivisi ntirenza iminsi cumi n'itanu (15)	One stop Center/Ishami rishinzwe ibikorwa remezo	Kwandikira Umuyobozi w'Akarere usaba igisubizo

13.	Gusaba uruhushya rwo kubaka umunara w'itumanaho	<ul style="list-style-type: none"> <li>• Urwandiko rwandikiwe Umuyobozi w'Akarere rusaba kumanika umunara rugaragaza aho yifuza kuwumanika (Umurenge, Akagari, Umudugudu);</li> <li>• Amasezerano y'ubugure cyangwa ay'ubukode bw'ahazubakwa</li> <li>• icyemezo cy'ubutaka</li> <li>• Igishushanyo cyerekana imiterere y'ahazubakwa ;</li> <li>• Kubarisha amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu</li> </ul>	Iyi serivisi ntirenza iminsi irindwi (7)	One stop center/Ishami rishinzwe ibikorwa remezo ku karere	Kwandikira Guverineri cyangwa Umuyobozi w'Umujyi wa Kigali
14	Uruhushya rwo gukorera mu nyubako nshya	<ul style="list-style-type: none"> <li>• Ibaruwa isaba uruhushya yandikirwa Umuyobozi w'Akarere agaragaza ko inyubako yujuje ibisabwa;</li> <li>• Kubarisha amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu</li> </ul>	Iyi serivisi ntirenza iminsi 15	One stop center/Ishami rishinzwe ibikorwa remezo ku karere	Kwandikira Guverineri cyangwa Umuyobozi w'Umujyi wa Kigali usaba guhabwa igisubizo
15	Icyemezo cyo kwimura	<ul style="list-style-type: none"> <li>• Kwandikira Umuyobozi w'Akarere usaba icyemezo cyo kwimura amatungo;</li> </ul>	Bitarenze iminsi irindwi	Umukozi ushinze ubworozi ku Karere	Kwandikira Guverineri cyangwa Umuyobozi w'Umujyi wa Kigali

	amatungo	<ul style="list-style-type: none"> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Kugaragaza icyangombwa cy'uko ayo amtungo ari mazima;</li> </ul>			usaba guhabwa igisubizo
16	Gusaba uruhushya rwo gufungura ikigo cy'amashuri	<ul style="list-style-type: none"> <li>• Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere</li> <li>• Igishushanyombonera cy'inyubako y'ishuri;</li> <li>• Inyandiko y'umushinga;</li> <li>• Ibigo by'amashuri bishingwa hashingiwe ku biteganywa n'Iteka rya Perezida wa Repubulika n° 48/01 ryo kuwa 10/08/2009.</li> </ul>	Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi (7) iyo yujuje ibisabwa cyangwa akamenyeshwa ibyo agomba kuzusa.	Ishami rishinzwe uburezi ku Karere	Kwandikira Guverineri w'Intara cyangwa Umuyobozi w'Umujyi wa Kigali. ,
17	Gusaba guhindurirwa ikigo cy'ishuri	<ul style="list-style-type: none"> <li>• Ibaruwa isaba guhindurirwa ikigo iriho umukono w'umuyobozi w'ikigo usaba kwimurirwaho ugaragaza ko muri icyo kigo hari umwanya;</li> <li>• Kopi y'indangamanota wavanye ku kigo usanzwe wigamo;</li> <li>• icyemezo cy'imyitwarire myiza uvana ku kigo wigagaho</li> </ul>	Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi (7)	Ishami rishinzwe uburezi ku Karere	Kwandikira Guverineri w'Intara cyangwa Umuyobozi w'Umujyi wa Kigali usaba guhabwa igisubizo
18	Uburenganzira bwo gukoresha amarushanwa ya siporo ku rwego rw'Akarere	<ul style="list-style-type: none"> <li>• Kwandika ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere</li> <li>• Gushyira ku mugereka w'iyi baruwa gahunda irambuye y'amarushanwa</li> </ul>	Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi	Ishami rishinzwe urubyiruko, umuco na siporo	Kwandikira Guverineri w'Intara cyangwa Umuyobozi w'Umujyi wa Kigali usaba guhabwa igisubizo

19	Gusaba kwemererwa gukora ubuvuzi bwa gakondo	<p>Kugirango umuntu yemererwe gukora Ubuvuzi Gakondo agomba:</p> <ul style="list-style-type: none"> <li>Ibaruwa ibisaba yandikiwe Minisitiri ufite ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere by'aho yifuza gukorera;</li> <li>Kuba afite icyemezo gitangwa n'Ikigo cy'Igihugu gishinzwe Ubushakashatsi mu by'Ubumenyi n'Ikoranabuhanga (IRST) cyemera ubwoko bw'ibyatsi buzakoreshwa.</li> <li>Kwerekana urutonde rw'ibimera n'ibihingwa bivamo imiti ya Gakondo bizakoreshwa.</li> <li>Icyemezo gitangwa n'Umudugudu, Akagari n'Umurenge by'aho yifuza gukorera.</li> <li>Kwandikira ibaruwa ibisaba Minisitiri ufite Ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere</li> <li>Kubigeza aho bakirira amabaruwa mu Karere</li> </ul>	<p>Nyuma y'iminsi cumi n'itanu (15) uwasabye agaruka kureba ko ibaruwa ye yemejwe n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisitiri ifite Ubuzima mu nshingano zayo akayishyira aho bakirira amabaruwa</p>	<p>Umukozi ushinze Ubuzima mu Karere</p>	<p>Kwandikira Guverineri w'Intara cyangwa Umuyobozi w'Umujyi wa Kigali usaba guhabwa igisubizo</p>
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