REPUBULIKA Y'U RWANDA

P.O.BOX: 433 KIGALI

IBYUBAHIRIZWA MU GUTANGA SERIVISI Z'UBUTAKA

Ukwakira 2023

IRIBURIRO

Serivisi z'ubutaka zitangwa n'Ikigo cy'Igihugu Gishinzwe Ubutaka ku cyicaro gikuru, ku rwego rw'ifasi, ku rwego rw'Akarere muri "One Stop Centres" no ku rwego rw'Umurenge ahari Umukozi ushinzwe iby'Ubutaka. Buri rwego rurebwa na serivisi z'ubutaka rugomba kuzuza inshingano zarwo nk'uko bikwiye kugira ngo ibyo abakenera serivisi z'ubutaka bifuza babihabwe mu buryo bunoze. Mu rwego kandi rwo kwihutisha serivisi z'ubutaka no koroshya akazi gakorwa n'abanoteri ba Leta aho byagaragaye ko umubare wabo ari muto ugerereranyije n'abasaba serivisi, kuva tariki ya 14/02/2023 Umubitsi Mukuru w'Inyandikompamo z'Ubutaka yahaye abanoteri bikorera ububasha bwo kwemeza amasezerano y'ihererekanya ry'ubutaka. Abanoteri bikorera bafite ibiro ahantu hatandukanye bakiriramo ababagana ndetse n'urutonde rw'abemerewe rutangazwa buri mwaka n'Ikigo cy'Igihugu Gishinzwe Ubutaka.

Nk'uko biri muri gahunda ya Guverinoma y'u Rwanda kandi nk'uko n'Ikigo cy'Igihugu Gishinzwe Ubutaka cyabyiyemeje, intego yacu ni ugutanga serivisi zinoze, ziciye mu mucyo kandi abazitanga bakabibazwa mu gihe batazitanze n'uko bikwiye.

Ni muri urwo rwego byagaragaye ko ari ngombwa kuvugurura ibyubahirizwa mu gutanga serivisi z'ubutaka kugira ngo bifashe abagana inzego zibishinzwe kumenya serivisi zitangwa n'igihe serivisi zigomba kuba zatanzwe. Iyi nyandiko igaragaza aho servisi zisabirwa ndetse n'ibisabwa kuri buri serivisi. Ni uburyo bwiza bwo guha amakuru abifuza guhabwa serivisi ndetse n'uburyo bwo gushyiraho ibipimo ngenderwaho bigenga imikorere iciye mu mucyo.

Gushyiraho ibyubahirizwa mu gutanga serivisi z'ubutaka bishimangira ubushake dufite bwo guha abatugana serivisi nziza zishingiye k'umuco w'ubwumvikane, gukorana umurava ndetse no guha agaciro abatugana.

NISHIMWE Marie Grâce
Umuyobozi Mukuru w'Umusigire/Umubitsi Mukuru w'Inyandikompamo z'Ubutaka

1. KUYOBORA NO KWITA KU BASABA SERIVISI

Nk'uko guha serivisi nziza abatugana ari intego yacu, Ikigo Gishinzwe Imicungire n'Imikoreshereze y'Ubutaka mu Rwanda giharanira buri gihe ko abasaba serivisi bishimira uko bazihabwa. Abakozi bashinzwe gutanga serivisi z'ubutaka ku nzego zitandukanye bagomba kwirinda gusiragiza ababagana no gutinza dosiye kandi bagaharanira ko ababagana bashimishwa na serivisi bahabwa kandi bakazihabwa byihuse.

Kubera ko serivisi zitangwa zigomba kuba zisubiza ibibazo abazikenera bafite, abakozi bashinzwe iby'ubutaka baba aba Leta cyangwa abikorera bagomba guha ababagana amakuru yuzuye ajyanye na serivisi bemerewe guhabwa, uburenganzirwa n'inshingano bafite ngo bahabwe izo serivisi. Kugira ngo ibi bigerweho, ababishinzwe bagomba gukorana ubunyangamugayo, kubahiriza amategeko, kurangwa n'ikinyabupfura, gutega amatwi no kumva ababagana, gukorera ku ntego, kutabogama, gukorera mu mucyo, kubazwa ibitagenze neza, gukorera ku gihe, gukora akazi kanoze no kugera ku ntego biyemeje.

2. INZIRA DOSIYE ISABA SERIVISI Z'UBUTAKA INYURAMO

Serivisi z'ubutaka zitangirwa mu biro bitandukanye haba ku cyicaro gikuru cy' Ikigo cy'Igihugu Gishinzwe Ubutaka, mu biro biri mu Ntara, ku Karere no ku Murenge ndetse no mu Biro by'abanoteri bikorera. Hari uburyo bw'ikoranabuhanga bwubatswe kugira ngo bufashe mu kwandika impuduka zigenda ziba ku makuru y'ubutaka no mu guhanahana amakuru hagati y'inzego zitandukanye. Inzira dosiye isaba serivisi z'ubutaka inyuramo ni iyi ikurikira:

2.1. GUTANGA DOSIYE ISABA SERIVISI Z'UBUTAKA

i. Abasaba serivisi z'ubutaka bagana abashinzwe gutanga serivisi z'ubutaka ku biro ku by'umurenge, muri "*One stop centre*" y'Akarere, mu biro by'abanoteri bikorera cyangwa, ku madosiye yihariye, mu biro by'Umubitsi w'Inyandikompamo z'ubutaka biri mu Ntara cyangwa ku cyicaro gikuru;
ii. Abasaba serivisi z'ubutaka basobanurirwa ibisabwa byose ndetse bagahabwa inyandiko isaba serivisi bagomba kuzuza. Na none amakuru ku bisabwa n'inyandiko zisaba serivisi bishobora kuboneka ku rubuga http://www.lands.rw;
iii. Iyo usaba serivisi amaze gusobanurirwa ibisabwa abishyira hamwe maze agashyikiriza ubusabe bwe ababishinzwe ku Murenge, muri "One stop centre" y'Akarere, mu biro bya noteri wikorera, mu biro biri mu Ntara cyangwa ku cyicaro gikuru bitewe n'imiterere y'ubusabe bwe;
iv. Kuri serivisi z'ubutaka zamaze kugera ku rubuga rw'Irembo, usaba serivisi ashyikiriza ababishinzwe bavuzwe haruguru ubusabe bwe mu buryo bw'ikoranabuhanga akoresheje urubuga rw'Irembo www.irembo.gov.rw;
v. Usaba serivisi amenyeshwa niba dosiye ye yakiriwe cyangwa itakiriwe kandi akamenyeshwa ibigenda bikorwa kuri dosiye ye kugeza irangiye.

2.2. GUSUZUMA DOSIYE NO KUMENYESHA USABA SERIVISI

i. Dosiye zakiriwe zirasuzumwa hakarebwa niba zujuje ibisabwa byose. Impapuro zitangwa muri dosiye zigomba kuba ari umwimerere keretse iyo biteganyijwe ukundi.
ii. Dosiye zakiriwe ku rwego rw'Umurenge zoherezwa ku Karere kugira ngo zikorwe. Dosiye zose zisuzumwa n'umukozi ubishinzwe zaba zujuje ibisabwa akazikora. Ku madosiye yihariye cyangwa asaba gusuzumwa no gukorwa n'umunyamategeko yohezwa mu Biro by'Umubitsi w'Inyandikompamo z'Ubutaka hifashishijwe uburyo bw'ikoranabuhanga.
iii. Aho bishoboka, ku mirenge ifite ibikorwaremezo by'ikoranabuhanga ni ngombwa kohereza dosiye hifashishije uburyo bw'ikoranabuhanga hakoreshejwe urubuga rutangirwaho serivisi za Leta 'Irembo". Dosiye zoherejwe mu buryo bw'ikoranabuhanga zihita zakirwa kandi zikemezwa n'Umubitsi w'Inyandikompamo z'Ubutaka zitabaje gukorwaho n'umukozi w'Akarere;
iv. Buri dosiye ihabwa numero iyiranga ndetse ubutumwa bugufi bukohererezwa uwasabye kuri telefoni ye igendanwa hifashishijwe uburyo bw'ikoranabuhanga. Ubu buryo bufasha uwasabye serivisi kumenya ibiri gukorwa kuri dosiye ye akoresheje numero yahawe dosiye ndetse bukamumenyesha niba serivisi yasabye yarangiye.

3. UBURYO BWO KUGARAGAZA IKIBAZO CYANGWA GUSOBANUZA

Hari uburyo bwashyizweho bufasha ababyifuza kubaza ikibazo icyo aricyo cyose kijyanye n'ubutaka cyangwa kugaragaza ibibazo/akarengane bahuye nako mu gihe bahawe serivisi mbi. Ubwo buryo buboneka unyuze ku rubuga http://www.lands.rw cyangwa ugahamagara kuri numero itishyurwa 2142.

4. IGIHE NTARENGWA SERIVISI ZITANGWAMO

4.1. Serivisi zijyanye n'iyandikisha ry'ubutaka

4.1.1. Imirenge itaratangira gukoresha urubuga rw'Irembo mu kohereza dosiye z'ubutaka

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Iyandikisha ry'ubutaka butabaruwe	Inyandiko itanga amakuru ku burenganzira ku butaka itangwa na Komite y'ubutaka y'Akagari ikemezwa n'Ubuyobozi bw'Akagari n'ubw'Umurenge w'aho ubutaka buherereye.	Ifishi 1.a	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Guhinduza ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya	Ibyangombwa by'ubutaka bisabirwa guhindurwa	Ifishi 2	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Gukosora cyangwa guhindura amakuru muri regisitiri y'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 • 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	Ifishi 3.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
	• Iyo ari uguhindura uwari uhagarariye umuntu udafite ububasha bwo kwihagararira (umwana cg undi muntu wambuwe ububasha bwo kwihagararira) mu gihe icyatumaga atihagararira kitakiriho: Kopi y'ibiranga nyir'ubutaka n'inyandiko isaba yujujwe n'uwari umuhagarariye cyangwa inyandiko y'ubuyobozi bw'Akagari ihamya aya makuru mu gihe umuhagarariye adashobora kuboneka.					
Guhindura amakuru ku ishyirahamwe/ikigo/sosiyete/kope rative cyangwa umuryango nyarwanda utari uwa Leta ufite ubuzima gatozi ryanditse ku butaka	• Iyo ari ihinduka rya sosiyete y'ubucuruzi: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB; • Iyo ari umuryango nyarwanda utari uwa Leta ufite ubuzima gatozi cyangwa umuryango udaharanira inyungu: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha ry'umuryango gitangwa n'Ikigo cy'Igihugu Gishinzwe Imiyoborere Myiza; • Iyo ari Koperative: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo giha ubuzima gatozi Koperative na Kopi y'Igazeti ya Leta yasohotsemo ubuzimagatozi; • Iyo ari umuryango mpuzamahanga: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka; • Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: Inyandikomvugo y'inama rusange iriho imikono y'abayigize	Ifishi 3.b	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
	yemejwe na noteri n'itegeko rishyiraho iryo shyirahamwe.					
Guhinduza amazina bitewe n'igihombo (bankruptcy)	Icyemezo cy'urukiko cyemeza igihombo	Ifishi 3.c	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Gusaba guhuza imikoreshereze y'ubutaka n'igishushanyo mbonera	Ibyangombwa by'ubutaka busabirwa guhuza imikoreshereze n'igishushanyombonera	Ifishi 4.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Gusaba guhindura imikoreshereze y'ubutaka iteganyijwe n'igishushanyo mbonera	Ibaruwa y'Akarere gafite ubuzima gatozi cyangwa Umujyi wa Kigali yemeza ko izo mpinduka zijyanye n'iterambere ry'Akarere cyangwa Umujyi wa Kigali kandi zitabangamiye ishyirwa mu bikorwa ry'igenamigambi ry'imikoreshereze y'ubutaka mu Karere cyangwa mu Mujyi wa Kigali	Ifishi 4.b	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Gukosora imbibi cyangwa ubuso bw'ubutaka	Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi w'ishami rifite ubutaka mu nshingano mu Karere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi n'umukozi wapimye ubutaka	Ifishi 5.a	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Gukosoza ubuso cyangwa guhuza ubutaka busanzwe i musozi n'ubwavuye mu gishanga	• Ibyangombwa by'ubutakabusanzwe i musozi; • Ibyangombwa by'ubutaka bwavuye mu mbago z'ubutaka burengerwa n'andi mategeko mu gihe bihari	Ifishi 5.c	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Guhindura ubukode burambye bukaba inkondabutaka	Uruhushya rwo gukoresha inyubako	Ifishi 6	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Kwandikisha isangiramutungo ku nyubako no gucamo ibice byihariwe	• Ibiranga ishyirahamwe ry'isangiramutungo ku nyubako • Ibipimo (fiche cadastrale) bigaragaza ubuso bwa buri gice	Ifishi 7.a	-	Iminsi 6	Iminsi 2	Iminsi 8
Ihererekanya ry'uburenganzira ry'igice cy'isangiramutungo ku nyubako rishingiye ku igabana hagati y'abanyamuryango	Amasezerano y'igabana ry'ibice by'isangiramutungo ku nyubako yakorewe imbere ya noteri mu by'ubutaka cyangwa amasezerano y'ihererekanya ry'uburenganzira ku gice cy' isangiramutungo ku nyubako	Ifishi 7.b	-	Iminsi 6	Iminsi 2	Iminsi 8

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Gukuzaho isangiramutungo ku nyubako	Icyemezo cy'iyandukaza ry'ishyirahamwe ry'isangiramutungo ku nyubako	Ifishi 7.c	-	Iminsi 6	Iminsi 2	Iminsi 8
Kugabanyamo ibice ikibanza/isambu	Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi w'ishami rifite ubutaka mu nshingano mu Karere, kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice	Ifishi 8.a	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Kugabanyamo ibice ubutaka bw'ubuhinzi busangiye ibyangombwa by'ubutaka	Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umuyobozi w'ishami rifite ubutaka mu nshingano mu Karere kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice igaragaza amazina y'uzandikwa kuri buri gice	Ifishi 8.b	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Guhuza ubutaka	Ibyangombwa by'ubutaka busabirwa guhuzwa	Ifishi 9	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Guhuza ubutaka bwo gutunganyamo ihuzwa n'ikatwa ry'ubutaka bwo guturaho muri site	Amasezerano ya ba nyir'ubutaka yakorewe imbere ya noteri bemeza ko ubutaka bwabo buhuzwa n'ubundi bugatunganywamo site	Ifishi 10.a	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 25
Kwandikwaho ihuzwa n'ikatwa ry'ubutaka bwo guturwaho muri site	Amasezerano y'igabana yakorewe imbere ya noteri agaragaza nimero y'ikibanza cya buri muntu	Ifishi 10.b	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (Uburyo busanzwe)	Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri mu by'ubutaka ariho imikono y'impande zombi	Ifishi 11.a	Iminsi 2	Iminsi 2	Umunsi 1	Iminsi 5
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (Uburyo bw'umunsi umwe ku butaka bw'ubucuruzi n'inganda)	Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri mu by'ubutaka ariho imikono y'impande zombie	Ifishi 11.a	-	-	Iminsi 1	Iminsi 1
Ihererekanya ry'uburenganzira k'ubutaka rishingiye ku mpano hagati y'abazima cyangwa ku ndagano	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	Ifishi 12.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Ihererekanya ry'uburenganzira k'ubutaka rishingiye ku izungura	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	Ifishi 13.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
	cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n' Inyandikomvugo y'irangizarubanza) mu gihe hari amakimbirane					
Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana	Amasezerano y'ihererekanya yashyizweho umukono n'impande zombi yakorewe imbere ya Noteri	Ifishi 14.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka	• Iyo hasabwa kongera bitewe n'ubushyingirwe: Icyemezo cy'uko ba nyir'ubutaka bashyingiwe • 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 ku bashyingiwe nyuma ya 1999, - Icyemezo cy'uko ari umupfakazi cy'usigaye • 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)	Ifishi 15	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko	Icyemezo cy'urukiko gitegeka ihererekanya giteyeho kashi mpuruza n'Inyandikomvugo y'irangizarubanza igaragaza nimero y'ubutaka (Iyo nimero 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 rwarangijwe)	Ifishi 16	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Ihererekanya ry'uburenganzira k'ubutaka rishingiye kuri cyamunara yakozwe mu rwego rwo kurangiza ku gahato urubanza cyangwa indi nyandikompesha	Icyemezo cy'urukiko giteyeho kashi mpuruza cyangwa indi nyandikompesha n' Inyandikomvaho yemeza ubugure muri cyamunara	Ifishi 17.a	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Ihererekanya ry'uburenganzira ku butaka rishingiye ku kwegukana ingwate byemejwe n'umwanditsi mukuru	Icyemezo cyo kwegukana ingwate n'ibaruwa y'Umwanditsi Mukuru isaba kwandika ihererekanya	Ifishi 17.b	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Ihererekanya ry'uburenganzira ku butaka kubera iyimurwa ku mpamvu z'inyungu rusange	Ibaruwa y'umuyobozi w'Akarere/urwego rwimura isaba ihererekanya ry'uburenganzira ku butaka kubera iyimurwa ku mpamvu z'inyungu rusange inemeza ko indishyi ikwiye yishyuwe	Ifishi 18	-	Iminsi 20	Iminsi 5	Iminsi 25
Gukura muri Rejisitiri y'ubutaka uwo bwanditseho nyuma yo gusesa amasezerano yo gutunga ubutaka	Icyemezo cyo gusesa amasezerano yo gutunga ubutaka cya Minisitiri ufite ubutaka mu nshingano, nk'uko biteganywa n'ingingo ya 49 y'Itegeko N° 27/2021 ryo ku wa 10/06/2021 rigenga ubutaka	Ifishi 19	-	-	Iminsi 5	Iminsi 5
Guhabwa ibyangombwa by'ubutaka ku butaka Leta yatije cyangwa yakodesheje	Amasezerano y'intizo cyangwa ay'ubukode yashyizweho umukono na Minisiteri ifite ubutaka mu nshingano hamwe n'uwatijwe cyangwa uwakodeshejwe ubutaka bwa Leta/ Kopi y'icyemezo cy'Inama y'Abaminisitiri gitanga ubutaka	Ifishi 20	-	-	Iminsi 5	Iminsi 5
Ihererererekanya ry'ubutaka bwagurishijwe na leta ku mitungo yasizwe na bene yo	• Icyemezo cya Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta gitanga uburenganzira bwo kugurisha umutungo wasizwe na benewo • Ibaruwa ya Perezida wa komite isaba ihererekanya ry'ubutaka bwagurishijwe na Leta ku mitungo yasizwe na bene yo inagaragaza igiciro ubutaka bwagurishijwe	Ifishi 21	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 13
Gusaba ifatira ry'agateganyo ry'ubutaka budakoreshwa neza	Icyemezo cy'ifatira ry'ubutaka cyatanzwe na Minisitiri ufite ubutaka mu nshingano	Ifishi 22.a	-	-	Iminsi 5	Iminsi 5
Gusaba gukuraho ifatira ry'ubutaka ry'agateganyo	Icyemezo gikuraho ifatira ry'ubutaka cyatanzwe na Minisitiri ufite ubutaka mu nshingano	Ifishi 22.b	-	-	Iminsi 5	Iminsi 5

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Gusaba icyemezo gihamya abanditse ku butaka	• Iyo amakuru asabwa agamije ishinganisha: - Icyemezo cy'urukiko cyangwa indi nyandikompesha iriho inyandikompuruza - Inyandiko isaba uwishyuzwa kugaragaza imitungo izavamo ubwishyu • Iyo amakuru asabwa atagamije ishinganisha: Ikigaragaza inyungu usaba amakuru afite k'ubutaka asabira amakuru	Ifishi 23	-	-	Iminsi 3	Iminsi 3
Gutambamira iherekanya ry'ubutaka (Caveat)	• Ibimenyetso byanditse bigaragaza ko ubutaka butambamirwa aribwo burebwa n'ikibazo kandi ko icyo kibazo cyashyikirijwe urukiko rubifitiye ububasha, ubuyobozi bw'Akagari, ubw'Umurenge ubutaka buherereyemo cyangwa urundi rwego rubifitiye ububasha ngo gisuzumwe, cyangwa; • Icyemezo cy'urukiko gitegeka gutambamira ubutaka	Ifishi 24.a	-	Iminsi 2	Iminsi 3	Iminsi 5
Gukuraho itambamira ry'iherekanya ry'ubutaka (Caveat)	• Inyandiko yo kwikiranura isaba ko itambamira rikurwaho yashyizweho umukono n'impande zifitanye ikibazo yakorewe imbere ya Noteri cyangwa imbere y'Umunyamabanga Nshingwabikorwa w'umurenge cyangwa w'Akagari w'aho ubutaka buherereye, cyangwa; • Inyandiko y'uwakoze itambama isaba ko rivanwaho yakorewe imbere ya Noteri cyangwa imbere y'Umunyamabanga Nshingwabikorwa w'umurenge cyangwa w'Akagari w'aho ubutaka buherereye cyangwa undi munyamategeko w'umwuga cyangwa inzego za Leta zasabye itambamira, cyangwa; • Icyemezo cy'urukiko kiriho kashi mpuruza cyangwa inyandiko yatanzwe n'ubuyobozi bw'Akagari, ubw'Umurenge ubutaka buherereyemo cyangwa y'urundi rwego rwasuzumye ikibazo igaragaza uko cyakemutse	Ifishi 24.b	-	Iminsi 2	Iminsi 3	Iminsi 5

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
	kandi iriho n' imikono y'abarebwa n'ikibazo bose; cyangwa; • Icyemezo cy'urukiko kiriho kashe mpuruza gitegeka ivanwaho ry'itambamira , cyangwa iyo impamvu yatumye itambamira ryandikwa itakirakiriho					
Gushinganisha umutungo	Icyemezo cy'urukiko kiriho kashe mpuruza gishinganisha umutungo cyangwa indi inyandikompesha	Ifishi 25.a	-	-	Iminsi 3	Iminsi 3
Gukuraho ishinganisha ry'umutungo (surety of property)	• Inyandiko yo kwikiranura isaba ko ishinganisha rikurwaho yashyizweho umukono n'impande zifitanye ikibazo yakorewe imbere ya Noteri cyangwa imbere y'Umunyamabanga Nshingwabikorwa w'umurenge cyangwa w'Akagari w'aho ubutaka buherereye, cyangwa; • Inyandiko y'umuhesha w'inkiko • Icyemezo cy'urukiko kivanaho ishinganisha	Ifishi 25.b	-	-	Iminsi 3	Iminsi 3
Kwandikisha amasezerano yo kwatira ubutaka cyangwa kuyakuzaho	Amasezerano yo kwatira ubutaka yakorewe imbere ya noteri mu by'ubutaka ariho imikono y'impande zombi, agomba kugaragaza igihe kwatisha bizamara n'amafaranga y'icyatamurima azishyurwa	Ifishi 26.a	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10
Gusesa amasezerano yo kwatira ubutaka (sub-lease)	Amasezerano y'ubwumvikane hagati y'impande zombi yakorewe imbere ya noteri mu by'ubutaka cyangwa icyemezo cy'urukiko gisesa amasezerano yo kwatira ubutaka	Ifishi 26.b	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10
Kwandikisha uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu (Inzira)	Amasezerano yemera uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu yakorewe imbere y'ubuyobozi bw'Akagari/Icyemezo cy'Akagari k'aho ubutaka busabirwa inzira buherereyemo gitegeka uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu, mu gihe ubwumvikane bwananiranye.	Ifishi 27.a	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge (Kwakira, gusuzuma no gushyikiriza dosiye "One Stop Centre"	Ku rwego rw'Akarere (Kongera gusuzuma no gukora dosiye)	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Kuvanaho uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu (servitude)	Amasezerano y'ubwumvikane hagati y'impande zombi yakorewe imbere y'ubuyobozi bw'Akagari cyangwa icyemezo cy' ubuyobozi bw'Akagari kivanaho uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu mu gihe impande zombi zananiwe kumvikana	Ifishi 27.b	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10
Gushinganisha ubutaka bwa sosiyete iri mu gihombo (bankruptcy)	Icyemezo cy'urukiko cyemeza igihombo	Ifishi 28.a	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10
Gukuzaho ishinganisha ry'ubutaka bwa sosiyete iri mu gihombo (bankruptcy)	Inyandiko ikubiyemo impamvu yo gukuzaho ishinganisha ry'ubutaka bwa sosiyete iri mu gihombo bimaze kwemezwa n'Inama y'Ubutegetsi cyangwa n'urukiko	Ifishi 28.b	Iminsi 5	Iminsi 3	Iminsi 2	Iminsi 10

4.1.2. Imirenge yatangiye gukoresha urubuga rw'Irembo mu kohereza dosiye z'ubutaka no kuri serivisi zitangwa n'abanoteri bikorera mu by'ubutaka

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Umurenge cyangwa mu biro bya Noteri wikorera (Kwakira, gusuzuma no gushyikiriza dosiye Umubitsi w'Inyandikompamo z'Ubutaka	Ku rwego rw'Intara (Kugenzura ubuziranenge bw'ibyakozwe no kubyemeza)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure	Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri mu by'ubutaka ariho imikono y'impande zombi	Ifishi 11.a	Iminsi 1	Umunsi 1	Iminsi 2
Ihererekanya ry'uburenganzira k'ubutaka rishingiye ku mpano hagati y'abazima cyangwa ku ndagano	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	Ifishi 12.a	Umunsi 1	Iminsi 2	Iminsi 3
Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana	Amasezerano y'ihererekanya yashyizweho umukono n'impande zombi yakorewe imbere ya Noteri	Ifishi 14.a	Umunsi 1	Iminsi 2	Iminsi 3

4.2. Serivisi zo gukemura amakimbirane ashingiye ku mbibi no ku iyandikisha rusange ryabwo

Serivisi	Ibisabwa by'ingenzi	Ifishi ikoreshwa	Ku rwego rw'Akarere gafite ubuzima gatozi /Umujyi wa Kigali (Gusuzuma ubusabe no gufata icyemezo)	Ku rwego rwa NLA (Gusuzuma ubujurire no gufata icyemezo)	Igihe ntarengwa serivisi itangwamo (Iminsi y'akazi)
Gukemura amakimbirane ashingiye ku mbibi z'ubutaka n'iyandikisha rusange ryabwo ku rwego rw'Akarere gafite uzima gatozi cyangwa Umujyi wa Kigali	Inyandiko igaragaza icyemezo Umurenge wafashe kuri ayo makimbirane	Ifishi y'amakimbirane Nº 2	Iminsi 30	-	Iminsi 30
Kujuririra icyemezo cyafashwe n'Akarere gafite uzima gatozi cyangwa Umujyi wa Kigali ku makimbirane ashingiye ku mbibi z'ubutaka n'iyandikisha rusange ryabwo	• Inyandiko igaragaza icyemezo cyafashwe n'umuyobozi w'Akarere gafite ubuzima gatozi cyangwa uw'Umujyi wa Kigali; • Ikimenyetso kigaragaza ko iminsi mirongo itatu (30) yashize usaba atamenyeshejwe icyemezo ku makimbirane	Ifishi y'amakimbirane Nº 2	-	Iminsi 45	Iminsi 45
Kwemeza y'uko nta bujurire bwabaye	Ibaruwa isaba	-	-	Iminsi 5	Iminsi 5

4.3. Serivisi zo kugura amakarita n'amafoto y'indege

Serivisi	Ibisabwa by'ingenzi	Ku cyicaro gikuru cya NLA (Gusuzuma no gutegura amakarita cyangwa amafoto y'indege)	Igihe ntarengwa serivisi zitangwamo (Iminsi y'akazi)
Kugura ikarita yihariye	Ibaruwa isaba	Iminsi 5	Iminsi 5
Kugura ikarita shingiro	Ibaruwa isaba	Iminsi 5	Iminsi 5
Kugura ikarita igaragaraza inzego z'imitegekere y'igihugu	Ibaruwa isaba	Iminsi 5	Iminsi 5
Kugura amafoto y'indege	Ibaruwa isaba	Iminsi 5	Iminsi 5