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**	- 20.000 Frw: Ubuso bwubakwaho butarengeje m^2 0 kugeza kuri m^2 100 - 40.000 Frw: Ubuso bwubakwaho butarengeje m^2 100 kugeza kuri m^2 500 - 60.000 Frw: Ubuso bwubakwaho burengeje m^2 500 - 3.000 Frw: Extrait Cadastrale

	- 10.000Frw: Gukorerwa igishushanyo cy'ubutaka (fiche cadastrale) yishyurwa mbere ukabona gukoresha ibishushanyo by'inyubako)
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
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

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 busabirwakugabanywamoibice - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutakabusabirwakugabanyamoibice - Kutanga amafaranga yose usabwa kwishyura ku butaka bugabanywamo - Raporoy'ipimwary'ubutakayashyizwehoumukononanyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyobozíw'Akagarik'ahoubutakabuherereye.
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'ubutakai komatanyaibiceby'ubutakabisabirwaguhuzwa - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'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'ubutakai komatanyaibiceby'ubutakabisabirwagukosorerwa imbibi cyangwa ubuso - Raporoy'ipimwary'ubutakayashyizwehoumukonon anyir'ubutaka, abo bahanaimbibi,umukoziwapimyeubutakan'umuyob oziw'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**	Ntayo
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: icyemezokigaragazakoumuntuyahinduyeahoatuye gitangwan’UmunyamabangaNshingwabikorwaw’Umurengew’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**	Uwo munsi. 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 Imiyoborere 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'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 bwagenewe gukoreshwa

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 ku butaka 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**	27,000 Frw (20,000 Frw y’ihererekanya, 5,000 Frw y’icyangombwa gishya na 2,000 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**	2.000 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