

I. UBUREZI

a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) Uhabwa iyi serivise	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo(Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...
4) Inzira binyuramo	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'umurenge (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibyigwa n'inama nnyanama y'akarere. Inama nnyanama niyo itanga icyemezo cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) Izindi nzego unyuramo	Umurenge, REB cyangwa WDA
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Mu mezi atatu (kugirango inama nnyanama y'Akarere ibisuzume)

b) Gusaba guhindurirwa ikigo cy'ishuri

1) Uhabwa iyi serivise	Umunyeshuri wese wiga mu ishuri rya Leta
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya Inyemezamanota y'ikigo wigamo
4) Inzira binyuramo	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) Izindi nzego unyuramo	Indangamanota y'ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi

	utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) Igihe ntarengwa	Ukwezi kumwe

c) Gusaba akazi k'ubwarimu

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu karere
3) Ibisabwa	- Urwandiko rubisaba - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta
4) Inzira binyuramo	Wandikira Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa noteri, ukuzuzura ifishi ya komisiyo y'abakozi ba Leta.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Umwaka wose, mu minsi y'akazi
8) Igihe ntarengwa	Icyumweru kimwe kugeza ku kwezi

d) Gusaba inkunga y'uburezi

1) Uhabwa iyi serivise	Ubikeneye wese
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	- Urwandiko rubisaba ruriho umukono w'Umurenge - icyemezo cy'uko utishoboye - Indangamanota yatanze n'ishuri wigamo
4) Inzira binyuramo	Wandikira akarere, Umurenge ukagusinyira sous-couvert. Utanga icyemezo cy'uko utishoboye n'indangamanota
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Icyumweru kimwe

e) icyemezo cyo kuba warize gusoma no kwandika

1) Uhabwa iyi serivise	Utanga amahugurwa (ONG, Koperative, etc.)
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi
3) Ibisabwa	Urwandiko rusaba Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika
4) Inzira binyuramo	Akarere kamenyeshwa n'umurenge cyangwa akagari igihe amahugurwa yo gusoma no kwandika atangiye. Iyo arangiye, utanga amahugurwa yo gusomano kwandika yandikira akarere agatanga urutonde rw'abarangiye amahugurwa. Akarere kabandikira ibyemezo.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Icyumweru kimwe

f) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) Uhabwa iyi serivise	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) Umukozi ubishinzwe	Umukozi ushinzwe uburezi mu Karere
3) Ibisabwa	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) Inzira binyuramo	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakuriye ibyasabwe.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Ako kanya