REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS

ORGANIZATION/CHURCH

1. Application letter addressed to the Chief Executive Officer of RGB;
2. A letter issued by the District authorities agreeing collaboration with the organization and also certifying that the church construction meets standards of that area;
3. Notarized statutes
4. The names of the Legal Representative and his or her Deputy legal representative, their responsibilities, full address and their biographical information;
5. The criminal records certificate of the Legal Representative and of his or her Deputy legal representative;
6. A statement certifying that the Legal Representative and the Deputy legal representative were appointed in accordance with the organisation's statutes (Declaration)
7. The Legal Representative should possess a Bachelor's Degree in religious studies or any Bachelor's Degree with a valid certificate in religious studies issued by a recognized institution;
8. A brief notarized document explaining the doctrine of the organization;
9. Notarized minutes of the General Assembly that established the organization, approved its statutes and appointed members of the organs;
10. An annual action plan of the organization with its source of budget;
11. A document of partnership issued by one of the umbrellas of own choice;
12. Proof of payment of a non-refundable fees of 100.000 frw (payment is done online via Irembo.gov.rw or at https://nonfiscal.rra.gov.rw)

"Registration is done online via Irembo or RGB website online services"

IBISABWA MU KWANDIKISHA IMIRYANGO ISHINGIYE KU MYEMERERE

UMURYANGO(ITORERO/IDINI)

1. Ibaruwa isaba yandikiwe Umukuru w'Urwego rw'Igihugu rw'Imiyoborere
2. Ibaruwa yatanzwe n'ubuyobozi bw'Akarere yemerera umuryango imikoranire kandi igaragaza ko inyubako itorero risengeramo ryujuje ibisabwa imyubakire muri ako karere;
3. Amategeko shingiro awugenga ariho umukono wa Noteri
4. Amazina n'ishingano z'uhagarariye umuryango imbere y'amategeko n'umwungirije, aho babarizwa, n'imyirondoro yabo;
5. Icyemezo cy'uko uhagarariye umuryango imbere y'amategeko n'umwungirije batakatiwe cyangwa bakatiwe n'inkiko;
6. Inyandiko igaragaza ko uhagarariye umuryango imbere y'amategeko n'umwungirije bashyizweho mu buryo bwemewe n'amategeko awugenga (Indahiro)
7. Uhagarariye umuryango imbere y'amategeko n'Umwungirije bagomba kuba bafite impamyabumenyi ya Kaminuza mu by'iyobokamana cyangwa indi mpamyabumenyi ya kaminuza hiyongereyeho impamyabushobozi yemewe mu byerekeye iyobokamana yatanzwe n'ishuri ryemewe;
8. Inyandiko ngufi isobanura amahame umuryango ugenderaho iriho umukono wa Noteri;
9. Inyandikomvugo y'inama iriho umukono wa Noteri igaragaza ishingwa ry'umuryango, iyemezwa ry'amategeko shingiro awugenga n'ishyirwaho ry'abagize inzego, biriho umukono wa Noteri;
10. Gahunda y'ibikorwa by'umwaka umuryango uteganya gukora n'aho uzakura ingengo y'imari;
11. Inyandiko yemera imikoranire yatanzwe n'imwe mu mpuzamiryango yihitiyemo;
12. Inyemezabwishyu y'uko umuryango wishyuye amafaranga y'Urwanda 100,000 adasubizwa; (kwishyura bikorwa hifashishijwe Irembo.gov.rw cyangwa https://nonfiscal.rra.gov.rw)

"Kwiyandikisha bikorwa binyuze ku rubuga Irembo cyangwa ku rubuga rwa RGB"

REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS

MINISTRY

1. Application letter addressed to the Chief Executive Officer of RGB;

2. A letter of collaboration issued by the District authorities where the Ministry intends to operate its activities;

3. Notarized statutes;

4. A letter of recommendation issued by an organisation/church to which a ministry is affiliated . This does not concern inter-denominational ministries;

5. The names of the Legal Representative, his or her Deputy, their responsibilities, full address and biographical information;

6. The criminal records certificate of the Legal Representative and of his or her Deputy legal representative;

7. A notarised declaration of consent of legal representatives accepting responsibilities assigned to them by the Ministry;

8. A notarised copy of the minutes of the general assembly indicating the establishment of the Ministry, approval of the statutes and appointment of the members of organs;

9. An annual action plan and its source of the budget;

The legal representative and deputy legal representatives should possess degrees from higher learning institutions;

10. An office that meet construction requirements;

11 . The Legal Representative should have not been convicted of the crime of genocide, genocide ideology, discrimination or sectarianism;

12. Proof of payment of a non-refundable fees of 100.000 frw (payment is done online via Irembo.gov.rw or at https://nonfiscal.rra.gov.rw)

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IBISABWA MU KWANDIKISHA IMIRYANGO ISHINGIYE KU MYEMERERE

MINISITERIYA

1. Ibaruwa isaba yandikiwe Umukuru w'Urwego rw'Igihugu rw'Imiyoborere

2. Ibaruwa itanzwe n'ubuyobozi bw'Akarere Minisiteriya itegenya gukoreramo;

3. Amategeko shingiro ayigenga ariho umukono wa Noteri

4. Inyandiko itanzwe n'umuryango minisiteriya ikomokamo iyemerera gukora ibikorwa; Iyi nyandiko ntireba minisiteriya zidafite imiryango zishamikeyeho (Inter-Denominational Ministries)

5. Amazina y'uhagarariye minisiteriya imbere y'amategeko n'umusimbura igihe adahari, inshingano zabo, aho babarizwa n'umwirondoro wabo wuzuye;

6. Icyemezo kigaragaza ko uhagarariye minisiteriya n'umwungirije bafunzwe cyangwa batakatiwe cyangwa bakatiwe n'inkiko;

7. Inyandiko y'abahagarariye minisiteriya imbere y'amategeko bemera inshingano bahawe iriho umukono wa Noteri (Indahiro);

8. Inyandiko mvugo y'inama igaragaza ishingwa rya minisiteriya, iyemezwa ry'amategeko shingiro awugenga n'ishyirwaho ry'abagize inzego, biriho umukono wa Noteri;

9. Gahunda y'ibikorwa by'umwaka Minisiteriya iteganya gukora n'aho izakura ubushobozi/inkunga;

10. Umuvugizi n'Umuvugizi wungirije wa minisiteriya bagomba kuba bafite nibura impamyabumenyi ya kaminuza;

11. Aho gukorera hujuje ibisabwa;

12. Inyemezabwishyu y'amafaranga y'Urwanda 100,000 yo kwiyandikisha adasubizwa. (kwishyura bikorwa hifashishijwe Irembo.gov.rw cyangwa https://nonfiscal.rra.gov.rw)

"Kwiyandikisha bikorwa binyuze ku rubuga Irembo cyangwa ku rubuga rwa RGB"

REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS

AMBRELLA

1. Notarised statutes
2. A document indicating names of the umbrella legal representative and his or her deputy, their biographical information and a criminal record certificate
3. Notarised statements of legal representatives of the umbrella accepting responsibilities assigned to them by the umbrella
4. A brief notarised document that explains the doctrine of the umbrella;
5. Notarised copy of the minutes of the general assembly that approved the statutes of the umbrella, with the names of members of the umbrella organs;
6. A notarised declaration of consent of legal representatives accepting responsibilities assigned to them by the Ambrella;
7. The annual of action plan of the umbrella intending to execute based on its mission, timeframe of execution and the source of funds;
8. A build for its activities that meets construction requirements
9. Proof of payment of a non- refundable fees 100, 000 (payment is done online via Irembo.gov.rw or at https://nonfiscal.rra.gov.rw)
10. The Copies of legal personality of organisations that constitute it.

FORUM OF AMBRELLA

1. Be composed of at least three (3) umbrellas with legal personality;
2. Notarised statutes
3. A document indicating the names of the Legal Representative of the forum and his or her Deputy, their biographical information and criminal record certificates;
4. Notarised statement of legal representatives of the forum of umbrellas accepting the responsibilities assigned to them by the forum of umbrellas;
5. Notarised copy of the minutes of the general assembly that approved the statutes of the forum of umbrellas, with the names of members of the forum of umbrellas organs;
6. An annual action plan that the forum intends to execute that is based on its mission, timeframe of execution and the source of funds;
7. A building for its activities that meets construction requirements
8. A proof of Payment of 100, 000 frw non-refundable fees (payment is done online via Irembo.gov.rw or at https://nonfiscal.rra.gov.rw)
9. Copies of legal personality of umbrellas that constitute it.

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IBISABWA MU KWANDIKISHA IMIRYANGO ISHINGIYE KU MYEMERERE

IMPUZAMIRYANGO

1. Kuba igizwe nibura n'imiryango itanu (5) ifite ubuzimagatozi;
2. Kuba ifite amategeko shingiro yanditse nibura mu ndimi eshatu (3) zikoreshwa mu butegetsi ariho umukono wa noteri;
3. Inyandiko igaragaza amazina y'uhagarariye impuzamiryango imbere y'amategeko n'umwungirije, imyirondoro yabo yuzuye n'ibyangombwa bigaragaza ko bakatiwe cyangwa batakatiwe n'inkiko;
4. Inyandiko y'abahagarariye impuzamiryango imbere y'amategeko iriho umukono bemera inshingano bahawe mu mpuzamiryango;
5. Inyandiko ngufi isobanura amahame impuzamuryango igenderaho iriho umukono wa noteri;
6. Inyandikomvugo y'inama yemeza amategeko shingiro ayigenga kandi igaragaramo abagize inzego z'impuzamiryango iriho umukono wa noteri;
7. Gahunda y'ibikorwa impuzamiryango iteganya gukora ishingiye ku ntego yihaye, igihe iteganya kubikoreramo n'aho izakura ubushobozi;
8. Aho izakorera hujuje ibisabwa;
9. Inyemezabwishyu y'amafaranga y'Urwanda 100,000 ya serivisi yo gusaba ubuzimagatozi adasubizwa; kwishyura bikorwa hifashishijwe Irembo.gov.rw cyangwa https://nonfiscal.rra.gov.rw)
10. Kopi y'ibyemezo by'ubuzimagatozi by'imiryango iyigize.

IHURIRO RY'IMPUZAMIRYANGO

1. Kuba rigizwe nibura n'impuzamiryango eshatu (3) zifite ubuzimagatozi;
2. Amategeko shingiro yanditse nibura mu ndimi eshatu (3) kandi ariho umukono wa notaire a
3. Inyandiko igaragaza amazina y'uhagarariye ihuriro ry'impuzamiryango imbere y'amategeko n'umwungirije, imyirondoro yabo yuzuye n'ibyangombwa bigaragaza ko bakatiwe cyangwa batakatiwe n'inkiko;
4. Inyandiko y'abahagarariye ihuriro ry'impuzamiryango imbere y'amategeko iriho umukono wa Noteri, bemera inshingano bahawe mu ihuriro ry'impuzamiryango;
5. Inyandikomvugo y'inama yemeza amategeko shingiro arigenga kandi igaragaramo abagize inzego z'ihuriro z'impuzamiryango iriho umukono wa Noteri;
6. Gahunda y'ibikorwa impuzamiryango iteganya gukora ishingiye ku ntego yihaye, igihe iteganya kubikoreramo n'aho izakura ubushobozi;
7. Aho izakorera hujuje ibisabwa;
8. Inyemezabwishyu y'amafaranga y'Urwanda 100.000 adasubizwa; (kwishyura bikorwa hifashishijwe Irembo.gov.rw cyangwa https://nonfiscal.rra.gov.rw)
9. Kopi y'ibyemezo by'ubuzimagatozi by'impuzamiryango iyigize

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