28 OCT 2005

REPUBULIKA Y'U RWANDA

Kigali, Ku wa ....
N° 1378/04.01

MINISITERI Y'UBUTABERA

- **Bwana Noteri (bose)**
- **Intara n'Umujyi wa Kigali**
- **Ikigo cy'Igihugu Gishinzwe**
- **Guteza imbere Ishoramari**

IMPAMVU : Imikorere y'akazi

Bwana Noteri,

Mpereye ku Iteka rya Perezida wa Repubulika N° 29/01 ryo kuwa 05/07/2005 rigena abakozi ba leta bakora imirimo ya noteri icyicaro, n'ifasi by'ibiro bya noteri, nejejwe no kubandikira mbagezaho bimwe mu byakwitabwaho mu gutunganya neza akazi mwahawe k'ubunoteri.

Ku mugereka w'iyi baruwa murahasanga inyandiko yerekana bimwe mubyakwitabwaho;

Mugire akazi keza.

P.O

Minisitiri w'Ubutabera
MUKABAGWIZA Edda

MINISTERE DE LA JUSTICE
BUSINGYE Johnston
Secrétaire Général

Bimenyeshejwe

- Bwana Minisitiri w'Ubutegetsi bw'Igihugu, Imiyoborere Myiza, Amajyambere Rusange n'Imibereho Myiza y'Abaturage
- Bwana Umukuru w'Intara (bose)

BIMWE MU BIGOMBA KWITABWAHO MU GUTUNGANYA AKAZI K'UBUNOTERI

1. AMAFARANGA AJYA MU ISANDUKU YA LETA

- Inyandiko mvaho isigara kwa Noteri ni 2500 frw;
- Inyandiko mvaho ihabwa beneyo yishyuzwa 800 frw buri rupapuro;
- Guhamya imikono ku nyandiko iyo ariyo yose ni 1200 frw urupapuro rumwe.

2. IMIGENDEKERE Y'AKAZI

Statuts izo arizo zose, inyandiko mpeshabubasha (Procuration / à qui de droit, n'amasezerano yose ari hagati y'abantu, bisinyirwa imbere ya noteri, akabona kwemeza imikono y'ababisinye.

Turabibutsa ko inyandiko iriho umukono wa noteri igira agaciro no ku bandi bantu batari abayafitemo uruhare gusa, ikaba kandi ishobora gufatwa nka gihamya idashidikanywaho imbere y'amategeko.

NB: Turamenyesha ko ku ma statuts ya za sociètés z'ubucuruzi, amasezerano y'inguzanyo zishingiye ku ngwate, amasezerano y'ubugure bw'ibitimukanywa, n'imirage muri service ya notaire hasigaramo kopi imwe yabyo, ari nayo iba yishyuwe 2500 frw.
Izo nyandiko zisigaye zikagomba kubikwa neza kuko igihe cyose zishobora gukenerwa yaba na ba nyirayo cyangwa inzego z'ubutegetsi.

Ikindi kandi mugomba kujya mubanza gusuzuma neza izo statuts cyangwa ayo masezerano kugira ngo murebe niba ari ntaho anyuranyije n'amategeko, ibi bikaba biri no mu rwego rwo kugabanya risques zishobora kubaho mu kazi kanyu. Aha statuts cyangwa amasezerano mwasanga adakoze neza mwagira inama beneyo gushaka umw'avocat cyangwa undi munyamategeko akabafasha kubinoza neza.

3. IMIKORANIRE Y'ABA NOTAIRES B'INTARA N'UMUJYI WA KIGALI, UWO MU KIGO GISHINZWE GUTEZA IMBERE ISHORAMARI NA BA NOTAIRE BO MURI MINIJUST.

Mu rwego rwo kubahiriza ingingo ya 10 y'itegeko ryavuzwe haruguru, turabasaba kujya mutugezaho raporo z'imikorere n'ibibazo mwahura nabyo mu kazi kanyu buri gihembwe, ibi bitabujije ko n'igihe cyose mwahura n'ikibazo mwatugisha inama.

Turabizeza kandi ko mu rwego rwo gutunganya akazi kanyu k'ubunoteri, tuzagerageza kubashakira amahugurwa ahoraho yabafasha.

Tuboneyeho umwanya wo kwibutsa abanoteri b'Intara n'Umujyi wa Kigali, batahuguriwe uwo murimo ndetse ntibanarahire, ko batemerewe gukora ako kazi k'ubunoteri kugeza igihe bazahererwa ayo mahugurwa bakanarahizwa.

4. GUTUNGANYA AKAZI

- Tuributsa ko umuntu waje mbere ariwe ukwiye kubanza guhabwa serivisi hatitawe kukindi kintu icyo aricyo cyose;
- Hakwiye gushyirwaho gahunda y'ibikorwa bya buri munsi n'igihe bigomba gukorerwa kugira ngo bigabanye akajagari;
- Kutabura cyangwa ngo wice gahunda wahaye abaturage ni ngombwa kuko ibyo ari byo bigaragaza imiyoborere myiza;
- Gushyiraho uburyo abaturage bajya bagaragaza ibitagenda neza ndetse bagatanga ibitekerezo n'inama zatuma akazi karushaho kugenda neza;
- Musabwe gushyira kopi ya buri nyandiko mvaho ikorewe imbere ya Noteri muri computer kandi ababagana bagasabwa kujya bazana kopi kuri flash disk cyangwa disquette bityo igashyirwa mu mashini;
- Buri Noteri wese asabwa kugira e-mail adresse kugirango byoroshye uburyo bw'ihererekanya-makuru n'itumanaho;
- Ku kirerbana na saisie des dossiers, hari data bank Nationale muri Minijust kwa Noteri bityo buri Noteri wese akaba asabwe kuzana izo records zose cyangwa kujya bazana disquettes mu iherezo ry'ukwezi kugirango zishyirwe muri iyo data bank.

Mugire akazi keza.