



Printing Date : 2026 / 03 / 27

Company Code/TIN:

CERTIFICATE OF DOMESTIC COMPANY REGISTRATION*Article 23 of Law N° 007/2021 of 05/02/2021 governing companies*

Registration Date :

Company Name :

Category :

Type :

Registered Office Address :

Address :

Phone number :

Email :

Management Details :**Managing Director :**

Name :

ID Document :

Main Business Activity :

Code	Description	Date
G4690	Non-specialized wholesale trade	2025/07/10

Other Business Activities :

Code	Description	Date
G4659	Wholesale of other machinery and equipment	2025/07/10
G4774	Retail sale of second-hand goods	2025/07/10
G4520	Maintenance and repair of motor vehicles	2025/07/10
G4530	Sale of motor vehicle parts and accessories	2025/07/10
G4540	Sale, maintenance and repair of motorcycles and related parts and accessories	2025/07/10

Richard Kayibanda
Registrar General

Tax and other compliance obligations for registered businesses

1. *Once you are registered for business via the RDB One Stop Centre portal, Income Tax and quarterly Income Tax accounts are automatically created*
2. *You have the obligation to make declarations and payments of annual Income Tax between January and March of the year following the concerned year, or within 3 months after the end of the 12 months of the special calendar year.*
3. *You have the obligation to make declarations for quarterly Income Tax accounts by 30 June, 30 September, and 31 December. For taxpayers with a special calendar, the deadline depends on their period.*
4. *The first quarterly income tax prepayment is made after the first profit income tax has been declared.*
5. *All taxpayers are required to pay domestic taxes, customs duties, and local government taxes & fees digitally using different digital payment platforms acceptable by RRA.*
6. *VAT registration is voluntary if the taxpayer's turnover is below five million in three months or twenty million per year. VAT registration can be done voluntarily via RRA or the RDB One Stop Centre portal.*
7. *VAT registration is mandatory if the taxpayer's turnover is above five million in three months or twenty million per year. VAT registration can be done mandatorily via RRA or the RDB One Stop Centre portal.*
8. *A taxpayer who has an employee receiving a basic salary above sixty thousand Rwandan Francs has the obligation to register for Pay As You Earn (Tax on salary) and pay it via the RRA system.*
9. *Once you are registered via the RDB One Stop Centre portal, you are automatically registered for a trading license.*
10. *Once you are registered via the RDB One Stop Centre portal, you are obliged to have an EBM.*
11. *Dormancy and deregistration approvals of business TIN via the RDB One Stop Centre portal are automatically reflected in the RRA system.*
12. *Restoration of business and cessation of dormancy on business TIN registered via the RDB One Stop Centre portal are automatically reflected in the RRA system.*
13. *Active company secretaries or directors must inform the Registrar General within a period not exceeding fourteen (14) days of any changes to their beneficial owner (BO) information from the date of the changes. Dormant companies must submit beneficial owner information every year; only deregistered companies are not obliged to provide BO information.*
14. *Any change to company details, including but not limited to its name, type, registered office address, management, capital, or shareholding structure, must be communicated to the Registrar General via the RDB One Stop Centre portal, and the information is automatically updated in the RRA system.*
15. *As per Company Law, private companies must file their annual returns and accounts between January and July of the year following the concerned year, or within 7 months after the end of the 12 months of the special calendar year.*
16. *As per Company Law, public companies must file their annual returns and accounts between January and April of the year following the concerned year, or within 4 months after the end of the 12 months of the special calendar year.*
17. *As per Company Law, foreign companies must file their annual returns and accounts between January and June of the year following the concerned year, or within 6 months after the end of the 12 months of the special calendar year.*