

**IBISABWA MU KWANDIKISHA
IMIRYANGO ISHINGIYE
KU MYEMERERE**



**REQUIREMENTS FOR
REGISTRATION OF FAITH-BASED
ORGANISATIONS**

REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS



FBO (CHURCH, DENOMINATION)

1. Application letter addressed to the CEO;
2. A letter issued by district authorities agreeing to collaborate with the organization and 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, their responsibilities, full address and their CVs;
5. Criminal record certificates of the legal representative and of his/her deputy;
6. A statement certifying that the legal representative and his/her deputy were appointed in accordance with the organisation's statutes (declaration);
7. The legal representative and of his/her deputy should possess a bachelor's degree in religious studies or bachelor's degree in any field with a valid certificate in religious studies issued by a recognized institution;
8. A brief notarized document explaining the doctrine of the organization (statement of faith);
9. Notarized minutes of the general assembly that established the organization, approved its statutes and appointed its organs members;
10. An annual action plan with its budget source;
11. A document of partnership issued by one of the umbrellas of own choice;
12. Proof of payment of a non-refundable fee of 300.000 frw (payment is done online via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

"Application documents should be submitted by email at fbolp@rgb.rw"

IBISABWA MU KWANDIKISHA IMIRYANGO ISHINGIYE KU MYEMERERE



UMURYANGO (ITORERO/IDINI)

1. Ibaruwa isaba yandikiwe Umukuru wa RGB;
2. Ibaruwa yatanzwe n'ubuyobozi bw'akarere yemerera umuryango imikoranire kandi igaragaza ko inyubako itorero risengeramo yujuje 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 n'inkiko;
6. Inyandiko igaragaza ko uhagarariye umuryango imbere y'amategeko n'umwungirije bashyizweho mu buryo bukurikije 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 mu byerekeye iyobokamana yatanzwe n'ishuri ryemewe;
8. Inyandiko ngufi iriho umukono wa Noteri isobanura amahame umuryango ugenderaho;
9. Inyandikomvugo y'inama iriho umukono wa Noteri igaragaza ishingwa ry'umuryango, iyemezwa ry'amategeko shingiro awugenga n'ishyirwaho ry'abagize inzego;
10. Gahunda y'ibikorwa by'umwaka umuryango uteganya gukora n'aho uzakura ingengo y'imari;
11. Inyandiko yemera imikoranire yatanzwe n'imwe mu mpuzamiryango yihitiwemo;
12. Inyemezabwishyu y'amafaranga y'u Rwanda 300,000 adasubizwa; (kwishyura bikorwa unyuze kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

"Inyandiko zavuzwe haruguru zoherezwa kuri iyi email: fbolp@rgb.rw"

REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS



MINISTRY (INTERDENOMINATIONAL OR NON-INTERDENOMINATIONAL)

1. Application letter addressed to the CEO of RGB;
2. A letter of collaboration issued by the district authorities where the ministry intends to operate;
3. Notarized statutes;
4. A letter of recommendation issued by an organisation/church to which a ministry is affiliated. This does not apply for interdenominational ministries;
5. The names of the legal representative, his/her deputy, their responsibilities, full address and CVs;
6. Criminal record certificates of the legal representative and of his/her deputy;
7. A notarized declaration of consent of the ministry's legal representatives and of his/her deputy accepting responsibilities assigned to them;
8. Notarized minutes of the general assembly indicating the establishment of the ministry, approval of the statutes and appointment of its organs' members;
9. An annual action plan and its source of the budget;
10. The legal representative and his/her deputy should possess at least a university degree;
11. A rent agreement for its office;
12. The legal representative and his/her deputy should have not been convicted of the crime of genocide, genocide ideology, discrimination or sectarianism;
13. Proof of payment of a non-refundable fee of 300.000 frw (payment is done online via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

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MINISTERIYA

1. Ibaruwa isaba yandikiwe Umukuru wa RGB;
2. Ibaruwa itanzwe n'ubuyobozi bw'akarere minisiteriya itegenya gukorera;
3. Amategeko shingiro ayigenga ariho umukono wa Noteri;
4. Inyandiko itanzwe n'umuryango minisiteriya ikomokamo iyemerera gukora ibikorwa. Iyi nyandiko ntireba minisiteriya zidafite imiryango zishamikeye (interdenominational ministries)
5. Amazina y'uhagarariye minisiteriya imbere y'amategeko n'umwungirije, inshingano zabo, aho babarizwa n'imyirondoro yabo yuzuye;
6. icyemezo kigaragaza ko uhagarariye minisiteriya n'umwungirije batakatiwe cyangwa bakatiwe n'inkiko;
7. Inyandiko y'uhagarariye minisiteriya imbere y'amategeko n'umwungirije bemera inshingano bahawe iriho umukono wa Noteri (indahiro);
8. Inyandikomvugo y'inama igaragaza ishingwa rya minisiteriya, iyemezwa ry'amategeko shingiro ayigenga n'ishyirwaho ry'abagize inzego, biriho umukono wa Noteri;
9. Gahunda y'ibikorwa by'umwaka minisiteriya iteganya gukora n'aho izakura ingengo y'imari;
10. Umuvugizi wa minisiteriya n'umwungirije bagomba kuba bafite nibura impamyabumenyi ya kaminuza;
11. Amasezerano y'ubukode y'inyubako yo gukorera yujuje ibisabwa;
12. Umuvugizi wa minisiteriya n'umwungirije bagomba kuba bataramijwe ibyaha bya jenocide, iby'ingengabitekerezo yayo cyangwa iby' ivangura;
13. Inyemezabwishyuru y'amafaranga y'u Rwanda 300,000 yo kwiyandikisha adasubizwa. (kwishyura bikorwa unyuzwe kuri <https://www.irembo.gov.rw/> cyangwa kuri <https://nonfiscal.rra.gov.rw>)

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REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS



UMBRELLA

1. Legal personality copies of at least five (5) organisations that constitute it;
2. Notarized statutes;
3. A document indicating the name of the umbrella legal representative and his/her deputy, their CVs and criminal record certificates;
4. Notarized statements of the umbrella's legal representative and his/her deputy accepting the responsibilities assigned to them (declaration);
5. A brief notarized document that explains the doctrine of the umbrella (statement of faith);
6. Notarized minutes of the general assembly that approved the statutes of the umbrella, with the names of its organs members;
7. Annual action plan that details activities to be executed based on the umbrella mission, execution timeframe and budget source;
8. A rent agreement for its office;
9. Proof of payment of a 300,000 Frw non-refundable fee (payment is done online via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

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IBISABWA MU KWANDIKISHA IMIRYANGO ISHINGIYE KU MYEMERERE



IMPUZAMIRYANGO

1. Kopi z'ibyemezo by'ubuzimagatozi bw'imiryango nibura itanu (5) iyigize;
2. Amategeko shingiro ariho umukono wa noteri;
3. Inyandiko igaragaza amazina y'uhagarariye impuzamiryango imbere y'amategeko n'umwungirije, imyirondoro yabo yuzuye n'ibyangombwa bigaragaza ko batakatiwe n'inkiko;
4. Inyandiko y'uhagarariye impuzamiryango imbere y'amategeko n'umwungirije iriho umukono wa Noteri bemera inshingano bahawe mu mpuzamiryango;
5. Inyandiko ngufi isobanura amahame impuzamiryango igenderaho iriho umukono wa noteri;
6. Inyandikomvugo y'inama yemeje amategeko shingiro ayigenga kandi igaragaramo abagize inzego z'impuzamiryango iriho umukono wa noteri;
7. Gahunda y'ibikorwa impuzamiryango iteganya gukora ishingiyeye ku ntego yihaye, igihe iteganya kubikoramo n'aho izakura ingengo y'imari;
8. Amasezerano y'ubukode y'inyubako yo gukoreramo yujuje ibisabwa;
9. Inyemezabwishyu y'amafaranga y'u Rwanda 300,000 adasubizwa (kwishyura bikorwa unyuzwe kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

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REQUIREMENTS FOR REGISTRATION OF FAITH-BASED ORGANISATIONS



FORUM OF UMBRELLA

1. Copies of legal personality of at least three (3) umbrellas that constitute it;
2. Notarised statutes;
3. A document indicating the names of the forum legal representative and his/her deputy, their CVs and criminal record certificates;
4. Notarised statement of the forum of umbrella legal representative and his/her deputy accepting the responsibilities assigned to them;
5. Notarised minutes of the general assembly that approved the statutes of the forum of umbrellas with the names of the members of its organs;
6. An annual action plan based on its mission, timeframe of execution and budget source;
7. A rent agreement for its office;
8. Proof of payment of 300,000 Frw a non-refundable fee (payment is done online via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

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IHURIRO RY'IMPUZAMIRYANGO

1. Kopi y'ibyemezo by'ubuzimagatozi by'impuzamiryango nibura eshatu (3) iyigize;
2. Amategeko shingiro yanditse nibura mu ndimi eshatu (3) kandi ariho umukono wa notaire
3. Inyandiko igaragaza amazina y'uhagarariye ihuriro ry'impuzamiryango imbere y'amategeko n'umwungirije, imyirondoro yabo yuzuye n'ibyangombwa bigaragaza ko bakatiwecyangwa 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 iriho umukono wa Noteri y'inama yemeje amategeko shingiro arigenga kandi igaragaramo abagize inzego z'ihuriro z'impuzamiryango;
6. Gahunda y'ibikorwa impuzamiryango iteganya gukora ishingiyeye ku ntego yihaye, igihe iteganya kubikoramo n'aho izakura ingengo y'imari;
7. Amasezerano y'ubukode y'inyubako yo gukoreramo yujuje ibisabwa;
8. Inyemezabwishyu y'amafaranga y'u Rwanda 300.000 adasubizwa; (Kwishyura bikorwa unyuzwe kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

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