**URUPAPURO RWO KUZUZA MU GUSABA GUSHIGIKIRWA**

**IZINA RY’ISHIRAHAMWE CANKE RYA KOPERATIVE : ………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………………………………………..**

**Menya neza** : Mutegerezwa kuzuza uru rupapuro. Mu gihe rutujujwe neza , ntiruzokwakirwa. Abipfuza gusaba gushigikirwa, nibo baheza bagakurikirana ko ibisabwa vyose bikwiye, imbere yuko dosiye yabo itangwa.Murashobora gutunganya iyo nteguro yo gushigikirwa mwisunze uru rwandiko.

**IGICE A :**

**A1. Umwidondoro w’uwatowe ngo aserukire abandi(iyo abasaba gushigikirwa ari koperative/abantu bari hamwe/canke ishirahamwe , uyo mwidondoro uba uw’uwatowe kandi yemejwe ngo aserukire abandi).**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hitamwo Igitsina cawe **(vivura)** | Umugabo | | Umugore | | Umukobwa | | | Ikindi **(kivuge)** |
| Izina |  | | | | | | | |
| Itazirano |  | | | | | | | |
| Itariki y’amavuko : Umunsi/ Ukwezi/ Umwaka/ | | | Igitsina:  Umugabo : Umugore: | | Arubatse: Ntiyubatse : Yarahukanye: Yarapfakaye : | | | |
| Nomero y’indangamuntu |  | Yatangiwe ……………………………………………………………….………. Itariki……………………… | | | | | | |
| Amashuri yize | Aho yagejeje amashure | | Ntiyize : Fondamentare : Inyuma ya fondamentare: | | | | | |
| Kaminuza | Yahejeje igice ca mbere ca kaminuza arico bita Baccalauréat | |  |  | |
| Yaheje igice ca kabiri ca kaminuza arico bita Maîtrise | |  |
| Arafise impamyabushobozi yikirenga Doctorat | |  |
| Umwaka | |  | | | | | |
| Inyigisho yoba amaze kuronka canke aho yaramaze gukora (musabwe kwerekana ibivyemeza) | Umwaka | | Izina ry’ico cirwa/Akazi wakora akariko | | Ishure/umukoresha | | | Uwumenyekanisha ibikorwa |
|  | |  | |  | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  |  |  |  |
|  |  |  |  |
| Agasandugu ka posita | | | |  | | | |
| Aho ibiro vy’ishirahamwe ryanyu biherereye | | | | Intara | Komine | Zone | Umusozi/Karitiye |
|  |  |  |  |
| Ibarabara : |
| Iminsi mumaze aho musanzwe mufise ibiro : |  |  |  | Amezi/Imyaka | Nomero ya terefone ngendanwa : | Terefone yo mu biro: | Fax : |
| Agasundugu ngurukanabumenyi Mail: | | | |  | | | |
| Izina ry’umukoresha naho akorera(iyo ahari) | | | |  | | | |
| Ico ukora | | | |  | | Umushahara uhembwa ku kwezi: (Erekana urupapuro rwerekana aho uheruka guhembwa | …………………………... BIF |
| Icababa c’uwatowe ngo aserukire abandi | | | | Amazina |  | | |
| Icajejwe |  | | |
| Ibimuranga | Agasandugu ka posita |  | |
| Aho asanzwe akorera |  | |
| Uko umuntu yomutora | Terefone |  | |
| Terefone ngendanwa |  | |
| Agasandugu ngurukanabumenyi Mail |  | |

**A2. Kahise mu vy’ubutunzi karanga uwuriko asaba gushigikirwa**

|  |  |  |  |
| --- | --- | --- | --- |
| Mwoba mwari mumaze gushigikirwa n’umugambi uwari wo wose wa Reta ?  Ego : Oya : | | | |
| Nimba inyishu ari ego, Umugambi uwahe ? | Umugambi wabashigikiye witwa gute ?: | Umwaka : |  |
| Amahera : |  |
| Uwamenyekanisha uwo mugambi : |  |
| Ishirahamwe : | Ubwoko : |  |
| Igisata ukoreramwo : |  |

**A3. Urutonde rw’abagize ishirahamwe canke koperative**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Amazina yose | Itariki y’amavuko | Nomero y’indangamuntu | Icajejwe mw’ishirahamwe | Ibice afise mw’ishirahamwe | Igistina |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**A4. Uko ibikorwa bigabuye mu bagize ishirahamwe**

|  |  |  |  |
| --- | --- | --- | --- |
| Amazina yose | Igisata akoramwo | Ubuhinga n’ubushobozi bisaba | |
| Mu vy’uburongozi | Mu vy’ubuhinga |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IGICE B INTEGURO Y’UMUGAMBI**

**MENYA NEZA** :.Iki gice kizofasha mu gutegura neza umugambi w’akazi uzoshikirizwa.Ibisabwa vyose kugira idosiye yo gusaba gushigikirwa ikwire , bitegerezwa gushikira ibiro vy’umugambi PAEEJ atakibuzemwo.Idosiye izoba ifise ivyiburamwo ntizokwakirwa.

**B1. UMWIDONDORO W’ISHIRAHAMWE**

**B1.1.Ibiro vy’ishirahamwe**

|  |  |  |
| --- | --- | --- |
| Aho biherereye | Intara |  |
|  | komine |  |
| Zone |  |
| Umusozi / Karitiye |  |
| Ibarabara |  |
| Inyubakwa birimwo |  |
| Ibikoresho vyifashishwa kugira ibikorwa vy’shirahamwe vyorohe | Umuyagankuba: Amazi: Terefone : Riri hafi y’ibarabara : |

**B1.2.Amategeko agenga ishirahamwe (mashasha canke ayahasanzwe ) :**

**B1.3. Kudondora neza ’mugambi ukeneye gushigikirwa.(Umugambi uwariwo,ico ugiye gufasha canke gutanga ) :**

|  |
| --- |
| **Sigura neza umugambi wanyu** (mutarengeje amajambo 100) **:** |
| **Sigura neza ico uyo mugambi wanyu ugiye gufasha canke gutanga** (mutarengeje amajambo 100) **:** |
| **Mbega uwo mugambi wanyu uzoba ufise akamaro akahe ?**( mutarengeje amajambo 100) **:** |
| **Hari ico mugomba kongerako ?** (aha mwishura mubishatse , mutarengeje amajambo 100)**:** |

**B2. Intambwe zikoreshwa mu guhingura ivyo mukora**

**B2.1. Dondagure intambwe ku yindi muzokurikiza mu guhingura canke gutanga ivyo ishirahamwe ryanyu ryiyemeje , mu gihe mworonka ivyankenerwa vyose.**

**B2.2. Amakuru ajanye n’igitigiri c’abantu ishirahamwe ryanyu rikoresha**

Igitigiri c’abakozi :

**B2.3. Igitigiri c’abaronse akazi bashasha bivuye kuri uyo mugambi**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ibibanza vy’akazi bikenewe | Igitigiri | Uburyo abo muzoha akazi bazokoramwo? | | Aho bageje amashure | | | |
| Bazokora iminsi yose ? | Bazokora rimwe rimwe ? | Fondamentare | Inyuma ya fondamentare | Igice ca mbere ca kaminuza | Igice ca kabiri ca kaminuza ariyo Maitrise canke impamyabushobozi y’ikirenga ariyo Doctorat |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**B2.4. Bizobafata ikiringo kingana iki kugira umwimbu wa mbere uboneke ?**

Amasaha/iminsi/indwi/amezi.

**B2.5. Integuro y’umwimbu uzoboneka**

Dufatiye ku mahera mukoresha ku kwezi, ku kubuhinga n’ubumenyi vy’abakozi banyu , ku kirangaminsi c’ukwimbura mwihaye , no ku mashini ishirahamwe ryanyu rikoresha, mwiteze kuronka umwimbu ungana gute ku kwezi ?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ivyo ishirahamwe ritanga canke rikora** | **Umwimbu ku ndwi** | | | | **Vyose hamwe** |
|  | 1 | 2 | 3 | 4 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Vyose hamwe** | | | | |  |

**B2.6. Shikiriza intambamyi zishobora kubangamira uruganda rwo guhingura rwanyu n’icokorwa kugira rutezwimbere**

|  |  |
| --- | --- |
| **INTAMBAMYI**  (a) Intege nke z’ishirahamwe | **ICOKORWA**  (b) Inguvu |
| (c) Ibibangamiye ishirahamwe | (d) Aho ishirahamwe ryanyu rifitiye icizere |

**B3. KWIGA NEZA ISOKO**

**B3.1. Abakiriya mwipfuza ni bande ?**

|  |
| --- |
| Ni abahe bakiriya ishirahamwe ryanyu ryifuza ? |
| Basanzwe bakunda kugura nk’ibiki ? |
| Ni igiki mwibaza cobatuma bashorera iwanyu ha gushorera ku yandi masoko ? |
| Ni abantu bangahe mwibaza boba basanzwe bagura ibisa n’ivyo ishirahamwe ryanyu ritanga canke rihingura ? |

**B3.2. Guhiganwa nayandi mashirahamwe**

|  |
| --- |
| Ni inde wundi/ishirahamwe , asanzwe ashorerwa   nabo bakiriya mwipfuza kuronka? |
| Bakoresha ubuhinga ubwahe kugira abo bakiriya babahurumbire ? |

**B3.3. Uburyo bwo Kudandaza**

Mwokora iki kugira ivyo mutanga canke muhingura mw’ishirahamwe ryanyu , bihurumbirwe gusumba abandi ?Menyekanisha akabirya ishirahamwe ryanyu rifise ayandi mashirahamwe atagira .Mwongere musigure uburyo mwipfuza kudandazamwo, n’ico mwokora kugira umwimbu ushikire abakiriya banyu aho bari hose ,umwanya wose bavyipfuza.

,

|  |  |
| --- | --- |
| **Ibiranga ivyo muhingura** | **Uburyo muzokoresha mu gushinga ibiciro** |
| **Uburyo muzokoresha mu gushikana ivyo muhingura ku bakiriya** | **Uburyo muzokoresha mu kumenyekanisha ivyo muhingura** |

**B3.4. Bizofata ikiringo kingana iki kugira umwimbu wambere udandazwe ?**

Amasaha/iminsi/indwi/amezi.

**B3. 5. Integuro y’ibizodandazwa**

(Mugereranije n’umwimbu mwoba muronka ku kwezi ,n’ubushobozi bw’abakiriya banyu ; mugafatira no ku bakeba musanzwe mudandaza bimwe, mwibaza ko muzoshobora kudandaza ibingana gute ku kwezi)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ivyo ishirahamwe ryanyu ritanga canke rihingura** | **Ibidandazwa bisohoka ku ndwi** | | | | **Igitigiri** | **Ikiguzi ca kimwe kimwe** | **Amahera** |
| 1 | 2 | 3 | 4 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Amahera mwadandaje yose hamwe** | | | | | | |  |

**B4. UBURYO MUTEGEKANYA GUKORESHA**

Sobanura ido n’ido uko ayo mahera yasabwe azokoreshwa. Mwerekane neza igiciro c’ikizokenerwa cose , kimwe kimwe ,mwisunze iyi ndinganizo ikurikira :

**B4.1. Ubutunzi umugambi usanganywe /Uburyo mwakoresheje** (Dondagura amahera yose canke ikindi cose coba carakoreshejwe imbere y’uko mutangura ibikorwa mu mugambi wanyu )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ico azokora** | **Gusigura ico azokora** | **Uko bingana** | **Ikiguzi kuri kimwe kimwe** | **Vyose hamwe** |
| Uburyo bw’amafaranga | | | | |
| Amahera yo gushinga ishirahamwe | Amahera yo gukwiza ibisabwa vyose kugira ishirahamwe rishinrwe |  |  |  |
| Kwandikisha ishirashamwe ryanyu n’ibiriranga bwite , (marque, brevet, licence) | Amahera yo kwandikisha ibiranga bwite ishirahamwe ryanyu |  |  |  |
| Ubuhinga bwa none logiciel | Amahera yo kugura ubwo buhinga bwa none logiciel |  |  |  |
| Amahera ishirahamwe rizoriha kugira rishobore kwinjira mu runani rwabo basanzwe badandaza bimwe | Kuronka urunani rwabo mukorana musanzwe mudandaza canke mukora bimwe |  |  |  |
| Amahera yo gukotesha inzu |  |  |  |  |
| Ibikoresho n’uburyo vy’ishirahamwe | Kugura ivyo bikoresho |  |  |  |
| Inrwati | Ku nzu ikoswe |  |  |  |
| Uburyo bw’ibintu | | | | |
| Amatongo/ibibanza |  |  |  |  |
| Inyubakwa | Kugura inyubakwa /inzu |  |  |  |
| Ibikoresho vy’ubuhinga | Kugura ibikoresho , ama mashini |  |  |  |
| Ibikorwa vyo gusanura | Amahera yo gusanura inyubakwa yo gukoreramwo |  |  |  |
| Ibikoresho vyo kwiyunguruza | Imodoka |  |  |  |
| Ibikoresho vyo mu biro | Impapuro,imashini nyabwonko n’imashini zo gufotora |  |  |  |
| Ibikoresho vyo gushira mu biro | Amameza,intebe,ububati n’ibindi n’ibindi... |  |  |  |
| Ubundi buryo bushobora gukoreshwa | | | | |
| Amahera ya dosiye | Azokoreshwa mu gutera igikumu ku masezerano y’ingurane |  |  |  |
| Imishahara y’abahinga/abahanuzi | Abashinrwamaza,abahinga mu vy’ubutunzi |  |  |  |
| Kumenyekanisha ibikorwa vyanyu | Gushiraho urubuga ngurukanabumenyi, ivyapa n’udukarata biranga ishirahamwe ryanyu |  |  |  |
| Amahera ya dosiye | Azokoreshwa mu gutera igikumu ku masezerano y’ingurane |  |  |  |
| Kubika ivyankenerwa mwiteze gukoresha | Kugura vyankenerwa bizofasha guhingura ibidandazwa |  |  |  |
| Amahera muzotanguza | Amahera mutegekanya gukoresha mu gutanguza ibikorwa vy’ishirahamwe ryanyu. |  |  |  |
| Ayandi mahera mutegekanya gushiramwo |  |  |  |  |
| **Yose hamwe** | | | |  |

**B4. 2. Amahera azokoreshwa n’ishirahamwe**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ico azokora** | **Igitigiri** | **Ikiguzi kuri kimwe kimwe** | **Vyose hamwe** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Amahera ishirahamwe rizokoresha ku kwezi** | | |  |

**B5. AMAHERA ISHIRAHAMWE RYANYU RITEGEKANYA GUSOHORA N’UKWINJIZA MU MYAKA ITANDATU**

Mufatiye ku bidandazwa mutegekanya gusohora ku kwezi, harura ibidandazwa bizosohoka ku mwaka kugira mubone amahera muzokowinjiza ku mwaka.Muce mukora ukonyene mu guharura amahera ishirahamwe rizosohora ku mwaka.

**B5. 1. Indinganizo y’amahera ishirahamwe ryanyu ritegekanya gusohora n’ukwinjiza mu myaka itandatu**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IBISATA BIGIZE IYO NDINGANIZO** | **IMYAKA** | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **Amahera yose hamwe ishirahamwe rizodandaza mu mwaka** |  |  |  |  |  |  |
| Ayandi mahera ishirahamwe rizodandaza |  |  |  |  |  |  |
| **AMAHERA YOSE ISHIRAHAMWE RIZODANDAZA MURI ICO KIRINGO** |  |  |  |  |  |  |
| Ibizogurwa  Kubunganbunga n’ugutunganya inyubakwa  Guhayanisha n’ukumenyekanisha ibikorwa vy’ishirahamwe  Amahera y’amazi  Amahera y’amatara  Amahera ya asiranse  Ayandi mahera yose ajanye n’ibikorwa vy’ishirahamwe |  |  |  |  |  |  |
| Imishahara y’abakozi |  |  |  |  |  |  |
| Amahera yo kuziganyiriza no gutekaniriza kazoza keza abakozi |  |  |  |  |  |  |
| **Amahera agenewe abakozi yose hamwe** |  |  |  |  |  |  |
| Inyungu |  |  |  |  |  |  |
| Amatagisi n’amakori |  |  |  |  |  |  |
| Ayandi mahera  Itagisi ridahinduka ishirahamwe ritegerezwa kurihira ibiriranga bwite (Redevence minimum garantie)  Itagisi uriha bivanye n’umutahe ugezeko (Redevance part variable)  Amahera mutegura kuziganya kugira muzoshobore gusubiriza ibikoresho vy’ishirahamwe nk’imodoka ,amamashini n’ibindi (Dotation aux amortissements) |  |  |  |  |  |  |
| Amahera mutegura kuziganya kugira mushobore gusubiriza nk’imitahe ishirahamwe rishobora guhomba(Dotation aux provisions) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AMAHERA YOSE HAMWE ISHIRAHAMWE RITEGURA GUSOHORA (TOTAL CHARGES D’EXPLOITATION)** |  |  |  |  |  |  |
| **AMAHERA ISHIRAHAMWE RYANYU RIZODANDAZA GUKURAMWO AYO RIZOSOHORA (RESULTAT D’EXPLOITATION)** |  |  |  |  |  |  |
| Inyungu ku mitahe y’ishirahamwe rifise |  |  |  |  |  |  |
| Amahera ishirahamwe rikatwa ku ngurane ryasavye |  |  |  |  |  |  |
| **INYUNGU ISHIRAHAMWE RYARONSE KU MITAHE YARYO GUKURAMWO AMAHERA ISHIRAHAMWE RIKATWA KU NGURANE RYASAVYE (RESULTAT FINANCIER)** |  |  |  |  |  |  |
| Amahera ishirahamwe ryinjiza ritateguye(Produits exceptionnels) |  |  |  |  |  |  |
| Amahera ishirahamwe rikoresha ritateguye(charges exceptionnelles) |  |  |  |  |  |  |
| **AMAHERA ISHIRAHAMWE RYINJIZA RITATEGUYE GUKURAMWO AMAHERA ISHIRAHAMWE RIKORESHA RITATEGUYE (RESULTAT EXCEPTIONNEL)** |  |  |  |  |  |  |
| **AMAHERA ISHARAHAMWE RYINJIJE YOSE HAMWE AMAKORI ATARARIHWA** |  |  |  |  |  |  |
| Ikori ishirahamwe rizoriha |  |  |  |  |  |  |
| **AMAHERA ISHIRAHAMWE RYUNGUTSE VYOSE VYARISHWE (RESULTAT NET)** |  |  |  |  |  |  |

**Amahera yasabwe yose hamwe:**

**Amahera ishirahamwe risanzwe rifise :**

**ICO UWUSABA GUSHIGIKIRWA YIYEMEJE**

Ndiyemeje neza ko nzi ingaruka zo kuvuga ibinyoma canke gutanga ivyemezo bitari vyo. Ndiyemeje kandi ko amakuru yose natanze kuri runo rupapuro rwo gusaba gushigikirwa, ari yo.Nongeye ndiyemeza ko nasomye nongera ndatahura imigambi n’imigabo y’Umugambi wo kwitunganiriza ubutunzi n’akazi mu rwaruka PAEEJ. Ndatahura neza kandi ko aya makuru natanze yose ashobora gukoreshwa muri sentare mu gihe vyokenerwa.

Igikumu c’uwusaba gushigikirwa : …………………………………………………….Itariki ……………………………………………………………..

Izina ry’uwakiriye dosiye: ……….………………….……………………………………………………………………………………………………….…………