

UKO BASABA ICYEMEZO CYO KUTABERAMO RSSB UMWENDA W'IMISANZU (CONTRIBUTIONS CLEARANCE CERTIFICATE)

Mu gusaba no kubona icyemezo cy'uko utabereyemo RSSB umwenda w'imisanzu, ukurikiza ibi bikurikira:

1. Fungura urubuga rwa RRA (www.rra.gov.rw) ukande ahanditse **“Tax/RSSB Clearance Certificate**;
2. Ujye kuri **“Request”**wuzuzemo **TIN** y'ikigo cyanyu (Company);
3. Urajya akanditse **“Certificate Type”** maze uhitemo **RSSB**;
4. Urajya ahanditse **RSSB No** maze uhitemo **RSSB No (Matricule)** ijyanye n'ikigo (Company) uri gusabira icyemezo;
5. Urajya ahanditse **“Remarks”**maze wuzuzemo impamvu uri gusaba icyo cyemezo hamwe na nimeru za telefoni (Phone number) RSSB ishobora guhamagaraho uwasabye icyemezo mu gihe bibaye ngombwa;
6. Urajya ahanditse **“Submit”** maze woherere ubusabe (Request) bwawe;
7. Urahita ujya ahanditse **“Payment stub”** maze usohore (Print out) muri mashini urupapuro ruriho amakuru ajyanye no kwishyura (umubare w'amafaranga ugomba kwishyura hamwe na Document Number yo kwishyuriraho);
8. Kujya kuri banki iyariyo yose y'ubucuruzi ikwegereye, kwishyura amafaranga witwaje urupapuro rwavuzwe haruguru (7);
9. Mu gihe kitarenze **amasaha 48** ujya ahanditse **“Checking”** ugashyiramo **TIN** maze ugakanda ahanditse **“Submit”** ukareba niba icyemezo wasabye wacyemerewe;
10. Mu gihe usanze icyemezo wakemerewe, ujya ahanditse **“Download”**ugashyiramo **TIN** ugakanda kuri **“Submit”** ukongera ugakanda kuri **Request number iri mu ibara ry'ubururu**, hanyuma ugakanda kuri **“Clearance Certificate”**ukaba wayibika mu mashini yawe cg ukayisohora (Print out).

Ukeneye ubufasha wahamagara 4044 (Umurongo utishyurwa)

REQUEST FOR CONTRIBUTIONS CLEARANCE CERTIFICATE

For requesting and accessing RSSB Contributions Clearance Certificate, you must follow the steps below:

1. Go to RRA website (www.rra.gov.rw), click on “**Tax/RSSB Clearance Certificate**”;
2. Click on “**Request menu**”, enter the Company’s **TIN**;
3. Go to “**Certificate Type**” and select **RSSB**;
4. Go to “**RSSB No**”, select and choose the **RSSB No (Matricule)** for the Company to which the request is being processed for;
5. Enter the “**Remarks**” in the space provided. Indicate the reason for the request and the phone number for the contact person;
6. Click on “**Submit**”;
7. Click on “**Payment stub**” to get the request acknowledgement receipt for payment purposes;
8. The **payment should be done over the counter** at your nearest commercial bank, it can also **be made using E-payment or through MoMo or Mobicash**;
9. During **48 hours** following the request, you can go to “**Checking Menu**”, put the **TIN** and “**Submit**” to view whether the request is approved;
10. Once you find the request approved, go to “**Download menu**”, enter the **TIN** and “**Submit**”. Then click on the **request number in blue color**, and then click on “**Clearance Certificate**” to view, save or print out the certificate.

For any help please call: 4044 (Free line)