



Our Health  
Our Future

Urwego rw'Ubwiteganyirize mu Rwanda

# IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATUGANA



GICURASI, 2024





Our Health  
Our Future

Urwego rw'Ubwiteganyirize mu Rwanda

# IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATUGANA



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✉ info@rssb.rw    ⓧ @RSSB\_Rwanda

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## IJAMBO RY'IBANZE

Nejejwe no kubagezaho igitabo gikubiyemo serivisi zitangwa n'Urwego rw'Ubwiteganyirize mu Rwanda (RSSB). Iki gitabo kikaba cyarateguwe hashingiwe kuri gahunda ya Leta y'ivugurura ry'inzego z'imirimo ya leta, kikaba kigamije gusubiza ibyifuzo by'abatugana, gukorera mu mucyo no gukangurira abakozi kwita ku nshingano zabo, bubahiriza ibyo bagomba gukorera abatugana.

Iki gitabo kandi cyerekana inshingano z'Urwego rw'Ubwiteganyirize mu Rwanda (RSSB), kikagaragaza serivisi zitangwa na RSSB, aho zitangirwa, igihe bisaba ngo uhabwa serivisi ayibone, ibisabwa ngo ubone serivisi ushaka ndetse naho wahamagara igihe uhawe serivisi itakunogeye.

Ishyirwaho ry'iki gitabo rirerekana ubushake bwacu bwo kwakira neza abatugana hagamijwe kugirana nabo umushyikirano no guha imbaraga ibijyanye no gutanga serivisi nziza.

**Regis RUGEMANSHURO  
Umuyobozi Mukuru.**



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## INTANGIRIRO

Ikigo cy'Ubwiteganyirize mu Rwanda cyashyizweho n'itegeko N°45/2010 ryo ku wa 14/12/2010, rinagena inshingano, imiterere n'imikorere yacyo. Iri tegeko kandi ryahuje icyahoze ari Isanduku y'Ubwiteganyirize bw'Abakozi mu Rwanda (CSR) n'Ikigo cy'Ubwishingizi bw'Indwara mu Rwanda (RAMA).

Muri 2015, RSSB yongerewe inshingano ihabwa gucunga Ishami ry'Ubwisungane mu Kwivuza (Mutuelle de Santé). Muri 2016 hatangiwe gushyirwa mu bikorwa Itegeko N°003/2016 ryo kuwa 30/03/2016 rishyiraho rikanagena imitunganyirize y'ubwishingizi bw'ibigenerwa umugore uri mu kiruhuko cyo kubyara ndetse muri 2018 RSSB ihabwa inshingano zo gucunga ishami ry'ubwiteganyirize bw'igihe kirekire(EjoHeza).

Kugeza ubu RSSB icunga amashami 6 ariyo: ishami rya pansiyo, ishami ry'ibago bikomoka ku kazi, ishami ry'ubwishingizi bw'indwara, ishami ry'ibigenerwa umugore uri mu kiruhuko cyo kubyara, ishami ry'ubwisungane mu kwivuza(Mutuelle de Santé) n'ishami ry'ubwiteganyirize bw'igihe kirekire(EjoHeza). Ibigenerwa abiteganyirije muri ayo mashami harimo: kugoboka abageze mu gihe cy'izabukuru, kugoboka abasizwe n'uwiteganyirije, kugoboka abagize ubumuga budafitanye isano n'akazi, impanuka n'indwara bifitanye isano n'akazi, ubwishingizi bw'indwara ndetse no kugoboka abagore bari mu kiruhuko cyo kubyara.

RSSB nk'ikigo cy'imari kigenzurwa na Banki Nkuru y'u Rwanda (BNR) nk'uko biteganywa n'itegeko N°55/2007 ryo ku wa 30/11/2007 kandi kikarebererwa na Minisiteri y'lMari n'Igenamigambi(MINECOFIN).

Muri 2021, itegeko rigenga Urwego rw'Ubwiteganyirize mu Rwanda (RSSB) ryaravuguruwe, itegeko rishya N°009/2021 ryo ku wa 16/02/2021 riha RSSB umwihariko wo kwigenga rigena intego, inshingano, imitunganyirize n'imikorere mu miyoborere y'uru rwego.

## INTEGO

RSSB ifite intego yo gucunga no guteza imbere ubwiteganyirize mu Rwanda.

## ICYEREKEZO

Kugeza no kumenyekanisha ubwiteganyirize ku banyarwanda bose.

Mu gushaka kugera ku ntego y'icyerekezo twihaye; dukorana ubushake, gushaka ibisubizo byihuse kandi tugendera kuri aya mahame:

- Ubudakemwa
- Ubufatanye
- Kuzuza inshingano zacu
- Kubahana
- Ubudashyikirwa

## INSHINGANO Z'INGENZI ZA RSSB:

1º Gucunga no guteza imbere pansiyo y'izabukuru, ibigenerwa abasizwe n'uwiteganyirije wapfuye, ibigenerwa uwagize ubumuga budafitanye isano n'akazi, ubwishingizi bw'ibyago bikomoka ku kazi, ubwishingizi bw'ibigenerwa umugore uri mu kiruhuko cyo kubyara, ubwishingizi bw'indwara n'ubwizigame bw'igihe kirekire;

2º Kwandika abakoresha, abakozi, abateganyirijwe n'abiteganyirije ku bushake mu bwiteganyirize icunga;

3º Gukurikirana, gukusanya no gucunga imisanzu y'ubwiteganyirize;

4º Kugenzura no gusuzuma ko amategeko y'ubwiteganyirize yubahirizwa;

5º Kwishyura ibigenerwa abiteganyirije n'abateganyirijwe;

6º Gushora imari mu Rwanda cyangwa mu mahanga hakurikijwe amategeko abigenga;

7º Kugira uruhare mu itegurwa rya politiki y'ubwiteganyirize;

8º Kugira uruhare mu gushyiraho ingamba zo kwita ku icumbi, ku mirire myiza, ku burezi, gutakaza akazi, gutunga umuryango no ku kugabanya ubukene hagamijwe imibereho myiza y'abaturage;

9º Kugira inama Guverinoma mu bijyanye n'ubwiteganyirize;

10º Gushyikirana no gukorana n'izindi nzego bihuje intego haba ku rwego rw'akarere u Rwanda ruherereyemo cyangwa ku rwego mpuzamahanga;

11º Gukora indi nshingano yahabwa n'itegeko.



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**ISHAMI RY'ICUNGAMUTUNGO NO GUKUSANYA IMISANZU**  
**(Department of Finance and Contributions)**

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**Iki nicyo gihe  
cyo kwiteganyiriza.**



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**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE GUKUSANYA IMISANZU NO GUCUNGA KONTI  
Z'ABAKOZI N'ABAKORESHA NDETSE NO KUGENZURA ABAKORESHA  
(Contribution Division)**

|    | <b>Serivisi</b>                                | <b>Ibisabwa</b>  | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe</b>                     |
|----|--|--|---|
| 1. | <b>Gusaba numero iranga umukoresha (ikigo)</b> | <ul style="list-style-type: none"> <li>- Kuzuza urupapuro rwagenewe kwandika umukoresha mushya mu gihe kitarenze iminsi 7 umukozi wa mbere atangiye akazi</li> <li>- Kopi y'igitabo cy'ubucuruzi ku bigo by'ubucuruzi</li> <li>- Kopi y'itegeko cyangwa icyemezo gishyiraho ikigo/urwego ku bigo bya leta</li> <li>- Kopi y'icyemezo gitangwa na MINALOC cyangwa RGB ku miryango itegamiye kuri Leta</li> <li>- Kopi y'icyagombwa cy'ubuzima gatozi ku mashyirahamwe(RCA)</li> <li>- Kopi y'icyagombwa cyatanzwe n'inzego zibifitiye ububasha cyemerera gukora amashuri, amavuriro, ibigo by'imari , n'abandi.</li> <li>- Kopi y'indagamuntu ku muntu ku giti cye</li> </ul> <p><b>Icyitonderwa</b></p> <p>ku bigo byiyandikisha muri RDB bihita bihabwa iyi numero ibiranga muri RSSB batagombye kongera kwiyandikisha muri RSSB.</p> | <b>Ako kanya (iminota 15)</b><br><br><b>ku ishami rya RSSB mu karere.</b> |

|    |   |   |  |
|----|---|---|--|
| 2. | <b>Gusaba ko nomero y'umukoresha yatanzwe binyuze mu kigo cy'igihugu gishinzwe iterambere (RDB) itangira gukora</b>   | <ul style="list-style-type: none"> <li>- Ibaruwa ibisaba ivuga igahe abakozi batangiriye</li> <li>- Icyemezo kimwemerera gukora yahawe n'inzezo zibifitiye ububasha</li> <li>- Kopi y'indangamuntu/Passport y'uhagarariye icyo kigo ndetse na nomero ye ya telephone</li> </ul>   | <b>Ako kanya (iminota 15)</b><br><b>Ku ishami rya RSSB mu karere</b> |
| 3. | <b>Gusaba numero z'abakozi</b>  | <ul style="list-style-type: none"> <li>- Kwiyandikisha mu gukoresha online service za RSSB</li> <li>-Gusaba numero z'abakozi binyuze ku rubuga rwa RSSB <a href="http://www.rssb.rw">www.rssb.rw</a></li> <li>-Kuba ufite numero y'indangamuntu y'umukozi usabira nomero y'ubwiteganyirize</li> </ul>   | <b>Hakoreswa ikoranabuhanga ( Online service)</b>                    |
| 4. | <b>Kuriha imisanzu ya pansiyo, ibyago bikomoka ku kazi, ndetse niyo mu ishami rifasha umugore uri mu kiruhuko cyo kubyara no kuriha imisanzu yo kwivuza, n'imisanzu yo gushygikira Mituweli</b> | <ul style="list-style-type: none"> <li>-Kwiyandikisha muri RRA online service (E-Tax) cg ku rubuga <a href="http://www.ishema.rssb.rw">www.ishema.rssb.rw</a></li> <li>-Kuba ufite numero y'umukoresha ( Numero matricule) niz'abakozi z'ubwitenganyirize ( Numero d'affiliation)</li> <li>-Kumenyekanisha imishahara y'abakozi binyuze ku rubuga rwa RRA cg ku rubuga <a href="http://www.ishema.rssb.rw">www.ishema.rssb.rw</a></li> <li>-Kwisyura umusanzu nyuma yo kumenyekanisha imishahara</li> </ul> | <b>Hakoreswa ikoranabuhanga ( Online service)</b>                    |

|    |  |  |  |
|----|--|--|--|
| 5. | <b>Icyemezo cy'uko nta mwenda ubereyemo RSSB</b> | <p>-Kuba nta mwenda ubereyemo RSSB mu ishami rya pansiyo , ishami rya Mituweli ndetse n'ishami ryishingira umugore uru mu kiruhuko cyo kubyara</p> <p>-Kuba ufite nomero iranga ikigo muri RRA (TIN Number)</p> <p>-Kuba ufite Nomero iranga ikigo muri RSSB (Numero matricule).</p> <p>- Gutanga ubusabe unyuze ku rubuga rwa RRA cyangwa urubuga rwa RSSB</p> <p>-Kwishiurya</p>   | <b>Hakoresha ikoranabuhanga ( Online service)</b><br><br><b>Amasaha 48</b>                   |
| 6. | <b>Guhagarika by'agateganyo Nomero y'ikigo</b>   | <p>Ikigo kigije guhagarika imirimo kikaba kitazakomeza gukoresha abakozi cyandika ibarwa kibimenesha RSSB kigashyiraho icyemezo cy'umugenzi w'umurimo mu karere gikoreramo. Gishobora kongera gusaba gukoresha iyi nomero iyo cyongeye gukoresha abakozi.</p> <p><b>Icyitonderwa :</b> Ikigo gifite umwenda ntabwo numero ikranga ishobora guhagarikwa utarishyurwa.</p>   | <b>Ku ishami rya RSSB cyangwa ku Cyicaro Gikuru.</b>   |
| 7. | <b>Gukosoza umwirondoro w'umukozi</b>            | <p>-Ibaruwa yandikiwe umuyobozi wa RSSB cyangwa kunyuza ubusabe ku rubuga imisanzu.rssb.rw</p> <p>-Ibyangombwa bigaragaza imyirondoro y'umukozi nyakuri ( icyemezo cy'amavuko na kopí y'indangamuntu)</p> <p><b>Icyitonderwa :</b></p> <p>Aho bibaye ngombwa umukozi ashobora gusabwa ibindi byangombwa bitewe n'imiterere y'ikibazo cye nk'ibarwa y'umukoresha imusabira gukosoza umwirondoro cyangwa icyangombwa kimwemerera guhindura umwirondoro yahawe n'inzego zibifitiye ububasha n'ibindi.</p> | <b>Ku mashami ya RSSB</b><br><br><b>No ku Cyicaro Gikuru cya RSSB</b><br><br><b>Iminsi 5</b> |

|     |  |  |  |
|-----|--|--|--|
| 8.  | <b>Gukosoza konti y'imisanzu</b>           | <p>-Ibaruwa yandikiwe umuyoboz i wa RSSB ivuga aho wakoze n'igihe wahakoreye cyangwa kuzu urupapuro rwabigenewe cyangwa gutanga ikibazo binyuze ku rubuga imisanzu.rssb.rw</p> <p>-Aho bishoboka gushyiraho ibyemezo ko wahakoze.</p>  | <b>Ku ishami rya RSSB no ku cyicaro gikuru iminsi 7</b>  |
| 9.  | <b>Kujya mu bwitenganyirize ku bushake</b> | <p>-Kuba utagifite akazi kaguteganyiriza</p> <p>-Kuba utarengeje imyaka 50 y'amavuko igihe utabaye mu bwitenganyirize butegetswe</p> <p>- Icyemezo cy'amavuko</p> <p>-Kopi y'indangamuntu</p> <p>-Kuzu urupapuro rwabigenewe ku ishami rya RSSB.</p>   | <b>Ku ishami rya RSSB Ako kanya (iminota15)</b>  |
| 10. | <b>Gusaba kwishyurizwa Imisanzu</b>        | <p>-Kwandikira RSSB ibaruwa ibisaba igaragaza aho wakoze n'igihe wahakoreye cyangwa kuzu urupapuro rwabigenewe cyangwa gutanga ikibazo binyuze ku rubuga imisanzu.rssb.rw</p> <p>- Gushyiraho kopi y'ibyemezo ko wakoreye uwo mukoresha</p> <p>- cyangwa kopi y'imyanzuro y'urubanza kubyagejejwe mu nkiko.</p>  | <b>Hakurikizwa amategeko yo kwishyuzza abakoresha (Enforcement)</b>  |
| 11. | <b>Kureba imisanzu y'Ubwitenganyirize</b>  | <p>- Kuba ufite numero ya telephone ibaruye ku ndangamuntu yawe ndetse bihujwe na numero yawe ya RSSB</p> <p>- Sura urubuga <a href="http://www.imisanzu.rssb.rw">www.imisanzu.rssb.rw</a></p> <p>-Iyandikishe wuzuza amakuru asabwa ahabugenwe( Numero ya telefone, Nimo y'indangamuntu na numero ya RSSB) ukande kuri Ohereza</p> <p>-Koresha telefone yawe ukande *876*4044# maze wemeze. Urakira umubare w'ibanga wuzuza mu mwanya baguhaye kuzu nyuma ukande kuri Ohereza uherekko ugere kuri konti yawe.</p> | <b>Online ( Ikorana buhangana )</b><br><a href="http://www.imisanzu.rssb.rw">www.imisanzu.rssb.rw</a> cyangwa ugakanda <b>*876#</b> ugakurikiza amabwiriza |

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE KWISHYUZA ( Enforcement and Debt recovery Unit)**

| Serivisi | Ibisabwa   | Aho usaba serivisi n'igihe bifata ngo uyihabwe  |
|----------|--|---|
| 1.       | <p><b>Kumenyeshwa umusanzu ugomba kwishyura</b></p> <p>-ikigo cy'ubwiteganyirize cyohereza inyandiko imenyekanisha umusanzu ugomba kwishyurwa.</p> <p>- Uwo musanzu uba ugomba kwishyurwa mu minsi 30 uhoreye umunsi ibarawa yakiriwe.</p> <p><u>Icyitonderwa:</u></p> <ul style="list-style-type: none"> <li>➤ Umukoresha utemeye ibikubiye muri iyo nyandiko abimenyekanisha mu nyandiko mu gihe kitarenze iminsi 30 akanatanga ibimenyeto.</li> <li>➤ Ubuyobozzi bw'urwego r w ' u b w i t e n g a n y i r i z e bumenesha umukoresha icyemezo bwafashe ku nyandiko igaragaza uburyo umukoresha abibona mu minsi 30 uhoreye igihe bwakirye iyo nyandiko. Iyo nta gisubizo gitanzwe ubusabe bw'umukoresha bufatwa nkaho butemewe.</li> </ul> | <b>Ku Cyicaro Gikuru cya RSSB</b>   |
| 2.       | <p><b>Gusaba kwishyura mu byiciro</b></p> <p>-umukoresha agaragaje impamvu zifatika ashobora gusaba kwishyura mu byiciro mu gihe cy'iminsi 30 uhoreye igihe yaboneye inyandiko imenyekanisha umusanzu ugomba kwishyurwa cyangwa icyemezo Urwego rw'Ubwiteganyirize cyafashe ku nyandiko igaragaza uburyo umukoresha abibona.</p> <p>-Mbere y'uко asaba kwishyura mu byiciro agomba kuba yishuye 10% by'umwenda.</p> <p><u>Icyitonderwa:</u></p> <p>Kwishyura mu byiciro abishyira mu gihe kitarenze imyaka 2</p>   | <b>Ku Cyicaro Gikuru cya RSSB</b><br><b>Usabye kwishyura mu byiciro asubizwa mu gihe kitarenze iminsi itanu</b><br><b>( 5days )</b> |

|    |  |  |                                   |
|----|--|--|-----------------------------------|
| 3. | <b>Guhabwa inyandiko yihanangiriza</b>   | -yo imisanzu itishyuwe nk'uko biteganywa ubuyobozi bw'Urwego rw'Ubwiteganyirize bwoherereza umukoresha inyandiko yihanangiriza igaragaza umwenda ugezweho imusaba kwishyura mu mins 15 uhoreye igehe aboneye inyandiko yihanangiriza inamumenyesha ingaruka zo mu rwego rw'amategeko mu gihe azaba atishuye.   | <b>Ku Cyicaro Gikuru cyo RSSB</b> |
| 4. | <b>Gusaba kwishyura mu byiciro k'umukoresha wamaze guhabwa inyandiko yihanangiriza.</b>  | <p>-Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishuye byibuze 20% y'umwenda yishuzwa</p> <ul style="list-style-type: none"> <li>- kwandikira ibaruwa umuyobozi mukuru w'Urwego rw'Ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze imyaka 2.</li> </ul> <p><b>Icyitonderwa :</b></p> <p>Nyuma y'iminsi 15 umukoresha wakiriye inyandiko yihanangiriza ntiyishyre kandi ntasabe no kwishyura mu byiciro ahabwa inyandiko y'igiteranyo cy'amarafaranga yishuzwa ifatwa nk'urubanza rwaciwe kandi rugomba kurangizwa mu buryo bwose bwemewe n'amategeko.</p> |                                   |
| 5. | <b>Gusaba kwishyura mu byiciro k'umukoresha wakiriye inyandiko y'igiteranyo cy'amarafaranga yishuzwa ifatwa nk'urubaza rwaciwe</b> | <ul style="list-style-type: none"> <li>- Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishuye byibuze 25% by'umwenda yishuzwa.</li> <li>- kwandikira umuyobozi w'Urwego rw'Ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze umwaka n'igice ( amezi 18)</li> </ul> <p><b>Icyitonderwa :</b></p> <p>Ubwo busabe bukorwa mu gihe kitarenze iminsi 15.</p>   |                                   |

|    |   |   |   |
|----|---|---|---|
| 6. | <p><b>Gusaba kwishyura mu byiciro k'umukoresha wakiriye inyandiko imusaba kwishyura mu masaha 24 cyangwa wafatiriwe umutungo we utimukanwa.</b></p> | <p>- Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishyuye 30% by'umwenda yishyuzwa</p> <p>-Kwandikika ibaruwa Umuyobozi w'Urwego rw'Ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze umwaka umwe (amezi 12).</p>   |   |
| 7. | <p><b>Kujurira</b></p>  | <p>- Mbere yo kuregera urukiko ku byemejwe n'ubuyobozi bw'Urwego rw'Ubwiteganyirize umukoresha agomba gushyikiriza ikibazo inama y'ubuyobozi y'ikigo cya leta gifite ubwitenganyirize mu nshingano zacyo mu minsi 30 y'akazi ikurikira igihe yakiriye inyandiko yihanangiriza</p> | <p><b>Ku cyicaro gikuru cya RSSB mu minsi 60 ahabwa igisubizo ku bujurire iyo nta gisubizo muri iyo minsi ubujururire bwe bufatwa nkaho butemewe.</b></p> |

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**ISHAMI RISHINZWE KUGOBOKA ABITEGANYIRIJE  
MU ISHAMI RYA PANSIYO**  
**(Pension and Pre-Retirement Benefits Department)**

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**Teganyiriza  
izabukuru,  
ejo hawe habe heza.**



**Our Health  
Our Future**

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE KUGOBOKA ABITEGANIRIJE MU ISHAMI RYA PANSIYO  
(Pension Benefits Division)**

|    | <b>Serivisi</b>                                    | <b>Ibisabwa</b>   | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe</b>  |
|----|--|---|--|
| 1. | <b>Gusaba pansiyo y'izabukuru (Gutanga Dosiye)</b> | <ul style="list-style-type: none"> <li>-Kuba wujuje nibura imyaka 60 y'izabukuru nk'uko biteganywa n'itegeko cyangwa imyaka iteganywa n'andi mategeko yihariye</li> <li>-Kuzuza urupapuro rusaba pansiyo y'ubusaza</li> <li>- Icyemezo cy'amavuko cy'usaba</li> <li>- Icyemezo cy'uko usaba ariho</li> <li>-Amafoto 2 magufi</li> <li>-Nomero ya konti ya banki (urupapuro rugaragaza ko konti ari iyawe bwite)</li> <li>-Fotokopi y'indagamuntu</li> <li>- Urutonde rw'aho wakoze</li> <li>-ibaruwa y'umukoresha igushyira mu kiruhuko cy'izabukuru (mugihe ikenewe)</li> </ul> <p><b><u>Icyitonderwa :</u></b></p> <ul style="list-style-type: none"> <li>▪ Kusaba pansiyo ari muri gereza yandika ibaruwa amenyekanisha uwo ahaye uburenganzira bwo kumutangira dosiye no kujya amufatira amafaranga ya pansiyo ikanyuzwa ku buyobozi bwa Gereza arimo. Icyo gihe uhawе uburenganzira atanga nomero ya konti ye na fotokopi y'indagamuntu ye.</li> <li>▪ K'usaba pansiyo ari mu mahanga</li> </ul> | <p>Ku ishami rya RSSB mu karere</p> <p>Dosiye isubizwa nyuma y'iminsi 30 yakiriwe</p> <p><b><u>Icyitonderwa :</u></b></p> <p>Dosiye zakiriwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho</p> |

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|    |   | <p>ibyangombwa byose bisabwa harimo n' urupapuro rusaba pansiyo ruboneka ku rubuga rwa RSSB ariwo <a href="http://www.rssb.rw">www.rssb.rw</a> binyuzwa kuri Ambassade y'u Rwanda muri icyo gihugu arimo bikemezwa mbere y'uko byohererezwa RSSB kandi amafaranga ya pansiyo yishyurwa kuri konti y'amafaranga y'u Rwanda iri mu Rwanda ya nyir'ubwite cyangwa uwo yahaye uburenganzira bunyuze muri Ambassade(Power of Attorney)</p>  |   |
| 2. | <b>Gusaba<br/>pansiyo<br/>y'abasizwe<br/>n'uwiteganyirije</b> | <p><b>Umupfakazi asabwa:</b></p> <ul style="list-style-type: none"> <li>-Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije.</li> <li>-Icyemezo cy'uko yashyingiranywe na nyakwigendera byemewe n'amategeko cyangwa</li> <li>-Icyemezo cy'ubupfakazi</li> <li>-Icyemezo cy'usaba ko ariho</li> <li>-Icyemezo cy'uwiteganyirije ko yapfuye</li> <li>-Fotokopi y'indagamuntu</li> <li>-Nomero ya konti ya banki ( urupapuro rugaragaza ko konti ari iyawe bwite)</li> <li>-Amafoto yawe magufi</li> </ul> <p><b>Imfubyi isabwa:</b></p> <ul style="list-style-type: none"> <li>-Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije (iyo bibaye ngombwa)</li> <li>-Icyemezo cy'amavuko</li> <li>-Icyemezo cy'uko usaba ariho</li> </ul> | <p>Ku ishami rya RSSB mu karere</p> <p>Dosiye isubizwa nyuma y'iminsi 30 yakiriwe</p> <p><b>Icyitonderwa:</b></p> <p>Dosiye zakirirwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho</p> |

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|  | <p>-Icyemezo cy'uko uwiteganyirije yapfuye,</p> <p>-Kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye cyangwa urwemeza ko ari se cyangwa nyina, iyo bibaye ngombwa,</p> <p>-Nomero ya konti ya Banki ( Urupapuro rugaragaza ko konti ari iyawe bwite ) iyo bibaye ngombwa,</p> <p>-Icyemezo cy'uko imfubyi yiga mu gihe ifite hagati y'imyaka cumi n'umunani (18) na makumyabiri n'itanu (25) y'amavuko</p> <p>-Icyemezo cy'uko umwana w'imfubyi ari ingaragu mu gihe agejeje imyaka 21 y'amavuko.</p> <p>-Icyemezo cya muganga ku mfubyi ifite imyaka irenze cumi n'umunani (18) y'amavuko ifite ubumuga buhoraho bw'umubiri cyangwa bwo mu mutwe</p> <p>-Icyemezo cy'urukiko gishyiraho umwishingizi na fotokopi y'indagamuntu y'umwishingizi iyo asabira umwana utarageza imyaka y'ubukure</p> <p>- Inyandiko y'amavuko ku mwana uvuka ku babyeyi batasezeranye (acte de naissance)</p> <p>-Amafoto 2 magufi</p> <p><b><u>Icyitonderwa :</u></b></p> <p><b>'Umubyeyi asabwa:</b></p> <p>-Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwitenganyirije</p> <p>-Icyemezo cy'uko uwitenganyirije yapfuye</p> |  |
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|    | <ul style="list-style-type: none"> <li>- Icyemezo cy'amavuko cyangwa kopi y'urubanza rumugira umubyeyi wa nyakwigendera ataramubyaye</li> <li>-Kopi y'indagamuntu y'umubyeyi usaba</li> <li>-Icyemezo cy'uko nyakwigendera yapfuye ari ingaragu</li> <li>-Amafoto 2 magufi</li> <li>-Nomero ya konti ya banki (urupapuro rugaragaza ko konti ari iyawe bwite)</li> </ul>   |  |
| 3. | <p><b>Gusaba pansiyo y'ubumuga budakomoka ku murimo uhemberwa</b></p> <ul style="list-style-type: none"> <li>- Kuzurisha ifishi igaragaza ubumuga ( Medical certificates for occupational Incapacity (P6) kwa muganga uyihawen'ishami rya RSSB</li> <li>-Inyandiko isaba pansiyo y'ubumuga</li> <li>- Inyandiko itangwa n'umukoresha igaragaza impamvu y'irangiza ry'akazi</li> <li>-Rapor ya muganga ku buzima bw'usaba</li> <li>-Icyemezo cy'amavuko cy'usaba</li> <li>-Icyemezo cy'uko usaba ariho</li> <li>-Fotokopi y'indagamuntu</li> <li>-Nomero ya konti ya Banki ( urupapuro rugaragaza ko konti ari iyawe bwite)</li> <li>-Kuba wari ukiri mu kazi kandi byibuze waratanze imisanzu y'imyaka 3 kandi mu mezi 12 abanziriza ubumuga ukaba ufitemo amezi 6 y'imisanzu</li> <li>- kubonana na Muganga wa RSSB nyuma yo gutanga dosiye.</li> </ul> | <p>Ku ishami rya RSSB mu karere</p> <p>Mu minsi 7 dosiye igeze ku cyicaro gikuru umurwayi abonana na Muganga</p> <p>Bitarenze itariki 30 z'ukwezi gukurikira uko yabonaniyemo na Muganga dosiye irahembwa.</p> |

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|    |  | <p><b>Icyitonderwa:</b></p> <p>-Icyakora, ugize ubumuga bukomoka ku mpanuka idafitanye isano n'akazi asabwa gusa kuba yari mu bwitenganyirize igihe cy' impanuka kugira ngo agire uburenganzira kuri pansiyo y'bumuga.</p> <p>-lyo uwitenganyirije asanzwe afite ubumuga kandi bukaba bwariyongereye ku buryo atagishoboye gukora umurimo uwo ariwo wose uhemberwa, afatwa nk'uwigize ubumuga.</p>   |  |
| 4. | <b>Gusaba<br/>pansiyo<br/>y'imburagihe</b> | <p>lyo uwiteganyirie ashaje imburagihe, mbere yo kugeza ku myaka y'izabukuru byemeje n'akanama k'abaganga bemewe na leta kashyizweho na Minisitiri ufite ubuzima mu nshingano ze, bisabwe n'umukozi cyangwa umukoresha, agira uburenganzira kuri pansiyo y'imburagihe.</p> <p>Ushaka uburenganzira kuri pansiyo y'imburagihe agomba kandi kuba yujuje ibi bikurikira:</p> <ol style="list-style-type: none"> <li>1. Kuba yaratane imisanzu nibura mu gihe cy'emyaka cumi n'itanu (15) mu bwiteganyirize;</li> <li>2. Kuba atagikora umurimo uwo ari wo wose uhemberwa.</li> </ol> <p><b>Ibyangombwa bisabwa usaba pansiyo y'bumuga cyangwa pansiyo y'imburagihe:</b></p> <p>-Kuzurisha ifishi igaragaza ubumuga (Medical Certificates for Occupational Incapacity (P6) kwa muganga uyihawe</p> | <p>Ku ishami rya RSSB mu karere</p> <p>Dosiye isubizwa nyuma y'iminsi 30 yakiriwe</p> <p><b>Icyitonderwa:</b></p> <p>Dosiye zakiriwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho</p> |

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|    | <p>n'ishami rya RSSB</p> <p>-Inyandiko isaba pansiyo y'imburagihe</p> <p>-Icyemezo cy'amavuko cy'usaba</p> <p>-Rapor ya muganga ku buzima bw'usaba</p> <p>-Inyandiko itangwa n'umukoresha igaragaza impamvu y'irangira ry'akazi</p> <p>-Icyemezo cy'uko usaba ariho</p> <p>-Fotokopi y'indagamuntu</p> <p>- Nomero ya konti ya Banki ( Urupapuro rugaragaza ko konti ari iyawe bwite)</p> <p>-Amafoto 2 magufi</p> <p><b>Icyitonderwa:</b> uwemerewe iyi pansiyo y'imburagihe ariko akaba ataragejeje ku myaka 15 y'imisanzu ahabwa amafaranga y'ingunga imwe (Allocation Unique)</p> |   |
| 5. | <p><b>Gusaba<br/>icyemezo<br/>cy'uko<br/>uhembwa<br/>pansiyo</b></p> <p>-Kuba waratanze icyemezo cy'uko uriho</p> <p>-Kwitwaza Nomero ya dosiye n'indagamuntu yawe.</p>   | <p>Ku ishami rya RSSB mu Karere</p> <p><b>Mu munsi 1</b></p>  |
| 6. | <p><b>Guhinduza<br/>nomero ya<br/>Konti<br/>uhemberwaho</b></p> <p>- Kwandika ibaruwa ( washyzeho nomero ya dosiye usaba guhinduza konti)</p> <p>-Gushyiraho kopi y'urupapuro rwa Banki rugaragaza Konti nshya ushaka kujya uhemberwamo ko ari iyawe bwite.</p>   | <p>Ku ishami rya RSSB mu karere/ku cyicaro Gikuru cya RSSB</p> <p><b>Mu<br/>minsi 7 uwasabye<br/>guhindurirwa<br/>konti<br/>aramenyeshwa<br/>ko byakozwe<br/>hakoreshejwe<br/>telephone, SMS,<br/>Email</b></p> |

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**ISHAMI RISHINZWE INDWARA N'IBYAGO BIKOMOKA  
KU KAZI**  
**(Occupational Hazards Division)**

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**Shinganisha ubuzima  
bw'abakozi bawe,  
impanuka ntiteguza.**



Our Health  
Our Future

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE INDWARA N'IBYAGO BIKOMOKA KU KAZI  
(Occupational Hazards Division)**

|    | Serivisi                                      | Ibisabwa   | Aho usaba serivisi n'igihe bifata ngo uyihabwe  |
|----|---|--|---|
| 1. | <b>Kumenyekanisha Ibyago bikomoka ku kazi</b> | <ul style="list-style-type: none"> <li>➤ Urupapuro A1/M1 rwuzuzwa n'umukoresha rushobora gutangwa rwonyine cyangwa rugaherekezwa na:</li> <li>➤ Urupapuro rwabigenewe A2/M2,M3 rwuzuzwa na muganga wemewe na Leta</li> </ul> <p><b>Icyitonderwa:</b></p> <ul style="list-style-type: none"> <li>➤ Igihe ntarengwa cyo gutanga dosiye y'ibyago bikomoka ku kazi n'imyaka 2 uhoreye igihe impanuka yabereye</li> <li>➤ Iyo umukoresha atamenyekanishije impanuka y'akazi umukozi cyangwa undi muntu yabikora.</li> <li>➤ Mu gihe ibyago bikomoka ku kazi byateye urupfu hatangwa ibagombwa bikurikira:</li> <li>● Icyemezo cy'amavuko cya Nyakwigendera</li> <li>● Icyemezo cy'uko yashatse cyangwa yari ingaragu</li> <li>● Icyemezo cy'uko yitabye Imana</li> <li>● Ibyemezo by'amavuko by'abana</li> <li>● Ibyemezo by'abana ko bariho ndetse n'umubyeyi wasigaye</li> <li>● Icyemezo cy'ishuri ku bana bafite kuva ku myaka 18</li> <li>● Icyemezo cy'uko umwana ari ingaragu iyo agejeje imyaka 21</li> </ul> | <p>Ku ishami rya RSSB mu Turere</p> <p>Ku gihe kitarenze iminsi 30 dosiye igomba kuba yagejejiwe ku cyicaro gikuru cya RSSB<br/>( Harimo raporo y'ipererezza)</p> |

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|    |  | <ul style="list-style-type: none"> <li>● Icyemezo cy'urukiko cy'uwingirà abana igihe abana nta mubyeyi basigaranye</li> <li>● Icyemezo cyemeza ko umwana ari uwa nyakwigendera igihe atavutse k'umugore w'isezerano</li> <li>● Icyemezo cy'uko ababyeyi be bariho igihe yari ingaragu.</li> <li>● Nomero ya konti na kopi y'indagamuntu yuzafata amafaranga.</li> </ul> <p><b>Icyitonderwa :</b></p> <p>Mu ishami ry'ibago bikomoka ku kazi iyo nyir'ubwite apfuye azize ibago bikomoka ku kazi uwo bashakanye, abana be ndetse n'ababyeyi be bose bahabwa amafaranga.</p> <p>Hiyongeraho ibyemezo by'uko ababyeyi ba Nyakwigendera bakiriho, Nomero ya konti na kopi y'indagamuntu byabo.</p> |  |
| 2. | <b>Gukora Iperereza</b>                        | Kumenyekanisha abatanga buhamya:<br><ul style="list-style-type: none"> <li>➢ Ababonye Impanuka</li> <li>➢ Abemeza ko ibyo warimo igihe cy'impanuka bifitanye isano n'akazi</li> <li>➢ Nomero za telephone zabo</li> <li>➢ Aho twabasanga</li> </ul>  | Ku ishami rya RSSB mu karere   |
| 3. | <b>Kuzuza Dosiye</b>                           | Gutanga urupapuro rwabigenewe A5/M4 rwuzuzwa na Mugana wa Leta   | Ku ishami rya RSSB cyangwa ku Cyicaro Gikuru   |
| 4. | <b>Kubonana na Muganga Ngishwanama wa RSSB</b> | <ul style="list-style-type: none"> <li>-Dosiye irimo: A1, A2, A5/M1, M2, M3, M4</li> <li>-Rapor y'iperereza yemejwe</li> </ul> <p><b>Icyitonderwa :</b></p> <p>Utabashije kuza kubonana na Muganga arabimenyekanisha bakamusanga aho ari.</p>  | Ku Cyicaro Gikuru cya RSSB nyuma y'iminsi 7 dosiye yujuje ibisabwa umurwayi abonana na Muganga |
| 5. | <b>Gusaba guhabwa</b>                          | -Dosiye y'umukozzi imenyekanisha impanuka cyangwa indwara igomba   | Ku Cyicaro Gikuru cya RSSB   |

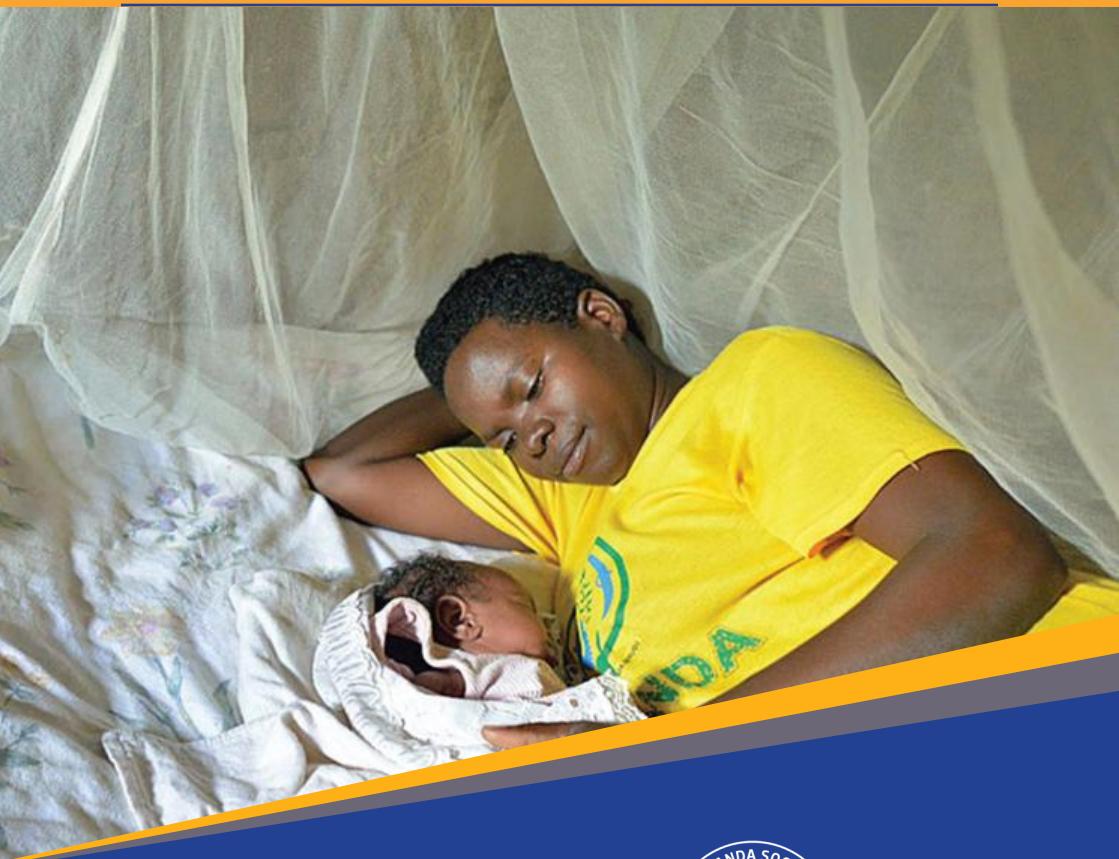
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|    | <b>insimbura<br/>mushahara igihe<br/>wahagaritse<br/>akazi kubera<br/>ubumuga<br/>butewe n'ibyago<br/>bikomoka ku<br/>kazi</b> | kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi<br>- Nyuma yo gutanga impapuro A1/M1, A2/M2, na A5/M3&M4 ugomba kuba warabonanye na Muganga wa RSSB<br>-Gutanga nomero ya konti<br>-Icyemezo cy'amavuko<br>-Icyemezo cy'uko uraho<br>-Iyo impanuka y'akazi yatumye usezererwa ku kazi utanga icyemezo ko wasezerewe ku kazi igihe byaturutse ku byago bifitanye isano n'akazi.  | Bitarenze itariki 30 z'ukwezi gukurikira uko wabonaniyemo na muganga uhabwa insimbura mushahara   |
| 6. | <b>Kwishyuza<br/>amafaranga<br/>wivurijeho<br/>ibifatanye isano<br/>n'ibyago<br/>bikomoka ku<br/>kazi</b>                      | -Dosiye y'umukozzi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi:<br><b>A1, A2/M1, M2 na Rapor y'iperereza</b><br>-Ibaruwa wandikiye RSSB yishyuza amafaranga wivuje impanuka ifitanye isano n'akazi<br>-Fagiture y'umwimerere y'ibyo wishyuye wivuza impanuka ifitanye isano n'akazi<br><b>Icyitonderwa :</b><br>➤ Aya mafaranga ashobora kwishyuzwa n'umukoresha cyangwa umwishingizi iyo ari we wishyuriye umukozzi | Ku Cyicaro Gikuru cya RSSB<br><br>Ayahabwa bitarenze itariki 30 z'ukwezi gukurikira uko yayasabyemo                                       |
| 7. | <b>Guhinduza Banki<br/>cyangwa Konti<br/>uhemberwamo</b>   | -kwandika ibaruwa (washyizeho nomero ya dosiye) usaba guhinduza konti<br>-Gushyiraho kopi y'urupapuro rwa Banki rugaragaza konti nshya ushaka kujya uhemberwamo ko ari iyawe bwite.   | Mu iminsi 3 ibaruwa yakiriwe nyirayo amenyeshwa ko konti yahinduwe hakoreshejwe SMS/Email/ Telefone                                       |
| 8. | <b>Kwishyuza<br/>Insimbura mubyizi</b>   | Umukozzi wagize ibyago bikomoka ku kazi utarahembwe n'umukoresha we kuko atakoze yemerewe insimbura mubyizi.<br><br><b>Asabwa gutanga :</b><br>- Dosiye y'umukozzi imenyakanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye   | Ku cyicaro gikuru cya RSSB<br><br>Bitarenze itariki 30 z'ukwezi gukurikira uko yayasabyemo.<br><br><b>Icyitonderwa :</b><br>Ayo mataranga |

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|     |   | isano n'akazi<br>- Icyemezo cy'umukoresha kigaragaza ko atahembwe igihe yayarawaye bitewe n'ibyago bikomoka ku kazi<br>-Nomero ya konti ya Banki   | asabwa mu gihe kitarenze amezi 12.  |
| 9.  | <b>Kwishyuza<br/>Imishahara<br/>yahembwe<br/>umukozi igihe<br/>yari arwaye<br/>kubera ibyago<br/>bikomoka ku<br/>kazi</b>                   | -Dosiye y'umukozi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi<br>-Ibaruwa y'umukoresha yandikiwe RSSB isaba gusubizwa ayo mafaranga<br>-icyemezo kigaragaza ko uwo mukozi yahembwe<br>-Nomero ya konti y'umukoresha (Ikigo akorera) | Ku Cyicaro Gikuru cya RSSB<br>Bitarenze itariki 30 z'ukwezi gukurikira uko yayasabiymo<br><b>Icyitonderwa:</b><br>Aya mafaranga asabwa mu gihe itarenze amezi 12. |
| 10. | <b>Gusaba kuvuzwa<br/>ibifitanye isano<br/>n'ibyago<br/>bikomoka ku<br/>kazi igihe<br/>udashoboye<br/>kwirihira ngo<br/>uzishyuze nyuma</b> | -Dosiye y'umukozi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi<br>-ku bisaba mu ibaruwa cyangwa mu bundi buryo   | Ku Cyicaro Gikuru cya RSSB<br><b>Mu minsi 7</b>   |
| 11. | <b>Gusaba<br/>amafaranga yo<br/>Gushyingura<br/>uwapfuye azize<br/>impanuka<br/>y'akazi</b>   | - ibaruwa ibisaba<br>-Icyemezo cy'uko yitabye Imana<br>-kuba dosiye yaremejwe ko ifitanye isano n'akazi<br><b>Icyitonderwa:</b><br>Aya mafaranga asabwa mu gihe kitarenze amezi 12.  | Ku Cyicaro Gikuru cya RSSB  |

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**ISHAMI RISHINZWE IBIGENERWA ABAGORE BARI  
MU KIRUHUKO CYO KUBYARA**  
**(Maternity Leave Benefits Division)**

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**Tuza,  
uri mukiruhuko  
cyo kubyara.**



**Our Health  
Our Future**

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE IBIGENERWA ABAGORE BARI MU KIRUHUKO CYO  
KUBYARA (Maternity Leave Benefits Division)**

| Serivisi  | Ibisabwa   | Aho usaba n'iige bifata ngo uyihabwe                             |
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| 1. <b>Gusaba gusubizwa amafaranga umukoresha yahembye Umugore uri muri Kiruhuko cyo Kubyara</b> | <p>-Urupapuro rusaba gusubizwa umushahara wishiyuwe umugore mu kiruhuko cyo kubyara (form iba isinyweho n'umukoresha). Mu gihe umukoresha asaba gusubizwa amafaranga agomba kumenya ko imisanu yamenyekanishijwe (declaration)</p> <p>-urupapuro rusaba amafaranga y'ikiruhuko cyo kubyara (form iba isinyweho n'umugore wabyaye n'umukoresha kandi iteweho kashe y'umukoresha);</p> <p>-kopi y'icyagombwa kiranga umugore wishingiwe (Indagamuntu/passport);</p> <p>-Inyandiko ya banki igaragaza nimo ya konti y'umukoresha.</p> <p><b>Icyitonderwa:</b> Iyo konti igomba guhura neza neza n'amazina y'umukoresha ari ku rupapuro rusaba gusubizwa amafaranga ndetse n'amazina yanditse muri RSSB. Iyo bidahuye amafaranga ntagera muri konti y'ubo mukoresha).</p> <p>-Inyandiko y'umukoresha ihamya ko uwo mugore ari mu kiruhuko cyo kubyara;</p> <p>-Inyandiko igaragaza neza imishahara umugore yahembwe mu gihe cy'ikiruhuko cyo kubyara iraho umukono we n'u'uw'umukoresha kandi iteweho kashe y'umukoresha:</p> <p>-Icyemezo cy'umwimerere (gitanzwe n'irembo) kigaragaza ko umugore yabyaye/icyemezo cy'amavuko;</p> <p><b>Mu gihe bibaye ngombwa:</b></p> <ul style="list-style-type: none"> <li>- Icyemezo cya muganga cyongera ikiruhuko;</li> <li>-Icyemezo cy'umwishingizi w'umwana mu gihe nyina atakiraho.</li> </ul> <p>Impapuro zirebana no gusaba gusubizwa ayo mafaranga y'ikiruhuko cyo kubyara ziboneka ku rubuga: <a href="http://www.rssb.rw">www.rssb.rw</a> no ku biro by'amashami ya RSSB ari mu turere twose tw'ighugu</p> <p><b>Icyitonderwa:</b></p> <p>Aya mafaranga umukoresha ayasaba mu gihe kitarenze amezi atandatu (6), uhereye igithe umubyeyi yabyariye cyangwa atarengeje amezi atatu (3) , uhereye igithe ikiruhuko cyo kubyara cyarangiye.</p> | Ku ishami rya RSSB riri mu karere mukoreramo <b>Mu minsi 30.</b> |

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**ISHAMI RY'UBWISHINGIZI BW'INDWARA**  
**(Medical Department)**



**Ivuze,  
uvuze n'abawe.**



**Our Health  
Our Future**

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RYUBWISHINGIZI BW'INDWARA (Medical Services Department)**

|    | <b>Serivisi</b>   | <b>Ibisabwa</b>   | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe</b>       |
|----|---|---|---|
| 1. | <b>Gusaba ko ikigo kigenga kijya mu bwishingizi bwo kwivuza</b> | <ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Umuyobozi Mukuru wa RSSB</li> <li>-Urupapuro rwerekana imiterere y'imishahara y'abakozi mbumbe, umushahara fatizo, inyogera ku mushahara n'amafaranga akatwa umukozi kandi ateganywa n'itegeko:</li> <li>-Icyemezo cyerekana uko utanga imisoro muri RRA (PAYE)</li> <li>-Icyemezo cy'uko nta mwenda ufitiye Urwego rw'Ubwiteganyirize mu Rwanda (RSSB) mu ishami rya pansiyo, ibyago bikomoka ku kazi, iry'ikiruhuko cyo kubyara ku bagore ndetse n'umusanzu wa Mituweli</li> <li>- Igitabo cy'ubucuruzi (registre de commerce) ku bigo bicuruza ;</li> <li>-Icyemezo cy'uko ikigo cyiyandikishije muri RDB ku bigo bikorera mu Rwanda;</li> <li>- Icyemezo gitanga uburenganzira bwo gukorera mu Rwanda ku miryango itegamiye kuri Leta (ONG) gitangwa na MINALOC.</li> <li>-Icyemezo cy'uko wiyandikishije gitangwa na RCA kuri za koperative</li> <li>-Icyemezo n'uruhushya byo gukora bitangwa na RBC na Minisiteri y'ubuzima ku bigo bikora ibikorwa by'ubuvuzi ;</li> <li>- Icyemezo gitanga uburenganzira bwo gukora ku bigo by'imari biciriritse gitangwa na Banki Nkuru y'igihugu (BNR);</li> <li>-Icyemezo gitanga uburenganzira bwo gutangiza amashuri mato</li> </ul> | Ku ishami rya RSSB no ku cyicaro gikuru. Mu <b>minsi 30</b> |

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|    |   | <p>n'ayisumbuye gitangwa na Minisiteri y'uburezi (MINEDUC) ku bigo by'amashuri</p> <p>-Uburenganzira bwo gukora imirimo y'itangazamakuru butangwa na « Media High Council » ku bigo by'itangazamakuru</p> <p>-Icyemezo cy'uko wiyandikishije ku miryangso mpuzamahanga itegamiye kuri Leta gitangwa n'ikigo gishinzwe abinjira n'abasohoka mu Rwanda;</p> <p>-Icyemezo gitanga ubuzima gatozi ku ishyirahamwe cyangwa icyemezo cy'agategano gitangwa n'ikigo cy'igihugu gishinzwe imiyoberere myiza (RGB) igihe ishyirahamwe ritarabona ubuzima gatozi;</p> <p>-Kugaragaza umubare w'abantu buri mukozi yakwishingira (uwo bashakanye, abana babo n'abo barera mu buryo bwemewe n'amategeko);</p> |   |
| 2. | <b>Gusaba kujya mu bwishingizi bwo kwivuza ku bari mu kiruhuko cy'izabukuru</b> | <p><b>Icyitonderwa:</b></p> <ul style="list-style-type: none"> <li>■ Kuba nibura ikigo gisaba gifite abakozi barindwi (7)</li> <li>■ Umugabo n'umugore bakora mu kigo kimwe gifite ubwishingizi buri wese atanga uwe umusanu</li> <li>■ Nta kigo cyemererwa kwishyura imisanzu yo kwivuza kitarahabwa ibaruwa ibemerera. Biramatse bibaye ayo mafaranga ntasubizwa kandi umusanu umaze kwishyurwa abanyamuryango bamerako bakivuza.</li> </ul>  | <p>Ku ishami rya RSSB no ku cyicaro gikuru</p> <p>Umuntu ahabwa</p> |

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|    |  | <p>➤ Kujya utanga 7.5% bya pansiyo buri kwezi asigaye agatangwa n'Urwego rw'Ubwiteganyirize.</p>   | serivisi uhereye Itariki ya mbere ikurikira ukwezi watangiyemo umusanzu. |
| 3. | <b>Gusaba kwemeza abakozi mu ishami ryo kwivuza rya RSSB</b>     | <ul style="list-style-type: none"> <li>- Kopi y'ibaruwa yemerera ikigo kuba mu bwishyingizi bwo kwivuza bwa RSSB</li> <li>-Kuzuza urupapuro rwabigenewe kuri buri mukozi.</li> <li>- Kuzuza access format mo amakuru areba abakozi</li> </ul>  | Ku ishami rya RSSB<br><b>Iminota 30</b>                                  |
| 4. | <b>Kwandikisha abanyamuryango mu ishami ryo kwivuza rya RSSB</b> | <ul style="list-style-type: none"> <li>-Icyemezo cy'uko mwashakanye hamwe na kopi y'indagamuntu ( umugore cyangwa umugabo);</li> <li>- Icyemezo cy'amavuko (attestation de naissance) ku mwana;</li> <li>-Icyemezo cy'urukiko cyerekana ko umwana yagizwe uwawe cyangwa ko umurerwa (<b>Acte de Tutuelle,et/ou d'Adoption</b>);</li> </ul> <p>Uwandikisha umwana mu bwishingizi bwo kwivuza kandi ababyeyi batarasezeranye asabwa ibi bikurikira:</p> <ul style="list-style-type: none"> <li>■ Iyo se w'umwana ari we utanga imisanzu atanga icyemezo cy'amavuko cyerekana ko uwo mwana ari uwe (acte de reconnaissance/ recognition certificate).</li> <li>■ Iyo Nyina w'umwana ari we utanga imisanzu atanga icyemezo cy'amavuko cy'umwana gitangwa n'umurenge ndetse na kopi y'icyemezo cy'amavuko gitangwa na muganga.</li> </ul> <p><b>Icyitonderwa:</b><br/>Ibyangombwa byavuzwe haruguru bitangwa hiyongereyeho :<br/>-Ifoto 1 zifite inyuma (background) n'umweru kuri buri muntu;</p> | Ku ishami rya RSSB<br><b>Iminota 30</b>                                  |

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|    |   | <ul style="list-style-type: none"> <li>- Ikarita y'ishuri (ku mwana ufile imyaka 21 kugeza imyaka 25);</li> <li>-Gutanga ibyangombwa by'umwimerere bitangwa n'umurenge;</li> <li>-umwana urengeje imyaka makumyabiri n'umwe ntiyishingirwa n'ababyeyi be cyeretse iyo ari umunyeshuri, akiri ingaragu kandi nta kazi agira.</li> <li>-Umwana wiga yishingirwa kugeza ku myaka makumyabiri n'itanu (25 ans).</li> <li>- Umwana ubana n'ubumuga butuma adashobora kwikorera avuzwa kugeza igihe cyose abamwishingira bazaba bagifite ubwishingizi butangwa na RSSB.</li> </ul>   |   |
| 5. | <b>Guhabwa ibikorwa by'ubuvuzi</b>                      | <ul style="list-style-type: none"> <li>- Umunyamuryango yerekana ikarita cyangwa indangamuntu ye;</li> <li>-kwaka impapuro zo kwivurizaho ku bakozi ba RSSB cyangwa abandi babifitiye uburenganzira;</li> <li>-ku mwana ufile imyaka 21-25 yerekana indangamuntu hamwe n'ikarita y'ishuri y'umwaka yigamo;</li> <li>-ku mwana ubana n'ubumuga yerekana ikarita y'ubwishingizi cyangwa indangamuntu hamwe na raporo itangwa na muganga wemewe na minisiteri y'ubuzima iriho n'umukono na kashi bya Muganga Ngishwanama wa RSSB;</li> </ul> <p><b>Icyitonderwa:</b><br/>Ugiye muri Farumasi yitwaza urupapuro rwabigenewe ahawé na muganga (Ordonnance/ Medical prescription).</p> | Ku bafatanya bikorwa ba RSSB (Amavuriro n'amafarumasi). |
| 6. | <b>Amavuriro n'amafuramasi asaba ubufatanye na RSSB</b> | <ul style="list-style-type: none"> <li>- Ibaruwa ibisaba yandikiwe umuyobozo wa RSSB;</li> <li>-ibyangombwa bisabwa byashyizweho na RSSB hakurikijwe imiterere ya serivisi ushaka gutanga.</li> </ul>  | Ubusabe butangwa mu byiciro 2 ku cyicaro cya RSSB.      |

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|    |   | <p><b>Icyiciro cya mbere:</b><br/>Gutanga dosiye hagati ya 1-21<br/>Mutarama bagusubiza bitarenze ku itariki ya 1 Mata.</p> <p><b>Icyiciro cya kabili:</b><br/>Gutanga dosiye hagati y'itariki ya 01-21 Nyakanga.<br/>Bagusubiza bitarenze itariki ya 1 Ukwakira.</p> |  |
| 7. | <b>Kwishyuza ibikorwa by'ubuvuzi byakorewe abanyamuryango ba RSSB mu ishami ryayo ryo kwivuza</b> | -Gutanga inyemezabuguzi z'ibikorwa byakozwe ku ishami rya RSSB mu karere bitarenze itariki 15 z'ukwezi gukurikira uko ibikorwa by'ubuvuzi byatanzwemo.  | <p>Ishami rya RSSB rigatanga urupapuro rwemeza ko inyemezabuguzi yakiriwe.</p> <p>Kwishyurwa mu gihe kitarenze iminsi 30 uhoreye igihe inyemezabwisyu yemeranijweho n'impande zombi.</p> |
| 8. | <b>Kugaruza 85% y'inyemezabuguzi z'ibikorwa by'ubuvuzi bijyanye n'impanuka</b>                    | Mu rwego rwo kugaruza 85% y'inyemezabuguzi z'ibikorwa by'ubuvuzi bijyanye n'impanuka, byishyuwe n'ishami ry'ubwishinginzi bw'indwara ry'Urwego rw'Ubwiteganyirize mu Rwanda (RSSB) ku bw'impanuka yakozwe n'umunyamuryango/ uwo yishingira, agomba gutanga            | <p>Ku ishami rya RSSB no ku cyicaro gikuru.</p> <p><b>mu minsi 30</b></p>  |

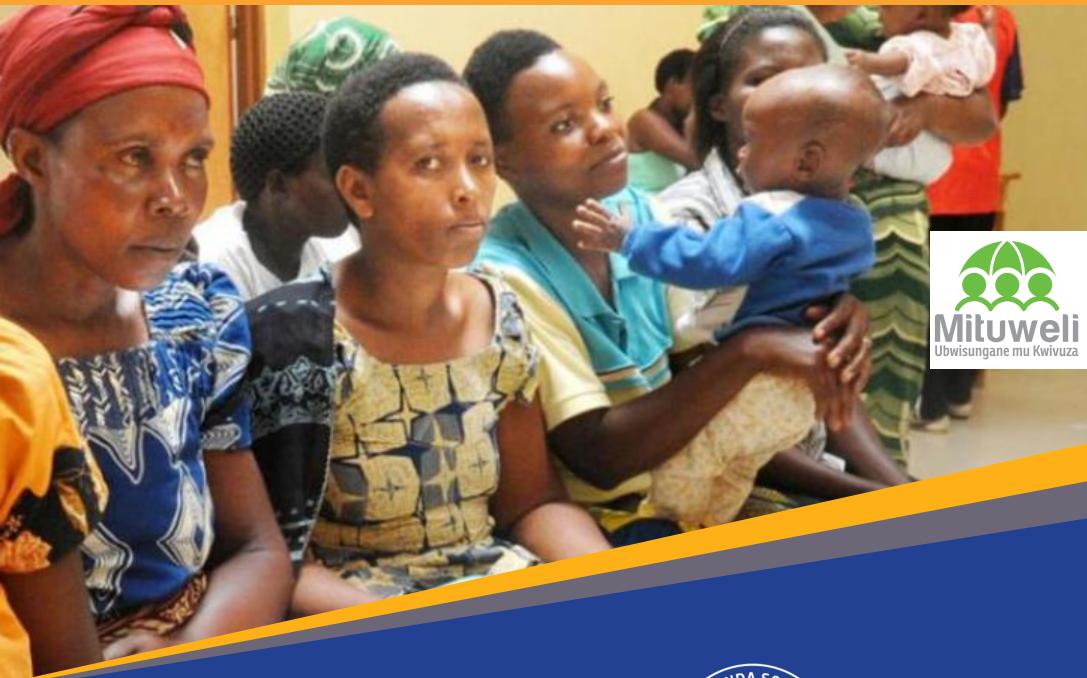
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|     |  | ibyangombwa bimenyekanisha impanuka:<br><b>-Inyandiko mvugo ya polisi</b><br><b>-pro-justitia itangwa na parike,</b><br><b>-Icyemezo kimenyekanisha impanuka gitangwa n'umwishingizi w'ikinyabiziga cyakoze impanuka;</b><br><b>-Impapuro zerekana uruhare rw'umuryamuryango (15%) yatanze yivuza kubera iyo mpanuka.</b>  |  |
| 9.  | <b>Gusinyisha ku muganga ngishwanama wa RSSB ibikorwa by'ubuvuzi byanditswe na muganga wemewe, uri mu ivuriro rifitanye amasezerano na RSSB aho bikenewe</b> | <ul style="list-style-type: none"> <li>- Urupapuro rwa Muganga rwujuje ibisabwa n'amabwiriza ya RSSB (valid prescription/request form);</li> <li>-Ikarita cyangwa indangamuntu y'umunyamuryango;</li> <li>-Ikarita y'ishuri ku banyeshuri bari hagati y'imyaka 21-25.</li> </ul> <p><b>Icyitonderwa:</b><br/>Abakeneye insimburangingo z'ubwoko butandukanye na appareil z'amenyo (prostheses, artheses, dental braces) bagomba kwiyizira kureba Muganga Ngishwanama ku cyicaro gikuru cya RSSB.</p> | <p>Ku cyicaro gikuru. <b>Iminota 30</b></p> <ul style="list-style-type: none"> <li>- kuwa mbere kugeza kuwa kane: 9h-17h,</li> <li>-kuwa gatanu: 9h-15h</li> </ul> <p>Ku banyamuryango bari mu ntara basabirwa uburenganzira hakoreshewe ikoranabuhanga (online)</p> |
| 10. | <b>Gusinyisha ibikorwa by'ubuvuzi ku muganga ngishwanama wa RSSB ku banyamuryango ba mituweli</b>  | <ul style="list-style-type: none"> <li>- Kuba yarabanje kwivuriza ku rwego rw'ikigo nderabuzima cyangwa ku ivuriro ry'ibanze.</li> <li>- kuba afite urupapuro rwa muganga rumwohereza ku rwego rwisumbuye (Transfer/ valid prescription/Request form)</li> <li>-Nomero y'indagamuntu y'umukuru w'umuryango</li> <li>-Indagamuntu ya nyir'ubwite cyangwa ikarita yo kwivuza kubataragira imyaka 16.</li> </ul>  | <p>Ku cyicaro gikuru cya RSSB</p> <ul style="list-style-type: none"> <li>-kuwa mbere kugeza kuwa kane: 9h-17h</li> <li>-kuwa gatanu: 9h-15h</li> </ul>   |

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| 11. | <b>Gusaba uburenganzira bwo gukomeza kuvuzwa n'ababyeyi ku mwana utiga urengeje imyaka 21 ufite ubumuga cyangwa uburwayi buhoraho.</b> | <ul style="list-style-type: none"> <li>- Ikarita cyangwa indangamuntu y'umunyamuryango</li> <li>- Ikarita yo kwivuza cyangwa Indangamuntu y'umwana ufite ubumuga</li> <li>-Urupapuro rwa Muganga rwemeza uburwayi cyangwa ubumuga bw'umwana (Medical Report)</li> <li>-Kuzana umwana kubonana na muganga ngishwanama wa RSSB.</li> </ul> | Ku cyicaro gikuru cya RSSB<br>-kuwa mbere kugeza kuwa kane:9h-17h<br>-kuwa gatanu: 9h-15h |
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**ISHAMI RISHINZWE GUCUNGA UBWISUNGANE  
MU KWIVUZA MITUWELI**  
**(Community Based Health Insurance (CBHI) Department)**

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**Mituweli,  
ishema  
ry'umuryango.**



**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE GUCUNGA UBWISUNGANE MU KWIVUZA MITUWELI (CBHI)**

|    | <b>Serivisi</b>   | <b>Ibisabwa</b>   | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe</b>   |
|----|---|---|---|
| 1. | <b>Kwishyura umusanzu w'ubwisungane mu kwivuza mituweli</b> | <p>-kuba ubaruye mu byiciro by'ubudehe</p> <p>-kuba nibura indagamuntu y'uhagarariye urugo yanditse mu budehe kandi neza</p> <p>-kwishyura umusanzu usabwa</p> <p><b>Icyitonderwa:</b></p> <ul style="list-style-type: none"> <li>➤ Uwishyurira abantu benshi batabaruriwa mu rugo rumwe arabanza akageza urutonde rw'abo yishyurira ku ishami rya RSSB rimwegereye rukangenzurwa akabona kwishyura, inyemezabwisyu akayishyikiriza ishami rya RSSB rimwegereye</li> <li>➤ Iyo mu bagize urugo hari abakoresha ubundi bwishingizi bw'indwara mbere yo kwishyura umusanzu uhagarariye urugo yegera ibiro bya mituweli ku bigo nderabuzima yitwaje kopi y'amakarita yabo bikaba bikorwa rimwe gusa. Utagikoresha ubundi bwishingizi niwe ugaruka kugirango yongere gusubizwa mubagomba kwishyura Mituweli.</li> </ul> | <p>- SACCOS ikoreshjeje ikorana buhangya rya MobiCash</p> <p>-Ibiro by'imirengé hakoreshjejwe ikoranabuhanga ry'irembo</p> <p>-Abahagarariye Irembo (Agents)</p> <p>-Abahagarariye MobiCash (Agents)</p> <p>Gukoresha - telephone igendanwa:<br/><b>*909#</b> ugakurikiza amabwiriza.</p> <p>Uhabwa code yo kwishyuriraho, kwishyura ukoresha <b>*182#</b></p> <p>- Ukanda <b>*182*3#</b></p> <p>Ukemeza, ugashyiramo <b>12</b>, ugashyirano pin (ijambo ry'ibanga ryawe) ukagera aho uhitamo serivisi za RSSB, ugahitamo <b>1</b></p> <p><b>Mituweli</b> ugakomeza ukurikiza</p> |

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|    |  | <ul style="list-style-type: none"> <li>➤ Umwaka wa Mituweli utangira tariki ya 01 Nyakanga ugasiza tariki ya 30 Kamenya umwaka ukurikira. Urugo rumaze kwishyura umusanzu wose usabwa abarugize bemerewe guhita bivuza.</li> </ul> <p><b>Icyitonderwa:</b> Urugo rwishyuye kugera nibura kuri 75% by'umusanzu usabwa, abagize urwo rugo bahita bemerewe kwivuza kugera tariki ya 31 Ukuboza. Nyuma yaho bivuza ari uko bujuje umusanzu wose.</p> | amabwiriza.  |
| 2. | <b>Itangwa ry'ikarita ya mituweli ku batari bageza igihe cyo gufata indangamuntu</b> | <ul style="list-style-type: none"> <li>- kuba abagize urugo bose barishyuye umusanzu usabwa</li> <li>- kuba utarafata indagamuntu kandi utarengije imyaka 16</li> <li>-ifoto imwe (1) ngufi ya vuba igaragaza isura neza</li> <li>-Icyemezo kiriho ifoto gitangwa n'akagari atuyemo</li> </ul>   | ku biro bya Mituweli ku kigo nderabuzima. Umunsi 1 Serivisi ntiyishyuzwa.  |
| 3. | <b>Kwivuza ukoreshheje mituweli</b>  | <ul style="list-style-type: none"> <li>➤ Ugomba kuba ufite indangamuntu cyangwa ikarita yo kwivuza ya mituweli kubatarafata indangamuntu</li> <li>➤ Umusanzu w'abagize urugo bose warishyuve (byibuze 75% y'umusanzu wose w'abagize urugo kuva muri Nyakanga kugeza mu Kuboza k'umwaka wa Mituweli na 100% guhera muri</li> </ul>  | Umunyamuryango wa Mituweli yemerewe kwivuriza ku mavuriro yose afitanye amasezerano na RSSB ajyanye no kuvura abanyamuryango ba Mituweli |

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|  |  | <p>Mutarama).</p> <ul style="list-style-type: none"> <li>➤ Kuba ufile nomero y'indagamuntu y'umukuru w'umuryango ufile aho yanditse cyangwa uyizi mu mutwe</li> <li>➤ Kwandikisha urupapuro rwo kwivurizaho.</li> </ul> <p><b>Icyitonderwa:</b></p> <ul style="list-style-type: none"> <li>➤ Umunyamuryango wa Mituweli yivuza ahereye ku ivuriro ry'ibanze cyangwa Ikigo Nderabuzima.</li> <li>➤ Iyo uburwayi burenze ubushobozzi bw'ivuriro ry'ibanze ku rwego rwa mbere (First Generation Health Post) Umurwayi yoherezwa ku kigo nderabuzima</li> <li>➤ Iyo Uburwayi burenze ubushobozzi bw'ikigo nderabuzima cyangwa ivuriro ry'ibanze ryo ku Rwego rwa kabiri (Second Generation Health Post) umurwayi yoherezwa ku bitaro by'Akarere.</li> <li>➤ Ibitaro by'akarere bishobora koherenza umurwayi ku bitaro by'intara: Bushenge, Rwamagana, kinihira na Ruhango cyangwa ku bitaro bikuru nka Kibungo, Ruhengeri, Kibuye, CHUB, CHUK, CARAES Ndera n'ibitaro bya Gisirikare (Rwanda Military Hospital)</li> </ul> | <p><b>Inyuganirabwishyu ihwanye na 200 FRW ku ivuriro ry'ibanze n'ikigo nderabuzima cyangwa 10% y'ikiguzi cyose ku bitaro.</b></p> <p><b>Icyitonderwa:</b></p> <p>Umunyamuryango wa Mituweli ubarizwa mu cyiciro cya mbere cy'ubudehe ntacyo yishyura.</p> |
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|    |  | <p>ndetse byaba ngombwa akoherezwa ku bitaro byitiriwe Umwami Faysal</p> <p>➤ Umurwayi ashobora no koherezwa mu ivuriro ritanga serivisi z'ubuvuzi zihariye rifitanye amasezerano na RSSB ajyanye no kuvura abanyamuryango ba Mituweli nka "Mediheal Diagnostic and Fertility Center, Elysium Healthcare Rwanda Ltd, Africa Healthcare Network Ltd, HVP Gatagara Orthopedics and Rehabilitation Hospital, Kabgayi Eye Hospital, Isange Rehabilitation Center".</p>  |  |
| 4. | <b>Kwemeza Transfert ijya kwivuriza mu bitaro byitiriwe umwami FAISAL ku banyamuryango ba Mituweli</b> | <p>- Ibaruwa ibisaba<br/>       -Kopi y'ikarita ya Mituweli ku bafite munsi y'imyaka 16/Indangamuntu<br/>       -Kopi ya transfert yatanzwe n'ibitaro bikuru bya Kibungo, Ruhengeri, Kibuye, CHUK, CHUB, ibitaro bya Gisirikare (Rwanda Military Hospital)</p> <p><b>Icyitonderwa:</b></p> <ul style="list-style-type: none"> <li>■ Byigwa na komisiyo y'abaganga (Medical Committee) igisubizo kigatangwa mu nyandiko.</li> <li>■ Mu bihe byihutirwa (Urgence) ibitaro nibyo bihamagara umuganga ngishwanama wa RSSB.</li> </ul> | <p>Ku cyicaro gikuru cya RSSB</p> <p>Usubizwa bitarenze iminsi 7 ubusabe bwawe bwakiriwe</p> |

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| 5. | <b>Kwishyura<br/>ibikorwa<br/>by'ubuvuzi<br/>byakorewe<br/>abanyamuryango<br/>ba Mituweli</b> | <p>-Ibigo nderabuzima n'ibitaro bishyikiriza umukozi wa RSSB Inyemezabuguzi za buri kwezi z'ibikorwa byakorewe abanyamuryango ba Mituweli.</p> <p>-Bitewe n'aho ivuriro rihereye, inyemezabuguzi yamaze gukorerwa ubugenzuji inyuzwa ku ishami rya RSSB mu karere akaba aribo bayohereza ku cyicaro gikuru</p> <p>-Inyemezabuguzi ziragenzurwa zakemezwa zikishyurwa bitarengeje iminsi 30 uhoreye igihe yemeranijweho n'impane zombi.</p>  | <p>ku cyicaro Gikuru cya RSSB</p> <p><b>Mu minsi 30</b></p> <p><b>Icyitonderwa:</b><br/>Ku mavuriro yo ku rwego rw'ibanze inyemezabuguzi zitangwa hakoreshejwe ikoranabuhanga (IHBS)</p> |
| 6. | <b>Amasezerano<br/>y'ubufatanye<br/>n'amavuriro</b>   | <ul style="list-style-type: none"> <li>➤ Amavuriro ya Leta (Ibigo nderabuzima n'Ibitaro) asabwa uruhushya rwo gukora rutangwa na Minisiteri y'Ubuzima (Accreditation letter)</li> <li>➤ Ku mavuriro y'ibanze yigenga hasabwa: <ul style="list-style-type: none"> <li>▪ Urwandiko rusaba ubufatanye na RSSB/Mituweli rwanditswe n'Akarere</li> <li>▪ Rapor y'igenzura yakozwe n'itsinda rigizwe n'ushinzwe ubuzima mu Karere, uhagarariye ibitaro, n'uhagarariye ikigo nderabuzima n'uhagarariye RSSB mu Karere ivuriro riherereyemo igaragaza ko ivuriro ryujuje</li> </ul> </li> </ul> | <p>Ku cyicaro Gikuru cya RSSB</p> <p><b>Mu minsi 15.</b></p> <p><b>Icyitonderwa:</b><br/>Nta vuriro ryishyuza RSSB ridafitanye amasezerano nayo</p>                                      |

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|  |  | <p>ibisabwa.</p> <ul style="list-style-type: none"><li>▪ Kuba ivuriro ryatanze ibyangombwa bisabwa byashyizweho na Minisiteri y'ubuzima na RSSB.</li></ul> |  |
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**ISHAMI RY'UBWIZIGAME BW'IGIHE KIREKIRE**  
**(Long Term Savings Scheme) EjoHeza**

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**Teganyiriza,  
ejo hazaza.**



Our Health  
Our Future

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE UBWIZIGAME BW'IGIHE KIREKIRE  
(Long Term Savings Scheme) EjoHeza**

| Serivisi                             | Ibisabwa   | Aho usaba serivisi n'igihe bifata ngo uyihabwe   |
|--------------------------------------|--|--|
| 1. <b>Gufungura Konti ya EjoHeza</b> | <p>- Kuba uri umunyarwanda<br/>           -Umunyamahanga utuye mu Rwanda wabiherewe uburengazira</p> <p><b>Umunyarwanda wujuje imyaka 16 asabwa:</b><br/>           -kuba afite indagamuntu yahawe na NIDA</p> <p><b>Umwana uri munsi y'imyaka 16 asabwa:</b><br/>           - indagamuntu y'umubyeyi we cyangwa umwishingizi ufile indagamuntu yatanzwe na NIDA<br/>           -Kugira nomero ya telephone biba ari akarusho</p> <p><b>Umunyamahanga utuye mu Rwanda asabwa:</b><br/>           - kuba afite urupapuro rumwemerera gutura mu gihugu rwatanzwe na NIDA<br/>           -Kugira nomero ya telephone biba ari akarusho</p> <p><b>Umunyarwanda utuye mu mahanga (Diaspora) asabwa:</b><br/>           -kuba afite indagamuntu yahawe na NIDA<br/>           - Kuba afite passport yaba ariyo mu Rwanda cyangwa ikindi gihugu</p> | <p>- Online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a> cyangwa ugakanda <b>*506#</b> ugakurikiza amabwiriza<br/>           -ku bafatanya bikorwa (MobiCash, MTN na Airtel-Tigo)</p> |

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| 2. | <b>Kwishyura imisanzu</b>                           | <p>Kwishyura imisanzu hasabwa ibi bikurikira:</p> <ul style="list-style-type: none"> <li>-kuba warafunguye konti ya EjoHeza</li> <li>-Nomero y'indagamuntu y'umunyamuryango</li> </ul>  | <p>Abanyarwanda/undi munyamuryango wa EjoHeza bari mu gihugu buri wese ku giti cye bishyura imisanzu bifashishije abafatanyabikorwa bakurikira:</p> <ul style="list-style-type: none"> <li>-MTN</li> <li>-Airtel/Tigo</li> <li>-Mobicash</li> <li>-BPR,</li> <li>-BK (ikofi)</li> <li>-Equity bank</li> <li>-Cogebank</li> </ul> <p>Bashobora kandi kwishyura nk'itsinda bitewe n'aho bakorera nyuma yo gukora imenyekanisha(declaration)</p> <p>Abanyarwanda bari hanze y'igihugu bishyura imisanzu baciye online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a> hifashishijwe MASTER CARD&amp; VISA CARD</p> |
| 3. | <b>Gusaba pansiyo y'izabukuru ( Gutanga Dosiye)</b> | <ul style="list-style-type: none"> <li>-kuba nibura wujuje imyaka y'izabukuru nk'uko biteganywa n'itegeko ry'ubwizigame bw'igihe kirekire (55)</li> <li>-ibaruwa isaba guhabwa pansiyo y'ubusaza yandikiwe Umuyobozzi mukuru w'Urwego rw'ubwitieganyirize mu Rwanda</li> <li>-Icyemezo cy'uko usaba ariho</li> <li>-Fotokopi y'indagamuntu</li> </ul> | <ul style="list-style-type: none"> <li>-online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a></li> <li>-kuba ishami rya RSSB mu Karere cyangwa ku cyicaro gikuru (Headquarters)</li> </ul> <p>Umunyamuryango wujuje ibisabwa,yishurwa mu minsi 20 kuva igihe dosiye ye yemejwe.</p>  |

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| <p>4. <b>Gusaba pansiyo y'abasizwe n'uwiteganyirije</b></p> | <p>-icyemezo cy'uwapfuye kivuye ku irembo</p> <p>-Fotokopi y'indagamuntu ya nyakwigendera; niy'uwahawe uburenganzira bwo kuzungura;</p> <p>-Kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye cyangwa uwemeza ko ari se cyangwa nyina, iyo bibaye ngombwa;</p> <p>-icyemezo gitangwa n'umurenge kigaragaza ko abazungura ba nyakwigendera nta makimbirane bafitanye</p> <p><b>(Form 13 B)</b></p> <p><b>Umubyeyi asabwa:</b></p> <p>-Ibaruwa yandikiwe umuyobozzi mukuru w'Urwego rw'Ubwiteganyirize mu Rwanda</p> <p>-Icyemezo cy'uko uwiteganyirije yapfuye</p> <p>-Icyemezo cy'uko nyakwigendera ari umwana we</p> <p>-Fotokopi y'indagamuntu ya nyakwigendera;</p> <p>-icyemezo gitangwa n'umurenge kigaragaza ko abazungura nta makimbirane bafitanye</p> <p><b>(Form 13 B)</b></p> | <p>-online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a><br/> -ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters)</p> <p>Umunyamuryango wujuje ibisabwa yishyurwa mu minsi 20 kuva igithe dosiye ye yemejwe.</p> |
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|  | <p><b>Umupfakazi asabwa:</b></p> <ul style="list-style-type: none"> <li>-Ibaruwa isaba pansiyo yandikiwe umuyobozi mukuru w'Urwego rw'ubwiteganyirize mu Rwanda</li> <li>-Icyemezo cy'uko uwiteganyirije yapfuye kivuye kwa muganga(Death certificate)</li> <li>NB:Icyangombwa gitangwa n'umunyamabanga nshingwabikorwa w'akagari ku muntu witabye Imana aguye mu rugo</li> <li>-Icyangombwa cy'uwitabye Imana gitangwa n'Irembo</li> <li>-Fotokopi y'indagamuntu ya nyakwigendera; hamwe n'iy'umuzungura;</li> <li>-Icyemezo cy'uko yashyingiranwe na nyakwigendera;</li> <li>- Icyemezo cy'uwhahewe uburenganzira bwo kuzungura cy'uko ariho;</li> </ul> <p><b>Imfubyi isabwa:</b></p> <ul style="list-style-type: none"> <li>-Ibaruwa yandikiwe umuyobozi mukuru w'urwego rw'ubwiteganyirize mu Rwanda</li> <li>-Icyemezo cy'uko uwiteganyirije yapfuye; cyo kwamuganga(death certificate) cg icyangombwa gitangwa n'umunyamabanga nshingwabikorwa w'akagari ku muntu witabye Imana aguye mu rugo.</li> </ul> |  |
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| 5. | <p><b>Gusaba Pansiyo y'ubumuga cyangwa uburwayi budakira</b></p> <p><b>Usaba pansiyo y'ubumuga asabwa:</b></p> <ul style="list-style-type: none"> <li>- ibaruwa imenesha icyo asaba yandikiwe umuyobozzi mukuru w'Urwego rw'Ubwiteganyirize mu Rwanda</li> <li>- Fotokopi y'indagamuntu ;</li> <li>- Icyemezo cy'uko ariho;</li> <li>- Ifishi igaragaza ubumuga itangwa na muganga uzwi wabiherewe ububasha na Leta</li> </ul> <p><b>Usaba pansiyo y'uburwayi budakira asabwa:</b></p> <ul style="list-style-type: none"> <li>-Rapor ya muganga uzwi wabiherewe ububasha igaragaza ko uwiteganyirije yarwaye indwara idakira.</li> <li>-Fotokopi y'indagamuntu</li> <li>- Icyemezo cy'uko ariho.</li> </ul> | <p>-Online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a></p> <p>-ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters)</p> <p>Umunyamuryango wujuje ibisabwa, yishurwa mu minsi 20 kuva igithe dosiye ye yemejwe.</p>  |
| 6. | <p><b>Gusaba inguzanyo ( yo kwishyura amashuri ndetse no kwiyubakira icumbi, cyangwa se gutanga igice cy'imisanzu nk'ingwate)</b></p> <p><b>Ushaka kugira uburenganzira ku nguzanyo asabwa ibi bikurikirana:</b></p> <ul style="list-style-type: none"> <li>-Fotokopi y'indangamuntu;</li> <li>-Icyemezo cy'umunyeshuri</li> </ul>  | <p>- online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a></p> <p>-ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters)</p> <p>Umunyamuryango wujuje ibisabwa, yishurwa mu minsi 20 kuva igithe dosiye ye yemejwe.</p> |

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|    |  | mu gihe inguzanyo irebana no kwishyura ishuri<br>-ibaruwa itangwa na Banki yemeza ko yemeye guha umunyamuryango inguzanyo ikaba inamwemerera kandi gutanga igice cy'imisanzu ye nk'ingwate.  |   |
| 7. | <b>Gusaba imisanzu ku banyamuryango bagiye kuva mu gihugu</b>            | -Fotokopi y'indagamuntu & urupapuro rumuha uburenganzira rwo gukora cyangwa gutura mu Rwanda<br>-Inyandiko zose zemeza ko avuye mu gihugu atazagaruka -icyemezo cy'uko ariho;  | - Online service kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a><br>- ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters) Umunyamuryango wujuje ibisabwa,yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.  |
| 8. | <b>Gusaba ubwishingizi bw'ubuzima ndetse n'amafaranga yo gushyingura</b> | -Icyemezo cy'uko uwiteganyirije yapfuye<br>-Icyemezo cyo kwa muganga(Death certificate) cyangwa gitangwa n'umunyamabanga nshingwabikorwa w'akagari mu gihe uitabaye Imana yaguye mu rugo.<br>-Icyemezo cy'uwapfuye gikurwa ku irembo<br>-Fotokopi y'indangamuntu ya nyakwigendera;<br>-Icyemezo cy'uko usaba ariho<br>-Icyemezo cy'uko yashyingiranwe na nyakwigendera mu gihe usaba ubwishingizi ari uwo bashakanye<br>-kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye | - Online kuri <a href="http://ejoheza.rssb.rw">ejoheza.rssb.rw</a><br>-ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters)<br><br>Umunyamuryango wujuje ibisabwa,<br>Yishyurwa mu minsi 7 kuva igihe dosiye ye yemejwe. |

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|  | cyangwa uwemeza ko ari se<br>cyangwa nyina, iyo bibaye<br>ngombwa; (mugihe usaba<br>ari umwana wa<br>nyakwigendera)<br>-icyangombwa gitangwa<br>n'umurenge kigaragaza ko<br>abazungura nta<br>makimbirane bafitanye<br><b>(Form 13 B)</b> |  |
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## ISHAMI RISHINZWE ISHORAMARI (Investment Department)

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Ishoramari  
ribungabunga  
imisanzu y'abiteganyirije.



Our Health  
Our Future

**IMBONERAHAMWE IGARAGAZA SERVICE ZITANGWA N'ISHAMI  
RISHINZWE IMISHINGA Y'UBWUBATSI (Estate Development Unit)**

|    | <b>Serivisi</b>   | <b>Ibisabwa</b>  | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe</b>                                  |
|----|---|--|--|
| 1. | <b>Gusaba amafaranga y'ingurane ikwiye k'umutungo utimukanwa.</b> | <ul style="list-style-type: none"> <li>➤ Amasezerano hagati ya RSSB n'Akarere cyangwa Umujyi wa Kigali arebana no gutanga ingurane k'ubutaka bugenewe ibikorwa rusange</li> <li>➤ Ibaruwa y'Umujyi wa Kigali/Akarere yandikiwe RSSB isaba amafaranga y'ingurane</li> <li>➤ Ibyangombwa by'umutungo</li> <li>➤ Rapor y'ingurane igomba gutangwa</li> <li>➤ Rapor mvuguruzwa(Niba ihari)</li> <li>➤ Amasezerano hagati y'Akarere/Umujyi wa Kigali na nyir'ubutaka</li> <li>➤ Numero ya banki y'Akarere/Umujyi wa Kigali</li> </ul> | Ku Cyicaro Gikuru cya RSSB.<br><b>Mu minsi 30.</b>                                     |
| 2. | <b>Kwishyura Rwiyemezamirimo</b>                                  | <ul style="list-style-type: none"> <li>➤ Inyemezabuguzi (Invoice)</li> <li>➤ Rapor yemejwe y'imirimo yakozwe</li> <li>➤ Kopi y'amasezerano</li> </ul>  | Ku Cyicaro Gikuru cya RSSB<br><b>Mu minsi 45 uhoreye iyihe inyemezabuguzi yakiriwe</b> |
| 3. | <b>Gutanga icyemezo cy'uko imirimo yarangiye neza</b>             | <ul style="list-style-type: none"> <li>➤ Ibaruwa ibisaba</li> <li>➤ Kopi y'amasezerano</li> <li>➤ Rapor ya burundu yerekana ko imirimo yarangiye neza</li> </ul>   | Ku Cyicaro Gikuru cya RSSB<br><b>Iminsi 5.</b>   |
| 4. | <b>Gusubiza Amabarwa y'abatwandikiye</b>                          | <ul style="list-style-type: none"> <li>➤ Ibaruwa yandikiwe RSSB</li> </ul>   | <b>Iminsi 5</b>  |

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE GUCUNGA INYUBAKO (Estate Management Unit)**

|    | Serivisi  | Ibisabwa   | Aho usaba serivisi n'ighe bifata ngo uyihabwe   |
|----|---|--|---|
| 1. | <b>Icyemezo cy'uko nta mwenda ubereyemo RSSB ku muntu/ikigo baguze inzu za RSSB</b> | <ul style="list-style-type: none"> <li>➤ Ibaruwa isaba icyo cyemezo cy'uko nta mwenda ubereyemo RSSB</li> <li>➤ Ibigaragaza aho wishyuriye (Proof of Payments)</li> </ul>  | Ku Cyicaro Gikuru cya RSSB<br><b>Ibyumweru 3.</b>   |
| 2. | <b>Gusaba kugura cyangwa gukodesha na RSSB</b>                                      | <ul style="list-style-type: none"> <li>➤ Ibaruwa isaba irimo icyo ushaka kugura cyangwa gukodesha</li> </ul>   | Ku Cyicaro Gikuru cya RSSB<br><b>Iminsi 2</b>   |
| 3. | <b>Gusaba gusanirwa ahangiritse ku bakodesha ba RSSB</b>                            | <ul style="list-style-type: none"> <li>➤ Email/guhamagara RSSB cyangwa ushinzwe inzu za RSSB (Property Manager) ugara gaza igikwiye gusanwa.</li> </ul>  | Ku Cyicaro Gikuru cya RSSB<br>Ni hagati y'umunsi 1 kugeza ku byumweru 3 bitewe n'imiterere y'ikibazo. |
| 4. | <b>Gusaba ihererekanya ry'ubugenganzira k'ubutaka hagati y'uwigaze na RSSB</b>      | <ul style="list-style-type: none"> <li>➤ Icyemezo ko wamaze kwishyura (Full payment proof)</li> <li>➤ Ibaruwa yandikiwe RSSB ibisaba cyangwa ubundi uburyo bwakoreshwa</li> <li>➤ Icyemezo cy'uko wubatse cyangwa uri ingaragu</li> <li>➤ Kopi y'indagamuntu zanyu</li> <li>➤ kwiyizira kubisinyira mu Biro bishinzwe ubutaka</li> </ul> | Ku Cyicaro Gikuru cya RSSB<br><b>Mu minsi 5 dosiye ishyikirizwa ibiro bishinzwe ubutaka</b>           |
| 5. | <b>Kubaza aho ugeze wishyura</b>  | <ul style="list-style-type: none"> <li>➤ Kwandika ibaruwa ibisaba.</li> </ul>  | <b>Iminsi 3</b>   |

**IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI  
RISHINZWE ISHORAMARI MURI RSSB (Portfolio Management Division)**

|    | <b>Serivisi</b>   | <b>Ibisabwa</b>   | <b>Aho usaba serivisi n'igihe bifata ngo uyihabwe.</b>   |
|----|---|---|--|
| 1. | <b>Gusaba ubufatanye mu ishoramari na RSSB cyangwa kugura imigabane</b><br>(Application for investment Partnership or share purchase) | <ul style="list-style-type: none"> <li>➢ Ibaruwa ibisabalshusho</li> <li>➢ y'umushinga (Business Plan)</li> <li>➢ Gahunda y'ibikorwa y'igihe kirekire (Strategic Plan)</li> <li>➢ Gahunda yakoze cyangwa akora (Track Records)</li> </ul>   | Ku Cyicaro Gikuru cya RSSB.<br>Mu kwezi kumwe igisubizo kiba gitanzwe.<br><b>Icyitonderwa:</b><br>Igihe gishobora guhindagurika bitewe n'imiterere y'umushinga |
| 2. | <b>Gusaba kubikira RSSB Amafaranga by'igihe gitó cyangwa kirekire ku nyungu</b> (Request for fixed term deposits)                     | <ul style="list-style-type: none"> <li>➢ Ibaruwa ibisaba (Application Letter) igaragaza: Urugero rw'inyungu banki izatanga (Bank rates), amafaranga asabwa n'igihe izayakoresha</li> <li>➢ Raporo igaragaza ubushobozi (Performance reports)</li> </ul>   | Ku Cyicaro Gikuru cya RSSB.<br>Mu minsi 7 igisubizo kiba gitanzwe mu nyandiko iyo ibisabwa byubahirijwe  |
| 3. | <b>Gusaba kugura impapuro faranga</b><br>Request for T-bills and bonds (Government)   | <ul style="list-style-type: none"> <li>➢ Itangazo/Ibaruwa ibisaba</li> <li>➢ Urugero rw'inyungu banki izatanga (Bank rates)</li> <li>➢ Raporo igaragaza ubushobozi (Performance reports) mu gihe atari leta.</li> <li>➢ Amasezerano y'ubwumvikane agaragaza amafaranga, iyihe n'inyungu by'ubwizigame.</li> </ul> | Ku Cyicaro Gikuru cya RSSB.<br>Mu minsi 7 igisubizo kiba gitanzwe mu nyandiko.   |

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| 4. | <p><b>Gusaba kugura impapuro faranga</b><br/>Corporate Bonds and commercial papers</p>               | <ul style="list-style-type: none"> <li>➢ Ibaruwa ibisaba</li> <li>➢ Urugero rw'inyungu izatanga (rates)</li> <li>➢ Raporor igaragaza ubushobozzi (Performance reports).</li> <li>➢ Amasezerano y'ubwumvikane agaragaza amafaranga, igihe n'inyungu by'ubwizigame</li> </ul>   | <p>Ku Cyicaro Gikuru cya RSSB.<br/>Mu <b>Mezi 2</b> igisubizo kiba gitanzwe mu nyandiko.</p> <p><b>Icyitonderwa:</b><br/>Igihe kirekire giterwa nuko icyemezo kiva ku inama y'ubutegetsi y'ikigo (Board) iterana akenshi rimwe mu gihembwe.</p> |
| 5. | <p><b>Gusaba kugura cyangwa kuyigurisha umutungo</b><br/>(Request for acquiring a sale property)</p> | <ul style="list-style-type: none"> <li>➢ Ibaruwa ibisaba</li> <li>➢ Amakuru atanzwe n'umukiriya<br/>(Information from client)</li> <li>➢ Amakuru uko ku isoko bihagaze (Market Information)</li> <li>➢ Raporor y'inyigo ku mutungo ugurishwa cyangwa ugurwa</li> <li>➢ Amasezerano y'ubwumvikane ku giciro</li> </ul> <p><b>Icyitonderwa:</b><br/>Hashobora no kwifashishwa inzira yo guteza cyamunara ku mitungo RSSB igurisha</p> | <p>Ku Cyicaro Gikuru cya RSSB.<br/>Mu <b>Mezi 3</b> igisubizo kiba gitanzwe mu nyandiko.</p> <p><b>Icyitonderwa:</b><br/>Igihe kirekire giterwa nuko icyemezo kiva ku inama y'ubutegetsi y'ikigo (Board) iterana akenshi rimwe mu gihembwe.</p> |







Our Health  
Our Future

Urwego rw'Ubwiteganyirize mu Rwanda

### AHO TUBARIZWA :

P.O BOX:250/6655KIGALI-RWANDA  
Plot 1003 Ubumwe Cell, African Union Boulevard, Kiyovu,  
Nyarugenge  
Tel: +250788151000  
Website: [www.rssb.rw](http://www.rssb.rw)  
Email: [info@rssb.rw](mailto:info@rssb.rw)  
Twitter(X): @RSSB\_Rwanda  
Toll free lines: 4044-(+250)788157100  
5006-(+250) 788172300

**IBIRO BY'AMASHAMI YA RSSB MU TURERE TWOSE**