

REPUBLIC OF RWANDA



**RWANDA UTILITIES REGULATORY AGENCY**

**P.O BOX 7289 KIGALI, Tel: +250 584562, Fax: +250 584563**

**Email: [arms@rwanda1.com](mailto:arms@rwanda1.com) Website: [www.rura.gov.rw](http://www.rura.gov.rw)**

**APPLICATION**

**SOLID WASTE COLLECTOR/TRANSPORTER LICENSE**

**URUPAPURO RWUZUZWA N'ABASHORAMARI BAKORA IBIJYANYE N'ISUKU  
N'ISUKURA (GUKUSANYA CYANGWA GUTWARA IMYANDA Y'IBISHINGWE)**

1



*Application for license - Collection / transportation, solid wastes*

**This application is not valid unless stamped by RURA**

**This form is to be used to apply for a sanitation license of the management of solid wastes in terms of collection/transportation or the renewal of the existing one.**

*Uru rupapuro rukoresha mu gusaba uruhushya rwo gukora Umwuga wisuku n'isukura mu gukusanya no gutwara imyanda y'ibishingwe, cyangwa mu gusaba kongererwa igihe cy'uruhushya*

**All questions must be answered otherwise the application will not be processed and will be returned to you for completion/**

*Ibibazo byose bigomba gusubizwa kugira ngo idosiye yigwe bitabe ibyo igasubizwa kugira ngo yongereye yuzuzwe neza*

**Providing false information may result in civil or criminal penalties/Uzatanga amakuru atariyo nkana azabihanirwa n'amategeko**

**The Information on this form is only accessible to the authorized staff who will not disclose your personal details to a third party without your consent, unless required by Law.**

*Amakuru atangwa kuri uru rupapuro, abonwa gusa n'abakozi babishinzwe kandi bategetswe nabo kutagira undi muntu bayamenyesha bitemewe na nyirubwite cyangwa bidashingiye kubiteganywa n'amategeko.*

**Remark: License is valid up to 31st December of the current year**

*Icyitonderwa: Icyangombwa kirangira kuwa 31 Ukuboza k'umwaka wayihereyemo*

**SECTION A: GENERAL INFORMATION / IBY'IBANZE**

1. Are you applying as individual, Cooperative, or as a Company? -----  
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*Urasaba uruhushya nk'umuntu ku giti cye, Cooperative cyangwa ikigo/sosiyete?* -----  
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2. i. /Cooperative/ Company:

*Cooperative/ ikigo (sosiyete):*

(a) Business name -----  
*Izina ry'ubucuruzi* -----

(b) Postal Address -----  
*Agasanduku k'iposita*

(c) Physical Address: Province ----- District -----  
Sector ----- Cell -----  
*Aho ibarizwa: Intara ----- Akarere -----*  
*Umurenge ----- Akagari -----*

(d) Email address -----  
*Umurongo wa interineti:* -----

(e) Website: -----  
*Urubuga rwa interineti:* -----

(f) Tel. N°/office: -----  
*Telefone yo mu biro* -----

(g) Contact Person ----- Title -----  
*Uyihagaririye ----- Umwanya -----*

(h) Id. No: -----  
*N° y'indangamuntu / N° ya pasiporo:* -----

(i) Tel. N°/Personal -----  
*Telefone* -----

(j) Type of application: New  Renewal   
*Ubwoko bw'uruhushya usaba: Rushya  Kongererwa*

ii. Individuals:

*umuntu ukora ku giti cye:*

(To be completed by individual applicant/*Hagomba kuzuzwa na nyirubwite*)

(a) Name/*Amazina yawe:* -----

(b) Nationality/*Ubwenegihugu:* -----

(c) Male /*Gabo*  Female/*Gore*

(d) Date and place of birth/*Itariki naho wavukiye* -----

(e) Postal address/*Agasanduku k'iposita* -----

(f) Residential address/*aho utuye:* -----

(g) Id. N° -----



- N° y'indangamuntu/pasiporo-----
- (h) Telephone/Telefone -----
- (i) E-mail/Umurongo wa interineti-----
- (k) Type of application: New  Renewal   
 Ubwoko bw'uruhushya usaba: Rushya  Kongererwa

3. Have you ever been condemned by any jurisdictions to the bankrupt? / Waba warigeze ukurikiranwa n'inkiko kubera igihombo?

Yes/Yego

No/Oya

4. If yes, give full details and attach to this form your judgment copy/Niba ari yego sobanura kandi womeke kuri uru rupapauro uko urubanza rwagenze

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5. Have you ever been registered in RURA? / Waba wariyandikishije muri RURA?

#### SECTION B: SERVICES PROVIDED/SERIVISI ZITANGWA

5. What types of solid wastes services do you provide? / Ni izihe serivisi z'isukura utanga?

- (a) Collection/ Gukusanya
- (b) Transportation/ Gutwara

6. What are the categories of your customers? / Ni ibihe byiciro by'abakiriya bawe?

- (a) Households/ Mu ngo:
- (b) Institutions/ Ibigo
- (c) Industries / Inganda
- (d) Hotels and restaurants, bars/Hoteli, resitora, utubari
- (e) Markets/ Amasoko
- (f) Others/ ahandi: -----
-

8. Area of operation/ Aho ukorera

(a) Nationwide/Mu gihugu hose Yes/ Yego  No/ Oya

(b) Provincial level/ Ku rwego rw' intara Yes/Yego  No/Oya

Which Provinces/Izihe ntara -----  
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(c) In Kigali City/Mu mujyi wa Kigali Yes/ Yego  No/Oya

(d) At district level/ Ku rwego rw'Akarere Yes/ Yego  No/Oya

Which districts/Utuhe turere-----  
-----

(e) At sector level/ Mu rwego rw'umurenge Yes/ Yego  No/Oya

Which sectors/Iyihe Mirenge-----  
-----

(f) At cell level/ Mu rwego rw'akagali Yes/Yego  No/Oya

Which cells/ Utuhe tugari-----  
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(g) At umudugudu level/ ku rwego rw'umudugudu Yes/ Yego  No/Oya

**SECTION C: FOR COLLECTORS OF SOLID WASTES/ KU BAKUSANYA IMYANDA**

8. What are safety/protective equipments do you provide for your workers /Ni iyihe myambaro cyangwa ibikoresho ugenera abakozi bawe mu rwego rwo kubarinda? -----  
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9. What are the equipments do you use in collecting and storing solid wastes/Ni ibihe bikoresho mukoresha mukusanya munabikamo imyanda?  
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10. i. Are your workers have medical insurance? / Ese abakozi banyu bafite ubwishingizi bw'indwara?

Yes/ Yego  No/Oya

ii. If Yes, provide the supporting documents in the annex to this form / Ni ba ari yego, mugaragaze urupapuro rubigaragaza ku mugereka w'iyi forumirere



11. i. Are your workers registered in Social Security Fund of Rwanda? / *Abakozi banyu baba bafite ubwishingizi mu isanduku y'ubwiteganyirize y'a bakozi y'Urwanda?*

Yes/ Yego

No/Oya

ii. *If Yes, provide the supporting documents in the annex to this form / Ni ba ari yego, mugaragaze urupapuro rubigaragaza ku mugereka w'uru rupapuro*

**SECTION D: FOR TRANSPORTERS - VEHICLES FOR WASTE TRANSPORTATION/ KUBATWARA IMYANDA - IMODOKA ZITWARA IMYANDA**

12. By which means do you use in transporting wastes? / *Ni ubuhe buryo ukoresha utwara imyanda?*

Vehicles/ Imodoka

Barrows/ Ingorofani

13. Once you use vehicles in transporting wastes, are wastes covered? / *Ese imyanda iratwikirwa?*

Yes/ Yego

No/Oya

14. a) Are the vehicles self-unloaded? / *Ese imidoka mukoresha ziripakurura?* -----  
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b) Are your vehicles labeled/ *Ese imodoka ukoresha zanditseho ibyo zikora?*

15. How many vehicles do you use in transporting wastes? / *Ukoresha imodoka zingaha mu ugutwara imyanda?* -----

16. i. Are those vehicles yours or hired? / *Ese izo modoka ni izanyu cyangwa murazikodesha?*

Ni izacu

Turazikodesha

ii. Attach to this form the contract of hiring / *Niba muzikodesha mugagaragaze amasezerano y'ubukode ku mugereka w'uru rupapuro*

17. Provide the information in the following table for each vehicle to be used to collect and transporting solid waste/ *Tanga amakuru kuri buri modoka ikoreshwa mu gutwara imyanda:*

Vehicle Identification No. /Numero y'imodoka (Plaque y'imodoka)	Model/ Ubwoko	Year/ Umwaka yakorewemo	Capacity (Tons) / Ubushobozi (Toni)

18. Standards of the vehicle used/ Ibipimo by'imodoka zikoreshwa

(i) Label indicated on the sides of the vehicle/ Icyapa kiranga imodoka -----  
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(ii) Type of personal protective equipments provided/ Ubwoko bw'aturinda abakozi -----  
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(iii) Type of cover for the waste/ Ubwoko bw'igitwikira imodoka -----  
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(vii) Do you have loaders for each vehicle/ Waba ufite abakozi bapakira cyangwa bapakurura kuri buri modoka?

Yes/ Yego

No/Oya

(viii) If yes, how many loaders per vehicle/trucks/ Ni ba ari yego, ni bangahe? -----  
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19. i. Do your workers have medical insurance? / Ese abakozi banyu bafite ubwishingizi bw'indwara?

Yes/ Yego

No/Oya

ii. If Yes, provide the supporting documents in the annex to this form / *Ni ba ari yego, mugaragaze urupapuro rubigaragaza ku mugereka w'iyi forumirere*

20. i. Have your workers registered in Social Security Fund of Rwanda?/ *Abakozi banyu baba bafite ubwishingizi mu isanduku y'ubwiteganyirize y'a bakozi y'uRwanda?*

Yes/ Yego

No/Oya

21. Specify solid waste disposal facility to be used / *Garagaza aho imyanda izajya imenwa*

Facility/ Ikimoteri	District/Akarere	Sector/Umurenge
<input type="checkbox"/> Nyanza landfill	Kicukiro	-----
<input type="checkbox"/> Elsewhere/Ahand i-----	-----	-----

#### SECTION E: FEE SCHEDULE

22. Fees payable/ *Amafaranga yishyurwa*

1. All permit applications for a Solid Waste Collection and/or transportation shall be accompanied by nonrefundable fee of five thousand Rwandan francs (5,000Rwf) payable to RURA account n° **120.11.27** opened in the National Bank of Rwanda (BNR).

*Gusaba uruhushya rwo gukusanya no gutwara imyanda bijyana no kwishyura amafaranga adasubizwa kuri konti ya RURA numero, yishyurwa kuri conte ya RURA numero **120.11.27**, iri muri Banki Nkuru y'Igihugu (BNR).*

i. For individuals, associations and cooperatives, the fees depend on the working area / *K'umuntu ku giti cye cyangwa koperative ayo mafaranga ahinduka bitewe n'imbibi z'aho azakorera:*

a) For those working at umudugudu level or cell level will pay 5,000Rwf /*Ku bakorera mu rwego rw'umudugudu cyangwa rw'akagari ni ibihumbi bitanu (5.000Rwf)*

b) For those working at sector level will pay 15,000Rwf /*Ku bakorera mu rwego rw'umurenge ni ibihumbi icumi (10.000Rwf)*

- c) For those working at district level will pay 15,000Rwf /*Ku bakorera mu rwego rw'akarere ni ibihumbi cumi na bitanu (15.000Rwf)*
  - d) For those working in Kigali City, provincial and national level will pay 20,000Rwf /*Ku bakorera mu rwego rw'umujyi wa Kigali, rw'intara no ku rwego rw' igihugu ni ibihumbi makumyabiri (20.000Rwf)*
  - e) For those working in more than one cell will pay the same as those working at sector level / *Ku bakorera mu kagali karenze kamwe bishyura nk'abo ku rwego rw'umurenge*
  - f) For those working in more than one sector will pay same as district level / *Abakorera mu mirenge irenze umwe bishyura nko ku rwego rw'akarere*
  - g) For those working in more than one district will pay as provincial level /*Abakorera mu turere turenze kamwe bishyura nk'ayo mu rwego rw'umugi wa Kigali cyangwa intara.*
- ii. Companies providing services in solid wastes collection, transportation will pay 25,000Rwf per year/*Amafaranga y'u Rwanda atangwa n'ikigo buri mwaka y'uruhushya rwo gutwara imyanda ni ibihumbi makumyabiri na bitanu (25.000Rwf)*

**Note: After seven (7) working days, if the applicant has submitted a completed application form with all supporting documents, the applicant is requested to contact RURA about its application result allowing him/her to pay license fee.**

**Nyuma y'imisi 7 y'akazi, uwasabye uruhushya atanze ibisabwa byose agaruka kureba niba yaremewe akabona kurwishyurira.**

## **SECTION F: ATTACHMENTS/ IMIGEREKA**

23. Documents to be attached to this form/Ibigomba gushyirwa ku mugereka w'uru rupapuro:

- (a) Business plan/*Umushinga w'ubucuruzi ugamije gukora*
- (b) Vehicle's identification card/*Carte jaune, imodoka yaba ari inkodeshanyo hakagaragazwa amasezerano y'ubukode*
- (c) A receipt of annual payment for a license or authorization and a receipt of application fees /*Inyemeza-bwishyu bw'amafaranga y'uruhushya atangwa buri mwaka n'inyemeza bwishyu y'amafaranga yo kwiyandikisha*
- (d) To bring a copy of the disposal contract /*Kugaragaza kontaro/ amasezerano n'ushinzwe gucunga ikimoteri*
- (e) Trade Register /*Igitabo cy'ubucuruzi*
- (f) Notified Statute copy / *Sitati iriho umukono wa Noteri*
- (g) The supporting documents of health insurance provision to workers /*Impapuro zigaragaza ko abakozi bafite ubwishingizi b'indwara*

(h) The supporting documents of registration of workers in Social Security Fund of Rwanda/  
*Impapuro zigaragaza ko abakozi bafite bateganyirizwa mu isanduku y'ubwiteganyirize  
bw'abakozi y'u Rwanda*

By my signature below, I hereby certify that i have read the completed application and the information furnished and contained herein is true and correct. I further certify that i will abide by all provisions of the permit which may be issued as a result of submitting this application for processing. I understand that failure to observer such laws, regulations and guidelines could result in the loss of my permit to operate within the country.

*Nk'uko bigaragazwa n'umukono wanjye , ndemeza ko nasomye ibisabwa, nkaba nemeza ko amakuru natanze yose ari ukuri. Ndemeza kandi ko nzubahiriza ibiteganijwe mu ruhushya rwo gutunganya imyanda y'ibishingwe. Ndazirikana ko kutubahiriza amategeko n'amabwiriza agenga isukura kubijyanye no gutunganya imyanda y'ibishingwe bizatuma namburwa uruhushya.*

Signature of the Applicant: ----- Date: -----

Umukono w'uwasabye uruhushya: -----Itariki: -----

Name/Izina: -----Title/Umwanya: -----

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**OFFICE USE ONLY**

**APPLICATION FEES/ PERMIT FEES RECEIPT NUMBER:**

**AMOUNT:**

**DATE:**

**Application received by/:** -----

**Department/Directorate:** -----**Position/**-----

**I hereby certify that I have verified and sighted all documents required**

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10



*Application for license - Collection / transportation, solid wastes*

**This application is not valid unless stamped by RURA**

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Date-----Signature-----

Authority action: Approved

Disapproved

Approved by: ----- Position-----

Date of Approval----- Signature: -----

