

INYANDIKO IGARAGAZA UMUTUNGO

DECLARATION OF ASSETS

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AMABWIRIZA YO KUZUZA INYANDIKO

GUIDELINES OF FILLING THE DECLARATION OF ASSETS

1. Mbere yo kuzuzanya iyi nyandiko banza, usome witonze ibiyikubiyemo, utange ibisobanuro byuzuye;

Before filling this declaration of assets, read carefully its contents and give appropriate answers;

2. Niba ufite imitungo yo mu Rwanda gusa ube ariho wuzuzanya nurangiza ushyire umukono wawe ahabugenewe, niba kandi ufite imitungo yo mu mahanga gusa ube ariho wuzuzanya nurangiza ushyire umukono wawe ahabugenewe, niba ufite imitungo yo mu Rwanda no mu mahanga urahuzanya hombi ushyire umukono wawe ku rupapuro rwa nyuma ahari imitungo yo mu mahanga;

If you only have assets located in Rwanda, you are requested to fill that part only and sign your name where provided,
If you only have assets located abroad, you are requested to fill that part only and sign your name where provided
If you have assets located in Rwanda and abroad, you are requested to fill two parts and sign your name on last page.

3. Imitungo udafiteye agaciro (impano itari iy'amafaranga, amatungo yavutse ku yandi....) ugereranya agaciro kabyo;

Estimate the assets that you do not have their value (for exemple gifts that are not monetary or even livestock that were Produced by others that owned)

4. Iyo uwo mwashakanye yujuje aka gatabo, ntibikubuzanya nawe kukuzuzanya iyo uri mu bo itegeko rigenda.

When your spouse has filled this declaration of assets, you too must fill it as long as you are among the concerned officials that the law obliges to do so.

5. Iyi nyandiko igomba kuba yageze ku Rwego rw'Umuvunyi bitarenze itariki ya 30 Kamena.

This declaration of assets must be submitted to the Office of the Ombudsman not later than June 30th.

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INYANDIKO IGARAGAZA UMUTUNGO
DECLARATION OF ASSETS

IBIRANGA UMUNTU/IDENTIFICATION

Amazina:

Names

Itariki n'aho wavukiye:

Date and place of birth

Ubwenegihugu¹

Nationality

1.

2.

3.

Umurimo ukora n'aho ukora:

Profession and place of work:

Telefoni yo mu biro: / **Telefoni yo mu rugo:**

Office telephone number:

Home telephone number:

Telefoni igendanwa **E- mail yawe** :

Mobile telephone number

Your E-mail

¹ niba hari ubundi bwenegihugu ufite buvuye, igihugu n'umwaka wabubonyemo :
(If you had acquired other nationality , mention it, the country and the year of acquisition)

Irangamimerere:

Marital status:

Icungamutungo mwashyingiranweho¹:

Matrimonial regime:

Uwo mwashakanye:

Your spouse:

Umurimo akora n'aho akora:

Profession and Place of work:

Telefoni ye igendanwa **E- mail ye** :.....

Mobile Telephone number

His/her E-mail

¹ **Vuga niba ari ivangamutungo rusange / ivangamutungo w'umuhahano cyangwa ivanguramutungo risesuye**
Mention if it is a Community of property, Limited community of acquests or Separation of property

IGICE CYA I.

IMITUNGO IRI MU RWANDA / ASSETS LOCATED IN RWANDA

Irahari :

Yego	
Oya	

Niba ntawo ntiwirirwe wuzuza iki gice I

A. UMUTUNGO UTIMUKANWA / IMMOVABLE ASSETS

I. AMAZU / HOUSES						
1.1. AMAZU YO GUTURAMO/ Residential houses						
Umubare Number of those houses	Aho aherereye¹ n'igihe yubakiwe Their location and the period of construction	Ikigereranyo cy'agaciro ka huri nzu n'igihe wayiboneye Approximate the value of each house and the period of acquisition	Inkomoko y'ayo mazu The origin of those houses	Niba uyifatanije n'undi muntu vuga umugabane wawe If you own a house with a copropriator mention your share	Niba warayiguze cg warayubatse ku nguzanyo² If you bought or built a house on a loan	Niba ikodeshwa³ If it is on rent

¹ Intara cg Umujyi wa Kigali, Akarere, Umurenge, N° ya cadastre : Province or Kigali City, District, Sector, registry number

² Vuga amafaranga wagurijwe n'uwakuguriye n'igihe inguzanyo izarangirira : Mention the amount received, the creditor and the duration of the credit

³ Vuga uyikodesha n'icyo yishyura buri kwezi : mention the tenant and monthly price of rent

1.2. Amazu yo gucururizamo/ Commercial houses

Umubare Number of those houses	Aho aherereye¹n'igihe yubakiwe Their location and the period of construction	Ikigereranyo cy'agaciro ka buri nzu n'igihe wayiboneye Approximate the value of each house and the period of acquisition	Inkomoko y'ayo mazu The origin of those houses	Niba uyifatanije n'undi muntu vuga umugabane wawe If you own a house with a copropriator mention your share	Niba warayiguze cg warayubatse ku nguzanyo² If you bought or built a house on a loan	Niba ikodeshwa³ If it is on rent

¹ Intara cg Umujyi wa Kigali, Akarere, Umurenge, N° ya cadastre : Province or Kigali City, District, Sector, registry number

² Vuga amafaranga wagurijwe n'uwakuguriye n'igihe inguzanyo izarangirira : Mention the amount received, the creditor and the duration of the credit

³ Vuga uyikodesha n'icyo yishyura buri kwezi : mention the tenant and monthly price of rent

1.3. Amazu yo gukoreramo inganda / Houses for industrial activities

Umubare Number of those houses	Aho aherereye¹n'igihe yubakiwe Their location and the period of construction	Ikigereranyo cy'agaciro ka buri nzu n'igihe wayiboneye Approximate the value of each house and the period of acquisition	Inkomoko y'ayo mazu The origin of those houses	Niba uyifatanije n'undi muntu vuga umugabane wawe If you own a house with a copropriator mention your share	Niba warayiguze cg warayubatse ku nguzanyo² If you bought or built a house on a loan	Niba ikodeshwa³ If it is on rent

¹ Intara cg Umujyi wa Kigali, Akarere, Umurenge, N° ya cadastre : Province or Kigali City, District, Sector, registry number

² Vuga amafaranga wagurijwe n'uwakuguriye n'igihe inguzanyo izarangirira : Mention the amount received, the creditor and the duration of the credit

³ Vuga uyikodesha n'icyo yishyura buri kwezi : mention the tenant and monthly price of rent

II. UBUTAKA / LAND

2.1 Inzuri, imirima, amasambu, ibibanza¹

Grazing lands, Fields, Farms

Umubare Number of land :	Aho biherereye² n'ingano³ yabyo Their location and their surface	Agaciro ka buri hantu n'igihe wahaboneye The value of mentioned assets and the period of acquisition	Inkomoko The origin of such land	Niba ubufatanije n'abandi, vuga umugabane wawe If you own the land with other persons mention your share	Niba warabuguze ku nguzanyo⁴ If you bought the land on a loan	Niba hakodeshwa⁵, If the land is on lease

¹ sobanura niba ari urwuri, umurima, isambu cg ibibanza : Indicate if it is a Grazing lands, Fields, Farms

² Intara cg Umujyi wa Kigali, Akarere, Umurenge na N° ya cadastre : Province or Kigali City, District, Sector, Land registry number

³ Are,hegitare,kilometero kare : are, hectare, square kilometers

⁴ vuga ayo wagurijwe, uwakugurije, igiciro watanze n' asigaye kwishyura. : mention the amount received, the creditor, expenses and the remaining loan to be paid

⁵ vuga abakodesha n'icyo wishyurwa buri kwezi : mention the leasees and the monthly price of leasing

2.2. Ahacukurwa amabuye y'agaciro, amabuye asanzwe, imicanga, ahabumbirwa amatafari n'ibyuzi byororerwamo amafi
Mines, quarry, brickyard and fish ponds

Umubare / Number of those assets	Bivuge n'aho biherereye ¹ Mention their location and identify them	Agaciro ka buri hantu n'igihe wahaboneye / Give the value of each asset and the period of acquisition	Inkomoko y'iyi mitungo/ Mention the origin of those assets	Niba ubifatanyije n'abandi ² If you own assets with other persons	Niba warabiguze ku nguzanyo ³ If you bought the assets on a loan	Niba bikodeshwa ⁴ If they are on lease

¹ Intara cg Umujyi wa Kigali, Akarere, Umurenge : Province or Kigali City, District, Sector

² Vuga abo muwuhuriyeho n'umugabane wawe: Mention them and your share

³ Vuga ayo wagurijwe, uwakugurije, igiciro watanze n' umwenda usigaje kwishyura : Mention the amount received, the creditor ,the expenses and the remaining loan to be paid

⁴ Vuga ukodesha n'amafaranga wishyurwa buri kwezi : Mention the leasees and the monthly price of leasing

B. UMUTUNGO WIMUKANWA / MOVABLE ASSETS**1. AMATUNGO / LIVESTOCK**

Ubwoko¹ The species	Aho yororerwa² where you breed your livestock	Agaciro³n'igihe wayaboneye The monetary value and the period of acquisition	Inkomoko The origin of this livestock	Niba ufatanije n'abandi⁴ If you own such livestock with other person(s)	Niba ari inguzanyo⁵ If livestock was got on a loan

¹ Vuga niba ari inka(kijyambere cg gakondo), ihene, ingurube, amafi, inkoko : If are cows (exotic breed, local breed),goat, pigs, fish, chickens

² Intara cg Umujyi wa Kigali, Akarere, Umurenge : Province or Kigali City, District, Sector

³ Vuga agaciro kayo mu mafaranga y'u Rwanda : Mention its monetary value in Rwanda francs

⁴ Vuga abo mufatanije amatungo n'umugabane wawe : Mention the joint ownership persons and your part in

⁵ Vuga uwakugurije amafaranga wahawe n'ayo wayaguze : Mention the creditor, the amount received and the cost

2. INDI MITUNGO YIMUKANWA IFATIKA / CORPOREAL MOVABLE ASSETS				
Ubwoko / Types : ibinyabiziga¹(imodoka), ibicuruzwa biri mu magazini, imitungo yimukanwa yo mu nzu(uyivuga iyo agaciro kayo kangana nibura n' inshuro 2 z'umushahara ubona mu mwaka) Vehicles, items in shops, domestic movable assets (mention them when they are at least equal to twice annual salary)				
Ubwoko² n'aho iherereye The corporeal assets and their location	Agaciro kabyo mu mafaranga y'u Rwanda The value of those assets in Rwandan Francs	Inkomoko The origin of those assets	Ibintu wabonye ku nguzanyo³ The assets acquired on a loan	Niba ufatanyije n' abandi⁴ If you own those assets with others

¹ Vuga ubwoko bwabyo na pulaki kandi izigenewe gutwara umuryango zitandukane n'iz'ubucuruzi: mention types and plate numbers and family transport must be differentiated from those in commercial use

² Sobanura niba ari imodoka , ibicuruzwa biri mu magazini, imitungo yimukanwa yo mu nzu (muri rusange) : Indicate if it is a vehicle,items in shops and domestic movable assets

³ Vuga ayo wagurijwe, uwakugurije, icyo byaguzwe n'umwenda usigaje kwishyura : mention the amount received your creditor ,the expenses and the remaining loan to be paid

⁴ Vuga abo mufatanije n'umugabane wawe mu mafaranga y'u Rwanda : mention the joint owneship persons and your part in Rwandan francs

III. AMAFARANGA / MONEY						
1. Amafaranga y'amanyarwanda Rwandan Francs			2.Amafaranga ari mu nyandiko Rwandan Francs in contracts	3.Amafaranga y'amanyamahanga Foreign currency		
Umubare / Amount	Banki / Bank	Konti / Account		Umubare n'ubwoko / Amount and monetary unit	Banki / Bank	Konti / Account

IV. INDI MITUNGO IDAFATIKA / INCORPOREAL ASSETS	
1. Imigabane mu masosiyete cg amashyirahamwe y'ubucuruzi n'inganda Mention your shares in societies or in commercial co-operatives or industries	
Ubwoko bw'imigabane¹ The nature of your shares	Aho iherereye² Location

¹ **Vuga umubare n'agaciro kayo, inyungu ya buri mwaka** (dividends) : mention the number and the value, and your dividends

² **Vuga izina rya sosiyete cg ishyirahamwe aho icyicaro cyayo gikuru kiri, ubwoko n'umubare w'imigabane ufite :**
(Mention associations and/or co-operatives where their headquarters are located, nature and amount of your shares)

2.Imyenda amasosiyete cg ikigo cya Leta bikurimo igaragarira mu nyandiko zabyo ufite Debts that societies or public institution owe you that can be proved in possessed documents	
Ubwoko bw'inyandiko zigaragaza iyo myenda Nature of those possessed documents that prove such debts	Amasosiyete cg ibigo bikurimo imyenda¹ : Debts that societies or institutions owe you

¹ Vuga aho icyicaro cyabyo gikuru kiri n'umwenda wa buri sosiyete cg ikigo : mention where their headquarters are located and the amount of each association

C. Imyenda yawe / Your Debts		
1. Imyenda ufitiye abandi¹ Mention debts that you owe others		
Izishyurwa² mbere y'umwaka umwe Mention debts that are to be paid in period less than one year	Izishyurwa³ hagati y'umwaka umwe n' itatu Mention debts that are to be paid for a period between one year and three years	Izishyurwa nyuma y'imyaka itatu Mention debts that are to be paid for a period exceeding three years

¹ **Vuga niba ari Banki, umuntu ku giti cye cyg sosiyete** : mention if it is bank, individual or association

² **Vuga umubare wayo yose hamwe** : mention total sum of such debts

³ **Vuga umubare wayo yose hamwe** : mention total sum of such debts

D. Imitungo bwite¹ y'uwo mwashakanye igihe mutavanze umutungo

Mention personal assets of your spouse if you belong to the regime of separation of property

¹ **Imitungo bwite yabo itandukanye n'uwawe, ukurikije ibyo wabajijwe muri iyi nyandiko ku mutungo wawe :**
(Their personal assets that are different from yours, referring to what you declared as personal assets in this declaration of assets)

E. Imitungo bwite y'abana batarageza ku myaka 18 mubana cyangwa urera

Mention personal assets of your biological and adopted children below 18 years of age

F. Vuga imitungo wagurishije cyangwa igihombo wagize ku mutungo wagaragaje umwaka ushize
Mention your sold assets or losses incurred on your property declared last year

Njyewe.....

(I)

(Shyiraho amazina yose)

(Write your names)

**Ndemeza ko iri menyekanishamutungo ntanze rihuye n’umutungo
wose mfite kuri iyi tariki ya**

(Shyiraho itariki/ukwezi/umwaka).....

Confirm that this submitted declaration of assets is equivalent to all my
possessed assets on this date (Date, month and year)

.....

Umukono/Signature.....

Itariki / Date

IGICE CYA II.

IMITUNGO IRI MU MAHANGA / ASSETS LOCATED ABROAD

Irahari :

Yego	
Oya	

Niba ntawo ntiwirirwe wuzuza iki gice II

A.UMUTUNGO UTIMUKANWA / IMMOVABLE ASSETS

I. AMAZU / HOUSES						
1.1.Amazu yo guturamo / Residential houses						
Umubare / Number of those houses	Aho aherereye ¹ Their location	Agaciro k’ inzu mu mafaranga y’igihugu irimo n’igihe wayiboneye The value of a house in domestic currency and the period of acquisition	Inkomoko The origin of those houses	Niba uyifatanyije n’undi muntu, vuga umugabane wawe If you own a house with a copropriator mention your share	Niba warayiguze cg warayubatse ku nguzanyo ² If you bought or built a house on a loan	Niba ikodeshwa ³ If it is on rent

¹ **Igihugu arimo aho aherereye n’igihe yubakiwe** : Mention the country where they are located and period of construction

² **Vuga amafaranga wagurijwe n’uwakugurije n’igihe inguzanyo izarangirira** : mention the amount received, the creditor and the duration of the credit

³ **Vuga uyikodesha n’icyo yishyura buri kwezi** : mention the tenant and monthly price of rent

1.2. Amazu yo gucururizamo / Commercial houses						
Umubare / Number of those houses	Aho aherereye¹ Their location	Agaciro k' inzu mu mafaranga y'igihugu irimo n'igihe wayiboneye The value of a house in domestic currency and the period of acquisition	Vuga inkomoko The origin of those houses	Niba uyifatanyije n'undi muntu vuga umugabanewawe If you own a house with a copropriator mention your share	Niba warayiguze cg warayubatse ku nguzanyo² If you bought or built a house on a loan	Niba ikodeshwa³ If it is on rent

¹ **Igihugu arimo, aho aherereye n'igihe yubakiwe** : Mention the country where they are located and period of construction

² **Vuga amafaranga wagurijwe n'uwakugurije n'igihe inguzanyo izarangirira** : mention the amount received, the creditor and the duration of the credit

³ **Vuga uyikodesha n'icyo yishyura buri kwezi** : mention the tenant and monthly price of rent

1.3. Amazu yo gukoreramo inganda / Houses for industrial activities						
Umubare Number of those houses	Aho aherereye¹ Mention Their location	Agaciro k' inzu mu mafaranga y'igihugu irimo n'igihe wayiboneye The value of a house in domestic currency and the period of acquisition	Inkomoko y'ayo mazu The origin of those houses	Niba uyifatanyije n'undi muntu, vuga umugabane wawe If you own a house with a copropriator mention your share	Niba warayiguze cyangwa warayubatse ku nguzanyo² If you bought or built a house on a loan	Niba ikodeshwa³ If it is on rent

¹**Igihugu arimo, aho aherereye n'igihe yubakiwe** : Mention the country where they are located and period of construction

²**Vuga amafaranga wagurijwe n'uwakugurije n'igihe inguzanyo izarangirira** : mention the amount received, the creditor and the duration of the credit

³**Vuga uyikodesha n'icyo yishyura buri kwezi** : mention the tenant and monthly price of rent

II. UBUTAKA / LAND

2.1. Inzuri, imirima, amasambu ,ibibanza ¹

Grazing lands, Fields, Farms,

Umubare Number of Land	Ibihugu iyo mitungo irimo n'ingano² yayo The country/countries where those assets are located and their surface area	Agaciro ka buri mutungo³ n'igihe wabuboneye The value of each assets in domestic currency and the period of acquisition	Inkomoko The origin of such land	Niba ubufatanyije n'abandi, vuga umugabane wawe If you own the land with other persons mention your share	Niba warabuguze ku nguzanyo⁴ If you bought The land on a loan	Niba hakodeshwa⁵ If it is in leasing

¹ Sobanura niba ari urwuri, umurima, isambu, ikibanza n'aho biherereye : Indicate if it is a grazing land, Field, Farms and their location

² are, hegitare, kilometero kare n'aho biherereye : are, hectare, square kilometres and their location

³ Vuga agaciro mu mafaranga y'igihugu urimo : Mention the value of each asset in domestic currency

⁴ Vuga amafaranga wagurijwe n'uwakugurije n'igihe inguzanyo izarangirira : mention the amount received, the creditor and the duration of the credit

⁵ vuga abakodesha n'icyo wishyurwa buri kwezi : mention the leasees and the monthly price of leasing

**2.2. Ahacukurwa amabuye y’agaciro, amabuye asanzwe, imicanga, ahabumbirwa amatafari n’ibyuzi byororerwamo amafi
Mines, quarry, brickyard and fish ponds**

Bivuge n’igihugu biherereyemo Identify them and the country where they are located	Agaciro ka buri hantu n’igihe wahaboneye The value of each asset in domestic currency and the period of acquisition	Inkomoko y’iyi mitungo The origin of those assets	Niba ubifatanyije n’abandi¹ The assets you own with another persons	Niba warabiguze ku nguzanyo² If you bought the assets on a loan	Niba bikodeshwa³ If the assets are on lease	Niba bakwishyurira⁴ kuri konti If the money from leasing is deposited on your account/s

¹ vuga uwo muwufatanije n’umugabane wawe : mention them and your share

² vuga ayo wagurijwe, uwakugurije, igiciro watanze n’ asigaye kwishyura. : mention the amount received, the creditor , the expenses and the remaining loan to be paid

³ vuga ukodesha n’amafaranga wishyurwa buri kwezi : mention the leasees and the monthly price of leasing

⁴ Vuga banki na nimeru ya konti : mention the bank and account number

B. UMUTUNGO WIMUKANWA / MOVABLE ASSETS

I. AMATUNGO / LIVESTOCK

Ubwoko¹ n'umubare wayo The species and number of your livestock	Igihugu arimo The country/s where they grazed from.	Agaciro² kayo n'igihe wayaboneye The species of your livestock and the periode of acquisition	Niba uyafatanyije n'abandi³ If you own such livestock with others	Inkomoko y'uyu mutungo The origin of this livestock	Niba warayabonye ku nguzanyo⁴ If you got the above mentioned livestock on a loan

¹ **Vuga niba ari inka (kijyambere, gakondo cg avanze) , ihene, ingurube, amafi , inkoko** : Mention If its a cows (exotic breed, local breed),goat, pigs, fish or chickens

² **Vuga agaciro kayo mu mafaranga niba bishoboka** : Mention its monetary value if possible

³ **Vuga abo mufatanyije amatungo n'umugabane wawe** : : Mention the joint owneship persons and your part in

⁴ **vuga uwakuguriye, amafaranga wahawe n'ayo wayaguze** : Mention the creditor, the amount received and the cost

II. AMAFARANGA / MONEY				
2.1. Ari mu mabanki Foreign currency deposited in banks			2.2. Atari mu mabanki Foreign currency not deposited in banks	2.3. Izindi banki, n° za konti waba ukoresha Other banks and account numbers that are in use
Vuga ubwoko bwayo n' umubare wayo Mention monetary unit and amount	Banki / bank	Konti / account	Amafaranga ufite ari mu nyandiko Rwandan Francs in contracts	

III. INDI MITUNGO IDAFATIKA / INCORPOREAL ASSETS

3.1. Amasosiyete n'amashyirahamwe ufitemo imigabane

Societies and/or co-operatives in which you have shares

Aho icyicaro cyayo gikuru kiri, ubwoko n'umubare w'imigabane ufite muri buri sosiyete/ ishyirahamwe

Where their headquarters are located, nature and amount of your shares in each society and/or co-operative

3.2. Amasosiyete cg ibigo bikurimo imyenda

Debts that societies and/or institutions owe you

Aho icyicaro cyabyo gikuru kiri n'umwenda wa buri sosiyete cg ibigo biwukurimo

Where their headquarters are located and the amount of each society and/or co-operative

Njyewe.....

(I)

(Shyiraho amazina yose)

(Write your names)

**Ndemeza ko iri menyekanishamutungo ntanze rihuye n’umutungo
wose mfite kuri iyi tariki ya**

(Shyiraho itariki/ukwezi/umwaka).....

Confirm that this submitted declaration of assets is equivalent to all my
possessed assets on this date (Date, month and year)

.....

Umukono/Signature.....

Itariki / Date