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**APPLICATION FORM FOR WATER SUPPLY INFRASTRUCTURE
MANAGEMENT LICENSE**

**URUPAPURO RWUZUZWA NA BA RWIYEMEZAMIRIMOBASABA
URUHUSHYA RWO GUCUNGA IBIKORWA REMEZO NO GUTANGA
SERIVISI Z'AMAZI**

- A. 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 bitaba ibyo igasubizwa kugira ngo yongere yuzuzwe neza.

- B. Providing deliberately false information will lead to license refusal**

Gutanga amakuru atariyo nkana bifatwa nk'icyaha kandi bihanirwa n'amategeko

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

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

SECTION I: GENERAL INFORMATION / IBY'IBANZE

1. Identification of the applicant

Umwirondoro wusaba uruhushya

i. Cooperative or Company:

Cooperative cyangwa 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) E-mail address:-----

Umurongo wa interineta:-----

(e) Website:-----

Urubuga rwa interineta:-----

(f) Tel. N°/office:-----

Telefone yo mu biro:-----

(g) Contact Person:-----Title-----

Uyihagaririye:----- Umwanya:-----

(h) ID/Passport No: -----

N° y'indangamuntu / N° ya pasiporo:-----

(i) Tel. N°/Mobile:-----

Telefone:-----

(j) Type of application: New Renewal

Ubwoko bw'uruhushya usaba: Rushya Kongererwa

ii. Individual (To be completed by individual applicant)

Umuntu ukora ku giti cye (Hagomba kuzuzwa n'umuntu usaba uburenganzira ku giti cye):

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

- (b) Nationality/ *Ubwenegihugu*: -----
 (c) Male /*Gabo* Female/*Gore*
 (d) Postal address/*Agasanduku k'iposita*-----
 (e) Residential address/*Aho utuye*: -----

 (f) ID. /Passport N^o-----
N^o y'indangamuntu/pasiporo-----
 (g) Telephone/*Telefone* -----
 (h) E-mail/*Umurongo wa interineti*-----

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

2. **Which Category of water systems do you manage or intend to manage? / Ni ikihe cyiciro cy'imiyoboro y'amazi ucunga cyangwa wifuzaga gucunga?**

- a) **Complex water systems/** *Gucunga imiyoboro minini no gutanga serivisi z'amazi*
 b) **Simple water systems/** *Gucunga imiyoboro mito no gutanga serivisi z'amazi*

3. **Has the company/Cooperative/individual had a previous licence application refused or revoked? Haba hari uruhushya mwigeze mwimwa cyangwa ngo murwamburwe? Yes/ Yego** **No/Oya**

If Yes, provide details of refusal or revocation/ *Niba ari yego, sobanura:*

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

- Yes/Yego No/Oya

If yes, give full details and attach to this form a copy of the judgment/*Niba ari yego sobanura kandi womeke kuri uru rupapuro uko urubanza rwagenze*

5. **Have you ever been convicted of any civil or criminal violations of economic or environmental laws? Waba warigeze uhamwa n'igikorwa cyangwa icyaha cyo kurenga ku mategeko ajyanye n'ubukungu cyangwa arebana no kubungabunga ibidukikije?**

- Yes/Yego No/Oya

If yes, give full details and attach to this form a copy of the judgment/*Niba ari yego sobanura kandi womeke kuri uru rupapuro uko urubanza rwagenze*

SECTION II: SERVICES PROVIDED/SERIVISI ZITANGWA

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

- a. -----
- b. -----
- c. -----
- d. -----

2. Provide detailed description of the water systems under your responsibility? /Tanga ibisobanuro kuburyo burambuye bijyanye n'ibikorwa remezo by'amazi ucunga.

- Total population in the service area/ Garagaza umubare w'abaturage batuye mu gace utangamo cyangwa mwifuzaga gutangamo icyo serivisi-----

- Population served or to be served and service coverage area / Garagaza umubare w'abaturage muha cyangwa mwifuzaga guha serivisi-----

- Number of connections by customer type/Umubare w'abafatabuguzi hakurikijwe ibyiciro abafatabuguzi bawe barimo.

3. Area of operation/ Aho ukorera

Provide information relating to the operating site (Districts, Sectors)/Tanga amakuru arebana n' aho igikorwa cyawe giherereye (Uturere, Imirenge)

4. Human resources/Abakozi

- **Simple water systems:** Provide on a separate sheet, a list detailing qualifications and competences of key staff including at least One (1) staff with a minimum level of A1 in Civil Engineering or Water and environmental Engineering and One (1) accountant with a diploma A0 in Accounting or other related fields/Garagaza ku rundi rupapuro urutonde rw'abakozi ukoresha barimo nibura umukozi ufite impamyabumenyi ya kaminuza yo ku rwego rwa A1 mu by'ubwubatsi (Civil Engineering)cyangwa amazi n'ibidukikije (Water and environmental Engineering) n'umukozi ufite impamyabumenyi yo ku rwego rwa A0 mu icungamutungo cg ibindi bifitanye isano ugaragaza amashuri yabo ndetse n'uburambe mu kazi.

- **Complex water systems:** Provide on a separate sheet, a list detailing qualifications and competences of key staff including at least One (1) staff with a minimum level of A0 in Civil Engineering or Water and environmental Engineering, One (1) staff with a minimum level of A2 in Laboratory and One (1) accountant with a diploma A0 in Accounting or other related fields/*Garagaza ku rundi rupapuro urutonde rw'abakozi ukoresha barimo nibura umukozi ufite impamyabumenyi ya kaminuza yo ku rwego rwa A0 mu by'ubwubatsi (Civil Engineering)cyangwa amazi n'ibidukikije (Water and environmental Engineering),Umukozi ufite impamyabumenyi yo ku rwego rwa A2 mu bya laboratwari n'umukozi ufite impamyabumenyi yo ku rwego rwa A0 mu icungamutungo cg ibindi bifitanye isano ugaragaza amashuri yabo ndetse n'uburambe mu kazi.*

5. Logistics/ Ibinyabiziga

Provide on attachment the matriculations for at least One vehicle and two motorcycles/*Garagaza ku mugereka ibiranga ikinyabiziga (cartes jaunes) birimo nibura imodoka imwe (1) n'amapikipiki abiri (2)*

6. Safety/Kwirinda impanuka

- Provide on attachment a list of personal protective equipment in possession/*Garagaza ku mugereka urutonde rw'ibikoresho by'abakozi byifashishwa mu kwirinda impanuka*
- Provide on attachment the health insurances of staffs/*Garagaza ku mugereka impapuro z'ubwishingizi/ubwisungane mu kwivuzza z'abakozi ukoresha.*

SECTION III. TECHNICAL INFORMATION/AMAKURU AJYANYE NA TEKINIKI (1 and 2 are not applicable for new applicants / *Ntiyuzuzwa n'usaba kongererwa Uruhushya*)

1. **Provide technical data as attachment about the water sources, treatment plants, reservoirs, water distribution systems, pumping stations/Tanga amakuru mu rwego rwa tekinike ku masoko, Inganda zitunganya amazi, ibigega, imiyoboro n'imbaraga zikoreshwa mu kohereza amazi(pompes)**-----

2. **Attach a schematic diagram of the water treatment plant (s)& map of the distribution network (if any)**-*erekana igishushanyo kigaragaza imiterere y'uruganda rutunganya amazindetse n'aho imiyoboro y'amazi ica (niba bihari)*

3. **Provide as attachment detailed description of the water quality plan including/ Erekana ku mugereka uburyo Isuzuma ry'amazi riteye harimo:**

- Laboratory: Equipment, technology and staff/*Laboratwari: ibikoresho, ikoranabuhanga n'abakozi babihugukiwe?*

- b) Sampling procedures and techniques/*Uburyo na tekiniki mukoresha mu gufata eshantiyo*
c) Types of tests to be carried out/ *Ubwoko bw'isuzuma ry'amazi rikorwa*

4. Are your staff /personnel trained in water production, treatment, supply and distribution?/*Abakozi bawe baba barahawe amahugurwa mu bijyanyeno gutunganya amazi no kuyageza kubafatabuguzi.*

YES /YEGO

NO/OYA

- If yes, provide supporting documents as attachment/ *Niba ari yego tanga mu mugereka impapuro zibigaragaza.*

5. Provide as attachment any policy to protect the water resource/*Garagaza uburyo urinda isoko ufatiraho amazi;*

SECTION IV. COMMERCIAL AND FINANCIAL INFORMATION/ AMAKURU AJYANYE N'ICUNGAMARI.

1. Provide a 5 years business plan / *Tanga inyigo y'ishoramari y'imyaka 5.*
2. Provide as attachment detailed information on wages and salaries and other fixed operational expenses / *Tanga amakuru ajyanye n'imishahara y'abakozi n'andi mafaranga asohoka ku buryo buhoraho*
3. *Do you carry out internal financial audit?* / *Mujya mukora ubugenzuzi bw'imari muri Sosiyete/koperative yanyu*

YES/YEGO

NO/OYA

If yes provide the audited report/ *Niba mubikora tanga raporo y'ubugenzuzi bw'imari.*

SECTION V: ATTACHMENTS/ IMIGEREKA

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

- (a) A letter of license application addressed to the Director General of the Regulatory Authority specifying the type of license applied for;/*Ibaruwa isaba uruhushya yandikiwe umuyobozi mukuru wa RURA ikanagaragaza icyicyiro cy'uruhushya usaba,*
- (b) **Certificate of Company Registration** /*Icyangombwa cy'Ubucuruzi cyerekana Ibikorwa niba ari Ikigo (company);*
- (c) **A receipt of the application fees equivalent to fifty thousand Rwandan Francs (50,000 Frw) deposited at the RURA Account N⁰ 130-10-54998 opened at COGEBANK** /*Inyemeza-bwishyu y'amafaranga ibihumbi mirongo itanu (50,000 Frw) yo gusaba urushushya, yishyuwe kuri konti ya RURA N⁰ 130-10-54998 muri COGEBANK;*
- (d) **Copy of certified Statute in case of a cooperative** issued RCA/Kuri Koperative, icyangombwa cya koperative gitangwa na RCA

- (d) **A Five (5) years Business Plan**/*Gahunda mbonera y'ubucuruzi y'imyaka itanu (5);*
- (e) **Health and Safety Policy**/*Uburyo bwo kurengera ubuzima bw'abakozi mu kazi bakora;*
- (f) **Customer/Client Service Charter**/*Uburyo bukoresha mu kwita kubafatabuguzi;*
- (g) **Technical information as required in the application**/*Amakuru ku bijyanye na tekiniki byasabwe haruguru (Not applicable for applicants starting business in water service provision/ Ntabwo bireba udasanzwe akora ibikorwa birebana na gutanga serivisi z'amazi);*
- (h) **Copies of all relevant contracts, agreements, permits or Memorandum of understanding (if any) with stakeholders you work or intend to work with**/*Kopi z'amasezerano yose waba warakoze n'abo mukorana cyangwa abo mwifuzaga gukorana nabo niba ari ngombwa;*
- (i) **Annual Report (if applicable)**/*Raporo y'umwaka niba umaze umwaka ukora;*
- (j) **Certified Audited Accounts (if applicable)**/*Inyandiko igaragaza raporo y'abagenzuzi b'imari niba umaze umwaka ukora;*
- (k) **Service Level Agreement (if applicable)**/*Amasezerano ajyanye no kuzamura urugero rwa serivisi itangwa (niba utunganyaga ukanakwirakwiza amazi mu baturage)*
- (l) Tax clearance Certificate issued by the RRA /*Icyangombwa cyo kutabamo umwenda w'imisoro;*
- (m) Clearance Certificate issued by the RSSB/*Icyemezo cyo Kutabamo umwenda gitangwa na RSSB;*
- (n) Matriculations for at least One vehicle and two motorcycles/ *Ibiranga ikinyabiziga (cartes jaunes) birimo nibura imodoka imwe (1) n'amapikipiki abiri (2);*
- (o) a list of personal protective equipment in possession/ *urutonde rw'ibikoresho by'abakozi byifashishwa mu kwirinda impanuka;*
- (p) Health insurances of staffs/ *impapuro z'ubwishingizi/ubwisungane mu kwivuzaga z'abakozi ukoresha.*
- (q) Policy to protect the water resources/*gahunda yo kurinda isoko ufatiraho amazi;*
- (r) Detailed description of the water quality plan/ *uburyo buteganywaga bwo kubungabunga ubuziranenge bw'amazi.*

NOTE: The information and attachments required must be attached for the application to be processed.

Icyitonderwa: Amakuru n'imigereka bisabwa bigomba kuba biri hamwe n'uru rupapuro kugirango rwigweho.

Declaration

I,.....the undersigned, representing[Company name]..... hereby certify that I have read the completed application form and the information given herein is true and correct to the best of my knowledge. I understand and agree that the information provided in this application may be verified by RURA as may be necessary. I further understand that deliberate provision of wrong information is punishable by the law.

Guhanya

Jyewe,.....,ushize umukono kuri iki cyemezo, kandi uhagarariye[Izina rya Company]..... nemeje ko nasomye ibisabwa kandi ko amakuru natanze yosemuri ari ukuri. Nzi neza kandi nemera ko amakuru atanzwe nsaba uru ruhushya ashobora kugenzurwa na RURA bibaye ngombwa. Nzi kandi ko gutanga ubigambiriye amakuru atariyo bihanwa n'itegeko.

Signature of the Applicant/ *Umukono*: ----- Date/ *Itariki*:

OFFICE USE ONLY

APPLICATION FEES RECEIPT NUMBER:

AMOUNT:

DATE:

Application received by/: -----

Department/Unit: ----- **Position/**-----

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

Date-----**Signature**-----

Authority action: Approved

Disapproved

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

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