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**LICENSE APPLICATION FORM FOR WATER SUPPLY SERVICE
PROVISION**

**URUPAPURO RWUZUZWA N'ABASHORAMARI BASABA URUHUSHYA
RWO GUTANGA SERIVISI Z'AMAZI**

Inspiring development

- 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 bayamenyesha bitemewe na nyirubwite cyangwa bidashingiye kubiteganywa n'amategeko.

- D. This application is not valid unless stamped by RURA**

Uru Rupapuro rugira agaciro igihe ruteweho kashe na RURA

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 interineti:-----

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

(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/ *Ubwenehugu:* -----

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

- (d) Postal address/Agasanduku k'iposita-----
 (e) Residential address/Aho utuye: -----

 (f) ID. /Passport N° -----
 N° y'indangamuntu/pasiporo-----
 (g) Telephone/Telefone -----
 (h) E-mail/Umurongo wa interineta-----

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

2. Which Category of License are you applying for? / N' ikihe cyiciro cy'uruhushya wifuza gusaba?

- a) Water Utilities license / Gutunganya no gukwirakwiza amazi
 b) Water supply infrastructure management license /Gucunga imiyoboro no gukwirakwiza serivisi z'amazi
 c) Bulk Water Supply license / Gutunganya amazi ukayacuruzwa uyaranguje

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 your judgment copy/Niba ari yego sobanura kandi womeke kuri uru rupapuro uko urubanza rwagenze

SECTION II: SERVICES PROVIDED/SERIVISI ZITANGWA

1. **What types of water services do you provide or intend to provide? / Ni izihe serivisi z'amazi utanga cyangwa wifuza gutanga?**

- a) Water supply (production, treatment & distribution)/ *Gutunganya no Gukwirakwiza amazi*
- b) Water Distribution/ *Gukwirakwiza amazi gusa*
- c) Bulk water Sale / *Kuranguza amazi*
- d) others (specify)/*Ibindi (Sobanura)*

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

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

3. **Provide detailed description of the existing or proposed water project /Tanga ibisobanuro kuburyo burambuye ibijyanye numushinga wawe w'amazi.**

Total population in the service area/ *Garagaza umubare w'abaturage batuye mu gace utangamo cyangwa mwifuza gutangamo iyo serivisi*

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

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

4. **Area of operation/ Aho ukorera**

Indicate the operating site (Attach map)/ *Garagaza aho igikorwa cyawe gisherereye werekana n'ikarita yaho niba bishoboka.*

SECTION III. TECHNICAL INFORMATION/AMAKURU AJYANYE NA TEKINIKI

(Not applicable for applicants Renewing licenses/ *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 amazi ndetse 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:

a) Laboratory: Equipments, technology and staff / Laboratwari: ibikoresho, ikoranabuhanga n'abakozi babihugukiwe?

b) Sampling procedures and techniques/Uburyo na tekiniki mukoresha mu gufata eshantiyo

c) Performance monitoring?/Mwaba muteganya igenzuramikorere rigamije kumenya imikorere yanyu?

d) Reporting? Uburyo bwo gutanga raporo?

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

YES /YEGO

NO/ OYA

- If yes, provide supporting documents as attachment/ Niba ari yego tanga mu mugereka impapuro zibigaragaza.
- Please provide on a separate sheet, a list detailing qualifications and competences of key technical staff/ Garagaza ku rundi rupapuro urutonde rw'abatekinisiye ukoresha ugaragaza amashuri yabo ndetse n'uburambe mu kazi

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. Provide on a separate sheet, a list detailing qualifications and competences of key staff/ Garagaza ku rundi rupapuro urutonde rw'abakozi ukoresha ugaragaza amashuri yabo ndetse n'uburambe mu kazi

4. Do you carry out internal financial audit?/ Mujya mukora ubugenzuzi bw'imari muri Sositete/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/Inyemeza-bwishyu y'amafaranga yo kwiyandikisha;**
- (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) **Environmental Impact Assessment Certificate** (if applicable)/Icyemezo cy'isuzuma ngaruka y'umushinga wawe (niba umushinga wawe urutegekwa);
- (f) **Health and Safety Policy/Uburyo bwo kurengera ubuzima bw'abakozi mu kazi bakora ;**
- (g) **Customer/Client Service Charter/ Uburyo bukorehwa mu kwita kubafatabuguzi;**
- (h) **Technical information as required in the application/Amakuru ku bijyanye na tekiniiki yasabwe haruguru;**
- (i) **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 waba yose waba warakoze n'abo mukorana cyangwa abo mwifuzaga gukorana nabo niba ari ngombwa;**
- (j) **Annual Report (if applicable)/ Raporo y'umwaka niba umaze umwaka ukora;**
- (k) **Certified Audited Accounts (if applicable)/Inyandiko igaragaza raporo y'abagenzuzi b'imari;**
- (l) **Service Level Agreement (if applicable)/ Amasezerano ajyanye no kuzamura urugero rwa serivisi itangwa (niba utunganya ukanakwirakwiza amazi mu baturage)**
- (m) **Water permit for ground water or surface water abstraction issued by RNRA (if applicable) / Uruhushya rwo gufata amazi rutangwa na RNRA .**

- (n) Tax clearance Certificate issued by the RRA /Icyangombwa cyo kutabamo umwenda w'imisoro.
- (o) Clearance Certificate issued by the RSSB/Icyemezo cyo Kutabamo umwenda gitangwa na RSSB.

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.

Guhanywa

Jyewe,.....,ushize umukono kuri iki cyemezo, kandi uhagarariye [Izina rya Company]..... nemeje ko nasomye ibisabwa kandi ko amakuru natanze yose muri 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:** -----