Our Health
Our Future

Rwanda Social Security Board
Office Rwandais de Sécurité Sociale
Ikigo cy'Ubwiteganyirize mu Rwanda

IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATUGANA

UGUSHYINGO, 2019

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IGITABO GIKUBIYEMO SERIVISI ZIHABWA ABATUGANA

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Ijambo ry'ibanze

Nejejwe no kubagezaho igitabo gikubiyemo serivisi zitangwa n'Ikigo cy'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'Ikigo cy'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.

TUSABE RICHARD

Umuyobozi Mukuru

INTANGIRIRO

Ikigo cy'Ubwiteganyirize mu Rwanda(RSSB) 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). Iri tegeko ryahinduwe kandi ryuzuzwa n'itegeko N°04/2015 ryo ku wa 11/03/2015 riha RSSB indi nshingano yo gucunga ishami ry'ubwisungane mu kwivuza (Mutuelle de Santé). RSSB kandi yahawe inshingano zo gucunga ishami ry'ubwiteganyirize bw'igihe kirekire (EjoHeza) n'itegeko rya Minisitiri w'intebe N° 58/03 ryo kuwa 04/04/2018.

Uhereye mu kwezi k'Ugushyingo 2016 hatangiwe gushyirwa mu bikorwa Itegeko N°003/2016 ryo ku wa 30/03/2016 rishyiraho rikanagena imitunganyirize y'ubwishingizi bw'ibigenerwa umugore uri mu kiruhuko cyo kubyara.

Inshingano y'ingenzi y'ikigo cy'ubwiteganyirize mu Rwanda ni Ugutanga serivisi zijyanye n'ubwiteganyirize mu Rwanda. Kugeza ubu Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) kikaba gicunga ishami ryo kwivuza, ishami ry'ibyago bikomoka ku kazi, ishami rya pansiyo, ishami ry'ubwisungane mu kwivuza n'ishami ry'ibigenerwa umugore uri mu kiruhuko cyo kubyara ndetse n'iry'ubwiteganyirize bw'igihe kirekire (EjoHeza).

Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) ni ikigo cy'imari kirebererwa na Minisiteri y'Imari n'Igenamigambi, kikanagenzurwa na Banki Nkuru y'Igihugu nk'uko biteganywa n'itegeko N°55/2007 ryo ku wa 30/11/2007.

INTEGO

Gutanga serivise nziza, gukusanya imisanzu, kugoboka abiteganyirije, gucunga no gushora imari ku buryo bwizewe kandi burambye.

ICYERECYEZO

Kugeza no kumenyekanisha ubwiteganyirize ku banyarwanda bose.

Mu gushaka kugera ku ntego n'icyerezo twihaye; dukorana ubushake, gushaka ibisubizo byihuse kandi tugendera kuri aya mahame :
- Ubudakemwa
- Ubufatanye
- Kuzuza inshingano zacu
- Kubahana
- Ubudashyikirwa

INSHINGANO Z'INGENZI ZA RSSB:

- Gukurikirana no guteza imbere ibyerekeye pansiyo, Ubwishingizi bw'indwara, ubwishingizi bw'byago bikomoka ku kazi, Ubwishingizi bw'ikiruhuko cyo kubyara, ubwizigame bwa mbere y'izabukuru n'andi mashami yaba ngombwa ;
- Kwandika abakoresha, abakozi, abateganyirijwe, n'abiteganyirije ku giti cyabo bari mu mashami y'Ubwiteganyirize RSSB icunga ;
- Gukusanya no gucunga imisanzu nk'uko biteganywa n'amategeko ;
- Kwakira no gucunga inkunga ;
- Kwishyura ibigenerwa abateganyirijwe ;
- Gushora imari hakurikijwe amategeko ;
- Kugira uruhare mu kugena politiki y'Ubwiteganyirize ;
- Kugira inama Guverinoma ku bijyanye n'ubwiteganyirize ;
- Gushyikirana no gukorana n'ibindi bigo bihuje inshingano haba ku rwego rw'akarere u Rwanda ruherereyemo cyangwa ku rwego mpuzamahanga ;
- Gukomeza kuvuza abanyamuryango bagiye mu zabukuru bahabwa amafaranga ya pansiyo ya buri kwezi.

ISHAMI RY'ICUNGA MUTUNGO NO GUKUSANYA IMISANZU
(Department of Finance and Contributions)

Iki nicyo gihe cyo kwiteganyiriza.

RWANDA SOCIAL SECURITY BOARD
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IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI RISHINZWE GUKUSANYA IMISANZU NO GUCUNGA KONTI Z'ABAKOZI N'ABAKORESHA NDETSE NO KUGENZURA ABAKORESHA (Contributions Division)

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA NOMERO IRANGA UMUKORESHA (Ikigo)**	- Kuzuza urupapuro rwagenewe kwandika umukoresha mushya mu gihe kitarenze iminsi 7 umukozi wa mbere atangiye akazi - Kopi y'igitabo cy'ubucuruzi ku bigo by'ubucuruzi - Kopi y'itegeko cyangwa icyemezo gishyiraho ikigo/urwego ku bigo bya Leta - Kopi y'icyemezo gitangwa na MINALOC cyangwa RGB ku miryango itegamiye kuri Leta - Kopi y'icyangombwa cy'Ubuzima Gatozi ku mashyirahamwe - Kopi y'icyangombwa cyatanzwe n'inzego zibifitiye ububasha cyemerera gukora amashuri, amavuriro, ibigo by'imari,n'abandi - Kopi y'indangamuntu ku muntu ku giti cye **<u>Icyitonderwa</u>** : Ku bigo byiyandikisha muri RDB bihita bihabwa iyi nomero ibiranga muri RSSB batagombye kongera kwiyandikisha muri RSSB.	**Ako kanya (iminota 15)** **Ku ishami rya RSSB mu Karere**

2.	**GUSABA KO NOMERO Y'UMUKORESHA YATANZWE BINYUZE MU KIGO CY'IGIHUGU GISHINZWE ITERAMBERE (RDB) ITANGIRA GUKORA**	- Ibaruwa ibisaba ivuga igihe abakozi batangiriye - Icyemezo gitangwa n'umugenzuzi w'umurimo mu Karere bakoreramo igihe harenze ukwezi ikigo cyiyandikishije muri RDB	**Ako kanya (iminota 15)** **Ku ishami rya RSSB mu Karere**
3.	**GUSABA NOMERO Z'ABAKOZI**	- Kwiyandikisha mu gukoresha Online service za RSSB - Gusaba nomero z'abakozi binyuze ku rubuga rwa RSSB (www.rssb.rw) - Kuba ufite nomero y'indangamuntu y'umukozi usabira nomero y'ubwiteganyirize	**Online service**
4.	**KURIHA IMISANZU YA PANSIYO, IBYAGO BIKOMOKA KU KAZI, NDETSE NIYO MU ISHAMI RIFASHA UMUGORE URI MU KIRUHUKO CYO KUBYARA NO KURIHA IMISANZU YO KWIVUZA**	- Kwiyandikisha muri RRA online service(E-tax) - Kuba ufite nomero y'umukoresha(Numéro matricule) niz'abakozi z'ubwiteganyirize (Numéro d'affiliation) - Kumenyekanisha imishahara y'abakozi binyuze ku rubuga rwa RRA - Kwishyura umusanzu nyuma yo kumenyekanisha imishahara	**Online service**
5.	**ICYEMEZO CY'UKO NTA MWENDA**	- Kuba nta mwenda ubereyemo RSSB mu ishami rya pansiyo	**Online service** **Amasaha 48**

	UBEREYEMO RSSB	ndetse n'ishami ryishingira umugore uri mu kiruhuko cyo kubyara. - Kuba ufite Nomero iranga ikigo muri RRA(TIN Number) - Kuba ufite Nomero iranga ikigo muri RSSB (Numéro matricule) - Gutanga ubusabe unyuze ku rubuga rwa RRA - Kwishyura	
6.	**GUHAGARIKA BY'AGATEGANYO NOMERO Y'IKIGO**	- Ikigo kigiye guhagarika imirimo kikaba kitazakomeza gukoresha abakozi cyandika ibaruwa kibimenyesha RSSB kigashyiraho icyemezo cy'umugenzuzi w'umurimo mu Karere gikoreramo. Gishobora kongera gusaba gukoresha iyi nomero iyo cyongeye gukoresha abakozi.	**Ku ishami rya RSSB cyangwa ku cyicaro gikuru**
7.	**GUKOSOZA UMWIRONDORO W'UMUKOZI**	- Ibaruwa yandikiwe umuyobozi wa RSSB - Ibyangombwa bigaragaza imyirondoro yawe nyakuri (Kopi y'indangamuntu) **Icyitonderwa:** Aho bibaye ngombwa umukozi ashobora gusabwa ibindi byangombwa bitewe	**Ku cyicaro gikuru cya RSSB** **Iminsi 5**

		n'imiterere y'ikibazo cye nk'ibaruwa y'umukoresha imusabira gukosoza umwirondoro cyangwa icyangombwa kimwemerera guhindura umwirondoro yahawe n'inzego zibifitiye ububasha n'ibindi.	
8.	**GUKOSOZA KONTI Y'IMISANZU**	- Ibaruwa yandikiwe umuyobozi wa RSSB ivuga aho wakoze n'igihe wahakoreye - Aho bishoboka gushyiraho ibyemezo ko wahakoze.	**Ku ishami rya RSSB no ku cyicaro gikuru Iminsi 7**
9.	**KUJYA MU BWITEGANYIRIZE KU BUSHAKE**	- Kuba utagifite akazi kaguteganyiriza - Kuba utarengeje imyaka 50 y'amavuko igihe utabaye mu bwiteganyirize butegetswe - Icyemezo cy'amavuko - Kopi y'indangamuntu - Kuzuza urupapuro rwabigenewe ku ishami rya RSSB.	**Ako kanya (imonota 15)**
10.	**GUSABA KWISHYURIZWA IMISANZU**	- Kwandikira RSSB ibaruwa ibisaba igaragaza aho wakoze n'igihe wahakoreye - Gushyiraho kopi y'ibyemezo ko wakoreye uwo mukoresha - Cyangwa kopi y'imyanzuro y'urubanza kubyagejejwe mu nkiko.	**Hakurikizwa amategeko yo Kwishyuza abakoresha (Enforcement)**

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

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**KUMENYESHWA UMUSANZU UGOMBA KWISHYURA**	- Ikigo cy'Ubwiteganyirize cyohereza inyandiko imenyekanisha umusanzu ugomba kwishyurwa. - Uwo musanzu uba ugomba kwishyurwa mu minsi 30 uhereye umunsi ibaruwa yakiriwe. **Icyitonderwa:** ➢ Umukoresha utemeye ibikubiye muri iyo nyandiko abimenyekanisha mu nyandiko mu gihe kitarenze iminsi 30 akanatanga ibimenyetso. ➢ Ubuyobozi bw'Ikigo cy'ubwiteganyirize bumenyesha umukoresha icyemezo bwafashe ku nyandiko igaragaza uburyo umukoresha abibona mu minsi 30 uhereye igihe bwakiriye iyo nyandiko. Iyo nta gisubizo gitanzwe ubusabe bw'umukoresha bufatwa nkaho butemewe.	Ku cyicaro gikuru cya RSSB

2.	**GUSABA KWISHYURA MU BYICIRO**	- Umukoresha agaragaje impamvu zifatika ashobora gusaba kwishyura mu byiciro mu gihe cy'iminsi 30 uhereye igihe yaboneye inyandiko imenyekanisha umusanzu ugomba kwishyurwa cyangwa icyemezo Ikigo cy'Ubwiteganyirize cyafashe ku nyandiko igaragaza uburyo umukoresha abibona. - Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishyuye 10% by'umwenda. **Icyitonderwa:** Kwishyura mu byiciro abishyira mu gihe kitarenze imyaka 2	Ku cyicaro gikuru cya RSSB
3.	**GUHABWA INYANDIKO YIHANANGIRIZA**	- Iyo imisanzu itishyuwe nk'uko biteganywa Ubuyobozi bw'Ikigo cy'ubwiteganyirize bwohereza umukoresha inyandiko yihanangiriza igaragaza umwenda ugezweho imusaba kwishyura mu minsi 15 uhereye igihe aboneye inyandiko yihanangiriza inamumenyesha ingaruka zo mu rwego rw'amategeko mu gihe azaba atishyuye.	Ku cyicaro gikuru cya RSSB
4.	**GUSABA KWISHYURA MU BYICIRO K'UMUKORESHA WAMAZE**	- Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishyuye byibuze 20% y'umwenda yishyuzwa	

	GUHABWA INYANDIKO YIHANANGIRIZA	- Kwandikira ibaruwa umuyobozi mukuru w'ikigo cy'ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze imyaka 2. **Icyitonderwa:** Nyuma y'iminsi 15 umukoresha wakiriye inyandiko yihanangiriza ntiyishyure kandi ntasabe no kwishyura mu byiciro ahabwa inyandiko y'igiteranyo cy'amafaranga yishyuzwa ifatwa nk'urubanza rwaciwe kandi rugomba kurangizwa mu buryo bwose bwemewe n'amategeko.	
5.	**GUSABA KWISHYURA MU BYICIRO K'UMUKORESHA WAKIRIYE UNYANDIKO Y'IGITERANYO CY'AMAFARAN GA YISHYUZWA IFATWA NK'URUBANZA RWACIWE**	- Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishyuye byibuze 25% by'umwenda yishyuzwa. - Kwandikira umuyobozi w'ikigo cy'ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze umwaka n'igice(amezi 18) **Icyitonderwa**: Ubwo busabe bukorwa mu gihe kitarenze iminsi 15.	
6.	**GUSABA KWISHYURA MU BYICIRO K'UMUKORESHA WAKIRIYE INYANDIKO IMUSABA**	- Mbere y'uko asaba kwishyura mu byiciro agomba kuba yishyuye 30% by'umwenda yishyuzwa - Kwandikira ibaruwa umuyobozi w'ikigo	

	KWISHYURA MU MASAHA 24 CYANGWA WAFATIRIWE UMUTUNGO WE UTIMUKANWA	cy'ubwiteganyirize asaba kwishyura mu byiciro mu gihe kitarenze umwaka umwe (amezi 12).	
7.	**KUJURIRA**	- Mbere yo kuregera urukiko ku byemejwe n'ubuyobozi bw'Ikigo cy'ubwiteganyirize umukoresha agomba gushyikiriza ikibazo Inama y'Ubuyobozi y'Ikigo cya Leta gifite Ubwiteganyirize mu nshingano zacyo mu minsi 30 y'akazi ikurikira igihe yakiriye inyandiko yihanangiriza.	Ku cyicaro gikuru cya RSSB Mu minsi 60 ahabwa igisubizo ku bujurire iyo nta gisubizo ahawe muri iyo minsi ubujurire bwe bufatwa nkaho butemewe.

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

Teganyiriza izabukuru, ejo hawe habe heza.

RWANDA SOCIAL SECURITY BOARD

RSSB

Our **Health**
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IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI RISHINZWE KUGOBOKA ABITEGANYIRIJE MU ISHAMI RYA PANSIYO

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA PANSIYO Y'IZABUKURU (Gutanga dosiye)**	- Kuba wujuje nibura imyaka y'izabukuru nkuko biteganywa n'itegeko - Kuzuza urupapuro rusaba pansiyo y'ubusaza - Icyemezo cy'amavuko cy'usaba - Icyemezo cy'uko usaba ariho - Nomero ya Konti ya banki(urupapuro rugaragaza ko konti ari iyawe bwite) - Fotokopi y'indangamuntu - Urutonde rw'aho wakoze - Ibaruwa y'umukoresha igushyira mu kiruhuko cy'izabukuru (mugihe ikenewe) **Icyitonderwa:** Kusaba pansiyo ari muri Gereza yandika ibaruwa amenyekanisha uwo ahaye uburenganzira bwo kumutangira dosiye no kujya amufatira amafaranga	**Ku ishami rya RSSB mu Karere** **Dosiye isubizwa nyuma y'iminsi 30 yakiriwe** **Icyitonderwa:** Dosiye zakiriwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho

		ya pansiyo ikanyuzwa ku buyobozi bwa Gereza arimo. Icyo gihe uhawe uburenganzira atanga nomero ya konti ye na Fotokopi y'indangamuntu ye.	
2.	**GUSABA PANSIYO Y'ABASIZWE N'UWITEGANYIRIJE**	**Umupfakazi asabwa:** - Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije - Icyemezo cy'uko yashyingiranywe na nyakwigendera byemewe n'amategeko; - Icyemezo cy'ubupfakazi - Icyemezo cy'uko usaba ariho - Icyemezo cy'uko uwiteganyirije yapfuye - Fotokopi y'indangamuntu y' umubyeyi mu gihe asabira umwana utarageza imyaka y'ubukure - Nomero ya Konti ya banki(urupapuro rugaragaza ko konti ari iyawe bwite **Imfubyi isabwa:** - Kuzuza urupapuro rusaba pansiyo	**Ku ishami rya RSSB mu Karere** **Dosiye isubizwa nyuma y'iminsi 30 yakiriwe** **Icyitonderwa:** Dosiye zakiriwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho

		y'abasizwe n'uwiteganyirije (iyo bibaye ngombwa) - Icyemezo cy'amavuko - Icyemezo cy'uko usaba ariho - Icyemezo cy'uko uwiteganyirije yapfuye, - Kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye cyangwa urwemeza ko ari se cyangwa nyina, iyo bibaye ngombwa; - Nomero ya Konti ya banki (urupapuro rugaragaza ko konti ari iyawe bwite) iyo bibaye ngombwa; - Icyemezo cy'uko imfubyi yiga mu gihe ifite hagati y'imyaka cumi n'umunani (18) na makumyabiri n'itanu (25) y'amavuko - Icyemezo cy'uko imfubyi ari ingaragu mu gihe irengeje imyaka makumyabiri n'umwe (21) y'amavuko, - Icyemezo cya muganga ku mfubyi ifite imyaka irenze cumi n'umunani (18)	

		y'amavuko ifite ubumuga buhoraho bw'umubiri cyangwa bwo mu mutwe - Icyemezo cy'urukiko gishyiraho umwishingizi na fotokopi y'indanga-muntu y'umwishingizi iyo asabira umwana utarageza imyaka y'ubukure. - Inyandiko y'amavuko ku mwana uvuka ku babyeyi batasezera nye (acte de naissance) **Umubyeyi nyakwigendera asabwa**: - Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije - Icyemezo cy'uko uwiteganyirije yapfuye, - Icyemezo cy'amavuko cyangwa kopi y'urubanza rumugira umubyeyi wa nyakwigendera ataramubyaye ; - Fotokopi y'indangamuntu y'umubyeyi usaba; - Icyemezo cy'uko nyakwigendera yapfuye ari ingaragu.	

		- Nomero ya Konti ya banki(urupapuro rugaragaza ko konti ari iyawe bwite)	
3.	**GUSABA PANSIYO Y'UBUMUGA**	- Kuzurisha ifishi igaragaza ubumuga (Medical Certificates for occupational Incapacity (P6) kwa muganga uyihawe n'ishami rya RSSB - Inyandiko isaba pansiyo y'ubumuga - Inyandiko itangwa n'umukoresha igaragaza impamvu y'irangiza ry'akazi - Raporo ya muganga ku buzima bw'usaba - Icyemezo cy'amavuko cy'usaba - Icyemezo cy'uko usaba ariho - Fotokopi y'indangamuntu - Nomero ya Konti ya banki (urupapuro rugaragaza ko konti ari iyawe bwite - Kuba wari ukiri mu kazi kandi byibuze waratanze imisanzu y'imyaka 3 kandi mu mezi 12 abanziriza ubumuga ukaba ufitemo amezi 6 y'imisanzu - Kubonana na Muganga wa RSSB	**Ku ishami rya RSSB mu Karere** **Mu minsi 7 dosiye igeze ku cyicaro gikuru umurwayi abonana na Muganga** **Bitarenze itariki 30 z'ukwezi gukurikira uko yabonaniyemo na Muganga dosiye irahembwa.**

		nyuma yo gutanga dosiye. **Icyitonderwa:** - Icyakora, ugize ubumuga bukomoka ku mpanuka idafitanye isano n'akazi asabwa gusa kuba yari mu bwiteganyirize igihe cy'impanuka kugira ngo agire uburenganzira kuri pansiyo y'ubumuga. - Iyo uwiteganyirije asanzwe afite ubumuga kandi bukaba bwariyongereye ku buryo atagishoboye gukora umurimo uwo ariwo wose uhemberwa, afatwa nk'uwagize ubumuga.	
4.	**GUSABA PANSIYO Y'IMBURAGIHE**	Iyo uwiteganyirije ashaje imburagihe, mbere yo kugeza ku myaka y'izabukuru byemejwe 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.	**Ku ishami rya RSSB mu Karere** **Dosiye isubizwa nyuma y'iminsi 30 yakiriwe** **Icyitonderwa:** Dosiye zakiriwe hagati mu kwezi zihembwa mu mpera z'ukwezi gukurikiraho

		Ushaka uburenganzira kuri pansiyo y'imburagihe agomba kandi kuba yujuje ibi bikurikira: **1°** kuba yaratanze imisanzu nibura mu gihe cy'imyaka cumi n'itanu (15) mu bwiteganyirize; **2°** kuba atagikora umurimo uwo ari wo wose uhemberwa. Ibyangombwa bisabwa usaba pansiyo y'ubumuga cyangwa pansiyo y'imburagihe - Kuzurisha ifishi igaragaza ubumuga (Medical Certificates for occupational Incapacity (P6) kwa muganga uyihawe n'ishami rya RSSB - Inyandiko isaba pansiyo y'imburagihe - Icyemezo cy'amavuko cy'usaba - Raporo ya muganga ku buzima bw'usaba - Inyandiko itangwa n'umukoresha igaragaza impamvu y'irangiza ry'akazi - Icyemezo cy'uko usaba ariho - Fotokopi y'indangamuntu	

		- Nomero ya Konti ya banki (urupapuro rugaragaza ko konti ari iyawe bwite) **Icyitonderwa:** Uwemerewe iyi pansiyo y'imburagihe ariko akaba ataragejeje ku myaka 15 y'imisanzu ahabwa amafaranga y'ingunga imwe (Allocation Unique)	
5.	**GUSABA ICYEMEZO CY'UKO UHEMBWA PANSIYO**	- Kuba waratanze icyemezo cy'uko uriho - Kwitwaza Nomero ya dosiye n'indangamu-ntu yawe. - Kuzuza urupapuro rusaba icyemezo cy'uko uhembwa Pansiyo	**Ku ishami rya RSSB mu Karere/Ku Cyicaro Gikuru cya RSSB** **Mu munsi 1**
6.	**GUHINDUZA NOMERO YA KONTI UHEMBERWAHO**	- Kwandika ibaruwa(washyizeho nomero ya dosiye) usaba guhinduza konti - Gushyiraho kopi y'urupapuro rwa Banki rugaragaza konti nshya ushaka kujya uhemberwamo ko ari iyawe bwite.	**Ku ishami rya RSSB mu Karere/Ku Cyicaro Gikuru cya RSSB** **Mu minsi 7**

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

Shinganisha ubuzima bwawe, impanuka ntiteguza.

RWANDA SOCIAL SECURITY BOARD (RSSB)

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.	**GUTANGA DOSIYE Y'IBYAGO BIKOMOKA KU KAZI**	➢ Urupapuro A1/M1 rwuzuzwa n'umukoresha rushobora gutangwa rwonyine cyangwa rugaherekezwa na: ➢ Urupapuro rwabigenewe A2/M2,M3 rwuzuzwa na Muganga wemewe wa Leta **Icyitonderwa:** ➢ Igihe ntarengwa cyo gutanga dosiye y'ibyago bikomoka ku kazi ni umwaka 1 (kubakozi bagengwa na status y'abakozi ba leta) n'imyaka 2 (kubagengwa na itegeko ry'umurimo) uhereye igihe impanuka yabereye ➢ Iyo Umukoresha atamenyekanishije impanuka y'akazi umukozi cyangwa undi muntu yabikora. ➢ Mu gihe ibyago bikomoka ku kazi byateye urupfu hatangwa	**Ku ishami rya RSSB mu Turere** **Ku gihe kitarenze iminsi 30 dosiye igomba kuba yagejejwe ku Cyicaro gikuru cya RSSB (Harimo raporo y'iperereza)**

		ibyangombwa bikurikira: ▪ Icyemezo cy'amavuko cya Nyakwigendera ▪ Icyemezo cy'uko yashatse cyangwa yari Ingaragu ▪ Icyemezo cy'uko yitabye Imana ▪ Ibyemezo by'amavuko y'abana ▪ Ibyemezo by'abana ko bariho ndetse n'umubyeyi wasigaye ▪ Icyemezo cy'ishuri ku bana bafite kuva ku myaka 18 ▪ Icyemezo cy'uko umwana ari ingaragu iyo agejeje imyaka 21 ▪ Icyemezo cy'urukiko cy'uwishingira abana igihe abana nta mubyeyi basigaranye ▪ Icyemezo cyemeza ko umwana ari uwa nyakwigendera igihe atavutse k'umugore w'isezerano ▪ Icyemezo cy'uko ababyeyi be bariho igihe yari ingaragu.	

		▪ Amafoto 2 magufi kuri buri muntu ▪ Numero ya Konti na kopi y'indangamuntu yuzafata amafaranga. **Icyitonderwa**: Mu ishami ry'ibyago bikomoka ku kazi iyo nyir'ubwite apfuye azize ibyago bikomoka ku kazi uwo bashakanye, abana be ndetse n' ababyeyi be bose bahabwa amafaranga. ▪ Hiyongereho ibyemezo by'uko ababayeyi ba Nyakwigendera bakiriho, nomero ya konti na kopi y'indangamuntu byabo.	
2.	**GUKORA IPEREREZA**	Kumenyekanisha abatanga buhamya: ➢ Ababonye impanuka ➢ Abemeza ko ibyo warimo igihe cy'impanuka bifitanye isano n'akazi ➢ Nomero za telephone zabo ➢ Aho twabasanga	**Ku ishami rya RSSB mu Turere**

3.	**KUZUZA DOSIYE**	- Gutanga urupapuro rwabigenewe A5/M4 rwuzuzwa na Muganga wa Leta	**Ku ishami rya RSSB cyangwa ku Cyicaro Gikuru**
4.	**KUBONANA NA MUGANGA NGISHWANAMA WA RSSB**	- Dosiye irimo: A1, A2, A5/ M1, M2, M3, M4 - Raporo y'iperereza yemejwe **Icyitonderwa**: • Utabashije kuza kubonana na Muganga arabimenyekanisha bakamusanga aho ari	**Ku cyicaro gikuru cya RSSB Nyuma y'iminsi 7 dosiye yujuje ibisabwa umurwayi abonana na Muganga**
5.	**GUSABA GUHABWA INSIMBURA MUSHAHARA IGIHE WAHAGARITSE AKAZI KUBERA UBUMUGA BUTEWE N'IBYAGO BIKOMOKA KU KAZI**	- Dosiye y'umukozi imenyekanisha impanuka cyangwa indwara igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi - Nyuma yo gutanga impapuro A1/M1,A2/M2 na A5/M3&M4 ugomba kuba warabonanye na Muganga wa RSSB - Gutanga nomero ya Konti - Icyemezo cy'amavuko - Icyemezo cy'uko uriho	**Ku Cyicaro gikuru cya RSSB** **Bitarenze itariki 30 z'ukwezi gukurikira uko wabonaniyemo na Muganga uhabwa insimbura mushahara**

		- Iyo impanuka y'akazi yatumye usezererwa ku kazi utanga icyemezo ko wasezerewe ku kazi igihe byaturutse ku byago bifitanye isano n'akazi	
6.	**KWISHYUZA AMAFARANGA WIVURIJEHO IBIFITANYE ISANO N' IBYAGO BIKOMOKA KU KAZI**	- Dosiye y'umukozi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi : **A1,A2/M1,M2 na Raporo y'iperereza** - Ibaruwa wandikiye RSSB yishyuza amafaranga wivuje impanuka ifitanye isano n'akazi - Fagitire y'umwimerere y'ibyo wishyuye wivuza impanuka ifitanye isano n'akazi **<u>Icyitonderwa:</u>** ➢ Aya mafaranga ashobora kwishyuzwa n'umukoresha cyangwa umwishingizi iyo ariwe wishyuriye umukozi	**Ku Cyicaro gikuru cya RSSB** **Ayahabwa bitarenze itariki 30 z'ukwezi gukurikira uko yayasabyemo**

7.	**GUHINDUZA BANKI CYANGWA KONTI UHEMBERWAMO**	- Kwandika ibaruwa(washyizeho nomero ya dosiye) usaba guhinduza konti - Gushyiraho kopi y'urupapuro rwa Banki rugaragaza konti nshya ushaka kujya uhemberwamo ko ari iyawe bwite.	**Mu minsi 3 ibaruwa yakiriwe nyirayo amenyeshwa ko konti yahinduwe hakoreshejwe SMS/Email/ telefone**
8.	**KWISHYUZA INSIMBURAMUBYIZI**	Umukozi wagize ibyago bikomoka ku kazi utarahembwe n'umukoresha we kuko atakoze yemerewe insimbura mubyizi. **Asabwa gutanga**: - Icyemezo cy'umukoresha kigaragaza ko atahembwe igihe yararwaye bitewe n'ibyago bikomoka ku kazi - Nomero ya Konti ya Banki	**Ku cyicaro gikuru cya RSSB** **Bitarenze itariki 30 z'ukwezi gukurikira uko yayasabiyemo.** **Icyitonderwa:** **Aya mafaranga asabwa mu gihe kitarenze amezi 12.**
9.	**KWISHYUZA IMISHAHARA YAHEMBWE UMUKOZI IGIHE YARI ARWAYE KUBERA IBYAGO BIKOMOKA KU KAZI**	- Dosiye y'umukozi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi	**Ku cyicaro gikuru cya RSSB** **Bitarenze itariki 30 z'ukwezi gukurikira uko yayasabiyemo**

		- Ibaruwa y'umukoresha yandikiwe RSSB isaba gusubizwa ayo mafaranga - Icyemezo kigaragaza ko uwo mukozi yahembwe - Nomero ya konti y'umukoresha (Ikigo akorera)	**Icyitonderwa:** **Aya mafaranga asabwa mu gihe kitarenze amezi 12.**
10.	**GUSABA KUVUZWA IBIFITANYE ISANO N'IBYAGO BIKOMOKA KU KAZI IGIHE UDASHOBOYE KWIRIHIRA NGO UZISHYUZE NYUMA**	- Dosiye y'umukozi imenyekanisha ibyago bikomoka ku kazi igomba kuba yarakiriwe kandi yaremejwe ko ifitanye isano n'akazi - Ku bisaba mu ibaruwa cyangwa mu bundi buryo	**Ku cyicaro gikuru cya RSSB** **Mu minsi 7**
11.	**GUSABA AMAFARANGA YO GUSHYINGURA UWAPFUYE AZIZE IMPANUKA Y'AKAZI**	- Ibaruwa ibisaba - Icyemezo cy'uko yitabye Imana - Kuba dosiye yaremejwe ko ifitanye isano n'akazi **Icyitonderwa:** **Aya mafaranga asabwa mu gihe kitarenze amezi 12.**	**Ku cyicaro gikuru cya RSSB** **Mu minsi 30**

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

Tuza,
uri mukiruhuko
cyo kubyara.

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

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA GUSUBIZWA AMAFARANGA UMUKORESHA YAHEMBYE UMUGORE URI MU KIRUHUKO CYO KUBYARA**	- Urupapuro rusaba gusubizwa umushahara wishyuwe umugore mu kiruhuko cyo kubyara(form iba isinyweho n'umukoresha) - Urupapuro rusaba amafaranga y'ikiruhuko cyo kubyara(form iba isinyweho n'umugore wabyaye); - Kopi y'icyangombwa kiranga umugore wishingiwe(Indangamuntu/Pass port); - Inyandiko ya banki igaragaza inimero ya konti y'umukoresha - Inyandiko y'umukoresha ihamya ko uwo mugore ari mu kiruhuko cyo kubyara; - Inyandiko igaragaza neza imishahara umugore yahembwe mu gihe cy'ikiruhuko cyo kubyara iriho umukono we n'uw'umukoresha kandi iteweho kashe y'umukoresha; - Icyemezo cy'umwimerere kigaragaza ko umugore yabyaye/icyemezo cy'amavuko;	Ku ishami rya RSSB riri mu Karere mukoreramo. Mu minsi 30

		***Mu gihe bibaye ngombwa:** - Icyemezo cya muganga cyongerera ikiruhuko; - Icyemezo cy'umwishingizi w'umwana mu gihe nyina atakiriho. Impapuro zirebana no gusaba gusubizwa amafaranga ziboneka ku rubuga: www.rssb.rw no ku biro by'amashami ya RSSB ari mu turere twose tw'igihugu **Icyitonderwa:** Aya mafaranga umukoresha ayasaba mu gihe kitarenze amezi atandatu (6), uhereye igihe umubyeyi yabyariye cyangwa atarengeje amezi atatu (3), uhereye igihe ikiruhuko cyo kubyara cyarangiriye.	

ISHAMI RY’UBWISHINGIZI BW’INDWARA
(Medical Department)

Ivuze,
uvuze abawe.

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IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI RY'UBWISHINGIZI BW'INDWARA (Medical Department)

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA KO IKIGO KIGENGA KIJYA MU BWISHINGIZI BWO KWIVUZA**	- Ibaruwa isaba yandikiwe Umuyobozi Mukuru wa RSSB - Urupapuro rwerekana imiterere y'imishahara y'abakozi bose: Urwo rupapuro ruba rugaragaza umushahara mbumbe, umushahara fatizo, inyongera ku mushahara n'amafaranga akatwa umukozi kandi ateganywa n'itegeko ; - Icyemezo cyerekana uko utanga imisoro muri RRA (PAYE) - Icyemezo cy'uko nta mwenda ufitiye Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) mu ishami rya pansiyo,ibyago bikomoka ku kazi ndetse n'iry'ikiruhuko cyo kubyara ku bagore - Igitabo cy'ubucuruzi (registre de commerce) ku bigo bicuruza ; - Icyemezo cy'uko ikigo cyiyandikishije muri RDB ku bigo bikorera mu Rwanda ; - Icyemezo gitanga uburenganzira bwo gukorera mu Rwanda ku miryango itegamiye kuri	Ku cyicaro gikuru cya RSSB Mu minsi 30

		Leta (ONG) gitangwa na MINALOC - Icyemezo cy'uko wiyandikishije gitangwa na RCA kuri za koperative - Icyemezo n'uruhushya byo gukora ibikorwa by'ubuvuzi gitangwa na RBC na Minisiteri y'ubuzima ku bigo bikora ibikorwa by'ubuvuzi, - Icyemezo gitanga uburenganzira bwo gukora ku bigo by'imari iciriritse gitangwa na banki nkuru y'igihugu (BNR) ; - Icyemezo gitanga uburenganzira bwo gutangiza amashuri mato n'ayisumbuye gitangwa na Minisiteri y'uburezi (MINEDUC) ku bigo by'amashuri, - Uburenganzira bwo gukora imirimo y'itangazamakuru butangwa na 'Media High Council' ku bigo by'itangazamakuru - Icyemezo cy'uko wiyandikishije ku miryango mpuzamahanga itegamiye kuri Leta gitangwa n'ikigo gishinzwe abinjira n'abasohoka mu Rwanda ; - Icyemezo gitanga ubuzima gatozi ku ishyirahamwe cyangwa icyemezo cy'agateganyo gitangwa n'ikigo cy'igihugu gishinzwe imiyoborere myiza (RGB) igihe ishyirahamwe	

		ritarabona ubuzima gatozi ; - Kugaragaza umubare w'abantu buri mukozi yakwishingira (uwo bashakanye, abana babo n'abo barera mu buryo bwemewe n'amategeko) ; **Icyitonderwa :** ▪ Kuba nibura ikigo gisaba gifite abakozi barindwi (7) ▪ Umugabo n'Umugorre bakora mu kigo kimwe gifite ubwishingi buri wese atanga uwe musanzu ▪ Nta kigo cyemererwa kwishyura imisanzu yo kwivuza kitarahabwa ibaruwa ibemerera. Biramutse bibabye ayo mafaranga ntasubizwa. Kandi umusanzu umaze kwishyurwa abanyamuryango bivuza nyuma y'iminsi mirongo itatu uhereye ku itariki bishyuriyeho umusanzu wa mbere. ▪ Ikigo cy'Ubwiteganyirize mu Rwanda kishingira ibikorwa by'ubuvuzi ku bakozi bafite umushahara wa buri kwezi, bafite amasezerano basinye agenga umurimo bakora.	
2.	**GUSABA KUJYA MU BWISHINGIZI BWO KWIVUZA KU BARI MU KIRUHUKO**	➢ Kuba warigeze kuba umunyamuryango w'ishami ryo kwivuza rya RSSB(RAMA) ➢ Kuba uhabwa pansiyo	Ku ishami rya RSSB no Ku cyicaro gikuru Itariki ya mbere

	CY'IZABUKURU	ya buri kwezi ➢ Kuzuza urupapauro rwabigenewe ➢ Kujya utanga 7.5% bya pansiyo buri kwezi asigaye agatangwa n'Ikigo cy'Ubwiteganyirize	y'ukwezi gukurikira uko watangiyemo umusanzu.
3.	**GUSABA KWEMEZA ABAKOZI MU ISHAMI RYO KWIVUZA RYA RSSB**	- Kopi y'ibaruwa yemerera ikigo kuba mu bwishyingizi bwo kwivuza bwa RSSB - Kuzuza urupapuro rwabigenewe kuri buri mukozi	**Ku ishami rya RSSB** **Iminota 30**
4.	**KWANDIKISHA ABANYAMURYA-NGO MU ISHAMI RYO KWIVUZA RYA RSSB**	- Icyemezo cy'uko mwashakanye na kopi y'indangamuntu (umugore cyangwa umugabo) - Icyemezo cy'uko umukozi akiri ingaragu, iyo atarashaka - Icyemezo cy'amavuko (Ku mwana) - Icyemezo cy'amavuko ndetse n'ikarita y'ishuri (Ku mwana ufite imyaka 18 kuzamura) - Icyemezo cy'ubumuga k'umwana ubana n'ubumuga - Icyemezo cy'urukiko ko Umwana yagizwe uwawe cyangwa umurera**(Acte de Tutelle , d'Adoption)** - Ifoto 2 zifite inyuma (background) h'umweru kuri buri muntu. **Uwandikisha umwana mu bwishingizi bwo kwivuza**	**Ku ishami rya RSSB** **Umunsi 1**

		kandi ababyeyi batarasezeranye asabwa ibi bikurikira: - Iyo Se w'umwana ari we utanga imisanzu atanga kopi iriho umukono wa Noteri cyangwa y'umwimerere y'icyemezo cy'uko uwo mwana ari uwe (acte de reconnaissance/ recognition certificate) - Iyo Nyina w'umwana ariwe utanga imisanzu atanga icyemezo cy'amavuko cy'umwana gitangwa n'umurenge ndetse na kopi y'icyemezo cy'amavuko cyo kwa muganga **Icyitonderwa:** ▪ Buri munyamuryango nyir'izina yemerewe kuvuza abantu bo mu muryango we bakurikira : - Uwo bashakanye k'uburyo bwemewe n'amategeko; - Umwana wemewe cyangwa wemejwe n'amategeko; - Umwana arera abyemerewe n'amategeko. - Umwana urengeje imyaka makumyabiri n'umwe ntiyishingirwa n'ababyeyi be cyeretse iyo ari umunyeshuri, akiri ingaragu kandi nta kazi agira. - Umwana wiga yishingirwa	

		kugeza ku myaka makumyabili n'itanu (25ans). - Umwana ubana n'ubumuga butuma adashobora kwikorera avuzwa kugeza igihe cyose abamwishingira bazaba bagifite ubwishingizi butangwa na RSSB.	
5.	**GUHABWA IBIKORWA BY'UBUVUZI**	- Umunyamuryango yitwaza ikarita ye yo kwivuza - Kwaka impapuro zo kwivurizaho ku bakozi ba RSSB cyangwa abandi babifitiye uburenganzira - Ku mwana ufite imyaka 18 yitwaza n'ikarita y'ishuri - Ku mwana ubana n'ubumuga yitwaza n'icyemezo cy'uko abana n'ubumuga **Icyitonderwa:** Ugiye muri Farumasi yitwaza urupapuro rwabigenewe ahawe na muganga(Ordonnance/ Medical prescription)	Ku bafatanya bikorwa ba RSSB (Amavuriro n'amafarumasi).
6.	**GUSABA INDI KARITA YO KWIVUZA YA RSSB IYO IYA MBERE YATAKAYE**	- Inyemezabwishyu y'amafaranga magana atanu**(500frw)** yishyuwe kuri Konti ya RSSB y'ishami ryo Kwivuza: **BK: 040-0281597-39** **BPR:400100690711** Hari n'izindi konti muri banki zitandukanye. **Icyitonderwa:** Iyo ikarita itaraboneka	Ku ishami rya RSSB Mu minsi 15

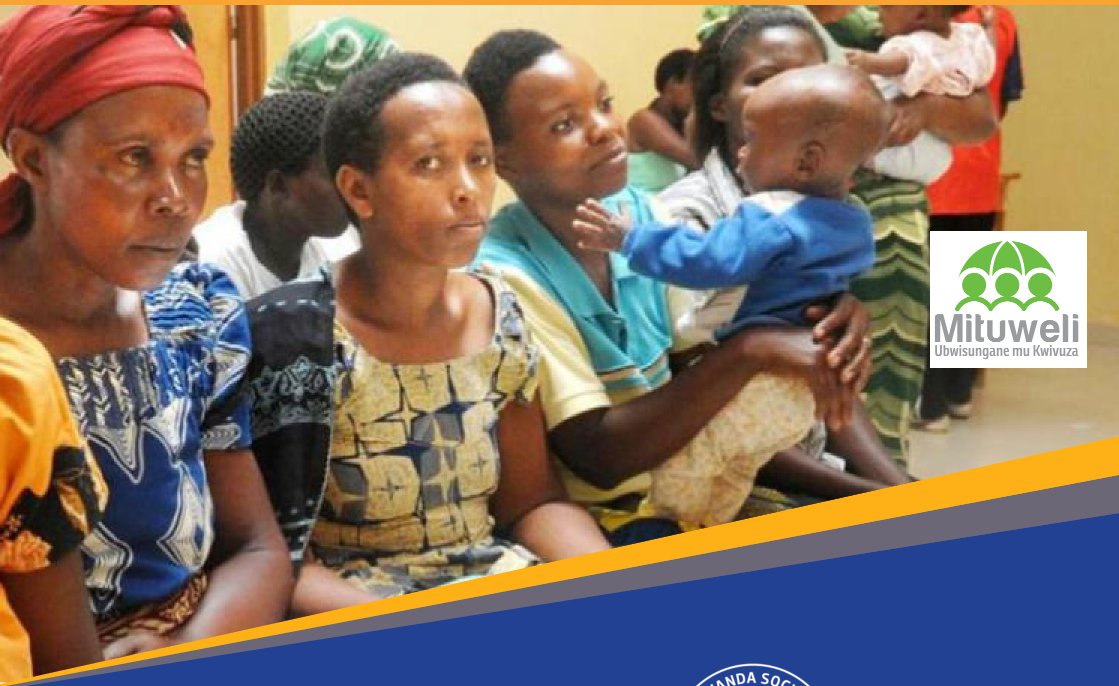
		umunyamuryango ahabwa ikiyisimbura.	
7.	**AMAVURIRO N'AMAFARUMASI ASABA UBUFATANYE NA RSSB**	- Ibaruwa Ibisaba yandikiwe Umuyobozi wa RSSB - Ibyangombwa bisabwa byashyizweho na MINISANTE ifatanije na RSSB hakurikijwe imiterere ya serivisi ushaka gutanga.	Ubusabe butangwa mu byiciro 2 ku cyicaro cya RSSB: **Icyiciro cya mbere:** Gitanga dosiye hagati y'itariki ya1-21Mutarama bagasubizwa ku itariki ya 1 Mata **Icyiciro cya kabiri:** Gitanga dosiye hagati y'itariki ya 01-21 z'ukwezi kwa Karindwi (Nyakanga). Bagasubizwa bitarenze itariki ya mbere z'ukwezi kwa 9(Nzeri).
8.	**KWISHYUZA IBIKORWA BY'UBUVUZI BYAKOREWE ABANYAMURYA-NGO BA RSSB MU ISHAMI RYAYO RYO KWIVUZA**	- Gutanga inyemezabuguzi z'ibikorwa byakozwe ku ishami rya RSSB mu Karere, bitarenze itariki15 z'ukwezi gukurikira uko ibikorwa by'ubuvuzi byatanzwemo, - Iragenzurwa nyuma yo kwemeranywaho n'impande zombi ikishyurwa mu gihe kitarenze iminsi 30 uhereye igihe yemeranijweho.	**Ishami rya RSSB,** rigatanga urupapuro rwemeza ko inyemezabuguzi yakiriwe. **Nyuma y'iminsi 30 inyemezabwishyu**

			yemeranijweho n'impande zombi.
9.	**KUGARUZA 85% Y'INYEMEZABUGUZI Z'IBIKORWA BY'UBUVUZI BIJYANYE N'IMPANUKA**	Mu rwego rwo kugaruza 85% y'inyemezabuguzi z'ibikorwa by'ubuvuzi bijyanye n'impanuka, byishyuwe n'Ishami ry'ubwishingzi bw'indwara ry'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) ku bw'impanuka yakozwe n' umunyamuryango /uwo yishingira, agomba gutanga ibyagombwa bimenyekanisha impanuka: - ***Inyandiko mvugo ya polisi,*** - ***Pro-justitia itangwa na parike,*** - ***Icyemezo kimenyekanisha impanuka gitangwa n'umwishingizi w'ikinyabiziga cyakoze impanuka*** - ***Impapuro zerekana uruhare rw'umunyamuryango (15%) yatanze yivuza kubera iyo impanuka.***	
10.	**GUSINYISHA KU MUGANGA NGISHWANAMA WA RSSSB IBIKORWA BY'UBUVUZI BYANDITSWE NA MUGANGA WEMEWE, URI MU IVURIRO RIFATANYE**	- Urupapuro rwa Muganga rwujuje ibisabwa n'amabwiriza ya RSSB (valid prescription/request form) - Ikarita y'umunyamuryango - Ikarita y'ishuri ku banyeshuri bari hagati y'imyaka 21-25 **Icyitonderwa**:Abakeneye insimburangingo z'ubwoko	**Ku cyicaro gikuru cya RSSB.** **-Kuwa mbere kugeza kuwa kane:7h -17h,** **-Kuwa gatanu: 7h -15h**

	AMASEZERANO NA RSSB AHO BIKENEWE	bwose na appareil z'amenyo (protheses, ortheses,dental braces) bagomba kwiyizira kureba Muganga Ngishwanama ku Cyicaro Gikuru cya RSSB.	**Ku banyamuryango bari mu Ntara bagana ishami rya RSSB ribegereye.**
11.	**GUSINYISHA IBIKORWA BY'UBUVUZI KU MUGANGA NGISHWANAMA WA RSSB KU BANYAMURYANGO BA MITUWELI**	- Kuba yarabanje kwivuriza ku rwego rw'ikigo nderabuzima cyangwa ku ivuriro ry'ibanze. - Kuba afite Urupapuro rwa Muganga rumwohereza ku cyiciro cyisumbuye (Transfer / valid prescription/request form) - Nomero y'indangamuntu y'umukuru w'umuryango - Indangamuntu ya nyir'ubwite cyangwa ikarita yo kwivuza kubataragira imyaka 16.	**Ku cyicaro gikuru cya RSSB.** **-Kuwa mbere kugeza kuwa kane:7h -17h,** **-Kuwa gatanu: 7h -15h**
12.	**GUSABA UBURENGANZIRA BWO GUKOMEZA KUVUZWA N'ABABYEYI KU MWANA UTIGA URENGEJE IMYAKA 21 UFITE UBUMUGA CYANGWA UBURWAYI BUHORAHO**	- Ikarita y'ubwishingizi y'umwana - Urupapuro rwa Muganga rwemeza uburwayi cyangwa ubumuga bw'umwana (Medical report) - Kuzana umwana kureba Muganga Ngishwanama wa RSSB	**Ku cyicaro gikuru cya RSSB.** **-Kuwa mbere kugeza kuwa kane:7h -17h,** **-Kuwa gatanu: 7h -15h**

ISHAMI RISHINZWE GUCUNGA UBWISUNGANE MU KWIVUZA MITUWELI

(Community Based Health Insurance (CBHI) Department)



Mituweli,
ishema
ry'umuryango.

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

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**KWISHYURA UMUSANZU W'UBWISUNGANE MU KWIVUZA MITUWELI**	- Kuba ubaruye mu byiciro by'ubudehe - Kuba nibura indangamuntu y'uhagarariye urugo yanditse mu budehe kandi neza - Kwishyura umusanzu usabwa **Icyitonderwa:** ➢ Uwishyurira abantu benshi batabarurirwa mu rugo rumwe arabanza akageza urutonde rw'abo yishyurira ku ishami rya RSSB rimwegereye rukagenzurwa akabona kwishyura, inyemezabwishyu akayishyikiriza ishami rya RSSB rimwegereye ➢ Iyo mu bagize urugo hari abakoresha ubundi bwishingizi bw'indwara mbere yo kwishyura	- SACCOs ikoresheje ikorana buhanga rya MobiCash - Ibiro by'Imirenge hakoreshejwe ikoranabuhanga ry'Irembo - Abahagarariye Irembo(Agents) - Abahagarariye MobiCash (Agents) Gukoresha telephone igendanwa: *** 909#** ugakurikiza amabwiriza

		umusanzu uhagarariye urugo yegera ibiro bya Mituweli ku kigo nderabuzima yitwaje kopi y'amakarita yabo bikaba bikorwa buri mwaka. ➢ Umunyamuryango agomba kuvugurura ubwishingizi bwe mbere y'uko umwaka wa Mituweli urangira. Iyo yishyuye nyuma ya 30 Nzeri, ategereza iminsi 30 kugirango avurwe uhereye igihe yishyuriye umusanzu w'abagize urugo bose.	
2.	**ITANGWA RY'IKARITA YA MITUWELI**	- Kuba abagize urugo bose barishyuye umusanzu usabwa - Kuba utarafata indangamuntu - Ifoto imwe (1) ngufi ya vuba igaragaza isura neza - Icyemezo kiriho ifoto gitangwa n'Akagari atuyemo	**Ku biro bya Mituweli ku Kigo nderabuzima.** **Umunsi 1** **Serivisi ntiyishyuzwa.**

3.	**KWIVUZA UKORESHEJE MITUWELI**	➢ Ugomba kuba ufite indangamuntu cyangwa ikarita yo kwivuza ya Mituweli kubatarafata indangamuntu kandi umusanzu w'abagize urugo bose warishyuwe. ➢ Kuba ufite nomero y'indangamuntu y'umukuru w'umuryango ➢ Kwandikisha urupapuro rwo kwivurizaho. **Icyitonderwa:** ➢ Iyo uburwayi burenze ubushobozi bw'ikigo nderabuzima umurwayi yoherezwa ku bitaro by'Akarere. Ibitaro by'akarere bishobora kohereza umurwayi ku bitaro by'Intara:Bushenge, Rwamagana, Kinihira na Ruhango cyangwa ku bitaro bikuru nka Kibungo, Ruhengeri, Kibuye, CHUB, CHUK, n'Ibitaro bya Gisirikare(Rwanda Military Hospital)	Ku kigo nderabuzima Ku ivuriro ry'ibanze (Poste de Santé) **Inyunganira-bwishyu ihwanye na 200FRW ku ivuriro ry'ibanze n'ikigo nderabuzima cyangwa 10% y'ikiguzi cyose ku bitaro.** **Icyitonderwa:** Umunyamuryango wa Mituweli ubarizwa mu cyiciro cya mbere cy'ubudehe ntacyo yishyura.

		➢ Iyo uburwayi burenze ubushobozi bw'ivuriro ry'ibanze (Poste de Santé) umurwayi yoherezwa ku kigo nderabuzima.	
4.	**KWEMEZA TRANSFERT IJYA KWIVURIZA MU BITARO BYITIRIWE UMWAMI FAISAL KU BANYAMURYANGO BA MITUWELI**	- Ibaruwa ibisaba - Kopi y'ikarita ya Mituweli ku bafite munsi y'imyaka 16/Indangamuntu - Kopi ya transfert yatanzwe n'ibitaro bikuru bya Kibungo,Ruhengeri, Kibuye, CHUK, CHUB, Ibitaro bya Gisirikare(Rwanda Military Hospital) **Icyitonderwa** : ▪ Byigwa na Komisiyo y'abaganga (Medical Committee) igisubizo kigatangwa mu nyandiko. ▪ Mu bihe bidasanzwe byihutirwa (Urgence) ibitaro nibyo bihamagara umuganga ngishwanama wa RSSB.	Ku cyicaro gikuru cya RSSB Usubizwa bitarenze iminsi 7 ubusabe bwawe bwakiriwe

5.	**KWISHYURA IBIKORWA BY'UBUVUZI BYAKOREWE ABANYAMURYANGO BA MITUWELI**	- Ibigo nderabuzima n'Ibitaro bishyikiriza umukozi wa RSSB Inyemezabuguzi za buri kwezi z'ibikorwa byakorewe abanyamuryango ba Mituweli. - Bitewe n'aho ivuriro riherereye, inyemezabuguzi yamaze gukorerwa ubugenzuzi inyuzwa ku Ishami rya RSSB mu Karere akaba aribo bayohereza ku cyicaro gikuru - Inyemezabuguzi ziragenzurwa zakemezwa zikishyurwa bitarengeje iminsi 30 uhereye igihe yemeranijweho n'impande zombi.	Ku cyicaro Gikuru cya RSSB Mu minsi 30
6.	**AMASEZERANO Y'UBUFATANYE N'AMAVURIRO**	- Urwandiko rusaba ubufatanye na RSSB/Mituweli rwanditswe n'Akarere - Raporo y'igenzura yakozwe n'itsinda rigizwe n'ushinzwe ubuzima mu karere, uhagarariye ibitaro, n'uhagarariye ikigo nderabuzima iryo vuriro ry'ibanze	Ku cyicaro Gikuru cya RSSB Mu minsi 15. **Icyitonderwa:** Nta vuriro ryishyuza RSSB ridafitanye amasezerano nayo

		rihererereyemo. ndetse n'uhagarariye RSSB mu Karere - Kuba ryujuje ibisabwa byashyizweho na Minisiteri y'Ubuzima na RSSB.	

ISHAMI RY'UBWIZIGAME BW'IGIHE KIREKIRE
(Long Term Savings Scheme) EjoHeza

Teganyiriza, ejo hazaza.

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

No	Serivisi	Ibisabwa	Abo usaba serivisi n'igihe bifatango uyihabwe
1.	**GUFUNGURA KONTI YA EjoHeza**	- Kuba uri umunyarwanda - Umunyamahanga utuye mu Rwanda wabiherewe uburenganzira **Umunyarwanda wujuje imyaka 16 asabwa:** - Kuba afite indangamuntu yahawe na NIDA - Kuba afite numero ya telephone. **Umwana uri munsi y'imyaka 16 asabwa:** - Indangamuntu y'umubyeyi we cyangwa umwishingizi yatanzwe na NIDA - nomero ya telephone y'umubyeyi we cyangwa umwishingizi. **Umunyamahanga utuye mu Rwanda asabwa:** - Kuba afite urupapuro rumwemerera gutura mu gihungu	- Online kuri www.ejoheza.gov.rw cyangwa ugakanda ***506#** ugakurikiza amabwiriza - Kubafatanya bikorwa (Mobicash, MTN na Airtel-Tigo)

		rwatanzwe na NIDA - Kuba afite nomero ya telefone **Umunyarwanda utuye mu mahanga (Diaspora) asabwa**: - Kuba afite indangamuntu yahawe na NIDA - Kuba afite passport yaba ariyo mu Rwanda cyangwa ikindi gihugu	
2.	**KWISHYURA IMISANZU**	Kwishyura imisanzu hasabwa ibi bikurikira: - Kuba warafunguye konti ya EjoHeza - Nomero y'indangamuntu y'umunyamuryango	Abanyarwanda bari mu gihugu bishyura imisanzu bifashishije abafatanya bikorwa bakurikira: - MTN, - Airtel/Tigo, - BPR, - BK(ikofi) - Mobicash. Abanyarwanda bari hanze y'igihugu bishyura imisanzu baciye online kuri www.ejoheza.gov.rw hifashishijwe MASTER CARD&VISA CARD

3.	**GUSABA PANSIYO Y'IZABUKURU (Gutanga Dosiye)**	- Kuba nibura wujuje imyaka y'izabukuru nk'uko biteganywa n'itegeko ry'ubwizigame bw'igihe kirekire (55) - Kuzuza urupapuro rusaba pansiyo y'ubusaza - Icyemezo cy'uko usaba ariho - Fotokopi y'indangamuntu	- Online kuri www.ejoheza.gov.rw - Ku ishami rya RSSB mu karere cyangwa kucyicaro gikuru (Headquarters) Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.
4.	**GUSABA PANSIYO Y'ABASIZWE N'UWITEGANYIRIJE**	**Umupfakazi asabwa**: - Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije - Icyemezo cy'uko uwiteganyirije yapfuye;	- Online kuri www.ejoheza.gov. rw - Ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru(Headquarters)

		- Fotokopi y'indangamuntu ya nyakwigendera; - Icyemezo cy'uko yashyingiranwe na nyakwigendera; **Imfubyi isabwa:** - Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije - Icyemezo cy'uko uwiteganyirije yapfuye - Fotokopi y'indangamuntu ya nyakwigendera; - Kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye cyangwa uwemeza ko ari Se cyangwa nyina, iyo bibaye ngombwa; **Umubyeyi Asabwa**: - Kuzuza urupapuro rusaba pansiyo y'abasizwe n'uwiteganyirije - Icyemezo cy'uko uwiteganyirije yapfuye - Icyemezo cy'uko	Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.

		nyakwigendera ari umwana we - Fotokopi y'indangamuntu ya nyakwigendera;	
5.	**GUSABA PANSIYO Y'UBUMUGA CYANGWA UBURWAYI BUDAKIRA**	**Usaba pansiyo y'ubumuga asabwa**: - Fotokopi y'indangamuntu - Ifishi igaragaza ubumuga itangwa na muganga uzwi wabiherewe ububasha. **Usaba pansiyo y'uburwayi budakira asabwa**: - Raporo ya muganga uzwi wabiherewe ububasha igaragaza ko uwiteganyirije yarwaye indwara idakira. - Fotokopi y'indangamuntu	- Online kuri www.ejoheza.gov.rw - Ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headquarters) Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.
6.	**GUSABA INGUZANYO** (YO KWISHYURA AMASHURI NDETSE NO KWIYUBAKIRA ICUMBI, CYANGWA SE GUTANGA IGICE CY'IMISANZU NK'INGWATE)	- Uwiteganyirije muri EjoHeza iyo atarageza imyaka y'izabukuru (55) yemerewe gusaba 40% y'imisanzu ye akaba yakwiyubakira icumbi cyangwa akishyura amashuri mugihe imisanzu ye izasigara itazajya munsi ya miliyoni enye (4,000,000).	- Online kuri www.ejoheza.gov.rw - Ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headqu arters)

		- Uwiteganyirije kandi yemerewe gufata 25% y'imisanzu ye akayatanga nk'ingwate muri banki mu gihe imisanzu ye izasigara itazajya munsi ya miliyoni enye (4,000,000). **Ushaka kugira uburenganzira ku nguzanyo asabwa ibi bikurikira**: - Fotokopi y'indangamuntu; - Icyemezo cy'umunyeshuri mu gihe inguzanyo irebana no kwishyura ishuri - Ibaruwa itangwa na Banki yemeza ko yemeye guha umunyamuryango inguzanyo ikaba inamwemerera kandi gutanga igice cy'imisanzu ye nk'ingwate.	Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.
7.	**GUSABA IMISANZU KU BANYAMAHANGA BAGIYE KUVA MU GIHUGU**	- Fotokopi y'indangamuntu&urupapuro rumuha uburenganzi rwo gukora cyangwa gutura mu Rwanda - Inyandiko zose zemeza ko avuye mu	- Online kuri www.ejoheza.gov.rw - Ku ishami rya RSSB mu karere

		gihugu atazagaruka.	cyangwa ku cyicaro gikuru (Headq uarters) Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 20 kuva igihe dosiye ye yemejwe.
8.	**GUSABA UBWISHINGIZI BW'UBUZIMA NDETSE N'AMAFARANGA YO GUSHYINGURA**	- Icyemezo cy'uko uwiteganyirije yapfuye - Fotokopi y'indangamuntu ya nyakwigendera; - Icyemezo cy'uko usaba ariho - Icyemezo cy'uko yashyingiranwe na nyakwigendera mu gihe usaba ubwishingizi ari uwo bashakanye (mu gihe usaba ari uwashakanye na nyakwigendera) - Kopi y'urubanza rugira nyakwigendera umubyeyi w'umwana ataramubyaye cyangwa uwemeza ko ari se cyangwa nyina, iyo bibaye ngombwa;(mugihe usaba ari umwana wa nyakwigendera)	- Online kuri www.ejoheza.gov. rw - Ku ishami rya RSSB mu karere cyangwa ku cyicaro gikuru (Headqu arters) Umunyamuryango wujuje ibisabwa, yishyurwa mu minsi 7 kuva igihe dosiye ye yemejwe.

		- Icyemezo cy'uko nyakwigendera ari umwana we(mu gihe usaba ari umubyeyi wa nyakwigendera)	

ISHAMI RISHINZWE ISHORAMARI
(Investment Department)

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

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA AMAFARANGA Y'INGURANE IKWIYE K'UMUTUNGO UTIMUKANWA**	- Amasezerano hagati ya RSSB n'Akarere arebana no gutanga ingurane k'ubutaka bugenewe ibikorwa rusange - Ibaruwa y'Akarere yandikiwe RSSB isaba amafaranga y'ingurane - Ibyangombwa by'umutungo - Raporo y'ingurane igomba gutangwa - Raporo mvuguruza - Amasezerano hagati y'Akarere na Nyir'ubutaka - Numero ya Konti ya Banki y'Akarere	Ku Cyicaro Gikuru cya RSSB. Mu minsi 30.
2.	**KWISHYURA RWIYEMEZAMIRIMO**	- Inyemezabuguzi(Invoice) - Raporo y'imirimo yakozwe - Kopi y'amasezerano	Ku Cyicaro Gikuru cya RSSB Mu minsi 30.
3.	**GUTANGA ICYEMEZO CY'UKO IMIRIMO YARANGIYE NEZA**	- Ibaruwa ibisaba - Kopi y'amasezerano - Raporo ya burundu yerekana ko imirimo yarangiye neza	Ku Cyicaro Gikuru cya RSSB Iminsi 5
4.	**GUSUBIZA AMABARUWA Y'ABATWANDIKIYE**		Iminsi 5

IMBONERAHAMWE IGARAGAZA SERIVISI ZITANGWA N'ISHAMI RISHINZWE gucunga inyubako(Estate Management Unit)

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**ICYEMEZO CY'UKO NTA MWENDA UBEREYEMO RSSB KU MUNTU/IKIGO BAGUZE INZU ZA RSSB**	- Ibaruwa isaba icyo cyemezo cy'uko nta mwenda ubereyemo RSSB - Ibigaragaza aho wishyuriye(Proof of payments)	Ku cyicaro Gikuru cya RSSB Ibyumweru 3
2.	**GUSABA KUGURA CYANGWA GUKODESHA INZU YA RSSB**	- Ibaruwa isaba irimo icyo ushaka kugura cyangwa gukodesha	Ku cyicaro Gikuru cya RSSB **Iminsi 5**
3.	**GUSABA GUSANIRWA AHANGIRITSE KU BAKODESHA INZU ZA RSSB**	Email / guhamagara RSSB cyangwa Ushinzwe gucunga inzu za RSSB (Property Manager) ugaragaza igikwiye gusanwa.	Ku cyicaro Gikuru cya RSSB Ni hagati y'umunsi 1 kugeza ku byumweru 3 bitewe n'imiterere y'ikibazo.
4.	**GUSABA IHEREREKANYA RY'UBURENGANZIRA K'UBUTAKA HAGATI Y'UWAGUZE NA RSSB**	- Icyemezo ko wamaze kwishyura(Full payment proof) - Ibaruwa yandikiwe RSSB ibisaba cyangwa ubundi buryo bwakoreshwa - Icyemezo cy'uko wubatse cyangwa uri ingaragu - Kopi y'indangamuntu zanyu	Ku cyicaro Gikuru cya RSSB **Mu minsi 5 dosiye ishyikirizwa ibiro bishinzwe ubutaka**

		- Kwiyizira kubisinyira mu Biro bishinzwe ubutaka	
5.	**KUBAZA AHO UGEZE WISHYURA**	Kwandika ibaruwa ibisaba.	Iminsi 3

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

	Serivisi	Ibisabwa	Aho usaba serivisi n'igihe bifata ngo uyihabwe
1.	**GUSABA UBUFATANYE MU ISHORAMARI NA RSSB CYANGWA KUGURA IMIGABANE** (Application for investment partnership or share purchase)	- Ibaruwa ibisaba - Ishusho y'umushinga(Business Plan) - Gahunda y'ibikorwa y'igihe kirekire (Strategic plan) - Ibikorwa yakoze cyangwa akora(Track records)	Ku Cyicaro Gikuru cya RSSB. Mu kwezi kumwe igisubizo kiba gitanzwe. **Icyitonderwa:** Igihe gishobora guhindagurika bitewe n'imiterere y'umushinga
2.	**GUSABA KUBIKIRA RSSB AMAFARANGA BY'IGIHE GITO CYANGWA KIREKIRE KU NYUNGU** (Request for fixed term deposits)	- Ibaruwa ibisaba (Application letter) igaragaza: Urugero rw'inyungu banki izatanga (Bank rates), amafaranga asabwa n'igihe izayakoresha - Raporo igaragaza ubushobozi (Performance reports)	Ku Cyicaro Gikuru cya RSSB. Mu minsi 10 igisubizo kiba gitanzwe mu nyandiko.
3.	**GUSABA KUGURA IMPAPURO FARANGA** Request for T-Bills and bonds (Government & Corporate) and Commercial papers	- Itangazo /Ibaruwa ibisaba - Urugero rw'inyungu banki izatanga (Bank rates) - Raporo igaragaza ubushobozi (Performance reports) mu gihe atari Leta. - Amasezerano y'ubwumvikane agaragaza amafaranga, igihe n'inyungu by'ubwizigame.	Ku Cyicaro Gikuru cya RSSB. Mu minsi 10 igisubizo kiba gitanzwe mu nyandiko.

4.	**GUSABA KUGURA CYANGWA KUYIGURISHA UMUTUNGO** (Request for acquiring or sale a property)	- Ibaruwa ibisaba - Amakuru atanzwe n'umukiriya(Information from client) - Amakuru uko ku isoko bihagaze (Market information) - Raporo y'inyigo ku mutungo ugurishwa cyangwa ugurwa - Amasezerano y'ubwumvikane ku giciro **Icyitonderwa:** Hashobora no kwifashishwa inzira yo guteza cyamunara ku mutungo RSSB igurisha.	Ku Cyicaro Gikuru cya RSSB. Mu kwezi igisubizo kiba gitanzwe mu nyandiko.

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Rwanda Social Security Board
Office Rwandais de Sécurité Sociale
Ikigo cy'Ubwiteganyirize mu Rwanda

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IBIRO BY'AMASHAMI YA RSSB MU TURERE TWOSE