

RWANDA



INVESTOR INFO PACK

RDB is the government agency charged with fast-tracking economic development in Rwanda.

Independent, influential and built with global expertise, we are a government agency with a private sector mindset. Bringing the entire investor experience under one roof, RDB is here to show that Rwanda is open for business.

YOUR **ONE STOP** FOR BUSINESS IN RWANDA

RWANDA DEVELOPMENT BOARD
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www.rdb.rw

INVESTMENT PROMOTION
info@rdb.rw

INFORMATION HUB FOR INVESTORS

- The Investment Promotion team in RDB or its representative offices worldwide are your guide to invest in Rwanda. They are your single point of contact for guidance on laws, policies, incentives, investment climate and trends, investment opportunities including privatization, costs of setting up a business, process for finding land and sector specific information
- The team can address your questions on via email, phone, in person and also arrange investment meetings in Rwanda

YOUR LINK TO THE RIGHT PEOPLE

- Advocates on your behalf for special considerations to Cabinet depending on project size and strategic importance
- If you are seeking them, RDB helps you find local joint venture partners and connects you to local service providers
- Coordinates public private partnerships between the government and the investors

ONE STOP CENTRE FOR STARTING A BUSINESS

- You can register your business in 2 easy steps and receive your certificate in 6 hours at RDB's Office of the Registrar General
- One Stop Center (OSC) provides sector specific certifications and licenses, environment clearance and investment certificates
- Delegated officers from government agencies provide quick services at the OSC - work permits and visas, tax exemption and tax payment, land and construction permit, utilities (water, electricity), notary services

FACILITATOR FOR BUSINESS IMPLEMENTATION

- The Aftercare team in RDB becomes your single point of contact after you register your business and begin to operationalize—helping identify solutions for issues you may be facing, coordinating and introducing you to Government stakeholders and finding local partners
- RDB also provides business development services for export based companies and small-medium businesses

Under the leadership of the RDB, Rwanda was the 2nd best global reformer in World Bank Doing Business report 2013. Contact the Doing Business Unit at doingbusiness@rdb.rw for further details

Welcome to Rwanda

Rwanda is a resilient, forward looking country and we have a Vision to elevate our country to a middle income, service and knowledge based economy by 2020.

We are on our way. We have:

- A sustained high growth economy characterized by stable inflation and steady exchange rates
- Robust governance creating a long term politically stable environment business friendly climate as manifested by our vicious economic reforms and achievements.

Our enduring spirit is helping us create new opportunities that citizens, diaspora, trade partners, investors and tourism visitors feel inspired to participate. We have a breadth of untapped investment opportunities, while a population of over 11 million people with a growing middle class and our central location within the rapidly integrating East African Community creates a large market for investors.

We are committed to creating a platform of enterprise and commerce in Rwanda with you. The Rwanda Development Board is your first stop to learning more. For additional information beyond this book please contact the investment promotion and implementation department or any of our embassies and nodal offices abroad.

Step 1.

Entering Rwanda

Step 2.

Starting your business

- a. Registration
- b. Sector specific requirements
- c. Investment incentives

Step 3.

Setting up your business

- a. Bank accounts
- b. Land acquisition & obtaining a Construction Permit
- c. Environmental compliance Office setup
- d. Utilities

Step 4.

Hiring staff

Step 5.

Living in Rwanda

Step 6.

Paying taxes



VISAS AND WORK PERMITS IN RWANDA

Foreign Nationals wishing to obtain Rwandan Visas, submit their applications to Rwandan Diplomatic Missions of their Country of residence for processing. Alternatively visa application can be made online by visiting this link <http://www.migration.gov.rw>

Visa is required by all visitors to Rwanda excluding nationals of:

Burundi, Uganda, Democratic Republic of Congo, United Kingdom, Germany, Hong Kong, United States, Kenya, Mauritius, Sweden, Tanzania, South Africa, Singapore, Kenya and Uganda.

Rwanda has three categories of Visas as seen below

1. Entry Visa
 - Single or Multiple- from 15 days to 30 days for \$30**
 - Visitors pass for EAC-6 months
 - Crew pass is for 72 hours
2. Transit Visa
3. Tourism Visa: 11 classes

Specific visa for specific purpose of visit with specific fees

Facilitate tourism**Tourist Visa**

No	VISA TYPE	COST	DURATION
	Tourist T1,	Free of charge	90 days
	Tourist T2	30,000	90 days
	Family T3	30,000	90 days
	Official Diplomat T4	Free of charge	2 years
	Job search T5	30,000	90 days
	Conference single entry T6-1	20,000	15 days
	Conference multiple entry T6-2	30,000	30 days
	Business T7	30,000	90 days
	Medical treatment T8	10,000	90 days
	Group Tourist (4-10 Tourists) T9,	60,000	90 days
	Itenerant Business person T10	50,000	90 days
	Bridging T10	10,000	90 days

Permits

There are two categories of permits;

Temporary Resident Permits: There are 16 classes under this category and some with sub-classes.

Validity vary from 2-3 years for Investors

Permanent Resident Permits (6 classes)

Resident exceeding five year , exceptional permit , key staff of multinational companies , diaspora, spouse, child

No	PERMIT TYPE	COST
1	Prospecting and Mining	100,000 Frw
2	Agriculture, Animal husbandry and related activities	100,000Frw
3	Prescribed professional-professional players	100,000

No	PERMIT TYPE	COST
4	Diplomat	Free of charge
5	Government or parastatal employee	100,000
6	Technical assistance	Free of charge
7	Specific manufacturing and processing	100,000
8	Specific trade, business and services	20,000 Rwf from the region 100,000 Rwf from outside the region
9	Approved religious activities	100,000 frw
10	Hospitality Industry and related activities	100,000
11	Persons with assured income	100,000
12	Information and technology	100,000
13	Transport and logistics	100,000
14	Other investments	100,000
15	Specific employment by specific employer: Employer on ODL Employer sponsored Journalist Semi-Skilled worker Foreign staff working in international organizations	100,000 100,000 20,000 Free of charge Free of charge
16	Student pass	10,000
17	Occupational trainee	50,000
18	Voluntary worker Holiday worker	Free of charge 10,000
19	Special Pass	50,000
20	Frontier pass	Non-resident-50,000frw Resident-50,000

GENERAL REQUIREMENTS FOR VISAS AND PERMITS

- Original police clearance
- Application letter
- Curriculum Vitae
- Registration certificate
- Contract
- Notified Diploma or degree
- Notified marriage certificate to spouse
- Notified birth certificate to children

N.B: Student permit

- Admission letter
- Police clearance to those above 18 years

PENALTIES FOR THE DELAY OF APPLICATION OR RENEWAL ON VISA AND PERMITS

- Overstay of 1 to 5 days – verbal warning
- From 6 to 15 days -20,000 Frw
- From 16 to 30 days-50,000 Frw
- From 31 days to 3 months- 100,000 frw
- From 3 months to 6 months- 200,000 frw
- From 6 months to 9 months- 300,000 Frw
- From 9 months and above- 500,000 frw

Any foreigner who re-commits one of the fault as mentioned above may be declared undesirable person.

A. REGISTRATION

Starting a business in Rwanda requires 2 steps and 6 hours only.

Step 1: Approval of a company name, submitting your application and fees.

Step 2: Obtaining a certificate of incorporation.

Domestic Company Registration

- Copy of Identity card/Passport.
- Complete the application form provided.
- Complete two copies of Article 14 of the Companies Act (Memo of Association).
- Payment of 15,000rwf at RDB.

Opening a branch/ Foreign Company

- Complete the application form
- Power of attorney to present the company in Rwanda. (Notarised).
- A duly authenticated copy of the Memorandum Articles of Association (Notarised).
- Certificate of Registration/Incorporation issued by the registration authority in the country of incorporation (Notarised).
- Notarised shareholder resolution authorizing the opening of a branch/subsidiary in Rwanda.
- Passport copies of the shareholders
- List of directors residing in Rwanda.
- Payment of 15.000rwf at RDB.
- Copy of passport.

Change of company name

- Notarized shareholder resolution authorizing the change of name.
- Complete form provided (Article 40 of the Companies Act).
- Payment of 3,000rwf at RDB.

Transfer of shares

- Complete form provided.
- Notarized shareholder resolution authorizing and detailing transfer of shares.
- Written consent of both buyer and seller of shares.
- Provide share certificates, (each shareholder should present his/her own certificate issued by the company and duly signed by the Managing Director).
- Payment of 5,000FRW at RDB.
- Payment for the filing deed (2,000rwf).
- Copy of ID/Passport

You can as well do an online business registration by visiting <http://org.rdb.rw> / www.rwanda.eregulations.org

FINANCIAL SERVICES



B. SECTOR SPECIFIC REQUIREMENTS



1. FINANCIAL SERVICES

LICENSE TO OPERATE A COMMERCIAL BANK

Name of issuing authority: National Bank of Rwanda (BNR)

Fees: A non-refundable application fee of Rwf 1.000.000 equivalent to 1667 USD shall accompany each application for a license.

Validity: A license granted shall remain valid until revoked by the Central Bank. Please note that an initial license fee of Rwanda Francs five million (Rwf, 5,000,000) prescribed by notice of the central bank shall become due and payable after notification of the decision to grant a license.

Requirements:

- Minimum capital: Rwf 5,000,000,000 equivalent to USD \$8 Million United States Dollars.
- Supervision fees: Rwf 5,000,000 per annum equivalent to USD

Timeframe for approval: License is granted within a period of 3 months after the Central Bank has gone through the application.

DOCUMENTS REQUIRED:

An application for a license is accompanied by the following supporting documents:

- An information sheet for the applicant and shareholders;
- A personal declaration form for the proposed directors, officers and shareholders;
- Individual credit references for the applicant, the shareholders, directors and officers from his or her bankers;
- Proposed capital structure of the financial institution;
- A business plan and financial projections for at least three years including the assumptions underlying the projections and a sensitivity analysis of the plan on varying assumptions;
- A certificate of incorporation, the memorandum and articles of association.
- Registration forms
- With respect to foreign applicants, a statement from the supervisory authority of the home country declaring that it has given prior approval or a “No objection” for the establishing of a subsidiary or any other office in Rwanda, and that the applicant’s chairperson, directors, managers and substantial shareholders as a whole, are fit and proper persons with respect to the banking activity.
- Certified copies of audited financial statements for the past three years and prepared in accordance with generally accepted accounting principles, for the existing financial institutions and companies which have been engaged in other businesses before applying to do banking activity.
- The most recent audited accounts. If the most recent audited accounts are more than six months out of date, they should be accompanied by management accounts (which need not be audited) showing the current financial position and the current results of the institution.
- A certified copy of the resolution of the Board of Directors, authorizing the preparation and submission of the application.
- Any other Information relating to the viability of the proposed institution or other matters which the applicant may consider relevant.
- Any other Information which the central bank may request the applicant to provide

LICENSE TO OPERATE IN MICROFINANCE

Name of issuing authority:	BNR
Fees:	Application fee of Rwf 50.000 equivalent to USD 88
Validity:	The license is granted for unspecified duration. However, the Central Bank can revoke the license if the Microfinance institution does not fulfill conditions sets in the banking act and microfinance instruction.
Timeframe for approval:	The license is granted within 6 months. However, if all requirements are met, approval should be given in 1 month.

DOCUMENTS REQUIRED:

Applicants must submit:

- a. An application for licensing, specifying In particular the purpose of the micro finance institution and its objectives.
- b. A business plan that must include;
 - An action plan specifying the means used by the micro finance institution to achieve its objectives
 - Pro forma statements for a minimum period of two years of activity after the licensing of the institution, including balance sheet and income statement.
 - proof that the micro finance institution possesses net worth corresponding to at least 15% of its assets according to the pro forma statements.
 - A manual of procedures that complies with the requirements of article 28 and a credit policy manual.
- c. Proof that the enterprise is a legal person In accordance with the current laws.
- d. A list of persons who will be in charge of administration and management of the micro finance institution and their curriculum vitae with a copy of their police records.
- e. Proof of payment of licensing fees of Rwf. 50,000
- f. Proof of payment in a blocked account at the central bank of the minimum capital of Rwf 5 million for a third category micro finance institution that is legally constituted as a savings and credit cooperative.
- g. Proof of capital amounting to Rwf 300 Million for a micro finance institution other than a cooperative.
- h. For a micro finance institution other than a cooperative , the amount of the subscribed capital and the amount of the paid up capital, for each shareholders, as well as recent certified balance sheet of every legal entity holding 10% and more than capital.



LICENSE TO OPERATE ON THE SECURITIES EXCHANGE, SECURITIES BROKER

Name of issuing authority: Capital Markets Authority (CMA)

The following is what is required to register with the Capital Markets on the securities exchange, Foreign Securities exchange, Clearing house, Foreign clearing house, Securities Broker/dealers and securities sponsors, Investment advisors, Investment banks, Custodians, Investment managers.

A. SECURITIES EXCHANGE:

General requirements:

An application for approval to conduct the business of a securities exchange shall be submitted to the authority in form 1 set out in the first schedule to the licensing regulations.

The application for approval as a securities exchange must be accompanied by;

- a. Particulars of the applicant including name, address, particulars of senior management and Board of directors and membership criteria;
- b. The instrument of incorporation, if the applicant is a body corporate;
- c. A copy of the applicant's rules;
- d. A copy of any guidance issued by the applicant;
- e. The prescribed fees;
- f. The required particulars which are--
 - particulars of any arrangements which the applicant has made, or proposes to make, for the provision of clearing services in respect of transactions effected on the exchange;
 - if the applicant proposes to provide clearing services in respect of transactions other than those effected on the exchange, particulars of the criteria which the applicant will apply when determining to whom it will provide those services.
- g. Such additional information or documents as may be required by the Authority

Additional Requirements for Approval of Securities Exchanges

- i. Listing particulars of the exchange providing for the criteria for approval for listing of securities. The listing particulars shall in particular make provision for the disclosure of such information as investors and their professional advisers would reasonably require, and reasonably expect to find, for the purpose of making an informed assessment of
 - the assets and liabilities, financial position, profits and losses, and prospects of the issuer of the securities;
 - The rights attaching to those securities.
- ii. Details of the market segments of the exchange and criteria of listing or trading on each market segment;
- iii. Requirements as to prospectuses issued by issuers intending to list on the securities exchange
- iv. Requirements as to sponsors of entities seeking listing
- v. Penalties for breach of listing rules
- vi. Details of listing fees.



B. FOREIGN SECURITIES EXCHANGE:

General Requirements:

An application for approval as a foreign securities exchange by a foreign licensed or approved applicant must —

- a. Provide the address of a place in the Republic of Rwanda for the service on the applicant of notices or other documents required or authorized to be served on it;
- b. Provide particulars of the applicant including instrument of incorporation, if the applicant is a body corporate, rules of the applicant, particulars of clearing arrangements;
- c. Demonstrate that investors are afforded protection equivalent to that which they would be afforded if the body concerned were required to comply with recognition requirements;
- d. Demonstrate that there are adequate procedures for dealing with a person who is unable or likely to become unable, to meet his obligations in respect of one or more market contracts connected with the securities exchange;
- e. Demonstrate that the applicant is able and willing to co-operate with the Authority by the sharing of information and in other ways;
- f. Demonstrate that adequate arrangements exist for co-operation between the Authority and those responsible for the supervision of the applicant in the country in which the applicant's head office is situated.
- g. Pay the prescribed fees;
- h. Provide such additional information or documents as may be required by the Authority.

C. CLEARING HOUSE:

General Requirements:

An application for approval to conduct business as a clearing house must be accompanied by—

- a. Particulars of the applicant including name, address, particulars of senior management and Board of directors, membership criteria where applicable
- b. The instrument of incorporation, if the applicant is a body corporate;
- c. A copy of the applicant's rules;
- d. A copy of any guidance issued by the applicant;
- e. The prescribed fees;
- f. The required particulars which are—
 - if the applicant makes, or proposes to make, clearing arrangements with an approved securities exchange, particulars of those arrangements;
 - if the applicant proposes to provide clearing services for persons other than an approved securities exchanges, particulars of the criteria which it will apply when determining to whom it will provide those services.
- g. Such additional information or documents as may be required by the Authority.

D. FOREIGN CLEARING HOUSE

General Requirements:

An application for approval of a foreign clearing house must be accompanied by—

- a. Particulars of the applicant including name, address, particulars of senior management and Board of directors, membership criteria where applicable
- b. The instrument of incorporation, if the applicant is a body corporate;
- c. A copy of the applicant's rules;
- d. A copy of any guidance issued by the applicant;
- e. The prescribed fees;
- f. The required particulars which are—
 - If the applicant makes, or proposes to make, clearing arrangements with an approved securities exchange, particulars of those arrangements;
 - If the applicant proposes to provide clearing services for persons other than approved securities exchanges, particulars of the criteria which it will apply when determining to whom it will provide those services.
- g. Demonstrate that the applicant is able and willing to co-operate with the Authority by the sharing of information and in other ways;
- h. Demonstrate that adequate arrangements exist for co-operation between the Authority and those responsible for the supervision of the applicant in the country in which the applicant's head office is situated;
- i. Such additional information or documents as may be required by the Authority.

E. SECURITIES BROKER/DEALERS AND SECURITY SPONSORS.

General Requirements.

An application for a license to act as a securities broker/dealer or securities sponsor shall be submitted to the Authority in Form 1 set out in the licensing regulations ;

The application shall be accompanied by -

- a. The prescribed fees;

- b. Particulars of the applicant, including name, address, particulars of senior management and Board of directors,
- c. The certificate of incorporation, the memorandum and articles of association if any;
- d. a statement of the un-audited accounts for the period of the accounting year ending not earlier than six months prior to the date of the application and audited accounts for the preceding two years (where applicable);
- e. A business plan containing the particulars on
 - The management structure;
 - The directors, including one or more executive directors, their qualifications, addresses and details of other directorships;
 - The shareholding structure which shall disclose whether any of the shareholders will have an executive role to oversee the day to day operations of the business;
 - The evidence of a share capital of not less than RWF. 10 million in the case of a securities broker/ sponsor;
 - The qualifications, experience and expertise of the chief executive to effectively manage or operate the particular business for which application is made;
 - The proposed management and qualifications of key personnel;
 - The financial projections for three years;
 - the proposed information technology and access to the trading network in compliance with the trading, clearing, delivery and settlement requirements of the securities exchange to which the applicant intends to be admitted as a member under these Regulations;
 - One bank reference;
 - Two business references;
 - The proposed independent auditor; and
- f. Such additional information or documents as may be required by the Authority.

Financial Requirements

The level of shareholders' funds (paid up share capital and reserves) for a securities broker/dealer who is a body corporate or a securities sponsor shall not be below RWF. 7 million or such higher amount as may be determined by the Authority. The minimum paid up share capital shall always be unimpaired and shall not be advanced to the directors or associates of the securities broker/dealer or securities sponsor.

An applicant for a securities broker/dealer or securities sponsor licence must demonstrate ability to pay debts as and when they come due in the normal course of business and that the value of the company's assets is greater than the minimum of—

- The value of its liabilities; and
- The company's stated capital.

F. INVESTMENT BANKS:

General Requirements:

An application for a license to operate as an investment bank shall be submitted to the Authority in Form 1 set out in the First Schedule.

The application shall be submitted together with –

- a. The particulars of the applicant including name, address, particulars of senior management and Board of Directors;
- b. A certificate of incorporation;
- c. The memorandum and articles of association if any;
- d. A statement of the un-audited accounts for the period of the accounting year ending not earlier than six months prior to the date of application and applicant's audited accounts for the preceding two years (where applicable);
- e. A business plan containing the particulars on:
 - Management and shareholding structure of the investment bank;
 - Directors, including their qualifications, addresses and details of other directorships;
 - Evidence of financial capability or investment capital of RWF. 100 million in cash or portfolio of securities comprising fixed income securities and listed shares;
 - qualifications, experience and expertise of the chief executive and dealers that must be relevant to effectively manage or operate the business of an investment bank;
 - proposed operating systems including dealing infrastructure suitably located and equipped to provide satisfactory service to clients; and
- f. the prescribed application fees;
- g. Such additional information or documents as may be required by the Authority.

Financial Requirements for Investment Banks

The level of shareholders' funds (paid up share capital and Reserves) shall not at any time fall below RWF.75 million.

The minimum paid up share capital shall always be unimpaired and shall not be advanced to the directors or associates of the investment bank.

An applicant for a license to operate as an investment bank must demonstrate ability to pay debts as and when they come due in the normal course of business and that the value of the company's assets is greater than the minimum of;

- The value of its liabilities; and
- The company's stated capital.

on the exchange;

- if the applicant proposes to provide clearing services in respect of transactions other than those effected on the exchange, particulars of the criteria which the applicant will apply when determining to whom it will provide those services.
- Such additional information or documents as may be required by the Authority.



INSURANCE

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LICENSE TO OPERATE AN INSURANCE COMPANY

Name of issuing authority:	BNR
Application Fees:	Rwf 1,000,000 equivalent to USD 1667
Requirements:	Minimum capital: Rwf 1,000,000,000 equivalent to USD 1,754,386
Timeframe for approval:	License is granted within 1 month.

DOCUMENTS REQUIRED:

The application shall contain the following documents:

- a. The name and address of the proposed company, the directors and the shareholders.
- b. The nationality and occupation of the directors
- c. The nationality and occupation of the shareholders
- d. The proposed location of the company's offices.
- e. The technical expertise, qualifications, experience, nationality and other relevant information on the proposed management and key staff.
- f. The capital structure and earnings prospects of the insurance company.
- g. The business plans and financial plans for at least three years
- h. The proposed classes and sub classes if any, of Insurance products or services with specimens of proposal forms, policies and contracts and information on premium rates and commission scales
- i. The proposed reinsurance protection and the company's net retention in each class of business
- j. The risk management structure and systems including management reporting systems
- k. The actuaries of the company
- l. The external auditors of the company
- m. The organizational chart indicating functional departments including complaints and their resolution mechanism.
- n. The estimated number of employees and;
- o. Any other information that the central bank may require.

Copies of the following documents are attached to the application:

- a. Memorandum and articles of association.
- b. The certificate of registration
- c. Certified copy of the resolution of the board of directors authorizing the preparation and submission of the application
- d. With respect to foreign applicants, the application shall also be accompanied by a statement from the home supervisory authority declaring that it has given prior approval or a 'no objection' for the establishment of a subsidiary or any other office in Rwanda, and that the applicants qualifying shareholders, directors and senior management, as a whole are fit and proper persons.
- e. Any material changes in the application, such as in the composition of the board of directors, members of the executive committee, senior management, or capital structure and shareholdings, which take place while the application is being processed or after the license is issued but before commencement of operations.
- f. The submission of any untrue or misleading information shall render the applicant a person not fit and proper, and shall constitute grounds for rejection of the application or revocation of the license, where license has been granted.
- g. License and Supervision fees
 - An initial license fee of five million Rwandan francs (5,000,000 Frws) shall become due and payable soon after notification of the decision to grant a license.
 - After the license is issued, an annual supervision fee of five million Rwandan Francs (5,000,000 Frws) shall be paid to the central bank on or before the 31st, day of January each year until the license is revoked.

For more details, please visit www.bnr.rw.

LICENSE TO OPERATE AS AN INSURANCE BROKER

Name of issuing authority:	BNR
Fees:	Rwf 100,000
Minimum capital:	An insurance broker applying for a license to carry out Insurance business must be at least a company limited by shares with a minimum paid-up capital of fifty million Rwandan francs (Rwf 50,000,000).

DOCUMENTS REQUIRED:

The applications shall contain the following information;

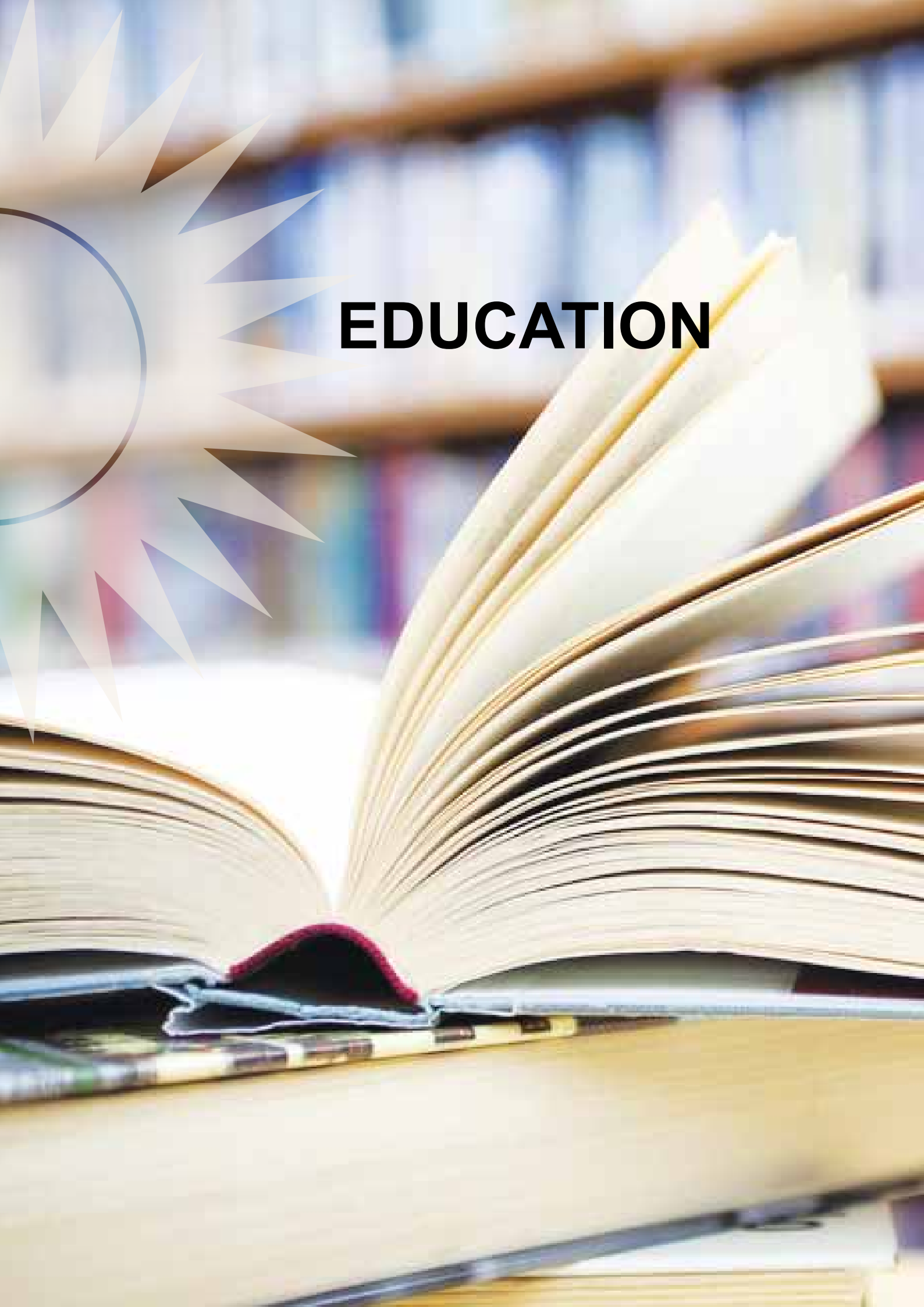
- a. The name and address of the proposed company
- b. Names, addresses, and nationality of shareholders
- c. names, addresses, nationality, qualification and occupation of directors.
- d. Names, addresses, qualification and experience of senior management
- e. Insurance business intended to be transacted.
- f. The capital structure of the company.
- g. The business and financial plans for at least three years.
- h. The names and addresses of the external auditors
- i. The estimated number of employees
- j. Any other information that the central bank may require

The application also should be accompanied with the following documents;

- i. Memorandum and articles of association
- ii. The certificate of Incorporation
- iii. Certified copy of the resolution of the board of directors authorizing the preparation and submission of the application.
- iv. With respect to foreign applicants, the application shall also be accompanied by a statement from the home supervisory authority declaring that it has given prior approval or a no objection for the establishment of a subsidiary or any other office in Rwanda.
- v. Any material changes In the application, such as the In the composition of the board of directors, members of the executive committee, senior management, or capital structure and shareholdings, In the process of application or after the issuance of the license but before the commencement of operations, shall be duly notified to the central bank as soon as possible, but in any event, not later than 21 days after the change has come to the attention of the applicant.



EDUCATION



3. EDUCATION

LICENSE TO ESTABLISH A PRIVATE HIGHER EDUCATION INSTITUTION

Issuing Authority:	Ministry of Education
Fees:	N/A
Validity:	N/A
Timeframe for approval:	License is granted within six months from the date of receipt of the application.
Requirements:	A private higher education institution must be established as a non-profit making organization

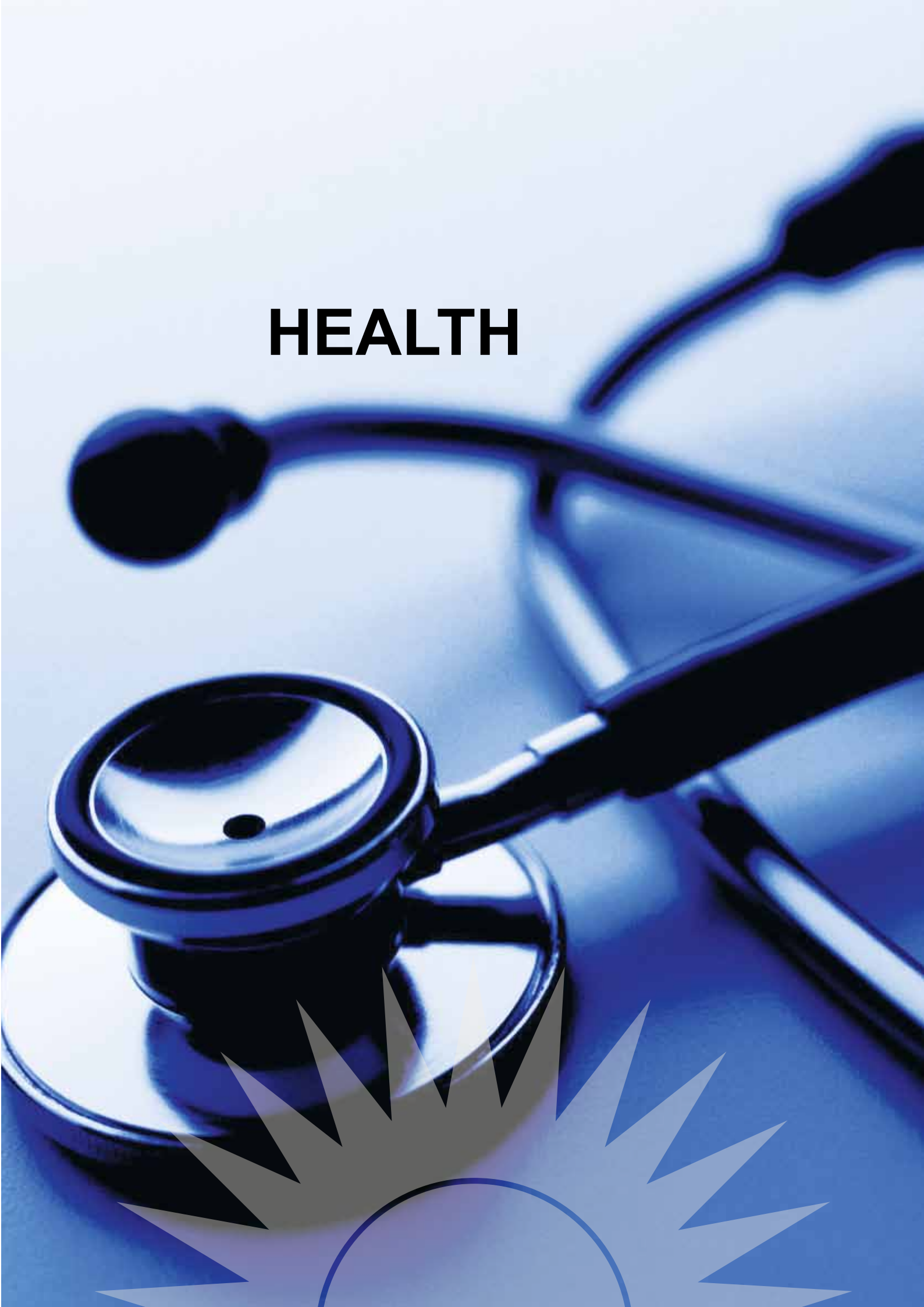
DOCUMENTS REQUIRED:

The applicant is required to provide, together with the application form the following documentation:

- a. Articles of Association
- b. Curriculum
- c. Academic credentials of staff.
- d. Application form
- e. The legal name of the institution;
- f. The name and designation of the contact person;
- g. The location of the institution, telephone and fax numbers, email and web site;
- h. Legal status, company registration number and details of owners including if Rwandan or foreign;
- i. The name, telephone and fax numbers and email address of the Chief Executive Officer (head of institution);
- j. Names and designation of the current members of the Board of Directors of the institution;
- k. Evidence of its financial viability and of its non-profit making status;
- l. Name of the auditors of the institution's accounts;
- m. Mission, objectives and strategic and operational plans;
- n. Organizational and administrative structure;
- o. The physical infrastructure and resources, including details of resources for each programme to be taught - existing and planned - with the timeframe for any planned developments and sources of funding;
- p. Risk management policy and practices;
- q. Details of all the programmes taught (or to be taught) including for each whether it is/will be delivered full or part-time, on or off campus, by face-to-face teaching or by distance learning.
- r. Numbers of students already recruited by year and programme and planned recruitment for the next five years, separately for full- and part-time students, day and evening, and on and off campus;
- s. Numbers of full-time equivalent academic staff employed, by subject, qualification and academic grade, and the projected recruitment of academic staff for the next five years. This should be supplied separately for local and expatriate staff;
- t. Numbers of tutorial staff and laboratory technicians by subject specialization and qualification;
- u. The actual and planned administrative and support staff by grade and function;
- v. A detailed specification of the financial management system;
- w. Financial viability reports and legal documents, namely:
 - i. Business plan including financial forecasts or audited annual financial statements where applicable
 - ii. Security and guarantee documents
 - iii. Company registration documents
 - iv. Business registration certificates
 - v. Evidence of compliance with occupational health and safety requirements
- x. Quality assurance and monitoring
 - i. Details of each programme

- ii. Details of the institutional capacity to deliver each programme
 - iii. Evidence of the validation of each programme or of the procedures in place for validating programmes
 - iv. Evidence of the monitoring and evaluation of programmes or of the procedures for doing so
 - y. Marketing and recruitment information
 - i. Admissions Policy
 - ii. Prospectus and other marketing materials
 - z. Admission information and student regulations
 - i. Enrolment Forms
 - ii. Academic Regulation
 - iii. Other regulations relating to students
 - aa. Agreements with other providers
 - i. Memorandum of Understanding and other legal documentation where the institution is to deliver programmes validated by another provider.

HEALTH



4. HEALTH

LICENSE TO OPEN A DISPENSARY:

Issuing authority: Ministry of Health

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Pre-requisites to process for obtaining the authorization
- b. Application letter through the mayor of district
- c. Copy notified diploma and curriculum vitae
- d. Recommendation letter of the last employer
- e. Should have three (3) years of experience
- f. Rwanda medical council registration certificate
- g. National Council of nurses and midwives registration certificate
- h. For those who are not affiliated to any council, the Minister of Health will determine the authenticity for their documents.

LICENSE TO OPEN A CLINIC AND POLYCLINIC

Issuing authority: Ministry of Health

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Pre-requisites to process for obtaining the authorization
- b. Application letter through the mayor of district
- c. Copy notified diploma and curriculum vitae
- d. Recommendation letter of the last employer
- e. Should have three (3) years of experience
- f. Rwanda medical council registration certificate
- g. National Council of nurses and midwives registration certificate
- h. For those who are not affiliated to any council, the Minister of Health will determine the authenticity for their documents.

LICENSE TO OPEN A HOSPITAL

Name of issuing authority: Ministry of Health

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Pre-requisites to process for obtaining the authorization
- b. Application letter through the mayor of district
- c. Copy notified diploma and curriculum vitae

- d. Recommendation letter of the last employer
- e. Should have three (3) years of experience
- f. Rwanda medical council registration certificate
- g. National Council of nurses and midwives registration certificate
- h. For those who are not affiliated to any council, the Minister of Health will determine the authenticity for their documents.

LICENSE TO OPEN A LABORATORY OR A DIAGNOSTIC CENTER

Name of issuing authority: Ministry of Health

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Pre-requisites to process for obtaining the authorization
- b. Application letter through the mayor of district
- c. Copy notified diploma and curriculum vitae
- d. Recommendation letter of the last employer
- e. Should have three (3) years of experience
- f. Rwanda medical council registration certificate
- g. National Council of nurses and midwives registration certificate
- h. For those who are not affiliated to any council, the Minister of Health will determine the authenticity for their documents.

LICENSE TO OPEN A PRIVATE HEALTH FACILITY

Name of issuing authority: Ministry of Health

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Conformity to the architectural plan proposed by the Ministry of health
- b. Inspection report done by a team composed of the director of health , the director of hospital, a lab technician and a supervision staff in the district
- c. Inspection report of private health facilities department of Ministry of Health
- d. The business plan will be presented for : diagnostic center, lab level 3, lab level 4, clinic, polyclinic and hospital.

A scenic landscape featuring two white-headed eagles perched on a tree branch in the foreground. The eagles have white heads and necks with dark brown bodies. They are looking out over a valley with a suspension bridge in the distance. The background shows lush green trees and mountains under a clear sky. The word "TOURISM" is written in bold yellow capital letters across the middle of the image.

TOURISM

5. TOURISM

The Office of Tourism and conservation has set-up standards for any investor willing to start-up a hotel or a restaurant. Hotels in Rwanda have already been classified according to the East African Criteria from one to Five stars, please visit the office of Tourism and Conservation -RDB or visit www.rwandatourism.com for details.

HOTEL CLASSIFICATION

Name of issuing authority: Rwanda Development Board
Validity: Open
Fees: N/A

DOCUMENTS REQUIRED:

Application to be done at the Rwanda Development Board (RDB) and you will be provided with the criteria to be followed before constructing a hotel.

LICENSE TO OPERATE A TRAVEL AGENCY

Name of issuing authority: Rwanda Development Board
Validity: Open
Fees: USD 500 payable to the Rwanda Travel & Tour Operators Association
Requirements: To be IATA certified or other certificate

DOCUMENTS REQUIRED:

Trading license issued by the RDB, contract with an Airline Company
For more details please visit; <http://www.rwandatourism.com>

TOUR OPERATORS LICENSE

Name of issuing authority: Rwanda Travel & Tour Operators Association
Validity: Open
Fees: USD 500 per year paid to the Rwanda Travel & Tour Operators Association



AGRICULTURE

6. AGRICULTURE

LICENSE TO IMPORT AGRICULTURAL INPUTS

Name of issuing authority:	Rwanda Agriculture Board (RAB)
Validity:	15-30 days, however this depends on the type of imported products.
Fees:	Free of charge

DOCUMENTS REQUIRED:

- A. Application letter
- B. Any other document relevant to quality control of imported products.

LICENSE TO IMPORT LIVESTOCK

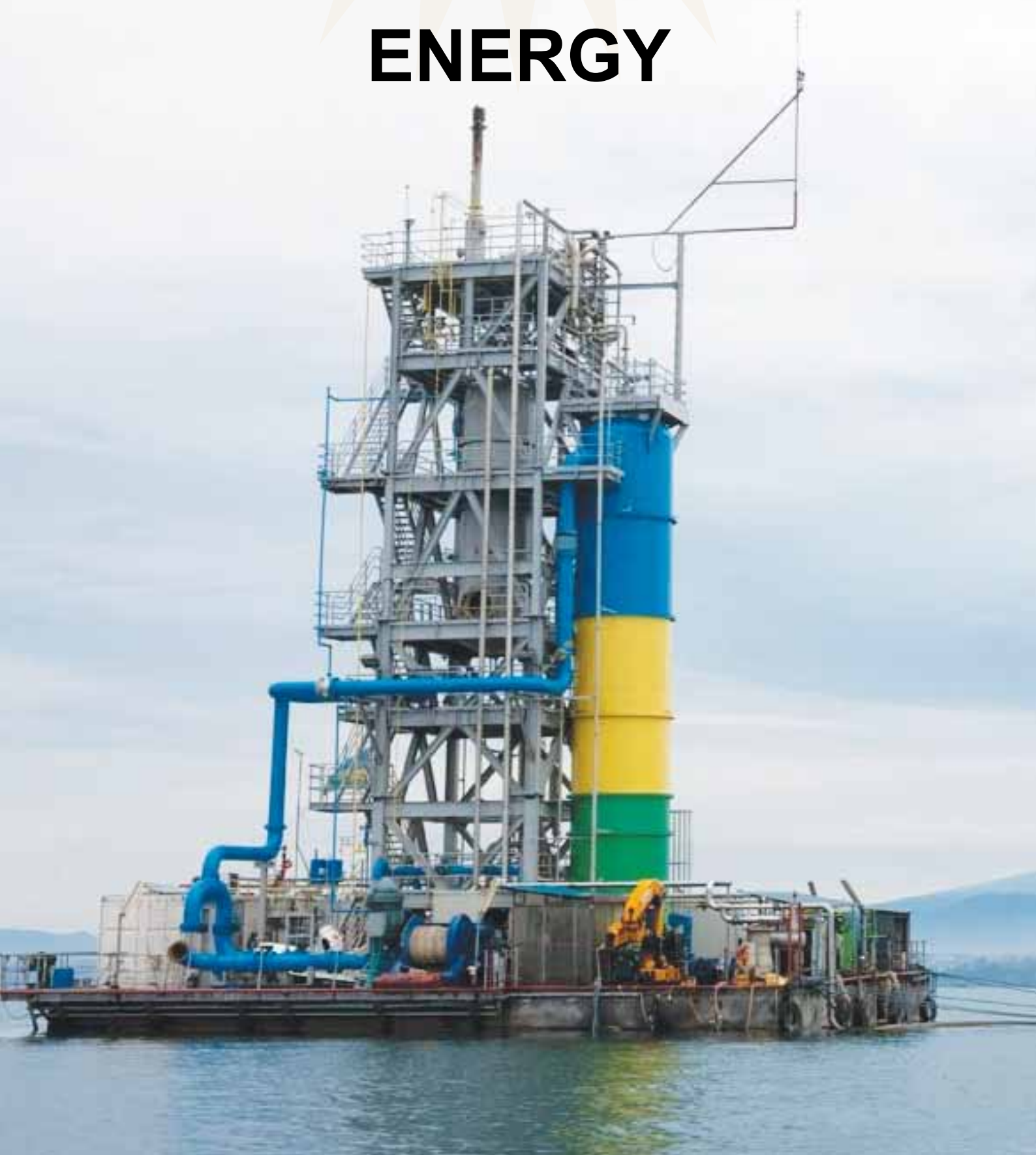
Name of issuing authority:	Rwanda Agriculture Board.
Validity:	15-30 days, however this depends on the type of imported products, so days may increase depending on the products.
Fees:	Free of charge

DOCUMENTS REQUIRED:

- A. Application letter
- B. Any other document relevant to quality control of imported products.



ENERGY



7. ENERGY

The Government of Rwanda is committed to partner with investors in power generation by offering generous incentives and concession contracts with an underpinning Power Purchase Agreement (PPA). The Power Purchase Agreement is signed between the Investor and the off-taker /Energy Water and Sanitation Authority(EWSA).

However, in electricity generation, always a memorandum of understanding is signed between the Ministry of Infrastructure and the private developer prior the signing of the PPA. Therefore, an Electricity Generation License is provided by Rwanda Utility Regulatory Authority (RURA).

MIC
LIVE

MEDIA



8. MEDIA

RADIO LICENSE

Name of issuing authority:	Rwanda Utilities Regulatory Authority (RURA).
Fees:	Emitter<500w license fee is Rwf. 960,000 for one year Emitter>500w license fee is Rwf. 1,200,000 for one year.

DOCUMENTS REQUIRED:

The Application to obtain a license to operate a radio should include;

- An application letter addressed to the Director General of the Rwanda Utilities Regulatory Agency
- A duly completed application form Indication among others technical parameters of the station (s) to be installed (attach any other detail or manual that may help to understand the network concept)
- A copy of the authorization to broadcast In Rwanda issued by the Media High Council.

The following appendices should accompany the application:

Company profile including:

- The nature and structure of the applicant (a subsidiary, associated companies, joint ventures, etc)
- Share capital structure
- Copy of the certificate of incorporation of the company issued by the Rwanda Development Board (RDB) and/or a trade registry certificate
- Certified copies of the memorandum and articles of association.

Business Plan including:

- A business concept (business and service/product description, customer and geographical coverage projection).
- Economic, market and financial analysis (with proposed Initial prices and cash flow statement)
- Evidence of capital (bank deposit, credit facilities and audited accounts)
- Operations arrangements (human resource plan, customer service plan, support arrangements).

Technical description including;

- Service technology
- Illustrated network description with capacities and facilities/infrastructure to be leased from licensed providers.

TV LICENSE

Name of issuing authority:	Rwanda Utilities Regulatory Authority (RURA).
Fees:	Content Provider A is given a studio construction permit free
Signal Distributor:	RURA Is In process of registering another private signal distributor. Rwanda currently has one signal distributor called ORINFOR, a media outlet owned by the Government of Rwanda. The license fee for a private signal distributor is \$104,000 for fifteen years.

DOCUMENTS REQUIRED:

The Application to obtain a license to operate a radio should include;

- a. An application letter addressed to the Director General of the Rwanda Utilities Regulatory Agency
- b. A duly completed application form Indication among others technical parameters of the station (s) to be installed (attach any other detail or manual that may help to understand the network concept)
- c. A copy of the authorization to broadcast In Rwanda issued by the Media High Council.

The following appendices should accompany the application:

Company profile including:

- The nature and structure of the applicant (a subsidiary, associated companies, joint ventures, etc)
- Share capital structure
- Copy of the certificate of incorporation of the company issued by the Rwanda Development Board (RDB) and/or a trade registry certificate
- Certified copies of the memorandum and articles of association.

Business Plan including:

- A business concept (business and service/product description, customer and geographical coverage projection).
- Economic, market and financial analysis (with proposed Initial prices and cash flow statement)
- Evidence of capital (bank deposit, credit facilities and audited accounts)
- Operations arrangements (human resource plan, customer service plan, support arrangements).

Technical description including;

- Service technology
- Illustrated network description with capacities and facilities/infrastructure to be leased from licensed providers.

STANDARD LICENSE (ISP)

Issuing authority:

RURA

Validity:

15 years

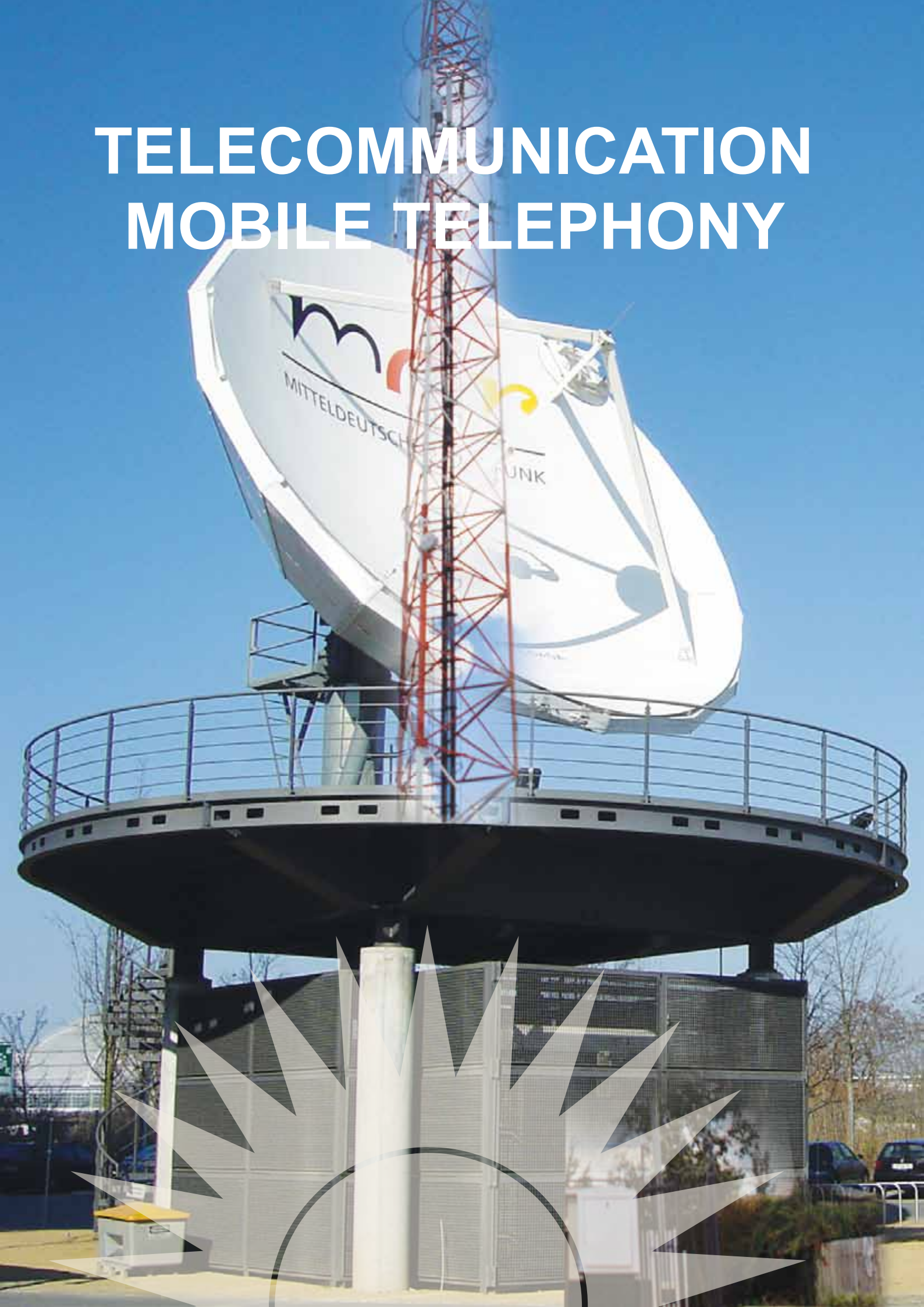
Fees payable: Initial fee:

5, 000 USD for a duration of 15 years; Annual fee contributing to RURA's functioning: 1% of annual turnover; Contribution to UAF: 2% of annual turnover.

DOCUMENTS REQUIRED:

- a. Company profile indicating nature and structure of the applicant (a subsidiary, associates, companies, joint ventures, etc)
- b. Copy of the certificate of incorporation of the company in Rwanda
- c. Certified copy of the memorandum and articles of association and share capital structure
- d. Business plan indicating
 - i. Business concept (business and service/product description, customer and geographical coverage etc)
 - ii. Economic, market and financial analysis (with proposed initial prices and cash flow statement)
 - iii. Evidence of capital (bank deposits, credits facilities and audited accounts)
 - iv. Operations arrangements (human resources plan, customer services plan and support arrangements.
- e. Technical proposal indicating
 - i. Service technology
 - ii. Illustrated network description with capacities and facilities/infrastructure to be leased from licensed providers
 - iii. Essential resources/facilities requirements
 - iv. Interconnection interface arrangements/ requirements
 - v. Quality of service levels and equipment standards

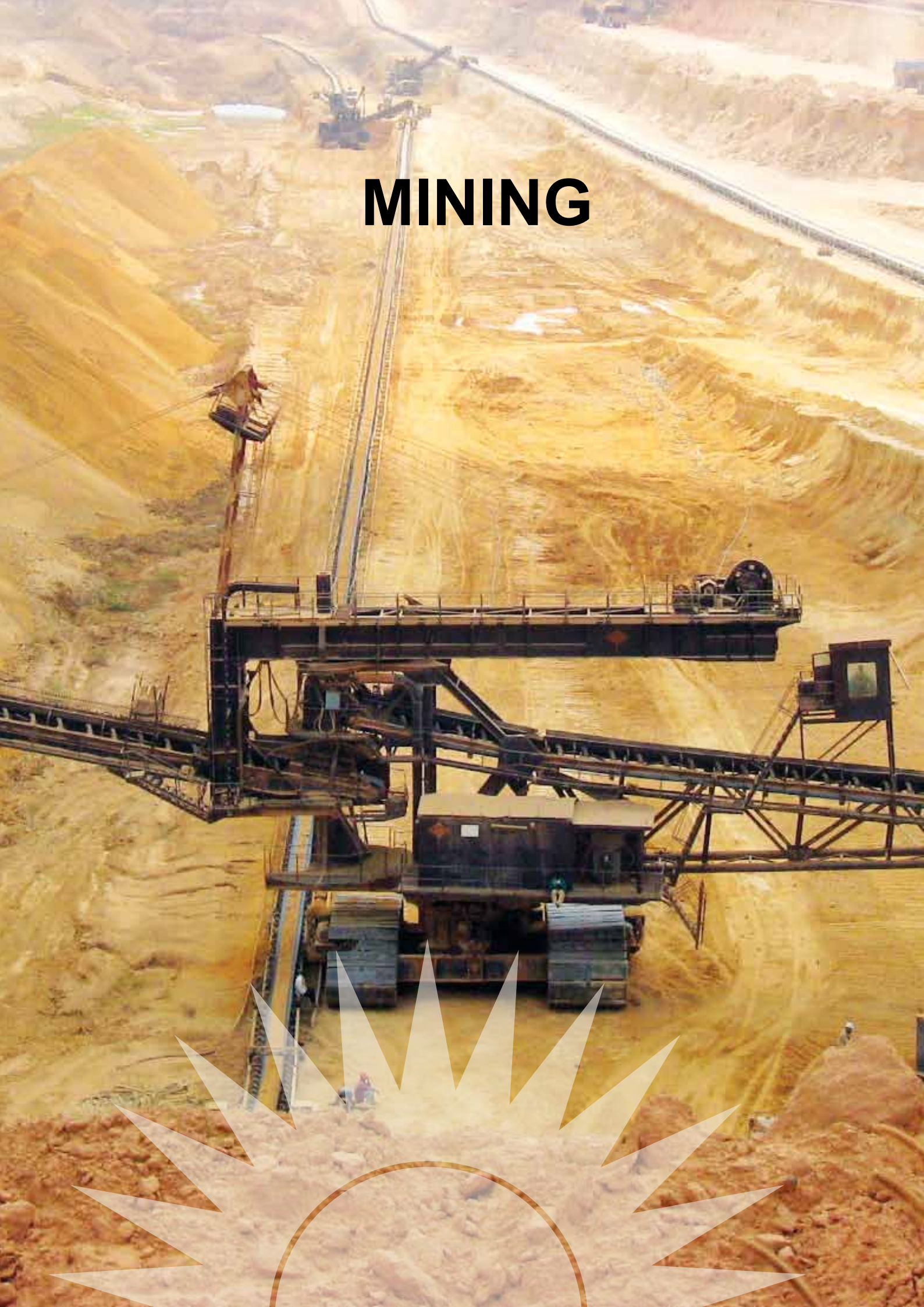
TELECOMMUNICATION MOBILE TELEPHONY



9. TELECOMMUNICATION/MOBILE TELEPHONY

The investment in this sector is authorized by Government after a tender process.

MINING



10. MINING

PROSPECTING LICENSE

Name of issuing authority: Ministry of Natural Resources (MINIRENA)
Validity: 2 years

DOCUMENTS REQUIRED:

- a. Application letter composed by the mayor requesting minister to offer a prospecting license to a mentioned applicant
- b. A topographic map showing the limitations of area being applied and duly signed by both executive secretary of a sector and mayor of the district. The topographic coordinates must be verified by OGMR officials to check if the coordinates provided represent the real position and if there is no overlap of other area already issued to other applicant
- c. Business plan
- d. Environmental protection plan
- e. Full address of the applicant

RESEARCH LICENSE

Name of issuing authority: Ministry of Natural Resources (MINIRENA)
Validity: 4 years

DOCUMENTS REQUIRED:

- a. Must be the holder of prospecting license
- b. A prospection report
- c. Applicant's technical and financial ability
- d. Business plan
- e. Feasibility study
- f. Tax clearance certificate issued by Rwanda Revenue Authority
- g. A document with a complete study of the environmental impact assessment and a programme of environmental protection

MINING EXPLOITATION LICENSE (SMALL MINE)

Name of the issuing authority: Ministry of Natural Resources (MINIRENA)
Validity: 5 years

DOCUMENTS REQUIRED:

- a. Must be a holder of research license
- b. Research report
- c. Payment of environmental caution fee

- d. A statement of environmental preservation and rehabilitation
- e. Tax clearance certificate issued by RRA
- f. Investment plan
- g. Feasibility study

CONCESSION LICENSE (VAST MINE)

Name of issuing authority: Ministry of Natural Resources (MINIRENA)

Validity: 15 years

Documents required:

- a. Clearance certificate issued by financial institutions operating in the country or tax clearance certificate issued by RRA
- b. A statement of environmental preservation and protection
- c. Investment plan



SECURITY SERVICES



11. SECURITY SERVICES

Name of the license: License to operate a private security company

LICENSE TO OPERATE A PRIVATE SECURITY COMPANY

Name of issuing authority: Minister of Internal Security

Validity: Unspecified

Fees: Free of charge

DOCUMENTS REQUIRED:

- a. Application letter indicating the complete identification of the managerial team or the share holders
- b. Company profile indicating their bankers, the District in which they will operate from;
- c. The share holders must produce a certificate of good conduct;
- d. The share holders must not have been sentenced to more than six months imprisonment;
- e. The notarized Articles and Memorandum of Association and the trade license;
- f. Provide description of the uniforms,
- g. If operating in another country, provide official Documents,
- h. Indicate partners operating in the same sector;
- i. Structure of the managerial team.

If the security company requires a frequency for its radio communication, it has to apply to the Director General of RURA in order to obtain a license.

TRANSPORT AVIATION



12. TRANSPORT AVIATION

COMMERCIAL OPERATIONS BASED IN RWANDA

Name of issuing authority: Rwanda Civil Aviation Authority (RCAA)

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Company Registration Certificate issued by RDB
- b. Air Services License issued by RCAA
- c. Air Operator Certificate issued by RCAA

COMMERCIAL OPERATIONS INTO RWANDA BY FOREIGN OPERATIONS

Name of issuing authority: Rwanda Civil Aviation Authority

Validity: Unlimited

DOCUMENTS REQUIRED:

- a. Scheduled operations by foreign airlines/operators
 - i) Bilateral Air Services Agreement between Rwanda and the State of the operator
- b. Non-scheduled operations by foreign operators
 - i) Flight Clearance for landing/overlight issued by RCAA.



POSTAL SERVICES

13. POSTAL SERVICES

AUTHORIZATION TO OPERATE COURIER SERVICES

Name of issuing authority:	Office National des Postes (ONP)
Validity:	12 months
Fees:	Between Rwf 500,000 equivalent to USD 868 to Rwf 2,000,000 equivalent to USD 3,472

DOCUMENTS REQUIRED:

- a. Trading license
- b. An application letter with details of geographic coverage.





WAREHOUSING



14. WAREHOUSING

LICENSE TO OPERATE A PRIVATE OR PUBLIC BONDED WAREHOUSE

A private bonded warehouse is a place or an area approved by the Customs where a private operator is storing only its goods. A public bonded warehouse is a place or an area approved by the Customs where a private operator is storing other operators' goods.

Name of issuing authority: RRA, Customs Department

Validity: 1 year renewable

Fees: Upon fulfillment of the above requirements, the applicant is required to pay a license fee of one thousand five hundred dollars (\$1,500) for the operating period of one year.

DOCUMENTS REQUIRED:

To operate a bonded warehouse, the applicant shall satisfy to the commissioner for customs services that the following requirements are provided in the proposed bonded warehouse:

- a. The applicant shall have a rental contract whose duration is longer than the duration of the license applied for or furnish proof of ownership of the premises;
- b. Fence structured premises of at least 2 meters high;
- c. The warehouses having concrete or cemented ground/floor
- d. Suitable offices with all facilities for customs and other stakeholders;
- e. A computerized system in place capable of generating arrival notices of goods;
- f. Systematic procedure of entry and exit of goods In the bonded warehouse.
- g. Electronic weighing equipment approved by the competent authorities
- h. Provide elevating equipment, machines and materials;
- i. Provide keys and locks for securing the doors of the bonded warehouses;
- j. Provide all necessary labor and materials needed for treatment, sorting, packing, examining, weighing and storing.
- k. Provide insurance for the goods inside the bonded warehouses;
- l. Provide sufficient parking space for vehicles;
- m. Provide safety equipment for the security of the staff and the goods;
- n. Ensure that the goods are properly wrapped;
- o. Adequate lighting for security purposes;
- p. The warehouse should have one single entry gate
- q. Issue arrival notices for warehoused goods.

Upon fulfillment of the above requirements, the applicant is required to pay a license fee of one thousand five hundred dollars (\$1,500) for the operating period of one year.



DUTY FREE SHOP



15. DUTY FREE SHOP

LICENSE TO OPERATE A DUTY FREE SHOP

The Customs allow the investor to have a duty free shop either at Kigali International Airport or in town.

Name of issuing authority: Rwanda Revenue Authority, Customs Department

Validity: 12 months renewable each year

Fees: USD 3000 per year. But if operating within the airport, no license will be paid.

DOCUMENTS REQUIRED:

- a. Be a permanent resident or an investor registered under RDB
- b. Should possess a trade license issued in Rwanda
- c. Should possess a Tax Clearance certificate
- d. Submission of a plan, location of the shop and a business plan as required by Customs
- e. Meeting the standards set by Customs based on the nature of goods that will be sold within the duty free shop
- f. Provide a bank guarantee in an amount equal to duties and taxes in respect of the goods in the duty free shop
- g. Payment of a license fee (if applicable)

Obligations of the license

- a. A weekly report of the sales including but not limited to clients names and copies of invoices
- b. A monthly sales report in the prescribed form, no later than 15 days after the last day of the month in which the sales described on the form were made
- c. An annual report, in the prescribed form, no later than 30 days after the end of the fiscal year of the duty free shop for which the report is made
- d. Goods removed from Customs warehouse to the duty free shop store should be under the direct supervision of Customs
- e. Stock and arrangement of the goods in a duty free shop in a proper way in order to ease verification by the Customs officers
- f. Ensure that the duty free shop store is jointly opened and locked by both the duty free shop operator and Customs officer.

C. INVESTMENT INCENTIVES

Investors apply for incentives at the One Stop Centre at the Rwanda Development Board.

Eligibility: Projects with estimated investment of 100,000 USD (LOCAL), EAC and COMESA, 250,000 USD for foreign Nationals

HOW TO APPLY FOR AN INCENTIVE

To receive incentives, an investor must get an Investment Certificate that can be obtained from the RDB. It takes only one day for an investor to get their investment certificate.

Step 1 – Application for Investment Certificate by Investor

Step 2 – Obtaining a Notice of Acceptance or Refusal from RDB and Issuance of Investment Registration Certificate

Step 1: Application for Investment Certificate by Investor

The application for investment registration involves submitting the following:

- a. Application letter to RDB requesting for investment registration;
- b. Submission of a business plan or a feasibility study;
- c. Copy of shareholding structure, sheet
- d. Copy of certificate of company incorporation

Your investment application letter should clearly indicate following:

- a. The name and address of the proposed business enterprise, and its legal form;
- b. The nature of the proposed business activity and the level of planned capital investment;
- c. The estimated number of persons to be employed and categories of jobs to be created;
- d. The nature and volume of waste which shall be generated by the enterprise's operations, and the proposed methods, of its management;
- e. The nature of support and facilitation which the investor is seeking from the RDB.

Your investment business plan or feasibility study should clearly indicate following

- a. Executive summary of the project
- b. Profile of the project promoter(s);
- c. The project background;
- d. Market study or market analysis;
- e. Investment plan over five year period;
- f. The level of loan and equity financing;
- g. Projected statement of income and expenditure 5 years;
- h. Projected balance sheet (5 years))
- i. Projected statement of cash flows (5 years)
- j. Payback period, NPV and IRR
- k. Loan amortization schedule for the bank loan (if any);
- l. Project implementation plan/ schedule)
- m. Notes on assumption made in the business plan.

Step 2: Notice of acceptance or refusal and Issuance of investment registration certificate

Once an application for investment registration is approved an acceptance letter for the project is issued.

The acceptance letter will contain the following:

- A request to pay a fee of US \$500 to the RDB on one of the following bank accounts in Bank of Kigali: **No 0281441-77** for United States Dollars only, **No 0281460-96** for Rwandan Francs only.
- Advise to comply with EIA requirement before actual implementation of your project
- Submission of proof of payment

In case an investment application is refused, a notice of refusal and the reason for the refusal are sent to the applicant. In case the Documents are not in order or information provided is inadequate we will advise for improvement.

Upon the receipt of proof of payment RDB will issue investment registration certificate. The investment certificate allows to access the investment incentives provided in the investment code.

It will take one day to process an application and issue the certificate of investment registration if all documents are submitted and are in order.

Some of criteria for investment project evaluation

- Level of investment
- Non trading activity
- Creation of quality jobs
- Transfer skills and technology
- Use of local raw materials
- Potential for export
- Potential to create backward and forward linkages
- Innovation and creativity

Non Fiscal Incentives

- Free initial work permit and visa for investors and foreign workers (See Chapter 1)
- We provide Sector specific certification including licenses, environmental impact assessment certificates.
- Facilitation with tax related services and exemptions
- Facilitation for land acquisition and construction permits in collaboration with the Kigali City Council One Stop Center construction.
- Access to utilities (water and electricity)
- We assign Key Account Managers to every investment project registered in the One Stop Centre RDB.

Fiscal Incentives

Incentives are expected to change as Rwanda Integrates Into the East African Community - for more information , please visit the One Stop Centre for details on the latest incentives.

An investment enterprise benefits from a flat fee of 10% of the CIF value of building and finishing materials (starting 01st July 2012)

TAX EXEMPTIONS ON IMPORTED GOODS

Machinery and Raw Materials

An investor who imports machinery, raw materials, equipment is exempted from import duties, withholding tax and Value Added Tax.

Privileges on movable property and equipment

A foreign investor or an expatriate employee, who works for a registered investment enterprise, on individual basis, shall be exempted from duties on one personal car, his or her personal properties and household properties in accordance with Customs Law.

Equipment in education field

A registered investor in a private education institution shall be exempted from payment of import duties on imported equipment and ordinary materials.

Specialized Vehicles

Refrigerated trucks are exempted from duties on Importation as specialized vehicles, trucks that can carry out more than 20 tons, specialized heavy machines: bull dozers, tractors, folk lifts are all exempted.

Tourist Chartered Airplanes

An investor who imports airplanes for transportation of tourists is exempted from payment of taxes.

Medical Equipment, Medicinal Products, Agricultural Equipment, Livestock, Fishing and Inputs

An investor who imports medical equipment, medicinal products, agricultural equipment, livestock, fishing and inputs shall be exempted from import duty imposed on those goods.

Equipment meant for the Tourism and Hospitality Industry

Hotel Equipment

Any of the following goods engraved printed or marked with the hotel logo imported by a licensed hotel for its use:

- a. Washing machines;
- b. Kitchen ware;
- c. Cookers
- d. Fridges and freezers
- e. Air conditioning systems
- f. Cutlery;
- g. Televisions;
- h. Carpets;
- i. Furniture;
- j. Linen and Curtains;
- k. Gymnasium equipment

Free Economic Zones / International Company with headquarters in Rwanda

- An investor operating in a free economic zone is entitled to import machinery, equipment, raw materials for the industrial purposes and other goods free of duty
- Exempted from income tax
- Exempted from withholding tax on payments
- Exempted from tax on repatriation of profits abroad

Incentives for construction projects

A flat fee of 10% is applied as investment Incentive for building or construction projects that fulfill the following conditions:

- a. If it is a construction project worth at least one million and eight hundred thousand American Dollars (US\$1,800,000);
- b. If it is a project to be completed at least within a period of twenty four (24) months;
- c. If it uses materials available in the country;
- d. If it concludes contracts with registered companies which pay taxes and which employ Nationals of the country;
- e. If it rationally uses the allocated land;
- f. If it engages in activities that do not degrade the environment.

Building and finishing materials that are imported shall be those that are not produced in Rwanda on international standards or those in line with developer's specifications. Before they are imported, such materials shall be approved by the Agency.

Tax incentives certificates on imported building materials shall only be accepted to construction projects which reach second storey upwards or in case activities of constructing foundation are over to large horizontal commercial complexes if it is clear that they shall not have skyscrapers and property developers who construct many dwelling houses on the approval of the Agency.

Additional documents for assessing projects that meet the above criteria

- Bills of quantities (confirmed by district councils)
- Architectural drawing and perspectives of the building(s)
- Authorization to build and location contract and Any other documents that support property ownership or the right use.

Incentives on Direct taxes on income

Investment Allowance

- An investor who invests in Kigali is entitled to an investment allowance of forty percent (40%) of the invested amount in new or used assets.
- An investor who invests outside Kigali is entitled to an investment allowance of fifty percent (50%) of the invested amount in new or used assets.

Training and Research Expenses

All Training and Research expenses incurred by a taxpayer are considered deductible expenses from taxable profits.

Employment oriented tax discounts

Registered investors are accorded tax discounts based on the number of jobs created as follows:

- Employment of between 100 – 200 Rwandans accords a tax discount of 2%
- Employment of between 201 - 400 Rwandans accords a tax discount of 5%
- Employment of between 401 - 900 Rwandans accords a tax discount of 6%
- Employment of over 900 Rwandans accords a tax discount of 7%

Discount on export earnings

Exporters of goods and services that repatriate their foreign exchange earning to Rwanda are accorded tax discounts based on the amount repatriated in a given tax period as follows:

- Repatriation of USD 3,000,000 to 5,000,000 accords a tax discount of 3%
- Repatriation of more than USD 5,000,000 accords a tax discount of 5%

Tax Holiday for Micro Finance Institutions

Companies that engage in micro finance activities, approved by competent authorities are exempt from corporate income tax for a period of five (5) years commencing from the time of their approval.

Exemption from customs duties and taxes on ICT, Medical, and Agricultural equipment and input

There are lists of ICT, medical and agricultural equipment and inputs available at the Customs Department of Rwanda Revenue Authority. These lists are updated on a regular basis.

Additional incentives for investors

Depending on the nature of the project and its national importance, location and capital invested, Cabinet may put in place additional incentives and facilities for the project.

A. BANK ACCOUNTS

Both residents and non-residents can hold bank accounts in any currency

Accounts are opened immediately and with no cost.

There are OVER 10 commercial banks operating in Rwanda:

- Commercial Bank of Rwanda (BCR)
- Access Bank
- Banque Populaire du Rwanda (BPR)
- Cogebanque,
- Kenya Commercial Bank (KCB)
- Fina Bank
- Bank of kigali (BK)
- Equity Bank
- Rwanda Development Bank (commonly known as BRD)
- Unguka bank
- Urwego opportunity Bank
- Ecobank

It is also important to note that some of these banks are regional.

REQUIREMENTS FOR AUTHORIZATION TO OPEN A BANK ACCOUNT IN RWANDA

For Local and overseas citizens, the following are essential;

- A filled application form.
- Submitting a letter to bank officials nominating a signatory to the account if any.
- Copy of the identity card/passport
- Overseas citizens are mandated to submit only a copy of the passport.
- One Passport size photo

REQUIREMENTS FOR AN OVERSEAS COMPANY TO OPEN BANK ACCOUNT IN RWANDA

- A filled application form
- Letter addressed to the managing Director requesting to open an account in the name of the company. This letter should also indicate signatories to the bank account
- A Copy of the certificate of incorporation/ investment registration certificate
- Passport copies
- Pass port size photos.

B. LAND ACQUISITION

A foreigner that invests in Rwanda is entitled to full rights, like wise for a Rwandan of ownership of land reserved for residential, industrial, commercial, social or cultural and scientific purposes.

Land from private domain of public institutions may be applied, only, for investment.

WHO MAY APPLY?

Any person is allowed to lease private State owned land, private parastatal's owned land, private City of Kigali owned land or private District owned land.

WHERE TO APPLY

- Applications for private state owned land are addressed to the Ministry that manages the land in question.
- Applications for private parastatal's owned land are addressed to the Ministry that supervises the parastatal.
- Applications for the City of Kigali owned land are addressed to the Mayor of the City of Kigali.
- Applications for the District owned land are addressed to the Mayor of the District.

LAND REGISTRATION

Application for land registration is made to the registrar of land or his/her Deputies through the District land Officer upon which a certificate of registration is granted to the applicant. There are two types of certificates of registration that are issued, namely lease and a full title.

REQUIREMENTS

- Application form;
- Identification and passport photo of the applicant;
- The exact location of the land applied for in the District, Sector and Cell;
- The approximate size of the land applied for;
- Specification of the intended land use and definition of time-frame for planned activities;
- Indication of any other land held by him or her, its location and use and other people's rights to it;
- Where the applicant is legally married under the regime of community of property or the regime of limited community of inquests, he or she shall apply jointly with the spouse and provide full identification details for both applicants and attach their passport photos;
- In case of a legal person, the application must be accompanied by proof of its legal personality.
- Applications must be submitted complete. Incomplete dossiers are immediately returned back to applicants.
- The National Land Commission determines by instructions the period in which each organ must have finished examining the request and giving response and what happens when the period expires without response.

END RESULT OF A SUCCESSFUL APPLICATION

Long term lease contract and Certificate of registration of a long term lease, as follows:

Foreigners are entitled to a renewable long term lease of up to 99 years, based on the business plan.

Nationals are entitled to a renewable long term lease of:

- 49 years for tourism, agriculture and forestry;
- 30 years for commercial, social, scientific, industrial and cultural activities;
- 20 years for residential buildings and marshlands;
- 15 years for fishing activities

C. OBTAINING A CONSTRUCTION PERMIT

An application for a building permit is made to the Kigali City Council One Stop Center Construction upon which the authorization to build is granted upon submitting a deed plan, a lease contract, a bill of quantities as well as an approved construction plan.

It only takes 30 days to acquire a construction permit from the Kigali City Council One Stop Center Construction. The One Stop Center Construction facilitates investors who meet the following criteria:

CHECKLIST FOR PRELIMINARY DESIGN PROPOSAL SUBMISSION

General information:

- All drawings for the proposed project should be compiled into two similar booklets on A3 format whereas the site plan describing the overall placement of the project should be submitted on A0,
- The application letter, application form, project brief, land ownership documents and all other support documents available on A4 formats have to be compiled into two similar booklets of A4 papers.
 - a. Application letter (addressed to the Mayor of City of Kigali), with signature, registration and the following statement: “By entering my name below, I hereby attest, under the penalties of perjury, that all of the information contained in this application is true and accurate to the best of my knowledge and understanding. Further, I am authorized to submit this application to the District/City or have ownership of the subject property.”
 - b. Application letter (addressed to the Head of Kigali Distribution Unit-EWSA) for clients seeking connection and services linked to utilities (water and electricity);
 - c. Project Brief: descriptive summary on the project highlighting the name, title and address of developer and of the project.
 - d. Type of project, compliance to zoning guidelines (Building coverage, Landscape coverage, Floor Area Ratios etc.) and Rwanda building control regulations (Access for people with disabilities, emergency provisions etc.), cost of project, implementation plan, architectural description and environmental considerations among others.
 - e. For purposes of the architectural review the project proposal should also include a description of the design concept and the reasons of the stylistic, compositional and typological choices. In general a short description that allows complete understanding of the architectural approach. Specifically addressing the following key components:
 - i. Object and context
 - ii. Functional quality
 - iii. Architectonical composition
 - iv. Integration of competences
 - v. Environmental sustainability, and
 - vi. Innovation

NB: Further details on the guiding principles on each of the above components may be obtained from the OSC.

- F. For purposes of environmental review the project proposal should also contain a description of the main materials and construction techniques adopted and any measures taken for environmental sustainability.
- G. Location maps
 - i. Point location on Kigali Conceptual Master Plan map
 - ii. Map over Google Earth or aerial images, scale 1:2000, highlighting transportation access (with future major road right of ways) and existing major utility lines (water, electricity, telephone, sewer, fiber optics and gas)

- iii. Map on Google Earth or aerial image, scale 1:1000 showing existing land use surrounding site (typologies such as residential, commercial, institutions industrial, etc.)
- H. Topographical map showing wetlands (REMA mapped), contours, slope analysis (highlighting slopes > 20%) existing drainage and existing trees larger than 5 m tall or wide.
- I. Provide road reserve to comply the full right of way (ROW).
- J. Plan volumetric view with the context. (scale of representation adequate to understanding the relationship with the environment)

Conceptualized Site Plan (with building footprint, rough paving (parking, roads and sidewalks), and setbacks presented on A0 format and printed to accurate scale.

Obtaining a building permit outside the Kigali City, an application for a building permit is made to the District land Bureau upon which an authorization to build is granted by the District Land Officer after the applicant has submitted a deed plan, a lease contract, a bill of quantities as well as an approved construction plan.

LAND TITLE

An application for a land title is made to the Registrar of Land titles. The applicant is required to attach a deed Plan, a Lease contract, occupation permit, payment of required fees, building permit, statement of compliant use and approved construction plans.



D. ENVIRONMENTAL COMPLIANCE

The Government of Rwanda takes environmental protection very seriously and has taken significant steps to ensure a balance between economic development and environmental protection, as well as to prevent environmental degradation. Notable among the measure taken is the ban of manufacturing and use of polythene bags. The Government has established a clear legal and institutional framework for environmental protection. Rwanda Environmental Management Authority (REMA) is the principal agency responsible for the management of the environment in Rwanda and coordinates, monitors and supervises all activities in this field.

In addition, projects that affect the environment are subject to an Environmental Impact Assessment (EIA) prior to obtaining authorization for their implementation. Before commencing implementation of business projects, investors are required to cross-check whether their projects are required to undergo an EIA. Applications for EIA certificate should be addressed to RDB.

Example project types requiring Environmental Impact Assessment

1. Infrastructure:
 - a. The construction and repair of international roads, national roads, district roads and repair of large bridges
 - b. The construction of industries, factories and activities carried out in those industries
 - c. The construction of hydro- dams and electrical lines
 - d. The construction of public dams for water conservation, rain water harvesting for agricultural activities and artificial lakes
 - e. The construction of oil pipelines and it's by products, gases and storage tanks
2. Agriculture and Animal Husbandry
 - a. Agricultural and breeding activities which use chemical fertilizers and pesticides in wetlands and large scale monoculture agricultural practices (e.g. tea, coffee, flowers, pyrethrum)
 - b. Works and activities that use bio-technology to modify seeds and animals
3. Works in parks and in its buffer zone
4. Mining

PROCEDURES FOR OBTAINING AN EIA CERTIFICATE

Step 1 – Submitting Project Brief by Investor/ Developer

A project brief must be elaborated in such a manner that the assessor easily understands all aspects of the project. The project brief must contain at minimum:

- Name and address of project developer,
- Main objectives of the project
- Main components of the project and its variants
- Description of the proposed site of the project with an emphasis on the main characteristics of the area such as soil properties; existing and planned activities in the area; rivers, lakes and other water sources; wetlands and precipitations;
- the size and expected duration of the project
- planned activities for the implementation of the project with the sequencing and duration of each phase
- type and quantity of product output and raw materials
- main materials to be used and planned staffing
- estimated project cost (if available)
- any drawing or photos

Step 2 – RDB conducts site visit

RDB upon receiving the project brief conducts a site visit upon which terms of reference are prepared and transmitted to the developer. These terms of reference serve as the basis for carrying out an Environment Impact Assessment (EIA) study for the project

The Developer can also prepare their own terms of reference on condition that he/she gets approval from the RDB

Step 3 – Conducting the Study

Based on the terms of reference the developer at his or her own expense commissions an EIA study and submits the findings to the RDB. A list of experts is published by the Ministry of Environment and Lands. Should the developer prefer to use an expert not on this list, he may submit to the Authority for approval

Step 4 – The RDB issues EIA certificate

Once confirmation of compliance has been made by the RDB, and EIA certificate is provided to the developer. The process takes 40 days maximum.

TIME FRAME FOR EIA CERTIFICATE

RDB submits terms of reference to the developer for an EIA within fifteen (15) working days of the receipt of the project brief. RDB notifies the developer of its acceptance or refusal of the choice of experts within a period of five (5) working days after receipt of choice of team of experts. In case of refusal, RDB provides justification and recommends experts. Upon receipt of the EIA report, the RDB analyses the report to verify its conformity to the terms of reference. The Authority accepts to provide an EIA certificate or requests additional information from the developer within twenty (20) days. If the RDB deems it necessary, it provides a public hearing notification within fifteen (15) working days from the date of public notification

APPEALING A DECISION

Where a project is not approved, a developer may appeal against the decision of the RDB to the Ministry of Natural Resources within thirty (30) working days from the date of the notification of the decision

E. BUSINESS OPERATIONS COSTS

Office space

Costs vary based on location, services offered and length of contract. Below are average costs:

AREA	MONTHLY OFFICE RENTAL COST (USD/SQ M)
Kigali City	\$ 15-20 psq (CBD) else where \$ 10-17 psq (Kacyiru, Nyarutarama)
Eastern Province	\$ 5-10 psq for older buildings \$ 9-13 psq for newer buildings
Western Province	\$ 5-10 psq for older buildings \$ 9-13 psq for newer buildings
Southern Province	\$ 5-10 psq for older buildings \$ 9-13 psq for newer buildings
Northern Province	\$ 5-10 psq for older buildings \$ 9-13 psq for newer buildings

Transportation costs

Entry and exit in Rwanda is free. Several recent administrative changes such as increased operating hours for border stops and 35% reduction of procedures have made the process faster and efficient. Further improvements are underway. Time to export has been reduced to 38 days.

Although prices are determined by market forces, Rwanda Utilities Regulatory Agency (RURA) does provide oversight guidance especially in terms of price and standard compliance. Indicative prices are generated and distributed to all transport operators. It is important to note that transport prices tend to move in tandem with trends in international petroleum prices and as such keep changing. The responsibility of the regulatory agency is thus to provide guidance in the eventual transport price changes on the local market.

Cost of transportation by road from the major sea ports used by Rwanda are as follows;

Container haulage rates to Kigali by Road.		
ITEM	COST (USD)	TIME
40 FT CONTAINER 20 FT CONTAINER	\$7,100 \$3,500-3,800	Mombasa-Kigali
40 FT CONTAINER 20 FT CONTAINER	\$7,200 \$3,500-3,800	Mombasa-Dar-es-Salaam

Exception

A container of 20 feet exceeding 17 tons is charged as a container of 40 feet

Domestic Transport costs (USD)					
From Kigali City to...	Kigali City	Eastern Province	Western Province	Northern Province	Southern Province
Mode of transport					
Buses (trip)	0.4	5.3	5.8	2.8	5.8
Taxi cabs (trip)		103.5	147.8	50.1	87.2
Jeep (day)		212.4	212.4	212.4	212.5

Jeep costs in Kigali are by trip; they include driver and exclude fuel.

Fuel prices: Fuel prices are subject to change and should be considered as indicative prices. The prices quoted are as at July 2012

Product	USD per litre
Super	1.7
Diesel	1.7
Kerosene/Paraffin	1.6

Electricity

Electricity, Water and Sanitation Authority (EWSA) is responsible for the generation and distribution of electricity within the country. It operates through different work stations located in every District. EWSA is responsible for the management of production and distribution of piped water in urban areas and some townships.

ELECTRICITY TARIFF (Excluding VAT 18%)

Industries	96Rwf/Kwh : Off Pick hours (23 h00 - 07h00) 126Rwf/Kwh : Mid Pick hours (07 h00 - 17h00) 168Rwf/Kwh : On Pick hours (17 h00 - 23h00)
Ordinary consumption	134 Rwf/Kwh

Water

The cost per m³ is set according to the consumption as set below:

TYPE	Monthly Consumption	Tariff Excluding VAT (18%)
Water	At Public Water Kiosk	Rwf 240 @ Unit
	Between 0 and 5 m ³	Rwf 240 @ Unit
	Between 6 and 20m ³	Rwf 300 @ Unit
	Between 21 and 50m ³	Rwf 400 @ Unit
	Between 51 and 100m ³	Rwf 650 @ Unit
	Above 101 m ³	Rwf 740 @ Unit
	Industries	Rwf 593 @ Unit

Monthly meter fee			
METER RENT		Tariff excluding VAT (18%)	Tariff VAT inclusive (18%)
Monthly Fee for Meter Rent (ordinary consumption)	Water Meter	Rwf 100	Rwf 118
	Analogue Meter	Rwf 200	Rwf 236
	Prepayment Meter (Cash Power)	Rwf 424	Rwf 500
Monthly fee for meters (industries/ customers with high consumptions)	Middle voltage meters (actif)	Rwf 5,000	Rwf 5,900
	Middle voltage Meters(actif+reactif)	Rwf 10,000	Rwf 11,800
	Water Meter	Rwf 500	Rwf 590

NB: Electricity consumption is measured in Kwh and Water Consumption is measured in m³

Potential consumers need to apply by letter to the EWSA and the letter must specify where the premises are located, site plan of the area, total load required. Following receipt of the letter, EWSA makes a site visit to determine the nearest source of supply and to assess the cost of the connection. Before installation can be effected, the investor typically pays 100% of the installation costs. EWSA generally has the required equipment in stock, has also contracted out private firms to provide the necessary equipments in order to ensure immediate installation thereafter. Installation costs are calculated by EWSA. Rates payable for electricity consumption for both industrial and domestic purposes are approved by the regulatory agency, Rwanda Utilities Regulatory Agency (RURA). Like in electricity, to be connected one has to go through the same channels of application for water connection. The applicant must pay in full connection fee before connection is effected.

Telecommunication

Landline Telephone Services

There are currently 2 operators of landline telephone services in Rwanda, Rwandatel and MTN.

Application Procedure:

Investors are required to apply to Rwandatel and MTN to complete a Form requesting telephone services (business/residential) giving his/her particulars including site location. A site survey will be carried out by staff of Rwandatel to enable estimation of materials required. The cost of the services is dependent on the location and materials, among others. The applicant/investor is informed of the cost and after the payment the service will be provided, within a week's period.

Mobile Telephone Services

Currently there are three cellular phone service providers. The current mobile phone providers are MTN, a South African based company and Airtel, a subsidiary of Bharti - Airtel, India and TIGO. Connecting to mobile operators is direct or through dealers and dealers' agents, who are found in many parts of the city and towns.

The Labor Law No.13/2009 of 27/05/2009 regulates employment and labor issues in Rwanda. This Act consolidates all laws relating to labor, employers, trade unions and industrial relations. The result of a collaborative effort among the social partners – Government, Employers and Organized Labor – the Act provides for the protection of employment, general conditions of employment, unfair labor practices, trade unions and employers organizations, occupational health, safety and environment, and labor inspection. The law provides Dispute and dismissal, normal time, overtime, public holidays and leave: Annual, sickness, maternity, family responsibility.

Cost of labor

Fees and charges expected in the case of the employment

Level	Required Skills	Average Pay/Month (USD)
Casual	No skill	55-90
Clerk	Lower level skills	300
Specialized	Graduate	500-1500
Management	Graduate + specialized skills	2000-10,000
Local consultant		150-300 per day
International consultant		Negotiable

Source: Human Capacity and Institutional Development, RDB

General salary structure based on public service model includes as a percentage of the base salary, 7% for car allowance, 7% for housing benefits, 7.5% for medical benefits (employer contribution), 7.5% for pension (employer contribution) based on a study done by Ministry of Public Service in '08

Leave provisions

Type		Conditions
Working Hours	9	
Over time	Paid	
Annual leave	30 days once a year	
Sick leave	30 days max (6 months if approved by medical committee)	
Maternity leave	12 weeks	
Family responsibility leave - HR	4 days	For employee + child + parents
Death - HR	4 days	Parent or Direct relative
Death - HR	10 days	Child or spouse

Retirement age is 65

STEP FIVE

LIVING IN RWANDA

Besides being a tourist destination ranked among the top 10 places to visit by Lonely Planet in 2009, Rwanda is a comfortable place to live. The capital city of Kigali is clean, green and organized with very low crime rates and was recognized by the UN Habitat Award in 2008, the highest honour given to an urban area. Kigali has a thriving social and cultural scene including many restaurants.

Accommodation costs

Hotel accommodation (Five Star Hotel)

Room Type	Rack Rates (USD)	Corporate Rates (USD)
Standard	364	238
Deluxe	376	250
Superior Room	392	270
Prime Room	402	276
Junior Suite	518	287
Executive Suite	614	360
Presidential Suite		2935

Also, apartments are available for rent (2-4 rooms) for 900 – 2000 USD and villa mansions for 3000 – 5000 USD.

Cost of selected items

Item	Cost in USD
Plate of food	2-15
Milk (1 litre)	0.4-0.7
Beer (1 litre)	2.7-4.5
Juice drink (1 glass)	0.9-2
Soda	0.5-1
Packet of cigarette (Imported)	3.5-5.5
Packet of cigarette (Local)	0.7-1
Mineral water (0.5 litre)	0.5-1
Glass of wine	3-5

School Fees

Level	Amount USD/year
Primary	170-1000
Secondary	1200-2000
University	1000-1500

The fees indicated in the table are an average of charges from different international affiliated and private schools around Kigali city. The fees indicated are from day schools and are subject to change any time. These should be for indicative purposes only.

Where to Stay while in Rwanda

#	Accommodation	Stars	Location	Contacts
1	KIGALI SERENA HOTEL	★★★★★	Kigali	+250788200400 www.serenahotels.com
2	NYUNGWE FOREST LODGE	★★★★★	Nyungwe National Park	+250788312008 www.nyungweforestlodge.com
3	LAKE KIVU SERENA	★★★★★	Rubavu	+250788200400 www.serenahotels.com
4	MILLES COLLINES	★★★★★	Kigali	+250788350002 www.millecollines.net
5	LEMIGO HOTEL	★★★★★	Kigali	+250784040924 www.lemigohotel.com
6	THE MANOR HOTEL	★★★★★	Kigali	+250788888484 www.themanorrwanda.com
7	TOP TOWER HOTEL	★★★★	Kigali	+250788300498 www.toptowerhotel.com
8	VIRUNGA HOTEL	★★★★	Musanze	+250788301462/ +250788346391 www.virungahotel.com
9	GOLDEN HILL HOTEL	★★★★	Kigali	+250788301162 www.goldenhillshotelrwanda.com
10	LA PALISSE HOTEL	★★★★	Kigali	+250788307091 www.beausejourhotel.rw
11	SPORTS VIEW HOTEL	★★★★	Kigali	+250788303004/ +250788301003 sportsviewhotelrwanda.com
12	LA PALME HOTEL	★★★★	Musanze	+250788302150 lapalmehotel.net
13	ALPHA PALASSE HOTEL	★★★★	Kigali	+250788304947 www.alphapalacerw.com
14	SABYINYO SILVER BACK LODGE	★★★	Musanze	+250788844927
15	LAND STAR HOTEL	★★★	Kigali	+250788302500 www.stipphotelrwanda.com
16	STIPP KIGALI HOTEL	★★★	Kigali	+250788304335
17	DREAM INN	★★★	Kigali	+250788307923
18	MOSTEJ HOTEL	★★★	Rubavu	+250788350366
19	ISHEMA HOTEL	★★★	Musanze	+250788558501 ishemahotel.com
20	PEACE LAND HOTEL	★★★	Rubavu	+2507888346435/ +250783198560 peacelandhotel07.com
21	LE BELVEDERE HOTEL	★★★	Rubavu	+250788301730
22	HOME INN	★★★	Musanze	+250788343127 www.homeinnhotel.com
23	CREDO HOTEL	★★★	Huye	+250788302216
24	NINZI HOTEL	★★★	Kigali	+250788849494
25	OKAPI HOTEL	★★★	Kigali	+250788359877 www.okapihotelrwanda.com
26	IMPALA HOTEL	★★★	Kigali	+250728300144
27	SAINT ANNE HOTEL	★★★	Musanze	+250788302902 www.sainteannehotel.com
28	RELAY'S GORILLA HOTEL	★	Musanze	+250788306655 www.relaysgorillashotel.com

STEP SIX

PAYING TAXES

Type of tax	Rate	Notes
Corporate Tax	30%	Corporate tax is levied to business profits earned by entities. On companies established in accordance with Rwandan law or foreign law, cooperative societies, partnerships and de facto companies or associations and any other entities that perform business activities, and are established to realize profits.
Personal Income Tax		An individual who earns income from domestic and foreign sources as well as a non resident person who earns a taxable income in Rwanda is liable.
0 – 360,000	0%	Annual tax declaration and declaration to Rwanda Revenue Authority (RRA) is no later than 30th March of the following tax period. Income subject to tax includes employment income, business profits as well as investment income
360,001 – 1,200,000	20%	
1,200,001 and above	30%	
Intermediate business owners	4%	Not exceeding 20 million Rwandan francs (Rwf 20.000.000) equivalent to USD 35,714.
Value Added Tax	18%	VAT is generally designed as tax on final consumption. All persons who consume taxable goods or services imported or locally produced must pay VAT.
Pay as you Earn (PAYE)		Employers are required to withhold at source, declare, and pay PAYE tax to the RRA within 15 days following the end of the month for which the tax was due, with respect to salaries of their employees.
General employees	Based on income	
Casual laborers of less than 30 days in a year	15%	
EXCISE DUTY		
Mineral Water	10%	Excise duty is levied on the following locally manufactured products namely; beers, lemonades, cigarettes, wines, spirits and mineral water, as well as telephone communication provided by telephone communication companies operating in Rwanda
Fruit Juice	5%	
Soda and Lemonade	39%	
Beer	60%	
Wine	70%	
Brandies, Liquors and Whisky	70%	
Cigarettes	150%	
Telephone communication	3%	
Vehicles with an Engine of 1500 CC	5%	
Vehicles with an Engine of 1500 CC- 2500 CC	10%	
Vehicles with an Engine capacity above 2500 CC	15%	
Fuel and Lubricants	76%	
Powdered Milk	10%	

Withholding tax		
Income	15%	Levied on dividends, interests, royalties, service fees including management and technical service fees, performance payments made to artists, musicians or an athlete, lottery as well as other gambling proceeds made by resident individuals or entities including tax-exempt entities. The withholding agent is required to file a tax declaration and transmit the tax withheld to RRA within fifteen (15) working days after the tax is withheld. The withholding agent is required to file a tax declaration and transmit the tax withheld to RRA within fifteen (15) working days after the tax is withheld.
Imports	10% of CIF	Withholding of 10% of CIF (cost insurance and freight) value of goods imported for commercial use is paid at Customs before the goods are released from the bonded warehouse. This relates to building and construction materials.
Public tenders	3%	Share of the invoice is retained on payments by public institutions to suppliers of goods and services based on public tenders

Decentralized Taxes – collected at the district level

Type of Tax	Rate	Notes
Property tax		
Buildings	0.2% of value	Property tax is levied on houses and registered land, whether in use or not, according to rates determined by the districts. The tax varies from District to District. These are example rates from Nyarugenge District.
Land lease (High standing)	M2 X Rwf150	
Land lease (Medium standing)	M2 X Rwf100	
Land lease (Low standing)	M2 X Rwf80	
Property transfer	Rwf20,000	
Trading license	Rwf40,000 to Rwf240,000	A trading license to carry on trade or profession is payable by natural persons that normally carry on an activity in Rwanda for a profit on a non-salaried basis and by companies or organizations that are liable to pay corporate tax. The license must be paid before any taxable activity is conducted. For on-going business, the duty is paid by the 1st quarter of every year. The duty levied varies depending on the type of activity and is fixed every year by the districts.

Rental income tax		
Rwf 0 – 60,000	0%	Tax on rent is levied on the net profit from income generated from rented land, residential and commercial building.
Rwf 60,001 – 180,000	10%	
Rwf 180,001 – 300,000	15%	
Rwf 300,001 – 600,000	20%	
Rwf 600,001 – 1,000,000	25%	
Above Rwf 1,000,000	30%	

RWANDA

- ★ National capital
- Province capital
- City, town
- ✈ Major airport
- National boundary
- - - Province boundary

DEMOCRATIC
PUBLIC OF THE
CONGO

Nations Online Project
UGANDA



0 10 20 30
0 10 20 30



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