

# 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 SHOP FOR BUSINESS.

RWANDA DEVELOPMENT BOARD  
Gishushu, Nyarutarama Rd.  
P.O. Box 6239, Kigali, Rwanda  
[www.rdb.rw](http://www.rdb.rw)

INVESTMENT PROMOTION  
[info@rdb.rw](mailto: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 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 -free and online
- One Stop Center (OSC) provides 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



# 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 ambitious 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 gateway to Rwanda. For additional information beyond this book please contact the investment promotion and implementation department or any of our embassies and nodal offices abroad.



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# Step

# 1

# Entering Rwanda

## VISAS AND WORK PERMITS IN RWANDA

Rwanda issues visas upon arrival to all African Nationals travelling or transiting through Rwanda at any entry point.

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>

Citizens from the East African Community partner states (Uganda, Kenya, Tanzania and Burundi) are issued with a 6 months visitors pass (renewable) upon arrival with no fee. Nationals of Hong Kong, Philippines, Mauritius, Singapore and the Democratic Republic of Congo may visit Rwanda without a visa for a period of up to 90 days. Nationals of Australia, Germany, Israel, New Zealand, Republic of South Africa, Sweden, United Kingdom, and United States of America are issued with entry visa valid for a period up to 30 days and pay for a visa (\$30) upon arrival without prior application.

Rwanda has four categories of Visas as seen below

1. Entry Visa; Single entry visa-15 days (\$30) or multiple entry visa-30 days (\$60)
2. Visitors Pass for EAC- 6 months (Free of charge)
3. Crew pass, is for 72 hours (free of charge)
4. Transit Visa, 72 hours (\$30)

## Specific visa for specific purpose of visit with specific fees

Visa	Type of Visa	Code	Fee		
	Transit Visa	Q1	USD. 30	Eur. 27	£. 23
	Entry Visa	V1-S	USD. 30	Eur. 27	£. 23
		V1-M	USD. 60	Eur. 55	£. 46
	Tourist visa	T2	USD. 50	Eur. 45	£. 40
	Family Visa	T3	USD. 50	Eur. 45	£. 40
	Diplomatic/Official Visa	T4	Free	Free	Free
	Conference visa	T6-1	USD. 30	Eur. 27	£. 23
		T6-2	USD. 50	Eur. 45	£. 40
	Tourist Group visa 4-10 persons	T9	USD. 100	Eur. 90	£. 77
	EAC tourist visa	T12	USD. 100	Eur. 90	£. 77

**NOTE: Single Tourist Visa** for Rwanda, Kenya and Uganda is \$100 and valid for 90 days. This visa once obtained from any EAC countries can be functional in the mentioned countries.

### Permits

There are two categories of permits;

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

Validity varies from 2-3 years for Investors

Permanent Resident Permits (6 classes)

Resident permit exceeding five years, 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
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

- A completed application form
- An application letter addressed to the Director General of Immigration and Emigration by the employer.
- Curriculum Vitae
- Original Police Clearance from the country you have lived for the last 6 months
- RDB's investment Certificate
- Business registration certificate
- Trading license (Patente). It is needed while renewing the work permit
- Additional requirements: Contract, Notified Degree/Diploma, Notified marriage certificate to spouse, Notified birth certificate to children
- For more information, please visit [www.migration.gov.rw](http://www.migration.gov.rw) for additional requirements on visas and permits.

### *N.B: Student permit requirements*

## 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 faults as mentioned above may be declared an undesirable person.



# Financial Services



## A. REGISTRATION

In the continued effort to ease business registration, RDB has introduced mandatory online registration, for businesses. This makes business registration free of charge, much quicker, easier and more convenient. For more details please visit [www.org.rdb.rw](http://www.org.rdb.rw)

### CHECKLIST FOR REGISTRATION:

#### 1.1 Individual Enterprise:

1. Request for username and password on [www.org.rdb.rw/brs](http://www.org.rdb.rw/brs) using the ID number
2. Having the business name if any
3. Fill in online mandatory data block in the system

#### 1.2 Domestic Company Registration (Individual persons as shareholders)

1. Request for username and password on [www.org.rdb.rw/brs](http://www.org.rdb.rw/brs) using the ID number
2. Having the company name
3. Fill in online mandatory data blocks in the system depending on the category and type of company chosen
4. ID Numbers of Shareholders/Directors/Company Secretary/Accountant or copy of their passports
5. Upload the notarized Article of association if any ( not mandatory).

#### 1.3 Domestic Company Registration (Subsidiary of a local company)

1. Request for username and password on [www.org.rdb.rw/brs](http://www.org.rdb.rw/brs) using the ID number
2. Having the company name
3. Fill in online mandatory data blocks in the system depending on the category and type of company chosen
4. ID Numbers of Directors/Company Secretary/Accountant or copy of their passports
5. Upload the notarized company resolution to open a subsidiary company
6. Upload the Notarized Article of association of the subsidiary if any ( but not mandatory)

#### 1.4 Domestic Company Registration (Subsidiary of a foreign Company)

1. Request for username and password on [www.org.rdb.rw/brs](http://www.org.rdb.rw/brs) using the ID number/copy of Passport
2. Having the company name
3. Fill in online mandatory data blocks in the system depending on the category and type of company chosen
4. ID Numbers of Directors/Company Secretary/Accountant or copy of their passports
5. Upload the notarized company resolution to open a subsidiary company in Rwanda
6. Upload the notarized copies of the certificate of incorporation and the article of association of the mother company.
7. Upload the Notarized Article of association of the subsidiary if any ( but not mandatory)

#### 1.5 Branch of a Foreign Company

1. Request for username and password on [www.org.rdb.rw/brs](http://www.org.rdb.rw/brs); using the ID number/ copy of passport
2. The branch name to be the same with the name of the mother company.
3. Fill in online mandatory data blocks in the system depending on the category and type of company chosen
4. ID Numbers of Directors residing in Rwanda/Local representative/Company Secretary/Accountant or copy of their passports
5. Upload the Power of attorney to present the company in Rwanda (Notarised).
6. Upload a duly authenticated copy of the Articles of Association and certificate of incorporation issued by the registration authority in the country of incorporation (Notarised).
7. Upload the Notarised resolution from the company to open a branch in Rwanda.
8. Upload the list of directors residing in Rwanda.

For more details please visit <http://org.rdb.rw>

## B. BANK ACCOUNTS

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

Accounts are opened immediately and at no cost

There are 11 commercial banks operating in Rwanda, 4 Micro Finance Banks, 1 Development Bank and 1 Co-operative Bank

### Commercial banks

- Access bank
- Bank of Kigali
- Bank of Africa
- Banque Populaire du Rwanda (BPR)
- BRD Commercial (Atlas Mara)
- Crane Bank
- Cogebanque
- Equity bank
- Ecobank
- Guaranty Trust Bank (GT Bank)
- I&M Bank
- Kenya Commercial Bank (KCB)

### Micro-finance banks

- AB Bank Rwanda
- Unguka Bank
- Urwego Opportunity Bank

### Development banks

- Rwanda Development Bank (RDB)

### Co-operative banks

- Zigama CSS

*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 letter to bank officials nominating a signatory to the account if any
- Copy of identity card/passport
- Overseas citizens are mandated to submit only a copy of the passport
- One passport size photo

### REQUIREMENTS FOR A FOREIGN COMPANY TO OPEN A BANK ACCOUNT IN RWANDA

- A filled application form
- Application letter addressed to the managing director requesting to open an account in the name of the company. This letter should also include signatories to the bank account
- A copy of the certificate of incorporation/investment registration certificate
- Passport copies
- Passport size photos



## C. SECTOR SPECIFIC REQUIREMENTS



### 1. FINANCIAL SERVICES

#### LICENSE TO OPERATE A COMMERCIAL BANK

<b>Name of issuing authority:</b>	National Bank of Rwanda (BNR)
<b>Fees:</b>	A non-refundable application fee of Rwf 1.000.000 or its equivalent in USD shall accompany each application for a license.
<b>Validity:</b>	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 in not later than one month.

#### Requirements:

- **Minimum capital:** Rwf 5,000,000,000 equivalent to approximately USD \$8 million United States Dollars
- **Supervision fees:** 0.5% of gross income generated in previous financial year and paid within 4 months of the foregoing financial year

<b>Timeframe for approval:</b>	License is granted within a period of 3 months after the Central Bank has gone through the application.
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### 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 prepared in accordance with generally accepted accounting principles, for existing financial institutions and companies which have been engaged in other businesses before applying to do banking activities
- 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 or its equivalent in USD

**Validity:** The license is granted for unspecified duration. However, the Central Bank can revoke the license if the Microfinance institution does not fulfill conditions set 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 60 days.

## 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, 5 & 7 million respectively 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.tively 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.

## G. INVESTMENT MANAGERS

### ***Application for an Investment Manager's License***

An application for a license to operate, as an investment manager shall be submitted to the Authority. The application shall be submitted together with:

- a. Particulars of the applicant including name, address, particulars of senior management and Board of directors;
- b. Certificate of incorporation;
- c. Memorandum and articles of association where applicable;
- 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 the applicant's audited accounts for the preceding two years;
- e. A business plan containing the particulars of –
  - The management structure;
  - The directors, including one or more executive directors, their qualifications, addresses and details of other directorships;
  - The shareholding structure, disclosing whether any of the shareholders will have an executive role to oversee the day-to-day operations of the business;
  - The evidence of a minimum paid-up share capital of not less than RWF.20 million;
  - The qualifications, experience and expertise of the chief executive;
  - The proposed management qualifications of key personnel;
  - The financial projections for three years;
  - The particulars of the proposed operating and information technology system;
  - One bank reference;
  - Two business references;
  - The auditor of the applicant;
  - The prescribed application fees;
  - Such additional information documents as may be required by the Authority.

An application for an investment manager's license shall be made by a firm.

The level of shareholders funds (paid up share capital and reserves) shall not at any time fall below RWF 10 million for investment managers.

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

The applicant for an investment manager's license 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.

Client money and client assets held by or on behalf of a licensed person shall not be included.





INSURANCE

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**Insurance**



## LICENSE TO OPERATE AN INSURANCE COMPANY

<b>Name of issuing authority:</b>	BNR
<b>Application Fees:</b>	Rwf 1.000.000 or its equivalent in USD
<b>Requirements:</b>	Minimum capital: Rwf 1,000,000,000 or its equivalent in USD
<b>Timeframe for approval:</b>	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 company 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](http://www.bnr.rw).

## LICENSE TO OPERATE AS AN INSURANCE BROKER

**Name of issuing authority:** BNR

**Fees:** Rwf 100,000 or the equivalent in United States Dollars

**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

### REQUIREMENTS FOR SETTING UP A PRIVATE HIGHER LEARNING INSTITUTION

Private higher institutions may be registered as companies. Any person, wishing to establish a higher learning institution is required to fulfil the conditions set by the Minister in charge of Higher Education and signs an agreement to that effect, with the same Ministry.

Any individual or legal person, wishing to establish a private higher learning institution, confer academic awards, and change the level education system, shall address a written application thereof to the Minister in charge of Higher Education for consideration.

***The application is accompanied by:***

The denomination of the higher learning institution, its headquarters, its category and the teaching disciplines;

- The mission and objectives of the institution;
- A detailed document specifying the assets and financial resources of the institution;
- A document showing the organisation and administration of the institution;
- The details on the system of admission of students and on the teaching programmes offered by the institution;
- A detailed document specifying the nature of the buildings and equipment in accordance with the kind of training to be offered;
- A document specifying the size of the planned personnel, its category and the classification of its posts;
- A detailed document describing existing or planned infrastructure;
- A document showing the function and financial management control systems of the institution;
- The certificate of full identity of the founder of a Higher Learning Institution and the certificate of legal personality, if it is a legal person.

The Minister in charge of Higher Education, after examining the provisions of the law makes a decision on the basis of the report made by the National Council for Higher Education. The decision is notified to the applicant within six (6) months from the date the application is received.

Where the application is accepted, the Minister in Charge of Higher Education signs a provisional operating agreement with the applicant.

The institution's provisional operating agreement is valid for at least three (3) years with effect from the date of the signature of the agreement as mentioned in the law. This deadline is renewable only once (1).

The Ministry in charge of Higher Education publishes the provisional operating agreement for a private higher learning institution in the official gazette of the Republic of Rwanda.

The Private Higher learning institution submits a detailed annual activity report.

The higher learning institution that has obtained provisional operating permit submits a written application for an indefinite approval to the Ministry in Charge of Higher Education.

***This application is accompanied by the following:***

- The provisional operating agreement;
- A list of members of the permanent academic, administrative and technical staff indicating their qualifications;
- A list of students in each level;
- The detailed document describing buildings and equipment in relation with the training offered;
- An annual activity and financial report of the institution approved by an authorised auditor;
- An inventory of current and fixed assets of the institution;

Any other document that may be required by the Minister in charge of Higher Education.

The definitive operating agreement of a private higher learning institution is granted by a Ministerial Order of the Minister in charge of Higher Education on the basis of the report made by the National Council for Higher Education, within three (3) months from the date of the receipt of the application.

On approval of the application, Minister in charge of Higher Education, signs a definitive operating agreement with the institution.

The agreement indicates the category of the institution, its educational levels, its faculties, its research centres and its schools as well as academic awards it is allowed to provide.

When, upon review of the report mentioned in the law, it is proved that the private higher learning institution does not meet the required conditions, it is not granted the definitive operating approval.

In this case, the Minister in charge of Education notifies the applicant within thirty (30) days from the date the decision is made.

The private institution concerned, which has not been granted a definitive operating permit, may, upon meeting all the required conditions, reapply within the time limits specified by law.

The Degrees or diplomas or certificates awarded by a private higher learning institution whose definitive operating approval is not granted shall not be accredited.

Any higher learning institution that shall have been granted a provisional or definitive operating approval and which wishes to upgrade its educational levels, to establish new faculties, new research centres or schools, signs an additional agreement with the Minister in charge of Higher Education.





# Health Services

## 4. Health

**Name of issuing authority:** Ministry of Health  
**Validity:** Five years (Renewable)

### REQUIREMENTS FOR AUTHORIZATION TO OPEN A DISPENSARY, CLINIC, POLYCLINIC, HOSPITAL AND DIAGNOSTIC CENTER

#### A. PRE-REQUISITES TO PROCESS FOR OBTAINING THE AUTHORIZATION

1. Application letter through the mayor of the district in which the facility will be located
2. Notarised Copies of Academic Qualifications and Curriculum Vitae
3. Proof that the applicant is not currently an employee of the public service
4. A nurse, midwife or paramedical professional who applies to operate a health facility must hold at least an advanced diploma equivalent to A1 National council of nurses and midwives registration certificate (for nurses and midwives)
5. Rwanda medical council registration (for medical doctors)
6. For those who are not affiliated to any council, the Minister of Health will determine the authenticity of documents presented
7. Criminal report and identity card
8. Must have 3 years of experience

#### B. AUTHORIZATION TO OPEN A PRIVATE HEALTH FACILITY

1. Conformity to the architectural plan proposed by the ministry of health
2. Inspection report done by the team composed by the ministry of health, the director of the hospital, a lab technician and monitoring and evaluation staff in district
3. Inspection report of private health facilities desk of ministry of health
4. Business Plan
5. Articles of Association if it is a company
6. For staff, provide a list of all staff full time and part time with their CV and academic documents
7. **Additional requirements for staff of the private facility**
  - a. Proof of services rendered after completion of studies
  - b. For part time staff:
    - i. A schedule of their services at the private facility
    - ii. Letter of commitment that they will only provide services when they are

off duty in hospitals, health center where they are appointed as full time staff, commitment that they will conduct ward rounds and night/day duties (gardes) as planned in their institutions. This letter must be counter signed by the director of the hospital (Sous/Couvert)

**NOTE:**

1. Polyclinic must have two medical doctor specialists who are permanent staff at the polyclinic not part time
2. All licenses are granted and signed by the Minister of Health
3. The validity of the license is for five years (5) and it is renewable





# Agriculture



## 6. Agriculture

### LICENSE TO IMPORT AGRICULTURAL INPUTS

**Name of issuing authority:** Rwanda Agriculture and Livestock Inspection certification  
**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 and Livestock Inspection certification  
**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 PPA is signed between the investor and the off-taker/ Rwanda Energy Group.

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

The following are the licenses provided in the power sector by the Rwanda Utility Regulatory Authority (RURA):

### LICENSE FOR ELECTRICITY PRODUCTION

To generate electrical power and sell it to other licensees or large scale customers inside the Republic of Rwanda; To access the transmission or distribution networks in accordance with a contractual agreement between the producer and the transmission or distribution company approved by the Authority.

### LICENSE FOR ELECTRICITY TRANSMISSION

To buy/transmit/sell electrical energy on the electricity network to other Licensees or consumers connected to the transmission network inside the Republic of Rwanda; To use the transmission network for communication purposes as long as it does not negatively affect the performance of the transmission network;

### LICENSE FOR ELECTRICITY DISTRIBUTION

To purchase electrical power from the transmission company or any other Licensee and sell it to other Licensees or consumers inside the Republic of Rwanda; consistent with license conditions set by the Authority; To access the transmission network in accordance with a contractual agreement between the distributor and the transmission company approved by the Authority/ RURA;

### LICENSE FOR ELECTRICITY DOMESTIC TRADE

To purchase electrical power from a transmission or distribution company and sell it inside the Republic of Rwanda in accordance with license conditions set by the Authority/RURA; To enter into a contract for the supply and sale of electricity to customers in accordance with an agreement approved by the Authority/RURA;

### INTERNATIONAL ELECTRICITY TRADE LICENSE

To import or export electricity across the borders of the Republic of Rwanda, consistent with license conditions set by the Authority/RURA; To contract for purchase or sale of electric power directly from producers and arrange for wheeling of the electricity under the conditions determined by the Authority/RURA; To enter into contracts for the supply and sale of electricity to large scale customers consistent with these regulations.





# Mining



## 8. Mining

### *a) General requirements for the application of mineral or quarry license: (All licenses)*

Any person who applies for a mineral or quarry license shall fill appropriate forms provided by the Institution.

These forms must contain at least the following information:

- Identification of the applicant
- Proposed location of activities
- A document describing the action plan, its implementation and costs
- Strategies and timeframe for the execution of each activity
- Planned investment and proof of its source
- Employees and the level of their qualifications
- Proof of tax clearance
- Information on pending litigation cases if any.

### *b) Exploration License*

Subject to the general requirements, any applicant for exploration license shall submit the following documents:

- A map with geographic coordinates of the area applied for, in a format provided by the Institution
- An environmental protection plan
- A receipt of a non-refundable fee of one hundred thousand Rwandan (Rwf 100.000) for a license application, deposited into the public treasury

**Issuing Authority: Ministry of Natural resources.**

### *c) Mining License (Artisanal, Small Scale and Large scale licenses)*

Subject to the general requirements, any applicant for a mining license shall submit the following documents:

- Approved mineral exploration report
- A map indicating the area applied for in a format provided by the Institution
- An environmental audit report of the area applied for and approved by competent authority if the area was subject to prior mineral exploitation
- A copy of the environmental impact assessment and a certificate of approval issued by a competent authority
- A receipt of a non-refundable fee of two hundred thousand (Rwf 200,000) deposited into the public treasury
- A receipt of the deposit of the financial guarantee of environmental protection.

**Issuing authority: Ministry of Natural Resources.**





#### d) Large Scale Quarry License

Subject to the general requirements, any applicant for a large scale Quarry License shall submit the following documents:

- A map indicating the area applied for in a format provided by the Institution
- A receipt of non-refundable fees of two hundred thousand Rwandan francs (Rwf200.000) deposited into the public treasury.
- Issuing authority: Ministry of Natural resources

#### e) Mineral Trading License

Recommendation letter from the Minister of State in charge of Mining (by filling in the PDF forms provided)

- Application letter written to the Minister of Trade and Industry adhoc form with the following details address and seal;
- Copy of national identity card for nationals or passport for foreigners;
- Atleast 10,000,000 RWF initial capital certified by the bank notice for individuals Traders and 20,000,000 RWF for legal entities (Cooperatives & Companies);
- Receipt of 300,000 RWF for License fees for running a mining warehouse;
- Copy of Trade Registry from RDB;
- Tax clearance certificate from Rwanda Revenue Authority
- Have infrastructures and equipment meeting standards for measuring and handling chemical and physical mineral substances for value addition of 30%.
- Supply contract with miners;

**N.B:** In case you don't have those equipment's requested please give a copy of processing contract.

**Issuing authority:** Ministry of Trade and Industry

#### FEES PAID WHEN A LICENCE IS APPROVED TO STATE TREASURY

MINE TYPE	AMOUNT PAID FOR THE LICENCE
Exploration License	200.000
Artisanal Mining License	300.000
Small Scale Mining License	500.000
Large Scale Mining License	1.000.000
Commercial small-scale quarry license	200.000
Large-scale quarry license	1.000.000







# Warehousing



## 10. 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 fulfilment to the requirements below 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:

- 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;
- Fence structured premises of at least 2 meters high;
- The warehouses having concrete or cemented ground/floor
- Suitable offices with all facilities for customs and other stakeholders;
- A computerized system in place capable of generating arrival notices of goods;
- Systematic procedure of entry and exit of goods in the bonded warehouse.
- Electronic weighing equipment approved by the competent authorities
- Provide elevating equipment, machines and materials;
- Provide keys and locks for securing the doors of the bonded warehouses;
- Provide all necessary labor and materials needed for treatment, sorting, packing, examining, weighing and storing.
- Provide insurance for the goods inside the bonded warehouses;
- Provide sufficient parking space for vehicles;
- Provide safety equipment for the security of the staff and the goods;
- Ensure that the goods are properly wrapped;
- Adequate lighting for security purposes;
- The warehouse should have one single entry gate
- 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.

## D. INVESTMENT APPLICATION AND INCENTIVES

### Introduction

The Government of Rwanda has revised the investment law to facilitate the attraction and growth of new sectors as provided in the new investment law (official gazette No special of 27/05/2015). The new law comes with new incentives that are critical towards driving the growth of key priority sectors, which include; exports, energy, ICT, transport and logistics, health, manufacturing, financial services, tourism, and affordable housing.

Meanwhile Investors will still continue to apply for incentives at the One Stop Center at the Rwanda Development Board.

**Eligibility:** There's no minimum capital required for new investors registering their projects at the One Stop Center. This decree applies to investors registering their projects from Rwanda, EAC, COMESA and other foreign nationals. However, the following criteria for investment project evaluation will apply to new projects registering at the One Stop Center

### Criteria for Investment project evaluation:

1. Non trading activity
2. Creation of quality jobs
3. Transfer of Skills and knowledge
4. Use of local raw materials
5. Potential for export
6. Potential to create backward and forward linkages
7. Innovation and creativity.

### HOW TO APPLY FOR AN INCENTIVE

The Rwanda Development Board has introduced an online registration system to make the process more efficient and cheaper. The process involves submitting application for investment and EIA certificate online-For more details please visit [osc.rdb.rw](http://osc.rdb.rw)

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

Now you can apply online and obtain both the registration and EIA certificates by just clicking on [osc.rdb.rw](http://osc.rdb.rw).

### Step 1. The application for investment registration involves submitting the following:

- a. Application letter addressed to the CEO RDB requesting for investment registration;
- b. Submission of a business plan or a feasibility study;
- c. Certificate of legal personality of the business company.
- d. License granted by the business sector in which the investor intends to operate.
- e. Proof of payment of registration fee of \$ 500 or its equivalent in Rwandan francs to the RDB account in Bank of Kigali, account No. 0281441-77 for United States Dollars only and Account No. 0281460-96 for Rwandan francs only.

### 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;

- Name of the project and detailed information on the project in which the investment is or will be made
- Action plan
- The date of commencement of operations
- Detailed information on any raw materials sourced in the country or in the locality where the investment is operating
- Detailed information on any financing and assets to be sourced from outside Rwanda, including the timeframe in which these finance and assets shall be invested.
- A market survey
- Details of the projected technology and knowledge transfer
- A table indicating five-year income projections for the investment project
- The project environmental impact assessment certificate issued in accordance with the relevant laws. (This should be submitted separately from the business plan.)
- Projected number of employees and categories of employment.



## 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 will be issued within a period of two days. The acceptance letter will indicate the details of a focal person/Aftercare officer to be assigned to your project.

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 receiving an investment registration certificate, the investor automatically qualifies for facilitation and other services as provided for in the new investment law.

### Non-Fiscal Incentives:

- Facilitation with obtaining Visas and work permits
- We conduct environmental impact assessments and evaluations
- Facilitation with tax related services and exemptions
- Facilitation for land acquisition and construction permits in collaboration with the Kigali City Council One Stop Center for construction.
- Access to utilities (water and electricity)
- Notary services
- We assign Key Account Managers to provide support to registered investments/projects.

### Fiscal Incentives:

#### 1. Preferential corporate income tax rate of zero per cent (0%):

An international company which has its headquarters or regional office in Rwanda will be entitled to a preferential corporate income tax rate of zero per cent (0%) if it fulfils the following requirements:

- To invest the equivalent of at least ten million United States Dollars (USD 10,000,000), in both tangible and intangible assets in Rwanda;
- To provide employment and training to Rwandans;
- To conducts international financial transactions equivalent to at least five million United States Dollars (USD 5,000,000) a ye for commercial operations through a licensed commercial bank in Rwanda;
- To be well established in the sector within which it operates;
- To use the equivalent of at least two million United States Dollars (USD 2,000,000) per year in Rwanda;

***To set up actual and effective administration and coordination of operations in Rwanda and perform at least three (3) of the following services in Rwanda***

- Procurement of raw materials, components or finished products
- Market control and sales promotion planning;
- Information and data management services;
- Treasury management services;
- Research and development work;
- Training and personnel management.

#### 2. Preferential corporate income tax rate of fifteen percent (15%):

A preferential corporate income tax rate of fifteen percent (15%) shall be accorded to:

- A registered investor, exporting at least fifty percent (50%) of turnover of goods and services produced in Rwanda, including business processing outsourcing. This incentive excludes unprocessed minerals, tea and coffee without value addition according to the provisions of this Law.
- A registered investor undertaking one of the following operations: energy generation, transmission and distribution from peat, solar, geothermal, hydro, biomass, methane and wind. This incentive excludes an investor having an engineering procurement contract executed on behalf of the Government of Rwanda;
- A registered investor in the sector of transport of goods and related activities whose business is operating a fleet of at least five (5) trucks registered in the investor's name, each with a capacity of at least twenty (20) tons.
- A registered investor operating in mass transportation of passengers and goods with a fleet of at least ten (10) buses registered in the investor's name, each with a capacity of at least twenty five (25) seats;
- A registered investor in the Information and Communication Technology (ICT) Sector with an investment involving one of the following activities: service, manufacturing or assembly. This incentive excludes ICT retail and wholesale trade as well as ICT repair industries and telecommunications;

### 3. Corporate income tax holiday of up to seven (7) years:

A registered investor investing an equivalent of at least fifty million United States Dollars (USD 50,000,000) and contributing at least thirty percent (30%) of this investment in form of equity in the sectors specified below will be entitled to a maximum of seven (7) year corporate income tax holiday:

- Energy projects producing at least twenty five megawatts (25 MW). This incentive exclude an investor having an engineering procurement contract executed on behalf of the Government of Rwanda and fuel produced energy;
- Manufacturing;
- Tourism;
- Health;
- Information and Communication Technology (ICT) Sector with an investment involving manufacturing, assembly and service. This incentive excludes communication, ICT retail and wholesale trade as well as ICT repair companies or enterprises and Telecommunications;
- Export related investment projects;
- An investor registered in another priority economic sector as may be determined by an Order of the Minister in charge of finance.

### 4. Corporate income tax holiday of up to five (5) years:

Microfinance institutions approved by competent authorities will be entitled to a tax holiday of a period of five years (5 years) from the time of their approval. However, this period may be renewed upon fulfilling conditions prescribed in the Order of the Minister in charge of finance.

### 5. Exemption of customs tax for products used in Export Processing Zones:

A registered investor investing in products used in Export Processing Zones shall be exempted from customs taxes and duties according to the provisions of customs rules and regulations of the East African Community.

### 6. Exemption of Capital Gains Tax:

A registered investor shall not pay capital gains tax. However, income derived from the sale of a commercial immovable property shall be included in the taxable income of the investor.

### 7. Value Added Tax refund:

The refund of the Value Added Tax paid by investors shall be made within a period not exceeding fifteen (15) days upon receipt of the relevant documents by the tax administration authority.

### 8. Accelerated depreciation:

A registered investor shall be entitled to a flat accelerated depreciation rate of fifty per cent (50%) for the first year for new or used assets if he/she meets the following criteria:

- Invest in business assets worth at least fifty thousand US dollars (USD 50,000) each;
- Operate in at least one of the sectors below and meet the requirements; export projects, manufacturing, telecommunications, agro processing, education, health;
- Transport excluding passenger vehicles with less than nine (9) people seating capacity.
- Tourism investments worth at least one million eight hundred thousand United States Dollars (USD 1,800,000).
- Construction projects worth at least one million eight hundred thousand United States dollars (USD 1,800,000).
- Any other sectors provided the investment is worth at least one hundred thousand United States dollars (USD 100,000).
- Any other priority sector as may be determined by an Order of the Minister in charge of finance.

### 9. Immigration incentives:

A registered investor who invests an equivalent of at least two hundred fifty thousand United States Dollars (USD 250,000) may recruit three (3) foreign employees without necessarily demonstrating that their skills are lacking or insufficient on the labor market in Rwanda.

### As a member of the East African Customs Union, Rwanda enjoys;

- Duty free importation of machinery and raw materials as per the East African Community Customs Management Act regulation.
- Also under the same arrangement, investors in the tourism and hospitality industry shall continue to benefit from exemptions on customs duties and VAT for imported hotel equipment provided that that they engrave and mark the equipment's with the hotel logo imported by a licensed hotel for its use.
- The key hotel equipment to be exempted include: *Washing machines, Kitchen ware, Cookers, Fridges and freezers, Air conditioning systems, cutlery, televisions, furniture, linen and curtains, Gymnasium equipment*

**NB:** A list of agricultural inputs and other agricultural and livestock materials and equipment exempt from Value added is available. Please check with the Rwanda Development Board for more details.

## E. LAND ACQUISITION FOR INVESTMENT

Rwanda recognizes free access to land to all people (Rwandan or foreigners). People can acquire land from private persons or from the State.

### A. ACQUISITION OF LAND FROM THE STATE

#### 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.

#### Mode of allocation and acquisition

Through an open competitive selection

However, for strategic investments, land may be allocated without the competitive selection process. This shall require a Prime Minister's Order authorizing acquisition of a well-defined plot and following approval of a business plan (showing the strategic importance and value of the investment) by the competent authority.

### B. ACQUISITION OF LAND FOR INVESTMENT FROM PRIVATE INDIVIDUALS

#### Who may apply?

Any person is allowed to lease private owned land.

#### Mode of acquisition

Through any legal transaction (purchase, exchange, donation, sublease, rent, etc.) and upon approved business plan by a competent authority in accordance with the importance and value of the investment.

### C. TENURE FOR INVESTMENT LAND

#### Tenure for foreign investors

A foreigner that invests in Rwanda is entitled to an emphyteutic lease on land, whether acquired from private persons or the State. The lease period cannot exceed forty-nine (49) years for any kind of land use, whether acquired from the State or from private individuals. The lease period is renewable.

A foreigner may be granted freehold title if provided for by an international convention that Rwanda is signatory to or under the condition of reciprocity deriving from bilateral agreements.

**In Special Economic Zones**, a foreigner shall be treated as a national and may be granted a free hold title.

For a group of individuals co-owning land, a business company, an organization or association with legal personality, freehold title can only be granted if at least 51% of its stake is owned by Rwandan citizens.

#### Land tenure for national investors

For long term lease, the exact term of lease is granted as follows:

#### Public lands

- 49 years for tourism, forestry, agriculture and animal husbandry;
- 30 years for commercial, social, scientific, industrial and cultural activities;

- 20 years for residential buildings and marshlands;
- 15 years for fishing activities

### **Private agriculture lands: 99 years renewable**

National investors and companies where nationals are majority shareholders are eligible to the free hold tenure, when they meet the requirements.

## **D. LAND REGISTRATION**

Application for land registration is made to the Registrar of Land Titles or his/her Deputies through the District land Officer upon which a Land Title is issued to the applicant.

*For more information please visit <http://rnra.rw>*



## F. OBTAINING A CONSTRUCTION PERMIT

It is very important to note that obtaining a construction permit involves only five steps and takes twenty (20) days. The process has been digitized and applications can be made online through this web link: <http://kcps.gov.rw/index.php>

### A. PRE-APPLICATION

With your Fiche Cadastre or Deed Plan, you are required to go to the District One Stop Center (for residential houses) or the Kigali One Stop Center (for all other projects) and meet with a technician. They will:

1. Check your plot against the zoning, slopes, wetlands, land use, transportation constraints
2. Prepare a PDF map of your plot to show you the developable area
3. Discuss options for development on your plot
4. Explain all the submission requirements and give you a brochure with all the information
5. Show you how to sign up for a project file on the MIS Website
6. Show you how to find the resources on the MIS Website
7. Answer any questions you might have and exchange phone numbers/give you the HOTLINE number.
8. You will learn about development potential on your plot and we will help you undertake the next steps.

### B. HOW TO REGISTER

#### Step 1: Registering for an Account

Registration is quick and easy. Registration process consists of:

1. Entering personal details, e.g. Fill in your Full name, username, email address, mobile number and create a unique password.
2. Register as a property owners (individuals), Contractor, Architects or Engineer.
3. Upload identification documents e.g. identification card. Firm business certificate/Number etc.

Points to note: When registered as a property owner, one cannot make an application but can only view applications that have been submitted on their behalf.

#### Step 2: Activating your Account

Once you have registered and your account verified by an administrator you will be required to first activate the account through an automated e-mail sent to you. A link will be provided that will allow for account activation.

After your account has been successfully registered, you can make an application. The registration info (username and Password) will be required every time you login. It is important that you keep this information as a secret. Registration is required for accessing your account and thus any permits. Click Create Account to register now! or sign in if you already have an account.

### C. MAKING AN APPLICATION

#### Submitting building proposals

Applications will be submitted to:

1. City of Kigali, One Stop Center
2. Districts, One Stop Centers

### City of Kigali, One Stop Center

The following application can be made at the City of Kigali One Stop Center

1. Application for Construction Permit
2. Application for Occupancy Permit
3. Application for Change of use Permit
4. Expression of interest in Land or a Project

### District, One Stop Center

The following applications can be made at: Gasabo District, Nyarugenge District and Kucikiro District One Stop Centers

1. Application for Single Family Residence Construction Permit
2. Application for Occupancy Permit
3. Application for Renovation/Transformation/Alteration Permit
4. Application for Change of Usage Permit
5. Application for Permit for Constructing a fence
6. Application for Renovation/Transformation/Alteration Permit

## D .APPLYING FOR YOUR CONSTRUCTION PERMIT

### Preliminary application

Preliminary CP Applications are not required; however they may be submitted at the option of the applicant.

### Final application

Sign Up, Sign In and Apply for a Construction Permit. When your application is completely uploaded online ([www.kcps.gov.rw](http://www.kcps.gov.rw)), you will receive a sms or email. You can expect to have close contact with your review team, and you will receive approval or recommended.

## E. PAYMENT

When your construction permit is ready, Kigali City Council One Stop Center Construction sends you a message to make payments to pick your construction permit. Below are the fees charged for construction permits;

1. 60.000Frw or the equivalent in United States Dollars for commercial, social and public use projects
2. 43.000Frw or the equivalent in United States Dollars for small and residential housing projects.

## STREAMLINED PROCEDURES FOR CONSTRUCTION

The city of Kigali One Stop Center for construction and the district One Stop Centers have streamlined the construction permitting process by merging all processes related to construction;

1. All applications for construction permits, connection to water and electricity, connection to telecommunication services, EIA clearance have been merged and are replied to less than 7 days through the online portal [www.kcps.gov.rw](http://www.kcps.gov.rw).
2. Applications for occupation permits and freehold titles have been merged and are offered free of charge. The merged application form is available on the online portal [www.kcps.gov.rw](http://www.kcps.gov.rw).



## G. ENVIROMENTAL 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 measures taken is the ban of manufacturing and use of polythen 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. RDB approves EIAs.

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 adressed to RDB.

### Example project types requiring Environmental Impact Assessment

#### Infrastructure:

- The construction and repair of international roads, national roads, district roads and repair of large bridges
- The construction of industries, factories and activities carried out in those industries
- The construction of hydro- dams and electrical lines
- The construction of public dams for water conservation, rain water harvesting for agricultural activities and artificial lakes
- The construction of oil pipelines and it's by products, gases and storage tanks

#### Agriculture and Animal Husbandry :

- Agricultural and breeding activities which use chemical fertilizers and pesticides in wetlands and large scale monoculture agricultural practices (e.g. tea, coffee, flowers, pyrethrum)
- Works and activities that use bio-technology to modify seeds and animals

#### Works in parks and in its buffer zone

#### 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 they get 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 Natural Resources. 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, the EIA certificate is provided to the developer.

Now you can apply online and obtain both the registration and EIA certificates by just clicking on [osc.rdb.rw](http://osc.rdb.rw).

## 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



## H. BUSINESS OPERATION 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	\$ 15-25 psq (CBD) else where \$ 10-17 psq (Kacyiru, Nyarutarama)
Eastern Province	\$ 6-10 psq for older buildings \$ 9-13 psq for newer buildings
Western Province	\$ 6-10 psq for older buildings \$ 9-13 psq for newer buildings
Southern Province	\$ 6-10 psq for older buildings \$ 9-13 psq for newer buildings
Northern Province	\$ 6-10 psq for older buildings \$ 9-13 psq for newer buildings

### Transportation costs

Prices are determined by market forces, although Rwanda Utilities Regulatory Agency (RURA) does provide 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.

ROAD TRANSPORTATION (MOMBASA & DAR-ES-SALAM).			
RoadTransportation			
Departure point	Destination	Transport cost (usd)	Export formalities
Mombasa	Kigali	2565	20' from FOT Kigali to FOB Mombasa
Dar es Salam	Kigali	2565	20' from FOT Kigali to FOB Dar es Salam
RoadTransportation (40ft)			
Mombasa	Kigali	3080	40' from FOT Kigali to FOB Mombasa
Dar es Salam	Kigali	3080	40' from FOT Kigali to FOB Dar es Salam

#### Acronym

TEU- Twenty foot equivalent unit

AIR TRANSPORT COSTS							
FROM/TO	Destination	Product	+100KG	+300KG	+500kg	+1000kg	Transit time
KGL-AMS	AMSTERDAM	General cargo	5.90	3.90	3.60	3.60	Direct flight
KGL-JFK	NEWYORK	General cargo	6.41	5.10	4.55	4.45	2-3 Days
KGL-PDX	PORTLAND	General cargo	6.41	5.10	4.91	4.70	3-4 Days

Source: Bollre Africa Logistics Rwanda

DOMESTIC TRANSPORT COSTS (USD)					
From Kigali City to...					
Mode of transport					
	Kigali City	Eastern Province	Western Province	Northern Province	Southern Province
Buses (trip)	0.4	3.9	3.3	2.3	3.3
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 for March 2016.

Product	Average USD per Litre
Super	1.2
Diesel	1.2
Kerosene/Paraffin	1.0

## Electricity

Rwanda Energy Group is responsible for the generation and distribution of electricity within the country. It operates through different work stations located in every district. Rwanda Energy Group is responsible for the management of production and distribution of piped water in urban areas and some townships.

*ELECTRICITY TARIFF (EXCLUDING VAT 18%)*

		Average cost in USD
Industries (Industrial customers)	Rwf 126	\$16.8 cents
Ordinary consumption (Residential & Non residential users)	Rwf 182	\$24.2

## Water

The cost per m<sup>3</sup> is set according to the consumption as set below;

Type	Monthly consumption	Tariff excluding VAT (18%)	Average cost in us D
Water	At public water kiosk	Rwf 323 @ Unit	0.43
	Between 0 and 5m <sup>3</sup>	Rwf 323 @ Unit	0.43
	Between 6 and 20m <sup>3</sup>	Rwf 331 @ Unit	0.44
	Between 21 and 50m <sup>3</sup>	Rwf 413 @ Unit	0.54
	Between 51 and 100m <sup>3</sup>	Rwf 736 @ Unit	0.97
	Above 101m <sup>3</sup>	Rwf 847 @ Unit	1.11
	Industries	Rwf 736 @ Unit	0.97

## New electricity connection services for industries

Connection process and stipulated timeframes			
Connection process category	Service delivery	Time frames	Cost
Industrial area and industries located in 1km from the national grid	Submission of Application	1 Day	Free of charge
	Field survey	2 Days	
	Material issuance, construction & installation	11 Days	Free of charge
	Testing & commissioning	1 Day	Free of charge
		<b>Maximum 15 days</b>	
Industries between 1 and 5.3km to the national grid	Submission of application	1 Day	20,000,000 Rwf (USD 26,008)  The transformer substation for the industry (factory) is not included in the price
	Field survey	2 Days	
	Payments	1 Day	
	Material issuance, construction & installation	10 Days	
	Installation testing & commissioning	1 Day	
		<b>Maximum 15 days</b>	
Industries falling beyond 5.3km to the national grid	Submission of application	1 Day	20,000,000 Rwf (USD 26,008) for 1 to 5.3km and 20,500,000 Rwf (USD 26,658) per km beyond 5.3 km  The transformer substation for the industry (factory) is not included in the price
	Field survey	2 Days	
	Payments	1 Day	
	Material issuance, construction & installation	10 Days	
	Installation testing & commissioning	1 Day	
		<b>Maximum 15 days</b>	

Source: EDCL



## Step

# 4

## Hiring Staff

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		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

### 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 personnel)	
Maternity leave	6 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

# 5

## Living in Rwanda

Besides being a tourist destination ranked among the top 10 places to visit by Lonely Planet, 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 World Travel Guide among the 03rd greenest destination in the World (2015)

### Accommodation costs

#### Hotel Accommodation rates

Hotel Class	Standard-Executive (USD)
Upper (4-5 Star)	175-2935
Middle (3 Star)	100-240
Lower (1&2 Star)	50-120

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

These are for indicative purposes only.

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.themanorwanda.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.goldenhillshotelranda.com
10	LA PALISSE HOTEL	★★★★	Kigali	+250788307091 www.beausejourhotel.rw
11	SPORTS VIEW HOTEL	★★★★	Kigali	+250788303004/ +250788301003 sportsviewhotelranda.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.stipphotelranda.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.okapihotelranda.com
26	IMPALA HOTEL	★★★	Kigali	+250728300144
27	SAINT ANNE HOTEL	★★★	Musanze	+250788302902 www.sainteannehotel.com
28	NEW SILVER HOTEL	★	Musanze	



# Step

# 6

# 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.
Pay As You Earn (PAYE):	<p>0%</p> <p>20%</p> <p>30%</p>	<p>The tax law requires that when an employer makes available employment income to an employee the employer must withhold, declare, and pay the PAYE tax to the Rwanda Revenue Authority within 15 days following the end of the month for which the tax was due. In the case of engaging a casual laborer for less than 30 days during a particular tax year, the employer shall withhold 15% of the taxable employment income of the casual laborer. The first 30,000 (thousand) RWF of the income earned is taxed at 0%.</p> <p><b>Monthly Deductions</b></p> <p>TAX BANDS</p> <p>Frw 0-30,000</p> <p>Frw 30,001-100,000</p> <p>Frw &gt;100,000</p> <p><b>Annual Deductions</b></p> <p>TAX BANDS</p> <p>Frw 0-360,000</p> <p>Frw 360,001-1,200,000</p> <p>Frw &gt;1,200,000</p>
Withholding Tax		<p>Withholding Tax on other payments</p> <p>A withholding tax of fifteen (15%) percent is levied on the following payments made by resident individuals or resident entities including</p> <ul style="list-style-type: none"> <li>• Dividends;</li> <li>• Interests;</li> <li>• Royalties;</li> <li>• Service fees including management and technical service fees;</li> <li>• Performance payments made to an artist,</li> </ul>

		<p>a musician or an athlete irrespective of whether paid directly or through an entity that is not resident in Rwanda;</p> <ul style="list-style-type: none"> <li>• Lottery and other gambling proceeds.</li> </ul> <p>A withholding tax of five percent (5%) of the value of goods imported for commercial use shall be paid at custom on the CIF (cost insurance and freight value) value before the goods are released by customs.</p> <p>A withholding tax of three percent (3%) on the sum of invoice, excluding the value added tax, is retained on payments or by public institutions to those who supply goods and services based on public tenders.</p>
Value Added Tax	18%	<p>VAT is generally designed as tax on final consumption.</p> <p>All persons who consume taxable goods or services imported or locally produced must pay VAT.</p>
Infrastructure development levy	1.5%	<p>All imported goods are subject to a levy of 1.5% on the customs value of imported goods. However the following goods are exempted from this levy;</p> <ul style="list-style-type: none"> <li>• Goods imported certifying the East African Community Rules of Origin;</li> <li>• imported goods exempted from taxes as provided for in East African Community and industrial goods imported in Rwanda entitled to remission</li> <li>• Pharmaceutical products;</li> <li>• Veterinary and phytosanitary products;</li> <li>• Medical equipment appearing on the list made by the Minister in charge of health and approved by the Minister in charge of taxes;</li> <li>• Reproductive animals and reproductive plants;</li> <li>• industrial machinery and equipment for energy and water sectors, as well as for investment projects with investment certificate;</li> </ul>
<b>EXCISE DUTY</b> Mineral water Fruit juice Soda and lemonade Beer Wine Brandies, liquors and whisky Cigarettes Vehicles with an engine of 1500 cc Vehicles with an engine of 1500 cc – 2500cc Vehicles with an engine capacity above 2500 cc Fuel and lubricants Powdered milk	10% 5% 39% 60% 70% 70% 150% 5% 10% 15% 76% 10%	<p>Excise duty is levied on the following</p> <p>Locally manufactured products namely;</p> <p>Beers, lemonades, cigarettes, wines, spirits and mineral water, as well as telephone communication provided by telephone communication companies operating in Rwanda</p>

## Decentralized Taxes – collected at the district level

Type of Tax	Notes
Property tax	<b>Property Tax:</b> The following constitute the base and the rates of Property Tax. In process of increasing efficiency in tax collection, the collection and administering of these taxes has been vested to the Rwanda Revenue Authority.

### 1<sup>st</sup> Base: Occupied houses

The tax on the floor of houses is fixed per square meter

Location	Rates of tax/ square meter
Kigali	50Frw < 210 Frw
Other urban areas	50 Frw < 130 Frw
Trading centers	25 Frw < 96 Frw
Other places	5 Frw < 55 Frw

### 2<sup>nd</sup> Base: Registered land not yet developed.

Tax on unused registered or unregistered plots whether being subject to a long term bail contract, rental contract or leased is calculated on the basis of square meters. Tax on unbuilt plots is fixed by the District, Town or City of Kigali as follows:

Location	Rates of tax/ square meter
Kigali City	20 Frw < 50 Frw
Other urban areas	10 Frw < 20Frw
Trading centers	1 Frw < 10 Frw

Rural areas the tax is determined by the district or town council but it should not exceed 1000 Frw per hectare. If the taxpayer owns more than 20 hectares, he/she is taxed at a rate ranging from 1001 Frw to 2000 Frw for every additional hectare, the first being exempted from tax and fractions of hectares being not considered.

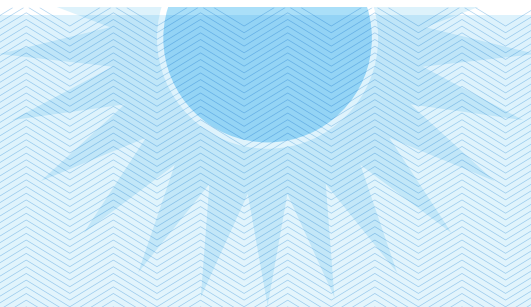
Type of Tax	Notes
Trading license	The basic trading license is fixed every year by the council of the district, town or Kigali city where taxpayers are based but it cannot exceed 2000 Frw. The District, Town or Kigali city specifies each year the location to be taken as rural or urban area. The duty sticker issued shall be posted in plain view at the entrance to the establishment where the operations to which it relates are carried on or on the vehicle for which it is issued or worn, in plain view by the person responsible for collecting receipts.

Type of Tax	Rate	Notes
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%	



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RDBranda



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