

## **RWANDA LEGAL ANNEX**

### **REVIEWED LAWS:**

- Constitution, (with 2005 reform)
- Standing Orders of the Parliament
- N° 16/2003 du 27/06/2003 Loi organique régissant les formations politiques et les politiciens (\*)
- Law 25/2003 - Establishing the Office of the Ombudsman
- Law 17/2005 – Complementing Law 25/2003
- Blank Disclosure Form

(\*) Law(s) reviewed but not containing relevant articles for this study.

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### **RELEVANT ARTICLES:**

#### **CONSTITUTION (with 2005 reform extending the Financial Disclosure requirement to members of the parliament)**

##### **Article: 68**

No one shall at the same time be a member of the Chamber of Deputies and the Senate.

The office of a Parliamentarian shall not be compatible with being a member of the Cabinet.

An organic law determines offices which are incompatible with the office of a parliamentarian

##### **Article: 69**

Members of Parliament shall enjoy parliamentary immunity in the following manner:

1° No Member of Parliament may be prosecuted, pursued, arrested, detained or judged for any opinions expressed or votes made by him or her in the exercise of his or her duties.

2° During the session period, no Member of Parliament suspected of a serious felony may be arrested or prosecuted without the authorisation of the Chamber to which he or she belongs;

3° When Parliament is not in session, no Member of Parliament may be arrested without the authorisation of the Bureau of the Chamber to which he or she belongs, unless he or she is caught flagrante delicto committing a felony or the Bureau of the Chamber to which he or she belongs has previously authorised his or her prosecution or a court of law has passed a final verdict and sentence against him or her.

Any Member of Parliament convicted of a felony by a court of law of last instance is automatically stripped of his or her parliamentary seat by the Chamber to which he or

she belongs, after confirmation by the Supreme Court.

Similarly, each Chamber of Parliament may, in its internal regulations, make provisions for serious misconduct as a consequence of which a member of that Chamber may be removed from office. In such a case, the decision to remove the member from office shall be taken by a majority of three-fifths of the members of the Chamber concerned.

**Article: 76**

(Amendment n° 2 of 08/12/2005) The Chamber of Deputies shall be composed of eighty (80) members as follows:

- 1° fifty three (53) are elected in accordance with the provisions of article 77 of the Constitution of June 4, 2003 as amended to date;
- 2° twenty four (24) women are elected by specific councils in accordance with the administrative entities;
- 3° two (2) members elected by the National Youth Council;
- 4° one (1) member elected by the Federation of the Associations of the Disabled.

An organic law determines the modalities of the election of members of the Chamber of Deputies.

**Article: 77**

Without prejudice to the provisions of Article 76 of this Constitution, the members of the Chamber of Deputies shall be elected for a five-year (5) term by direct universal suffrage through a secret ballot using a system of proportional representation.

The seats which remain after allocation of seats by dividing votes received by the electoral quotient shall be distributed to political organizations according to the system of the highest surplus.

The list shall be compiled in full respect of the principle of national unity as stipulated in Articles 9 and 54 of this Constitution and the principle of gender equality in matters relating to elective offices as stipulated in article 54 of the Constitution.

Candidates may be presented by a political organization or may stand independently.

A political organization or list of independent candidates which fails to attain at least five per cent (5 %) of the votes cast at the national level during legislative elections can not be represented in the Chamber of Deputies or benefit from grants given to political organizations by the State.

**Article: 182**

(Amendment n° 2 of 08/12/2005) The Office of the Ombudsman shall be an independent public institution.

Its responsibilities shall include the following:

- 1° acting as a link between the citizen and public and private institutions ;
- 2° preventing and fighting against injustice, corruption and other related offences in public and private administration;
- 3° receiving and examining, in the aforementioned context, complaints from individuals and independent associations against the acts of public officials or organs, and private institutions and to mobilise these officials and institutions in order to find solutions to such complaints if they are well founded.

The Office shall not involve itself in the investigation or adjudication relating to matters which are subjudice except that it may submit to the courts or the prosecution service the complaints which it has received, in which case those organs are required to respond to the office.

4° receiving the faithful declaration of assets of the following:

- a. the President of the Republic;
- b. the President of the Senate;
- c. the Speaker of the Chamber of Deputies;
- d. the President of the Supreme Court;
- e. the Prime Minister;
- f. other members of the Cabinet;
- g. Senators and Deputies;
- h. Generals and high ranking officers of the Rwanda Defence Forces;
- i. Commissioners and high ranking officers of the National Police;
- j. Leaders of the National Security Service;
- k. Leaders of local administrative entities with legal personality;
- l. Judges by profession and Prosecutors by profession and judicial police officers;
- m. Those in charge of receiving, managing and controlling the public finance and property, those responsible for public tenders in central administration, commissions and specialized public institutions, local administration, public institutions and parastatals, public institutions with private management, institutions in which the government holds shares, state-owned projects and officials of those institutions;
- n. those in charge of taxes and revenues;
- o. other civil servants or other servants that are connected with public finance and property as well as those whose activities could lead to corruption and related practices as the law may determine.

The faithful declaration of assets of the above referred persons shall be submitted to the Ombudsman each year not later than June 30 and after they leave office.

For other persons beginning their career, their faithful declaration of assets shall be submitted for the first time within one month after assuming office.

The Office of Ombudsman shall submit each year its program and activity report to the President of the Republic and to Parliament and submit copies thereof to other State organs determined by law.

The law shall determine the organization and the functioning of the Office.

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## **STANDING ORDERS OF THE PARLIAMENT (2006)**

### **TEXTE**

#### **Title 1. STRUCTURE AND FUNCTIONING OF THE CHAMBER OF DEPUTIES**

#### **Chapter 1. APPOINTMENT AND TAKING OATH OF MEMBERS OF THE CHAMBER OF DEPUTIES**

##### **Article: 1**

This organic law establishes the internal rules of procedure of the Chamber of Deputies in the Parliament.

##### **Article: 2**

Deputies are elected in accordance with the provisions of the Constitution especially in its Articles 76 and 77.

Before taking office, Deputies shall take oath as provided for in Article 61 of the Constitution before the President of the Republic, and in case of his absence, before the President of the Supreme Court.

##### **Article: 3**

After taking oath of the Deputies, the Chamber of Deputies elects among its members the Speaker and two (2) Deputy Speakers as provided for by Article 65 of the Constitution.

One of the Deputy Speakers is responsible for legal affairs and control of government actions and the other is responsible for finance and administration related activities.

The elected Speaker and the Deputy Speakers compose the Bureau of the Chamber of Deputies. They begin their duties immediately after their election.

##### **Article: 4**

The election of the members of the Bureau is conducted by secret ballot and by an absolute majority vote of the Deputies present. Each member of the Bureau of the Chamber of Deputies is elected on his or her own.

The President of the Republic and the Speaker come from different political organizations as provided for by Article 58 of the Constitution.

**Article: 5**

Deputies shall submit to the Office of the Ombudsman their faithful declaration of assets in a period of one month after taking office, annually, and at the end of their term of office.

## **Chapter 2. REPLACEMENT OF THE MEMBERS OF BUREAU**

**Article: 6**

The Chamber of Deputies shall determine whether the post of the Speaker or those of Deputy Speakers have fallen vacant, in accordance with absolute majority vote of the members present in an extraordinary meeting of the Plenary Session.

When the Speaker definitely leaves office, the Deputy Speaker responsible for legal affairs and control of Government actions performs the daily activities. If it is the Speaker and the Deputy Speaker who leave office, the remaining Deputy Speaker performs the daily activities. While, if it is the entire Bureau that definitely leaves office, the daily activities of the Assembly shall be performed by the elder deputy among the more experienced Deputies in the duty of deputies.

If the extraordinary sitting is not convened by the Speaker or Deputy Speaker, it is convened and presided over by the elder member of the Chamber of Deputies among the more experienced Deputies, upon request by at least a fifth (1/5) of the members of the Chamber of Deputies.

**Article: 7**

Upon request in writing by at least a third (1/3) of the members of the Chamber of Deputies, the Speaker, the Deputy Speaker or the elder and most experienced member of the Chamber of Deputies shall convene the extraordinary session mentioned in article 6 of this organic law in not more than two (2) working days from the time of the receipt of the request.

Depending on the person concerned with the matter to be discussed and upon which to take decisions, the Speaker, the Deputy Speaker or the elder Deputy among the most experienced deputies presides over such an extraordinary session.

**Article: 8**

The extraordinary session of the Chamber of Deputies meant for election of members to replace members of the Bureau who definitely leave office is convened in a period not exceeding thirty (30) days from the day the Chamber of Deputies approves their definite leave of office.

When the members of the Bureau of the Chamber of Deputies or its Speaker leave(s) office, the session meant for their replacement is convened and presided over by the President of the Republic. In case both the Deputy Speakers or one of them definitely leave(s) office, the session meant for their replacement is convened and presided over by the Speaker.

### **Chapter 3. REPLACEMENT OF DEPUTIES**

#### **Article: 9**

A Deputy who resigns from office due to different reasons submits to the Speaker a letter of resignation and reserves a copy to the President of the Republic. The Speaker forwards it to relevant authorities in a period not exceeding three (3) working days.

#### **Article: 10**

Any Deputy who, during his or her mandate, either resigns from his or her political organization or resigns from the Chamber of Deputies or is expelled from the political organization to which he or she belongs in accordance with provisions of the organic law governing political organizations or joins another political organization, shall automatically lose his or her seat in the Chamber of Deputies.

Disputes relating to decisions taken in accordance with the preceding paragraph are adjudicated by the High Court of the Republic in the first instance and by the Supreme Court in the second and the last instance.

In the event of the appeal, the execution of the decision of the court of first instance is stayed until the Supreme Court rules on the appeal.

In the event of a Deputy losing or being removed from office when his or her term still has more than one year to go, the seat vacated by the Deputy shall devolve upon the person who was next on the list on which he or she was elected.

Candidates who are elected by means other than through lists of political organizations who lose or are removed from office as parliamentarians are replaced through fresh elections.

#### **Article: 11**

In case a deputy dies, he or she is replaced according to provisions of article 9 of this organic law.

### **Chapter 4. STRUCTURE OF THE CHAMBER OF DEPUTIES**

#### **Section 1. Plenary Sitting**

**Article: 12**

The sittings of the Plenary Session begin at three (3:00 p.m) during working days and end at six (6:00 p.m).

The opening or closing hours of the Plenary Sitting may be changed upon approval by absolute majority vote of the Deputies present.

The Speaker and the Deputy Speakers can not be on official mission at the same time or carry out other activities that can prevent them from presiding over the Plenary Sitting. At least two of the members of the Bureau are required to be present .

**Article: 13**

Deputies are given permanent seats in the Chamber of Deputies in accordance with alphabetical order of their surnames.

There shall also be seats of the Senators and the Members of Cabinet.

**Article: 14**

The Chamber of Deputies holds its sessions in the Capital City of the Republic, in its building except in cases of force majeure approved by the Supreme Court upon request by the Speaker. In case the Supreme Court is also unable to meet, the President of the Republic determines, by a decree-law, where the session convenes.

The Plenary Sittings of the Chamber of Deputies are public.

However, the Chamber of Deputies may approve upon the absolute majority votes of the members present that the session be held in camera, if requested by the President of the Republic, the Speaker or a quarter (1/4) of its members or the Prime Minister.

The approval must be posted on the doors of the building of the Chamber of Deputies.

In case there is a sound reason for the postponement of the current sitting, the Speaker informs the Plenary Sitting which takes a decision thereon.

**Article: 15**

After the Chamber of Deputies has finalised the examination and has taken a decision on the items on the agenda, the Speaker announces the day, time and the items on the agenda for the next sitting.

**Article: 16**

In each session, Deputies sign on a list of attendance. Before the sitting begins, the Speaker announces the number of Deputies present.

The quorum required for the sittings of the Chamber of Deputies is at least three fifths (3/5) of its members. When such a number is not obtained, the Speaker declares that the sitting cannot be held and adjourns it.

**Article: 17**

There shall be minutes and verbatim reports of the sittings of the Chamber of Deputies. The minutes and verbatim reports are not read in the Plenary Sittings.

The minutes consist in a summary of the debates and are approved by the Plenary Sitting before their

publication.

Any Deputy who wishes to make any correction shall be authorised to do so.

The minutes are approved within four (4) working days counted from the day the concerned sitting was held.

Verbatim reports consist of the general picture of how the debates were conducted and shall quote every deputy; they are available in ten (10) days following the concerned Plenary Sitting, are given to Deputies and are kept in the library.

A Deputy who wishes to make correction on the verbatim report forwards in writing his or her proposed changes to the Bureau of the Chamber of Deputies.

The Plenary Sitting approves the verbatim reports in the second week of the session following the one in which the concerned Plenary sitting was held.

Verbatim reports and minutes adopted by the Plenary Sitting are published on the web site of the Chamber of Deputies and shall be available in the library of the Chamber of Deputies on hard paper.

Where the Plenary Sitzings of the Chamber of Deputies are conducted in camera, their minutes and verbatim reports are taken by the Clerk of the Chamber of Deputies.

**Article: 18**

The verbatim reports and minutes of the Plenary Sitting are signed by the Speaker, the Clerk, and the respective rapporteur and are kept in the archives of the Chamber of Deputies.

**Article: 19**

Without prejudice to provisions of article 23 of this organic law, any Deputy who wishes to take the floor in the Plenary Sitting, shall register on the list meant for that purpose.

Registration on the first list ends at ten (10.a.m) on the day of the Plenary Sitting. The first list is distributed to all Deputies before the Plenary Sitting begins. It shows the order of speakers in taking the floor, the duration of each member's word and, if possible, the subject matter of every member's contribution. The time limit given to any speaker registered on the first list is ten (10) minutes.

Registration on the second and the final list is made after the representatives of bills or any other issue under examination have responded to members on the first list. The second list is read to the Plenary Session before the floor is given and each Deputy is given the floor for a maximum of four (4) minutes.

No Deputy shall take the floor without the authorisation of the Speaker in accordance with the number of members on the list announced.

However, Ministers, Ministers of State, the Chairperson and Vice-Chairpersons of the Parliamentary Committees that considered the issue, Deputies that are personally concerned with the issue as well as representatives of government or private member bills and those that forwarded the reports of the organs provided for by the Constitution to the Plenary Session, shall be recognized any time they request for



the floor.

After each list, the Chairperson of the sitting summarizes the main ideas of the debates.

**Article: 20**

Members on the first list shall use the platform provided for that purpose. But members on the second list or members rising on a point of order or those who abstained and requested for the floor shall as far as possible remain in their seats.

Any person having the floor shall only address the chairperson of the sitting or the Plenary Assembly.

**Article: 21**

No member shall utter injurious and offending remarks, or disrupt order.

**Article: 22**

Except by the Chairperson of the Plenary Sitting, no member shall be interrupted when he or she has the floor and even then only for the purpose of reminding him or her of the law.

If a member is digressing from the matter under consideration, he or she is engaging in repetition, the chairperson of the plenary sitting shall interrupt him or her, and he or she is the only person with the authority to call a member to order. If a member is called to order twice but persists in his or her digression or repetition, the Chairperson of the Plenary Sitting shall order the member to be silent for the rest of the time that the Plenary Sitting devoted to that issue.

**Article: 23**

A Deputy may move once a motion not exceeding two (2) minutes to:

- 1° remind the law;
- 2° respond to what has been said on him or her;
- 3° remind that his or her question was not responded to;
- 4° request for the debates to be closed;
- 5° request for a brief suspension of the Plenary Sitting;
- 6° request for the adjournment of the Plenary Sitting.

The requests stated in points 4°, 5° and 6° of this article are approved by the Plenary Assembly in accordance with article 72 of this organic law.

**Article: 24**

Any Deputy who wishes to make correction on an issue not covered by article 23 of this organic law and who is unable to register on the list of those requesting for the floor writes to the Chairperson of the Plenary Sitting the representative of the parliamentary Committee that examined the matter or one of the Deputies on the list but who has not yet taken floor requesting him or her to make such correction.

The Chairperson of the Plenary Sitting or the representative of the Parliamentary Committee immediately bring to the attention of the Plenary Sitting the request of such a Deputy as soon as they receive his or her written note.

**Article: 25**

Any Deputy may request for a change of the items on the agenda. The request is addressed through a letter submitted to the Speaker not later than ten o'clock (10:00 a.m) on the day the session is to be held, who in turn informs the Deputies in written form. The decision is taken by an absolute majority vote of the Deputies present.

In case of acceptance of the requests, the Plenary Sitting shall determine the time when to examine them.

**Article: 26**

The Chairperson of the Plenary Sitting summarises and closes the debates after all those who requested for the floor have spoken.

The closure of debates may also be requested by the Speaker when he or she believes that the session has exhausted all the issues or it may be requested by a Deputy under such a reason and approved by the Plenary Assembly through an absolute majority vote.

**Section 2. The Bureau of the Chamber of Deputies**

**Article: 27**

The functions of the Bureau of the Chamber of Deputies are as follows :

- 1° to supervise the activities of the Chamber of Deputies;
- 2° to respect and implement the decisions of the Plenary Sitting;
- 3° to oversee the relations between the Chamber of Deputies and other institutions;
- 4° to solve any urgent problems which are not provided for in this organic law that could hinder the effective functioning of the Chamber of Deputies;
- 5° to propose the draft agenda of the items to be debated in the ordinary and extraordinary sessions of the Conference of the Chairpersons;
- 6° to follow up the draft of organic structure of the administrative organs of the Chamber of Deputies and forwards it to the Conference of the Chairpersons;
- 7° to work hand in hand with the Public Service Commission in recruitment of competent personnel for the Chamber of Deputies;
- 8° to oversee security related matters in the building of the Chamber of Deputies;
- 9° to perform any other functions of the Chamber of Deputies but which are not under the responsibility of any other authority.

The decisions of the Bureau of the Chamber of Deputies are taken by consensus. If consensus is not obtained, the matter under consideration is referred to the Conference of Chairpersons which takes a decision. If the Conference of Chairpersons does not compromise on the matter, it is referred to the Plenary Session to take a final decision.

**Article: 28**

The duties of the Speaker are as follows :

- 1° to convene, preside over the meetings of the Bureau and to coordinate its activities;
- 2° to convene and preside over the Conference of the Chairpersons;
- 3° to convene and preside over the Plenary Sittings;

- 4° to oversee the implementation of the decisions of the meeting of the Bureau, the Conference of Chairpersons and those of the Plenary Sitting ;
- 5° to legally represent the Chamber of Deputies;
- 6° to develop relations between the Chamber of Deputies and other legislatures;
- 7° to oversee the activities of the Clerk of the Chamber of Deputies;
- 8° to follow up different activities of the members of the Parliament related to visiting the population;
- 9° to preside over the activities of the session when both Chambers hold a joint session;
- 10° to follow up the Cabinet meeting decisions and their annexes and to forward them to Deputies;
- 11° to inform the President of the Republic and the Prime Minister the agenda of the Chamber of Deputies;
- 12° to perform any other activities of the Chamber of Deputies as required by the Constitution and other laws.

**Article: 29**

The duties of the Deputy Speaker in charge of legal affairs and control of government actions are as follows :

- 1° to replace the Speaker in case of his or her absence;
- 2° to attend the meetings of the Bureau and the Conference of the Chairpersons and make a follow up of the Plenary sittings activities;
- 3° to oversee the activities relating to examination of laws;
- 4° to oversee the activities relating to control of government actions;
- 5° to follow up the activities relating to visits of Deputies to the population;
- 6° to perform any other activities of the Chamber of Deputies as may be requested by the Speaker or the Plenary Assembly.

**Article: 30**

The duties of the Deputy Speaker in charge of finance and administration are as follows:

- 1° to replace the Speaker in case the Speaker and the Deputy Speaker in charge of legal affairs and control of government actions are absent;
- 2° to attend the meetings of the Bureau and the Conference of the Chairpersons;
- 3° follow up the activities related to implementation of the budget of the Chamber of Deputies and the management of the personnel;
- 4° to carry out any other activities of the Chamber of Deputies as may be required by the Speaker or by the Plenary Assembly.

**Article: 31**

The Chairperson of the Plenary Sitting shall not at any time take sides during debates.

During debates, his or her main duty is to coordinate member's contribution, to sum up debates and to call members to order when they digress from the issue under discussion.

He or she shall resist any form of pressure aimed at forcing the Plenary Assembly to make any particular decision or any attempt to prevent the Plenary Sitting from making decisions.

The Deputy Speakers assist the Speaker by drawing his attention to any thing which might escape his or her attention.

**Article: 32**

If the Speaker him or herself represents the bill of law, or if the Plenary Assembly examines any issue related to him or her, if he or she wishes to give his or her personal view as well as when he or she has any other reason, the Deputy Speaker in charge of legal affairs and control of government actions presides over the debates, and in his or her absence, the debates are presided over by the Deputy Speaker in charge of activities related to finance and administration.

During that time, the Speaker takes a seat in his or her chair as a Deputy or in places prepared for Deputies representing bills of law.

**Article: 33**

The duties of the Clerk of the Chamber of Deputies are as follows :

- 1° to coordinate and head the activities of the technical organ;
- 2° to act as a rapporteur of the meetings of the Bureau and of the Conference of Chairpersons;
- 3° to follow up the preparation of all documents related to activities of the Plenary Assembly;
- 4° to receive complaints of deputies;
- 5° to prepare a monthly summary activity report of the Plenary Session;
- 6° to prepare a list of Deputies who wish to have floor on the first list in the Plenary Assembly;
- 7° to act as the Chief Budget Manager of the Chamber of Deputies;
- 8° to prepare a plan and draft of budget of the Chamber of Deputies;
- 9° to prepare a draft of the organisation chart and the structure of the Chamber of Deputies;
- 10° to follow up the implementation of the budget of the Chamber of Deputies;
- 11° to perform any other activities of the Chamber of Deputies as may be required by the Bureau of the Chamber of Deputies

### Section 3. Committees

**Article: 34**

The Chamber of Deputies establishes among itself Standing Committees. It may also establish temporary Committees.

Each permanent Committee is composed of at least six (6) Deputies.

**Article: 35**

Members of Standing Committees in the Chamber of Deputies are determined in the following manner:

- 1° every Deputy registers in only one Standing Committee ;
- 2° the Bureau of the Chamber of Deputies verifies how the registration of Deputies is conducted and thereafter approves the members of the committee in consideration of the following criteria :
  - a. the preference of each Deputy;
  - b. the number of members of each Committee;
  - c. the responsibilities of the committee;
  - d. the experience of the Deputy in the Committee; f. gender;

g. ensuring that each political organisation or every group in the Chamber of Deputies is represented in the Committee, if possible.

**Article: 36**

Each Committee has its Bureau comprised of a Chairperson and a Deputy Chairperson who acts as its spokesperson. The Chairperson and the Deputy Chairperson of each Committee are elected by the Plenary Assembly upon absolute majority vote of the Deputies present.

Members of the Standing Committee wishing to be elected, shall notify in writing the Bureau of the Chamber of Deputies which shall notify the Plenary Assembly thereof.

The Chairperson and the Deputy Chairperson of every Committee shall be elected separately. When there is no candidate with the required votes, the voting shall be repeated once during that day. In case the required votes are not obtained on the second time, the post is subject to further campaigns. In case of a tie, the election is repeated once. If there is no candidate that obtains the required votes after repetition, the post is once again subject to campaigns.

When the Chairperson and the Deputy Chairperson have a reason that may hinder them from directing the committee or definitely leave office and before their replacement, it is directed by the oldest Deputy among the more experienced ones in the duties of Deputies among the members of the Committee present and the youngest Deputy acts as the rapporteur.

**Article: 37**

Members of the Bureau of the committee have a term of office of two and a half (2 ½ ) years renewable.

The Bureau of the Committee or one of its members may be replaced upon request by a third (1/3) of its members.

In a period not exceeding seven (7) days, the meeting to examine that issue is convened by the Chairperson or the Vice-Chairperson of the Committee depending on the person to be replaced. However, in case of replacement of the entire Bureau, the meeting is convened and presided over by one of the members of the Bureau of the Chamber of Deputies.

When the meeting is not convened through that procedure, it is convened and presided over by the eldest and experienced Deputy among those who forwarded the complaint.

Upon approval by two thirds (2/3) of its members, the Committee through the Bureau of the Chamber of Deputies, forwards such a proposal to the Plenary Assembly which in turn makes a decision by the absolute majority vote of the Deputies present in the Plenary Assembly.

The replacement of one or all members of the Bureau is done within fifteen (15) days after the Plenary Assembly makes a decision in accordance with provisions of article 35 of this organic law.

**Sub-section 1. Standing Committees**

**Article: 38**

There is hereby established eleven (11) Standing Committees which are :

- 1° the Committee on Political Affairs;
- 2° the Committee on Economy and Trade;
- 3° the Committee on Science, Education, Culture and Youth;
- 4° the Committee on Foreign Affairs and Cooperation;
- 5° the Committee on Social Affairs;
- 6° the Committee on Security and territorial integrity;
- 7° the Committee on Unity, Human Rights and fight against Genocide;
- 8° the Committee on Budget and National Patrimony;
- 9° the Committee on Agriculture, Livestock development and Environment;
- 10° the Committee on Gender and Family Promotion;
- 11° the Committee on Petitions of the Population.

Regarding the examination of Government or private member's bill and the oversight of government action, the responsibilities of Committees are as follows:

**1. The Committee on Political affairs is responsible for issues related to :**

- 1° public administration and State Institutional relations; 2° justice;
- 3° media;
- 4° non governmental organisations;
- 5° civil status.

**2. The Committee on Economy and Trade is responsible for issues related to :**

- 1° economy and trade including particularly :
  - a. privatisation
  - b. investment
  - c. associations and commercial enterprises, banks and cooperatives;
- 2° census and national planning;
- 3° infrastructure, energy, water, mines and quarries, transportation of persons, commodities, posts and communications;
- 4° tourism;
- 5° Poverty Reduction Strategy Paper.

**3. Committee on Education, Science, Culture and Youth is responsible for issues related to :**

- 1° education, science, technology and research;
- 2° youth, sports and entertainment;
- 3° academic instruction at all levels;
- 4° organisation and promotion of arts, literature and culture.

**4. The Committee on Foreign Affairs and Cooperation is responsible for issues related to :**

- 1° international relations except military issues;
- 2° loan and grant agreements between Rwanda and foreign countries or international organisations;
- 3° recommendations and reports of Deputies who went in official missions abroad;
- 4° matters regarding the organisation of state protocols in general;
- 5° international agreements;
- 6° Rwandans in diaspora;
- 7° relations with other legislatures and international organisations in which Rwanda is a member.

**The Committee on Social Affairs is responsible for issues related to :**

- 1° welfare, demographics, hygiene and health of the population;
- 2° welfare of children, orphans, widows, disabled, aged and other destitutes;
- 3° AIDS and other epidemic diseases;
- 4° security and mutual health insurance in general;
- 5° employees and employment in general;
- 6° violence against children, vagrancy and begging.

**Committee on security and territorial integrity is responsible for issues related to :**

- 1° security and territorial integrity;
- 2° cooperation in matters related to military;
- 3° declaration and cessation of war;
- 4° organisation of services related to intelligence;
- 5° immigration and emigration;
- 6° military, police and other members of national security service.

**Committee on Unity and Human Rights and fight against Genocide is responsible for issues related to :**

- 1° unity and reconciliation of Rwandans and human rights;
- 2° prevent and fight against the ideology of genocide and all its manifestations;
- 3° follow up and search for solution of effects of genocide;
- 4° fight against discrimination in speeches, writings, in actions and in any other forms;
- 5° coordination of Rwandan laws and international conventions that promote human rights ratified by Rwanda;
- 6° human rights organisations;
- 7° functioning of the structures of administration that have relationship with respect of human rights;
- 8° examination of reports of the National Commission for Human Rights and the National Commission for the fight against Genocide.

**Committee on National Budget and Patrimony is responsible for issues related to :**

- 1° preparation of the draft budget of the Chamber of Deputies ;
- 2° the use of national budget and patrimony;
- 3° the report of the Auditor General of State Finances;
- 4° the reports of how the national property and finance are used;

5° fighting against corruption and other related crimes.

**Committee on Agriculture, livestock development and Environment is responsible for issues related to :**

- 1° agriculture, forestry and environment;
- 2° land, habitat and general development;
- 3° research and technology in agriculture and livestock development.

**Committee on Gender and Family Promotion is responsible for issues related to :**

- 1° promotion of women;
- 2° family, family property, responsibilities and complementarity between spouses;
- 3° gender;
- 4° harmonise Rwandan laws with international conventions that promote women which were ratified by Rwanda.

**Committee on petitions of the population is responsible for issues related to :**

- 1° petitions handed by an individual or organisation;
- 2° proposals of recommendations on petitions handed in and to give reports to the Chamber of Deputies on matters related to identified petitions which have relationship with governance or legislation;
- 3° make a follow up on whether petitions that were submitted to the Chamber of Deputies were solved;
- 4° the examination of reports of the Office of the Ombudsman and preparation of recommendations for submission to the Plenary Assembly to approve it.

The Speaker submits to the Committee responsible for petitions of the population documents of such petitions forwarded to Deputies or the Chamber of Deputies.

The committee has the right to invite the complainant, witnesses, experts or any person that may give any relevant information on that matter.

The Committee also has the right to invite any leader, any person among the Cabinet members or its representative concerned with the issue under examination. It may also request for explanations either verbally or in writing, on the issue under examination.

In order for the petition to be accepted, the name and the address of the complainant and basis of the petition shall be mentioned.

The petition must be related to issues of which Deputies have competence.

**Article: 39**

Each Standing Committee is also responsible for :

- 1° issues related to the authentic interpretation of laws related to its responsibilities;
- 2° examination of amendments of laws from the Senate which are related to its responsibilities;
- 3° examination of provisions of laws it considered of which the President of the Republic requested for



reconsideration. The reconsideration is conducted after the Plenary session receives the request of such a re-consideration.

**Article: 40**

For the Committees to fulfil their responsibilities, the general annual budget of the Chamber of Deputies indicates the budget of every Committee.

## **Sub-section 2. Ad hoc Committees**

**Article: 41**

Upon request by the Speaker or at least by five (5) Deputies and upon approval by the Plenary Sitting, the Chamber of Deputies may establish ad hoc Committees for the purpose of examining certain bills of law or obtaining information regarding explanations of certain issues or events.

**Article: 42**

Candidates of the ad hoc Committee are proposed by the Bureau of the Chamber of Deputies but approved by the Plenary Sitting. The Plenary Sitting also appoints the Chairperson and Spokesperson of the Committee chosen from a list of two (2) candidates proposed by the Bureau of the Chamber of Deputies on each post.

The procedures of election of the members of the ad hoc Committee as well as its Chairperson and its Spokesperson are conducted in accordance with provisions of the second and the third paragraph of article 36 of this organic law.

**Article: 43**

The mandate of each ad hoc committee is terminated when the Plenary Sitting makes a decision on its report.

## **Sub-section 3. Common provisions to all Committees**

**Article: 44**

Committee meetings shall be convened in writing by the Chairperson of the Committee or the Deputy Chairperson if the Chairperson is absent. The Speaker and other Deputies shall be informed of the meetings.

The Speaker may also convene Committee meetings. Any interested Deputy may attend any meeting of a Committee of which he or she is not a member but has no voting right.

The items on the agenda of the Committee meetings are determined by the Bureau of the Committee

which informs the Bureau of the Chamber of Deputies and all other Deputies.

When the Prime Minister or other members of Cabinet are in the meeting of the Committee, they are given floor at any time they request for it. They may be accompanied by experts of their choice. Such experts may be given floor in Standing Committees only.

The time, period and the items on the agenda of the committee meetings are posted on the website of the Chamber of Deputies and on a relevant notice board meant for displaying announcements and notices within twenty four (24) hours before the meeting is held.

**Article: 45**

Committee meetings always start at nine (9:00 a.m) o'clock and end at twelve (12:00 a.m) o'clock. Hours may be changed upon approval by an absolute majority vote of the Committee members present.

**Article: 46**

During committee meetings, the Deputies present sign on the appropriate list.

**Article: 47**

Committee meetings are public but the audience shall not be given floor. However, a Committee may organise for special meetings on a bill of law in which the population and journalists may be given floor.

Among the issues the Committee announces in such meetings is the procedure that has to be followed in taking the floor, time limit of the floor and the way speakers follow each other.

Committees also receive written opinions or electronic mail related to bills of law under debate. Opinions received are passed on to members of the Committee within the appropriate time.

Upon request by the Bureau of the Committee or one of its members and upon approval by a half (1/2) of the members of the Committee, the meeting of the Committee may be conducted in camera.

**Article: 48**

Committees put documents and files of the meeting and other activities in archives. Every government or private bill under discussion has its own file in such a manner that any individual who is interested in consulting it may access it.

The procedure through which the law passes, whether in writing, amendments on every public or private bill is prepared and posted on the web site of the Chamber of Deputies.

**Article: 49**

Through the Speaker, the Committee of the Chamber of Deputies may request any person it considers necessary, to give explanations in relation to issues under discussion.

**Article: 50**

Each Committee has a separate room for holding its meetings and an office for its bureau, staff and office equipment.

If it is considered necessary, and after consultation of the Bureau of the Committee with the Bureau of the Chamber of Deputies, a Committee may meet in a location other than the Chamber of Deputies building while abiding by the provisions of articles 44, 45, 46 and 47 of this organic law.

**Article: 51**

For a Committee meeting to be held, there shall be at least three (3) Deputies of its members present.

Decisions of a Committee meeting are taken by consensus. In case of failure to consensus, decisions are made by absolute majority vote of the members present and who are allowed to vote.

**Article: 52**

Committees may establish subcommittees and determine their membership and their responsibilities. Such subcommittees forward reports to the Committees that established them.

The Bureau of the Committee may request the Bureau of the Chamber of Deputies that a group of Deputies among the Committee be sent on field mission.

**Article: 53**

Each Committee shall submit its report to the Plenary Sitting. The report contains a summary of debates and conclusions thereof. Each report of the Committee is announced except reports of the meetings that were held in camera.

The Bureau of the committee shall verbally present a summarised report and answer questions raised in the Plenary Assembly responsible for examination of such a report.

**Article: 54**

All amendments shall be referred in writing to the appropriate committee, which shall consider them and submit its recommendations to the Plenary Assembly.

A deputy who introduces a bill or amendments shall attend the meetings of the Committee charged with examining it. He or she votes only if he or she is a member of the Committee.

A representative of a bill or a member who makes amendments is given the floor before others in the Committee in charge of examination of the bill.

**Sub-section 4. The Committee in charge of conduct of Deputies and assessment of the Chamber of Deputies activities**

**Article: 55**

The Chamber of Deputies elects from among its members a Committee in charge of conduct of Deputies and assessment of the Chamber of Deputies activities. The Committee is composed of at least eight (8) members elected in consideration, if possible, of political organisations and other different categories of Deputies that compose the Chamber of Deputies. It is elected for a mandate of two and a half (2½) renewable years. It is directed by the President and the Vice President who are elected by the Plenary Sitting.

**Article: 56**

The Committee in charge of conduct and assessment of the activities of the Chamber of deputies has particularly the following responsibilities :

1° follow up the conduct of deputies whether in or outside the Chamber of Deputies;

2° assessing the activities of the Bureau of the Chamber of Deputies, the Conference of Chairpersons, each standing committee and the Plenary Sitting

The Committee submits the report to the Plenary Sitting for recommendations and decisions.

It meets at any time if considered necessary. It is convened by its Chairperson or its Deputy Chairperson in case of absence of the Chairperson or by the Speaker on his or her own initiative or upon request by a third (1/3) of the members of the Committee or a fifth (1/5) of the members of the Chamber of Deputies.

In its activities, such a Committee follows provisions that are common to Standing Committees of the Chamber of Deputies.

Members of the Committee are allowed to be members of other Committees of the Chamber of Deputies.

#### **Sub-section 5. The Conference of Chairpersons**

##### **Article: 57**

The Conference of Chairpersons comprises the members of the Bureau of the Chamber of Deputies and the members of the Bureau of Standing Committees.

##### **Article: 58**

The Conference of Chairpersons is responsible for :

- 1° preparing the agenda for the Plenary Assembly and which it has to approve;
- 2° submitting to the Plenary Sitting, summarised reports of the conference of Chairpersons;
- 3° submitting to the Plenary Assembly urgent decisions that were made within seven (7) days for approval;
- 4° taking and submitting to the Plenary Sitting all decisions related to the activities of Deputies, the Plenary Sitting and Committees for approval;
- 5° examining the law relating to the amendment of the Constitution.

##### **Article: 59**

The Conference of Chairpersons meets once a month and at any time if considered necessary. It is convened by the Speaker. It submits a report of its activities to the Plenary Sitting once a month. Upon request in writing by the Speaker, or any other Deputy, the Plenary Assembly debates on such a report.

#### **Section 4. Forums or Networks of Deputies**

**Article: 60**

Members of the Chamber of Deputies may establish among themselves Forums or Networks.

Every member has the right to join or not to join one or more Forums or Networks.

**Article: 61**

The Plenary Sitting may accept the establishment of a Forum or a Network upon request by a Deputy or a group of Deputies.

The certificate to establish a Forum or a Network indicating its representatives is signed by the Speaker.

**Article: 62**

The letter requesting for the establishment of a Forum or a Network of Deputies as well as the document explaining its objectives and program are submitted to the Speaker who forwards them to Deputies and thereafter included on the agenda of the Plenary Assembly

**Article: 63**

A Deputy or a group of Deputies with a view of setting up a Forum or Network is given the opportunity to give the explanations related to such a Forum or a Network.

**Article: 64**

Forums of Deputies establish statutes that govern them.

The functioning and the relations of the Forums and Networks with the Chamber of Deputies are indicated in the statutes of every Forum and Network.

**Article: 65**

Every quarter and at any time it is considered to be necessary, Forums or Networks of Deputies submit to the Bureau of the Chamber of Deputies their plans of actions and their activity reports, then the Bureau submits them to the Deputies.

**Article: 66**

The Chamber of Deputies may support a Forum or Networks of deputies

Every Forum or Network prepares an annual financial report. The report clearly indicates the source of finance of the Forum or a Network as well as their expenditure.

**Article: 67**

The Chamber of Deputies shall ensure the good working of the Deputies' Forums or Networks .

Upon request by a third (1/3) of its members, the Bureau of the Chamber of Deputies, one or several Deputies not members of the Forum or Network, the Plenary Assembly may suspend or dissolve a Forum or a Network of Deputies if it acts contrary to the mission and functioning of the Chamber of Deputies.

**Chapter 5. FUNCTIONING OF THE CHAMBER OF DEPUTIES**

## **Section 1. Sessions**

### **Sub-section 1. Ordinary sessions**

#### **Article: 68**

The Chamber of Deputies sits in three (3) ordinary sessions, each session lasting for two (2) months.

1° the first session shall commence on February 5th;

2° the second session shall commence on June 5th;

3° the third session shall commence on October 5th; .The finance bill is examined in this session.

When the first or last day of the session is not a working day, the opening or closure of the session is adjourned to the following day, or to the first following working day.

In the first sitting of the Plenary Assembly of the ordinary session, the Chamber of Deputies approves the agenda of the whole session. The items on the agenda are communicated to all Deputies and the public through different ways like media and the web site of the Chamber of Deputies.

At the beginning of each ordinary session, the Bureau of the Chamber of Deputies presents a report of the activities of the Chamber of Deputies of the previous session.

#### **Article: 69**

The Speaker invites Deputies in ordinary session fifteen (15) days before the Plenary Sitting meets through a letter that contains the items on the agenda and through an announcement on the radio and national television and website of the Chamber of Deputies. The President of the Republic and the Prime Minister shall be given a copy of such a letter.

The Chamber of Deputies shall always make public its activities on the national radio and television and the Chamber of Deputies Magazine.

### **Sub-section 2. Extraordinary sessions**

**Article: 70**

The Chamber of Deputies meets in an extraordinary session upon convocation of its Speaker, after consultation with other members of the Bureau of the Chamber of Deputies or upon the request of the President of the Republic on the Cabinet's proposal or that of a quarter (1/4) of the members of the Chamber.

The extraordinary session handles only the issues for which it has been convened and which have previously been brought to the notice of members of the Chamber or the Parliament before commencement of the session.

The session shall close upon conclusion of consideration of matters on the agenda for which the session was convened.

An extraordinary session shall not exceed fifteen (15) days.

**Article: 71**

The Speaker invites Deputies in an extraordinary session through any easiest accessible possible means.

The invitation letter contains clear items on the agenda of which the Plenary Session shall only debate.

Before starting any debates, the Plenary Sitting first examines the reasons advanced for the convening of the extraordinary session and then approves the items on the agenda.

**Section 2. Voting****Article: 72**

Decisions of the Chamber of Deputies shall be made by way of vote.

Before the vote is conducted, the speaker shall communicate the number of Deputies present considering those who signed on the list mentioned in article 16 of this organic law.

Voting is conducted using one of the following means :

- 1° consensus;
- 2° electronic vote;
- 3° show of hand;
- 4° recorded division;
- 5° secret ballot.

When the item of business before the Chamber of Deputies is not a bill, the way by consensus, by a

show of hand or electronic vote are the only means applicable.

Voting through secret ballot is held in case the Plenary Sitting makes decisions concerning individuals or upon request of a fifth (1/5) of the Deputies present.

Voting of distinct provisions of a bill is conducted electronically or by show of hand

A vote of the entire bill is conducted by calling each Deputy by name in a loud voice .

The right to vote of a Deputy is ad personam

**Article: 73**

Upon request by at least three (3) Deputies, the voting is repeated.

If the repetition does not settle the disputes due to concerned members who are not satisfied with the voting, the voting is conducted through recorded division.

After the counting of ballots, if an article of a bill is unable to obtain the required votes, voting is repeated for the second time.

If an article does not obtain the required votes, it is rejected. However, after failing to obtain the required votes, a Deputy, the Committee that examined the bill or its representative may, through the chairperson of the meeting and approved by the Plenary Assembly, request that the article be sent back to the Committee.

In case of voting the whole bill, if it does not obtain the required majority votes, the Bureau of the Chamber of Deputies returns it to its author.

After the vote, non legal issues or recommendations that do not obtain the required majority votes are returned to its initiator.

**Article: 74**

When the vote is concerned with individuals, candidates introduce themselves to the Deputies. The Chairperson of the Plenary Assembly determines the period each candidate spends in campaigning.

If the vote is not conducted through legal procedures, it is repeated.

After the vote, if some candidates do not obtain the required majority, the voting is repeated only once on such candidates. If the required majority is not obtained again after the second round, the candidates are returned to those who offered them.

**Article: 75**

If the voting is through the recorded division, the Speaker or his or her delegate calls Deputies by their names by alphabetical order.

In recorded division, every one is called in his or her name in a loud voice and he or she responds with a "Yes" or a "No" or chooses only one among the items voted for.



Deputies who do not wish to express their opinion shall use the word “abstain”.

Votes of Deputies who do not indicate their opinion despite attending the sitting are considered void.

**Article: 76**

If the vote is by secret ballot, the Clerk of the Chamber of Deputies or his or her representative gives to every Deputy present a ballot paper bearing only the stamp of the Chamber of Deputies and the signature of the chairperson of the meeting.

After casting his or her vote, every Deputy folds his or her ballot paper and deposits it in a ballot box.

Counting of ballot papers is immediately conducted before Deputies by a representative of the Bureau of the Chamber of Deputies, assisted by two (2) Deputies who are appointed by the chairperson of the Sitting.

Blank ballots, any ballot bearing a sign or a mark other than those that are provided for in paragraph one of this article are considered void.

All ballot papers that contain any information other than the positions put to vote are also void.

**Article: 77**

Counting of ballots is conducted by two (2) Deputies provided in article 76 of this organic law, assisted by a member of staff of the Chamber of Deputies and under the supervision of the Bureau of the Chamber of Deputies.

The Chairperson of the Plenary Assembly of the Chamber of Deputies announces the results of the votes to the Plenary Assembly.

**Article: 78**

Always after the vote, be it show of hand, electronic vote or by recorded division, the Speaker gives abstaining Deputies, if they request so, the opportunity to explain the reasons for their abstention in not more than two (2) minutes. There is no debate on such reasons.

**Article: 79**

If the session votes using secret ballot finalises its activities, the ballot papers are destroyed before the Plenary Sitting.

**Article: 80**

No Deputy is given a floor not even for a motion during the vote casting process.

**Article: 81**

In any method applied in voting, each Deputy has only one vote. There shall be no proxy voting.

**Article: 82**

Without prejudice to the provisions of article 72 of this organic law, the decisions of the Chamber of Deputies are taken on an absolute majority vote of Deputies present except where the law provides otherwise.

When the Plenary Sitting has before it a proposal on a matter other than legislation, the Speaker of the Plenary Assembly shall ask the Assembly whether there is any member who does not support the conclusion given by him or any other member. If there is no one opposing it, then it will have passed by consensus. If there is a member who is against it, the matter shall be put to vote by electronic vote or a show of hands. In that case however, there shall be no formal vote counting unless it becomes

impossible to identify the winning side.

### **Section 3. Conduct of Deputies in Session and their Immunity**

#### **Sub-section 1. Conduct of Deputies during Sessions**

##### **Article: 83**

Any Deputy who disturbs the proceedings of the Plenary Sitting shall be named and called to order by the Chairperson. In case he or she repeats it, the Chairperson of the Plenary Sitting gives him or her a warning which shall be mentioned in the verbatim transcript.

If he or she persists or commits another serious mistake, the Chairperson of the Assembly temporarily expels him or her away from the seats of Deputies and upon approval by the Plenary Sitting.

##### **Article: 84**

The expulsion of a Deputy who disrupts order in the Plenary Sitting shall also bar him or her from taking part in the proceedings and in making decisions of the Plenary Assembly for the remainder of the sitting from which he or she was excluded..

##### **Article: 85**

If the Deputy who has been expelled does not obey the order of leaving the Deputies' seats, the chairperson of the Assembly shall suspend or adjourn it. In that case, the Deputy is definitively barred from the next five (5) consecutive Sitzings.

##### **Article: 86**

A Deputy who has been expelled may seek to have the decision rescinded by making a written apology. The Chairperson of the Assembly reads the letter of apology to the members in the Plenary Assembly who shall take a decision.

##### **Article: 87**

Any Deputy found in misconduct and misbehaviour either on duties of the Chamber of Deputies or not, may be subject to the following disciplinary measures:

1° a call to order;

2° a warning that is recorded in the verbatim transcript;

3° expulsion from the next five (5) consecutive sittings of the Chamber of Deputies

##### **Article: 88**

If the Plenary Sitting becomes stormy, the Chairperson of the Sitting shall call the Plenary Assembly back to order, but should the commotion persist, the Chairperson of the sitting shall suspend the Sitting and the Deputies shall leave the hall.

The Plenary Sitting shall resume after the Chairperson of the Sitting deems that order has been restored.

**Article: 89**

Any Deputy who is absent for five (5) consecutive Plenary or Committee sittings as well as any Deputy who is absent for ten (10) sittings in a session without notifying the Speaker or the Chairperson of the Committee or who advances reasons that the Bureau of the Chamber of Deputies or the Bureau of the Committee finds not sound, shall be referred to the Plenary Assembly for a warning in writing after hearing him or her, with an inscription in the verbatim transcript and notification to his or her political organisation or to the authority which elected him or her.

**Article: 90**

Upon request by the Committee in charge of conduct of Deputies and assessment of the Chamber of Deputies activities provided for in articles 55 and 56 of this organic law, and approval by three thirds (3/5) of its members, the Chamber of Deputies may approve the dismissal of any Deputy guilty of the following acts :

- 1° being absent in all Plenary Session sittings without giving justified reasons;
- 2° fighting in the Plenary hall;
- 3° drunkenness in the Plenary hall;
- 4° possession of alcoholic substances in the Plenary hall;
- 5° indescence and self disrespect behavior for his or her personnality or his or her position.

The Chamber of Deputies may also, upon request by the Committee in charge of conduct of Deputies and assesment of the Chamber of Deputies activities provided for in article 55 and 56 of this organic law, and approved by three thirds (3/5) of its members, to suspend any deputy who is suspected or prosecuted of any crime until a competent court renders a final judgment. In that period of suspension, the concerned deputy shall only receive basic salary.

## **Sub-section 2. Immunity of Deputies**

**Article: 91**

No Deputy may be prosecuted, pursued, arrested, detained or judged for any opinions expressed or votes made by him or her in the exercice of his or her duties.

During the session period, no Deputy suspected of a serious felony may be arrested or prosecuted without the authorisation of the Chamber of Deputies.

When the Parliament is not in session, no Deputy may be arrested without the authorisation of the Bureau of the Chamber of Deputies, unless he or she is caught flagrante delicto committing a felony or the Bureau of the Chamber of Deputies has previously authorised his or her prosecution or a court of law has passed a final verdict and sentence against him or her.

Any deputy who is finally convicted of a felony by a court of law of the last instance is automatically stripped of his or her seat from the Chamber of Deputies after confirmation by the Supreme Court.

**Article: 92**

Members of the Chamber of Deputies are given immunity cards presented to different services if necessary. The model of that card is determined by the Conference of Chairpersons and approved by the Plenary Assembly.

**Article: 93**

Members of the Chamber of Deputies are entitled to wearing a Deputy insignia. The format of such an insignia shall be determined by the Conference of Chairpersons and approved by the Plenary Assembly before its publication in the Official Gazette of the Republic of Rwanda.

**Article: 94**

Members of the Chamber of Deputies shall travel in vehicles bearing an official sticker painted in colours of the national flag and with imprints “MP”. The position on the vehicle, composition and dimensions of that official sticker are determined by the State Protocol.

**Article: 95**

In criminal proceedings, the Speaker is tried on the first and last instance by the Supreme Court as provided for by Article 145-6° of the Constitution.

#### **Section 4. The inviolability of the building of the Chamber of Deputies**

**Article: 96**

Apart from a Deputy or a member of staff of the Chamber of Deputies, no one else may enter, for any reason, into the area reserved for Deputies except with the authorisation of the Speaker.

**Article: 97**

The building of the Chamber of Deputies as well as everything therein must be kept secure.

The security of the building of the Chamber of Deputies is maintained by a special unit provided by the National Police. The unit shall be identified by a special uniform different from that worn by the National Police or any other security body.

Any person in possession of a weapon shall leave it to those responsible for maintaining the security of the Chamber of Deputies and take it back as he or she goes out.

Any armed security officers not attached to the unit of security personnel of the Chamber of Deputies wishing to enter the building of the Chamber of Deputies, shall leave their weapons at a relevant place except those in charge of the security of the President of the Republic or those escorting other senior dignitaries of equivalent rank visiting the Chamber of Deputies.

When security officers charged with the security of Deputies enter the Chamber of Deputies, they have

to inform the officer in charge of inviolability and security of the Chamber of Deputies' building.

When security officers from outside the Chamber of Deputies need to pursue a person in the building of Chamber of Deputies, they shall first request the authorisation of the Speaker.

**Article: 98**

It is prohibited to enter the building of the Chamber of Deputies with weapons except to persons mentioned in paragraph 2, 4 and 5 of article 97 of this organic law and others whose assistance is sought by the administration of the Chamber of Deputies.

A person who is neither a Deputy, any other dignitary nor a member of staff of the Chamber of Deputies enters through the relevant entrance if possible.

During ceremonies at the Chamber of Deputies, a special entrance for higher ranking officials and other visitors of the same rank is reserved. A special entrance for ministers and other officials of the same rank, senators and deputies is reserved. A public entrance to be used by the general public is also reserved.

The members of staff of the Chamber of Deputies wear an identification badge while on duty.

**Article: 99**

Persons other than Deputies or a member of staff of the Chamber of Deputies enter in the hall of the Plenary Session through special entrance reserved for them.

They take seats reserved for them, except when the Plenary Session decides to convene in camera.

It is prohibited for any one to enter the Plenary Session with a switched on mobile telephone. It is prohibited to enter into the hall with anything that could disturb the Plenary proceedings.

**Article: 100**

During Plenary sittings, persons in the public galleries shall sit quietly. No one is permitted to wear a hat except because of his or her duties or religious affiliations.

The Chamber of Deputies uses audio video equipment for transmission of official proceedings of the Chamber of Deputies while in sitting. If possible, the recorded pictures and voices are transmitted to the public and to all halls of the Chamber of Deputies.

**Article: 101**

Any person who is not a Deputy who disrupts the proceedings of the Plenary Sittings or in Committee meetings is expelled under the order of the chairperson of the meeting who gives relevant instructions to the relevant persons.

If the expelled person had committed an offence, he or she is immediately handed over to judicial organs.

**Article: 102**

The provisions of this organic law relating to the inviolability of the building of the Chamber of Deputies shall be displayed at the public entrances.

## **Chapter 6. INCOMPATIBILITIES WITH A DEPUTY'S OFFICE**

### **Article: 103**

Activities incompatible with the office of a Deputy are those of being :

- 1° the President of the Republic,
- 2° a member of the Cabinet;
- 3° a Senator;
- 4° a member of district, town or municipality and the City of Kigali Council;
- 5° a staff member of district, town or municipality or City of Kigali;
- 6° a Judge;
- 7° a Prosecutor;
- 8° a member of one of the committees provided for by the Constitution or others that may be set up by the Executive;
- 9° a member of the Board of Directors in a public establishment or an establishment in which the state is a shareholder or an auditor of such an establishment;
- 10° a director of a commercial enterprise or one of the members of its Board of Directors;
- 11° a civil servant or an employee in a public establishment;
- 12° a convention bound employee
- 13° a member of electoral organs;
- 14° a member of Rwanda Defence Forces, of the National Police or of the National Security Service.

A Deputy who exercises a lawyer's profession is not allowed to plead personally in any Judicial case. His or her chambers are allowed to plead in any court cases except those in which the State is the plaintiff or the defendant.

### **Article: 104**

A Deputy shall refrain from any action that may hinder his or her independence and impartiality in the exercise of the mission of exercising oversight of government actions.

A Deputy is not allowed, either as an individual or through a firm in which he or she is a share holder, apply for public tenders related to the Parliament as well as all those tenders offered through mutual agreement or restricted tender .

A company owned by a Deputy or a company in which a Deputy is a shareholder may apply for other public tenders except those mentioned in paragraph 2 of this article. In that case, the concerned Deputy shall notify the Speaker and the Ombudsman of these tenders. The Speaker and the Ombudsman may use them if need arises.

### **Article: 105**

With exception of persons mentioned in points 6°, 13° and 14° of paragraph one of article 103 of this organic law, other functions incompatible with a Deputy office mentioned in that article do not prevent the one exercising them from being elected. However, immediately after taking oath, such a Deputy shall resign from his or her previous duties and thereafter notifies the Speaker and the Ombudsman.

**Article: 106**

In case a Deputy is personally concerned with an issue under consideration by the Chamber of Deputies, either in the Committee or in the Plenary Sitting, the concerned Deputy shall notify the Plenary Sitting or the Commission and thereafter refrains from the debates.

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<b>TITLE</b>	<b>LAW N° 25/2003 OF 15/08/2003 ESTABLISHING THE ORGANISATION AND FUNCTIONING OF THE OFFICE OF THE OMBUDSMAN( O.G. N° SPECIAL OF 3/9/2003).</b>
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[http://www.amategeko.net/display\\_rubrique.php?ActDo=ShowArt&Information\\_ID=189&Parent\\_ID=2110&type=public&Langue\\_ID=An&rubID=2127#2127](http://www.amategeko.net/display_rubrique.php?ActDo=ShowArt&Information_ID=189&Parent_ID=2110&type=public&Langue_ID=An&rubID=2127#2127)

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**[Chapter I. ESTABLISHMENT AND ORGANISATION](#)**

**Article: 1**

This law establishes the organization and functioning of the Office of the Ombudsman, hereinafter referred to as "Office".

**Article: 2**

The Headquarters of the Office shall be in the City of Kigali, the Capital of the Republic of Rwanda.

Upon request by the Office and upon approval by Cabinet, the Headquarters may be moved to another place in the country. The Office shall operate throughout the country and may set up branches in other parts of the country.

**Article: 3**

The Office is independent; in the accomplishment of its mission, it shall not take directives from any other institution. The Office shall in particular, work closely with the office of the President.

**Article: 4**

The Office is made up of the Chief Ombudsman and two Assistant Ombudsmen, one in charge of prevention of injustice and the other in charge of fighting injustice. They must be Rwandan Nationals, known for their honesty, wisdom and capacity to fulfil their mandate.

For each position of members of the Office, Cabinet shall propose three candidates from among whom the National Assembly shall choose one.

Elected members shall be appointed by a Presidential Order. The Chief Ombudsman shall be elected for a four-year term, whereas Assistant Ombudsmen shall be elected for a three-year term. The Chief Ombudsman and Assistant Ombudsmen may be re-elected for only one additional term.

**Article: 5**

Before exercising their duties, the Chief Ombudsman and Assistant Ombudsmen take the oath prescribed in Article 61 of the Constitution before the President of the Republic, in the presence of Members of Parliament and the Supreme Court.

**Article: 6**

The mandate of the Chief Ombudsman and Assistant Ombudsmen may be terminated for the following reasons:

- 1° when their term of office ends and they are not re-elected;
- 2° when they resign for personal motives;
- 3° for incompetence and when it becomes clear that they no longer have the willingness and the capacity on which their election was based;
- 4° having a physical or mental incapacity as certified by an authorized medical committee;
- 5° death. If necessary, the decision to remove them from office shall be taken by the National Assembly on proposal of the Cabinet or by one third of all Members of Parliament.

Resignation of members of the Office shall be submitted in writing to the President of the Republic. If the President does not react within thirty days, the resignation shall become effective. The

Ombudsman or Assistant Ombudsman, who leaves office for whatever reason, shall be replaced within a period not exceeding three months. His or her substitute shall serve the remaining term of office. This paragraph is not applied when there is only six months before the term of office of the person to be replaced ends.



## **Chapter II. OBJECTIVES**

### **Article: 7**

The Office has in particular, the following attributions

- 1° acting as a link between the citizen and public and private institutions;
- 2° preventing and fighting injustice, corruption and other related offences in public and private administration;
- 3° receiving and examining, in the aforementioned context, complaints from individuals and independent associations against the acts of public officials or organs, and private institutions and to mobilize these officials and institutions in order to find solutions to such complaints if they are well founded;
- 4° receiving the faithful declaration of assets of the President of the Republic, the President of the Senate, the Speaker of the Chamber of Deputies, the President of the Supreme Court, the Prime Minister and other members of the Cabinet upon taking up and on leaving office;
- 5° advising Cabinet and other concerned institutions as regards strengthening and improving their policy of preventing, fighting and punishing corruption and other related offences;
- 6° coordinating, at national level, programmes, strategies and actions of organs entrusted with preventing and fighting corruption and related offences;
- 7° encouraging the Population to refrain from corruption or committing related offences in general and to train the staff in either public or private institutions;
- 8° identifying and making public the list of persons definitively convicted for corruption and related offences and sentences they received;
- 9° contributing to strengthening good governance in different institutions by drawing their attention to their functioning and interaction-related weaknesses, for they are contrary to the law, their attributions or to the State general policy or because the weaknesses have negative impact to the population;
- 10° sensitizing the population as to working together with public and private institutions to build the country and not fearing to denounce bad practices based on injustice, corruption and related offences;
- 11° advising public and private institutions as to improving the quality of services

delivered to the population;

12° submitting its plan of action and activity report to the President of the Republic and the Parliament every year, other state organs mentioned in article 23 of this law are thereof given copies.

### **Chapter III. ADMINISTRATION AND FUNCTIONING**

#### **Article: 8**

Decisions to be taken by all members of the Office at their meetings are in particular:

1° to submit a report on obstacles to good governance in the country;

2° to prepare adopt and amend the internal rules and regulations of the Office;

3° to prepare and adopt the action plan of the Office;

4° to recruit the staff the Office needs;

5° to prepare the annual budget of the Office, examine and approve of the implementation of the budget before it is submitted to institutions entrusted with auditing it;

6° to take decisions relating to injustice, corruption and related offences referred to the Office;

7° to look into the Office's reports and adopt them before they can be conveyed to concerned authorities.

#### **Article: 9**

Decisions of the Office shall be taken by consensus. Otherwise, members of the Office shall proceed to vote and decisions shall then be taken on majority vote.

#### **Article: 10**

The Chief Ombudsman is responsible for the following:

1° to co-ordinate and oversee the activities of the Office so as to fulfil all its attributions;

2° to represent the Office in all institutions of the Country and abroad;

3° to convene and chair the meetings of the Office;

4° to submit reports to all institutions provided for by this law;

5° to notify decisions made to those concerned;

6° to follow up the implementation of decisions made;

7° to receive faithful declaration of assets of persons mentioned in article 7-4° of this law.

**Article: 11**

The Assistant Ombudsman entrusted with preventing injustices, corruption and related offences shall have in particular the following functions:

1° to prepare training sessions for the population so that they develop the culture of playing a role in the good governance of the Country;

2° to prepare seminars for Government employees and staff in public and private institutions in non-government organizations so as to improve their conduct and working methods;

3° to set up all possible means of preventing and eradicating injustice, corruption and related offences.

**Article: 12**

The Assistant Ombudsman entrusted with fighting injustices and corruption shall have in particular the following functions:

1° to look into issues related to corruption and related offences, and make proposals to the Office as to what should be done in order to solve those problems;

2° to follow up the faithful declaration of assets of persons mentioned in article 7-4° of this law.

**Article: 13**

The internal rules and regulations of the Office shall provide for modalities of how its members stand in for one another when one of them is absent or is unable to carry out his or her duties.

**Article: 14**

The Office collaborates with other institutions and shall not interfere with their day to day functioning. It shall not take decisions in their name.

The Office shall not involve itself in the investigation or adjudication relating to matters which are subjudice except that it may submit to the courts or the prosecution service the complaints which it has received, in which case those organs are required to respond to the office.

**Article: 15**

The Office shall, among others, be entitled to:

1° request explanations on Government policy, on plans of activities of other Government institutions and public enterprises;

2° request explanations on decisions or actions taken by Government or public institutions, private institutions and non-government organizations with which the population is not satisfied;

3° point out laws hindering the good functioning of Government institutions or detrimental to the population.

4° carry out investigations on actions of Government institutions and on those of its establishments or those of private institutions; which the population thinks are characterised by injustice.

**Article: 16**

The Office shall provide advice to leaders and other civil servants or private operators with the aim of fighting behaviour and all practices likely to be a source of injustice, corruption and relative offences.

**Article: 17**

The Chief Ombudsman and Assistant Ombudsmen can have the power to investigate all activities relating to the functions of the Office. For that purpose, they have the powers of Judicial Police Officers. The other personnel of the Office may be granted such competence by the Minister having Justice in his or her- attributions.

The Office may receive assistance from other public or private institutions for the purpose of carrying out investigations.

It does its best to make sure the complainants are informed of the decisions taken within three months. Otherwise, they are given reasons in writing.

**Article: 18**

Where there are other organs provided for to resolve a problem, the Office helps the complaining party to first address his or her problems to those organs, and returns his or her complaint once those organs are unable or have neglected to solve it.

**Article: 19**

The Office has powers to request for documents, testimonies and explanations necessary for its investigations from public, parastatals, private organs and non-government organizations. It may listen from any person and request him or her to give necessary testimonies for the smooth running of inquiry.

The confidential nature of a document cannot prevent the Office from obtaining it. Secrets concerning the defence of the Country, its Security and foreign policy are obtained through means agreed upon by the Chief Ombudsman or his or her representative and the management of the relevant organs.

**Article: 20**

The Office has powers to search and to be assisted by another body to search any place likely to provide evidence relating to the investigations being carried out. It can seize or order seizure of evidence availed and a written note to that effect specifying the mode of keeping or protecting that evidence is made.

With regard to the respect of this article, the provisions of the law of February 23, 1963

on criminal procedures shall be applied in matters related to house search and seizure of goods.

Any person refusing to give the Body testimonies, documents and explanations required of him or her or obstructing the search and refusing to hand over the goods to be seized, with no sound reasons, shall be punished with penalties provided for by the penal code.

**Article: 21**

The Office has the power to work sanctions to be imposed on any employee whether public or private who has been unjust towards a person, an establishment or an independent association and to determine what should be done so that those who suffered injustice can find redress. Where the findings of the Office are not acted upon, the authority who has been so required shall justify him or herself and where justification is not accepted, the Office makes an urgent report, which is submitted to organs provided for by this law, which report may even be published.

**Article: 22**

The Office informs the concerned organs of acts of injustice, corruption and other related offences with supporting evidence so that they can carry out investigations. It has the power to inquire about the action taken to prosecute the accused and the measures taken by relevant authorities as well as making them public.

**Article: 23**

Within the first three months of every year, the Chief Ombudsman submits to the President of the Republic and to the National Assembly a report containing activities of the Office for the preceding year and showing the progress made in fighting injustice, corruption and related offences and in the promotion of good governance. A copy of this report is addressed to the Cabinet and the Supreme Court. Other concerned authorities receive a copy of a part of the report concerning them. Particular reports are transmitted to those concerned.

The Office shall publicize the report to the citizens. The Office makes other reports whenever it is necessary. All those the report is submitted to are expected to act on it in not more than three months.

**Article: 24**

Whatever is labelled by the report as having something fishy going on should be accompanied with evidences, pieces of advice or recommendations provided with the accused authorities and their impact as well with measures to be taken for solution.

**Article: 25**

The Chief Ombudsman and Assistant Ombudsmen may not be brought before courts because of what they reveal in fulfilling the responsibilities. In criminal procedures they are prosecuted as individuals, and judged by the Supreme Court. They cannot be held in custody, unless they are caught in the act of committing an offence whose penalty exceeds a five-year prison sentence.

**Article: 26**

Benefits allocated to members of the Office shall be approved by an Order of the President of the Republic.

## **Chapter IV. PERMANENT SECRETARIAT AND BUDGET OF THE OFFICE**

### **Article: 27**

The Office has a Permanent Secretariat managed by a Permanent Secretary. The Permanent Secretary and the other personnel are chosen and appointed in accordance with the law n°22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service.

The organizational structure and organizational chart of the Office are established in accordance with the General Statutes for Rwanda Public Service.

### **Article: 28**

The Permanent Secretary is responsible for the following:

- 1° directing the Permanent Secretariat's employees;
- 2° managing the Institution's budget and property;
- 3° collecting together laws and other directives relating to the Institution's duties in its day to day functioning and relations with other institutions;
- 4° collecting together and keeping documents relating to the Institution's activities;
- 5° to discharge other duties as requested by the Office .

### **Article: 29**

The Office's running costs come from the State's budget. The Office works out its budget, which is explained to relevant authorities by the supervising organ. The implementation of the budget of the Office is monitored as provided for by the law.

### **Article: 30**

All previous legal provisions contrary to this law are hereby repealed.

### **Article: 31**

This law comes into force on the day of its publication in the Official Gazette of the Republic of Rwanda.

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**BLANK DISCLOSURE FORM**

REPUBLIC OF RWANDA



OFFICE OF THE OMBUDSMAN  
PO BOX 6269, Kigali

# **FINANCIAL DISCLOSURE FORM**

## **Guidelines**

1. Before filling out this form, read carefully its contents so as to be able to provide all required details.
2. You alone are supposed to fill out the form and seal it afterwards. If there is need of disclosing the content of the form to a third party before sealing, a formal request letter should be addressed to the Ombudsman providing identity of the third party and reasons of disclosure.
3. For questions where you have no information to disclose, please cross out with two oblique lines.
4. For further details on content of this form, please call the following numbers of relevant staff in the office of the ombudsman: 08305882, 08305887; 08350214.
5. You are supposed to fill out this form even if your spouse has also been requested to do the same.

**The closing date of reception of sealed forms is 30<sup>th</sup> June of each year**



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# FINANCIAL DISCLOSURE FORM

## IDENTITY

Names:

.....

Date and place of birth:

.....

Nationality (if you have more than one nationality, please mention them, countries and year of acquirement):

1. ....

2. ....

3. ....

Marital status: ..... Name of spouse: .....

Marital regime you opted for: Community of property / Limited community of acquests / Separation of property

Occupation:

.....

• • • • •

Office address:

.....

Office phone: ..... Home phone: .....

.....

Cell phone: ..... Email address: .....

.....

## A. FIXED ASSETS

### I. Houses

#### 1.1 Residences

##### 1.1.1 In Rwanda

Number: .....

Address and year of construction (specify province or city, district, Sector, Cellule and plot number where applicable):

a.

.....

...

b.

.....

...

c.

.....

...

d.

.....

...

Estimated value of each house in Rwandan francs while following the above order (for older houses whose value can't be estimated, provide detailed description of house):

a.

.....

...

b.

.....

...

c.

.....

...

d.

.....  
...

If the house has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

If house was bought through loan facility, specify total amount of loan, total amount of loan balance, and source of loan (individual, bank or other):

a.

.....

...

b.

.....

...

c.

.....

...

d.

.....

...

If houses are rented, specify name of renter and monthly rent allowance:

a.

.....

...

b.

.....

...

c.

.....

...

d.

.....

...

If there are other houses you got as a gift in kind, a payment of debt, an exchange or an inheritance, specify below:

a.

.....

...

b.

.....

...

c.  
.....  
...

d.  
.....  
...

Other houses not falling in the above categories,

- specify estimated value:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If there are other houses<sup>1</sup> bought through loan facility, specify total amount of repayment, total amount of loan balance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

---

<sup>1</sup> Boyscotter houses



- If houses<sup>2</sup> are rented, specify name of renter and monthly rent allowance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

#### 1.1.2 Abroad

-

Number:

.....

- Detailed address of location (Country, address of location) and period of construction:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each house in the currency of the location:

---

<sup>2</sup> Boyscotter houses

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If the house has other shareholders, specify names of shareholders and value of respective shares:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If house was bought through loan facility, specify total amount of loan and amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If houses are rented, specify name of renter and monthly rent allowance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- How did acquire those houses ? (By purchase, by construction, as a gift in kind , as an inheritance, ...)

a.

.....  
...

b.

.....  
...

c.  
.....  
...

d.  
.....  
...

## 1.2. Commercial houses

### 1.1.2. Commercial houses in Rwanda

- ..... Number:

- Detailed address of location (Province, district, sector, cellule & plot number if available) and period of construction:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- Estimated value of each house in Rwandan francs while following the above order (for older houses whose value can't be estimated, provide detailed description of house):

a.  
.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the house has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If house was bought through loan facility, specify total amount of loan and total amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.  
.....  
...

If houses are rented, specify name of renter and monthly rent allowance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

How did you acquire those houses? (by purchase, by construction, as a gift in kind, as an inheritance, ...). Specify below:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

**1.2.2 Commercial houses abroad**

- Number:  
.....

- Detailed address of location (Country, address of location) and period of construction:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each house in the currency of house's location:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the house has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If house was bought through loan facility, specify total amount of loan and amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If houses are rented, specify name of renter and monthly rent allowance:

a.

.....  
...

b.

.....  
...



c.

.....  
...

d.

.....  
...

- How did acquire those houses ? (By purchase, by construction, as a gift in kind , as an inheritance, ...)

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

### 1.3. Industrial houses

#### 1.3.1. Industrial houses in Rwanda

-

Number:

.....

- Detailed address of location (Province, district, sector, cellule & plot number if available) and period of construction:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each house in Rwandan francs while following the above order (for older houses whose value can't be estimated, provide detailed description of house):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the house has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If house was bought through loan facility, specify total amount of loan and total amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

If houses are rented, specify name of renter and monthly rent allowance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

How did you acquire those houses? (by purchase, by construction, as a gift in kind, as an inheritance, ...). Specify below:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

### 1.3.2. Industrial houses abroad

-

Number:

.....

- Detailed address of location (Country, address of location) and period of construction:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each house in the currency of house's location:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the house has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If house was bought through loan facility, specify total amount of loan and amount of loan balance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If houses are rented, specify name of renter and monthly rent allowance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- How did acquire those houses ? (By purchase, by construction, as a gift in kind , as an inheritance, ...)

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

## II. LANDS

### 2.1. Farms and plots (be specific whether it's an agricultural farm, livestock farm or plot)

#### 2.1.1 In Rwanda

- ..... Number:  
.....
- Detailed address of location (Province or City, District, Sector, Cellule, plot number if available):
  - a.  
.....  
...
  - b.  
.....  
...
  - c.  
.....  
...

d.

.....  
...

- Length (in acres, hectares, square kilometer):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each farm/plot in Rwandan francs following the above order:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...



- If the farm/plot has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If farm/plot was bought with a loan facility, specify total amount of loan and total amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If farm/plot is rented, specify name of renter and monthly rent allowance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

How did you acquire those properties? (by purchase, as a gift in kind, as an inheritance, ...). Specify below:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

#### **2.1.2 Abroad**

- ..... Number:

- Detailed address of location (be specific whether it's an agricultural farm, livestock farm or plot)

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimated value of each farm/plot in the currency of house's location:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Length (in acres, hectares and square kilometer):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the farm/plot has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If farm/plot is bought with a loan facility, specify total amount of loan and amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If farm/plot is rented, specify name of renter and monthly rent allowance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- How did acquire those properties? (By purchase, as a gift in kind , as an inheritance,  
...)

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

## 2.2. Mining land and fisheries

### 2.2.1 In Rwanda

- ..... Number:

- Detailed address of location (Province or City, District, Sector, Cellule, plot number if available):

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- Estimated value of each property in Rwandan francs following the above order:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If the property has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If property was acquired with a loan facility, specify total amount of loan and total amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If property is rented, specify name of renter<sup>3</sup> and monthly rent allowance:

a.

.....  
...

---

<sup>3</sup> You have to provide full detailed address of the concerned

b.

.....  
...

c.

.....  
...

d.

.....  
...

- How did you acquire those properties? (by purchase, as a gift in kind, as an inheritance, ...). Specify below:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

### **2.2.2 Abroad**

- Detailed address of location (be specific whether it's a mining land or a fishery)

a.

.....  
...

b.

.....  
...



c.

.....  
...

d.

.....  
...

-

Number:

.....

- Estimated value of each property in the currency of its location:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If the property has other shareholders, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.  
.....  
...

d.  
.....  
...

- If property was acquired with a loan facility, specify total amount of loan and amount of loan balance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If property is rented, specify name of renter and monthly rent allowance:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If above allowances are paid through a bank account, specify bank name and account number:

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- How did acquire those properties? (By purchase, as a gift in kind, as an inheritance, ...)

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

## **B. CURRENT ASSETS**

### **I. Livestock**

#### **1.1.Nature**

- Specify nature of livestock (eg. Cows, pigs, chicken, ...)⁴:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Specify where cattle are located (If in Rwanda: specify Province, district, ...):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

---

⁴ Give general information (eg. For estimated value should be each cattle and not for individual animals)

- If cattle are abroad, specify country and detailed address of location:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If modern animals' farming is concerned, specify number and estimated value in Rwandan francs (if possible):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If traditional animals' farming is concerned, specify number and estimated value in Rwandan Francs (if possible):

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If mixed animals' farming is concerned, specify number and estimated value in Rwandan Francs (if possible):

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

- If modern animals farming are concerned, specify number and estimated value (if possible):

a.  
.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If there are other shareholders in your farming, specify names of shareholders and value of respective shares:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If above property was acquired with a loan facility, specify total amount of loan and amount of loan balance:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- How did you acquire the property? (By purchase, as a gift in kind, as an inheritance ...)

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

## II. Other Tangible Current Assets

### 2.1 Nature

- Specify nature of assets and location (Cars – kind & plate number-, goods in store, house furniture and equipments, jewelries and other valuable belongings ...):

a.

.....  
...



b.

.....  
...

c.

.....  
...

d.

.....  
...

- Specify value of assets by grouping them by their nature<sup>5</sup> (eg. Vehicles for your and family's transportation should be separated to those for commercial purposes, furniture in the living room should be separated from those in bedrooms, assets separated by house ...):

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If there are other shareholders in the mentioned assets, specify names of shareholders and value of respective shares:

a.

.....  
...

---

<sup>5</sup> Grouping assets: eg. Value of chairs in living room should be estimated as a set and not each chair separately, a value of a TV set should not be separated with that of a complementary system.)

b.

.....  
...

c.

.....  
...

d.

.....  
...

- If there are other assets in Bank's safe, specify nature, location and Bank's name:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

- Estimate above assets' value in Rwandan Francs:

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.  
.....  
...

- How did you acquire the assets? (by purchase, as a gift in kind, as an inheritance ...)

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

### **III. Monetary assets**

#### **3.1 In Rwandan francs**

##### **3.1.1 Money in local banks (Specify amount, bank name and bank account):**

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

**3.1.2 Money not in banks (in paper or cash):**

- Amount:  
.....

**3.2 In foreign currencies**

**3.2.1 Money in local banks (specify amount and nature)<sup>6</sup>:**

a.  
.....  
...

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

**3.2.2 Money in foreign banks (specify amount and nature)<sup>6</sup>, country, bank name and account number:**

a. ....

b.  
.....  
...

---

<sup>6</sup> Nature: specify currencies (USD, pounds, Shillings, ...)

c.  
.....  
...

d.  
.....  
...

**3.2.3 Money not in bank (specify if in paper or in cash):**

a. ....

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

**3.2.4 Specify other banks you use, account number (in Rwanda and abroad)**

a. ....

b.  
.....  
...

c.  
.....  
...

d.  
.....  
...

**IV. Intangible assets**

## 4.1 Shares in companies or profit-making entities

### 4.1.1 Nature of your shares, number, value and annual dividends:

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

### 4.1.2 Companies and profit-making entities where you have shares:

- In Rwanda (specify location of its head offices, nature and number of shares in each)

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

- Abroad (specify location of its head offices, nature and number of shares in each)

a.

.....  
...

b.

.....  
...

c.

.....  
...

d.

.....  
...

## **4.2 Money owed to you by companies or public entities:**

### **4.2.1 Specify nature (Obligations, treasury bonds ...)**

.....  
.....

.....  
.....

.....  
.....

.....  
.....

### **4.2.2 Your debtors (companies and entities):**

a) In Rwanda (specify location of their head offices, amount of debt of each):

.....  
.....

.....  
.....  
.....  
.....

b) Abroad (specify location of their head offices, amount of debt of each):

.....  
.....  
.....  
.....  
.....  
.....

## **C. LIABILITIES**

Specify as per following order:

### **I. Loans to Banks, individual creditors, companies ...**

To be repaid in less than a year – short term (total amount):

.....  
.....  
.....  
.....  
.....

To be repaid in three years – medium term (total amount):

.....  
.....



.....  
.....  
.....  
.....

To be repaid in five years and more - long term (total amount):

.....  
.....  
.....  
.....  
.....

**2. Your debtors (specify amount or/and value).**

**D. PROPERTY OF SPOUSE IN CASE YOU ARE UNDER THE MATRIMONIAL REGIME OF "SEPARATION OF POPERTY", AND PROPERTY OF CHILD UNDER 18 LIVING IN YOUR HOUSE**

Specify their respective property (separately from yours as stated in previous pages).

[illegible]



.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Me

.....  
.....

(Specify all names)

I certify that the financial disclosure as provided reflects the reality as of

.....  
.....

(Date/month/year)

I am conscious of consequences related to misinformation or any omission of  
required details about my property.

Signature.....  
.....

Date.....  
.....