

1. Local Company certificate registration requirements

	Local Company requirements
MD or Head of Company	<ol style="list-style-type: none"> 1. Well filled Private Organization Application form using applicant name (<i>Authorized signatory is not required if you are the company owner or the company representative</i>) <ul style="list-style-type: none"> • Private Application form: https://govca.rw/eng/forms/PrivateCompanyForm.pdf 2. Recent passport picture of the applicant 3. ID copy of the applicant 4. Copy of business registration document showing the name of the company and business registration number of the company 5. A document showing that the applicant is the company owner or the company representative (This can be the official board resolution or the document showing the shareholders of the company or the business registration of the company)
Additional documents for other employees (who are not the owner or the company representative)	<p><u>Additional requirements for regular employees who are not the MD</u></p> <ol style="list-style-type: none"> 6. The MD or the Head of the company has to sign and stamp on the form as Authorized signatory person, to allow the employee to apply in the name of the organization. 7. ID of the company owner <p>Note: A notarized attorney documents form the owner of the company can stand in a place of the above additional documents in points 6 and 7.</p>

2. Foreigner Company certificate registration requirements

Foreign company requirements

1. Well filled **Foreigner Organization Application** form using applicant name (*Authorized signatory not required if you are the company owner or the company representative*)
Foreign Application form: <https://govca.rw/eng/forms/ForeignCompanyForm.pdf>
2. Recent passport picture of the applicant
3. Valid Passport copy of the applicant
4. Copy of business registration document showing the name and business registration number of the company
5. A document showing that the applicant is the company owner or the company representative (This can be the official board resolution or the document showing the shareholders of the company or the business registration of the company)

Note: All documents should have English/French/Kinyarwanda translation

[Additional requirements for regular employees who are not the MD](#)

6. The MD or the Head of the company has to **sign** and **stamp** on the form as Authorized signatory person, to allow the employee to apply in the name of the organization.
7. Copy of the Valid passport of the company owner (with English or)

Note:

- **A notified power of attorney** document form the owner of the company can stand in a place of the above additional documents (refer to points 6 and 7).
- Documents should be send to pki@risa.rw

3. Cooperatives and NGOs certificate registration requirements

	Cooperatives	NGOs
President or Representative	<ol style="list-style-type: none"> 1. Well filled Private Organization Application form using applicant name (<i>Authorized signatory is not required if you are the company owner or the company representative</i>) <ul style="list-style-type: none"> • Private Application form: https://govca.rw/eng/forms/PrivateCompanyForm.pdf 2. Recent passport picture of the applicant 3. ID copy of the applicant 4. Cooperative registration Certificate from RCA 5. Copy of RRA TIN registration 6. Official cooperative board resolution of president appointment 	<ol style="list-style-type: none"> 1. Well filled Private Organization Application form using applicant name (<i>Authorized signatory is not required if you are the company owner or the company representative</i>) <ul style="list-style-type: none"> • Private Application form: https://govca.rw/eng/forms/PrivateCompanyForm.pdf 2. Recent passport picture of the applicant 3. ID copy of the applicant 4. Cooperative registration Certificate from RGB 5. Copy of RRA TIN registration 6. Official NGO letter or document of representative appointment from gazette
Additional documents for other employees (who are not the president or the representative)	<p>Additional requirements for other cooperative members</p> <ol style="list-style-type: none"> 7. The president or the representative of the cooperative has to sign and stamp on the form as Authorized signatory person, to allow the employee to apply in the name of the cooperative. 8. ID or Passport of the president of the cooperative 	<p>Additional requirements for other NGO employees</p> <ol style="list-style-type: none"> 7. The representative of the NGO has to sign and stamp on the form as Authorized signatory person, to allow the employee to apply in the name of the NGO. 8. ID or passport of the representative of the NGO

4. Individuals certificate registration requirements

Individual certificate - Local	Individual certificate - Foreigner
a. Well filled individual form https://govca.rw/eng/forms/LocalIndividualForm.pdf b. Recent passport picture of the applicant c. Copy of applicant ID d. The TIN may be needed for consultant e. Copy of RRA TIN registration (For consultants)	a. Well filled individual foreigner form https://govca.rw/eng/forms/ForeignerIndividualForm.pdf b. Recent passport picture of the applicant c. Copy of applicant Valid Passport

5. Governments certificate registration requirements

	Government institution
Chief Budget Manager (CBM)	1. Well filled Government Organization form using applicant name (Authorized signatory not required if you are the institution MD or representative) <ul style="list-style-type: none"> • Government Organization Application form: https://govca.rw/eng/govorganization.pdf 2. Institution stamps should be used 3. Picture of the applicant 4. ID copy of the applicant
Additional document for other employees	5. The MD/CEO/representative of the institution has to sign and stamp on the form as Authorized signatory person.

6. Server certificate registration requirements

Server certificate
<ul style="list-style-type: none">a. Fill the form with names and details of the person in charge (https://govca.rw/eng/Server_application_form.pdf)b. Signature and approval of the MD signed with the institution 'stamp.