



THE RWANDA DEVELOPMENT BOARD (R.D.B)
BP 6239 KIGALI-RWANDA

Procedures for obtaining investment registration in Rwanda

1. The application for investment registration is done online at osc.rdb.rw, create an account first.
 - The following is required to do online registration;
First, obtain Company Incorporation Certificate from the Office of the Registrar General at org.rdb.rw of which the Company Code/TIN will be used to do online application.
 - Pay a non-refundable fee of US \$ 500 for Investment Certificate at account Number No. 0281441-77 USD and No. 0281460-96 RWF at any branch of Bank of Kigali or at **Bank of Kigali Swift Code: BKIGRWRW**
2. Application letter addressed to the CEO of Rwanda Development Board requesting for an Investment Certificate.
3. Your business plan should clearly indicate following;(Note: Once the business plan is ready, please attach it on online application)
 - executive summary of the project
 - profile of the project promoter(s);
 - The project background
 - Market study or market analysis
 - The level of loan and equity financing, if any
 - Projected statement of income and expenditure for 5 years
 - Planned Investment, financial schedule & capital cost over the next five years in assets as land, construction, plant/machinery, working capital and other assets.
 - Projected balance sheet (5 years)
 - Loan amortization schedule for the bank loan (if any);
 - project implementation plan/ action plan)
 - Notes on assumption made in the business plan.

Notice of acceptance or refusal

Once your application for investment registration has been approved, we will send you an online notification of approval of your application.

If your investment application is refused, we will send you a notice of refusal and the reason for the refusal. In case the documents are not in order or

information provided is inadequate we will advise for improvement and request you to resubmit online once the recommended improvements have been made.

Issuance of investment registration certificate and assignment of a focal person.

Upon issuance of approval of application for investment registration, a focal person from RDB is assigned for each project.

It will take a maximum of two working days to process your application and issue the certificate of investment registration if all documents are submitted and are in order.

Some of criteria for investment project evaluation

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