

IBISABWA KU BIFUZA GUSUBIZWA UBWIZIGAME BWARENZE KURI 5% Y'UMUSHAHARA ASABWA UMUNYAMURYANGO WA MUGANGA SACCO BURI KWEZI

1. Ibaruwa yandikiwe Umuyobozi Mukuru wa MUGANGA SACCO isaba gusubizwa amafaranga yarenze kuri 5% y'umushahara asabwa nk'ubwizigame buri kwezi;
2. Kopi y'indagamuntu cyangwa Pasiporo by'usaba;
3. icyemezo cy'imishahara y'amezi 3 aheruka ikururwa muri IPPIS (**Payslip of 3 previous months extracted from Mifotra's Payroll System/IPPIS**);
4. Kuzuza ifishi y'amakuru y'umunyamuryango + Ifoto y'ibara nkuko bisabwa n'amabwiriza ya Banki Nkuru y'u Rwanda(BNR).

• **UKO BIKORWA**

1. Guhuza ibyangombwa byavuzwe haruguru;
2. Kohereza ibyangombwa byose bisabwa byavuzwe haruguru kuri Imeyiri: **extrasavings.refund@mugangasacco.rw**

Icyitonderwa:

- Guhera mu mwaka wa 2024 mu gihe cy'imyaka itatu (2024-2026), hazajya hatangwa mu byiciro buri mwaka 1/3 cy'ayarenze kuri 5% n'inyungu zayo (nkuko byemejwe n'Inama y'Inteko rusange ya Muganga SACCO yo kuwa 23 Ugushyingo 2023);
- Gusaba gusubizwa mu byiciro si ihame. Umunyamuryango ashobora guhitamo kuzahabwa ayo yarengeje ku bwizigame-ngombwa n'inyungu zayo icyarimwe,igihe cyavuzwe haruguru kirangiye.

Uramutse ugize ikibazo wahamagara kuri **0788124500**(MUGANGA SACCO Contact center)

REQUIREMENTS FOR REFUND OF MONTHLY EXTRA-SAVINGS TO 5% NET SALARY REQUIRED FOR MUGANGA SACCO'S MEMBERS

1. Application letter addressed to the Director General of Muganga SACCO requesting to be refunded savings that exceeding the 5% monthly savings required;
2. Photocopy of National ID(Rwandans) or Passport(Foreigners);
3. Pay slip of 3 previous months extracted from IPPIS (MIFOTRA's Payroll Information system);
4. Fill Customer information update form + **Soft photo** (as per BNR's requirements);

• **PROCEDURES:**

1. Collection of all documents mentioned above;
2. Scan and attach required documents and send them to **extrasavings.refund@mugangasacco.rw**

NOTE:

1. Starting January 2024 and within 3 years (2024, 2025 and 2026), eligible requests will be refunded in installments of 1/3 of savings that exceeded to 5% required (as per Muganga SACCO's General Assembly resolutions of November 23rd,2023);
2. While instalments are set, this is not mandatory. Those who prefer shall choose to receive the entire amount including its interests at the last instalment (the full refund)

For any inquiry you can call MUGANGA SACCO Contact center to **0788124500**

Aho atuye/ Residency adress

Intara/Province:

Akarere/District:

Umurenge/Sector:

Akagali/Cell:

Umudugudu/Village:

Aderesi y'umukoresha/Employer adress

Intara/Province:

Akarere/District:

Umurenge/Sector:

Akagali/Cell:

Umudugudu/Village:

Umuhagarariye/Reference person: Isano/Relationship:..... Tel.

1) Umuzungura/Next of KIN:Isano/ Relationship:Tel...

2) Umuzungura/Next of KIN: Isano/ Relationship:Tel.....

2) Umuzungura/Next of KIN:Isano/ Relationship:Tel...

Waba ufiteye isano n'umukozi wa MUGANGA SACCO/Do you a relative working at MUGANGA SACCO? Yego/Yes cg/or Oya/No.....

Amazina ye/His/her Names

Umwanya akoraho/Current Position

Amazina ya Nyiri Konti/ Names of Account Holder	Umukono/Signature	Umukono/Signature

AHAGENEWE MUGANGA SACCO/ FOR OFFICIAL USE ONLY

Verified by		Approved by	
✓ Names		✓ Names	
✓ Position		✓ Position	
✓ Date		✓ Date	
✓ Signature		✓ Signature	