



# INSTITUTION OF ENGINEERS RWANDA

Kimihurura KG 666 St. House No1

P.O. Box 4386, Kigali-Rwanda

Email: [engineersrwanda@gmail.com](mailto:engineersrwanda@gmail.com); website: <http://www.engineersrwanda.rw>

## APPLICATION REQUIREMENTS FOR CONSULTING FIRMS

All applications are processed through the Membership Digital Portal which can be accessed via this link <https://member.engineersrwanda.rw/home>

Below are the mandatory application requirements needed to be registered in the category indicated above:

1. RDB Registration Certificate
2. Managing/Technical Director's Practicing License
3. Resume/CV of the Managing/Technical Director
4. Company Profile that includes the Office Address
5. RSSB Certificate
6. RRA Tax Clearance Certificate
7. A scanned copy of a Bank pay slip of **non-refundable application fees** amounting to **Rwf 100,000** payable on Account No: 211-131222-1-5118-0 under the names of Institute of Engineers Rwanda in **GT Bank (Rwanda) Plc** (provide the Bank slip as an attachment through the Membership Portal) or through **MoMo pay \*182\*8\*1\*003884#**

### Note:

After being admitted as a Consulting Firm with the Institution of Engineers Rwanda, the Firm is required to pay an annual membership fee of **Rwf 500,000** once registered as a Local Company, and **USD 500** once registered as a Foreign Company. The fees shall be paid to IER bank account or Momo code indicated above; a Membership Certificate is provided thereafter.

Done at Kigali, 12<sup>th</sup> December, 2023



**Steven SABITI**

**Executive Secretary/Chief Executive Officer  
Institution of Engineers Rwanda**