



INSTITUTION OF ENGINEERS RWANDA

Kimihurura – KG 666 st, House No. 1

P.O Box 4386 Kigali Rwanda

Email: info@engineersrwanda.rw; website: <http://www.engineersrwanda.rw>

Engineering Consulting Firms Registration Requirements

Below are the mandatory registration requirements needed to have a Consulting Firm registered with the Institution of Engineers Rwanda. The applications should be sent to admissions@engineersrwanda.rw

1. Application Form. *The application form is attached below, however, you can also download it from the [website](#).*
2. RDB Registration Certificate
3. Managing/Technical Director's Practicing License
4. Company Profile that includes a full Office Address
5. RSSB Certificate
6. RRA Tax Clearance Certificate
1. Application fees of **Rwf 20,000** (Payable on **Account no: 2110035556** in the names of **Institute of Engineers Rwanda** open in **GT Bank (Rwanda) Plc**. The Bank slip should be attached
7. Resume/CV of the Managing/Technical Director

Note:

1. After being admitted as a Consulting Firm with the Institution of Engineers Rwanda, the Firm is required to pay annual subscription fees and certification fees amounting to **Rwf 200,000** if it is registered as a **Local Company** and **USD 500** if it is registered as a **Foreign Company**. **Account no: 2110035556** in the names of **Institute of Engineers Rwanda** open in **GT Bank (Rwanda) Plc**.

Registration Records & Certification Office
Institution of Engineers Rwanda



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Attach a Passport-size
Photo Here

APPLICATION FORM FOR CONSULTING FIRMS

1. General Information of the Firm

Company Details	Name:	Date of business registration:
	TIN/VAT:	
	Main Activities	

2. Directors/Shareholders Information

Managing/Technical Director's Details:	Names:	ID:
	Qualifications:	Tel:
	IER Registration Number:	

3. Projects a accomplished.

List down major projects accomplished with in previous 5 years.	Name of project	Client

4. DECLARATION

I hereby apply for practicing certificate and undertake to abide by all provisions of the law that governs the engineering profession in Rwanda, and any regulations and by-laws made there under including code of ethics and conduct. I certify that, to the best of my knowledge, the information contained herein is true and correct.

DateSignature of Applicant:

Note: Please attach the following Support Documents

1. Passport-size Photo
2. RDB Registration Certificate
3. Managing/Technical Director's Practicing License
4. Company Profile
5. RSSB Certificate
6. RRA Tax Clearance Certificate
7. Application fees Bank slip (Payable on Account found on the Website)
8. Resume of the Managing/Technical Director

FOR OFFICIAL USE ONLY

Membership Committee Observation based on submissions versus the requirements

Names and Signature:

- 1.
- 2.
- 3.

Council recommendation:

Approved for registration

Not approved for registration

Signatures :

Eng. Gential KANGAHO
Vice Chairman

Eng. Alexis DUSHIMIRE HATEGEKIMANA
Registrar

Dane on.....