



APPLICATION FORM FOR CLEANING SERVICE PROVISION LICENSE

1. IDENTIFICATION

<input type="checkbox"/> Company <input type="checkbox"/> Cooperative <input type="checkbox"/> Individual <input type="checkbox"/> Other:			
IDENTIFICATION		PHYSICAL ADDRESS	
Name of the applicant:		Province:	
		District:	
Tel :		Sector:	
Fax:		Cell:	
E-mail:			
P.O Box			

2. NAMES OF APPLICANT REPRESENTATIVE

Names:

3. KEY PERSONNEL

OVERALL SUPERVISOR

Names:.....

Field of study and qualification:.....

Experience in cleaning service provision (Nbr of years):.....

ACCOUNTANT

Names:.....

Field of study and qualification:.....

4. TYPES OF CLEANING SERVICES TO BE PROVIDED

- Cleaning of offices and buildings Industrial cleaning
- Cleaning of hospitals and health centres Garden maintenance
- Cleaning of roads and streets Others, specify:



5. ONGOING CONTRACTS FOR CLEANING SERVICE PROVISION

Name of the Client/Customer	Contract period	
	Starting (Date, month and year)	Ending (Date, month and year)

6. NUMBER OF STAFF

Administrative staff:.....

Technical staff (cleaners and supervisors):.....

7. DO YOU HAVE A HEALTH AND SAFETY POLICY?

YES NO

If yes, attach the copy of it.

8. DO YOU USE CHEMICALS IN YOUR CLEANING ACTIVITIES?

YES NO

9. WHAT ARE THE MAJOR EQUIPMENTS DO YOU USE IN CLEANING

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10. DO YOU USE MACHINERIES IN CLEANING?

YES NO

If yes, list them down:

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.....

11. IS THERE CUSTOMER/CLIENT COMPLAINTS HANDLING PROCEDURE

In place Not in place

12. OTHER REQUIREMENTS: Please attach to this form the following documents:

- (a) Application letter addressed to the Director General;
- (b) Business plan for five years;
- (c) Health and Safety Policy;
- (d) Copy of company registration certificate provided by RDB or;
- (e) Copy of Cooperative registration certificate provided by RCA;
- (f) Copies of employees’ health insurances;
- (g) Copies of qualification certificates and CVs for the overall supervisor (at least A1) and accountant (at least A2);
- (h) Bank slip for the payment of non reimbursable application fee of one hundred thousand Rwandan francs (100,000 FRw) paid on the account N° 130-10-54998 of RURA opened in COGEBANK.

N.B:

- **The license is granted for a period of 5 years upon the payment of license fee of five hundred thousand Rwandan francs (500,000 FRw);**
- **The applicant shall collect his/her license within a period not more than thirty (30) days following the notification of issuance of license.**