



**REPUBLIC OF RWANDA
HIGH COMMISSION IN CANADA**

TAX EXEMPTION-SERVICE REQUEST CONTACT INFORMATION FORM

SECTION A – your details:

GENDER: MS MR

FIRST NAME: _____

LAST NAME: _____

STREET AND HOUSE NR: _____

POSTAL CODE: _____ CITY: _____

PROVINCE / COUNTRY: _____

TELEPHONE: _____ E-MAIL: _____

DATE OF BIRTH (DD/MM/YYYY): _____

PLACE OF BIRTH (If in Rwanda specify City / Sector/District): _____

NATIONAL ID / PASSPORT: _____ DATE OF ISSUE (DD/MM/YYYY): _____

LEVEL OF EDUCATION AND DOMAIN: _____

OCCUPATION: _____ POSITION: _____

WORKING PLACE: (Organization/Company) _____

(FOR STUDENT ONLY) FACULTY: _____ YEAR OF STUDY: _____

(FOR STUDENT ONLY) UNIVERSITY: _____

MARITAL STATUS: SINGLE MARRIED WIDOW(ER) DIVORCED

SPOUSE'S FULL NAME: _____

DATE YOU LEFT RWANDA (DD/MM/YYYY): _____

FATHER'S FULL NAME: _____

MOTHER'S FULL NAME: _____

SECTION B – identity / supporting / required documents:

YOU ARE REQUIRED TO PROVIDE THESE IDENTITY, SUPPORTING AND OTHER REQUIRED DOCUMENTS OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED.

- A LETTER OF REQUEST WITH AN ATTACHED LIST OF ITEMS BEING SENT TO RWANDA
(SIGNED AT THE HIGH COMMISSION OR BEFORE A NOTARY PUBLIC)
- A BILL OF LADING OR RECEIPT GIVEN BY A CARRIER WITH A DETAILED LIST OF A SHIPMENT
OF GOODS
- PROOF OF STATUS IN CANADA (COPY OF PASSPORT/RESIDENCY CARD/RESIDENCY PERMIT)

N.B:

FOR VEHICLE TAX EXEMPTION: PROOF OF OWNERSHIP, CAR REGISTRATION (UP TO A YEAR), AND VALID INSURANCE (UP TO A YEAR) ARE ALSO REQUIRED.

PAYMENT (CAD 35) BY MONEY ORDER OR CERTIFIED CHEQUE IS REQUIRED.

SECTION C – declaration:

I AGREE TO INFORM THE COMPETENT SERVICES AT THE EMBASSY IF ANY INFORMATION ON THIS FORM CHANGES BEFORE THE PROCESSING OF MY APPLICATION IS COMPLETE.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE DETAILS GIVEN ON THIS FORM ARE TRUE AND CORRECT.

DATE (DD/MM/YYYY) :

SIGNATURE : _____



**REPUBLIC OF RWANDA
RWANDA HIGH COMMISSION
CANADA**

GENERAL INFORMATION AND DOCUMENTS CHECKLIST

A. PAYEMENT OF CONSULAR FEES

CONSULAR FEES (35 CAD) MUST BE PAID FOR EACH APPLICATION. PLEASE NOTE THAT THOSE CONSULAR FEES HAVE TO BE PAID BEFORE SENDING IN YOUR APPLICATION.

BENEFICIARY: RWANDA HIGH COMMISSION
PAYMENT REFERENCE: MONEY ORDER OR CERTIFIED
CHEQUE

B. MAILING ADDRESS AND CONTACT DATA

BE SURE THAT YOU HAVE ADDRESSED THE ENVELOPE, ATTACHED SUFFICIENT POSTAGE AND SEND TO:

**RWANDA HIGH COMMISSION
404-294 ALBERT STREET
OTTAWA, ON K1P 6E6**

IF YOU ARE SENDING MORE THAN ONE APPLICATION, SEND ALL OF THEM TOGETHER IN ONE ENVELOPE. THE APPLICATIONS WILL BE PROCESSED TOGETHER.

YOU CAN CONTACT US DURING BUSINESS HOURS UNDER THE PHONE NUMBER: +1 613-569-5420

OR VIA E-MAIL: ottawaconsul@minaffet.gov.rw FOR FURTHER INFORMATION VISIT: www.rwandaincanada.gov.rw

C. ABOUT THE DOCUMENTS

THE APPLICATION FORM IS DESIGNED TO BE "FILLABLE" ON COMPUTER. THIS MEANS THAT YOU SHALL CONVENIENTLY COMPLETE THE FORM RIGHT ON YOUR COMPUTER. YOU CAN THEN SUBMIT IT TO THE EMAIL ADDRESS MENTIONED ABOVE. FAILURE TO PROVIDE A FULLY COMPLETED APPLICATION FORM OR THE NECESSARY DOCUMENTS WILL RESULT IN THE NON-PROCESSING OF YOUR APPLICATION.

THE COPIES OF YOUR DOCUMENTS (FOR EXAMPLE: PASSPORT, ID) MUST BE SCANNED AND READABLE AND IF THEY CONTAIN A PHOTOGRAPH, THE PERSON MUST BE VISIBLE/RECOGNIZABLE. IT MAY BE HELPFUL TO USE A SCANNER.

NOTE:

- **ALL DOCUMENTS MUST BE IN KINYARWANDA, ENGLISH, OR FRENCH; DOCUMENTS THAT ARE IN ANOTHER LANGUAGE AND THOSE TRANSLATED DOCUMENTS MUST BE CERTIFIED BY COMPETENT AUTHORITIES.**

D. DOCUMENT CHECKLIST

SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. CHECK EACH BOX ONCE YOU ENCLOSE THE ITEM.

IDENTITY DOCUMENTS / RESIDENT PERMIT	
<input type="checkbox"/>	A COPY OF YOUR NATIONAL ID AND/OR YOUR PASSEPORT
<input type="checkbox"/>	A COPY OF YOUR RESIDENT PERMIT/ OR CANADIAN PASSPORT
<input type="checkbox"/>	
REQUIRED DOCUMENTS	
<input type="checkbox"/>	A BILL OF LADING OR RECEIPT GIVEN BY A CARRIER
REQUIRED DOCUMENTS	
<input type="checkbox"/>	A LETTER OF REQUEST WITH AN ATTACHED LIST OF ITEMS BEING SENT TO RWANDA (SINGED AT THE HIGH COMMISSION OR BEFORE A NOTARY PUBLIC)
FEE	
<input type="checkbox"/>	A PROOF OF PAYMENT OF CONSULAR FEES (CAD 35) FOR EACH APPLICATION

INCLUDE THIS COMPLETED DOCUMENT CHECKLIST WITH YOUR APPLICATION PACKAGE
