

PRE-INSPECTION CHECKLIST

TO ALL COMPANIES REGARDING THE INSPECTION OF ALL REGISTERED COMPANIES FOR COMPLIANCE OF COMPANY LAW

This checklist is intended for all registered companies in Rwanda. It is being issued by the Registrar General to assist companies prepare for the upcoming inspection. The purpose of the inspection is to assess and verify the compliance of all registered companies with the provisions of the Law n° 007/2021 of 05/02/2021 governing companies in Rwanda as modified and complemented to date by Law n° 019/2023 of 30/03/2023 ("**the Law**").

In consideration of the above, the Registrar General wishes to furnish you with a comprehensive list of primary items that the RDB staff will inspect. Please ensure their availability at the time of the inspection.

I. Records keeping (where applicable)

Please check and confirm whether your company keeps the following records (where applicable):

(a) Incorporation documents	<input type="checkbox"/>
(b) Register of shares and debentures	<input type="checkbox"/>
(c) Index of shareholders	<input type="checkbox"/>
(d) Accounting records and their supporting documents	<input type="checkbox"/>
(e) Register of interests of directors	<input type="checkbox"/>
(f) Minutes of all general meetings and resolutions of shareholders	<input type="checkbox"/>
(g) Minutes of all meetings and resolutions of directors and board committees	<input type="checkbox"/>
(h) Certificates given by directors under the Law	<input type="checkbox"/>
(i) Copies of all annual accounts, auditors and directors' reports	<input type="checkbox"/>
(j) Internal register of beneficial owners	<input type="checkbox"/>
(k) Copies of all written communications to all shareholders or all holders of the same class of shares, including annual reports	<input type="checkbox"/>

II. Has your company filed the following documents with the Registrar General?

1. a copy of signed and approved annual accounts;	<input type="checkbox"/>
2. a copy of the auditor's report on those accounts (where applicable);	<input type="checkbox"/>
3. the reports of directors relating to the same accounting period as those annual accounts.	<input type="checkbox"/>

III. Has your company filed all the annual returns to the Registrar General?

Note: an annual return in the prescribed form must be signed by two (2) directors of the company, or if there is one (1) member, by that member and confirming that the information that is on the register is correct as at the date of the return.

IV. Has your company filed the Beneficial owner's information to the Registrar General?

Kindly submit your company's beneficial owners' information through [Beneficial Owner Register \(rdb.rw\)](https://org.rdb.rw/Beneficial-Owner-Register). For details about the beneficial owners, check the Guidelines here: https://org.rdb.rw/wp-content/uploads/2023/04/Beneficial-Ownership-Guidelines_Eng_29.03.2023.pdf

V. Has your company notified the any of the below changes (if it occurred) to the Registrar General?

Change	Yes/No	N/A (no change occurred)
1. Change in any information that is recorded in the register of companies such as the company type, registered address, directors and officers, email, phone number, shareholders or members, etc.	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in the location of company records;	<input type="checkbox"/>	<input type="checkbox"/>
3. Change in the register of beneficial owners; etc.	<input type="checkbox"/>	<input type="checkbox"/>



For inquiries or further information regarding this inspection, please contact the Office of the Registrar General at info.registrar@rdb.rw or call RDB toll free on 1415.