



December 2018

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1. Registration

To have access to the services offered by the Kosovo Business Registry system, you must first create your personal account through which you will be able to apply for business registration, make requests for business change, in general manage your business details.

To register visit the website https://rbk.rks-gov.net through your web browser and click on the Register button as in the figure below.

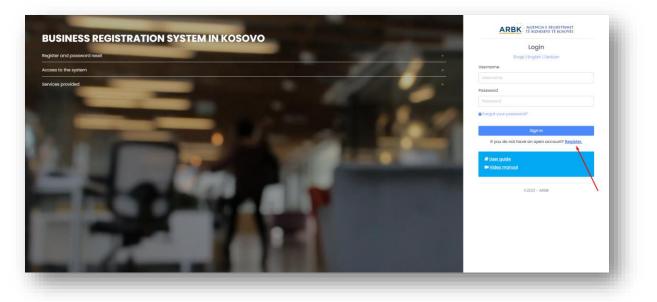


Figure 1 – Main page

After clicking the Register button, you will see the following page where you are asked to fill in your details. If you are a local citizen, you must enter your personal number, email (will be used for account confirmation and notifications), as well as your password, and your name and date of birth will be filled in automatically after entering your personal number. For foreign nationals name and date of birth must be completed.

Creat	e account	Login
i Info! Misuse of personal dat	* ta is prohibited by the law	Login Shqip English Serbian
of Protection of Person	al data.	The account has been successfully created, please confirm account by clicking on the link
oreign citizen	Personal number	sent to the mail.
	1000001004	Username
Name and surname	Date of birth	test@test.com
Te*** Te***	1*/0*/198*	Password
		Password
E-mail		■ Forgot your password?
test@test.com		
Confirm email address		Sign In
test@test.com		If you do not have an open account? Register.
Phone number		le User guide
+(383) 44-123-456		■ <u>Video manual</u>
Password		
		©2021 - ARBK
Confirm password		
	Register	

Figure 2 – Registration form

Figure 3 – Identification form

Once you have filled in all the information you need to click on the section "I'm not a robot", then click the register button as in Figure 2.

The registration requires you to confirm the opening of the account by clicking on the link that was sent to you in the email address you entered. After clicking the link, your account will be confirmed, in which case you will be redirected to the login form, where you enter the email address and password to log in to the system.

2. Identification

The identification form is displayed as follows

	Login
	Shqip English Serbian
Jsername	
test@test.co	m
Password	
Forgot your	
	password?
	sign In
	Sign In 9 not have an open account? Register. 1e

Figure 4 – Identification

where the user must provide the corresponding username and password.

3. Initial form

Once we are identified the first form that opens is that of choosing access as an applicant or representative. So, as follows:

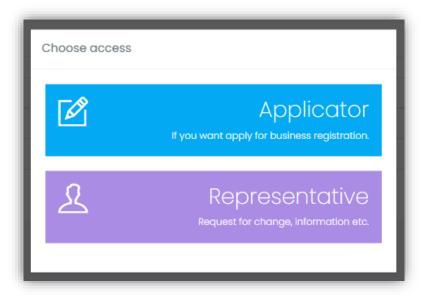


Figure 5 – Choice of access

To apply for change requests, you must select the access option as **'Representative'**. Where then the following business list form appears:

List of businesses	×
Please select business from list of businesses that you a order to continue you work.	re authorized in
Search:	
Business name 🔺	Actions \$
TEST SH.P.K.	Choose
Showing page 1 from all 1 pages Back	1 next

Figure 6 – List of businesses

Where if we have more businesses that we are authorized than all the businesses appear. Press the 'Select' button for the business for which we want to apply. Where then the initial form appears as follows:

ARBK		=
ALERCON RELUTION TO BOUSSIC & CONT RODONAL SPECIAL JA MOSTRACI SCORA RODONAL SUBJECT RODITION ADDRCT		Main page
Home	>	✓ Success! Business has been successfully selected. All the actions you make during this approach are business related. TEST SH.P.K.
Business applications	> 	ΓØ1
Business changeAdditional information	> >	
		Last actions

Figure 7 - Initial form

Selecting the 'Edit Business' menu displays the following submenu:

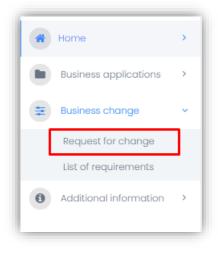


Figure 8 - Submenu

Selecting the 'Request for change' submenu displays the following form with all change requests, as follows:

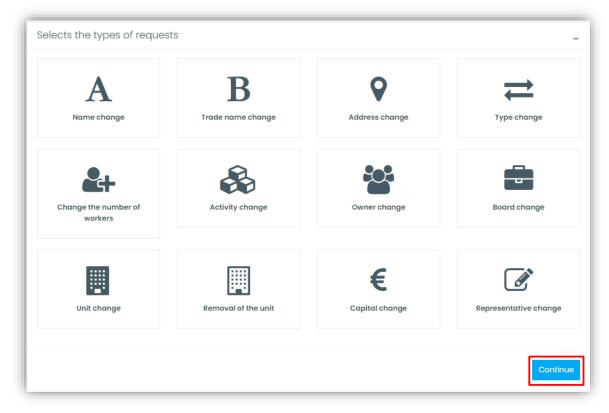


Figure 9 – Types of requests

Where here we can choose more than one requirement. Depending on what type of business you are involved in, the requirements will vary from demand to demand.

4. Application for business registration

This section will explain the business registration application procedure, we will assume that you have already created the account and confirmed it as instructed in the first part of this manual.

Once logged in, the window will appear as in the figure below, where you must select access to the system as Applicant or Representative (to make changes request). Since our goal is to apply for business registration, we select Applicant.

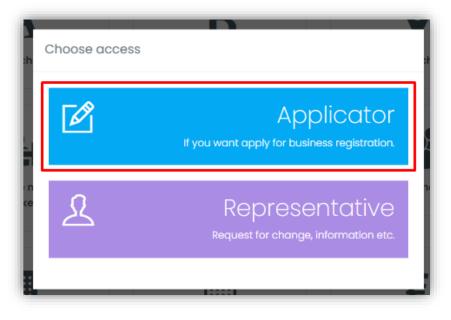


Figure 10 – Choosing the access

Once you select the access as Applicant, the main page of the system will open from where you can apply directly for system registration by clicking on the panel Apply for business registration or use the menu Business applications.

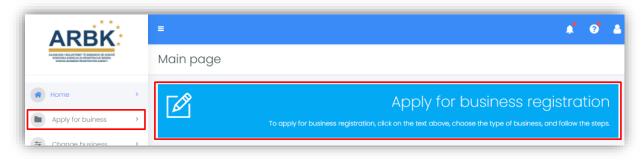


Figure 11 - Business application menu

If you clicked on the blue panel that says Apply for Business Registration, you were probably redirected to the page where you are asked to select the type of business.

4.1 Individual business

In individual business, the owner has unlimited liability for all the debts of the company. The company has an official name that includes the name and surname of the owner along with the suffix B.I. (example Filan Fisteku B.I.).

Once you have entered the page where you are asked to select the type of business, you need to select the type of business you want to register as in Figure 6, in this case Business Individual.

AR	BK:	=			A 8 4
ALEXCON I RELIGION REPORTANCES	NT 12 DIMESSION NE ACOONE LIGHT MARKEN NE ACOONE ARGUIT MARKA ARMON	Apply for business regis	tration		
Home	>	i Info! If the case is not completed within 10 da	ys, it is automatically deleted from the syst	tem.	×
	r business 🗸	Choose type of business			-
List of a	pplications	8			
		Individual business	General partnership	Limited partnership	Limited liability company
		₩			&
		Joint stock company	Foreign company	Representative Office in Kosovo	Agricultural Cooperative

Figure 12 – Choosing the type of business

Once you have selected the type of business you will be redirected to the individual business registration application form. The application form consists of six steps, owner details, business data, registration representative or representatives, activities, registration units (if any) and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.1.1 Owner details

		2	Business data		3	Representatives	
4 Activities		5	Addition or char	nge units	6	Documents	
Foreign citizen	Diaspor	3					
Personal number *	Name *			Surname *		Date of birth *	
Gender *	Citizenship	•		Ethnic affiliation *		Profession	
Ŧ			Ŧ	Choose		Choose	Ŧ
State *	Municipalit	*		Residence *		Address *	
Ŧ							
Phone	E-mail			Identification document	•		
				Append			

Figure 13 – The first step for registering IB

As can be seen from Figure 7, the first step requires the details of the business owner. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you.

Note that only fields marked with an asterisk (*) are required.

Once you have completed all the fields, click Continue to continue to the next step, as in Figure 8.

		2	Business data		З	Representatives	
4 Activities		5	Addition or chan	ge units	6	Documents	
i Infol Misuse of personal data is prohit	bited by the law of Prot	ection of	Personal data.				
Foreign citizen	Diaspore	a					
Personal number *	Name *			Surname *		Date of birth *	
1000001004	Test			Test		10/08/1986	
	Citizenship	•		Ethnic affiliation *		Profession	
Gender *			*	Albanian		* Accountant	
Gender * Female	* Kosovar			Albuman			
Gender * Female State *	* Kosovar	y *		Residence *		Address *	
Female	noord.	у*				Address * Rr. Halil Baku	
Female State *	Municipality	y *		Residence *	*		

Figure 14 – Saving owner data

4.1.2 Business data

This step requires you to enter the business details you are applying to register. The name of the business, the capital and the paid part are filled in automatically based on the data provided during the first step and cannot be changed until the data you have provided are changed, which you can change by clicking on the back button that will take you back to the first step.

					Representatives
4 Activities	5	Addition or chang	ge units	6	Documents
O Help					
Please enter the business nam	me without quotes and without a	ny suffixes of busin	ess companies, they will be ad	ided auto	omatically.
Business name example: Goo	gle				
	gle				
Business name *	gie		Trade name		Dt. constitution/statute *
	gie	I.B. 👻	Trade name TestCom		Dt. constitution/statute * 27/11/2018
Business name *	gie Phone number *	I.B. 👻			
Business name * Test R. Test	-		TestCom		27/11/2018
Business name * Test R. Test Number of workers *	Phone number *		TestCom E-mail *		27/11/2018 Web site
Business name * Test R. Test Number of workers * 5	Phone number * +(383) 44-123-456		TestCom E-mail * test@test.com	n	27/11/2018 Web site
Business name * Test R. Test Number of workers * 5 Municipality *	Phone number * +(383) 44-123-456 Country *	6	TestCom E-mail * test@test.com Address *	n	27/11/2018 Web site

Figure 15 – Business data in IB

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

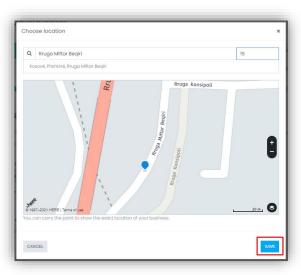


Figure 16 – Choosing the location at IB

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

4.1.3 Registration of representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

		2 🗸 Business (3 Representat		
Activities		5 Addition or e	change units		6 Documents		
Help							
In this step you register the represente representative.	tives, consider the field " Business Positi	on ", where you define the po	usition of the business representative (director, agent,	accountant, etc). To move on to the	e next step you must def	initely register at least one
Representative data					List of owners		
Foreign citizen							
Personal number *	Identification docum	ent *			Name ¢	Туре Ф	Actions ©
		Append			Test Test	Physical person	Register the representative
	Surname *		Date of birth *				Back 1 nex
Name *							
Name * Gender *	Citizenship *		Ethnic affiliation *		List of represe	ntatives	
	Citizenship *		Ethnic affiliation * Choose Residence *	¥	List of represe		Search

Figure 17 – Physical representative in IB

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

ist of repr	esentatives	
	5	Gearch:
Name \$	Position in business \$	Actions \$
Test Test	Accountant	Actions -
		Delete

Figure 19 – List of representatives in IB

4.1.4 Registration of activities

During this step you are required to register your business activities, the main business activity must be completed, while secondary and other activities are optional.

✓ Owner data		- 2	✓ Business data		- 3	 Representatives 		
Activities		5	Addition or change units		6	Documents		
Activity registration								
Activity *				Type of activity *				
Choose			*	Choose		*	Register	
				Choose		٩		
List of registered activities				Main activity of the business				
				Secondary activitity Other activities				
							Search:	
Activity \$	Type of a	ctivity ¢				Actions ¢		
No results found								
							Bac	k next
Back								Contin

Figure 20 – Registration of activities at IB

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

		Search:
Activity 0	Type of activity $\ \varphi$	Actions ¢
1920 - Accounting, bookkeeping and auditing activities; tax consultancy	Main activity of the business	Delete
114 - Growing at sugar cane	Secondary activitity	Delete
III5 - Growing of tobacco	Other activities	Delete
III2 - Growing of rice	Other activities	Delete
		Back 1 n

Figure 21 – List of activities registered in IB

4.1.5 Registration of units

During this step the units are registered, if you have any, if you do not have you can go to the next step by clicking the Continue button.

🛛 Help							
	ss units, after filling in all the d a can continue the application		button, if the data is correct it will appendinue button.	ear in the	list o	n the right.	
Unit registration					List	of units	
Unit name *	Primary activity *					Kërko:	
	Choose Here will be show	n activities that are	registered at step activities.		Un	it name 💠	Actions \$
Municipality *	Country *		Address *		Nu	ık është gjetur asnjë re	ezultat
Choose	* Choose	٠	Choose location				Prapa Para
			Register				

Figure 22 – Registration of units in IB

The data that must be filled in for registration of the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of municipality, place, and street name, which must be selected from the map that appears after clicking select location like business address that is filled in when registering business data.

After registering the unit, it will appear in the List of units, from where you can delete it for any reason.

4.1.6 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for the registration of Individual Business are:

- 1) Confirmation letter.
- 2) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L -

123. Confirmation letter is downloaded from the system, signed, and uploaded as a document.

✓ Activities	5 Addition or change units	6 Documents
Uploading documents		List of documents
Type of document *	* Append	Document name Actions Actions No results found

Figure 23 - Uploading documents to IB

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the app	olication and attach the a	pplication form ¥
	Download	
Please down	load the application form, sign	it and upload it as a document.
Please down		

Figure 24 – Confirmation of application to IB

4.1.7 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

upiy for busine	ess registration					
✓ Success! Your application for busic	ness registration has been ser	nt succesfully, you will be	notified in system and v	vith mail after review.		×
ist of applicatio						
						_
					Kérko:	
Ordinal number 0	Business name 🌣	Municipality 0	Phone ©	Status ¢	Kërko: Application date ©	Actions 0

Figure 25 – List of applications in IB

4.2 General partnership

In a general partnership, all partners are liable without limitation, jointly and severally for the debts of the company. A general partnership has a name, which may include the name of one or more partners, followed by the abbreviation "O.P."

Once you have entered the page where you are asked to select the type of business, you must select the type of business you want to register as in Figure 6, in this case General partnership.

pply for business registrat	tion		
i Info! If the case is not completed within 10 days, it is	: automatically deleted from the system.		*
Choose type of business			-
Individual business	Ceneral partnership	Limited partnership	Limited liability company
Joint stock company	Foreign company	Representative Office in Kosovo	Agricultural Cooperative

Figure 26 – Choosing the type of business

Once you have selected the type of business you will be redirected to the general partnership registration application form. The application form consists of six steps, owner details, business data, registration representative (s), activities, unit registration (if any) and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.2.1 Owner's details

4 Activities	5	Addition or change	units	6	Documents
Help					
Please enter the business name without qua Business name example: Google	ites and without any s	uffixes of business comp	panies, they will be added autom	atically.	
Business name *		Abbreviations *	Trade name		Dt. constitution/statute *
Number of workers *	Capital I		Nr. stock *		Class stock
	Copilar	e			
	E-mail*		Web site		
Phone number *					
Phone number * +(383)					
+(383)	Country *		Address *		
	Capital *	٤			Class stock

Figure 27 – The first step for registering owners at the GP

As can be seen from Figure 7, the first step requires the details of the business owner. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you. Note that only fields marked with an asterisk (*) are required. For a general partnership you are required to register at least two owners. Once you have registered the owners you can proceed to the next step by clicking the Continue button, as in the figure below.

 Physical person 	Legal person			Search:
Foreign citizen	Diaspora		Personal	Owned
Personal number *	Identification document *		number \$	Name 🗘 part 🗘 Actions
1000001004	1 Dokument		No results foun	d
Name *	Surname *	Date of birth *		Back ne
Test	Test	10/08/1986		
Gender *	Citizenship *	Ethnic affiliation *		
Female	* Kosovar *	Albanian *	Y	
State *	Municipality *	Residence *		
Kosova	* Istog	Kaliqan		
Address *	Phone	E-mail		
Rr. Halil Baku	+(383) 44-123-456	test@test.com		
Profession	Owned part *	Owned part (%) *		
Accountant	* 100 €	100.00 %	5	

Figure 28 – Saving owner's data

4.2.2 Business data

This step requires you to enter the business details you are applying to register. The business name, equity (represents the sum of the registered owners' equity) and the part paid are automatically filled in based on the data provided during the first step and cannot be changed until the data you have provided is changed, which you may change them by clicking on the back button that will take you back to the first step.

Please enter the business name v Business name example: Google					
Business name *				Trade name	Dt. constitution/statute *
Name ABC			G.P. *		10/10/2018
Number of workers *		Capital *		Nr. stock *	Class stock
5		1000.00	€	10	10
Phone number *		E-mail *		Web site	
+(383) 44-125-125		test@test.com			
Municipality *		Country *		Address *	
Prishtinë	Ŧ	Prishtinë	Ŧ	Rruga Agim Ramadani, 15	

Figure 29 - Business data in GP

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

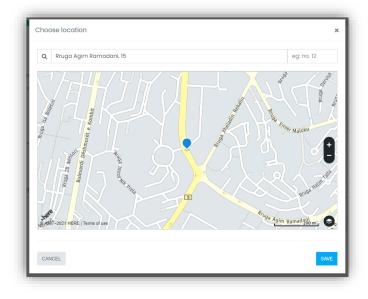


Figure 30 – Choose the location in GP

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

4.2.3 Registration of the representative

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

✓ Business data		2			3 Repre		
Activities		5	Addition or change units		6 Docur	nents	
🕜 Help							
In this step you register the repres the next step you must definitely			Position ", where you define the position of the business rep	preser	atative (direct	or, agent, ac	ccountant, etc.). To move on to
Representative data							
inspirate interior data					List of ow	ners	
Foreign citizen							Actions A
	Identification docur				Name \$	Type \$	Actions \$
Foreign citizen		ment * pend					Actions ¢ Register the representative
Foreign citizen Personal number *			Date of birth *		Name \$	Type \$	
Foreign citizen	Ар		Date of birth *		Name \$ Test1 Test1	Type \$ Physical person Physical	Register the representative

Figure 31 - Physical representative in GP

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

List of rep	resentatives	
	Search:	
Name 💠	Position in business 🜲	Actions 💠
Test Test	Accountant	
	Ba	Change

Figure 33 – List of representatives to the GP

4.2.4 Registration of activities

During this step you are required to register your business activities, the main business activity must be completed, while secondary and other activities are optional.

Activities		5	Addition or cl	nange units		6	Documents		
Activity registration									
Activity *					Type of activity *				
Choose				Ŧ	Choose		*		Register
							م		
List of registered activiti	00				Choose Main activity of the business				
	00				Secondary activitity				
					Other activities			earch:	
Activity \$	Тур	e of activity	¢				Actions \$		
No results found									
									Back next
Back									Contin

Figure 34 – Registration of activities at the GP

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

Activity 🗘	Type of activity \$	Actions \$
0111 – Growing of cereats (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
0112 - Growing of rice	Secondary activitity	Delete
0114 - Growing of sugar cane	Other activities	Delete
0115 - Growing of tobacco	Other activities	Delete

Figure 35 – List of activities registered at GP

4.2.5 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

		2				✓ Representatives	
✓ Activities		5 Addition or	change units	6	6	Documents	
Ø Help							
Here you record your business units,	after filling in all the data	click the Record button,	if the data is correct it will appear in the list	on the rig	ght.		
If you do not have a unit you can co	ontinue the application by	clicking the Continue b	utton.				
						<i>i</i>	
Unit registration				L	.ist	of units	
Unit name *	Primary activity *					Kërko:	
Unit name *	Choose		*		Un	Kërko:	Actions \$
Unit name *	Choose		v stered at step activities. Address *				Actions \$
	Choose Here will be shown		stered at step activities.			it name 💲	Actions \$
Municipality *	Choose Here will be shown Country *	n activities that are regi	stered at step activities. Address * Choose location			it name 💲	Actions \$
Municipality *	Choose Here will be shown Country *	n activities that are regi	stered at step activities. Address *			it name 💲	Actions \$

Figure 36 – Registration of units at GP

The data that must be filled in for registration of the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of municipality, place, and street name, which must be selected from the map that appears after clicking select location like business address that is filled in when registering business data.

After registering the unit, it will appear in the List of units, from where you can delete it for any reason.

4.2.6 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for registration of the General Partnership are:

1) Confirmation letter.

2) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L - 123. Confirmation letter is downloaded from the system, signed, and uploaded as a document.

🛩 Business data	2 - Owners/Partners	3 Representatives
✓ Activities	5 Addition or change units 	6 Documents
Uploading documents		List of documents
Type of document *	* Append	Document name
		No results found
		Finist

Figure 37 – Uploading documents to GP

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the applic	5 ex Addition or a cation and attach t	the application form x
Please downloc		ad the form , sign it and upload it as a document.
Type of document *		
Application form	Ψ	Append

Figure 38 – Confirmation of application to GP

4.2.7 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

 Success! Your application for busin 						
List of applicatio	ns					
					Kēri	
Ordinal number 🗘	Business name 🗘	Municipality \$	Phone \$	Status 🗢	Application date 💠	Actions 🗢

Figure 39 – List of applications in GP

4.3 Limited partnership

In a limited partnership, in addition to "unlimited" partners (partners who are liable without limit and jointly and severally for the company's debts) also participate "limited" partners or those partners who are liable for the company's liabilities up to the value of the contributions of the company. tire. Limited partnership has a name which is abbreviated to O.K.

Once you have entered the page where you are asked to choose the type of business, you need to select the type of business you want to register as in the figure below, in this case Limited Partnership.

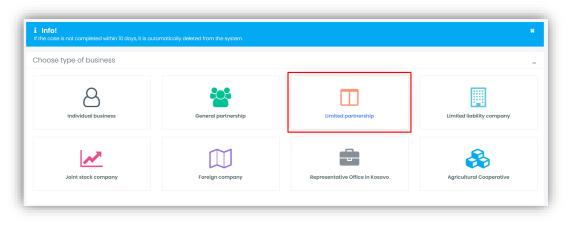


Figure 40 – Choosing the type of business

Once you have chosen the type of business you will be redirected to the limited partnership registration application form. The application form consists of six steps, owner details, business data, registration representative or representatives, activities, registration units (if any) and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.3.1 Owner's details

mited partnership						
Business data		2	Owners/Partners		3	Representatives
4 Activities		5	Addition or change un	its	6	Documents
Ø Help						
Please enter the business name w Business name example: Google	ithout quotes and without a	ny suffixe	is of business companies, t	hey will be added automatically.		
	ithout quotes and without a	ny suffixe	is of business companies, t	hey will be added automatically.		Dt. constitution/statute *
Business name example: Google	ithout quotes and without a	ny suffixe	s of business companies, t Abbreviations -			DL constitution/statute *
Business name example: Google	ithout quotes and without a	ny suffixe				Dt. constitution/statute *
Business name example: Google Business name *		ny suffixe		Trade name		
Business name example: Google Business name *		ny suffixe	Abbreviations *	Trade name		
Business name example: Google Business name * Number of workers *	Capital *	ny suffixe	Abbreviations *	Trade name		
Business name example: Google Business name * Number of workers * Phone number *	Capital *	ny suffixe	Abbreviations *	Trade name		

Figure 41 – The first step for registering LP

As can be seen from the figure above, the first step requires data from the business owner. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you.

Note that only fields marked with an asterisk (*) are required. Once you have completed all the fields, click Continue to proceed to the next step, as in the figure below.

🛩 Business data		2	Owners/Pa	rtners		3	Represe	ntatives		
Activities		5	Addition or	change units		6	Docume	ents		
Success!!										•
e data has been successfully regi	sterd.									
Owner data						List	of owne	ers		
Physical person) Legal person							Sear	rch:	
Foreign citizen Personal number *	Diaspora	ment *					rsonal mber \$	Name \$	Owned part \$	Actions \$
	Ap	pend				100	0001004	Test Test	100.00€	Actions *
Name *	Surname *			Date of birth *					Ba	ck 1 next
Gender *	Citizenship *			Ethnic affiliation *						_
Choose	* Choose		٣	Choose	٣					
State *	Municipality *			Residence *						
Choose	Ŧ									

Figure 42 – Registration of owners in LP

4.3.2 Business data

This step requires you to enter the business details you are applying to register. The business name, equity (represents the sum of the registered owners' equity) and the part paid are automatically filled in based on the data provided during the first step and cannot be changed until the data you have provided is changed, which you may change them by clicking on the back button that will take you back to the first step.

	without quotes and without any suffixes of	f business companies,	they will be added automatically.	
Business name example: Google				
usiness name *			Trade name	Dt. constitution/statute *
Name BC		L.P. *		10/10/2018
lumber of workers *	Capital *		Nr. stock *	Class stock
10	10000.00	€	100	100
hone number *	E-mail *		Web site	
+(383) 44-125-125	test@test.com			
funicipality *	Country *		Address *	
Prishtinë	▼ Prishtinĕ	٣	Rruga Agim Ramadani, 50	

Figure 43 – Business details in LP

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

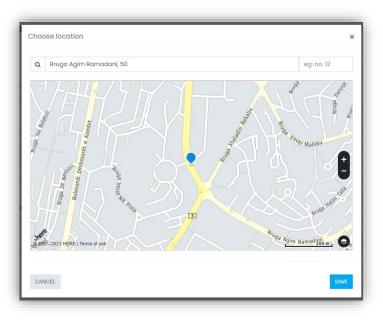


Figure 44 – Select the location in LP

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

4.3.3 Registration of the representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

🛩 Business data		2 🗸 Owner			3 Repi		
Activities		5 Addition	or change units		6 Doc	uments	
	e representatives, consider the fie sfinitely register at least one repr		where you define the position of the busine	ess represe	entative (dire	ctor, agent, a	ccountant, etc.). To move on to
Representative da	α				List of o	vners	
Personal number *	Identification o	ocument * Append			Name \$ Test1 Test1	Type \$ Physical person	Actions \$ Register the representative
Name *	Surname *		Date of birth *		Test Test	Physical person	Register the representative
Gender *	Citizenship *	¥	Ethnic affiliation * Choose	¥			Back 1 next
	Municipality *		Residence *		List of re	presentat	ives

Figure 45 – Physical representative in LP

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

ist of rep	resentatives	
	Search:	
Name 🗘	Position in business 🗘	Actions 🗢
Test Test	Accountant	
	Bc	

Figure 47 – List of representatives in LP

4.3.4 Registration of activities

During this step you are required to register your business activities, the main business activity must be completed, while secondary and other activities are optional.

✓ Business data	2	✓ Owners/Partners		3	✓ Representatives	
Activities	5	Addition or change ur	nits	6	Documents	
Activity registration						
Activity *			Type of activity *			
Choose		Ŧ	Choose		*	Register
			1		٩	
			Choose Main activity of the business			
List of registered activities			Secondary activitity			
			Other activities		jearch:	
Activity \$	Type of activit	у \$			Actions \$	
No results found						
						Back next
						DUCK Next

Figure 48 - Registration of activities in LP

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

	22	arch:
Activity \$	Type of activity \$	Actions \$
)111 - Growing of cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
J112 - Growing of rice	Secondary activitity	Delete
1113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete

Figure 49 - List of activities registered in LP

4.3.5 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

The data that must be filled in to register the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of the municipality, place, and street name, which must be selected from the map that appears after clicking select location like business address that is filled in when registering business data.

		2				 Representatives 	
✓ Activities		5 Addition or o	change units		6	Documents	
0 Help							
Here you record your business units, after If you do not have a unit you can contin			if the data is correct it will appear in the li utton.	ist on the	right		
, , ,		5					
Unit registration					List	of units	
Unit name *	Primary activity *					Kërko	
	Choose Here will be shown as	ctivities that are reais	* stered at step activities.		Ur	it name 💠	Actions \$
	Country *	0	Address *		N	ık është gjetur asnjë rezulta	at
Municipality *	Choose	٣	Choose location				Prapa Para
Municipality * Choose *							
			Register				
			Register				

Figure 50 – Registration of units in LP

After registering the unit, it will appear in the List of units, from where you can delete it.

4.3.6 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for registration of Limited partnership are:

- 1) Confirmation letter.
- 2) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L 123.

Confirmation letter is downloaded from the system, signed, and uploaded as a document.

1 🗸 Business data	2	3 Representatives
4 🗸 Activities	5 v Addition or change units	6 Documents
Uploading documents		List of documents
Type of document *	* Append	Document name
		No results found
Back		Finish
DUCK		

Figure 51 – Uploading documents in LP

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the app	lication and attach the application form
Please downl	Download the form and the application form, sign it and upload it as a document
Type of document	

Figure 52 – Confirm the application in LP

4.3.7 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

ist of applicatior	าร					
					Kē	rko:
Ordinal number 💲	Business name 💠	Municipality \$	Phone \$	Status 🗘	Application date 🗘	Actions \$
1	Name BC LP.	Prishtinë	+38344125125	Applied (13/12/2021)	13/12/2021	Actions -

Figure 53 – List of applications in LP

4.4 Limited liability society

Limited liability society are those societies that have been established by one or several founders, who are responsible for all their debts and other liabilities with all assets. The limited liability society has a name, immediately after it, the abbreviation "Sh.P.K.".

Once you have entered the page where you are asked to choose the type of business, you need to select the type of business you want to register as in the figure below, in this case Limited Liability Society.

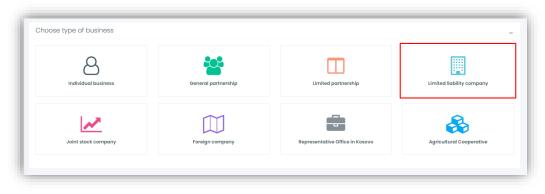


Figure 54 – Choosing the type of business

Once you have chosen the type of business you will be redirected to the application form for registration of a limited liability society. The application form consists of eight steps, business data, owner details, registration of representative or representatives, registration of board members, activities, registration of units (if any), statutes and agreement, and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

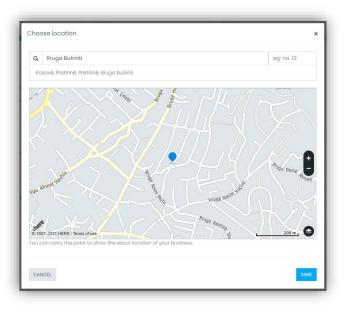
4.4.1 Business data

This step requires you to enter the business details you are applying to register. The business name should be written without any suffix "Sh.P.K" or anything like that.

Business data	2	Shareholders		3 Rep	resentatives		4	Board of directors
5 Activities	6	Addition or change units		7 Stat	tute and agreement		8	Documents
@ Help								
Please enter the business name witho	out quotes and	without any suffixes of business comp	anies, the	y will be add	ed automatically.			
Business name example: Google								
Business name *				Trade name		Dt.	cons	titution/statute *
Business name *		Abbreviation	ns 🔻	Trade name)	Dt.	cons	titution/statute *
	Сар	Abbreviation		Trade name)		cons	
	Cap)			
Business name * Number of workers * Phone number *	Cap E-m	pital *	€		,			
Number of workers *		pital *	€	Nr. stock *				
Number of workers *	E-m	pital *	€	Nr. stock *				
Number of workers * Phone number * +(383)	E-m	intal *	€	Nr. stock *	choose location			
Number of workers * Phone number * +(383)	E-m	nall *	€	Nr. stock *				

Figure 55 – First step in applying for LLS

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.





The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After P a g e 34 | 184

clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

4.4.2 Registration of owners

Activities	6	Addition or change	units		7	Statute and agre	eement		8	Docu	ments	
Data for shareholder								Sharehold	ders lis	st		
Physical person	Legal person									Searc	h:	
Foreign citizen	Dias	pora ation document *						Personal number ¢	Na	ime ¢	Owned part \$	Actions \$
		Append						No results f	ound			
Name *	Surnam	e *		Date of birt	h *							Back next
Gender *	Citizens	hip *		Ethnic affilio	ation *							
	¥		٣	Choose		Ŧ						
State *	Municip	ality *		Residence								
	Y											
Address *	Phone			E-mail								
Profession	Owned	part *		Owned part	t (%) *							
	•		€			%						

Figure 57 – Registration of owners in LLS

As can be seen from the figure above, in this first step it is required to register the owner's data. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you. In a limited liability society, the owner can also be a legal entity.

Note that only fields marked with an asterisk (*) are required. After filling in all the details of the owner, click the Register button, in this case the owner / shareholder will appear in the list of shareholders.

 Physical person 	O Lega	l person					Searcl	1	
Foreign citizen		Diaspora				Personal		Owned	
ersonal number *		Identification document *				number 🗢	Name 💠	part \$	Actions \$
1000001004		1 Dokument				No results four	d		
lame *		Surname *		Date of birth *					Back next
Test		Test		10/08/1986					
Gender *		Citizenship *		Ethnic affiliation *					
Femēr	Ŧ	Kosovar	٣	Choose	*				
State *		Municipality *		Residence *					
Kosova	Ŧ	Istog		Kaliqan					
Address *		Phone		E-mail					
Rr. Halil Baku		+(383) 44-123-456		test@test.com					
Profession		Owned part *		Owned part (%) *					
Accountant	٣	1000	€	100.00	%				

Figure 58 – Saving shareholder's data

Once you have completed the registration of all owners/shareholders, click on the Continue button to proceed to the next step.

4.4.3 Registration of representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

0 Help			
	esentatives, consider the field [*] Business Po ly register at least one representative.	sition ", where you define the position of the busi	ness representative (director, agent, accountant, etc.). To move on to
Representative data			List of owners
Foreign citizen Personal number *	Identification document * Append		Name 0 Type 0 Actions 0 Test Test Test person Register the representative
Name *	Surname *	Date of birth *	Back 1 next
Gender *	Citizenship *	• Choose	List of representatives
State *	Municipality *	Residence *	Name # Position in business # Actions #
Address *	Phone	E-mail	No results found Back next

Figure 59 - Physical representative in LLS

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

List of repi	resentatives	
	Search:	
Name 🖨	Position in business 💲	Actions 🜲
Test Test	Accountant	
	Βα	 ✓ Change ci i Delete

Figure 61 - List of representatives in LLS

Once you have completed the registration of all representatives, click the Continue button to proceed to the next step.

4.4.4 Registration of board members

Board members are only registered if you have a board of directors. If not, you can go to the next step by clicking the Continue button. Board members can be locals or foreign nationals. For physical persons it is required to enter the personal number of the person, while for legal entities the business identification number (NUI). Many of the fields will be filled in automatically the moment you fill in one of these fields.

You should keep in mind that 40% of board members must be fer	nale.

2 🗸 Shareholde	rs				Board of di	
6 Addition or ch	nange units	7 Statute and a	greement	8	B Documents	3
ctors, you can continue the application	on by clicking the Continue bu	ton.				
			List of I	o and a	o o o o b o ro	
			LIST OF I	boara r	nembers	
			Name	Pos	ition in business	¢ Actions ¢
			No resu	Its found		
Surname *	Date of birth					Back next
						DUCK HEAL
Citizenship *	Ethnic affilia	ion *				
¥	* Choose		v			
Municipality *	Residence *					
Ŧ						
Phone	E-mail					
	6 Addition or ch ctors, you can continue the application identification document * Append Surname * Citizenship * * Municipality *	6 Addition or change units ctors, you can continue the application by clicking the Continue but Identification document * Append Surname * Date of birth Citizenship * Ethnic affilia • • Municipality * Residence *	6 Addition or change units 7 Statute and or ctors, you can continue the application by clicking the Continue button.	6 Addition or change units 7 Statute and agreement	6 Addition or change units 7 Statute and agreement 6	6 Addition or change units 7 Statute and agreement 8 Document ctors, you can continue the application by clicking the Continue button. Istantification document * Istantification document * Istantification in business Surname * Date of birth * Internet and the application in business Citizenship * Ethnic affiliation * • • • • Municipality * Residence *

Figure 62 – Board of directors in LLS

Board member data			List of boo	ard members	
Foreign citizen	Identification document *		Name \$	Position in business \$	Actions \$
	Append		No results fo	bund	
Name *	Surname *	Date of birth *			Back next
Gender *	Citizenship *	Ethnic affiliation * Choose			
State *	Municipality *	Residence *			
Address *	Phone	E-mail			
Profession *	Position in business *				
Choose	Choose *				
		Register			
Back					Continu

Figure 63 – Board member details in LLS

Once you have completed all the details and uploaded the ID document click the Register button, if the details you have provided are OK, then the board member will appear in the list of board members.

Once you have registered all the board members you can move on to the next step by clicking the Continue button.

4.4.5 Registration of activities

During this step you are required to register your business activities, the main business activity must be completed, while secondary and other activities are optional.

ctivity *			Type of activity *			
Choose		٣	Choose	*	Register	
				٩		
			Choose			
st of registered activities			Main activity of the business			
0			Secondary activitity			
			Other activities		earch:	
Activity \$	Type of activity 🗘			Actions \$		
No results found						
					Back	next

Figure 64 - Registration of activities in LLS

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

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st of registered activities						
	Sea	Search:				
Activity \$	Type of activity \$	Actions \$				
1111 - Growing of cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete				
112 - Growing of rice	Secondary activitity	Delete				
)113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete				
)114 - Growing of sugar cane	Other activities	Delete				

Figure 65 - List of activities registered in LLS

4.4.6 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

The data that must be filled in to register the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of the municipality, place, and street name, which must be selected from the map that appears after clicking select location like business address that is filled in when registering business data.

Here you record your business ur	nits, after filling in all the data click th	e Record button, if t	he data is correct it will appear in the li	st on th	e right.	
lf you do not have a unit you can	a continue the application by clicking	g the Continue but	on.			
Unit registration					List of units	
Unit name *	Primary activity *					Kërko:
	Choose Here will be shown activi	ities that are registe	red at step activities.		Unit name 👙	Actions 🗢
Municipality *	Country *		Address *		Nuk është gjetur asnjë i	rezultat
Choose	* Choose	v	Choose location			Prapa Para
			Register			

Figure 66 – Registration of units

After registering the unit, it will appear in the List of units, from where you can delete it.

4.4.7 Statute and agreement

To facilitate the application procedure you will be generated the statute and the founding agreement based on the data you provided during the previous steps.

	✓ Activities	6	✓ Addition or change units	-		8	Documents
		•	✓ Addition or change units	Ĺ	Statute and agreement	0	Documents
(Ø Help						
1	The following boxes have generated the statu Please print these two agre		the company agreement based on the data susing the 🖶 button, then sign and upload			Busine	ss Organizations.
	You can zoom in the follow	ing bo	tes by using the 🖁 button.				
	Society statute			S	ociety agreement		
	X 6 値 値 値 ← → 撃・ 囲 音 B <i>I</i> 5 ≪ <i>I</i> _x <i>I</i> □ □ 世 世 世 9 Styles - Format - ?				× 6 曲 曲 曲 (← → 歩- 亜 亜 B <i>I</i> 5 ぐ <i>I_K</i> ほ 話 生 走 サ Styles - Format - ?		
	Statute of a Limited In accordance with the requirements of Article Business Organization the Founders of the Li the:	33 and	Article 40 of the Law No. 06/L-016 on		Pursuant to Article 82 of the Law No. 06/L016 of specified in Article 33 of this Law, the citizens- Prishtine, Prishtine, Rruga Butrinti, 15 conclud	now Fo	
	STAT				Memorandum of	Incor	rporation
	Name CB (name of i	A L.L.			Of the Business Organization Name CBA L.L.C. i Companies L.L.C.	n head	quarter, Limited Liabilities
	Prishtinë, Prishtinë	Rruga	Butrinti, 15		Article	1	
	(headq	uarter)			The Founders after signing this Agreement shall status of a limited liability company in accordance		
	Artic	le 1	*				
	Reorder the state	it by cl	icking Here.		Reorder the deal i	by click	king Here.

Figure 67 - Statute and agreement

You can change the contents of these two generated documents as needed.

The statute and the agreement must be drafted and signed, because in the next step (Documents) they will be uploaded as documents.

You can print them by clicking on the button that looks like a printer, as in the figure below.



4.4.8 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for registration of a Limited Liability Society are:

- 1) Confirmation letter.
- 2) Establishment statute
- 3) Company agreement
- 4) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L -

123.

Confirmation letter is downloaded from the system, signed, and uploaded as a document.

 ✓ Business data ✓ Activities 	2 Shareholders 6 Addition or change units	3 7	 ✓ Representatives ✓ Statute and agreement 	4 8		
Uploading documents			List of do	cume	ents	
Type of document * Choose	* Apper	nd	Document		¢	Actions \$
			No results	ound		

Figure 68 - Uploading documents in LLS

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the applic	5 we tedition or observation and attach the a	pplication form x
Please downloo	Download ad the application form, sign i	
Type of document * Application form	٣	Append

Figure 69 – Confirmation of application

4.4.9 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

						¢ 0
oply for busine	ss registration					
Success!	ess registration has been sent suc	eeef du vervuil be estilier	dia matang and with goal a	Reg contour		
our application for busine	ess registration has been sent suc	ccestully, you will be notified	a in system and with mail a	ter review.		
ist of applicatior	าร					
ist of applicatior	าร				Kërko	D:
ist of application	Business name \$	Municipality \$	Phone ¢	Status \$	Kerkc	Actions \$

Figure 70 – List of applications in LLS

4.5 Joint stock society

Joint stock societies are those companies, all of which are in shares and the shareholders are responsible for all debts and other liabilities such as its capital and assets. The company may be established and have one or several shareholders. It has a label, behind which is placed the abbreviation "Sh.A.". The amount of the initial capital of this company is at most 10.000Euro.

Once you have entered the site where you need to select the type of business, you need to select the type of business you want to do as in appearance, in this case Joint Stock Society.

=			A 0 4
Apply for business registratic	n		
Choose type of business			-
O Individual business	General partnership	Limited partnership	Limited liability company
Joint stock company	Foreign company	Representative Office in Kosovo	Agricultural Cooperative

Figure 71 – Choosing the type of business

Once you have selected the type of business you will be redirected to the application form for registration of a joint stock society. The application form consists of eight steps, business data, owner details, registration of representative or representatives, registration of board members, activities, registration of units (if any), statutes and agreement, and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.5.1 Business data

This step requires you to enter the business details you are applying to register. The business name should be marked without any suffix "Sh.A." or anything like that.

Business data	2 Shareha	Iders	3	Representatives	4	Board of directors
5 Activities	6 Addition	or change units	7	Statute and agreement	E	B Documents
🕑 Help						
Help Please enter the business name v Business name example: Google	ithout quotes and without any	suffixes of business compar	nies, they will	be added automatically.		
Please enter the business name v Business name example: Google	ithout quotes and without any	suffixes of business compar		be added automatically.	Dt. co	onstitution/statute *
Please enter the business name v Business name example: Google	ithout quotes and without any	suffixes of business compar Abbreviations	Trac		Dt. ca	onstitution/statute *
Please enter the business name v	ithout quotes and without any Capital *	Abbreviations	Trac			onstitution/statute *
Please enter the business name v Business name example: Google Business name *		Abbreviations	Trac	e name		

Figure 72 – The first step in applying for JSS

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select Location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

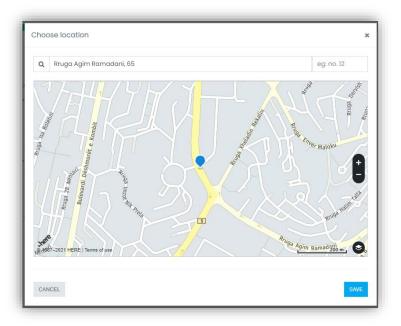


Figure 73 – Choosing location in JSS

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

✓ Business data	2 Shareholders	3	Representatives		4 Board	d of directors
Activities	6 Addition or change units	7	Statute and agreement	t	8 Docu	iments
Data for shareholder				Shareholde	ers list	
Physical person O Le	gal person O Institution				Searc	zh:
Foreign citizen Personal number *	Diaspora			Personal number \$	Name \$	Owned part \$ Actions \$
	Append			No results for	und	
Name *	Surname *	Date of birth *				Back next
Gender *	Citizenship *	Ethnic affiliation				
v State *	* Municipality *	Choose Residence *	·			
* Address *	Phone	E-mail				

4.5.2 Registration of shareholders

Figure 74 - Registration of owners in JSS

As can be seen from the figure above, this first step requires the registration of shareholder data. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you. In a joint stock society, the owner can also be a legal entity.

Note that only fields marked with an asterisk (*) are required. After filling in all the details of the owner, click the Register button, in this case the owner/shareholder will appear in the list of shareholders.

Physical person	O Legal person O Institution		Search:
Foreign citizen	Diaspora		Personal number \$ Name \$ Owned part \$ Actions \$
1000001004	1 Dokument		No results found
lame *	Surname *	Date of birth *	Back ne
Test	Test	10/08/1986	
Gender *	Citizenship *	Ethnic affiliation *	
Female	* Kosovar	* Albanian	v
		Please choose you ethnicity.	
State *	Municipality *	Residence *	
Kosova	* Istog	Kaliqan	
Address *	Phone	E-mail	
Rr. Halil Baku	+(383) 44-123-456	test@test.com	
Profession	Owned part *	Owned part (%) *	
Accountant	* 10000	€ 100.00	%

Figure 75 – Saving shareholder's data

Once you have completed the registration of all owners / shareholders, click on the Continue button to proceed to the next step.

4.5.3 Registration of representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

0 Help			
	esentatives, consider the field [*] Business Positic ly register at least one representative.	on", where you define the position of the busine	ess representative (director, agent, accountant, etc.). To move on to
Representative data			List of owners
Foreign citizen Personal number *	Identification document * Append		Name Type Actions Test Test Physical person Register the representative
Name *	Surname *	Date of birth *	Back 1 next
Gender *	Citizenship *	Ethnic affiliation * Choose	List of representatives
State *	Municipality *	Residence *	Search: Name Position in business Actions
Address *	Phone	E-mail	No results found
Position in business *	Autorizations *		Back next

Figure 76 – Physical representative in JSS

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

list of rep	resentatives	
	Search:	
Name 💠	Position in business 🗘	Actions [▲]
Test Test	Accountant	
	Βα	Change

Figure 78 – List of representatives in JSS

Once you have completed the registration of all representatives, click the Continue button to proceed to the next step.

4.5.4 Registration of board members of directors

Board members are only registered if you have a board of directors. Board members can be locals or foreign nationals. For physical persons it is required to enter the personal number of the person, while for legal entities the business identification number (NUI). Many of the fields will be filled in automatically the moment you fill in one of these fields.

You should keep in mind that 40% of board members must be female.

🛩 Business data	2 🗸 Shareholders	3	✓ Representatives		4	Board of directo	rs
Activities	6 Addition or chang	ge units 7	Statute and agreement	t	8	Documents	
Board member data				List of boo	ard me	embers	
Foreign citizen Personal number *	Identification document *			Name \$	Positio	on in business 💠	Actions \$
	Append			No results f	ound		
Name *	Surname *	Date of birth *					Back next
Gender *	Citizenship *	Ethnic affiliation *					
Gender *	r	 Choose 	Ŧ				
State *	Municipality *	Residence *					
	•						

Figure 79 – Board of directors in JSS

Board member data				List of boo	ird members	
Foreign citizen Personal number *	Identification document *			Name \$	Position in business \$	Actions \$
Name *	Surname *	Date of birth *				Back next
Gender *	Citizenship *	Ethnic affiliation * Choose	¥			
State *	Municipality *	Residence *				
Address *	Phone	E-mail				
Profession * Choose	Position in business *Choose	Y				
		Registe	er			
ack						Contir

Figure 80 – Board member details

Once you have completed all the details and uploaded the ID document click the Register button, if the details you have provided are OK, then the board member will appear in the list of board members.

Once you have registered all the board members you can move on to the next step by clicking the Continue button.

4.5.5 Registration of activities

During this step you are required to register your business activities, the main business activity must be completed, while secondary and other activities are optional.

ctivity *			Type of activity *			
Choose		Ŧ	Choose	*	Register	
				٩		
			Choose			
ist of registered activities			Main activity of the business			
			Secondary activitity			
			Other activities	Jec	irch:	
Activity \$	Type of activity 🗘			Actions ¢		
No results found						
					Back	next

Figure 81 – Registration of activities in JSS

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

ist of registered activities		
	Sec	irch:
Activity 🗢	Type of activity \$	Actions \$
0111 - Growing of cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
1112 - Growing of rice	Secondary activitity	Delete
)113 – Growing of vegetables and melons, roots and tubers	Other activities	Delete
0114 - Growing of sugar cane	Other activities	Delete

Figure 82 - List of activities registered in JSS

4.5.6 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

The data that must be filled in to register the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of the municipality, place, and street name, which must be selected from the map that appears after clicking select location similar to business address that is filled in when registering business data.

0 Help				
	s units, after filling in all the data click the Record bu can continue the application by clicking the Contin		st on the right.	
Unit registration			List of units	
Unit name *	Primary activity *	v	Kē	rko:
	Here will be shown activities that are	registered at step activities.	Unit name 🗘	Actions \$
Municipality *	Country *	Address *	Nuk është gjetur asnjë rezu	ultat
Choose	* Choose	* Choose location		Prapa Para
		Register		
Back				Contin

Figure 83 – Registration of units

After registering the unit it will appear in the List of units, from where you can delete it.

4.5.7 Statute and agreement

To facilitate the application procedure you will be generated the statute and the founding agreement based on the data you provided during the previous steps.

✓ Business data	[,] Shareholders	3 Representatives	4
✓ Activities	Addition or change units	7 Statute and agreement	8 Documents
9 Help			
'he following boxes have generated the statute and the	company agreement based on the da	a you have provided so far and the Law No.06/L-0	16 on Business Organizations.
Please print these two agreements usi		ad to the <u>Documents < / u></u>	
You can zoom in the following boxes	by using the La button.		
Society statute		Society agreement	
× ℃ @ @ @ < → ♥- ⊞ = X @	Source 🔲 🗟 📾	× ° © © © + >	= 52 D Source 🔲 D 📾
B I S I S I I I I I I I I I I I I I I I		B I S ∢ I _x ⊒ ≔ ± ±	
Styles - Format - ?		Styles - Format - ?	
Mbështetur në nenin 34 të Ligjit Nr. 06/L-016 për Shoqëritë e Shoqërisë Aksionare më dt. 10/10/2018 nxjerrin:	regtare në Kosovë, Themeluesit		/L016 on Business Organizations with the content litzens-now Founders Test , from Place on ni, 65 concluded the:
STATUTIN			
E			
Name AB J.S.C.			
(Emërtimi i Shoqërisë)			
Prishtinë, Prishtinë, Rruga Agim R	amadani, 65		
(Selia)			
Reorder the statut by clickin	g Here.	Reorder.the	deal by clicking Here.

Figure 84 – Statute and agreement

You can change the contents of these two generated documents as needed.

The statute and the agreement must be drafted and signed, because in the next step (Documents) they will be uploaded as documents.

You can print them by clicking on the button that looks like a printer, as in the figure below.



4.5.8 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for the registration of a Joint Stock Society are:

- 1) Confirmation letter.
- 2) Establishment statute
- 3) Company agreement
- 4) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L 123.

Confirmation letter is downloaded from the system, signed, and uploaded as a document.

✓ Business data	2 Shareholders	3	4 v Board of directors
5 V Activities	6 Addition or change units 	7 Statute and agreeme 	8 Documents
Uploading documents			List of documents
Type of document *	* Appen		Document name
			No results found
Back			Finish

Figure 85 - Uploading documents in JSS

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the applic	5 Addition or change cation and attach the ap	oplication form x
Please downloc	Download 1 ad the application form, sign it	
Type of document * Application form	¥	Append

Figure 86 – Confirmation of the application in JSS

4.5.9 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

our application for busine	ess registration has been sent su	ccesfully, you will be notified	in system and with mail	after review.		
ist of applicatio	าร					
					Kē	rko:
Ordinal number 🗘	Business name 🗘	Municipality \$	Phone \$	Status \$	Application date 🗘	Actions \$
	Name AB J.S.C.	Prishtinë	+38344125125	Applied (13/12/2021)	13/12/2021	

Figure 87 - List of applications in JSS

4.6 Your company

The foreign company is a commercial company and from the moment of registration is considered a branch in Kosovo that does not have the identity of a legal entity. After registration he enjoys all the rights and obligations established under applicable law. After the name it says, "DEGA NË KOSOVË".

Once you have entered the page where you are asked to choose the type of business, you need to select the type of business you want to register as in the figure below, in this case Foreign Company.

			a' 0' 4
Apply for business registration			
Choose type of business			-
C Individual business	General partnership	Limited partnership	Limited liability company
Joint stock company	Foreign company	Representative Office in Kosovo	Agricultural Cooperative

Figure 88 - Choosing the type of business

Once you have chosen the type of business you will be redirected to the foreign company registration application form. The application form consists of eight steps, business data, owner details, registration of representative or representatives, registration of board members, activities, registration of units (if any), statutes and agreement, and documents where you upload

required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.6.1 Business data

This step requires you to enter the business details you are applying to register. The business name should be listed without any suffix or anything like that.

Business data	2	Shareholders		3	Representatives		4 Board of directors
5 Activities	6	Addition or change ur	nits	7	Documents		
Q Help							
Ø Help							
Please enter the business name		vithout any suffixes of bus	iness companies, th	ney will b	e added automatically.		
		vithout any suffixes of bus	iness companies, th	ney will b	e added automatically.		
Please enter the business name Business name example: Googl		vithout any suffixes of bus	iness companies, th	ney will b Trade		D)t. constitution/statute *
Please enter the business name Business name example: Googl			iness companies, th bbreviations *			D	DL. constitution/statute *
Please enter the business name Business name example: Googl Business name *		A			name		ot. constitution/statute *
Please enter the business name	3	A		Trade	name		

Figure 89 – The first step in applying for a foreign company

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

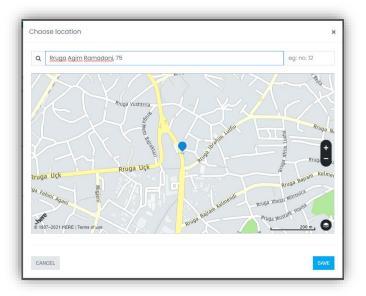


Figure 90 – Choose location

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

4.6.2 Registration of owners

🛩 Business data		2	Shareholders		3	Representatives		4	Board	l of director	'S
Activities		6	Addition or change u	inits	7	Documents					
Data for shareholde	r						Shareho	lders l	ist		
Physical person	O Legal	person							Searc	h:	
Foreign citizen		🗌 Diasp					Personal number		lame ¢	Owned	Actions \$
Personal number *		Identifica	tion document *						iame ÷	part ÷	Actions =
			Append				No results	tound			
Name *		Surname	•	Date	of birth *						Back next
Gender *		Citizensh	ip •	Ethn	ic affiliation *						
	٣			* Ch	oose	٣					
State *		Municipa	lity *	Resi	dence *						
	*										

Figure 91 - Registration of owners in foreign companies

As can be seen from the figure above, in this first step it is required to register the owner's data. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you. In a foreign company, the owner can also be a legal entity.

Note that only fields marked with an asterisk (*) are required. After filling in all the details of the owner, click the Register button, in this case the owner/shareholder will appear in the list of shareholders.

Physical person	O Legal person			Search	r.	
Foreign citizen	Diaspora		Personal		Owned	
Personal number *	Identification document *		number \$	Name \$	part \$	Actions \$
1000001004	1 Dokument		No results for	und		
Name *	Surname *	Date of birth *				Back next
Test	Test	10/08/1986				
Gender *	Citizenship *	Ethnic affiliation *				
Female	* Kosovar	• Albanian •				
		Please choose you ethnicity.				
State *	Municipality *	Residence *				
Kosova	* Istog	Kaliqan				
Address *	Phone	E-mail				
Rr. Halil Baku	+(383) 44-123-456	test@test.com				
Profession	Owned part *	Owned part (%) *				
Executive director	▼ 1000.00	€ 100 %				
	Please enter the ownership part.					

Figure 92 – Saving shareholder's data

Once you have completed the registration of all owners/shareholders, click on the Continue button to proceed to the next step.

4.6.3 Registration of representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

O Help			
	esentatives, consider the field " Business Pasiti y register at least one representative.	on ", where you define the position of the business rej	presentative (director, agent, accountant, etc.). To move on to
Representative data			List of owners
Foreign citizen Personal number *	Identification document *		Name + Type + Actions + Test Test Physical person Register the representative
Name *	Surname *	Date of birth *	Back 1 next
Gender *	Citizenship *	Ethnic affiliation * Choose *	List of representatives
State *	Municipality *	Residence *	Search:
Address *	Phone	E-mail	No results found Back next
Position in business *	Autorizations *		Back next

Figure 93 – Physical representative to the foreign company

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

list of rep	resentatives	
	Search:	
Name 💠	Position in business 💲	Actions \$
Test Test	Accountant	Actions -
	Ba	Change Cl

Figure 95 – List of representatives to the foreign company

Once you have completed the registration of all representatives, click the Continue button to proceed to the next step.

4.6.4 Registration of board members

Board members are only registered if you have a board of directors. If not, you can go to the next step by clicking the Continue button. Board members can be locals or foreign nationals. For physical persons it is required to enter the personal number of the person, while for legal entities the business identification number (NUI). Many of the fields will be filled in automatically the moment you fill in one of these fields. You should keep in mind that 40% of board members must be female.

🛩 Business data	2 🗸 Sharehold	lers 3	Representatives	4 Board of direc	tors
Activities	6 Addition or c	change units 7 E	locuments		
19 Help					
If you do not have a board of dir	ectors, you can continue the applicat	tion by clicking the Continue button.			
Board member data			List of	board members	
Foreign citizen					
Personal number *	Identification document	•	Name	Position in business \$	Actions \$
	Append		No res	ults found	
Name *	Surname *	Date of birth *			Back next
Nume					
Nume					
Gender *	Citizenship *	Ethnic affiliation *			
	Citizenship *	Ethnic affiliation *	•		
	Citizenship *		v		

Figure 96 – Board of directors at JSS

1				
Foreign citizen			Name Position in business Act	ions 🗢
ersonal number *	Identification document *			
	Append		No results found	
lame *	Surname *	Date of birth *	Back	next
ender*	Citizenship *	Ethnic affiliation *		
	v	* Choose	v	
tate *	Municipality *	Residence *		
	¥			
ddress *	Phone	E-mail		
rofession *	Position in business *			
Choose	* Choose	Ŧ		
		Regis	ter	

Figure 97 - Board member details

Once you have completed all the details and uploaded the ID document click the Register button, if the details you have provided are OK, then the board member will appear in the list of board members.

Once you have registered all the board members you can move on to the next step by clicking the Continue button.

4.6.5 Registration of activities

During this step you are required to record your business activities, the main business activity must be completed, while secondary and other activities are optional.

ctivity *			Type of activity *		
Choose		v	Choose	*	Register
			1	٩	
			Choose		
st of registered activities			Main activity of the business		
			Secondary activitity		
			Other activities	jear	ch:
Activity \$	Type of activity 🔅			Actions \$	
No results found					
					Back next

Figure 98 -	Registration	of activities	with a	foreign	company
-------------	--------------	---------------	--------	---------	---------

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

Page 59 | 184

t of registered activities		
	Sea	rch:
Activity \$	Type of activity 💠	Actions \$
1111 - Growing of cereats (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
112 - Growing of rice	Secondary activitity	Delete
113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete
114 - Growing of sugar cane	Other activities	Delete

Figure 99 – List of activities registered with the foreign company

4.6.6 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

The data that must be filled in to register the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of the municipality, place, and street name, which must be selected from the map that appears after clicking select location similar to business address that is filled in when registering business data.

0 Help					
	s units, after filling in all the data click the Recc can continue the application by clicking the d	ord button, if the data is correct it will appear in Continue button.	the list on the	right.	
Unit registration				List of units	
Unit name *	Primary activity *				Kërko:
	Choose Here will be shown activities th	at are registered at step activities.	v	Unit name 💠	Actions 🗢
Municipality *	Country *	Address *		Nuk është gjetur asnjë r	rezultat
Choose	* Choose	* Choose location			Prapa Para
		Regis	ster		
ack					Continue

Figure 100 – Registration of units

After registering the unit it will appear in the List of units, from where you can delete it for any reason.

4.6.7 Statute and agreement

To facilitate the application procedure you will be generated the statute and the founding agreement based on the data you provided during the previous steps.

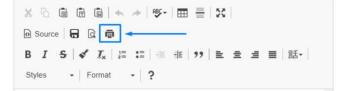
	2 ✓ Aksionarĕt	3 🗸	Pērfaqēsuesit	4	✓ Bordi drejtorëve
🛩 Aktivitetet	6 ✓ Njësitë	7 si	atui dhe marrēveshja	8	Dokumentet
Ø Ndihmë					
Në kutitë e mëposhtme janë gjeneruar sto Tregtare.	atuti dhe marrëveshja e shoqërisë du	ke u bazuar në të c	hënat që keni japur deri më ta	ni dhe Ligjit	Nr.06/L-016 për Shoqëritë
Ju lutemi që këto dy marrëveshje t'i print	o duke përdorur butonin 🖶, pastaj t	t'i nënshkruani dhe	ngarkoni tek hapi rradhës <u>Dol</u>	umentet	
Kutitë e mëposhtme mund ti zmadhoni d					
Statuti shoqërisë		Marre	eveshja shoqërisë		
Statuti shoqërisë 🗶 🕞 📾 🖻 🖷 🔺 🤟 🗄	≡ = X		èveshja shoqërisë े @ @ @ ← → ♥・		2
	≡ = ×	×	2		20
X 0 0 0 0 ≪ → \$-		× @ s) @ @ @ ~ ~ \$		
X ि @ @ @ ← → ♥~ E @ Source — Q @		ж ө s в	urce 🖬 🖻 📥 🖊 😻		
※ 合 値 値 ◆ → ♥- E D Source 日 及 章 B I 5- ダ I _x 温 二 非 考	⊨ >> ≞ ≞ ⊒ ≡ छ-	Style	ି ଲି ଲି ଲି ← % urce ଲା ର କା I S ଏ I _x ଅ ଅ ଶ	-j∎ 99 Ligjit Nr.06/L- , themeluesit	■ 章 章 ■ 話・ 016 për Shoqëritë Tregtare t Test Test , që të dy nga

Figure 101 – Statute and agreement

You can change the contents of these two generated documents as needed.

The statute and the agreement must be drafted and signed, because in the next step (Documents) they will be uploaded as documents.

You can print them by clicking on the button that looks like a printer, as in the figure below.



4.6.8 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for registration of a foreign company are:

- 1) The decision to open a foreign company.
- 2) Decision on the appointment of the director and the registered agent.
- 3) Business certificate
- 4) Copy of the passport of the owner and director of the foreign company

- 5) Copy of the statute of the foreign company
- 6) Confirmation letter
- 7) The consent of the registered agent based on article 27.1-point d) of Law no. 02 / L 123.

Confirmation letter is downloaded from the system, signed, and uploaded as a document.

✓ Business data		hareholders	3	✓ Representatives		4 ✔ Board	d of directors
✓ Activities	6 ~ A	ddition or change units	7	Documents			
Uploading documents					List of d	ocuments	
Type of document *							
Choose		* Appe	nd		Docume	nt name 💠	Actions ≑
					No result	s found	

Figure 102 – Uploading documents to the foreign company

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

Confirm the appli	E we Addition or che cation and attach the	
Please downlow	Download ad the application form, sig	d the form gn it and upload it as a document.
Type of document * Application form	Ŧ	Append

Figure 103 – Confirmation of application to the foreign company

4.6.9 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

						A. 6.
pply for busine	ess registration					
✓ Success!						
		ou will be notified in system				
Your application for busin		ou will be notified in system	and with mail after revie	<i>n.</i>		_
		ou will be notified in system	and with mail after revie	м.		-
Your application for busin		will be notified in system	and with mail after revie	м.	Kërko;	-
Your application for busin		u will be notified in system Municipality \$	and with mail after revie	Status ¢	Kërko: Application date \$	- Actions \$

Figure 104 – List of applications to the foreign company

4.7 Agricultural cooperatives

An agricultural cooperative is a company created by physical or legal persons who must be all farmers who contribute with their private property to the share capital. The Farmers' Cooperative is established by at least five (5) farmers, who are signatories to the obligations. The cooperative will not be established without capital, nor will it exist without capital. The capital is divided into shares of equal value with a minimum value of 10 \in . The director cannot be a member of the cooperative. You can see all this in Law No. 2003/9 on Farmers' Cooperatives and Law No. 03/L-004 on Amending and Supplementing the Law on Farmers' Cooperatives No. 2003/9.

Once you have entered the page where you are asked to choose the type of business, you need to select the type of business you want to register as in the figure below, in this case Limited Liability Society.

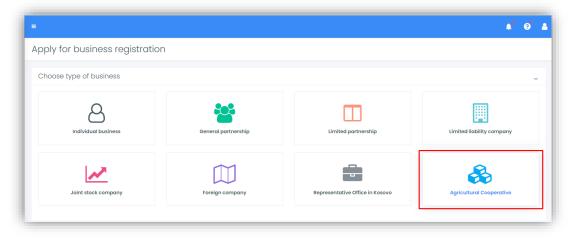


Figure 105 – Choosing the type of business

Once you have chosen the type of business you will be redirected to the application form for registration of agricultural cooperative. The application form consists of eight steps, business data, owner details, registration of representative or representatives, registration of board members, activities, registration of units (if any), statutes and agreement, and documents where you upload the required documents. Please note that identification documents are required to be uploaded when completing owner and representative data. The identification document presents the scanned identity card, or business certificate (to the legal representative).

4.7.1 Business data

This step requires you to enter the business details you are applying to register. The business name should be listed without any suffix or anything like that.

gricultural Cooperative							
Business data	2 sh	areholders		з	Representatives		4 Board of directors
5 Activities	6 A.	Idition or change units		7	Statute and agreement		8 Documents
Ø Help							
Please enter the business name wi	thout quotes and witho	ut any suffixes of busine	ss companies, th	ney will be	added automatically.		
Please enter the business name wi Business name example: Google	thout quotes and witho	ut any suffixes of busine	ss companies, th	ney will be	added automatically.		
Business name example: Google	thout quotes and witho	ut any suffixes of busine	ss companies, th	ney will be Trade		Dt. (constitution/statute *
	thout quotes and witho		ss companies, th reviations *			Dt. e	constitution/statute *
Business name example: Google	thout quotes and witho	Abb			name		constitution/statute *
Business nome example: Google Business name *		Abb		Trade	name		
Business nome example: Google Business name *		Abb	reviations *	Trade	name		
Business nome example: Google Business nome * Number of workers *	Copital *	Abb	reviations *	Trade	name		
Business nome example: Google Business nome * Number of workers * Phone number *	Copital *	Abbe	reviations *	Trade	nome ck *		

Figure 106 – The first step in applying for an agricultural cooperative

Another area worth noting in this step is the business address. Once you have selected the Municipality and Location, you need to click on the Select Location button. This button will open a window, inside which is a map, first you need to mark the road, if the road you mark is not found mark the main road or a nearby road, to show as accurately the business address you are instructed to carry the point blue to the location of your business. The following figure will describe what we said above.

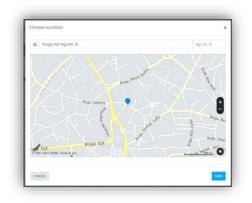


Figure 107 – Choosing the location for the agricultural cooperative

The path that appears below the path you have marked represents the path that will be saved as part of your business address, to which you must also enter the address number. After clicking Save, another window will appear asking you to confirm the full business address.

Once you have filled in all the data, click the Continue button to proceed to the next step, respectively to the registration representative.

	2 Sharel		3 Repre	sentatives	4	4 Board	of directors
Activities	6 Additio	on or change units	7 Statut	te and agreement	٤	B Docum	vents
Data for shareholder				SI	hareholders	list	
Physical person	O Legal person					Search	
Foreign citizen Personal number *	Diaspora	ument *			Personal number 0 I	Name ©	Owned part © Actions ©
	Ą	ppend			No results found		
Name *	Surname *	Date of	birth *				Bock next
Gender *	Citizenship *	Ethnic o Y Choo	iffiliation *	*			
Gender							

4.7.2 Registration of the owners

Figure 108 – Registration of owners for the agricultural cooperatives

As can be seen from the figure above, in this first step it is required to register the owner's data. If the owner is local just enter the personal number and many of the fields will be filled in automatically, while the remaining fields should be filled in by you. As for foreign nationals, all fields must be completed by you. In an agricultural cooperative, the owner can also be a legal entity.

Note that only fields marked with an asterisk (*) are required. After filling in all the details of the owner, click the Register button, in this case the owner/shareholder will appear in the list of shareholders.

) Legal person				Searc	h	
Foreign citizen	🗌 Diaspora			Personal		Owned	
Personal number *	Identification document *			number 0	Name 0	part 0	Actions 0
1000001004	1 Dokument			No results fou	nd		
Name *	Sumame *		Date of birth *				Back new
Test	Test		10/08/1986				
Gender *	Citizenship *		Ethnic affiliation *				
Female	* Kosovar	٠	Albanian *				
			Please choose you ethnicity.				
State *	Municipality *		Residence *				
Kosova	* Istog		Kaliqan				
Address *	Phone		E-mail				
Rr. Halil Baku	+(383) 44-123-456		test@test.com				
	Owned part *		Owned part (%) *				
Profession	Owned part -						

Figure 109 – Saving owner's data

Once you have completed the registration of all owners/shareholders, click on the Continue button to proceed to the next step.

4.7.3 Registration of representatives

The representative must be a local and a physical person. You need to keep in mind that representatives have access to make change requests for your business.

To register the representative, you are required to enter the personal number of the person, while many of the fields will be filled in automatically the moment you fill in the personal number.

Ø Help			
	sentatives, consider the field * Business Por register at least one representative.	sition ", where you define the position of the bus	iness representative (director, agent, accountant, etc.). To move on to
Representative data			List of owners
Foreign citizen Personal number *	Identification document *		Name ÷ Type ÷ Actions ÷ Test Test Physical person Register the representative
Name *	Surname *	Date of birth *	Back 1 next
Gender *	Citizenship *	Ethnic affiliation * Choose	 List of representatives
State *	Municipality *	Residence *	Search: Name Position in business Actions
Address *	Phone	E-mail	No results found Back next
Position in business *	Autorizations *		Back next

Figure 110 - Physical representative to the agricultural cooperative

Once you have successfully registered the representative, he or she will appear in the list of representatives, from where you can delete it if you have registered incorrectly or for any other reason.

List of rep	resentatives	
	Search:	
Name 🗘	Position in business 🗘	Actions 🗢
Test Test	Accountant	
	Ba	Change 🖉 Change

Figure 112 – List of representatives to agricultural cooperatives

Once you have completed the registration of all representatives, click the Continue button to proceed to the next step.

4.7.4 Registration of board members

Board members are only registered if you have a board of directors. If not, you can go to the next step by clicking the Continue button. Board members can be locals or foreign nationals. For physical persons it is required to enter the personal number of the person, while for legal entities the business identification number (NUI). Many of the fields will be filled in automatically the moment you fill in one of these fields.

You should keep in mind that 40% of board members must be female.

✓ Business data	2 Shareholders 		3 Representatives		4	Board of directo	irs
Activities	6 Addition or change u	nits	7 Statute and agreem	ient	8	Documents	
Board member data				List of bo	ard me	embers	
Foreign citizen					- 14		
Personal number *	Identification document *			Name \$		on in business 🗢	Actions 🗢
	Append			No results	found		
Name *	Surname *	Date of birth •					Back next
Gender *	Citizenship *	Ethnic affiliati	on *				
	Y	* Choose	٣				
State *	Municipality *	Residence *					

Figure 113 – Board of directors in agricultural cooperatives

Board member data				List of bot	ard members	
Foreign citizen				Name 🖨	Position in business \$	Actions \$
Personal number *	Identification document *					Actions 🗣
	Append			No results fo	ound	
Name *	Surname *	Date of birth *				Back next
Gender *	Citizenship *	Ethnic affiliation *				
	Ŧ	* Choose	Ŧ			
State *	Municipality *	Residence *				
	*					
Address *	Phone	E-mail				
Profession *	Position in business *					
Choose	* Choose	¥				
		Registe	ər			
lack						

Figure 114 – Board member details

Once you have completed all the details and uploaded the ID document click the Register button, if the details you have provided are OK, then the board member will appear in the list of board members.

Once you have registered all the board members you can move on to the next step by clicking the Continue button.

4.7.5 Registration of activities

During this step you are required to record your business activities, the main business activity must be completed, while secondary and other activities are optional.

ctivity *			Type of activity *			
Choose		Ψ	Choose			
				٩		
			Choose			
ist of registered activities			Main activity of the business			
			Secondary activitity Other activities			
			Other dcovides		earch:	
Activity 0	Type of activity 🗢			Actions \$		
No results found						
						Back next

Figure 115 – Registration of activities in agricultural cooperative

Each activity that is registered will be displayed in the list below the registration form. From where you can also delete any activity if you recorded it incorrectly or for some other reason.

List of registered activities		
	Search:	
Activity 🗢	Type of activity 💠	Actions \$
0111 - Growing of cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
0112 - Growing of rice	Secondary activitity	Delete
0113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete
0114 - Growing of sugar cane	Other activities	Delete

Figure 116 - List of activities registered in agricultural cooperatives

4.7.6 Registration of units

During this step the units are registered if you have any, if you do not have you can go to the next step by clicking the Continue button.

The data that must be filled in to register the unit are the name of the unit, the main activity of the unit, as well as the business address, which consists of the municipality, place, and street name, which must be selected from the map that appears after clicking select location like business address that is filled in when registering business data.

	units, after filling in all the data click the Record button, if the da an continue the application by clicking the Continue button.	ta is correct it will appear in the li	ist on the right.	
Init registration			List of units	
init name *	Primary activity * Choose Here will be shown activities that are registered at step activities.		Unit name 🔶	Kêrko: Actions 🗢
funicipality * Choose	Country * Addre		Nuk është gjetur a	snjë rezultat Prapa Para
		Register		

Figure 117 – Registration of units

After registering the unit it will appear in the List of units, from where you can delete it.

4.7.7 Statute and agreement

To facilitate the application procedure you will be generated the statute and the founding agreement based on the data you provided during the previous steps.

✓ Business data	2 V Shareholders	3 Representatives	4
✓ Activities	6 Addition or change units 	7 Statute and agreement	8 Documents
Ø Help			
The following boxes have generated the statute a Please print these two gareem	nd the company agreement based on the data ents using the 🖶 button, then sign and uploa		/L-016 on Business Organizations.
	boxes by using the KN button.	v	
Society statute		Society agreement	
× 6 6 6 9 + > - = =	었 De Source 🔒 🗟 👼	X ि B B B < > ♥-	🖽 🚍 🔀 🖻 Source 🖶 🗟 📾
B I S \$ I Ix ↓ III → II → II → II → II → II → II →	≞ ≞ ≣ छ•	B I S I I I I I I I I I I I I I I I I I	표 99 는 는 로 로 들 話~
Statute of a Limited L In accordance with the requirements of Article 33 Business Organization the Founders of the Limited STATU	and Article 40 of the Law No. 06/L-016 on Liability Company, on 10/10/2018 issue the:		. 06(L016 on Business Organizations with the content colizans-now Founders Test Test, , from Place on al, 15 concluded the:
Reorder the statut by	v clicking Here.	Reorder t	the deal by clicking Here.
Back			Continue

Figure 118 – Statute and agreement

You can change the contents of these two generated documents as needed.

The statute and the agreement must be drafted and signed, because in the next step (Documents) they will be uploaded as documents.

You can print them by clicking on the button that looks like a printer, as in the figure below.



4.7.8 Uploading documents

The final step in applying for a business registration is uploading documents. The documents required for registration of an Agricultural Cooperative are:

- 1) Confirmation letter.
- 2) Establishment statute
- 3) Company agreement

4) Decision on the appointment of the director

5) The consent of the registered agent based on article 27.1-point d) of Law no. 02/L - 123. Confirmation letter is downloaded from the system, signed, and uploaded as a document.

l 🗸 Business dat	2	✓ Shareholders		3	✓ Representatives		4	✓ Board of a	directors
5 🗸 Activities	6	✓ Addition or change units		7	✓ Statute and agreement	nt	8	Documents	
Uploading do	cuments					List of d	ocumer	nts	
Type of documen	•					Docume	nt name 🗧	\$	Actions \$
Choose		٣	Append			No result	s found		
Back									Finish
DUCK									FINISN

Figure 119 – Uploading documents in agricultural cooperatives

Once you have uploaded all the required documents click the Finish button, where a window will open to confirm the application. Once you confirm the application, you will be redirected to the list of applications.

commune uppli	ication and	l attach the	application form x
Please downlo			the form it and upload it as a document.
Type of document *			
Application form		Ψ	Append

Figure 120 – Confirmation of application to the agricultural cooperative

4.7.9 List of applications

Once you have completed the application you will be redirected to the list of applications. You can forward from this list the status of your subject, for which you will be notified by email.

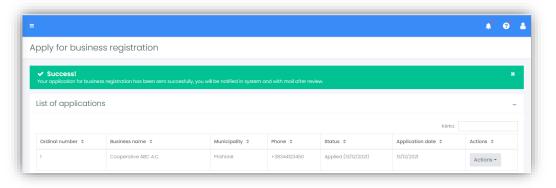


Figure 121 – List of applications to agricultural cooperatives

5. Applications to change the Individual Business or General Partnership

After successfully identifying, selecting the business as well as selecting the submenu 'Request for change' the form with all the requests is displayed.

A Name change	Trade name change	Address change	Type change
Change the number of workers	Activity change	Owner change	Board change
Unit change	Removal of the unit	E Capital change	Representative change

Figure 135 – Types of requests

Where we can choose more than one application.

7.1. Request to change name

Selecting the name change request, a form will be displayed as follows:

A Name change	B Trade name change	Address change	Type change
Change the number of workers	Activity change	Cwner change	Board change
Unit change	Removal of the unit	E Capital change	Representative change

Figure 136 – Apply for name change

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current name		Changed name		Abbreviations		⑦ Guidelines
Test ABC	SH.P.K.	Test CBA		SH.P.K.	¥	I. The documents that are required to change the name of the Joint Stock Company, the Limited Liability Company, the Subsidiary Company or the Foreign Company must possess the following documents:
List of documents						1. Completion of form Al,
list of documents						2. Statute,
Uploading document	9					3. The decision to change the statute and change the name,
oploading doodinion	0					4. Copy of the ID card of the shareholders,
Type of document *						5. Submit original business certificate.
Choose		* Apper	nd			The receipt must be received at ARBK in the amount of 10 ${\ensuremath{\mathbb C}}$ and be paid to the bank.
List of documents						
Document name 💠		Actions \$				
No results found						
				Back next		

Figure 137 – Report for name change

If it is an individual business we can change only the trade name, while for general partnership we can change the name as well. After completing the changed name or changed trade name if we want to change it is optional and attach all the required documents, press the 'Continue' button where it goes to the document tab as in the following:

@ Help	Documents
Alon A	
The following boxes have generated the statute and the company agreement base the data you have provided so far and the Law No.06/L-016 on Business Organizatio	
Please print these two agreements using the 🖶 button, then si	
and upload to the <u>Documents < / u></u> , e^{-1} ,	y., 1,
	Uploading doguments
You can zoom in the following boxes by using the Sautton.	Uploading documents
	Type of document *

Figure 138 – Attachment of documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message is displayed as well as the list with the registered request as follows:

							Proton Sł	H.P.K. 🌲	?
equest for c	hange								
Success! Status for application	/request has been suc	cessfully saved.							×
ist of request	s for business	change							
							Kērko:		
Ordinal number 🗘	Business number \$	Business name \$	Type of request \$	Municipality \$	Phone ¢	Status ¢	Kêrko: Application date \$	Actions \$	

Figure 139 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions \$
Actions -
€ Receipt
E Form
 Statuses history

Figure 140 – Action options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Report' button, the name change request form is displayed.

Actions 🗢	
Actions -	
€ Receipt	
🔲 Form	
Statuses history	

Figure 142 – Open the report

The report looks like the following:



Figure 143 – Report

7.2. Request to change the address

Selecting the request to change the address, a form is displayed as follows:

A Name change	B Trade name change	Address change	Type change
Change the number of workers	Activity change	Owner change	Board change
Unit change	Removal of the unit	E Capital change	Representative change

Figure 146 - Application to change of address

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current municipality	Municipality for change *	List of documents
Pejë	Choose	Uploading documents
Current country	Country for change *	
Çyshk	Choose •	Type of document *
Actual address	Address for changed *	Choose * Append
magj. Pejë - Prishtinë	Choose location	
Current phone number *	Phone number for change *	List of documents
044 148 340	+(383)	
Current email	Email for change *	Document name
Current email	Email for change *	No results found
Current web site	Web site for change	Back nex
	www.example.com	

Figure 147 – Address change form

After filling in the municipality and the place for change, press the button 'Select location' where the following window opens:

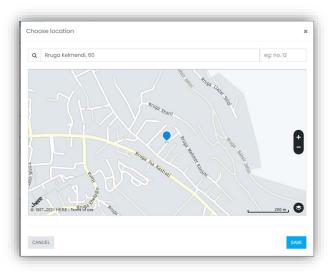


Figure 148 – Choosing the location

Where for assigning the address, we can search by street name or through the blue icon for location by manoeuvring with it on the map to the respective business route. After filling in the street name and number, press the 'Save' button and the following message is displayed:



Figure 149 – Address confirmation

After checking the address we press the button 'Yes, confirm' and then the form for the changed data is displayed again as follows:

List of documents	
Uploading documents	
Type of document *	
Choose	* Append
List of documents	
Document name 💲	Actions 🗘
Statute	<mark>▲ Look</mark>

Figure 150 – Request with the data

Where it is seen that the address description has changed with the address that has been selected. And filling in other data and attaching all the required documents, press the button Continue where it goes to the document tab as below:

Uploading documents					
Type of document *	* Ap	opend			
List of documents					
Document name 💠		Actions \$			
Statuti		Look			
		Back 1 next			

Figure 151 – Attachment of documents

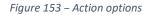
After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

							Proton Sł	H.P.K. 🍂	3
equest for c	hange								
Success! Status for application	Irequest has been	europefully envori							*
List of required	e fer bueine	ee eb en ee							
List of request	s for busine	ss change							-
List of request	s for busine	ss change					Kêrko:		-
List of request	s for busine Business number \$	SS Change Business name +	Type of request \$	Municipality \$	Phone ¢	Status ¢	Kêrko: Application date \$	Actions ¢	

Figure 152 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions 🗢
Actions -
€ Receipt
Form
Statuses history



If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Report' button, the name change request form is displayed.

Actions 🗢	1
Actions -	
€ Receipt	
🗐 Form	l
Statuses history	

Figure 154 – Open the report

The report looks like the following:





Republika e Kosovës-Republika Kosova - Republic of Kosovo Qeveria -Vlada - Government Ministria e Tregtisë dhe Industrisë/Ministarstvo Trgovine i Iudustrije/Ministry of Trade and Industry

ARBK	
Vetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only	
Numri i fletëparaqitjes / Broj zahteva / Application Number	25030003518
Numri i biznesit / Broj biznisa / Business number	812056986
Fletěparaqitja pěr nděrrim tě Emrit tě Shoqërisë akcionare. Shoqërisë me pěrgjegjési Application for a change a Name of Joint Stock Company, Limited Liability Company, Imited Deoničarskih Društava, Društava sa Ograničenom Odgovoraošín, Ogran	partnership or a foreign company Zahtev za promenu Imena
I.Emri i biznesit / Name of Business / Ime biznisa:	Test Test
2. Emri tregtar / Trade Name / Trgovačo ime:	TestCom
3. Adresa e vjeter biznesit / Old Business Adress / Stara Adresa biznisa:	
Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Ferizaj
Rruga dhe nr / Street and no / Ulica i br.a	Rruga Qamil Ilazi, nr. 12
Tel/Fax:	+37744111111
E-mail:	test@gmail.com
Faqja e internetit / Web site/ Internet Stranica:	www.test.com
4. Adresa e re e biznesit / New Business Adress / Nova Adresa biznisa:	
Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova
Komuna/ Municipality/ Opitina:	Ferizaj
Vendi/ Place/ Naselje:	Bablak
Rruga dhe nr / Street and no / Ulica i br :	Rruga Agim H. Ramadani, nr.12
Tel/Fax:	+45678945678
E-mail:	test@test.com
Faqia e internetit / Web site/ Internet Stranica:	www.test.com

Figure 155 – Report

7.3. Request to change the type

Selecting the request for type change is displayed as follows:

A Name change	Trade name change	Address change	Type change
Change the number of workers	Activity change	Owner change	Board change
Unit change	Removal of the unit	Capital change	Representative change

Figure 156 – Apply for type change

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current business type	Business type for change *	⑦ Guidelines
Limited Liabilities Companies List of documents Uploading documents Type of document • Choose List of documents	Choose • Append	III. Documents that are required to change type of Joint Stock Company, Limited Liability Company, Limited Company or Foreign Compans, must have these documents: I. Filling the A4 form, Statute, Statute, Statute, Statute, Submit original business certificate. S. New statute, G. Confirmation by the tax administration for business type change, T. Copy of the ID card of the shareholders, The receipt must be received at ABEK in the amount of 10 € and be paid to the bank.
Document name 💠	Actions \$	
No results found		
	Back next	

Figure 157 – Report to change the type

After selecting the new type of business and attaching all the required documents, press the 'Continue' button where you pass the document tab as below:

±	Download the form
	Please download the application form, sign it and upload it as a document
Uploading documents	
Type of document *	
Choose	* Append
List of documents	
Document name 🗘	Actions \$
Application form	At Lock 2 Delete
	Bock 1 next

Figure 158 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Success! itatus for applica								
st of requ	ests for busin	ess change						
							Kërko	c
Ordinal number \$	Business number \$	Business name \$	Type of request \$	Municipality \$	Phone \$	Status 🗢	Application date \$	Actions \$
1	810001256	Proton SH.P.K.	Request for change of type	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions -

Figure 159 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions ≑	
Actions -	
€ Receipt	
E Form	
Statuses history	

Figure 160 – Action options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt.

By pressing the **'Report'** button, the name change request form is displayed.

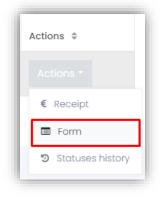


Figure 161 – Open the report

The report looks like the following:

Ministria		Kosovës-Republil Qeveria - Vlad isë / Ministarstvo T	a - Govern	ment	e of Kosovo inistry of Trade and I	udustry
		AR	RBK			
m për shfrytëzim zyr	tar / Samo za službenu i	upotrebu / For Officia	d Use Only			
ri i fletëparaqitjes / B	Broj zahteva / Application	n Number	1	25	5040003618	
ri i biznesit / Broj biz	rnisa / Business number			ł	812056986	
cation for a change a Ty	ope of Joint Stock Company,	, Limited Liability Compa Ograničenom Odgovorno	any, limited pr	ertnership or a fo	Ortakërisë së kufizuar oso reign company Zahtev za p li Inostranog društva	: Kompanisë së huaj omenu Tipa Deoničari
1 BI/PB/IB	2 OP/GP/NP	3 OK/LP/OP	SHPK/	4 LLC/DOO	5 SHA/JSC/DO	6 KH/FC/SD
'ipi i ri i biznesit / Ne	w Type of Business / Nov	i Tip biznisa:				
1 BI/PB/IB	2	3		4	5	6
BI/FB/IB	OP/GP/NP	OK/LP/OP	SHPK/	LLC/DOO	SHA/JSC/DO	KH/FC/SD
	of Business / Ime biznisa:		SHPK/		SHA/JSC/DO	
nri i biznesit / Name			SHPK/			
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva	Emei / Na	une / line:			
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale/ ID-a e SL.) ID (Pers	Emri / Na enal ID/LE ID/ID (Lieni IE	une / Ime: D/ ID PL.):		est Test	
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale/ ID-a e SL.) ID (Pers	Emri / Na onal ID/LE ID/ID (Lični IE Country/Territory/ Dr2ava/	une / Ime: 5/ ID PL.): Teritorija:		est Test Test Test 100000030 Kosova	
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale/ ID-a e SL.) ID (Pers	Emri / Na enal ID:LE ID)ID (Liou IE Country/Territory/ Dr2aw/ Komuna' Municipality	une / Ime: 2/ ID PL.): Terinorija: / Opština:		est Test Test Test 100000030 Kosova Ferizaj	KH/FC/SD
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale/ ID-a e SL.) ID (Pers	Emsi / Na enal ID:LE ID)ID (Lični IE Country/Tetrihory/ Država/ Komuna' Municipality Vendi/ Place	une / Ime: D/ ID PL): Teritorija: / Opltina: 5/ Naselje:		est Test Test Test 100000030 Kosova Ferizaj Silatinë e Epërm	KH/FC/SD
nri i biznesit / Name e plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale/ ID-a e SL.) ID (Perso Shteli /Territori/ (Emri / Na onal ID-LE ID/ID (Lioni ID Country/Territory/ Dr2ava/7 Komuna' Municipality Vend/ Place Rruga/ Str	une / Ime:)/ ID PL.): Teritorija: / Opłtina: / Naselje: vet/Ulica:		est Test Test Test 100000030 Kosova Ferizaj	KH/FC/SD
ari i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva ersonale' ID-a e SL, ID (Pers Shteti /Territori/4 Vendi i punës (porita) s	Emri / Na onal ID-LE ID3ID (Lični IE Country/Territory/ Država/ Komuna' Municipality Vendi/Pace Renaga'Str ab biznes / Position(s) in th / Radno mento(a) unuta	nne / Ime:)/ ID PL3: Teritorija: / Optina: // Natelje: vet/Ulica: e businesa ar bianiaa;		est Test Test Test 100000030 Kosova Ferizaj Silatinë e Epërm	KH/FC/SD
ari i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva erronale/ ID-a e SL.) ID (Perss Shteli /Territori (Vendi i punës (pozita) a Autorizimet Informata p	Emri / Na onal ID-LE IDJID (Librit IE Country/Territory/Delawi/ Komuna' Municipality Vendi/Place Rruga' Str at biznes / Position(s) in th	une / Ime:) / ID PL.): Teritorija: / Optina: v Naselje: vet Ulica: e businesa r bisnina: viditional		est Test Test Test 100000030 Kosova Ferizaj Silatinë e Epërm	KH/FC/SD e . 5
ari i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva erronale/ ID-a e SL.) ID (Perss Shteli /Territori (Vendi i punës (pozita) a Autorizimet Informata p	Emri / Na enal ID-LE ID3D (Lioni IE Country/Territory/ De2ava/) Komuna' Municipality Vendi/ Place Renga/ Str Altonencia() unut / Radio mentica) unut	une / Ime:) / ID PL.): Teritorija: / Optina: v Naselje: vet Ulica: e businesa r bisnina: viditional		est Test Test Test 100000030 Kosova Ferizaj Silatinê e Epêrm Rr. 28 Nentori, Nr	KH/FC/SD e . 5
nri i biznesit / Name o plikuesi / Aplicant	of Business / Ime biznisa: / Podnosioc zahteva erronale/ ID-a e SL.) ID (Perss Shteli /Territori (Vendi i punës (pozita) a Autorizimet Informata p	Emri / Na enal ID-LE ID3D (Lioni IE Country/Territory/ De2ava/) Komuna' Municipality Vendi/ Place Renga/ Str Altonencia() unut / Radio mentica) unut	me / Ime:)/ ID PL3: Teritorija: / Optima: / Naselje: vest Ulica: e business ar bianisa: diditional formacije:		est Test Test Test 1000000030 Kosova Ferizaj Sillatinë e Epërm Rr. 28 Nentori, Nr Autorizuar për çdo vi	KH/FC/SD e . 5 sprim.
nri i biznesit / Name o plikuesi / Aplicant	d Basiness / Ime biznisa: / Podnosioc zahteva erronale/ ID-a e SL.) ID (Pers Shtei: /Terrisori (Vendi i punbs (porita) i Antorizimet Informata p informatice	Emri / Na enal ID-LE ID3D (Lioni IE Country/Territory/ De2ava/) Komuna' Municipality Vendi/ Place Renga/ Str Altonencia() unut / Radio mentica) unut	nne / Ime:)/ ID PL3: Teritorija: / Optrina: / Naselje: erestUlica: ar bianisa: ar bianisa: diditional formacije: Tel/Fax: E-mail:		est Test Test Test 1000000030 Kosova Ferizaj Silatinê e Epêrm Rr. 28 Nentori, Nr Autorizuar pêr çdo vi +38344125125	KH/FC/SD e . 5 sprim.

Figure 162 – Report

7.4. Request to change the number of employees

Selecting the request to change the number of employees, a form is displayed as follows:

A Name change	B Trade name change	Address change	Type change
Change the number of workers	Activity change	Unit change	Removal of the unit
Representative change			

Figure 163 – Application to change the employees

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current number of workers	Number of workers for change *	⑦ Guidelines
12	10	IV. Documents that are required to change number of employees in Individual Business or General Partnership: 1. Filling the Asi form.
uploading documents		 Copy of business certificate, Copy of the ID card for owner (owners),
Type of document * Choose	* Append	
List of documents		
Document name 🌣	Actions ©	
No results found		
	Back next	

Figure 164 – Report for changing the number of employees

After filling in the new number of employees and attaching all the required documents where we have the opportunity to view the document and delete it, we press the button 'Continue where you pass the tab of documents as below:

Download the form Please download the application form, sign it and upload it as a document.
* Append
Actions 🕈
Lcok 🗅 Delete
Bock 1 next

Figure 165 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

List of reque	sts for busine	ess change						
							Kērko:	
Ordinal number	Business number \$	Business name \$	Type of request \$	Municipality ‡	Phone ¢	Status ¢	Application date \$	Actions \$



Where if we select the 'Actions' button then the following options are displayed:

Actions 🗢	
Actions -	
€ Receipt	
E Form	
Statuses history	

Figure 167 – Action options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Report' button, the name change request form is displayed.

Actions 🗢	
Actions -	
€ Receipt	
Form	
Statuses history	

Figure 168 – Open the report

The report looks like the following:

Ministria e Tregtisë d	G	a - Republic of Kosovo ment Industrije/Ministry of Trade and In	dustry		
		ARBK			
etēm pēr shfrytēzim zyrtar / Samo z	a službenu upotreb	nu / For Official Use Only			
umri i fletëparaqitjes / Broj zahteva	Application Numb	er	25050003718		
umri i biznesit / Broj biznisa / Busine	ss number		187070		
Fletëparaqitja për udërrim të Tipit pplication for a change a Type of Joint Sto Društava,	të Shoqërisë akcion ek Company, Limited Društava sa Ograniče	uare, Shoqërisë me përgjeg I Liability Company, limited p rnom Odgovornošću, Ogranič	ësi të kufizuar.Ortakërisë së kufizuar ose artnership or a foreiga company Zahtev za pro enog partnerstva ili Inostranog društva	Kompanisë së huaj menu Tipa Deoničars	
Emri i biznesit / Name of Business / I	me biznisa:		Test Test		
Numri paraprak i puntorëve rior Number of employeers rethodni broj radnika:	5		2-a Numri i ri i puntorëve New Number of employeers Novi broj radnika	10	
Aplikuesi / Aplicant / Podnosioc	zahteva				
		Emri / Name / Ime:	Test Test		
ID (ID-a personale' ID-a e SL) ID (Personal ID/LE ID)ID (Lidni ID/ ID PL):			100000030		
Shteti /Territori/ Country/Territory/ Država/Teritorija			Kosova		
Komuna/ Municipality/ Op8tina:			Ferizaj		
		Vendi/ Place/ Naselje:	Silatinë e Epërme		
		Rruga/Street/Ulica:	Rr. 28 Nentori, Nr. 5	5	
Vendi i pu	nës (pozita) në biznes / / Rade	Position(s) in the business to mesto(a) unitar bisnisa			
Autorizine		Authorisations Additional nja Dopunske informacije:	Autorizuar për çdo vep	kim.	
		Tel/Fax:	+38344125125		
		E-mail:	test@test2.com		
	Faqia e internetit / V	Veb site/ Internet Stranica:			
Interpretability of the antipartic englishment of unit set hardby declars that the administration geters above in societies of this application or networking of registre	Islitt prantae True and account. Any mi ition of decady granted.	argreatiation and or contained on B	diversatat e allabay, sectultura me donama, exfluzioni di sociajit de exfluenzation 1 hiere gricen scill resulter ne faible le provid ne Azaronea, memoratalment scilligianga ankieto di pre faib	lde prodities, opposition	
Vëndukrimi: Signatare: Sotpis:			Data: Date: Danam:	08/12/2018	
imiar në ARBK / Reception in KBRA by/ Pi	imljeno u KARB od		Data: Date: Dataun:		
Schuldermi Signatury/P					
Perpunuar nga / Processed by/ Ob-	ardjivać:				

Figure 169 – Report

7.5. Requests to change the activity

Selecting the request to change the activity, a form is displayed as follows:

A Name change	B Trade name change	Address change	Type change
	æ		
Change the number of workers	Activity change	Unit change	Removal of the unit
Ĩ			
Representative change			

Figure 170 – Application to change of activity

ctivity *	Type of activity *		List of activities for ch	nange		
Choose *	Other activit *	Add			Search:	
	Search:		Activity description \$	Type of activity \$	Addition/Removal \$	Actions \$
Activity description \$	Type of activity \$	Actions \$		detivity +	Addition/Removal +	Actions +
4690 - Non-specialised wholesale trade	Main activity of the business	Remove	No results found			Back next
4752 - Retail sale of hardware, paints and glass in specialised stores	Secondary activitity	Remove				BUCK HEXL
4673 - Wholesale of wood, construction materials and sanitary equipment	Other activities	Remove				

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Figure 171 – Report for changing activities

After selecting the activity and type of activity as follows:

Request for activity change	Documents		
Activity *		Type of activity *	
0112 - Growing of rice		Other activities 🔹	Add

Figure 172 – Filling in the data to add the activity

After pressing the 'Add' button the registered activity is displayed in the list of activities for change as follows:

Activity description \$	Type of activity 🗘	Actions 🗢
4690 - Non-specialised wholesale trade	Main activity of the business	Remove
4752 - Retail sale of hardware, paints and glass in specialised stores	Secondary activitity	Remove
4673 - Wholesale of wood, construction materials and sanitary equipment	Other activities	Remove
nowing page 1 from all 1 pages		Back 1 next

Figure 173 – Addition of new activity

We also have the option to delete that activity through the button even after adding 'Delete'.

The activity is removed by pressing the 'Remove' button as follows:

ctivity *	Type of activity *		List of activities for change	ł.		
Choose *	Other activities	Add			Search:	
	Search:		Activity description \$	Type of activity 🗘	Addition/Removal \$	Actions ¢
Activity description \$	Type of activity 🗘	Actions ¢	0112 - Growing of rice	Secondary activitity	Add	🛍 Delete
4690 - Non-specialised wholesale trade	Main activity of the business	Remove	4752 - Retail sale of hardware, paints and glass in specialised	Secondary activitity	Remove	🏛 Delete
4752 - Retail sale of hardware, paints and glass in specialised stores	Secondary activitity	Remove	stores			
4673 - Wholesale of wood, construction materials and sanitary equipment	Other activities	Remove	Showing page 1 from all 1 pages		Bas	ck 1 ne

Figure 174 – Removing the activity

Where after successful removal he appears in the list for changes. After adding and removing the activities and after attaching all the required documents we press the button 'Continue as follows:

st of documents		
Uploading documents		
Type of document * Choose	* Append	
List of documents		
Document name 🔅	Actions 🗢	
No results found		
	Back next	

Figure 175 – Filling in the data

A new window opens with a list of activities to add and remove if all goes well press the **'Yes, confirm**' button as follows:



Figure 176 – Confirmation of the request

Where it passes to the tab of documents as in the following:

↓	Download the form
	Please download the application form, sign it and upload it as a document.
Jploading documents	
Type of document *	
Choose	* Append
ist of documents	
Document name 💠	Actions ¢
Application form	▲Look ■Delete
	Bock 1 next

Figure 177 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Success! Status for application/r								
ist of requests	for business cha	inge						
							Kērko	0:
Ordinal number 💠	Business number 🗘	Business name 💲	Type of request \$	Municipality \$	Phone \$	Status ≑	Application date \$	Actions \$
	810001256	Proton SH.P.K.	Request for adding or	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions -

Figure 178 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions 🗢
Actions -
€ Receipt
E Form
🔊 Statuses history



If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Report' button, the name change request form is displayed.

Actions 💠
Actions -
€ Receipt
Form
Statuses history

Figure 180 – Open the report

The report looks like the following:



Figure 181 – Report

7.6. Request to change the unit

Selecting the unit change request, a form is displayed as follows:

Selects the types of requests			-
A Name change	B Trade name change	Q Address change	Type change
Change the number of workers	Activity change	Unit chonge	Removel of the unit
Representative change			
			Continue

Figure 182 – Application for unit change

After selecting the 'Continue' button, the form with the list of the current unit is displayed and the possibility to remove that unit or to change it and register a new unit as follows:

Jnit name *		Type of act	tivity *				Municipality	(*		
		Choose				٣	Choose			
Country *		Address *								
Choose		Ŧ	Choo	ose loc	ation				Add	
ist of unit	3				List of units for	chanae				
						0				
		Search:							Kērko:	
Unit name \$	Type of activity \$	Address \$	Actions \$		Unit name 💠	Type of ac	tivity 🗢	Address \$	Action type 💠	Actions \$
Proton	4673 - Wholesale of wood, construction materials	Prishtinë ,			Nuk është gjetur as	snjë rezultat				
Njësia Nr.1	and sanitary equipment	Çagllavicê,	Actions -							Prapa Para
Proton Njesia Nr.2	4673 - Wholesale of wood, construction materials and sanitary equipment	Pejë , Çyshk,	Actions -							
Showing page	1 from all 1 pages	E	Back 1 next							
ist of doc	uments									
Uploadir	ng documents									

Figure 183 – Report for changing units

After pressing the 'Actions' button we are presented with two options as follows:



Figure 184 – Action options

After selecting the Edit option, the fields are filled with existing data, as follows:

ton. Type of act						
	ivity *		Municipalit	Y *		
4673 - W	holesale of wood, cor	nstruction materials and sar	nito * Prishtinë			*
Address *						
*					Add	
		List of units for c	hange			
Search:					Kërko:	
	Address *	Address*	Address *	Address *	Address *	Address *



If we press the 'Select location' button to select the unit and type of unit as follows: P a g e 91 | 184

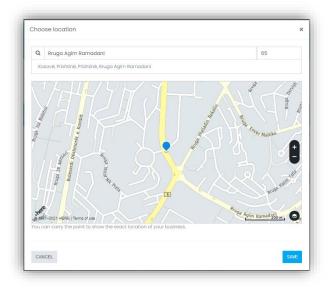


Figure 186 – Choosing the location

Where for assigning the address, we can search by street name or through the blue icon for location by manoeuvring with it on the map to the respective business route. After filling in the street name and number, press the 'Save' button and the following message is displayed:



Figure 187 – Confirmation of the address

After now the button has the description of the selected address as follows:

i Info!!					*
Into!! Please change the fields and then press the "Add" button.					•
Unit name *	т	Type of activity *	Municipality *		
Proton Njësia Nr.1		4673 - Wholesale of wood, construction materials and sanita *	Prishtinë		
Country *	,	\ddress *			
Çagllavicē		Rruga Agim Ramadani, 65		Add	

Figure 188 – Adding the unit

After filling in all the fields, press the 'Add' button and the added unit appears in the list of units for change as follows:

	ts for change			
		К	(ërko:	
Unit name 🖨	Type of activity 🗘	Address \$	Action type \$	Actions 🗢
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë, Rruga Agim Ramadani, 65,	Ndryshim	🛍 Delete

Figure 189 – List of changes

We also have the option to delete that unit through the 'Delete' button even after adding. The same is the case when we want to register new units. Where after filling in all the fields and assigning the address we press the 'add' button. And then the unit appears in the list for changes.

The unit is removed by pressing the 'Remove' button as follows:

st of unit	S			List of un	its for change			
		Search:				к	ërko:	
Unit name ‡	Type of activity 💠	Address \$	Actions \$	Unit name ‡	Type of activity \$	Address \$	Action type \$	Actions \$
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë , Çagllavicë,	Actions *	Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë, Rruga Agim Ramadani, 65.	Ndryshim	🛱 Delete
Proton Njesia Nr.2	4673 - Wholesale of wood, construction materials and sanitary equipment	Pejë , Çyshk,	Actions *		r fagen 1 nag të gjitha 1 fage	kumuduni, 65,		

Figure 190 – Removing the unit

Where after successful removal he appears in the list for changes. After adding and removing the unit and attaching all the required documents press the 'Continue' button as follows:

Uploading documents Type of document * Choose * Append List of documents Cocument nome Actions Actions	ist of documents	
Choose Append List of documents Search:	Uploading documents	
Search:		* Append
	List of documents	
Document name © Actions ©		Search:
	Document name 🌣	Actions \$

Figure 191 – Filling in the data

where it passes to the tab of documents as in the following:

€ Help	Documents	
The following bases have generated the statute and the company agreement based on the data you have provided so for and the taxe hould(-otil) on itsutines. Organizations. Mease print these two agreements using the ⊕ button, then sign and upload to the <u>Documents (/ u</u> , ⊕, too can soom in the following bases by using the ∯ button.		Download the for form, sign it and uplead it as a docum
	Type of document *	
Society statute	Choose	* Append
B I 5 √ I, □ □ □ 4 17 E ± ± ≡ B- Styles - Ternst - ? Statute of a Limited Liability Company	List of documents	Actions ±
In accordance with the requirements of Article 33 and Article 40 of the Law No. 06/L-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Statute	at Look 🔹 🖨 Delete
STATUTE	Paid payment	👛 Look 🖉 Delete
of Proton L.L.C (name of company) Pejë, Çyshk, maji, Pejë - Prishtinë (headquarter)		Back 1 ne
Article 1		
4		

Figure 192 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

 Success! Status for application/r 	equest has been successfu	lly saved.						×
list of requests	for business cha	nge						
							Kērko	c
Ordinal number \$	Business number 💠	Business name 🗘	Type of request \$	Municipality \$	Phone ¢	Status 🗢	Application date \$	Actions \$
1	810001256	Proton SH.P.K.	Request to add or change the unit	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions -

Figure 193 – List of requests

Where if we select the **'Actions'** button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Actions ≑	
Actions -	
€ Receipt	
Form	
Statuses history	
	ń

Figure 194 – Action options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Report' button, the name change request form is displayed.

Þ	Actions \$
	€ Receipt
	Form
l	Statuses history

Figure 195 – Action options

The report looks like the following:

Republika e Kosovës-Republika Kosova - Qeveria - Vlada - Governm Ministria e Trogtisë dhe Industrisë / Ministarstvo Trgovine i Iuc	ent
ARBK	
etem për shfrotëzim zvrtar / Samo za slažbena sovoreba / For Official Use Only	
unri i fletëparaqitjes / Broj zahteva / Application Number	25090003918
umri i biznesit / Broj biznisa / Basiness number	812056986
Fletiparaqitija për ndërrim të Njësive të Shoqërisë akcionare, Shoqërisë me Kompanisë së hoaj Application for a change a Ukin af Jakit Nock Company, Lakulet Lakillor, Company, Inarde Doosilarshih Druktava, Dovičava sa Opraničenan Odgevernelës, Dgra	partnerskip or a foreign company Zahtev za pronesn Jedinica ničenog partnerstva ili Inosteranog druktva
Emri i hiznesit / Name of Basiness / Ime biznisa:	Test Test
Emi / Nanc / Inc.	Test Test
ID (ID-a personale/ ID-a e SL) ID (Personal ID LE ID(ID (Lain: ID/ ID PL)	1000000030
Shteti /Territari/County/Territary/Delava/Territarja	Kosova
Komana' Manicipakiy/ Opitina	Ferizaj
Vende Placer Naselje:	Silatiné e Epêrme
Regal Street Ulaca	Rr. 28 Nentori, Nr. 5
Vanda i pusila (puzita) nd biznen / Position(a) ia the businens /Radno mesto(a) unutar buaisa:	
Annoi zmeri la forzuta pložbacse/ Azthorinstavo Additonal information/ Or laidenja Dopunske informacju	Autorizuar për çdo veprim.
TelTes	+38344125125
E-mail	test@test2.com
Faqia e internetii / Web sile/ Internet Stranica:	
Dalan je ostanosti dosto o izpor pri i strato dru u nije. Osta prosta je polici kraje po snapiti v la dost polici polici polici polici polici polici pri o pri ostano pri polici. Polici polici polici polici polici de tri inspirati V data da polici de tri inspirati V data da polici de tri inspirati V data da polici de tri inspirati V data da polici de tri inspirati V data da polici de tri inspirati V data da polici pol	
Nënskrimi	Data
Signature: Potes:	Date: 08/12/2018 Datum:

7.7. Request to change the equity

Selecting the request for the equity change only for General Partnership is shown to us as follows:

A Name change	B Trade name change	Address change	Type change
& +	\$		
Change the number of workers	Activity change	Owner change	Board change
	I	€	ľ
Unit change	Removal of the unit	Capital change	Representative change

Figure 197 – Application for the equity change

After selecting the 'Continue' button, the form with the list of current owners and their capital is displayed. Before changing the capital for the owners, you must first fill in the field 'changed capital' as follows:

↓						Rece to the list of docum
equest for capital change	Documents					
Current copital Nr. current stock			Current stock class			
1000.00		100.00				
Changed capital *		Nr. changed stock *		The stock class chan	ged	
List of owners			List of owners for char	nge		
Name ¢	Capital ©	Actions ©			Search:	
Test Test	1000.00	Change	Name ©		Owned part ©	Actions
			No results found			

Figure 198 – Filling in the data

After filling in the field 'changed capital' we now can change the capital for each owner by pressing the button 'Change' where the new window appears, as follows:

Capital change for th	e owner				×
Name			Owned part		
Jusuf Deçani			1000.0000		
Kapitali ndryshuar	Kapitali mbetur		Value in %		Value in numbers
10000.0000 €	10000.0000	€			
CANCEL				_	SAVE

Figure 199 - Editing of the equity

Where we have two possibilities of marking capital, that in percentage or in numbers. Here, depending on how many owners there are in the current list of owners, the capital should be changed for each owner in terms of not exceeding the scope of the changed capital. After completing the capital as follows:

Capital change for the owner	1 100 00	×
Name Jusuf Deçani	Owned part 1000.0000	
Kapitali ndryshuar Kapitali n 10000.0000 € 10000.0	Value III //	Value in numbers 10000.00
CANCEL		SAVE

Figure 200 – Filling in the data

After pressing the **'Save'** button the owner (s) appear in the list of owner changes as follows:

Current capital		Nr. current stock		Current stock class		
1000.00		100.00				
Changed capital *		Nr. changed stock *		The stock class changed		
10000		100				
Please fill out the capital.						
			List of owners for cha	ige		
List of owners	Copital 0	Actions 0	List of owners for char	ige	Search	
List of owners		Actions 0 Change	List of owners for char Name ©		Search:	Actions ¢



Even after the change we have the option to delete the owner if we made a mistake when allocating capital through the **'Delete'** button.

After filling in all the fields and attaching all the required documents, press the 'Continue' button where you will see the following tab of documents:

Help	Documents	
The following bases have generated the statute and the company agreement based on the data you have provided so for and the law ha 0/0/-08 on Business Organizations. Please print these two agreements using the ⊕ button, then sign and upload to the <u>Dacuments + / us</u> ⊕. You can zeam in the following bases by using the € button.		OWNLOAD the for orm, sign it and upload it as a docum
	Type of document *	
Society statute	Choose	* Append
※ ③ ④ ④ ⑤ 本 가 (♥- 面 금) X 을 Source ⑥ ② ● 8 I ⑤ ✔ I, [二 二 本 本] 19 池 全 道 章 昭- Styles - Permit - ?	List of documents	
Statute of a Limited Liability Company	Document.name \$	Actions 2
In accordance with the requirements of Article 33 and Article 40 of the Law No. 06/L-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Statute	📥 Look 🛛 🔮 Delete
STATUTE	Paid payment	📥 Look 🔹 Delete
of		
L.L.C (name of company)		Back I ne
Pejë, Çyshk, magj. Pejë - Prishtinë		
(headquarter)		
Article 1		
A		

Figure 201 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Status for application/	request has been successfu	illy saved.						
ist of requests	for business cha	inge						
							Kērk	x
Ordinal number \$	Business number 💠	Business name 💲	Type of request \$	Municipality \$	Phone ¢	Status ¢	Application date \$	Actions \$
1	810001256	Proton SH.P.K.	Request for capital	Peja	044148340	Applied (14/12/2021)	14/12/2021	Actions -



Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Actions ≑	
Actions -	
€ Receipt	
Form	
Statuses history	

Figure 203 - Action options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the **'Report'** button, the name change request form is displayed.

Acti	ons ¢
€	Receipt
	Form
5	Statuses history

Figure 204 – Open the report

The report looks like the following:

	epublika Kosova - Republic of Kosovo ia -Vlada - Government
Ministria e Tregtisë dhe Industrisë/Minista	arstvo Trgovine i Industrije / Ministry of Trade and Industry
	ARBK
etēm pēr shfrytēzim zyrtar / Samo za službenu upotrebu / For	Official Use Only
umri i fletëparaqitjes / Broj zahteva / Application Number	25100004018
umri i biznesit / Broj biznisa / Business number	812056986
	Liability Company, Emited partnership or a foreign company Zabtev za promenu Kapit nom Odgovornošću, Ograničenog partnerstva ili Inostranog društva Teist Teist
. Kapitali themelor / Initial capital / Osnivački Kapital:	Four Form
Shuma e përgjithshme e kapitalit € Total capital € Ukupna izmos kapitala € Pjesa e paguar? Paid part / Uplačeni doo: 100.00	1
Peser e paguar i ran apart e parcent aco. 100.00 Numri i akcionese, viera dhe kategoria e aksionese (vien verên pêr korpos fahres; par viale and classice) of shares (pin corporations oul)): Broj deonica; tzoos i kategorije deonica (vati same za korporacije)	uratat): Number of
Numri i akcioneve / Number of shares / Braj deonica	
Vierz nominale / Nominal value / Nominalma vecduost	
Klasa / Klass / Klasa	
Kapitali i ndryshuar/ Change of the capital / Promene Ka	apitala:
Shuma e përgjithshme e kapitalit ië ndryshyar. € Total capital with changes € Ukupan iznos kapitala sa promenama €	500.00
Pjesa e paguar/ Puid part / Uplačeni deo: 500.00	
Numri i akcioneve, vlera dhe kategoria e akcioneve (vlen vetëm për korpor shares, par sulue and class(es) of shares (for corporations only); Broj deomica, iznos i kategorije deonica (važi samo zu korporacije)	sratat); Number of
Numri i skeisneve / Number of shares / Broj deonica	10
the second of the second se	10 50.000000000

Figure 204 – Report

7.8. Request to change the representative/director

By selecting the request to change the representatives/director only for the General Partnership, they appear as follows:

A Name change	Trade name change	Address change	Type change
Change the number of workers	Activity change	Owner change	Board change
		€	

Figure 205 - Application to change the representative/director

After selecting the 'Continue' button, the form with the list of current directors/representatives is displayed as follows:

list of repre	sentatives		Register	List of represente	atives for c	hange		
		Search:					Search:	
Name \$	Nr. Identification 🗘	Position in business 💠	Actions \$	Nr. Identification 🗘	Name \$	Position in business 🗘	Addition/Removal \$	Actions \$
Test Test2	1000717939	Drejtor - Agjent i Regjistruar	Actions -	No results found				
Test Test	1000001004	Drejtor	Actions -					Back nex

Figure 206 – Application details

If we want to remove the representative/director, we do this by pressing the **'Actions'** button as follows:

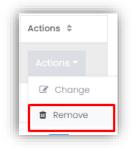


Figure 207 – Removing the representative/director

After the successful removal of the representative/director he is listed in the list to change the representatives/directors as follows:

			Search:	
Nr. Identification 🗘	Name ≑	Position in business \$	Addition/Removal \$	Actions \$
1000717939	Test Test2	Drejtor - Agjent i Regjistruar	Largim	💼 Delete

Figure 208 – Removal of the representative/director

Where we can also delete it through the 'Delete' button.

We also can register a new representative / director by pressing the **'Register'** button as follows:

List of rep	resentatives		Register
		Search	:
Name 🗘	Nr. Identification 💲	Position in business \$	Actions \$
Test Test	1000001004	Drejtor	Actions -



Where we see the new window with the possibility of registering representatives/directors. Where there are two types as physical or legal person as seen below:

Foreign citizen		
Personal number *	Identification document *	
	Append	
Name *	Surname *	Date of birth *
Gender *	Citizenship *	Ethnic affiliation * Choose *
State *	Municipality *	Residence *
Address *	Phone	E-mail
Position in business *	Autorizations	
Choose	* By law and statute.	

Figure 210 - Registration of the representative/director

After completing the field 'No. Personal 'which must be a valid personal number of the city of Kosovo then if that person is found other data are filled in automatically as follows:

Foreign citizen		
Personal number *	Identification document *	_
1247459894	1 Dokument	
Name *	Surname *	Date of birth *
Test	Test	01/01/1927
Gender *	Citizenship *	Ethnic affiliation *
Male	r Kosovar 👻	Albanian •
State *	Municipality *	Residence *
Kosova	Podujevë	Dyz
Address *	Phone	E-mail
Teset	+(383) 44-125-125	tes@tets.com
Position in business *	Autorizations	
Executive director	* By law and statute.	11
Executive director		li li

Figure 211 – Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button and then the following window opens whereas documents only .pdf format documents are allowed as seen below:

> -> 🛧 📘 > This PC	> Deskton > S	RBK - Manualet > so	reenshots > identifikimi	🖏 Sea	rch identifikimi	P
	· besitep · s			0		~
Organize 🔻 New folder						6
A Quick access	-					
Desktop 🖈	-	6				
🕹 Downloads 🖈	· 2.	pdf				
🔁 Documents 🖈						
E Pictures 🖈	1. Identifikimi	Dokumentildenti fikues				
12_Dhjetor						
aplikim						
Manulai SURS						
SRBK_Manualte_						
Creative Cloud Fil						
le OneDrive						
This PC						
🧼 Network 🗸 🗸						
File name:	Dokumentildent	fikues		~ All	Files	~

Figure 212 – Attaching the document

After selecting the document, press the '**Open**' button and after successfully uploading the document and completing all the following fields:

Foreign citizen		
Personal number *	Identification document *	-
1247459894	1 Dokument	
Name *	Surname *	Date of birth *
Test	Test	01/01/1927
Gender *	Citizenship *	Ethnic affiliation *
Male *	Kosovar *	Albanian
		Please choose you ethnicity.
State *	Municipality *	Residence *
Kosova *	Podujevē	Dyz
Address *	Phone	E-mail
Teset	+(383) 44-125-125	tes@tets.com
Position in business *	Autorizations	
Executive director *	By law and statute.	
Please enter job position in the business		

Figure 213 – Filling in the data

After completing all the fields and attaching the identification document, the **'Register'** button, after successful registration, the representative/director appears in the list for change as follows:

			Search:	
Nr. Identification 🗘	Name 🗘	Position in business 💲	Addition/Removal \$	Actions ≑
1247459894	Test Test	Executive director	Add	🏛 Delete
1000717939	Jusuf Deçani	Drejtor - Agjent i Regjistruar	Remove	🛍 Delete

Figure 214 – List of the changes

To register the representative/director as a legal entity, select the option 'legal entity' as follows:

O Person fizik	Person juridik	
NUI*	Emri biznesit *	Dokumenti identifikues *
		Bashkangjite
Komuna *	Vendi *	Adresa *
Pozita në biznes *	Telefoni *	E-mail *
Autorizimet *	*	
		1
Pērgjegjēsia e pakufizuai	r.	

Figure 215 – Registration as a legal entity

After filling in the field 'NUI' and if that business is found with that number, then fill in the other fields as follows:

egjistrimi përfaqësuesit/drejte	prit	\$
O Person fizik	Person juridik	
NUI*	Emri biznesit *	Dokumenti identifikues *
812056986	Test Test	Bashkangjite
		Ju lutem ngarkoni certifikatén e biznesit.
Komuna *	Vendi *	Adresa *
Ferizaj	Ferizaj	Rruga Qamil Ilazi, nr. 12
Pozita në biznes *	Telefoni *	E-mail *
•	+(377) 44-111-111	test@gmail.com
Ju lutem shënoni pozitën e punës në biznes. Autorizimet *		
		li li
Ju lutem shënoni autorizimet që ka	personi përgjegjës që po regjisti	roni.
Përgjegjësia e pakufizuar		
		Regjistro

Figure 216 – Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button as follows:

O Person fizik	 Person juridik 	
NUI *	Emri biznesit *	Dokumennidentifikues *
812056986	Test Test	Dokumentil_
Komuna *	Vendi *	Adresa *
Ferizaj	Ferizaj	Rruga Qamil Ilazi, nr. 12
Pozita në biznes *	Telefoni *	E-mail *
Reporter/lajmerues	▼ +(377) 44-111-111	test@gmail.com
Autorizimet *		
Pakufizuar.		
Përgjegjësia e pakufizuar		

Figure 217 – Filling in the data

After completing all the fields and attaching the identification document, the 'Register' button, after successful registration, the representative/director appears in the list for change as follows:

Nr. identifikues 🔺	Emri 🌩	Pozita në biznes 🗘	Shtim/Largim 🗢	Veprimet \$
1000000030	Test Test	Drejtor	Largim	# Fshijo
100000030	Test Test	Accountant	Shtim	@ Fshijo
812056986	Test Test	Reporter/lojmerues	Shtim	💼 Fahijo

Figure 218 – List with the changes

After adding or removing and attaching all the required documents, press the 'Continue' button where you will see the following tab of documents:

Ø Help		Documents	
The following boxes have generated the statute and the company agreement based on the data yo have provided so for and the taw No.84(-016 on Business Graphitotons. Please print these two agreements using the \textcircled{O} button, then sign and upload is the <u>Documents r / us</u> \textcircled{O} .			Download the for form, sign it and upload it as a docur
		Type of document *	
Society statute		Choose	* Append
X ① ③ ④ ④ 単 + ホ 等 - 面 音 X ② fourne 毎 @ ④ B I S ダ I 二 二 本 キ 가 胞 金 道 圖 三 - Styles - Fermat - ?		List of documents	
Statute of a Limited Liability Company	Î	Document.name @	Actions \$
In accordance with the requirements of Article 33 and Article 40 of the Law No. 06/L-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:		Statute	📥 Look 📄 Delete
STATUTE		Paid payment	📥 Look 💼 Delete
of			Back 1 n
L.L.C (name of company)			Back I n
Pejë, Çyshk, magj. Pejë - Prishtinë			
(headquarter)			
Article 1	-		
	.at		

Figure 219 – Attaching documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Success! atus for application/r	equest has been success!	ully saved.						
t of requests	for business ch	ange						
							Kerko	
rdinal number 🌣	Business number 🌣	Business name 💲	Type of request ©	Municipality ©	Phone ©	Status +	Application date \$	Actions \$
	810001256	Proton SHP.K.	Request for change of director or authorized representative	Paja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions *

Figure 220 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

A	ctions ¢
	Actions -
ſ	€ Receipt
ſ	E Form
	Statuses history

Figure 221 – Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt.

By pressing the 'Report' button, the name change request form is displayed.

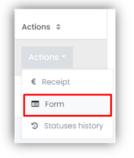


Figure 222 – Open the report

The report looks like the following:

'etëm për shfrytëz Sumri i fletëparaqi	Ceceria - Vlada - Governia istria e Tregtisë dhe Industrisë / Ministarsto Torgotine i Indi Construction - Vlada - Governia Construction - Construction - Construction - Construction (in zyrtar / Samo za shabemu uporebu / For Qficial Use Only (jes / Broj zahteva / Application Number roj binnia / Business number			
'etəm për shfrytëz Sumri i fletëparaqi Sumri i biznesit / B	im zyrtar / Samo za służbenu upotrebu / For Official Use Only Gęc / Broj zakteca / Application Number			
Sumri i fletëparaqi Sumri i biznesit / B	tjes / Broj zahteva / Application Number	25120004118		
Sumri i fletëparaqi Sumri i biznesit / B	tjes / Broj zahteva / Application Number	25120004118		
Sumri i biznesit / B		25120004118		
105.1112 10.00	roj biznīsa / Busīness number	CONTRACTOR INCOME.		
Fletëparaqitja p		812056986		
	^T Deoničarskih Dreštava, Društava su Ograničenom Odgeovorinsku, Ograni ame of Business / Ime bizniva: Drejtorëve të biznesit / Old Names of the Directors of Business / Stara I			
-	Emri/Name/Ime	L.Nj/ID/LK		
1	Test Test	100000030		
1D (ID-a personale/ ID-a e SL) ID (Personal ID-LE ID)ID (Lièni ID/ ID PL):	100000030		
	Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova		
	Komuna' Municipality/ OpSina:	Ferizaj		
	Vendi/ Place/ Naselje:	Sllatinë e Epërme		
	Vendi i punës (porita) në hiznes / Position(s) in the business / Radno mesto(a) unutar bisniso:	Rr. 28 Nentori, Nr. 5		
	Autorizimet/Informata plotIsuese/ Authorisations Additional information/ Ovlakčenja Dopunske informacije:	Autorizuar për çdo veprim.		
	Tel/Fax:	+38344125125		
		test@test2.com		
	E-mail:	resignesiz.com		
	E-mail: Faqia e internetit / Web site/ Internet Stranica:	resignesiz:com		
fletiporapijeje apo anili Eneroby declare that the i writedom of this prefacili		tei e dhina, erestlov ne Anime, refacini të monjëlorshëni të kënij matud 1 ker gjeçë vitë realer në kalitë bi possilit penalite, numëtat		
Het/portagicie apro annihi Etrevelsy declarer that the i registriction of first applicatio frightlicers da su port an	Faqia e internetit / Web site/ Internet Strunica:	en e distas, erailises no domas, reforma (E monjelievském (E könj matina i later g jeze will jezder ne latite ist jonalitie possilite, namedlat		

Figure 223 – Report

7.9. Request to change the owner

Selecting the owner change request, a form is displayed as follows:

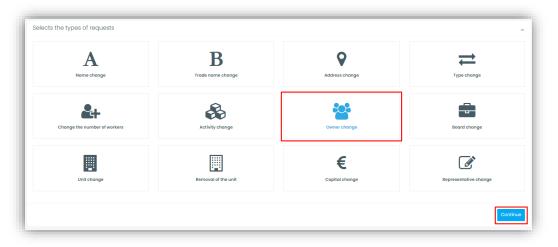


Figure 224 – Application to change the owner

After selecting the 'Continue' button, the form with the list of current owners is displayed as follows:

st of owners	3		Register	List of owners for c	hange			
		Search					Search:	
Name ©	Nr. Identification ©	Owned part \$	Actions ©	Nr. Identification 0	Name ©	Owned part 0	Addition/Removal ©	Actions ©
fest Test	1000717939	1000.00	Actions -	No results found				
owing page 1 fr	om all 1 pages		Back 1 next					Back ne
st of docum	nents							
Uploading	documents							
Type of docum	ient *							
Choose		* Ap	pend					

Figure 225 – Application data

If we want to remove the owner, we do this by pressing the 'Actions' button as follows:

Actions 💠
Actions •
Change
🛍 Remove

Figure 225 – Removing the owner

After the successful removal of the owner, he is listed in the list to change the owners as follows:

Search:				
Nr. Identification 💲	Name 🌩	Owned part \$	Addition/Removal 🗘	Actions \$
1000717939	Test Test	1000.00	Largim	🛍 Delete

Figure 226 – Removing the owner

Where we can also delete it through the 'Delete' button. We also can register a new owner by pressing the 'Register' button as follows:

ist of owner	rs		Re
		Search:	
Name 🗘	Nr. Identification \$	Owned part ≑	Actions 🗘

Figure 227 – Registration

Where we see the new window with the possibility of registering the owner Where there are two types as physical person (for IB only) or legal. The physical person may also be a foreign national as shown below:

Physical person Foreign citizen	Legal person	O Institution	
Personal number *	Date of birth *	Identification document *	
Name *	Surname *	Gender *	State *
Citizenship *	Ethnic affiliation *	Municipality *	Residence *
Address *	Profession Choose *	Phone	E-mail
Owned part *	Owned part (%) *		

Figure 228 – Registration of the owner

After completing the field 'No. Personal 'which must be a valid personal number of the citizen of Kosovo then if that person is found other data are automatically filled in as follows:

Physical person	O Legal person	O Institution	
Foreign citizen	Diaspora		
Personal number *	Date of birth *	Identification document	<u>. </u>
1000001004	10/08/1986	Append	
		rlease acload the identitic card/passport) of the per	y doc ument (identity rson you are registering.
Name *	Surname *	Gender *	State *
Test	Test	Female v	Kosova 🔹
Citizenship *	Ethnic affiliation *	Municipality *	Residence *
Kosovar *	Choose *	Istog	Kaliqan
	Please shases you ethnicity.		
Address *	Profession	Phone	E-mail
Rr. Halil Baku	Choose *		
Owned part *	Owned part (%) *		·
€	%		
Flease enter the ownership part.		-	

Figure 229 – Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button and then the following window opens whereas documents only .pdf format documents are allowed as seen below:

	C > Desktop > SRBK - Manualet > screenshots > identifikimi	ٽ ~	Search identifikimi 🔎
rganize 👻 New folder			E • 🔟 🌘
Quick access Desktop Downloads Documents Dournloads Pictures Pictures aplikim Manulai SURS	1. Identifikimi Dokumentildenti fikues		
SRBK_Manualte_ SCreative Cloud Fil CneDrive This PC			

Figure 230 – Attaching documents

After selecting the document, press the '**Open**' button and after successfully uploading the document and completing all the following fields:

Physical person	O Legal person	O Institution	
Foreign citizen	Diaspora		
Personal number *	Date of birth *	Identification document *	_
1000001004	10/08/1986	1 Dokument	
Name *	Surname *	Gender *	State *
Test	Test	Female *	Kosova 🔻
Citizenship *	Ethnic affiliation *	Municipality *	Residence *
Kosovar 🔻	Albanian *	Istog	Kaliqan
	Please choose you ethnicity.		
Address *	Profession	Phone	E-mail
Rr. Halil Baku	Accountant *	+(383) 44-123-123	test@test.com
Owned part *	Owned part (%) *		
1000.00000 €	100.00000 %		

Figure 231 – Filling in the data

After filling in all the fields and attaching the identification document, the 'Register' button after successful registration, the owner appears in the list for change as follows:

Search:				
Nr. Identification 🗘	Name ≑	Owned part \$	Addition/Removal \$	Actions \$
1000001004	Test Test	1000.00	Add	û Delete
1000717939	Jusuf Deçani	1000.00	Remove	û Delete

Figure 232 – List with the changes

Also, the registration of the owner as a physical person in the case when he is a foreign citizen is the same as a physical person only that all data must be completed manually.

To register the owner as a legal entity, select the option 'legal entity' as follows:

O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification document *	
		Append	
Business name *	State *	Municipality *	Country *
	Choose v		
Address *	Phone	Owned part *	Owned part (%) *
		€	%
E-mail			
			Register

Figure 233 – Registration as a legal entity

After filling in the field 'NUI' and if that business is found with that number then fill in the other fields as follows:

O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification documer	nt *
	810146458	Append	
		Please upload the busi	ness certificate.
Business name *	State *	Municipality *	Country *
astasd	Kosova 🔹	Prishtinē	Mramor
Address *	Phone	Owned part *	Owned part (%) *
Test		€	%
		Please enter the ownership part.	
E-mail			

Figure 234 – Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button as follows:

wner registration			
O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification document *	
	810146458	1 Dokument	
Business name *	State *	Municipality *	Country *
astasd	Kosova 🔹	Prishtinë	Mramor
Address *	Phone	Owned part *	Owned part (%) *
Test	+(383) 44-125-125	1000 €	100.00000 %
		The remainder of the total capital is 0.0000.	
E-mail			
test@test.com			
			Register

Figure 235 – Filling in the data

After filling in all the fields and attaching the identification document, we press the **'Register'** button, after successful registration, the owner appears in the list for change as follows:

Search:				
Nr. Identification 🗘	Name 🗘	Owned part \$	Addition/Removal \$	Actions 🗢
810148074	Test Company	500.00	Shtim	Delete
1000001004	Test Test	500.00	Shtim	û Delete
1000717939	Test Test2	1000.00	Largim	🛍 Delete

Figure 236 – List with the changes

After adding or removing and attaching all the required documents press the '**Continue**' button where the following tab of documents is as follows:

Ø Help	Documents	
The following boxes have generated the statute and the company agreement based on the data you have provided to for and the tow No.00(\sim 00 on business Organizations. Heave print these two agreements using the \textcircled{O} button, then sign and upload to the Documents $< f us \textcircled{O}$.		ownload the form
You can zoom in the following boxes by using the 🛱 button.	Uploading documents	
	Type of document *	
Society statute	Choose	* Append
X ⓒ 圓 函 ▲ 수 (주-) 面 금 [X] 월 50mm 圓 요 주) B I 5 (《 I) 표 표 속 (카) 는 호 제 표 패- 5tyles - Fermit - ?	List of documents	
Statute of a Limited Liability Company	Document.name #	Actions #
In accordance with the requirements of Article 33 and Article 40 of the Law No. 666-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Statute	🔺 Look 🛛 🖨 Delete
STATUTE	Pold.payment	Look Delete
of		
LLC.		Back / next
(name of company) Pejë, Çyshk, magj. Pejë - Drishtinë		
(headquarter)		
Article 1		
A		

Figure 237 – Attaching the documents

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

 Success! Status for application/ 								
ist of requests	s for business ch	nange						
							Kërko:	
Ordinal number 💠	Business number 💠	Business name 💠	Type of request \$	Municipality \$	Phone ¢	Status 🗢	Application date \$	Actions \$
1	810001256	Proton SH.P.K.	Request for change of owners / shareholders	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions ~

Figure 238 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actio	ns ¢	
Act	ions -	
€	Receipt	
	Form	
୭	Statuses history	

Figure 239 – Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt. By pressing the 'Form' button, the name change request form is displayed.

Actions ¢
Actions -
€ Receipt
Form
Statuses history

Figure 240 – Open the report

The report looks like the following:

	ia e Tregtisë dhe Industrisë / Ministarstvo Trgovine i Indu	Republic of Kosovo nt utrije (Ministry of Tende and Industry		
	ARBK	sonjer statistry of traine and transcry		
etim ole skientetm :	vrtar / Samo za slutbena unotreba / For Official Use Only			
umri i fletëparaqitjes	/ Broj zahteva / Application Number	25070004218		
umri i biznesit / Broj i	biznisa / Business number	812056986		
anri i biznesit / Nam Emrat e vjeter të A	Denifara Denifarabi Denitora, Denitora su Ograničenen Odgoverni e of Baniness / Jane bizaina: Risionerêve tê bizaenit tê shlyer / Old Names of the Sharehoù ra biznisa kuji se briku:			
	Emri/Name/Ime	L.Nj/ID/LK	_	
	Test Test	100000030		
ID (ID-a)	personale/ ID-a e SL.) ID (Personal ID/LE ID/ID (Lieni ID/ ID PL):	100000030		
ID (ID-a)	personale/ ID-a c SL) ID (Personal ID/LE ID/ID (Lina ID/ ID PL):	100000030 Kosova		
	Kowana/Manicipality/ Optima	Ferizaj		
	Vendi Place Needja	100000072		
	to have been a set of the set of the	Silatinë e Epërme Rr. 28 Nentori, Nr. 5		
	Vendi Place Naselje	Statinë e Epërme		
	Vendi Place Nandje Engel Street Line	Statinë e Epërme		
	Voidi Picer Nanja. Enge Street Llas. Vendi j pasto (polito) de bitige Positica () in the bitiges. /Eache neorodo) senter bitiges. Autoritisme Informate pleterene Addresses.	Silatinë e Epërme Rr. 28 Nentori, Nr. 5		
	Vendi Place Nondje Engel Street Uka Umdi i proto (pendio pet Nondo pendio pendi	Statinë e Epërme Rr. 28 Nemori, Nr. 5 Autorizuar për çdo veprim.		
	Vardi Place Nandje Enge Strot Uka Vardi i parti (politik) politika (Politika) i de broiper Kaler neroli (politika) i de broiper Antroinie (Salernania) and terraining Antroinie (Salernania) and terraining alternative Ostolijen Dapanie alternanije Tel Par	Silatinė e Epirme Rr. 28 Nentori, Nr. 5 Autorizuar për çdo veprim. +38344125125		
	Nadi Paur Nanja Bagi wata Kita Nadi yang banta Kita Andrichen Kitang Kalang Andreas An	Statink e Epirme Rr. 28 Nentori, Nr. 5 Autorizuer për çdo veprim. +38344125125 Best@test2.com	Investor	
	Nadi Pacer Yangio Engine Martina Nati pang pantar National Antoning Kangang Sangara Antoning Kangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Sangang Sangang Sangang Antoning Kangang Sangang Sangang Antoning Kangang Sangang S	Statishi e Eperme Ry: 28 Nendor, Nr. 5 Autoristar për çdo veprim. •28344125155 text@text25t5 text25t5 text@text25t5 text25t5	Investor	

Figure 241 – Report

6. Requests to change the Joint Stock Society, Limited Liability Society, Limited Partnership or Foreign Company

After successfully identifying, selecting the business as well as selecting the submenu 'Request for change' the form with all the requests is displayed.

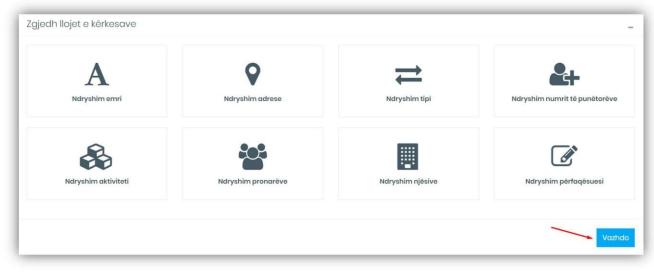


Figure 242 – Requests types

8.1. Request to change the name

Selecting the name change request is displayed as follows:



Figure 243 - Apply for name change

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current name		Changed name	Abbreviations	⑦ Guidelines
Test ABC	SHPK.	Test CBA	SH.P.K. *	I. The documents that are required to change the name of the Joint Stoci Company, the Limited Liability Company, the Subsidiary Company or the Foreign Company must possess the following documents:
list of documents				1. Completion of form A1,
list of documents				2. Statute,
Uploading document	s			3. The decision to change the statute and change the name,
				4. Copy of the ID cord of the shoreholders,
Type of document *				5. Submit original business certificate.
Choose		* Append	3	The receipt must be received at ARBK in the amount of 10 $\ensuremath{\mathbb{C}}$ and be paid to the bank.
List of documents				
Document name \$		Actions ©		
No results found				
			Back next	

Figure 244 – Form to change the name

After filling in the changed name or the changed trade name if we want to change it is optional and attaching all the required documents, press the 'Continue' button where it goes to the document tab as below:

Help	Documents
The following baxes have generated the statute and the company agreement based on the data you have provided so far and the Law No.06/L-OB on Business Organizations. Please print these two agreements using the 🖶 button, then sign	Download the form Piease download the application form, sign it and upload it as a docum
and upload to the <u>Documents < / u></u> 🛱, You can zoom in the following boxes by using the 🔯 button.	Uploading documents
	Type of document *

Figure 245 - Statute

Where the statute appears, u print this statute using the printer button as in the picture, then sign it and upload the Documents in the next step.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message is displayed as well as the list with the registered request as follows:

 Success! Status for application 	/request has been :	successfully saved.						3
List of request	s for busines	ss change						
Kárko:								
Ordinal number \$	Business number \$	Business name \$	Type of request \$	Municipality \$	Phone ¢	Status ‡	Application date 🗘	Actions \$
1	810001256	Proton SH.P.K.	Request for change of name	Peja	044 148 340	Applied (13/12/2021)	13/12/2021	Actions -

Figure 246 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions 🗢
€ Receipt
E Form
Statuses history

Figure 247 – Actions options

If there is a receipt then the 'Receipt' button appears where we can see the receipt which looks like this.

	Republika e Kosovës Republika Kosova - Republic of Kosova	
*****	Qeceria - Viala- Geoenment Ministria e Tregtisë dhe Industrisë Ministarstvo Trgovine i Industrije - Ministry of Trade and Industry	Kodi i të hvrës
V	AGJENCIA PĒR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPIS BIZNISA / BUSNESS REGISTRATION AGENCY	Kod Prihoda Incoms code
	REGISTRIMI I BIZNESIT / UPIS BIZNISA / BUSINESS REGISTRATION	50204
Emri / Mbiemri Ime / Prezime Name / Surname	Shpktest	Lloji kërkesës
Përshkrimi Opis Description	187067	Kërkesë për ndryshim të emrit
Shuma Iznos Ammount	€ 10.00 Data Datam Datam	
Me fjalë Rotima In words	Dhjetë Euro e Zero Cent	Nënshkrimi dhe vula e bankës Potpis i pečat banke Bank signature and stamp
Llogaria bankare Broj zirorauna Bank account	1000420070000179	
Lëshuar nga Izdato od Issued by Vërejtje: Afati pages	els se laturés éshite 3 dité punt. Republika e Kosovés Republika Kosova - Republic of Kosova	UNIREF MTF6D000003919
Izdato od Issued by		
Izdato od Issued by	Republika e Kosovés Republika Kosova - Republic of Kosova Oceria - Vlada-Government Ministaristica Tergiziá de Isubastistă Ministarist Tergizia de Isubastistă AGIDACA PREGISTRUME VERUSETJ / AGENCIA 7 A UPS BUZINA /	Kedi i të hyrës Ked Pëhëda Incens cede
izdato od Sasued by (črejtje: Afati pages (žejtje: Afati pages (žejtje: Afati pages) (žejtje: Afati pages) (že	Republika e Kosovës Republika Kosova - Republic of Kosova Oceria - Vlada - Gorennent Ministria - Tergistë da ludarsite Ministarto Tegovine i Indostrije - Ministry of Trade and Indostry AGJINCIA PËR REGISTRATIVA CRENCIJA ZA UIPS BIZNISA / BUSNISS BIGGSTRATION ACHNCY	Kodi i të hyrës Kod Prihoda
Izdato od Siewed by /črecitje: Afati pages förecitje: Afati pages imt/ /Mbientsi me//Perzime kame / Rumame Preshkrimi)pis	Republika e Kosovės Republika Kosova - Republic of Kosova Dornie - Vlade - Genement Ministaristo Tegriside Industrisi Ministaristo Tegriside Industrije - Ministry of Trade and Industry AcJINCIA PER REGISTRIMUNE PRIZUEST / ACENCIA ZA UPS BIZZISA / BUSNISS REGISTRIATION ACENCY REGISTRIMUL BIZZIST / UPS BIZZISA / BUSNISS REGISTRATION	Kadi Helynös Kad Prinsia Incom cole 50204
Izdato od Siseved by /čercitje: Afati pages fercitje: Afati pages inter/Mbiensi me//Vezime same /vezime same /vezime Pristorio Description	Republika e Kosovis Republika Kosova - Republic of Kosova Overia - VladGoramani Ministarito Tregrida de Iudaristi Ministarito Tregrida de Iudaristi Alinistarito Tregrida de Iudarita (TARASA) AGINCA PREGISTENNI PAUSAT / ACINCA ZA UPS BUZNA / BUSNESS BEGISTENNI PAUSAT / ACINCA ZA UPS BUZNA / BUSNESS BEGISTENNI PAUSA / BUSNES BEGISTENTION REGISTENTI BUZNEST / UPS BUZNA / BUSNES BEGISTENTION	Kadi i të hrrës. Kad Pëhoda Incom cole 50204 Lloji kërkesës
Izdato of Standa Y Group:- Anat pageson (Control - Anatopageson (Control - Anatopageson) (Control - Anatopageson) (Contro	Republika e Kosova - Republic of Kosova Queria - Vida - Government Ministarito Tegroide Mulastrigi Ministarito Tegroide Mulastrigi Accinct A PER RECISITENT O TEORING RECISITENT NE RECISITENT A CONCULT A PUES NEXTON A CONCUL RECISITENT NE RECISITENT A CONCULAT A UPS NEXTON Shpktest 187067 10.00 Dam 09/12/2018	Kadi i të hrrës. Kad Pëhoda Incom cole 50204 Lloji kërkesës
Izdato od Issued by	Kepublika Kosova - Kepublic of Kosova Device - Venement Ministentor Tegrite Malarises Ministentor Tegrite Malarises Adjincia Prije Malarises Ministentor Tegrite Malarises Ministentor Tegrite Ministentor Malarises Ministentor Ministentor Ministentor Ministentor <td< td=""><td>Kodi i të hyrës Kodi Pëhoda Incom cole 50204 Lloji kërkesës Kërkesë për ndryshim të emrit Nërshërimi dhe vala e bankës, Pejrës i pëdi bankë</td></td<>	Kodi i të hyrës Kodi Pëhoda Incom cole 50204 Lloji kërkesës Kërkesë për ndryshim të emrit Nërshërimi dhe vala e bankës, Pejrës i pëdi bankë

Figure 248 - Receipt

By pressing the **'Report'** button, the name change request form is displayed.

Actions \$
Actions -
€ Receipt
Form
Statuses history

Figure 249 – Open the report

The report looks like the following:

Republika e Kosovës-Republika Qeveria -Vlada - Go	vernment	
Ministria e Tregtisë dhe Industrisë/Ministarstvo Trgovin	e i Industrije/Ministry of Trade and I	mlustry
ARBK		
AKDK		
Vetëm për shfrytëzim zvrtar / Samo za slutbenu upotrebu / For Official Use	Only	
Numeri i fletënaraqiities / Broi zahteya / Apolication Number	25020004418	
Numri i biznesit / Broj biznica / Business number		
Numer i Bezhesit / Broj Bezhste / Business Builder	812056928	
Flet@paraqitja për ndrrim adrese të Shoqërisë akcionare, Shoqërisë me përj Application for changes of adress a Joint Stock Company, Limited Liability Compan	jegjësi të kufizuar, Ortakërisë së kufizu	ar ose Kompanisë së hua
Application sie changes of arress a Joint Stors Company, Linner Linning Compan Deoničarskih Društava, Društava sa Ograničenom Odgovorno	e, Linucei partnersinp or a Poreign Compan icu. Ograničenog partnerstva ili Inostranog d	ruštva
LEmri i vjeter i biznesit / Old Name of Business / Staro Ime biznisa:	Shpktest SH.P.K	
2. Emri i ri i biznesit / New Name of Business / Novo Ime biznisa:	TestShpk	
3. Aplikuesi / Aplicant / Podnosioc zahteva:		
Emri / Nante / Inte	Test Test	
ID (ID-a personale/ ID-a e SL) ID (Personal ID/LE ID)ID (Litni ID/ ID PL):	1252004285	
Shteti /Territori/Country/Territory/Ditzwa/Tentorija	Accessed and a second sec	
	Kosova	
Kontana/ Municipality/ Opitina:	Viti	
Vendii Place' Naselje:	Prishtinë	
Rruga' Street Ulica:	Silatinë E Epërme	
Vendi i punăs (pozita) nă biznes / Position(s) în the business / Radro mesto(a) unutar bisnita:	Agjent i Regjistruar	
Autorizance Informata plotësuese/ Authorisations Additional		
information/ Oylaščenja Dopanske informacije:		
Tel/Fax:	+37744123123	
E-mail:	test@gmail.com	
Faqja e internetit / Web site/ Internet Stranaca:		
Deklang se informatiat a dhéna mé agèr jané lét réretre dhe té sakéa. Cda premarine i gobine dhe ago mange Résponsipilitye ago unifirm té regissionnit né roid né dvilét pravane.	hi në informatut e dhëno, manifon pre deniror, reficirer	t til mengilherslåden til kösag
Develop declare that the information procession of section and accurate. Any ecompresentation and to consist rejection of this application or resocution of sectionation of already granted.		
Dejo (nejren da od gore zavezlen) podaci istratil i baltat. Svaka zbezpetreha i bi insolov(jarge podataka jeletm salatorna.	mgalin kanano, norarishiro odripaja addros	ji probiznju mjoštacije sko je o
Nenskrimi	Data:	
Signature: Potpis	Dute: Dutum	09/12/2018
ramaar në ARBK / Reception in KBRA by/Primljeno u KARB od	Date	
	Date: Date:	
Nénalderina-Nagaanara Pargas	Louin	
Perpunuar nga / Processed by/ Obardjivad:		

Figure 250 – Report

8.2. Request to change the address

Selecting the request to change the address is displayed as follows:

	Selects the types of requests	Address change	Type change	- Change the number of workers
Activity change Owner change Unit change Representative change	Activity change		Unit change	Representative change

Figure 251 - Application to change the address

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Current municipality	Municipality for change *	List of documents	
Pojó	Choose		
Current country	Country for change *	Uploading documents	
Çyshk	Choose	Type of document *	
1/		Choose * Append	
Actual address	Address for changed *		
magj. Pejē - Prishtinē	Choose location		
Current phone number *	Phone number for change *	List of documents	
044 148 340	+(383)		
Current email	Email for change *	Document name © Actions ©	
Current error	enuiro crongo	No results found	
Current web site	Web site for change	Back nex	
	www.example.com		

Figure 251 – Form to change the address

After filling in the municipality and the place for change, press the button 'Select location' where the following window opens:

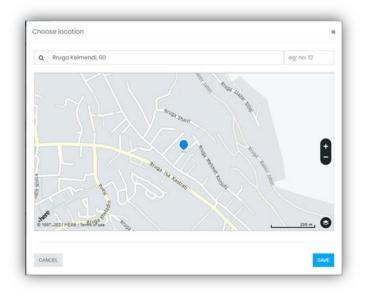


Figure 252 – Choosing the location

Where for assigning the address, we can search by street name or through the blue icon for location by manoeuvring with it on the map to the respective business route. After filling in the street name and number, press the **'Save'** button and the following message is displayed:

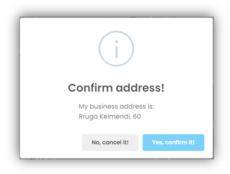


Figure 253 – Confirmation of the address

After checking the address, we press the button **'Yes, confirm**' and then the form for the changed data is displayed again as follows:

st of documents	
Uploading documents	
Type of document *	
Choose	Append
List of documents	
Document name 💠	Actions 🗘
Statute	≜ Look
	🖻 Delete

Figure 254 – Request with the data

Where it is seen that the address description has changed with the address that has been selected. Also, after filling in the other data and attaching all the required documents, press the 'Continue' button where it goes to the tab of documents as below:

Uploading documents				
Type of document *				
Choose	* Ap	pend		
List of documents				
Document name ©		Actions ©		
Stotuti		A Look		
		2 Delete		
		Back 1 next		

Figure 255 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload the Documents in the next step.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message is displayed as well as the list with the registered request as follows:

 Success! Status for application 	/request has been	successfully saved.						
List of request	s for busine	ss change						
							Kerko:	
Ordinal number 🕴	Business number ¢	Business name ©	Type of request @	Municipality \$	Phone ¢	Status #	Application date 0	Actions ©
	810001256	Proton SHP.K.	Kêrkese pêr	Peja	044 148 340	Applied (13/12/2021)	19/12/2021	Actions *

Figure 256 – List of requests

Where if we select the 'Actions' button then the following options are displayed:

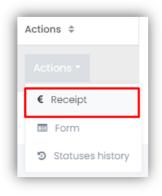


Figure 257 – Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt which looks like this.

V	Republika e Kosoviš Republika Kosova - Republic of Kosova Devine Vladi Conversanti Ministria Creptic Ale Industria Ministaratva Tagvine i Industrije - Ministry of Tode and Industry AGIINCIA PER REGISTRAINE REZNSTI / AGINOCIA ZA UPS REZNSA / RESUSTRAINES REGISTRAINE REZNSA / RUSINES REGISTRATION	Kodi i 80 hyrës Kod Prihoda Incoms code	
Emri / Mbiemri		50204	
Ime/Prezime Name/Surname	Shpktest	Lloji kërkesës	
Pershkrimi Opis Description	187067	Kërkesë për ndryshim të adresës	
Shuma Iznos Ammount	€ 10.00 Datas Datas 09/12/2018		
Me fjalë Refima In words	Dhjetë Euro e Zero Cent	Nënshkrimi dhe vula e bankës Potpis i petat banke Bank signature and stamp	
Llogaria bankare Broj zirorauna Bank account	1000420070000179		
Léshuar nga Izdato od Issued by Vérejtje: Afati page	ses se fatures edito 3 dist pune. Republika e Kosovës Republika Kosova - Republic of Kosova	UNIREF MTF6D0000039205	
Izdate od Issued by	Republika e Kosovës Republika Kosova - Republic of Kosova Overnis - Vibali - Governent Ministerister Teggisë the Industrist Ministerister Teggiste Lindustrist - Ministry of Trade and Industry AGIINCIA PER REGISTRATION AGINCIA ZA UPS BIZNISA / BUSNISS REGISTRATION AGINCIA ZA UPS BIZNISA /	UNIREF MTF6D0000039205 Kold i fe byrës Kold Tribada Income code	
Izdato ed Issued by Zërojtje: Afati page	Republika e Kosověs Republika Kosova - Republic of Kosova Qevráe - Valar - Governent Ministarius de Tregitá de Italiantini Ministarius Tregitá de Italiantini ACIENCA PREGISTRIMS IR 2018/157 / ACIEST JA 2018/58 / J	Kodi i të hypës Kod Prihoda	
izidato od issued by čřejtje: Afati pago vojektor stati ne / Molemní me / Prezime	Republika e Kosovës Republika Kosova - Republic of Kosova Overnis - Vibali - Governent Ministerister Teggisë the Industrist Ministerister Teggiste Lindustrist - Ministry of Trade and Industry AGIINCIA PER REGISTRATION AGINCIA ZA UPS BIZNISA / BUSNISS REGISTRATION AGINCIA ZA UPS BIZNISA /	Kadi i të hyrës Kadi Phoda Incoms code	
trádato od Skotech by Zerojtje: Afati pago transfig: Afati pago transfig	Republika e Kosovés Republika Kosova - Republic of Kosova Qevrás - Valar - Goermann Ministerie Tegrist de landstrist Ministerie Togosi de landstristy of Fraide and Industry AGIENCIA FFR REGISTRIANTE NATURAZ AU UPB RZNISA / REMENSE REGISTRIANTON AGENCY REGISTRIMI I BIZNIST / UPB BIZNISA / BUSNISS REGISTRATION	Kodi i të hyrës Kod Prinda Incers code 50204	
tidate od Saeed by Perojtje: Afati pago mri/Mbiemri mr//Mbiemri mr//Veziane Farber Sustaine Secription	Republika e Kosovés Republika Kosova - Republic of Kosova Qevrás - Vida - Goorment Ministerior Tagorise Lindustry Activaci Per Record Statistica - Goorment Ministerior Tagorise Lindustry - Ministry of Traduatry Activaci Per Record Tagorise Lindustry BISANS BEGISTIANTO KAGINO REGISTERMI BUZNEST / JUNES REGISTRATION Shpktest	Kadi iti hyviti Kad Irihada Income adde 50204 Lloji kërkesës	
Izdate od Issued by	Republika e Kosovis Republika Kosova - Republic of Kosova Queries - Value - Georement Queries - Value - Georement Ministeriore Tegeries i Industry of Taile Marinty of Taile Marinty Acjinical PER RECEDENTING VIEWS ACTION ACTION DENNESS RECEDENTING ACTION Shydre Recedentiation of Colspan="2">Recedentiation of Colspan="2" Recedentiation of Colspan="2" Recedentiation of Colspan="2" Recedenti Colspan="2" <td colspa<="" td=""><td>Kadi iti hyviti Kad Irihada Income adde 50204 Lloji kërkesës</td></td>	<td>Kadi iti hyviti Kad Irihada Income adde 50204 Lloji kërkesës</td>	Kadi iti hyviti Kad Irihada Income adde 50204 Lloji kërkesës
Indato of Standy by Paropice Adata page and Abberrati me Production Paropic Security Paropic Security Paropi	Republika e Kosovis Republika Kosova - Republic of Kosova Queria - Valar- Garcinati Maintenetic Triggeria de Labartita Mainteneticar de Labartita	Kodi jiř bytýs Kod říhlada Incores code 50204 Lloji kěrkesěs Kěrkesě pěr ndryshim tě adresěs Norskármi dle vda e hadaši Potejs i poda banke	



By pressing the '**Report**' button, the request form to change the name is displayed:

Actions 🗢
Actions -
€ Receipt
Form
 Statuses history

Figure 259 - Open the report

Report looks like as following:

АЗ 🚫	
Republika e Kosovës-Republika Kosova - Qeveria - Vlada - Governme	
Ministria e Tregtisë dhe Industrisë/Ministarstvo Trgovine i Ind	
ARBK	
encode language de la ser	
Vetëm për shfrytëzim zvrtar / Samo za službenu upotrebu / For Official Use Only	
Numri i fletëparaqitjes / Broj zahteva / Application Number	25030004518
Numri i biznesit / Broj biznisa / Business number	812056928
Desničarskih Društava, Društava sa Ograničenom Odgovornošču, Ogran I.Emri i biznesit / Name of Business / Ime biznica:	Shpktest
2. Emri tregtar / Trade Name / Trgovačo ime:	
3. Adresa e vjeter biznesit / Old Business Adress / Stara Adresa biznisa:	
Sihteti /Territori/ Country/Territory/ Dr2ava/Teritorija:	Kosova
Shteti /Tenttori/ Country/Territory/ Dr2asa/Tentorija:	Kosova Ferizaj
Komana' Municipality/ Opitina:	Ferizaj
Komma' Municipality/ Optina: Vendi/ Place/ Naselje:	Ferizaj Ferizaj
Kammar Municipality/Optime Vendi/Plane/Naselje Renge, dhe ur / Steer and no / Ujica i he:	Ferizaj Ferizaj Rruga Deme Ahmeti, 2
Kemmer Manicipathy Optime Vendie Planet Nandje Rongs dhe nr / Strent and no Ulica i he: Tak-Face	Ferizaj Ferizaj Rruga Deme Ahmeti, 2 +37775444444
Kommun Minnisipality Optime Vende Planet Nandje Rongs die au / Sterer auf zu / Ulia au Tek Free En auf Fauge e internet i Web ster Internet Strainen.	Ferizaj Ferizaj Rruga Deme Ahmeti, 2 +37775444444
Kommun Minnisipality Optime Vende Planet Nandje Rongs die au / Sterer auf zu / Ulia au Tek Free En auf Fauge e internet i Web ster Internet Strainen.	Ferizaj Ferizaj Rruga Deme Ahmeti, 2 +37775444444
Kommur Minnisphilty Optime Vende Planet Nandje Rongs dhe at /Steer aat zu Ulia i ht Tek Pase East Fagas e intenet i Web atchineme finance Adresa e re e bizzesit / New Business Adress / Nova Adresa bizzisa:	Fertzaj Fertzaj Rruga Deme Ahmeti, 2 +3777544444 info@ehc.com
Kommor Municipality (Postine: Vende Place/ Nandje: Renge dhe w/ Streat and no' (Une i He: Tel Fac Facility (Common Common	Fertzaj Fertzaj Rruga Dema Ahmeti, 2 +3777544444 info@ehc.com Kosova
Kommar Municipality Optima: Vindi Pauri Mangi Ringa dhe ur/Stoar ant nr (Ulica Hei Ringa dhe ur/Stoar ant nr (Ulica Hei Taffree Ranat Faga e intenteti / Woh shir Hannos Hannos K, Adresa e re e bizaesit / New Basiness Adress / Nors Adress Baixins Sikted Termano: Casany-Terminy Hzav-Tatorojie Kommar Manicipality Optima:	Ferizaj Ferizaj Rruga Deme Ahmeli, 2 +777544444 into@ehc.com Kosova Ferizaj
Kommar Minnisphility Optima: Vindi Planet Nandje, Roga dhe ar / Storet and an / Ulai al He Fanga e date ar / Storet and an / Ulai al He Fanga e attenentis / Web stark Internet Nanoue: 4. Adress e re e bizzeeit / New Basiness Adress / Nova Adrees bizziniss: State/ Ternior/ Country/Terniory Dizawa Tanings/ Kommar Manipality/ Optima: Vendi Planet Nanolge.	Ferizaj Ferizaj Rruga Deme Ahmeli, 2 +3775464444 info@ehc.com Kosova Ferizaj Bablak
Kommar Municipality (Politine: Vendi Planet Nandje: Ranga dhe ar / Steer aal av (Ulaa He: Taf Pae Isaal: Faga e intenent / Web stee humon Strance: A Adresa e re e bizaesif / New Basiness Adress / Nova Adresa bizniss: Steel / Ternisor Contry/Torrisory Dizaw Tennisor Kommar Municipality (Polytine: Vendi Planet Nandje: Baga dhe ar / Steer and ar (Ulaa i he:	Ferizaj Ferizaj Rruga Deme Ahmeli, 2 4-3777544444 info@ehc.com Kosova Ferizaj Bablak Rruga Agim Bajrami, rr.12

Figure 260 - Report

8.3. Request to change the type

Selecting the request for type change is displayed as follows:

A Name change	Address.chonge	Type change	Change the number of workers
Activity change	Owner change	Unit change	Representative change

Figure 261 - Apply for type change

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

current business type	Business type for change *	② Guidelines
Limited Liabilities Companies	Choose	III. Documents that are required to change type of Joint Stock Company, Limited Liability Company, Limited Company or Foreign Compane, must have these documents:
ist of documents		1. Filling the A4 form, 2. Statute,
Uploading documents		 The decision to change the statute, Submit original business certificate.
Type of document * Choose	* Append	 Hew statute, Confirmation by the tax administration for business type change, Copy of the ID card of the shareholders, The received at ABIR in the around of 0.6 and be paid
List of documents		to the bank.
Document name 0	Actions ©	
No results found		
	Bock next	

Figure 262 – Form to change the type

After selecting the new type of business and attaching all the required documents, press the 'Continue' button where you will see the following document tab:

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message is displayed as well as the list with the registered request as follows:

status for applic	ation/request has bee	n successfully saved.						
ist of requ	lests for busin	ess change						
							Kërko:	
Ordinal number 0	Business number ©	Business name \$	Type of request ©	Municipality 0	Phone ¢	Status 0	Application date ©	Actions ©
1	810001256	Proton SH.P.K.	Request for	Peja	044148340	Applied	14/12/2021	Actions *

Figure 263 - List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions \$	
Actions •	
€ Receipt	
E Form	
Statuses history	

Figure 264 - Actions options

If there is a receipt then the 'Receipt' button appears where we can see the receipt as follows.

	Republika e Kosovës Repu	ablika Kosova -	Republic of	Kosova	
TAXABLE IN CO.		- Viole - Gaurement			
	Ministeretro Trgonine i Ini	Tregtisë dhe Industris Instrije - Ministry of	ui Trade end Inda	alter .	
	CEINCIA PER RECEISTRIMEN E BENER				Kasili i til byvitu Kasil Pribarda
-	BUSNESS-RECESTRAT	SON AGENCY			Income code
	RECUSTRIME ENDINESTE / UPIS BIZIN	54 / BUSINESS KEICZ	STRATION		50204
East/Miticant Inni/Presine Name/Sumame		Lloji kërkesës			
1		Kërkesë për ndryshim të tipit			
Pirohkrissi Opia Description					
	-		_	-	-
Shares Inner	10.00		Tota Datase	09/12/2018	
Assessed 1			Data		Ninshkrini dhe vula e haskis
Ma fjald Rationa	Dhjetë	Euro e Zero C	ent		Potpin i polat banke
Is winds					Bank signature and stamp
Lingaria baskers	100		0		7
Bonj elements Bank account	100	042007000017	<u>,</u>		
Sank account	100	0420070000171	,		
hug diversats Rask account Linduas ega Johan da Jonard by Vitroffer, Alati pagenin of I	neto inhir 3 dat pose. Republika e Kosovës Repu	blika Kosova - l		Kosova	
Radia arman L Radia of Radia of Non-the Adult pagends of 1	nusis ildər 7 dilə pune. Republika e Konovës Repu Ministria e Ministanın Paprise i Ha Gancıla vita Bazınları	blika Kosova - I Vlete - Georement Tregtie dle beleetie entrije - Ministry of 7 / ACENCIJA ZA UT	Republic of # reds and fodas		Kadi til herön Kad Pibloda
Redu accessi Address raps Reduct of Versifier Adult progenits of 1 Versifier Adult progenits of 1	notis idoli 3 dili pune. Republika e Kosovës Repu Ministeri e Ministerite Tgoiste	blika Kosova - I Vlati - Geometrat Tegriti dle fodostit sotrije - Misistry of A GENCIJA ZA U ION AGENCY	Republic of # Trade and Index TIS BUZNESA /		Kodi i si byek Kod Pibeda beemu rode
Industry of the second	nusis tobat 7 dati pune. Republika e Kosovits Repu Minister - Minister - Mini	blika Kosova - I Vidi - Gorvered Teglio dle bolovin utrije - Ministry of T () ACINIJA ZA 13 (NACINIJA ZA 13 (Republic of # Trade and Index TIS BUZNESA /		Kadi til herön Kad Pibloda
Table areased Exhanse nge fanna by Vinnyle: Adult pageals of b Vinnyle: Adult pageals of b Table (Minister)	nusis tobat 7 dati pune. Republika e Kosovits Repu Minister - Minister - Mini	blika Kosova - I Vlati - Geometrat Tegriti dle fodostit sotrije - Misistry of A GENCIJA ZA U ION AGENCY	Republic of # Trade and Index TIS BUZNESA /		Kodi i si byek Kod Pibeda beemu rode
Raharootti Laharootti Laharootti Laharootti Laharootti Laharootti Laharootti Laharootti Laharootti Laharootti Venenin Kuta	nusis tobat 7 dati pune. Republika e Kosovits Repu Minister - Minister - Mini	blika Kosova - Vide Garammet Ingele dle behavio antije - Miaistry of T () ACINCIA ZA UT () ACINCIA ZA UT () ACINCIA A / INSINCISS RECO Shpidest	Republic of # Trade and Index TIS BUZNESA /		Kadi ti hyen Kadi ti hyen humm ndr 50204
Enhancement Enhance repr Enhance of Enhance of Enhance of the Enhance of	nusis tobat 7 dati pune. Republika e Kosovits Repu Minister - Minister - Mini	blika Kosova - I Vidi - Gorvered Teglio dle bolovin utrije - Ministry of T () ACINIJA ZA 13 (NACINIJA ZA 13 (Republic of # Trade and Index TIS BUZNESA /		Kadi i il hysin Edi Pikada homin adar 56204 Lloji kërkesës
Raik anore Contraction of Contractio	hum IAM' 300 punt Republika e Kosove Kopu Manadari Maladadi Papan I Ad 2004 A PERMIT A A A A A A A A A A A A A A A A A A A	blika Kosova - Vide Garammet Ingele dle behavio antije - Miaistry of T () ACINCIA ZA US (NA AZINC) A / BUSICISIS RECE Shipkdest	Republic of Prode and Indea Prode and Indea Prode and Indea	ay	Kadi i il hysin Edi Pikada homin adar 56204 Lloji kërkesës
Raik anore Contraction of Contractio	nusis tobat 7 dati pune. Republika e Kosovits Repu Minister - Minister - Mini	blika Kosova - Vide Garammet Ingele dle behavio antije - Miaistry of T () ACINCIA ZA US (NA AZINC) A / BUSICISIS RECE Shipkdest	Republic of # Trade and Index TIS BUZNESA /		Kadi i il hysin Edi Pikada homin adar 56204 Lloji kërkesës
Rank anomati Lindear ang Lindear ang Linde	ний план 3 ли рок. Израдина с Коллан Корол Минански Калание Калание с Калание Кал Калание Калание Калание Калание Кал Калание Кал Кал Кал Кал Кал Кал Кал Кал	blika Kossova - 1 Viala - Gravenent Tegtini dile bakabis territo - Ministry ef 2 (/ ACENCIJA ZA UT ON ACENCY A / BUSINGSS RECE Shipkitest 187067	Republic of # TTS BUDVESA / TTS BUDVESA / STBATEON	ay	Kata ta baran baran ada baran ada baran ada Logi kerkenis Kirkesis pir ndryshin ta tipat Nasakana dir ndar baran
Rack access?	ний план 3 ли рок. Израдина с Коллан Корол Минански Калание Калание с Калание Кал Калание Калание Калание Калание Кал Калание Кал Кал Кал Кал Кал Кал Кал Кал	blika Kosova - Vide Garammet Ingele dle behavio antije - Miaistry of T () ACINCIA ZA US (NA AZINC) A / BUSICISIS RECE Shipkdest	Republic of # TTS BUDVESA / TTS BUDVESA / STBATEON	ay	Koli të ljetë Koli të ljetë Koli të ljetë Kërkesë për ndryshim të tjet
Rahamaran Katara agi Katara agi Vanjay, Aka paganta at Katara agi Katara agi	ний план 3 ли рок. Израдина с Коллан Корол Минански Калание Калание с Калание Кал Калание Калание Калание Калание Кал Калание Кал Кал Кал Кал Кал Кал Кал Кал	blika Kossova - 1 Viala - Gravenent Tegtini dile bakabis territo - Ministry ef 2 (/ ACENCIJA ZA UT ON ACENCY A / BUSINGSS RECE Shipkitest 187067	Republic of # TTS BUDVESA / TTS BUDVESA / STBATEON	ay	Koli U keen Koli U keen Sozota Lioji kirkonis Kärkesä pär näyskim tä tipit
Raik arout () Raikar et al. (ники клан 9 дин уник Керевийна с Коласку Корду Самар Самар Самар Самар Самар Самар Самар Самар Самар Коласки Самар Самар Самар Самар Коласки Самар С Самар Самар С Самар Самар С Самар Самар С Самар Самар С Самар Самар Сам Самар Самар С Самар Самар С Самар Самар	blika Kossova - 1 Viala - Gravenent Tegtini dile bakabis territo - Ministry ef 2 (/ ACENCIJA ZA UT ON ACENCY A / BUSINGSS RECE Shipkitest 187067	Republic of ^g Tride and Indus Tris BEDARA / STRATION Trime Trime Trime Trime Trime Trime Trime Trime Trime Trime	ay	Koli U keen Koli U keen Sozota Lioji kirkonis Kärkesä pär näyskim tä tipit
Rahamaran Katara agi Katara agi Vanjay, Aka paganta at Katara agi Katara agi	ники клан 9 дин уник Керевийна с Коласку Корду Самар Самар Самар Самар Самар Самар Самар Самар Самар Коласки Самар Самар Самар Самар Коласки Самар С Самар Самар С Самар Самар С Самар Самар С Самар Самар С Самар Самар Сам Самар Самар С Самар Самар С Самар Самар	NIKa Kosova - 1 Yida Ganawat Tingtir di bakata Ingtir di bakata Singkan Singkan 187087 Euro e Zero Ca	Republic of ^g Tride and Indus Tris BEDARA / STRATION Trime Trime Trime Trime Trime Trime Trime Trime Trime Trime	ay	Koli U keen Koli U keen Sozota Lioji kirkonis Kärkesä pär näyskim tä tipit

Figure 265 – Receipt

By pressing the **'Report'** button, the name change request form is displayed.

Actions \$
Actions -
€ Receipt
Form
Statuses history

Figure 266 - Open the report

Report looks like as follows:



Figure 267 - Report

8.4. Request to change the number of employees

Selecting the request to change the number of employees are displayed as follows:

A Name change	Q Address change	Type change	Change the number of workers
Activity change	Owner change	Unit change	Representative change
			Continue

Figure 268 – Application to change the number of employees

	Number of workers for change *	(*) Guidelines
12 ist of documents Uploading documents Type of document *	10	N. Documents that are required to change number of employees in individual business of control furtherably: Lifting tasks from, 2. Copy of business certificate, 3. Copy of the ID cost for owner (owners).
Choose List of documents	* Append	
Document name ©	Actions 0	
Document name ©	Actions 0	

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

Figure 269 – Form to change the number of employees

After filling in the new number of employees and attaching all the required documents where we have the opportunity to view the document and delete it, we press the 'Save' button as below:

	Download the form
	Please download the application form, sign it and upload it as a document
ading documents	
of document *	
099	* Append
of documents	
ument name 🗘	Actions \$
licotion form	ALCOOK @ Delete
	Bock 1 next

Figure 270 - Filling in the data

After filling in the new number of employees and attaching all the required documents where we can view the document and delete it, we press the button '**Continue**' where you pass the tab of documents as below:

ë kutitë e mëposhtme janë gjeneruar statuti dhe marrëveshja e shoqërisë duke u bazuar në të dhënat që eni japur deri më tani dhe Ugjit Nr.06/L-016 për Shoqëritë Tregtare.	Ngarkimi dokumenteve				
lu lutemi që këto dy marrëveshje t'i printo duke përdorur butonin 🖶, pastaj t'i nënshkruani dhe ngarkoni	Lloji dokumentit *				
lek hopi rrodhës <u>Dokumentet</u>	Zgjedha * Bashkangjite				
utité e měposhtme mund tí zmodhoní duke pérdorur butonín K3.					
Statuti shoqërisë	Lista dokumentove				
X 5) 🗎 🕅 🛱 + . + ♥+ 🎟 🚔 № 90 Source 🖶 😡 🏟	Emri dokumentit 0 Veprimet 1				
B I S of I_{K} I_{L} : I_{L} I_{L} : I_{L} : I_{L} I_{L} : I_{L} : I_{L} I_{L} : I_{L} I_{L} : I_{L} I_{L} : I_{L} I_{L} : $I_{$	Certificata e biznesit (original apa kopje e noteruar, jo me e vjeter se tre muoj)				
Statuti i nje SH.P.K.	Kontrata mbi faljen ase shitjen e aksioneve 🏒 strebu				
Ne përputhje me kërkesat nga neni 33 i Ligjit Nr.06/L-016 për Shoqërite në Kosovë, Themeluesit e SH.P.K. si të kulituur me di 03/07/2018 mjerrin:	@ Fatep				
	Vendimi për shkokim dhe emërim të drejtont / ëve opo të përfoqësuesit (delloratën 🛦 shkrj për përfoqësuesin) 🕯 Fatoje				
STATUTIN					
ε	Propo 1 P				
"Life Cosmetics " SH.P.K.					
"Life Cosmetics " SH.P.K.					
Prishtine, Prishtine, Bajram Kelmendi nr.31					
Rigjenero statulin duke kikuar kötu.					
	Po				
	Po				

Figure 271 – Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Success! Status for application/request has been successfully saved.						1		
ist of request	ts for busine	ess change						
							Kērko:	
Ordinal number \$	Business number \$	Business name \$	Type of request \$	Municipality \$	Phone ¢	Status \$	Application date \$	Actions ¢
1	810001256	Proton SH.P.K.	Request for change of number of employees	Peja	044148340	Applied (14/12/2021)	14/12/2021	Actions 👻



Where if we select the 'Actions' button then the following options are displayed:

Actions ≑	
Actions -	
€ Receipt	
E Form	
Statuses history	

Figure 273 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows.

AGENO	Queeni – Viala - Govern Ministris e Tregtisë dhe lada Ministrastro Teperine i ludastrije - Ministry A PÉR BEGIJSTREMEN E BEZNESET / AGENCIJA Z	strisë 1 of Teadr and Indi	witry	Kodii i to byrriw Kod Pitheda
RECH	BUSNESS REGISTRATION AGENCY STRIMET BIZNESIT / UPPS BIZNESA / BUSINESS R	EGISTRATION		Income code
net C	Shpktest			Lloji kërkesës
	187067	Kërkesë për ndryshim të numrit të punëtorëve		
€	10.00	Data Data Data	10/12/2018]
	Dhjetë Euro e Zero	Cent		Närnshkerimi dhe vula e hunkës Pistpis i počat banka Bank signature and starup
-	1000420070000	179]
lati pagesiis id latunis ibi R	epublika e Kosovës Republika Kosova		Kosova	UNIREF MTF6D000005922
		et brist of Trade and Inda A UPIS BIZNEA /	stry	
R	epublika e Kosovës Republika Kosova Quutta - Vata - Grovene Ministrie e Treptiel die Inder Ministantie Treptein i Industrije - Ministry VFR RECEISTRIMM F BZ/NEST / ACENCIA ZJ BZ/NESS BIGISTRATION AGENCY	et brist of Trade and Inda A UPIS BIZNEA /	stry	Kodi (u) byris Kodi Pibrida Income code
	epublika e Kosovés Republika Kosova Osnou – Vinie - Grovenu Ministeria e Topici dle labo Ministeria e Topici i Iduatrije - Ministry FRE REGESTRANDEN REIXISTET, ACENCIA Z RENNESS REGESTRANDEN ACENCY TRIMI I REIXISTE, I LEINISS RE	et brist of Trade and Inda A UPIS BIZNEA /	stry	Kadi i shqriti Kal Pihola Isome cida 50204
	epublika e Kosovis Republika Kosova Govine - Pailo: Govine Ministarter Trigola Elabor Ministarter Trigola Elabority: - Minister Minister Ruchtstraumen (Eurosta) Resister Minister Academic Bossier (Leiboratoria) Bossier (Leiboratoria) Bossier (Leiboratoria) Stepkteet	et brist of Trade and Inda A UPIS BIZNEA /	stry	Kodi ta tanan komo cake 50204 Liciji kërkesës Kërkesë për drapshim të numrit të
	ерибійся с Колон'я Керцийна Колонг Долган - Шайс Сатонан Маналанта Таранан Ганалог И в вас граници Таранан Ганалог Каланан Ганалог Каланан Каланан на Каланан Ганалог (Сатонан Каланан на Варквая 187067	el briel of Trade and Indu A UPIS BIZNISA / IGISTRATION Data Data Data	stry	Kodi ta tanan komo cake 50204 Liciji kërkesës Kërkesë për drapshim të numrit të
	срыбна с Колоче Краниция Leaver Маллина Галана Салана Маллина Галана Маллина Салана Колонована К	bio brief of Track and Indu UPIS BEZNESA / ECOSTRATION Data Data Data Cent	stry	Koli të kotë Koli të kotë kotë och Kotë kotë Liqë kërkesë Kërkesë për ndrgshim të numrit të panësoritë Ximetane kota kratak

Figure 274 - Receipt

By pressing the 'Report' button, the following form is displayed:

Actions \$
Actions -
€ Receipt
E Form
Statuses history

Figure 275 - Open the report

Report looks like as follows:



Figure 276 - Report

8.5. Request to change the activity

Selecting the request to change the activity is displayed as follows:

Name change	Ŷ	⇒	Change the number of workers
Home endinge	Address change	Type change	onange are number of workers
&			<u>e</u>
Activity change	Owner change	Unit change	Representative change

Figure 277 - Application to change the activity

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

ctivity *		Type of activity *		List of activities for ch	lange		
Choose *		Other activit *	Add		Search:	earch:	
		Search:		Activity description \$	Type of activity \$	Addition/Removal \$	Actions 4
Activity description \$		Type of activity 🗘	Actions ¢		during +	Addition/Removal	Actions
4690 - Non-specialised wholesale tr	ode	Main activity of the business	Remove	No results found			Back nex
4752 - Retail sale of hardware, paints specialised stores	s and glass in	Secondary activitity	Remove				BUCK Nex
4673 - Wholesale of wood, construct and sanitary equipment	ion materials	Other activities	Remove				

Figure 278 - Application to change the activities

After selecting the activity and type of activity as follows:

equest for activity change	Documents		
Activity *		Type of activity *	
0112 - Growing of rice	Ŧ	Other activities *	Add

Figure 279 - Filling in the data to add the activity

After pressing the 'Add' button the registered activity is displayed in the list of activities for change as follows:

Activity description 🗢	Type of activity 🗘	Actions ≑
4690 - Non-specialised wholesale trade	Main activity of the business	Remove
4752 - Retail sale of hardware, paints and glass in specialised stores	Secondary activitity	Remove
4673 - Wholesale of wood, construction materials and sanitary equipment	Other activities	Remove
nowing page 1 from all 1 pages		Back 1 next

Figure 280 – Adding the new activity

We also have the option to delete that activity through the button even after adding 'Delete'.

The activity is removed by pressing the 'Remove' button as follows:

activity *	Type of activity *		List of activities for change			
Choose *	Other activities	Add			Search:	
	Search:		Activity description ©	Type of activity \$	Addition/Removal \$	Actions 0
Activity description \$	Type of activity 🔅	Actions \$	0112 - Growing of rice	Secondary activitity	Add	Delete
4890 - Non-specialised wholesale trade	Main activity of the business	Remove	4752 - Retail sale of hardware, paints and glass in specialised	Secondary activitity	Remove	2 Delete
4752 - Retail sale of hardware, paints and glass in specialised stores	Secondary activitity	Remove	stores			
4673 - Wholesale of wood, construction materials and sanitary equipment	Other activities	Remove	Showing page 1 from all 1 pages		Boo	sk 1 ne

Figure 281 – Removing the activity

Where after successful removal he appears in the list for changes. After adding and removing the activities and after attaching all the required documents we press the button 'Continue' as follows:

Type of document * Choose	* Append	
List of documents		
bat of doodmonts		
Document name	Actions ©	
Document name		
No results found		
	Back next	
	Back next	

Figure 282 - Filling in the data

A new window opens with a list of activities to add and remove if all goes well press the **'Yes, confirm'** button as follows:



Figure 283 – Confirmation of the request

Where it passes to the tab of documents as in the following:

Figure 284 - Statute

ocuments	
中	Download the form Please download the application form, sign it and upbood it as a docum
Uploading documents	
Type of document *	
Choose	* Append
List of documents	
Document name	Actions ©
Application form	▲ toot ● Dehite
	Bock 1 ne

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

 Success! Status for opplication/relation 								
ist of requests	for business cho	inge						
							Kêrk	ε
Ordinal number 0	Business number ©	Business name ©	Type of request ©	Municipality 0	Phone ©	Status ¢	Application date ©	Actions ©
	810001256	Proton SH.P.K.	Request for adding or	Peja	044148340	Applied (14/12/2021)	14/12/2021	Actions *

Figure 285 - List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions 🗢	
Actions •	
€ Receipt	
Form	
Statuses history	

Figure 286 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows.

*****	Qeveria - Vlada - Gevernment Ministria e Tregtisë dhe Industrisë			
	Ministria e i regtise dae industrise Ministarstvo Trgovine i Industrije - Ministry of Trade an	d Indes	try	Kodi i të hyrës
V	AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPIS BIZN BUSNESS REGISTRATION AGENCY	asa/		Kod Prihoda Incoms code
	REGJISTRIMI I BIZNESIT / UPIS BIZNESA / BUSINESS REGISTRATIC	0N		50204
mri / Mbiemri me / Prezime lame / Surname	Shpktest			Lloji kërkesës
Problerimi pie escription	187067			Kërkesë për shtimin apo heqjen e aktivitetit
huma mos mmount	€ 10.00 Date Date Date Date Date Date Date Date	tum	10/12/2018	
e f]alē cima words	Dhjetë Euro e Zero Cent			Nënshkrimi dhe vula e bankës Potpis i petat banke Bank signature and stamp
logaria bankare roj zirorauna ank account	1000420070000179			
edato ed wued by	es e faturës estet 3 date pune. Republika Kosovës Republika Kosova - Republi	lic of	Kosova	UNIREF MTF6D00000392
Ashuar nga xdato od muzed by ereitje: Afati page		l Indust		Kodi i të hytës Kod Priboda
edato ed wued by	Republika e Kosovës Republika Kosova - Republ Qeveia - Valar - Gevenuent Ministarster Tegtisë dhe Industrisë Ministarster Tgevieu i Industrije - Ministray of Trade and AGJENCIA PËR REGISTRIMINE BIZNESIT / AGENCIA AZ AU UPS BUZO	l Indust ISA /		Kodi itë hyrës Kod Pribada Incoms code
dato od sredije: Alati page vijelje: Alati page vijelje: Alati page stijelje: Alati	Republika e Kosovës Republika Kosova - Republ Qeveta - Vida - Gereman Minister Tergist de Laustein Ministernos Tegovine i Industrije - Ministry of Trade an AGENCIA FER REGISTRAMINE BLENEST / AGENCIA A UPS BLEN BUSNESS REGISTRATION AGENCE	l Indust ISA /		Kodi itë hyvës Kod Prévda Incens code 50204
stato od sretje: Afati page retje: Afati page sretje: Afati pag	Republika e Kosové Republika Kosova - Republi Growi - Vlad - Growing Mislandro - Vlad - Growing Mislandro - Toposei - Indentry - Mislandro - Markow AGIEVACIA FÉR REGISTRAMIN BUZNIST / AGINARI A AUTOS BUZO BUSNIS BEGESTRADICO AGINA' BUCISTEMI I BUZNIST / UTOS BUZNISA / BUSNISS BEGESTRADIC	l Indust ISA /		Kodi itë hyrës Kod Pribada Incoms code
dato of iretjie. Afati page with the second	Republika e Kooves Republika Koova - Republika K	i Indost ISA / IN		Kodi i i kyrje kod i Pikyre konstrode Essens code Lioji kërkesës Kërkesë je shimin apo heqiqen e
dato ed sued by	Republika e Koove's Republika Koova - Republika	i Indost ISA / IN	79	Kodi i i kyrje kod i Pikyre konstrode Essens code Lioji kërkesës Kërkesë je shimin apo heqiqen e
skale od ireije: Akat page ireije: Akat page st/Atsensi //Atsensi //Formane technina pis strongtion technina technin	Republika e Koove Republika Koova - Republika Ko	i Indost ISA / IN	79	kali li libori datibili koano ode 50204 Lioji kërkesës Kërkesë përshtimi apo heqjen e aktiviteti Nindakrei dhenda hedda

Figure 287 Receipt

If we select the 'View' option then we have the opportunity to view the request with all the completed data in the impossibility to change it as follows:

ista e aktiviteteve - Shpktest		Lista aktiviteteve për ndrysh	iim	
Përshkrimi i aktivitetit *	Lloji aktivitetit \$	Përshkrimi i aktivitetit *	Lloji aktivitetit 🔅	Shtim/Largim ©
011 - Kultivimi i drithérove (pěrveç orizit), i biměve bishtajore dhe i farérove vajore	Aktiviteti kryesor i biznesit	Kultivimi i drithërave (përveç orizit). I bimëve bishtajore dhe i farërave vajore	Aktiviteti kryesor i biznesit	Largim
luke shfaqur faqen linga të gjitha lifaqe	Propa	Kultivimi i orizit	Aktiviteti sekondar	Shtim
ista dokumenteve				_
ista dokumenteve Emri dokumenti: \$ Veprim	e o			
	_			
Emri dokumentit 8 Veprima				
Pëlqimi i agjentit të regjistruar				

Figure 288 - View the request

By pressing the 'Report' button, the following form is displayed:

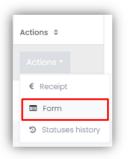


Figure 289 - Open the report

Report looks like as follows:



Figure 290 - Report

8.6. Request to change the unit

Selecting the unit change request is displayed as follows:

Α	\mathbf{Q}	₩	2+
Name change	Address change	Type change	Change the number of worker
	***		<u></u>
Activity change	Owner change	Unit change	Representative change

Figure 291 – Application to change the unit

After selecting the 'Continue' button, the form with the list of the current unit is displayed and the possibility to remove that unit or to change it and register a new unit as follows:

t name *		Type of ac	tivity *				Municipality *			
		Choose				٠	Choose			
iuntry *		Address *								
choose		*	Choo	se loc	ation				Add	
st of units	3				List of units for o	change				
		Search:							Kêrko:	
Unit name ¢	Type of activity ©	Address ¢	Actions ©		Unit name 🗘	Type of act	tivity ¢	Address ¢	Action type ©	Actions ¢
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë , Çagliavicë,	Actions ~		Nuk është gjetur as	një rezultat				
Proton Njesia Nr.2	4673 - Wholesale of wood, construction materials and sanitary equipment	Pejë , Çyshk,	Actions -							Prapa Pa
howing page	1 from all 1 pages		Back 1 next							
ist of doci	uments									
Uploadir	ng documents									
	ument *									

Figure 292 – Form to change the unit

After pressing the '**Actions**' button we are presented with two options as follows:



Figure 293 - Actions options

After selecting the Edit option, the fields are filled with existing data, as follows: Figure 294 – Edit the unit

i Info Piecse d	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>							*
Init name *		Type of ac	tivity *		Municip	ality *		
Proton Një	sia Nr.1	4673 - W	Tholesale of wood, co	instruction materials and so	anita * Prishtir	iê.		
Country *		Address *						
Çagllavicê		*					Add	
list of unit	3			List of units for	change			
		Search:					Kêrko:	
Unit name ¢	Type of activity ©	Address \$	Actions ¢	Unit name ¢	Type of activity \$	Address 0	Action type \$	Actions ©
				Nuk është gjetur as	injë rezultat			
Proton	4673 - Wholesale of wood, construction materials	Prishtinë,	Actions *					

If we press the 'Select location' button to select the unit and type of unit as follows:

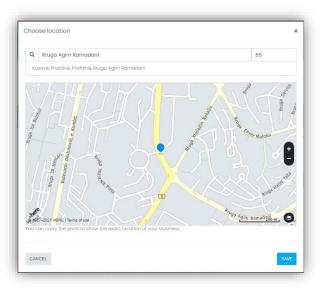


Figure 295 - Choosing the address

Where for assigning the address, we can search by street name or through the blue icon for location by manoeuvring with it on the map to the respective business route. After filling in the street name and number, press the 'Save' button and the following message is displayed:



Figure 296 – Confirmation of the address

After now the button has the description of the selected address as follows:

i Info!! Please change the fields and then press t	he "Arkf" hutton			×
		fype of activity *	Municipality *	
Unit name *				
Proton Njësia Nr.1		4673 - Wholesale of wood, construction materials and sanita *	Prishtinë	
Country *		Address *		
Çaglavicê	-	Rruga Agim Ramadani, 65	Add	

Figure 297 – Adding the unit

After filling in the data in all the fields, press the 'Add' button and the added unit appears in the list of units for change as follows:

Figure	298 -	List	of the	changes
--------	-------	------	--------	---------

st of unit	ts for change			
		к	ērko:	
Unit name ≑	Type of activity 🗘	Address ≑	Action type \$	Actions ≑
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinē, Çagllavicē, Rruga Agim Ramadani, 65,	Ndryshim	🛍 Delete

We also have the option to delete that unit through the **'Delete'** button even after adding. The same is the case when we want to register new units. Where after filling in all the fields and assigning the address we press the '**Add**' button. And then the unit appears in the list for changes.

The unit is removed by pressing the **'Remove'** button as follows:

ist of unit	S			List of uni	ts for change			
		Search:				×	ērika:	
Unit name ©	Type of activity ©	Address 0	Actions 0	Unit name 0	Type of activity ©	Address 0	Action type ©	Actions (
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë , Çagllavicë,	Actions *	Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë, Rruga Agim Ramadani, 85.	Ndryshim	Delete
Proton Njesia Nr.2	4873 - Wholesale of wood, construction materials and sanitary equipment	Pejê , Çyshk,	Actions -		foren Loro té gibba Loroa	non nooren, ouy		_

Figure 299 – Removing the unit

Where after successful removal he appears in the list for changes. After adding and removing the unit and attaching all the required documents press the 'Continue' button as follows:

st of documents				
Uploading documents				
Type of document * Choose	* App	end		
List of documents	Search			
Document name 0	Judicit.	Actions 0		
		Bock 1 next		
				Conti

Figure 300 - Filling in the data

where it passes to the tab of documents as in the following:

€ Help	Documents	
The following bases have generated the statute and the company agreement, based on the data you have provided via for and the tax hsc00(1-08 on huiteres algoritations. Please print, these two agreements using the ⊕ button, then sign and upload to the <u>Documents </u>		OWNLOAD the form
Society statute	Type of document *	* Append
※ ⑥ 回 回 回 キ → (歩・田 三 ※ 図 0xmm 日 回 ●) B I 6 ダ ル ホ ☆ 幸 本 ☆ ☆ 本 ■ 話・) Style: - Fermat - ?	list of documents	
Statute of a Limited Liability Company In accretance with the requirements of Arcias 32 and Arcias 40 of the Lew No. 654-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the STATUTE STATUTE	Document.name & Statute Pold payment	Actions 2
of Proton LL.C (name of company)	PLAL DUVINI	▲ Look enderse
Peji, Çyshi, magi, Peji - Prishtinë (headquarter)		
Article 1		

Figure 301 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

 Success! Status for application/i 								
ist of requests	for business cho	ange						
							Kërko	ε
Ordinal number \$	Business number 💲	Business name 🗘	Type of request \$	Municipality \$	Phone ¢	Status \$	Application date \$	Actions \$
		Proton SHP.K.	Request to add or	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions *

Figure 302 - List of requests

Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Actio	ns ¢
Act	tions -
€	Receipt
	Form
୭	Statuses history

Figure 303 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows.



Figure 304 - Receipt

By pressing the 'Report' button, the following form is displayed:

Actions ¢
Actions -
€ Receipt
Form
Statuses history

Figure 305 - Open the report

Report looks like as follows:

Republika e Kosovës-Republika Kosova- Qeerin - Vidada - Gorennu Ministria e Tregtisë dhe Industrisë/Ministartoe Tregoine i ha ARBK	ent
Fetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only Namri i Betëparaqitjes / Broj zahteva / Application Number	25090004918
Numri i biznesit / Broj biznisa / Business number Fletëparaqitja për ndërrim të Njësive të Shoqërisë akcionare, Shoqërisë mu Application for a change u Units of Joint Stock Company, Limited Liabity Company, lumited	përgjegjësi të kufizuar, Ortakërisë së kufizuar ose
Appuestion for a change a charts of south company, campted campany, campany DeonRarskih Društava, Društava su Ograničenom Odgovornošću, Ogra I.Emri i hiznesit / Name of Business / Ime biznisa:	partnerskip or a sereign company zantev za promenu semne ničenog partnerstva ili Inostranog društva Shpklest
2. Aplikuesi / Aplicant / Podnosioc zahteva	
Emri / Name / Ime:	Test Test
ID (ID-a personale/ ID-a e SL) ID (Personal ID-LE ID)ID (Litni ID/ ID PL):	1252004285
Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova
Komuna/ Municipality/ Opitina:	Viti
Vendi/Place/Naselje:	Prishtinë
Rruga/Street/Ukca:	Silatinë E Epërme
Vendi i punës (pozita) në biznes / Position(s) in the business / Radno mesto(a) umitar bismise:	Agjent i Regjistruar
Autorizimet/Informata plotifsuese/ Authorisations Additional information/ Ovlatičenja Dopunske informacije:	
Tel/Fax:	+37744123123
E-mail:	test@gmail.com
Faqia e internetit / Web site/ Internet Stranica:	
Takking on advantate daharan terpinya pertentisma dari adar. Carporanisa terpina dari dari sebagai pertentisma dari pertentisma dari pertentisma dari pertentisma dari adar dari pertentisma dari pertentisma dari pertentisma pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentism pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma pertentisma dari pertentisma dari pertentisma dari pertentisma dari pertentisma dari dari pertentisma dari pertentis	immation I have given will sender our hidde to possible providers, immediate

8.7. Request to change the equity

By selecting the equity change request as follows:

Selects the types of requests	>	≓	&+
Name change	Address change	Type change	Change the number of workers
Activity change	Owner change	Unit change	Capital change
Representative change			
			Continue

Figure 307 – Application to change the equity

After selecting the **'Continue'** button, the form with the list of current owners and their capital is displayed. Before changing the capital for the owners, you must first fill in the data in the field 'changed equity' as follows:

t						
				Please print the p	ayment form, pay it and then attac	h to the list of docume
equest for capital change	Documents					
Current copital		Nr. current stock		Current stock	closs	
1000.00		100.00				
Changed capital *		Nr. changed stock *		The stock clos	is changed	
List of owners			List of owners for chan	ge		
Name 0	Copitol 0	Actions ©			Search:	
Test Test	1000.00	Change	Name 0		Owned part 0	Actions 0
			No results found			

Figure 308 – Filling in the data for equity

After filling in the field 'changed equity' we now can change the capital for each owner by pressing the button 'Change' where the new window appears as follows:

Name		Owned part	
Jusuf Deçani		1000.0000	
Kapitali ndryshuar	Kapitali mbetur	Value in %	Value in numbers
10000.0000 €	10000.0000	e	

Figure 309 – Choosing the equity

Where we have two possibilities of marking capital, that in percentage or in numbers. Here, depending on how many owners exist in the current list of owners, the capital should be changed for each owner in terms of not exceeding the value of the changed capital area. After completing the capital as follows:

Capital change for th	e owner	2		×
Name			Owned part	
Jusuf Deçani			1000.0000	
Kapitali ndryshuar	Kapitali mbetur		Value in %	Value in numbers
10000.0000 €	10000.0000	€	100.00000	10000.00
CANCEL				SAVE

Figure 310 – Filling in the data for equity

After pressing the **'Save'** button the owner(s) appear in the list of owner changes as follows:

Current capital		Nr. current stock		Current stock	closs	
1000.00		100.00				
Changed capital *		Nr. chonged stock *		The stock clos	is chonged	
10000		100				
st of owners			List of owners for cho	inge		
Nome 0	Capital 0	Actions 0			Search:	
Nome ©	Copital 8	Actions 0	Name 8		Search: Owned part 8	Actions 0

Figure 311 - List with the changes

Even after the change we have the option to delete the owner if we made a mistake during the capital allocation via the '**Delete**' button.

After filling in all the fields and attaching all the required documents, press the 'Continue' button where it passes to the tab of documents as in the following:

@ Help	Documents		
The following bases have generated the statute and the company agreement based on the data you have provided so for and the taw No.05/1-016 on Business Organizations. Please print these two agreements using the ⊕ button, then sign and upload to the <u>Documents < / ur</u> . ⊕. You can zoom in the following bases by using the ⊕ button.		DOWNLOCIC the fo	
	Type of document *		
Society statute	Choose	* Append	
B I 6 √ I, II II ⊕ ⊕ 17 h. ⊕ at ■ III- 51/00 - Formit - ?	Ust of documents		
Statute of a Limited Liability Company	Document.name #	Actions #	
In accordance with the requirements of Article 33 and Article 40 of the Law No. 06R-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Statute	Look B Delete	
STATUTE	Pakt.payment	A Look B Delete	
of			
L.L.C		Back /	
(name of company) Pejë, Cyshk, magj. Pejë - Prishtinë			
(headquarter)			
Article 1			
A			

Figure 312 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

tatus for application/r	equest has been successful	Py soved.						
ist of requests	for business cha	nge						-
							Kérko	
Ordinal number 0	Business number 0	Business name 0	Type of request 0	Municipality 0	Phone 0	Status 0	Application date 0	Actions 0
	810001256	Proton SH.P.K.	Request for capital change	Peja	044148340	Applied (14/12/2021)	14/12/2021	Actions *



Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Act	ions ¢
A	ctions -
•	Receipt
0	Form
2	Statuses history

Figure 314 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows.

1	Republika e Kosovës Republika Kosova - Republic of Kosova Queria - Vlada - Genement Ministria e Tregital dhe Industrial Ministrateo Tegeniari Industerije - Ministraj of Trade and Industry	
	AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPIS BIZNISA / BUSNESS REGISTRATION AGENCY	Kodi i ti byrits Kod Prihoda Incoms code
Tauri / Mitiamuri	RECESTRIMI I BIZNESIT / UPS BIZNESA / BUSINESS RECESTRATION	50204
tant/Missime Iane/Prezime Name/Surname	Shpktest	Lloji kërkesës
Pärshkerimi Opis Doscription	187067	Kërkesë për ndryshim të kapitalit
Sharaa Izmes Ammorant	€ 10.00 Balan Datam Data Data	-
Me fjalë Retime In words	Dhjetë Euro e Zero Cent	Nörshkrimi dhe vula e bankis Potpis i počat borða Bavk signature and stomp
Llogaria hankaro Broj sirerauna Rank account	1000420070000179	
Lishnar nga Izdato od Jasuard by		UNIREF MTF6D0000039252

Figure 315 - Receipt

By pressing the 'Report' button, the following form is displayed:

Actions 🗢
€ Receipt
Form
Statuses history

Figure 316 - Open the report

Report looks like as follows:

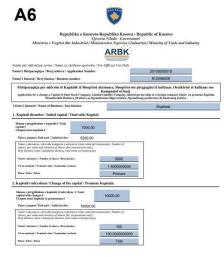


Figure 317 - Report

8.8. Request to change the representative/director

By selecting the request to change the representatives/director only for the General Partnership, they appear as follows:

Selects the types of requests			-
A Name change	Q Address change	Type change	Change the number of workers
Activity change	Cover change	Unit change	E Capital change
Representative change			
			Continue

Figure 318 – Application to change the representative / director

After selecting the 'Continue' button, the form with the list of current directors/representatives is displayed as follows:

List of repre	esentatives		Register	List of represento	atives for c	hange		
		Search:					Search:	
Name ¢	Nr. Identification 🗘	Position in business \$	Actions \$	Nr. Identification 🗘	Name ¢	Position in business \$	Addition/Removal \$	Actions \$
Test Test2	1000717939	Drejtor - Agjent i Regjistruar	Actions -	No results found				
Test Test	1000001004	Drejtor	Actions -					Back ne

Figure 319 - Form of the request

If we want to remove the representative/director, we do this by pressing the 'Actions' button as follows:

Actions \$
🗷 Change
â Remove

Figure 320 – Removing the representative/director

After the successful removal of the representative/director he is listed in the list for change of representatives/directors as follows:

			Search:	
Nr. Identification 🗘	Name ¢	Position in business \$	Addition/Removal \$	Actions 🗘
1000717939	Test Test2	Drejtor - Agjent i Regjistruar	Largim	🛢 Delete

Figure 321 - Removing the representative/director

Where we can also delete it through the 'Delete' button.

We also can register a new representative/director by pressing the **'Register'** button as follows:

List of rep	resentatives		Registe
		Search	c
Name 🗘	Nr. Identification 🗘	Position in business 💠	Actions ≑
Test Test	1000001004	Drejtor	Actions -

Figure 323 – Registration

Where we see the new window with the possibility of registering representatives/directors. Where there are two types as physical or legal person as seen below:

Foreign citizen			
Personal number *	Identification docume	nt *	
	Append		
Name *	Sumame *	Date of birth *	
Gender *	Citizenship *	Ethnic affiliation *	
State *	Municipality *	Residence *	
Address *	Phone	E-mail	
Position in business *	Autorizations		
Choose	* By law and statute.		

Figure 324 - Registration of the representative/director

After completing the field '**No. Personal**' which must be a valid personal number of the city of Kosovo then if that person is found other data are filled in automatically as follows:

Foreign citizen			
Personal number *		Identification document *	_
1247459894		1 Dokument	
Name *		Surname *	Date of birth *
Test		Test	01/01/1927
Gender *		Citizenship *	Ethnic affiliation *
Male	*	Kosovar 🔻	Albanian 🔻
State *		Municipality *	Please choose you ethnicity.
Kosova	Ŧ	Podujevë	Dyz
Address *		Phone	E-mail
Teset		+(383) 44-125-125	tes@tets.com
Position in business *		Autorizations	
Executive director	٣	By law and statute.	
Please enter job position in the business.	8		<i>h</i>

Figure 325 – Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button and then the following window opens whereas documents only .pdf format documents are allowed as seen below:

+ 🛄 -	10070	· vestop · ·	Allen - Internetings - Pa	reenshots » identifikimi	~ O	Search identifikimi	\$
Organize • New	folder					- 100	
Cuick access Destop Downloads Documents Documents	-	1, Identifikimi	epdf Dekumentildenti fikues				
This PC							
Network	~						
F	ile name:	Dokumentildent	ifikues		~	All Files	
						Open 💌	Cancel

Figure 326 - Attaching the document

After selecting the document, press the '**Open**' button and after successfully uploading the document and completing all the following fields:

Foreign citizen		
Personal number *	Identification document *	_
1247459894	1 Dokument	
Name *	Surname *	Date of birth *
Test	Test	01/01/1927
Gender *	Citizenship *	Ethnic affiliation *
Male v	Kosovar	Albanian
		Please choose you ethnicity.
State *	Municipality *	Residence *
Kosova *	Podujevě	Dyz
Address *	Phone	E-mail
Teset	+(383) 44-125-125	tes@tets.com
Position in business *	Autorizations	
Executive director *	By law and statute.	
Please enter job position in the business.		

Figure 327 - Filling in the data

After completing all the fields and attaching the identification document, the '**Register**' button, after successful registration, the representative/director appears in the list for change as follows:

			Search:	
Nr. Identification 🗘	Name 🗘	Position in business \$	Addition/Removal \$	Actions 🗢
1247459894	Test Test	Executive director	Add	î Delete
1000717939	Jusuf Deçani	Drejtor - Agjent i Regjistruar	Remove	🛍 Delete

Figure 328 - List with the changes

To register the representative/director as a legal entity, select the option 'legal entity' as follows:

Dokumenti identifikues * Bashkangjite
Adresa *
E-mail *

Figure 329 - Registration as a legal entity

After filling in the field 'NUI' and if that business is found with that number, then fill in the other fields as follows:

O Person fizik	Person juridik	
NUI*	Emri biznesit *	Dokumenti identifikues *
812056986	Test Test	Bashkangjite
		Ju lutem ngarkoni certifikatén e biznesit.
Komuna *	Vendi *	Adresa *
Ferizaj	Ferizaj	Rruga Qamil Ilazi, nr. 12
Pozita në biznes *	Telefoni *	E-mail *
*	+(377) 44-111-111	test@gmail.com
Ju lutem shënoni pozitën e punës në biznes. Autorizimet *		
Ju lutem shënoni outorizimet që ka p	sersoni përgjegjës që po regjistr	oni.

Figure 330 - Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the **'Attach'** button as follows:

O Person fizik	Porson juridik	
NUI *	Emri biznesit *	Dokument identifikues *
812056986	Test Test	Dokumentil
Komuna *	Vendi *	Adresa *
Ferizaj	Ferizaj	Rruga Qamil Ilazi, nr. 12
Pozita në biznes *	Telefoni *	E-mail *
Reporter/lajmerues	* +(377) 44-111-111	test@gmail.com
Autorizimet *		
Pakufizuar.		
Pérgjegjésia e pakufizuar		

Figure 331 - Filling in the data

After completing all the fields and attaching the identification document, the 'Register' button, after successful registration, the representative / director appears in the list for change as follows:

Nr. identifikues 🔺	Emri 🗘	Pozita në biznes 👙	Shtim/Largim #	Veprimet \$
00000030	Test Test	Accountant	Shtim	🛢 Fshije
500560599	Vibor Murseli	Drojtor	Largim	🛢 Fshije
812056986	Test Test	Reporter/lajmenues	Shtim	2 Fahijo

Figure 332 - List with the changes

After adding or removing and attaching all the required documents press the 'Continue' button where it passes to the tab of documents as in the following:

@ Help	Documents	
The following bases have generated the statute and the company agreement based on the data you have provided so for ord the Law 1608(1-99 on hummer Organizations. Mease print these two agreements using the ⊕ buttor, then sign and spload to the Organization (Jul ⊕).		Download the form form, sign it and upload it as a docum
You can zoom in the following boxes by using the DD button.	Uploading documents	
	Type of document *	
Society statute	Choose	* Append
× 5) 曲 曲 曲 (+, /+) (5) 面 亜 X 目 Stores 日 日 (Φ B I 5 - I I 1 1 1 1 1 1 1 1 1	list of documents	
Statute of a Limited Liability Company	Document.name 2	Actions 2
In accordance with the requirements of Article 33 and Article 40 of the Law No. 065-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Statute	Look @ Delete
STATUTE	Paid payment	A Look B Delete
of		
L.L.C		Back I ne
(name of company)		
Pejë, Çyshk, magj. Pejë - Prishtinë		
(headquarter)		
Article 1		
A		

Figure 333 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Successi Stotus for opplication/request has been successfully solved								
ist of requests	for business cho	ange						
							Kêrko	
Ordinal number 0	Business number 0	Business name 0	Type of request 0	Municipality 0	Phone 0	Status 0	Application date 0	Actions 0
1	810001256	Proton SHPX.	Request for change of director or authorized representative	Poja	044 148 340	Applied (14/12/2028)	14/12/2021	Actions *

Figure 334 - List of requests

Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Actio	ons ¢
	tions -
€	Receipt
	Form
୭	Statuses history

Figure 335 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows:

	Republika e Kosovës Republika Kosova - Republic of Kosova	
27	Quevia - Vlada - Genemand Ministria e Tregtiai dla Industria Ministarstva Tegeviai i Industrije - Ministry of Trade and Industry	Keels i M hereis
V	ACJENCIA PÉR RECJISTRIMIN E BEZNESIT / ACENCIJA ZA UPIS BEZNISA / BUSNISS RECISTRATION AGENCY	Kod Prihoda Income code
Inti / Milianti	REGISTRMEERZNESIT / UPS BIZNISA / BUSINESS REGISTRATION	50204
Iner/ Missioner Iner / Presime Name / Surname	Shpktest	Lloji kërkesës
Pirshkrimi Opis Description	187067	Kërkesë për ndryshimin e drejtorit apo përfaqësuesit të autorizuar
Shuma Iznas Ammount	E 10.00 Data Datase Datase	5
de fjald lečima n weede	Dhjetë Euro e Zero Cent	Nërshkrimi dhe vula e bankës Potpis i petat banke Bank signature and stamp
logaria hasikaro Iroj zirorauta Irok account	1000420070000179	1
Johnar nga Johnar nga Johano od Jonard by		UNIREF MTF6D0000039264

Figure 336 Receipt

By pressing the 'Report' button, the following form is displayed:

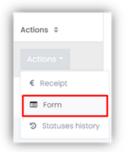


Figure 337 - Open the report

Report looks like as follows:



8.9. Request to change the owner

Selecting the owner change request, a form is displayed as follows:

A Name change	Address change	Type change	Change the number of workers
			C
Activity change	Owner change	Unit change	Capital change
Representative change			

Figure 339 - Application to change the owner

After selecting the 'Continue' button, the form with the list of current owners is displayed as follows:

list of owner	5		Register	List of owners for c	hange			
		Search	κ				Search:	
Nome 0	Nr. identification 0	Owned part ©	Actions 0	Nr. Identification 0	Nome 0	Owned part 0	Addition/Removal 0	Actions 0
Test Test	1000717939	1000.00	Actions *	No results found				
Showing page 1 fr	om all 1 pages		Bock 1 next					Back new
list of docum	nents							
Uploading	documents							

Figure 340 - Form of the request

If we want to remove the owner, we do this by pressing the 'Actions' button as follows:

Actions ≑
Change
🛍 Remove

Figure 341 – Removing the owner

After the successful removal of the owner, he is listed in the list for change of owners as follows:

			Search:	
Nr. Identification 🗘	Name \$	Owned part \$	Addition/Removal \$	Actions \$
1000717939	Test Test	1000.00	Largim	🛍 Delete

Figure 342 – Removing the owner

Where we can also delete it through the 'Delete' button. We also can register a new owner by pressing the 'Register' button as follows:

ist of owne	rs		Regist
		Search:	
Name ¢	Nr. Identification 🗢	Owned part \$	Actions \$

Figure 343 - Registration

Where we see the new window with the possibility of registering the owner Where there are two types as physical or legal person or institution. The physical person may also be a foreign national as shown below:

Physical person	O Legal person	O Institution	
Foreign citizen Personal number *	Diaspora	Identification document *	
		Append	
Name *	Surname *	Gender *	State *
		Ψ	×
Citizenship *	Ethnic affiliation *	Municipality •	Residence *
Ψ	Choose *		
Address *	Profession	Phone	E-mail
	Choose *		
Owned part •	Owned part (%) •		
E	%		

Figure 344 - Registration of the owner

After completing the field 'No. Personal 'which must be a valid personal number of the citizen of Kosovo then if that person is found other data are automatically filled in as follows:

Physical person	O Legal person	O Institution	
Foreign citizen	Diaspora		
Personal number *	Date of birth *	Identification document	<u>. </u>
1000001004	10/08/1986	Append	
		card/passport) of the pe	
Name *	Surname *	Gender *	State *
Test	Test	Female *	Kosova *
Citizenship *	Ethnic affiliation *	Municipality	Residence *
Kosovar *	Choose *	Istog	Kaliqan
	Please choose you ethnicity.		
Address *	Profession	Phone	E-mail
Rr. Halil Baku	Choose *		
Owned part *	Owned part (%) *		
€	%		
Please enter the ownership part.		J	

Figure 345 - Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the **'Attach'** button and then the following window opens whereas documents only .pdf format documents are allowed as seen below:

\mapsto 👻 🛧 📙 > This PC	> Desktop > SRBK -	Manualet > scr	eenshots > identifikimi	v Ö	Search identifikimi		P
Organize 👻 New folder					E	• 💷	6
Cuck access Cuck		P pdf rikues					
	Dokumentildentifikues				All Files		

Figure 346 - Attaching the document

After selecting the document, press the '**Open**' button and after successfully uploading the document and completing all the following fields:

Physical person	O Legal person	O Institution	
Foreign citizen	Diaspora		
Personal number *	Date of birth *	Identification document *	
1000001004	10/08/1986	1 Dokument	
Name *	Surname *	Gender *	State *
Test		Female *	Kosova *
Citizenship *	Ethnic affiliation	Municipality *	Residence *
Kosovar *	Albanian *	Istog	Kaliqan
	Please choose you ethnicity.		
Address *	Profession	Phone	E-mail
Rr. Halil Baku	Accountant *	+(383) 44-123-123	test@test.com
Owned part *	Owned part (%) •		
1000.00000 €	100.00000 %		

Figure 347 - Filling in the data

After filling in all the fields and attaching the identification document, the **'Register'** button after successful registration, the owner appears in the list for change as follows:

Search:						
Nr. Identification \$	Name \$	Owned part \$	Addition/Removal \$	Actions \$		
1000001004	Test Test	1000.00	Add	🛍 Delete		
1000717939	Jusuf Deçani	1000.00	Remove	🛍 Delete		

Figure 348 - List with the changes

Also, the registration of the owner as a physical person in the case when he is a foreign citizen is the same as a physical person only that all data must be completed manually.

To register the owner as a legal entity, select the option 'legal entity' as follows:

O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification document	
		Append	
Business name *	State *	Municipality *	Country *
	Choose *		
Address *	Phone	Owned part *	Owned part (%) *
		€	%
E-mail			
E-mail			

Figure 349 - Registration as a legal entity

After filling in the field 'NUI' and if that business is found with that number, then fill in the other fields as follows:

O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification document	
	810146458	Append	
		Please upload the busines	s certificate.
Business name *	State *	Municipality *	Country *
astasd	Kosova v	Prishtinë	Mramor
Address *	Phone	Owned part *	Owned part (%) *
Test		€	%
		Please enter the ownership part.	
E-mail			

Figure 350 - Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching the identification document which is done by pressing the 'Attach' button as follows:

O Physical person	Legal person	O Institution	
Foreign company	NUI *	Identification document	•
	810146458	1 Dokument	
Business name *	State *	Municipality *	Country *
astasd	Kosova *	Prishtinë	Mramor
Address *	Phone	Owned part *	Owned part (%) *
Test	+(383) 44-125-125	1000 €	100.00000 %
		The remainder of the total capital is 0.0000.	
E-mail			
test@test.com			

Figure 351 - Filling in the data

After filling in all the fields and attaching the identification document, we press the **'Register'** button, after successful registration, the owner appears in the list for change as follows:

			Search:	
Nr. Identification 🗘	Name ‡	Owned part \$	Addition/Removal \$	Actions \$
810148074	Test Company	500.00	Shtim	Delete
1000001004	Test Test	500.00	Shtim	Delete
1000717939	Test Test2	1000.00	Largim	🖻 Delete

Figure 352 - List with the changes

To register the owner as an institution we select the option 'institution as follows:

Owner registration			
O Physical person	O Legal person	Institution	
	Figure 353 - In	stitution	

After successful registration the owner appears in the list for change as follows:

			Search:	
Nr. Identification 🗘	Name ¢	Owned part \$	Addition/Removal \$	Actions \$
810148074	Test Company	500.00	Shtim	Delete
1000001004	Test Test	500.00	Shtim	Delete
1000717939	Test Test2	1000.00	Largim	💼 Delete

Figure 355 - List of the changes

After adding or removing and attaching all the required documents press the '**Continue**' button where it passes to the tab of documents as in the following:

© Help		Documents		
The labeling burnets have generated the discuss for the company segmented count on the class have periodical and with the labeling burnets of the class of the c		Uploading documents		id the for
		Type of document *		
Society statute		Choose	*	Append
× 0 0 0 0 0 + + 9 - 0 0 0 10 0 0 0 0 0 8 7 6 4 7 1 10 10 0 0 17 10 0 0 17 10 0 0 10 0 10 0 Ferrit - 7		Ust of documents		
Statute of a Limited Liability Company	ii I	Document.nome 2	Ac	tions 2
In accordance with the requirements of Article 33 and Article 40 of the Law No. 066-016 on Dusiness Organization the Founders of the Limited Liability Company, on 03/05/2017 issue the:		literate.		A Loope
STATUTE		Posit assement		A lock B Deniste
Of L.L.C (name of company)				and 1 re
Pejil, Çyshk, magj, Pejil - Prinktini (headquatar)				
Article 1				

Figure 356 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

Success! atus for application/r	equest has been succes	stully saved.						
t of requests	for business ch	lange						
							Kérko:	
Irdinal number 0	Business number 0	Business name 0	Type of request 0	Municipality 0	Phone 0	Stotus 0	Application date 0	Actions 0
	810001256	Proton SH/P.K.	Request for change of owners / shareholders	Peja	044148340	Applied (14/12/2021)	14/12/2021	Actions =

Figure 357 - List of requests

Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

Actio	ons ¢
	tions -
€	Receipt
	Form
3	Statuses history

Figure 358 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows:

-	Republika e Kosovës Republika Kosov Queena - Vlada Gacoma Ministria e Tregetiat dhe Indu Ministrarsten Tregerine I Industrije - Ministry	ori striat		
	AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA Z. BUSNESS REGISTRATION AGENCY	A UPIS BIZNISA /		Kodi i të hysës Kod Prihoda Incurs code
	RECRISTRIMET BIZNESIT / UPIS REZNESA / BUSINESS R	EGISTRATION		50204
Taut / Mbienri Ime / Prezime Name / Sumame	Shpktest			Lloji kërkesës
Përshkrimi Opis Description	187067	24	(A)	Kërkesë për ndryshimin e pronarëve/aksionarëve
Shuma Izros Ammount	€ 10.00	Data Datam Date	10/12/2018	
Me fjali Rečima In wende	Dhjetë Euro e Zero	Cent		Nënshkrimi dhe vula e bankën Potpis i polat banke Bank signature and stamp
Liogaria hankare Broj zirerauna Barik accessi	1000420070000	179]
Löchsser rega Izstate out Issued by				UNIREF MTF6D000003327

Figure 359 - Receipt

By pressing the 'Report' button, the following form is displayed:

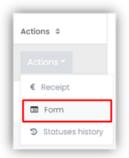
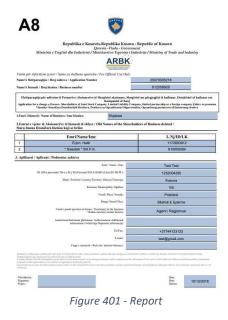


Figure 400 - Open the report

Report looks like as follows:



8.10. Request to change the board

Selecting the board change request appears as follows:

A Name change	Trade name change	Address change	Type change
Change the number of workers	Activity change	Owner change	Board change
Unit change	Removal of the unit	€ Capital change	Representative change

Figure 402 – Application to change the board

After selecting the 'Continue' button, the form with the following fields is displayed, as follows:

ist of owr	hers			Register	List o	of owners fo	or change			
		Si	arch:						Search:	
Name \$	Nr. Identification 💠	Position in business	\$	Actions \$	Nr.	tification ¢	Name \$	Position in business ¢	Addition/Removal \$	Actions \$
No results fo	bund				Nore	esults found				
				Back next						
										Back nex
ist of doc	uments									
	uments ng documents									
	ng documents									
Uploadi	ng documents	*	Append							
Uploadi	ng documents	•	Åppend							
Uploadi	ng documents	٠	Append							
Uploadi Type of do Choose	ng documents	×	Åppend							
Uploadi Type of do Choose	ng documents cument *	*	Append							

Figure 403 - Application details

If we want to remove the board member, we do this by pressing the 'Actions' button as follows:

Veprimet \$	1
	1
â Largo	
	ruid

Figure 404 – Removing the representative/director

After successful removal of the board member, he is listed in the list of the board members change as follows:

Search:					
Nr. Identification 🗘	Name 🌻	Position in business \$	Addition/Removal \$	Actions ≑	
1500560599	Ylber Murseli	Chief executive officer	Shtim	📋 Delete	

Figure 405 – Removing the board member

Where we can also delete it through the 'Delete' button.

We also can register a new board member by pressing the '**Register**' button as follows:

Request to change board	Documents		
List of owners			Register
		Search:	

Figure 406 - Registration

Where we see the new window with the possibility of registering the board

Foreign citizen		
Personal number *	Identification document *	
	Append	
Name *	Surname *	Date of birth *
Gender *	Citizenship *	Ethnic affiliation *
Choose	* Choose	* Choose *
State *	Municipality *	Residence *
Choose	Y	
Address *	Phone	E-mail
Profession *	Position in business *	
Choose	* Choose	*

member where the board member can also be a foreign national as seen below:

Figure 407 - Registration of the board member

After completing the field 'No. Personal 'which must be a valid personal number of the citizen of Kosovo then if that person is found other data are automatically filled in as follows:

oard registration			
Foreign citizen			
Personal number *		Identification document *	_
1000001004		Append	
		Please uoload the identity document person you are registering.	(identity card/passport) of the
Name *		Surname *	Date of birth *
Test		Test	10/08/1986
Gender *		Citizenship *	Ethnic affiliation *
Female	*	Kosovar *	Choose *
			Please choose you ethnicity.
State *		Municipality *	Residence *
Kosova	*	Istog	Kaliqan
Address *		Phone	E-mail
Rr. Halil Baku			
Profession *		Position in business *	
Choose	*	Choose *	
Please choose the profession.		Please enter job position in the business.	
			Register

Figure 408 - Getting the data

Areas that are not completed must be completed manually. After filling in the fields and attaching

the identification document which is done by pressing the 'Attach' button

and then the following window opens whereas documents only .pdf format documents are allowed as seen below:

Open						
🗁 🔹 🛧 📙 🕨 This PC	> Desktop > 1	SRBK - Manualet > so	creenshots > identifikimi	~ 0	Search identifikimi	p
Organize • New folder					H •	
Cuick access Deukstop # Dounteads	1. Identifikimi	e pdf Dokumentildenti fikues				
🞲 Network 🗸 🗸	Dokumentilden				All Files	
rile name.	Dokumentilden	oneues				
					Open 💌	Cancel

Figure 409 - Attaching the document

After selecting the document, press the 'Open' button and after successfully uploading the document and completing all the following fields, as follows:

Foreign citizen					
Personal number *		Identification document *			
1000001004		1 Dokument			
Name *		Surname *		Date of birth *	
Test		Test		10/08/1986	
Gender *		Citizenship *		Ethnic affiliation *	
Female	*	Kosovar	Ŧ	Choose	٣
State *		Municipality *		Residence *	
Kosova	*	Istog		Kaliqan	
Address *		Phone		E-mail	
Rr. Halil Baku		+(383) 44-125-125		test@test.com	
Profession *		Position in business *			
Accountant	*	Chief brand officer	Ŧ		

Figure 410- Filling in the data

After filling in all the fields and attaching the identification document we press the '**Register**' button after successful registration the board appears in the list for change as follows:

Search:						
Nr. Identification ‡	Name \$	Position in business \$	Addition/Removal \$	Actions 🗢		
1000000004	Test Test	Chief brand officer	Add	🛍 Delete		
1000000001	Test Test	Chief executive officer	Remove	🛱 Delete		

Figure 411 - List with the changes

Also, the registration of the board member in case it is a foreign citizen is the same only that all data must be filled in manually.

After adding or removing and attaching all the required documents, press the 'Continue' button where it goes to the document tab as below:

© Help	Documents	
The following basis have generated the statute and the company agreement based on the data you have provided to for and the law hoody-following basis. Prevention print these two agreements using the \textcircled{O} buttor, then sign and uplead to the opposite that $f_{\rm eff}$. The opposite that $f_{\rm eff}$ are the opposite to the opposite the the opposite that $f_{\rm eff}$ and uplead to the opposite that $f_{\rm eff}$.		Download the form
Tou can Joom in the following boxes by using the 👯 button	Uploading docume	nts
	Type of document *	
Society statute	Choose	* Append
× 0 @ @ @ ← → ♥ - Ⅲ ⊞ X B town B @ @ B I 6 ✓ I II II ← ⊕ ♥ K # # Ⅲ II - Byte → Front → ₽	List of documents	
Statute of a Limited Liability Company	Document.nome 2	Actions 2
In accordance with the requirements of Article 33 and Article 40 of the Law No. 064,-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:	Matude	A Loca @ Desiente
STATUTE	Cold_conversect	A Local & Deductor
of		
LLC.		Dock / res
(name of company)		
Pojil, Çyahā, magi, Pojil - Pvinhlinė (hebdouster)		
(1489228108)		
Article 1		
2		

Figure 412 - Statute

Where the statute appears where you must print this statute using the printer button as in the picture, then sign it and upload it to Documents.

After attaching all the documents, press the 'Finish' button. After the successful registration of the request, the message appears as well as the list with the registered request as follows:

 Success! itatus for application/ 	request has been succes	sfully saved.						
ist of requests	s for business ch	nange						
							Kêrko	
Ordinal number 💲	Business number 💠	Business name 👙	Type of request \$	Municipality \$	Phone \$	Status ‡	Application date 🗘	Actions \$
Ú.	810001256	Proton SH.P.K.	Request for change of board	Peja	044 148 340	Applied (15/12/2021)	15/12/2021	Actions -

Figure 413 - List of requests

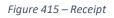
Where if we select the 'Actions' button then the following options are displayed: Where if we select the 'Actions' button then the following options are displayed:

€ Receipt
E Form
Statuses history

Figure 414 - Actions options

If there is a receipt then the 'Receipt' button appears where we can see the receipt as follows:

1	Republika e Kosovës Republika Kosova - Querie - Vitile - Covernment Ministaria e Teografi dhe Industrij Ministarstva Teografie i Industrije - Ministry of			Kash i til hysis
V	AGENCIA PER REGISTRIMIN E REPAINSET / AGENCIA ZA U BUNNESS REGISTRATION AGENCY	PIS BIZNESA /		Kool Pulleoda Income code
	REGISTRIME ERZNEST / UPS RENESA / RUSENESS REGE	STRATION		50204
Emel/Minister Emel/Presime Name/Normame	Shpktest	Shpktest		
Pinshketeni Opia Description	187067			Kërkesë për ndryshimin të bordit
Shuma Izenye Azemenanti	€ 10.00	Data Datam Date	10/12/2018	
hie ijaki Ketime In words	Dhjetë Euro e Zero C	ent		Nitoshkotoni dhu vula e bashko Potpis i pulat bashu Bash, signature and stamp
Lingaria bunkaru Brog alessana Bank account	1000420070000175)]
Lindouir ngo Iadate ed Ianund by				UNREF MTF6D0000039254



By pressing the 'Report' button, the following form is displayed:

Actions \$
€ Receipt
Form
Statuses history

Figure 416 - Open the report

Report looks like as follows:



8.11. Request to change the type of business for Agricultural Cooperative

The whole procedure for change for all types of claims in the case of the Agricultural Cooperative is the same as in the above steps. The only difference is the forms that appear.

7. Request for deregistration

Once we are identified the first form is that of the election of persons as applicants or representatives. So as follows:

Ordinal number	Choose access		Stat
l uke shfaqi	Ø	Applicator If you want apply for business registration.	App (15/1
1	R	Representative Request for change, information etc.	

Figure 432 Choosing the access

To apply for change requests, you must select the access option as 'Representative'. Where then the following business list form appears:

List of businesses	×	;
Please select business from list of businesses order to continue you work.	s that you are authorized in	
Search:		
Business name 🔺	Actions 🌩	
Test SH.P.K.	Choose	
Showing page 1 from all 1 pages	Back 1 next	
Englia kayesore H	turia nă facan kryasora	

Figure 433 - Business list

Where if we have more businesses that we are authorized than all the businesses appear. Press the 'Select' button for the business for which we want to apply. Where then the initial form appears as follows:

	=	Test SH.P.K.	A 0 8	
	Main page			
Home >	✓ Success! Business has been successfully selected. All the actions you make during this approach are business	related Proton SHPK	*	
Applications for business >				
Business change >	📋 1 🖍 0 🚍 0		0	
Duplicate certificate	Pending applications for applications under review Pending applications for registration		applications for fulfillment	
Additional information	Last actions			
Unregister your business >				

Figure 434 - Initial form

By selecting the menu 'Deregister business' appears in the following submenu as follows:

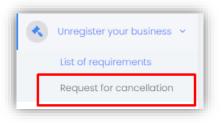


Figure 435 – Submenu

By selecting the '**Request for deregistration**' submenu, the following form appears:

	1 Aplikimi	2 Docur	nents
Infol			
THO: the case is not completed within 10 days, it is autom	atically deleted from the system.		
Complete the request			⑦ Guidelines
Type of reason Choose			L Documents that are required to Extinguish Individual Business or General Partnership: 1. Filing the D form,
Choose			2. Copy of the ID card for owner (owners),
			3. Submit original business certificate.
			4. Confirmation by the Tax Administration of Kosovo for termination of business.<

Figure 436 - Form of the request

Where we choose the type of reason as follows:

Figure 437 - Type of the reason

After completing the reason type or if the 'Other' reason type is selected, you must also describe the reason. Also, after attaching all the documents required by the list, press the **'Save'** button as follows:

	1 Aplikimi 2 Documents	
ist of documents		
Uploading documents		Download the form
Type of document *		Please download the application form, sign it and upload it as a
Choose	* Append	document.
List of documents		
Document name 0	Actions ©	
Application form	Look 2 Delete	
	Back	next

Figure 438 - Save the request

After the successful registration of the request, a message is displayed as well as the list of the registered request as follows:

 Success! lequest has been succe 	ssfully registered.						
ist of requests							
							Kérko:
Ordinal number 0	Business number 0	Business name ©	Municipality 0	Phone ©	Status ¢	Application date ©	Actions ©
				044148340	Applied (15/12/2021)	15/12/2021	

Figure 439 - List of requests

Where if we select the 'Actions' button then the following options are displayed:

Actions \$	
Actions -	
Form	
Statuses history	ara

Figure 440 - Actions options

If we select the 'View' option then we have the opportunity to view the request with all the completed data in the impossibility to change it as follows:

	1 🛹 Apikimi	2 0	ocuments	
st of documents				
Uploading documents				Download the form
Type of document.*				Please download the application form, sign it and upload it as a
Choose		* Append		document
List of documents				
Document name \$	Actions 0			
	A took Do	eta -		
Application form			_	
Application form			Book 1 next	

If we press the 'Finish' button, we again return to the request list.

By pressing the 'Report' button, the following form is displayed for the request to change the name.

Actions \$	
🗐 Form]
Statuses history	ara

Figure 442 - Open the report

Figure 441 - View the request

Report looks like as follows:

D		
	Republika e Kosovës	- Republika Kosova - Republic of Kosovo
	Qeveria -Vlada	a - Government
Ministria e Treg	tisë dhe Industrisë / Ministarstvo T	rgovine i Industrije/Ministry of Trade and Industry
		. * *
		RBK
		VDN.
	CONTRACTOR OF A	
Vetëm për shfrytëzi Only	m zyrtar / Samo za službenu upotrebu /	For Official Use
Numri i fletëparao Number	qitjes / Broj zahteva / Application	25030006618
Numri i biznesit /	Broj biznisa / Business number	812056986
1. NR i biznesit: Business ID:		iination of a business estanak biznisa
	Zahtev za pre	
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa:	Zahtev za pre 812056986	
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa:	Zahtev za pro 812056986 Test 2 SH.P.K.	
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi	Zahtev za pro 812056986 Test 2 SH.P.K. It / Business Adress / Adresa biznisa	Stanak biznisa
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi k Numri i shtëpisë //	Zahtev za pro 812056986 Test 2 SH P.K. It / Business Adress/Adresa biznisa Vendi/ Place/ Naselje:	Bablak
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi k Numri i shtëpisë //	Zahte za pro	Bablak Fertzaj
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi k Numri i shtëpisë //	Test 2 SH P.K. If Business Adress / Adress biznisa Vendi / Place/ Naselje: Comuna / Municipality / Oplina: baneski / House Entrance/Tala	Estanak biznisa Babiak Ferizaj Rniga Agm H. Ramadani, nr. 12
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi 8. Numri i shtëpisë / Broj	Zahtev za pro B12006866 Test 2 5H P.K. I/ Business Adress/ Adresa biniss Vendi/ Piace/ Naselje Common / Municipality / Optima: banesky / House Tarinace Tila/ Arringa Street Ulicis ka e / stana Tel/Fax:	Bablak Bablak Feiza Ringa Agim H, Ramadani, nr. 12 +45678045678
Business ID: ID biznisa: 2. Emri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi 8. Numri i shtëpisë / Broj	Zahte za pro Zahte za pro Test 2 SH P.K. Vendi 'Place' Narelje: Vendi 'Place' Narelje: Comuna / Municipality' Opšina: Desceted / House Enrance' Tial / Testrai: Ernail: Enrani: Enrani:	Bablak Bablak Feitzaj Rruga Agm H. Ramadani, nr. 12 +4502646678 test@test.com
Business ID: ID biznisa: 2. Euri i biznesti: Name of Boditese: Ime biznisa: 3. Adresa e biznesi k Numri i shtëpisë / Broj Faqja e interne	Zahte za pro Zahte za pro Test 2 SH P.K. Vendi 'Place' Narelje: Vendi 'Place' Narelje: Comuna / Municipality' Opšina: Desceted / House Enrance' Tial / Testrai: Ernail: Enrani: Enrani:	Estanak biznika Bablak Bablak Ferizaj Riuga Agim H. Aramadani, nr. 12 +4587896878 Hest@fest.com www.test.com of business/ Tip bisnisa:
Business ID: ID biznis: 2. Euri i biznesit: Name of Business: Ime biznisa: 3. Adresa e biznesi k Numri i shtēpisē/ Broj Faqja e internse	Zahte za pro 812066969 Test 2 SH/P,K t/ Jouiness Adress / Adress biznisa Vendi / Place/ Naselje: Comuna / Municipality / Opina: baseds / House Emrant: Tel/Faz: E-mail: E-mail: tit / Web site/ Internet Stranica: 4. Llaji i biznesit/ Type	Estanak biznisa Bablak Bablak Feitzaj Riuga Agim H. Ramadani, nr. 12 +45678046078 bes@less.com www.test.com of business/ Tip bisnisa: cc
Business ID: ID biznas: 2. Enri i biznesti: Name of Business: Ime biznisa: 3. Adresa e biznesi 8 Numri i shtëpisë / Broj Faqja e interne 0 Otskëri e përgjil	Zahtev za pro E12005896 Test 2 5H P.K. Vendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje: Crendi 'Place' Naselje:	Estanak biznisa Babtak Babtak Feitza Rruga Agim H. Ramaduni, nr. 12 45678946678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657894678 4657 4657 4657 4657 4657 4657 4657 4657

Figure 443 - Report

We can also see the request through the list. This is done by selecting the **'List'** button.

Chregister your business 👻								ĸ	rko:
List of requirements	Ordinal	number 0	Business number 🌣	Business name 🌣	Municipality ‡	Phone ¢	Status ¢	Application date 🌣	Actions ©
Request for cancellation			810001258	Proton SH.P.K.	Peja	0.44 148 340	Applied (15/12/2021)	15/12/2021	Actions *
	Duke shfor	qur faqen I nga të	gjitha 1 laqe						Propo 1 Para

Figure 444 - List of requests

8. Request for additional information

After successfully identifying, and selecting the business as well as selecting the submenu 'Request for additional information' the request form appears:

0	Additional information 🛛 🗸
	Request for information
	List of requirements

Figure 482 Menu

After successfully identifying, and selecting the business as well as selecting the submenu 'Request for information where we have the opportunity to select the type of information we want from the drop-down list as follows' the request form appears:

		List of requests for infor	rmation	
hoose	A Choose			
thoose	4	Document name 💠	Number of pages 💠	Type \$ Actions \$
noose complete business history		No results found		
usiness Data History		NO TESUICS TOUTO		
ackground to the owners				Back next
epresentatives' background				BUCK HEAL
ackground to the board				
istory of activities		0		0.00 €
ietary unite	*	Total number of	name	Total in euro
		Total Home of	bradies	

Figure 483 – Request

Pressing the 'Select' button then lists the information in the list of additional information. If the documents are selected from the information type, then the list of documents is displayed where from the actions we click the 'select' button as follows:

i Info!					
Documents: Contains list of business ype of additional information	documents.				
pe of additional information Documents	*	List of requests for information	n		
List of documents		Document name \$	Number of pages \$	Type ¢	Actions \$
		Complete business history	2	Pa vulë	2 Delete
 Without stamp With sta 	amp	Chaules sees Mean all house			_
Type of document \$	Actions ©	Showing page 1 from all 1 pages			Back 1 next
Marrêveshja e shoqërisë.pdf		2		0.40	£.
Statutipdf	Choose	Total number of pages		Total in eur	
Letër konfirmimi.pdf	Actions -				

Figure 484 – Choosing the request

After solving the information, calculations are made as the number of pages and the total is calculated in euros, then we press the '**Save**' button as follows:

Document name 🗢	Number of pages 🗢	Туре ≑	Actions ≑
Complete business history	2	Without stapm	🛍 Delete
Marrēveshja e shoqērisē.pdf	6	Without stapm	🛍 Delete
howing page 1 from all 1 pages			Back 1 next
Q		1.60 #	Ê

Figure 485 – List of requests

After the successful registration of the request, a message is displayed as well as the list with the registered request as follows:

Success! Request has been succe	ssfully registered.						
ist of requests	for information						
							Kërko:
Ordinal number \$	Business number 🗘	Business name 🌣	Municipality \$	Phone \$	Status 🗢	Application date \$	Actions \$

Figure 486 Lista

Where if we select the 'Actions' button then the following options are displayed:

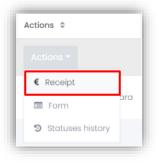


Figure 487 - Actions options

If there is a receipt, then the 'Receipt' button appears where we can see the receipt as follows:

	Republika e Kosovës Republika I	Kosova - Republic of	Kosova	
1	Qeveria - Vlada - O Ministria e Tregtisë e Ministarstvo Trgovine i Industrije - 1	lhe Industrisë	try	
	AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGEN BUSNESS REGISTRATION AGE	ICIJA ZA UPIS BIZNISA / NCY		Kodi i të hyrës Kod Prihoda Incoms code
	REGJISTRIMI I BIZNESIT / UPIS BIZNISA / BUSI	NESS REGISTRATION		50204
Emri biznesit/ Poslovno ime/ Business Name	Deos S	H.P. <mark>K</mark> .		Lloji kërkesës/Request type/Vrsta
Pershkrimi Opis Description	Kërkesë për informata shtesë			Zahteva Kërkesë për informata shtesë
Shuma Iznos Ammount	€ 2.60	Data Datum Date	30/01/2019	
Me fjalë Recima In words	Dy Euro e Gjast	ntëdhjetë Cent		Nënshkrimi dhe vula e bankës Potpis i pećat banke Bank signature and stamp
Llogaria bankare Broj zirorauna Bank account	100042007	0000179]
Lëshuar nga Izdato od Issued by				UNIREF MTF6D000003093

Figure 488 Receipt

By pressing the 'Report' button, the following form is displayed for the request to change the name.

Actions 🗢	
Actions -	
€ Receipt	1
🔲 Form	
ී Statuses history	

Figure 489 - Open the report

Report looks like as follows:

Republika e Kosovës - Republi) ita Kanasa - Republic	of Kosova
	da - Government	or Kosova
Ministria e Treg	tisë dhe Industrisë	
Ministarstvo Trgovine i Industri	je - Ministry of Trade and	Industry
KËRKESË PËR DHËNIEN E SHËNIMEVE / ZAHTEV		AKA / DATA REQUEST FORM
I. Emri dhe mbiemri / Ime e prezime / Name and surname	Erjon Halli	
2. Numri ID / ID Broj / ID Number	1172683912	
3. Shteti / Država / Country	REPUBLIKA E KOSOVËS	
. Komuna / Opstina / Municipality	11	
5. Adresa / Adress	Talinoc i Muhaxherve, //	
5. Telefoni / Telephona / Telephone	+37744306776	
7. Email / Email / Email	erjon.halli@dataprognet-ks.com	
UNË KËRKOJ KËTO DHËNA / JA ZAHTEVAM	OVE PODATKE / I NEE	D THESE INFORMATION
K Informata për biznesin e regjistruar / informacije o registran	on biznisu / Information ab	out registrered business
Vertetim ge nuk ka biznes të regjistruar / Nema registravan	biznes / No business regi	stered
Dublikat ose Certifikata e re Nr. Biznesit / Certificate Nor / E	Br Certifikata	
Emri biznesit / Name of Business / Ime Biznesa		
Të tjera / Ostalo / Other		
erkeses i bashkungitet fletëpagesa. "ÉREJTJE: Nga taksa janë të liruar të gjithë ata persona apo instucion	Country II Des 177	Manufa adda al land annoad an Ania
encesi dell'Alga taksa jane se inuar te ginne asa persona apo inseccion è fuqi.	e Gevereare a Republikas si	e ricosoves asmu si jane parapare me igjet
ranuar nga ARBK aceived from KBRA rimio OD ARBK Data / Date	/ Datum	Aplikuesi Applicant Podnosiłac
// 30/01	1/2019	Erjon Halili

Figure 490 - Report