

ARBK AGJENCIA E REGJISTRIMIT
TË BIZNESEVE TË KOSOVËS

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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.

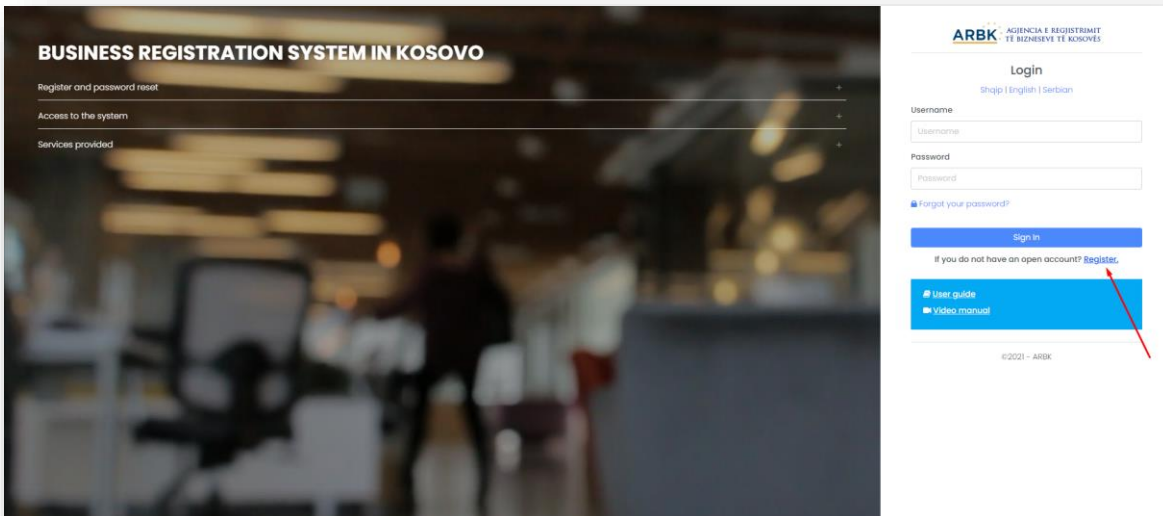


Figure 1 – Main page

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.

Figure 2 – Registration form

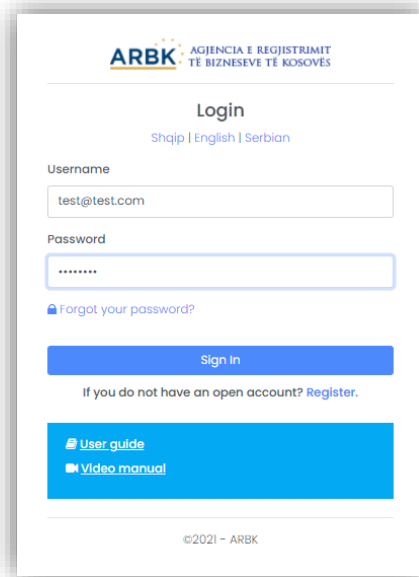
Figure 3 – Identification form

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



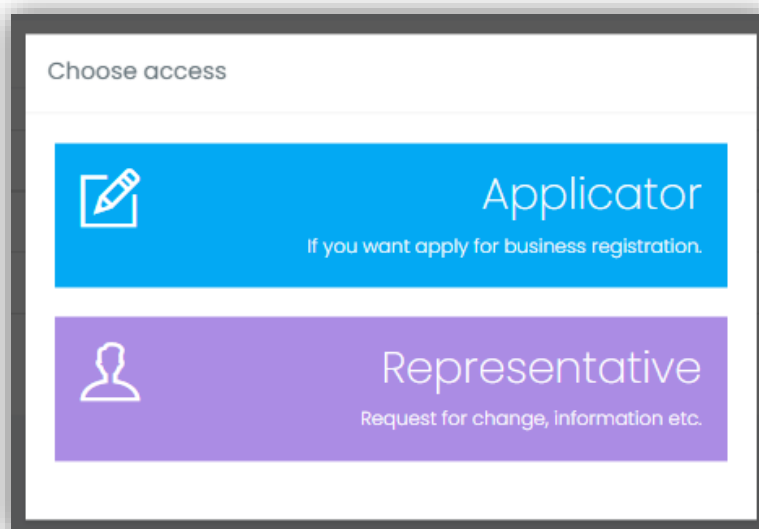
The screenshot shows the ARBK login page. At the top, the ARBK logo is displayed next to the text 'AGJENCIA E REGJISTRIMIT TE BIZNESEVE TE KOSOVES'. Below the logo, the word 'Login' is centered, with links for 'Shqip | English | Serbian' underneath. The form includes a 'Username' field with the text 'test@test.com' and a 'Password' field with masked characters. A link for 'Forgot your password?' is located below the password field. A blue 'Sign In' button is positioned below the password field. Below the button, there is a link: 'If you do not have an open account? Register.'. At the bottom of the form, there are two links: 'User guide' and 'Video manual'. The footer contains the text '©2021 - ARBK'.

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:



The screenshot shows the 'Choose access' form. The title 'Choose access' is at the top. There are two main options: 'Applicator' and 'Representative'. The 'Applicator' option is highlighted in blue and includes an icon of a pencil and a document, with the text 'If you want apply for business registration.'. The 'Representative' option is highlighted in purple and includes an icon of a person, with the text 'Request for change, Information etc.'.

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:

Business name	Actions
TEST SH.P.K.	Choose

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:

Success!
Business has been successfully selected. All the actions you make during this approach are business related. TEST SH.P.K.

Figure 7 - Initial form

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

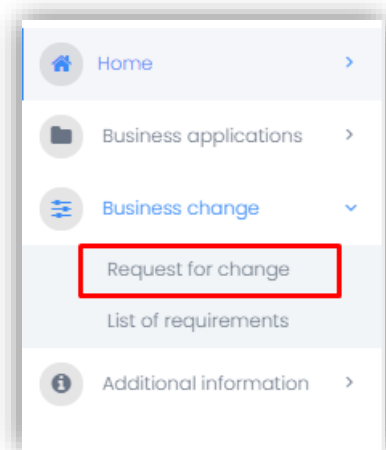


Figure 8 - Submenu

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

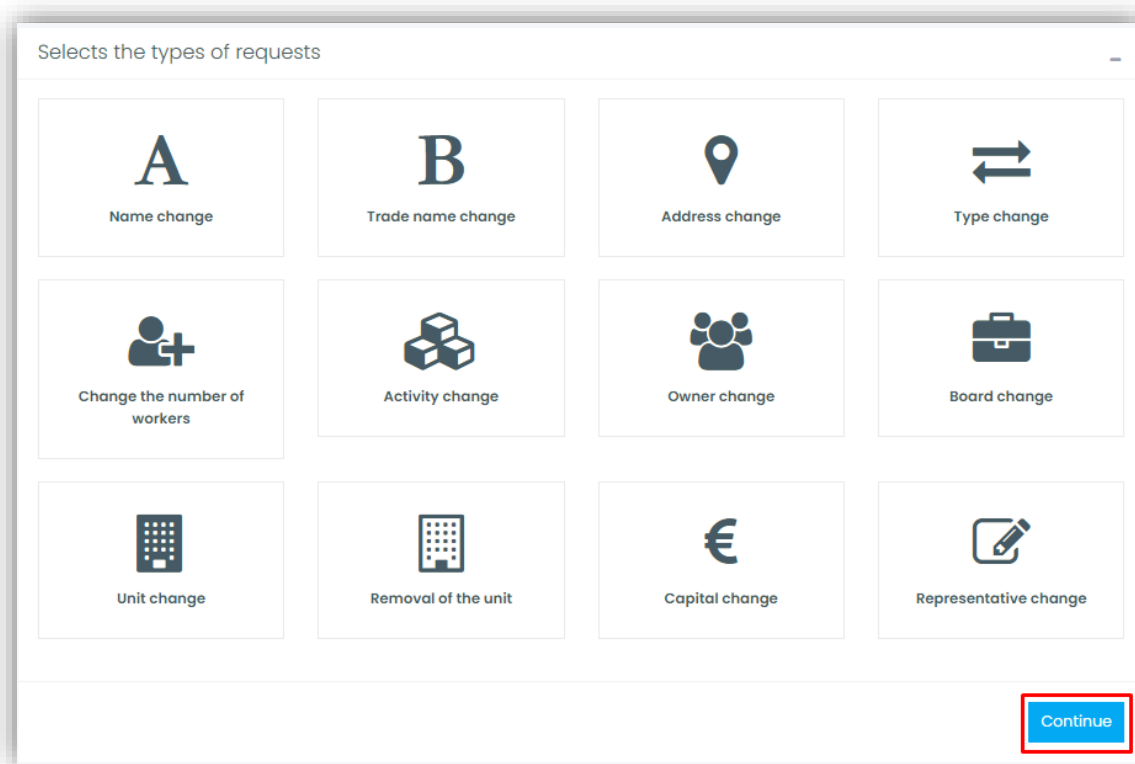


Figure 9 – Types of requests

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.

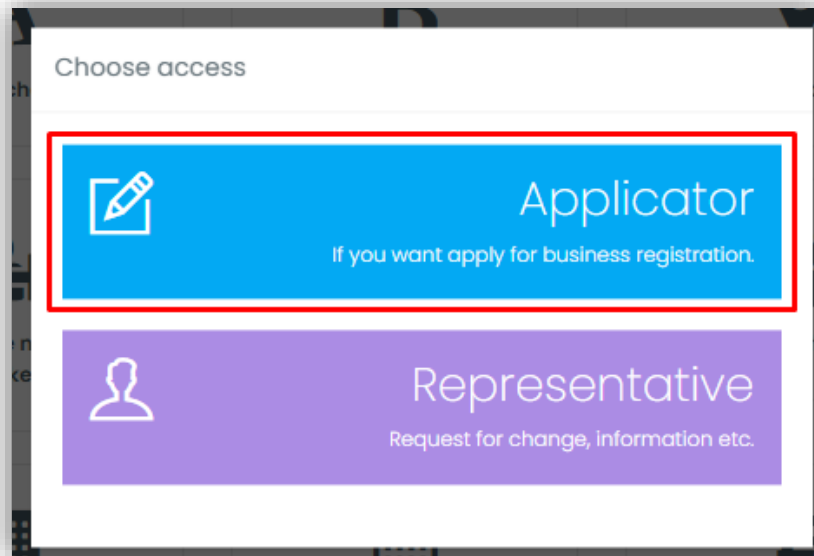


Figure 10 – Choosing the access

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.

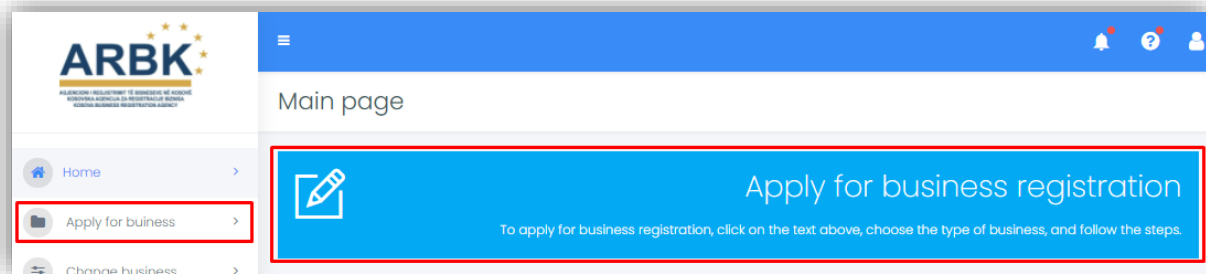


Figure 11 - Business application menu

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.

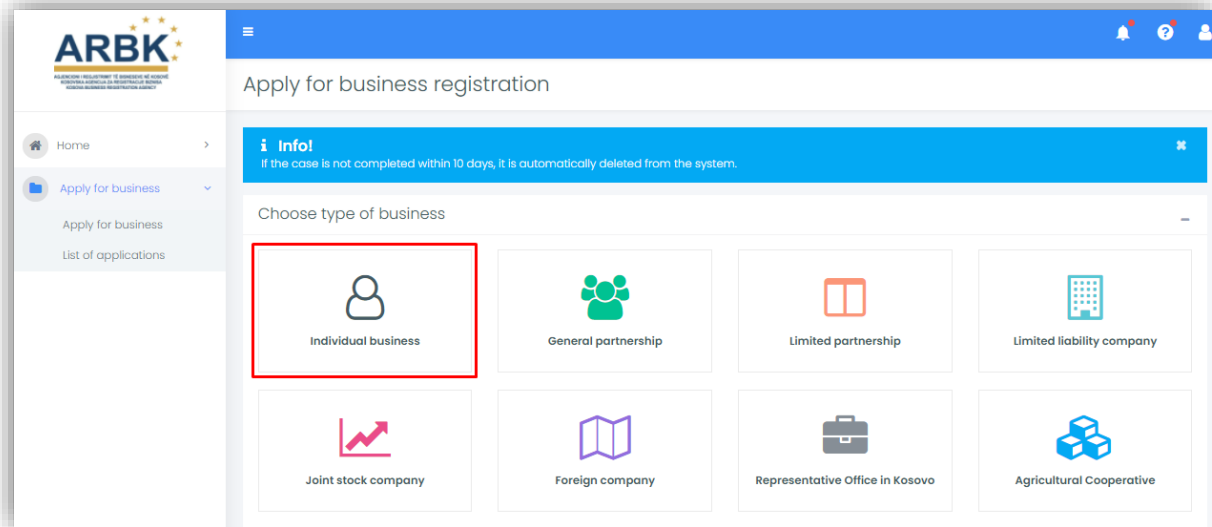


Figure 12 – Choosing the type of business

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

The screenshot shows the 'Individual business' registration interface. At the top, there is a progress bar with six steps: 1. Owner data (highlighted in blue), 2. Business data, 3. Representatives, 4. Activities, 5. Addition or change units, and 6. Documents. Below the progress bar, there are two checkboxes: 'Foreign citizen' and 'Diaspora'. The main form area contains several fields, some marked with an asterisk (*) to indicate they are required. These fields include: Personal number, Name, Surname, Date of birth, Gender, Citizenship, Ethnic affiliation, Profession, State, Municipality, Residence, Address, Phone, E-mail, and Identification document. There is an 'Append' button next to the Identification document field. A blue 'Continue' button is located at the bottom right of the form.

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.

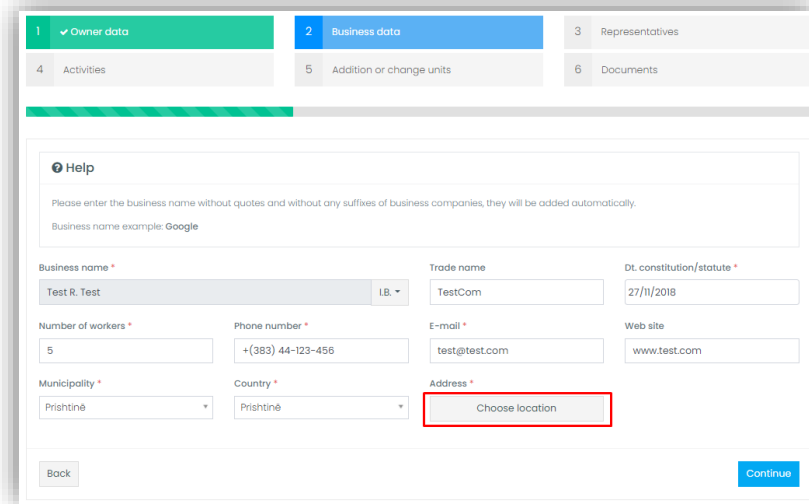
Once you have completed all the fields, click Continue to continue to the next step, as in Figure 8.

This screenshot shows the same 'Individual business' registration form as Figure 13, but now it is filled with test data. The progress bar remains the same. The 'Foreign citizen' and 'Diaspora' checkboxes are unchecked. The form fields are populated as follows: Personal number: 1000001004; Name: Test; Surname: Test; Date of birth: 10/08/1986; Gender: Female; Citizenship: Kosovar; Ethnic affiliation: Albanian; Profession: Accountant; State: Kosova; Municipality: Istog; Residence: Kaliqan; Address: Rr. Halli Baku; Phone: +(383) 44-123-456; E-mail: test@test.com; Identification document: 1 Dokument... (indicated by a green button). The blue 'Continue' button at the bottom right is now highlighted with a red rectangular box.

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.



The screenshot shows a multi-step registration form. The current step is '2 Business data', which is highlighted in blue. Other steps include '1 Owner data', '3 Representatives', '4 Activities', '5 Addition or change units', and '6 Documents'. Below the step indicators is a 'Help' section with instructions: 'Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google'. The form contains several input fields: 'Business name *' (filled with 'Test R. Test'), 'Trade name' (filled with 'TestCom'), 'Dt. constitution/statute *' (filled with '27/11/2018'), 'Number of workers *' (filled with '5'), 'Phone number *' (filled with '+ (383) 44-123-456'), 'E-mail *' (filled with 'test@test.com'), 'Web site' (filled with 'www.test.com'), 'Municipality *' (filled with 'Prishtinë'), and 'Country *' (filled with 'Prishtinë'). A 'Choose location' button is highlighted with a red box. At the bottom, there are 'Back' and 'Continue' buttons.

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.

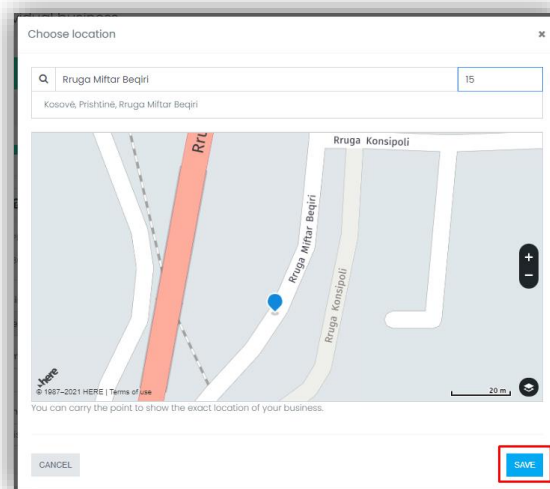


Figure 16 – Choosing the location at IB

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.

Name	Type	Actions
Test Test	Physical person	register the representative

Name	Position in business	Actions
Test Test	Accountant	Change, Delete

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.

Name	Position in business	Actions
Test Test	Accountant	Change, 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.

Activity registration

Activity *
Choose

Type of activity *
Choose
Main activity of the business
Secondary activity
Other activities

Register

List of registered activities

Activity ⌵ Type of activity ⌵ Actions ⌵

No results found

Back Continue

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.

List of registered activities

Search:

Activity ⌵	Type of activity ⌵	Actions ⌵
6920 - Accounting, bookkeeping and auditing activities; tax consultancy	Main activity of the business	Delete
0184 - Growing of sugar cane	Secondary activity	Delete
0185 - Growing of tobacco	Other activities	Delete
0182 - Growing of rice	Other activities	Delete

Back 1 next

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.

1 ✓ Owner data

2 ✓ Business data

3 ✓ Representatives

4 ✓ Activities

5 Addition or change units

6 Documents

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 right.
If you do not have a unit you can continue the application by clicking the Continue button.

Unit registration

Unit name *

Primary activity *

Municipality *

Country *

Address *

Choose location

Register

List of units

Kërko:

Unit name ⇅ Actions ⇅

Nuk është gjetur asnjë rezultat

Prapa Para

Back

Continue

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.

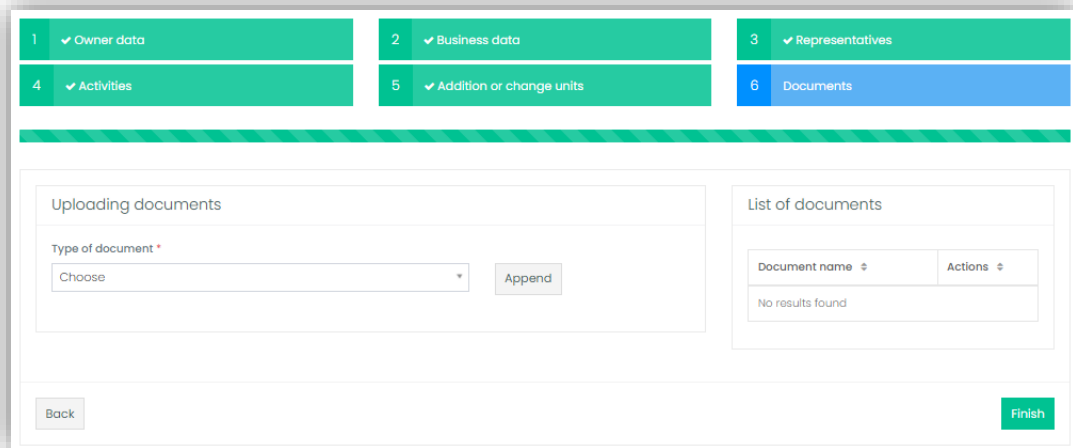


Figure 23 - Uploading documents to IB

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.

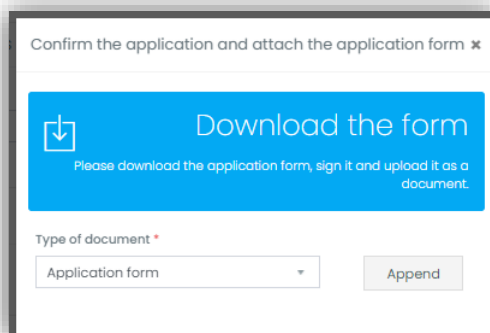


Figure 24 – Confirmation of application to IB

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.

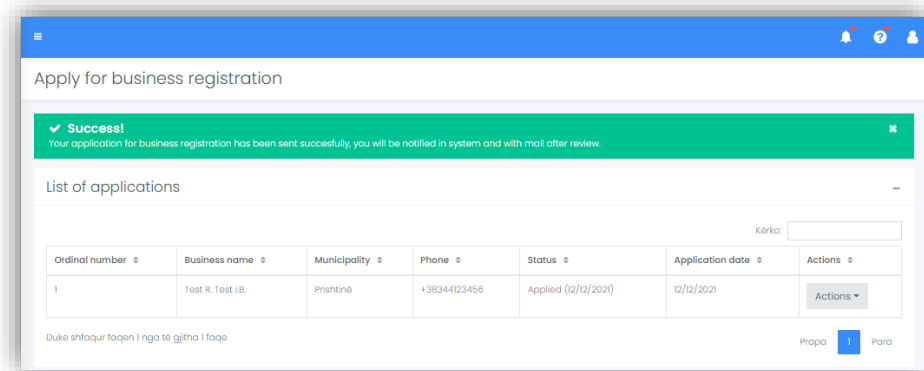


Figure 25 – List of applications in IB

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.

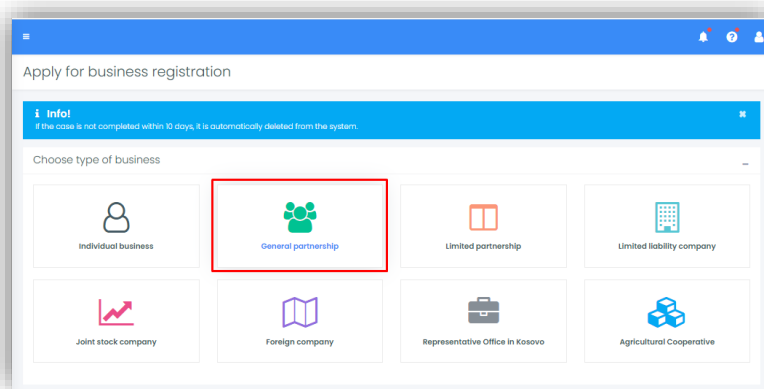


Figure 26 – Choosing the type of business

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

The screenshot shows a web form titled "General partnership" with a progress bar at the top. The progress bar has six steps: 1. Business data (highlighted in blue), 2. Owners/Partners, 3. Representatives, 4. Activities, 5. Addition or change units, and 6. Documents. Below the progress bar is a "Help" section with a question mark icon and the text: "Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google". The main form area contains several input fields: "Business name" (with an "Abbreviations" dropdown), "Trade name", "St. constitution/statute", "Number of workers", "Capital" (with a "€" symbol), "Nr. stock", "Class stock", "Phone number" (with a "(33)" prefix), "E-mail", "Web site", "Municipality" (with a "Choose" dropdown), "Country" (with a "Choose" dropdown), and "Address" (with a "Choose location" button). A blue "Continue" button is located at the bottom right of the form.

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.

The screenshot shows a web form titled "Owner data" with two tabs: "Physical person" (selected) and "Legal person". Under "Physical person", there are checkboxes for "Foreign citizen" and "Diaspora". The form contains several required fields marked with an asterisk (*):

- Personal number: 1000001004
- Identification document: 1 Dokument...
- Name: Test
- Surname: Test
- Date of birth: 10/08/1986
- Gender: Female
- Citizenship: Kosovar
- Ethnic affiliation: Albanian
- State: Kosova
- Municipality: Istog
- Residence: Kalliqan
- Address: Rr. Halli Baku
- Phone: +(383) 44-123-456
- E-mail: test@test.com
- Profession: Accountant
- Owned part: 100 €
- Owned part (%): 100.00 %

A purple "Register" button is located at the bottom right of the form. To the right of the form is a "List of owners" section with a search bar and a table with columns: Personal number, Name, Owned part, and Actions. The table currently shows "No results found" and has "Back" and "next" links at the bottom.

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.

Help

Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically.
Business name example: Google

Business name *
Name ABC G.P. ▾

Trade name
Dt. constitution/statute *
10/10/2018

Number of workers *
5

Capital *
1000.00 €

Nr. stock *
10

Class stock
10

Phone number *
+(383) 44-125-125

E-mail *
test@test.com

Web site

Municipality *
Prishtinë ▾

Country *
Prishtinë ▾

Address *
Rruga Agim Ramadani, 15

Continue

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.

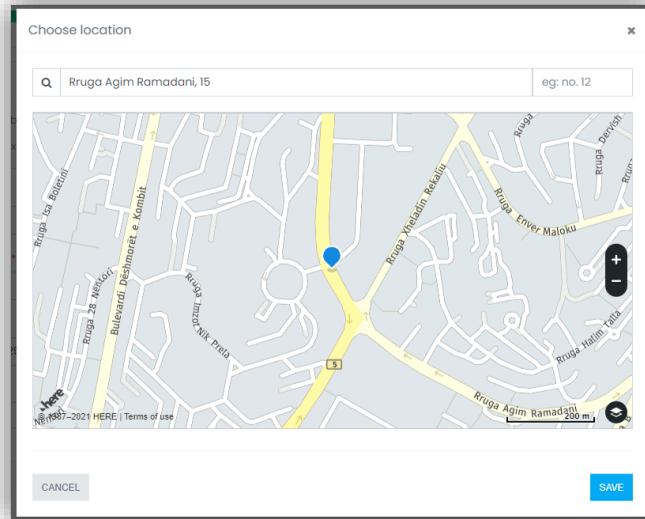


Figure 30 – Choose the location in GP

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.

1 Business data 2 Owners/Partners 3 Representatives 4 Activities 5 Addition or change units 6 Documents

Help

In this step you register the representatives, consider the field "Business Position", where you define the position of the business representative (director, agent, accountant, etc.). To move on to the next step you must definitely register at least one representative.

Representative data

Foreign citizen

Personal number * Identification document * Append

Name * Surname * Date of birth *

Gender * Citizenship * Ethnic affiliation *

List of owners

Name	Type	Actions
Test1	Physical person	Register the representative
Test Test	Physical person	Register the representative

Back 1 next

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 representatives

Search:

Name	Position in business	Actions
Test Test	Accountant	Actions

Back

- Change
- Delete

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.

The screenshot shows a web interface for business registration. At the top, there are six steps: 1. Business data, 2. Owners/Partners, 3. Representatives, 4. Activities (highlighted), 5. Addition or change units, and 6. Documents. The main content area is titled 'Activity registration'. It features two dropdown menus: 'Activity' (with 'Choose' selected) and 'Type of activity' (with a dropdown menu open showing options: 'Choose', 'Main activity of the business', 'Secondary activity', and 'Other activities'). A purple 'Register' button is to the right. Below this is a table titled 'List of registered activities' with columns for 'Activity', 'Type of activity', and 'Actions'. The table currently displays 'No results found'. A search bar is to the right of the table. At the bottom, there are 'Back' and 'Continue' buttons.

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 cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
0112 - Growing of rice	Secondary activity	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.

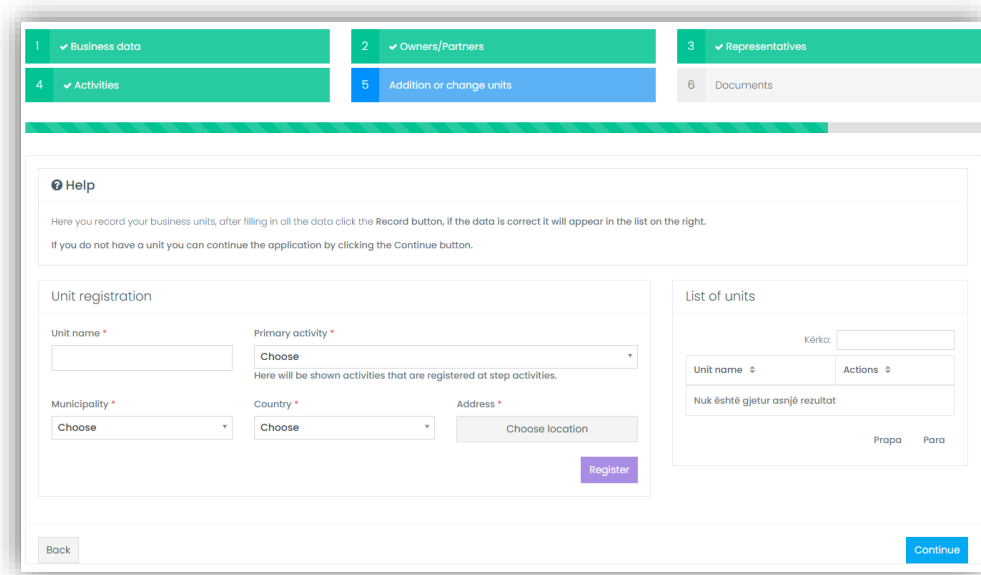


Figure 36 – Registration of units at GP

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.

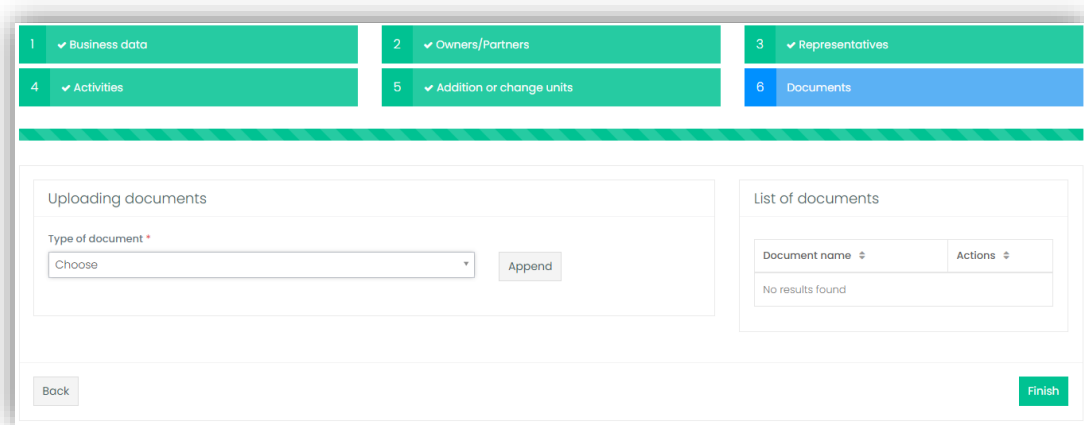


Figure 37 – Uploading documents to GP

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.

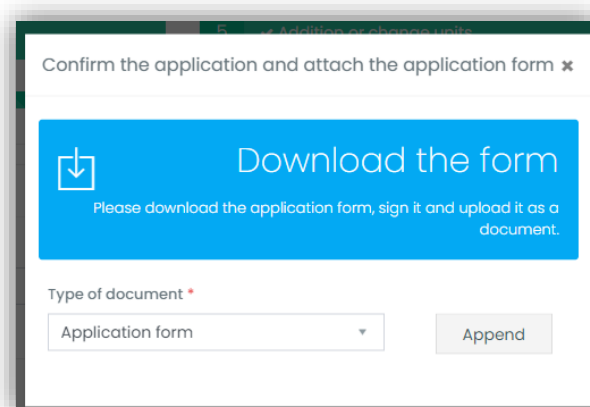


Figure 38 – Confirmation of application to GP

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.

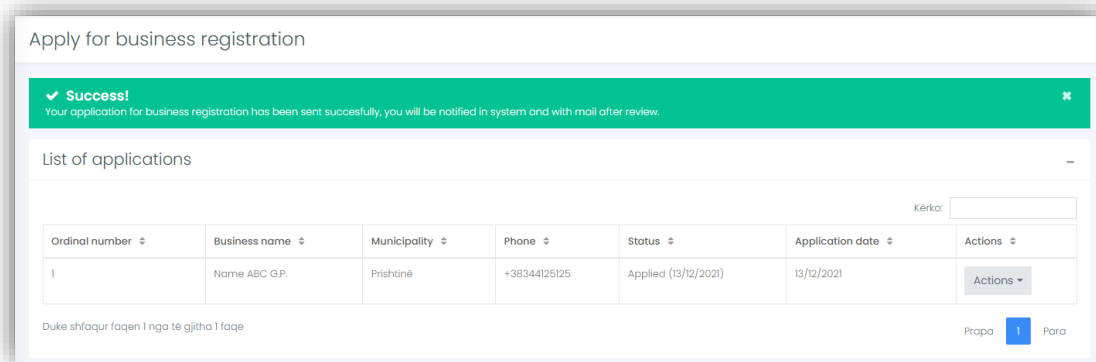


Figure 39 – List of applications in GP

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.

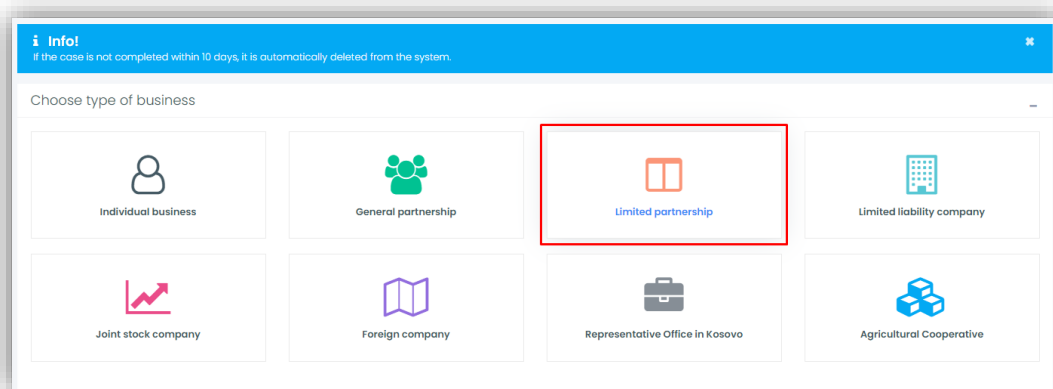


Figure 40 – Choosing the type of business

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

The screenshot shows a web form titled "Limited partnership" with a progress bar at the top. The progress bar has six steps: 1. Business data (highlighted in blue), 2. Owners/Partners, 3. Representatives, 4. Activities, 5. Addition or change units, and 6. Documents. Below the progress bar is a "Help" section with a question mark icon and the text: "Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google". The main form area contains several input fields with asterisks indicating required fields: "Business name *", "Trade name", "Dt. constitution/statute *", "Number of workers *", "Capital *", "Nr. stock *", "Class stock", "Phone number *", "E-mail *", "Web site", "Municipality *", "Country *", and "Address *". There are also dropdown menus for "Abbreviations *", "Municipality *", and "Country *", and a "Choose location" button. A "Continue" button is visible at the bottom right of the form.

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.

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.

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.

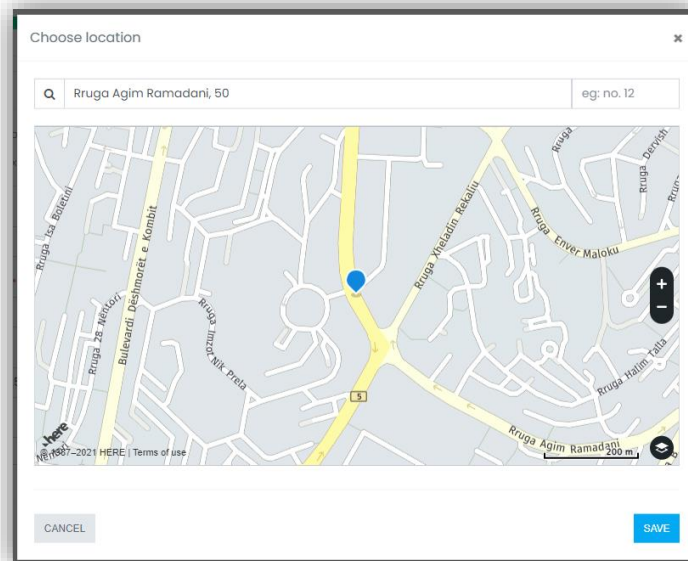


Figure 44 – Select the location in LP

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.

1 Business data **2** Owners/Partners **3** Representatives

4 Activities 5 Addition or change units 6 Documents

Help

In this step you register the representatives, consider the field "Business Position", where you define the position of the business representative (director, agent, accountant, etc.). To move on to the next step you must definitely register at least one representative.

Representative data

Foreign citizen

Personal number * Identification document * Append

Name * Surname * Date of birth *

Gender * Citizenship * Ethnic affiliation *

State * Municipality * Residence *

List of owners

Name	Type	Actions
Test1	Physical person	Register the representative
Test Test	Physical person	Register the representative

Back 1 next

List of representatives

Search:

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.

List of representatives

Search:

Name	Position in business	Actions
Test Test	Accountant	Actions ▾ Change Delete

Back

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.

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.

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 activity	Delete
0113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete
0115 - Growing of tobacco	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.

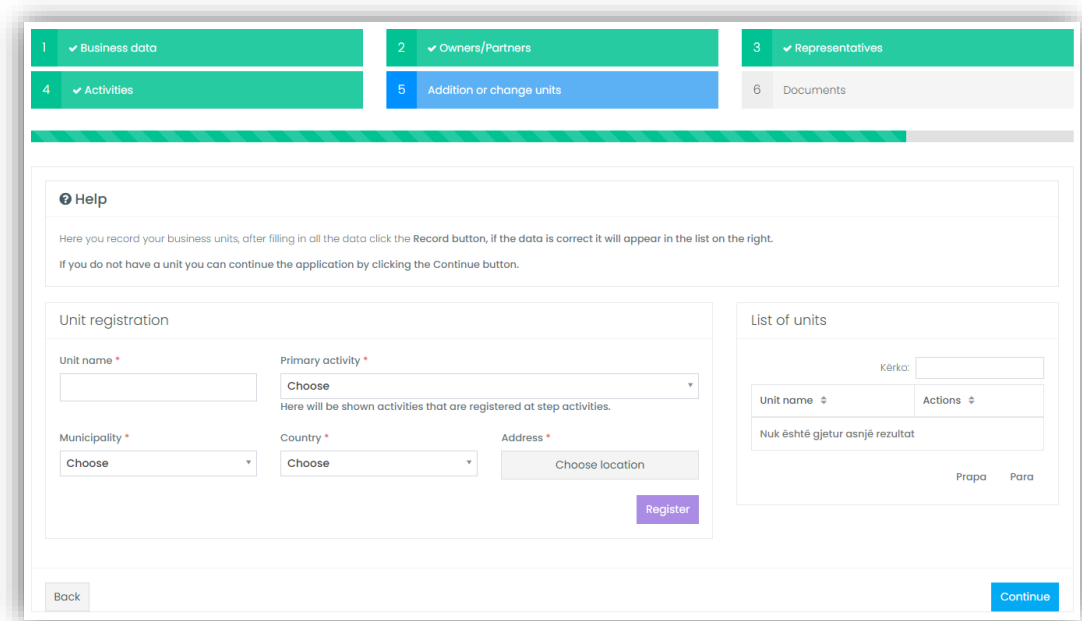


Figure 50 – Registration of units in LP

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.

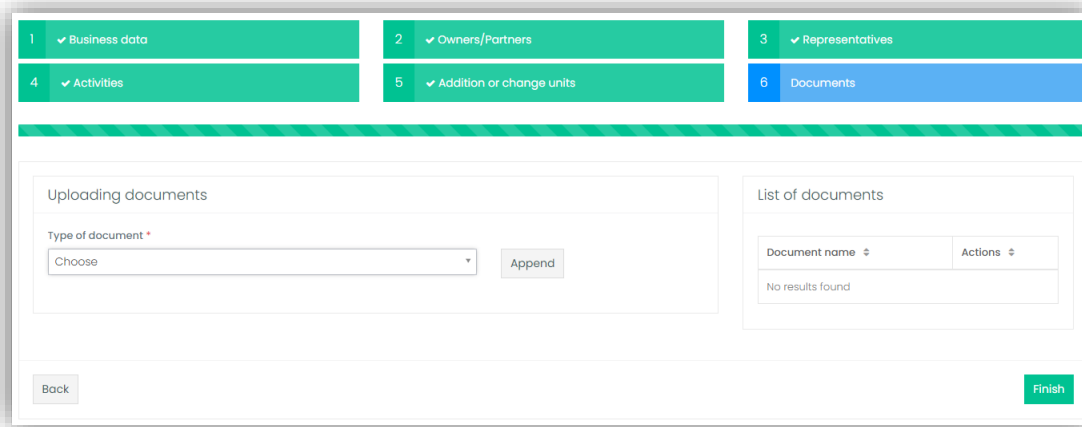


Figure 51 – Uploading documents in LP

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.

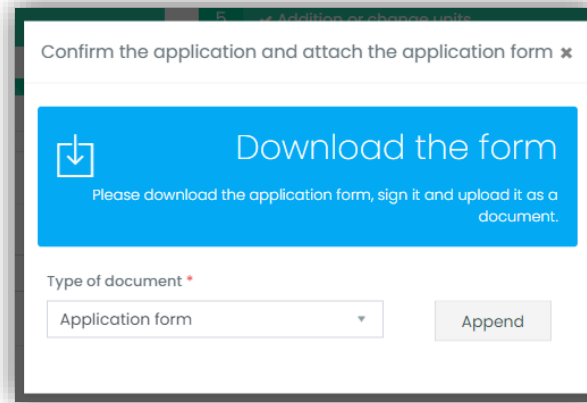


Figure 52 – Confirm the application in LP

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.

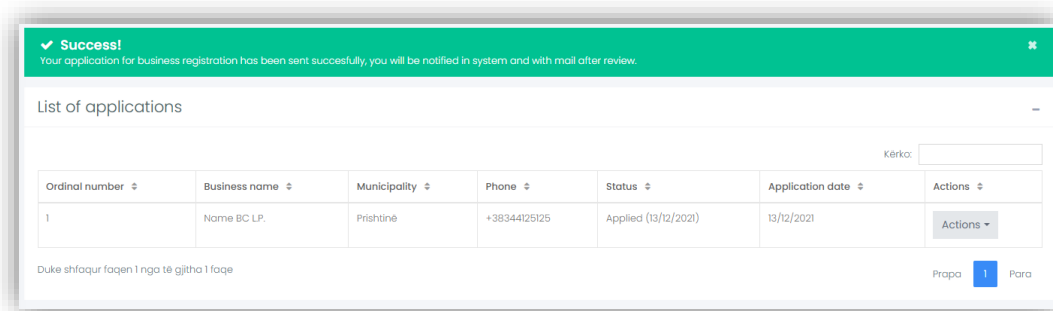


Figure 53 – List of applications in LP

4.4 Limited liability society

Limited liability societies 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.

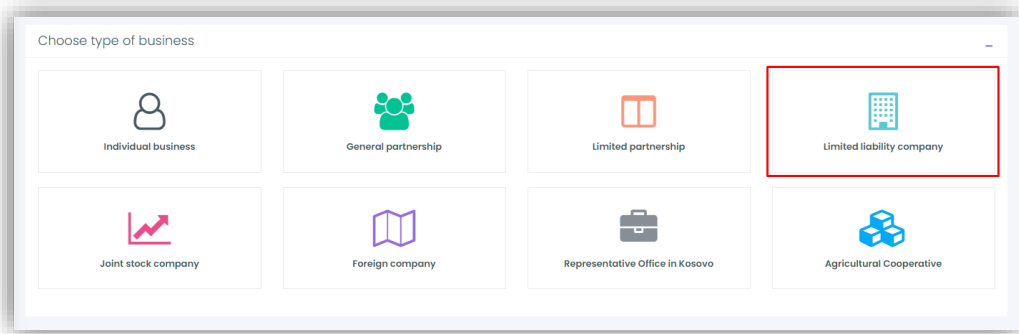


Figure 54 – Choosing the type of business

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.

1 Business data	2 Shareholders	3 Representatives	4 Board of directors
5 Activities	6 Addition or change units	7 Statute and agreement	8 Documents

Help

Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically.
Business name example: Google

Business name * Abbreviations ▾ Trade name Dt. constitution/statute *

Number of workers * Capital * € Nr. stock * Class stock

Phone number * E-mail * Web site

Municipality * Country * Address *

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.

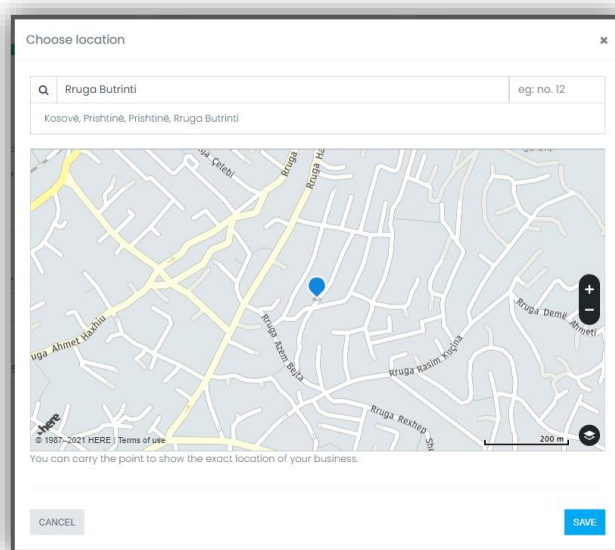


Figure 56 – Choosing location in LLS

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.

4.4.2 Registration of owners

The screenshot displays a web interface for registering owners in a Limited Liability Society (LLS). The interface is organized into a top navigation bar with eight steps: 1. Business data, 2. Shareholders (active), 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, 7. Statute and agreement, and 8. Documents. The main content area is split into two panels. The left panel, titled 'Data for shareholder', allows users to register either a 'Physical person' (selected) or a 'Legal person'. For physical persons, there are options for 'Foreign citizen' and 'Diaspora'. The form includes fields for 'Personal number', 'Identification document' (with an 'Append' button), 'Name', 'Surname', 'Date of birth', 'Gender', 'Citizenship', 'Ethnic affiliation', 'State', 'Municipality', 'Residence', 'Address', 'Phone', 'E-mail', 'Profession', 'Owned part' (with a Euro symbol), and 'Owned part (%)' (with a percentage symbol). A 'Register' button is positioned at the bottom right of this panel. The right panel, titled 'Shareholders list', contains a search bar and a table with columns for 'Personal number', 'Name', 'Owned part', and 'Actions'. The table currently displays 'No results found' and 'Back next' links.

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.

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.

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.

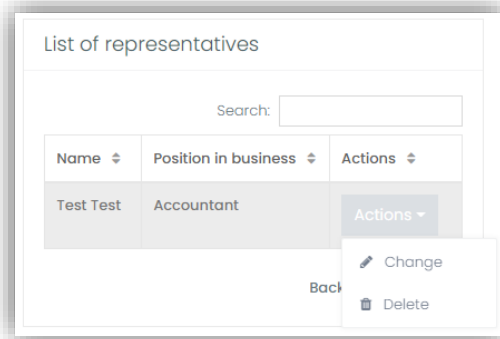


Figure 61 - List of representatives in LLS

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 female.

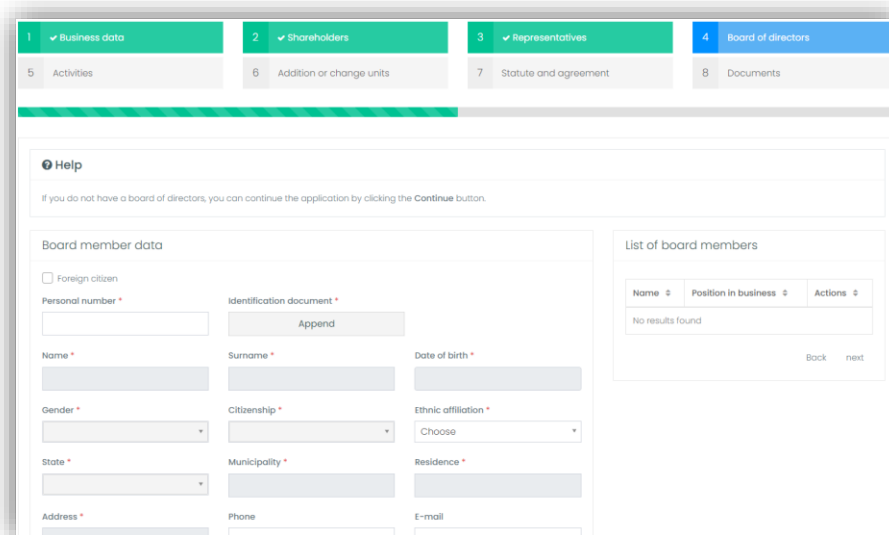


Figure 62 – Board of directors in LLS

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.

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.

List of registered activities

Search:

Activity	Type of activity	Actions
011 - Growing of cereals (except rice), leguminous crops and oil seeds	Main activity of the business	Delete
012 - Growing of rice	Secondary activity	Delete
013 - Growing of vegetables and melons, roots and tubers	Other activities	Delete
014 - 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.

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 right.
If you do not have a unit you can continue the application by clicking the Continue button.

Unit registration

Unit name *

Primary activity *

Here will be shown activities that are registered at step activities.

Municipality *

Country *

Address *

List of units

Kërko:

Unit name	Actions
Nuk është gjetur asnjë rezultat	

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.

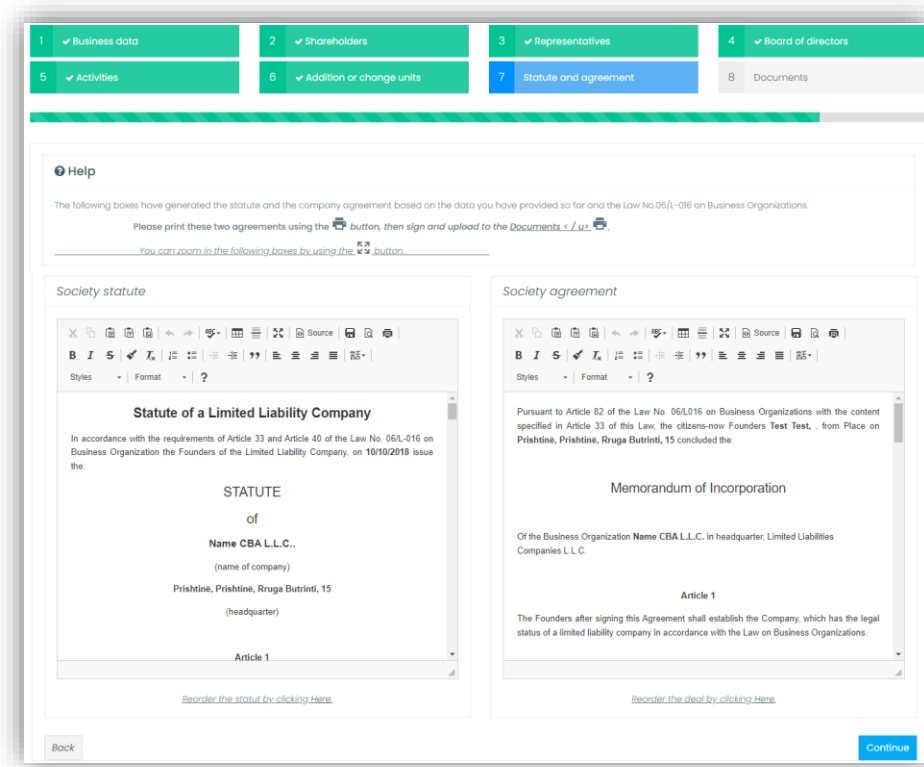
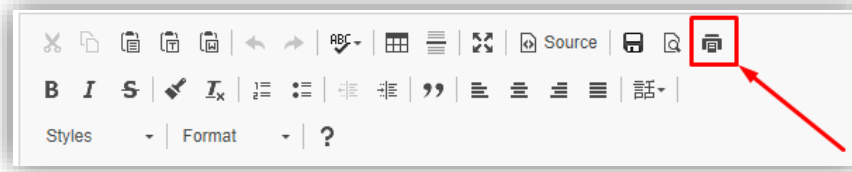


Figure 67 - Statute and agreement

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.

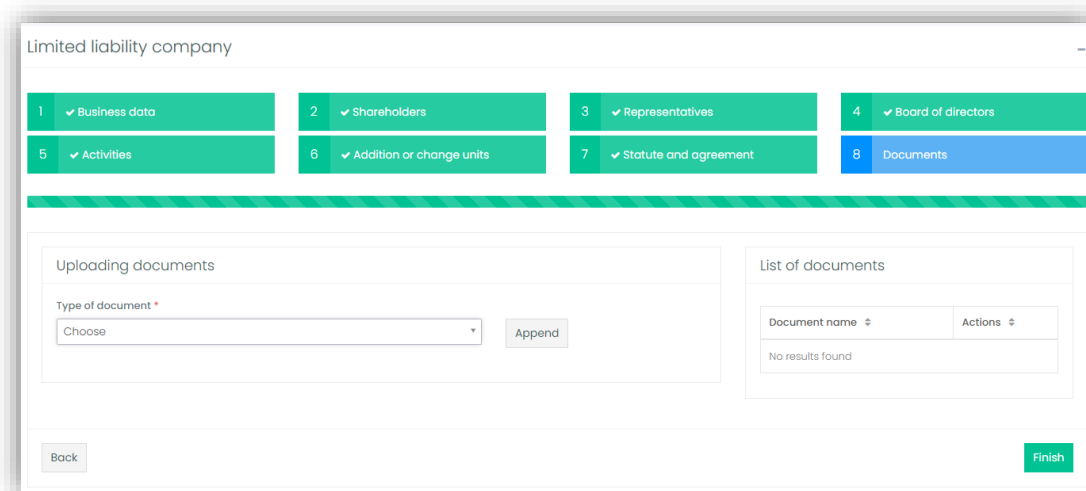


Figure 68 - Uploading documents in LLS

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.

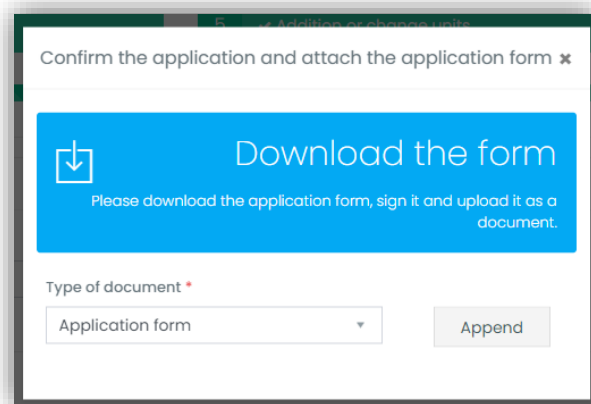


Figure 69 – Confirmation of application

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.

Apply for business registration

✔ Success!
Your application for business registration has been sent successfully, you will be notified in system and with mail after review.

List of applications

Kërko:

Ordinal number	Business name	Municipality	Phone	Status	Application date	Actions
1	Name CBA LLC.	Pristinë	+38344125125	Applied (13/12/2021)	13/12/2021	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.

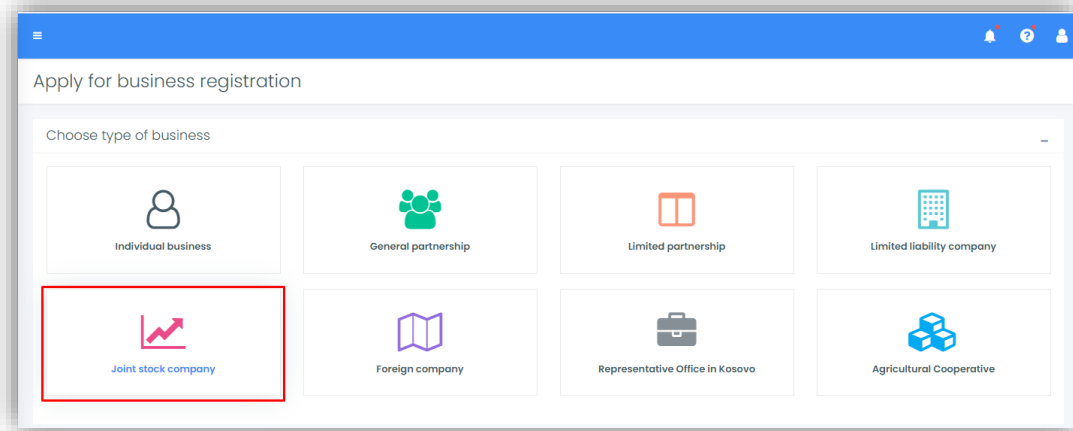


Figure 71 – Choosing the type of business

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.

The screenshot shows a registration form titled "Joint stock company". At the top, there is a progress bar with eight steps: 1. Business data (highlighted in blue), 2. Shareholders, 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, 7. Statute and agreement, and 8. Documents. Below the progress bar is a "Help" section with a question mark icon and the text: "Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google". The main form area contains several input fields: "Business name *" (with an "Abbreviations" dropdown), "Trade name", "Dt. constitution/statute *", "Number of workers *", "Capital *" (with a "€" symbol), "Nr. stock *", "Class stock", "Phone number *" (with a "+(383) ___-___-____" format), "E-mail *", and "Web site".

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.

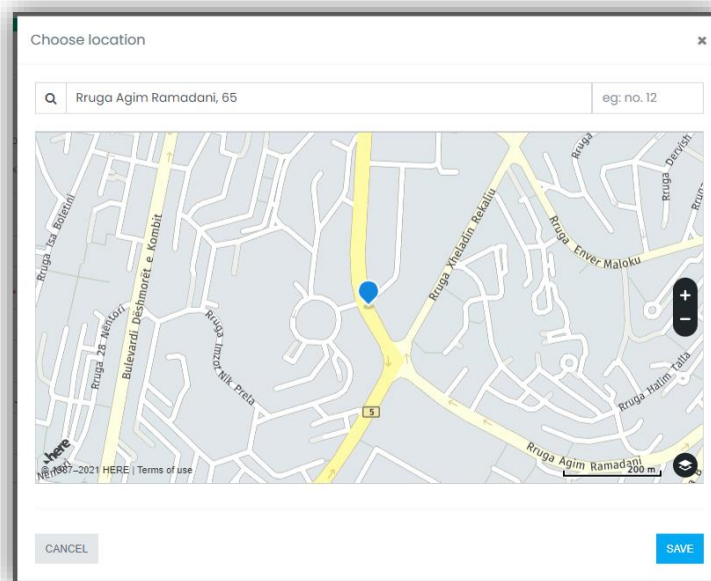


Figure 73 – Choosing location in JSS

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.

4.5.2 Registration of shareholders

The screenshot shows a multi-step registration process. The top navigation bar includes steps: 1 Business data (active), 2 Shareholders (current), 3 Representatives, 4 Board of directors, 5 Activities, 6 Addition or change units, 7 Statute and agreement, and 8 Documents. The main content area is titled 'Data for shareholder' and features radio buttons for 'Physical person' (selected), 'Legal person', and 'Institution'. There are checkboxes for 'Foreign citizen' and 'Diaspora'. Below these are various input fields: 'Personal number *', 'Identification document *' (with an 'Append' button), 'Name *', 'Surname *', 'Date of birth *', 'Gender *', 'Citizenship *', 'Ethnic affiliation *' (with a 'Choose' dropdown), 'State *', 'Municipality *', 'Residence *', 'Address *', 'Phone', and 'E-mail'. To the right is a 'Shareholders list' section with a search bar and a table with columns: Personal number, Name, Owned part, and Actions. The table currently shows 'No results found' and 'Back next' links.

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.

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.

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.

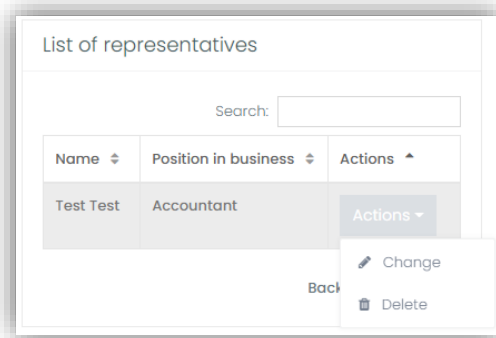


Figure 78 – List of representatives in JSS

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.

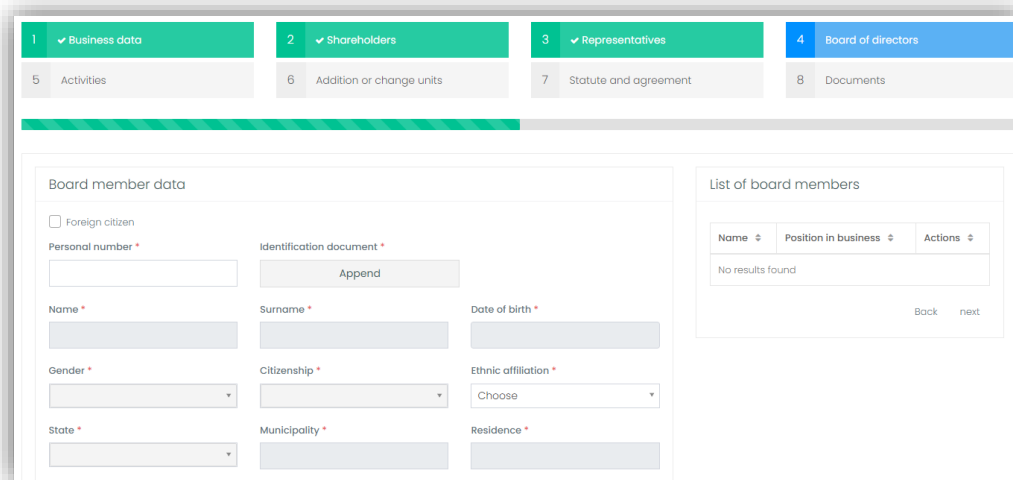


Figure 79 – Board of directors in JSS

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.

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.

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 activity	Delete
0113 - 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.

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 right.

If you do not have a unit you can continue the application by clicking the Continue button.

Unit registration

Unit name *

Primary activity * Choose

Here will be shown activities that are registered at step activities.

Municipality * Choose Country * Choose Address * Choose location

[Register](#)

[Back](#)

List of units

Kërko:

Unit name ↕ Actions ↕

Nuk është gjetur asnjë rezultat

[Prapa](#) [Para](#)

[Continue](#)

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.

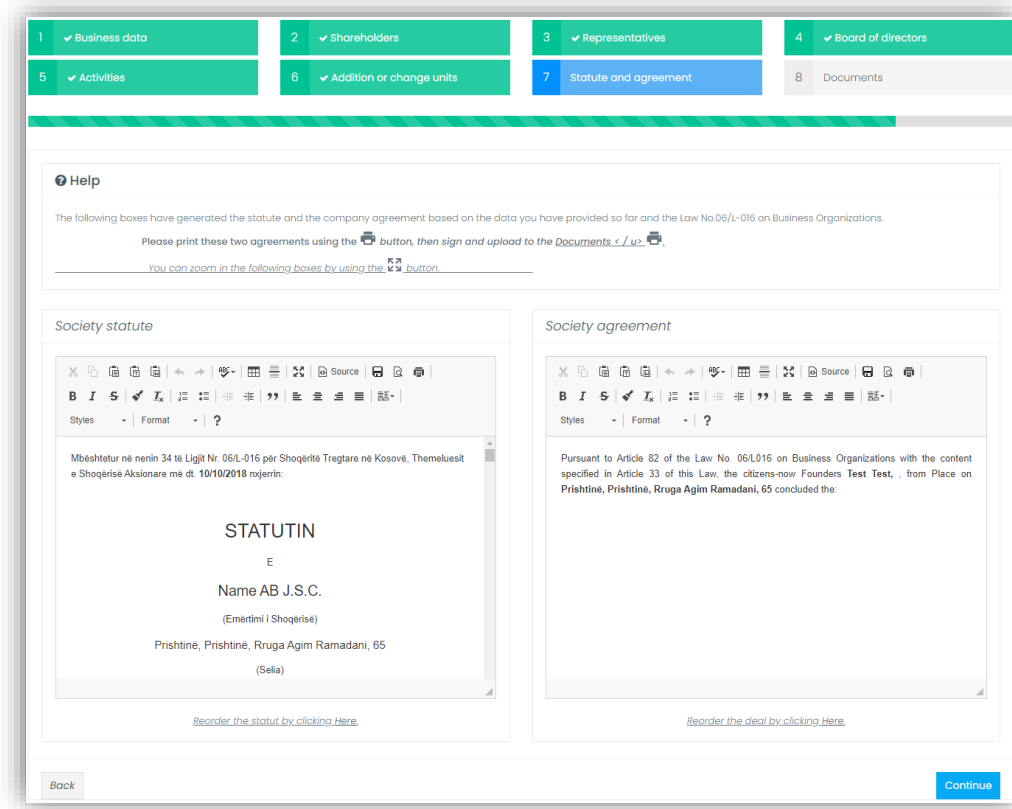


Figure 84 – Statute and agreement

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.

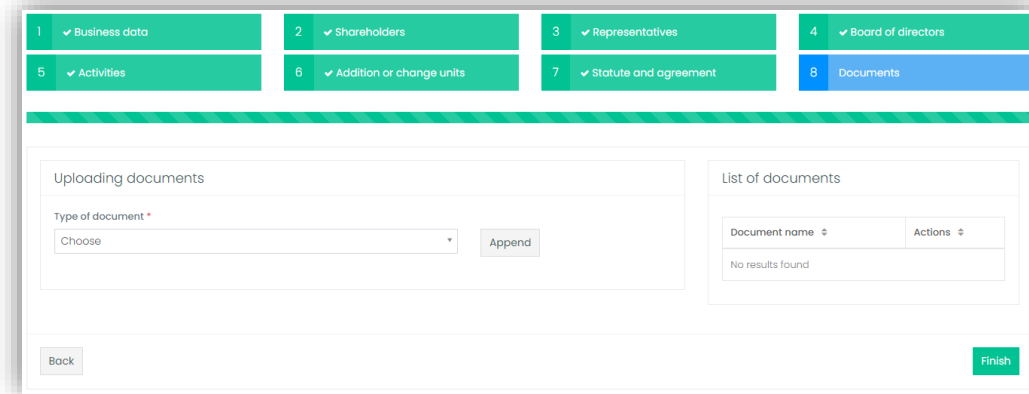


Figure 85 - Uploading documents in JSS

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.

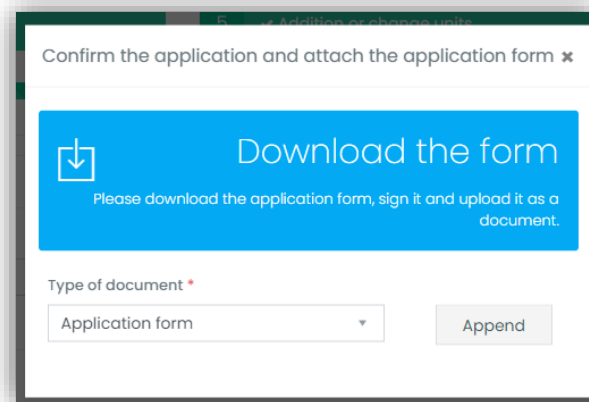


Figure 86 – Confirmation of the application in JSS

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.

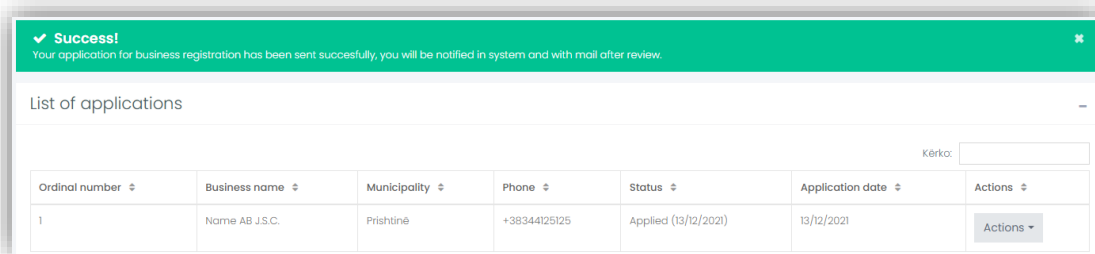


Figure 87 - List of applications in JSS

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.

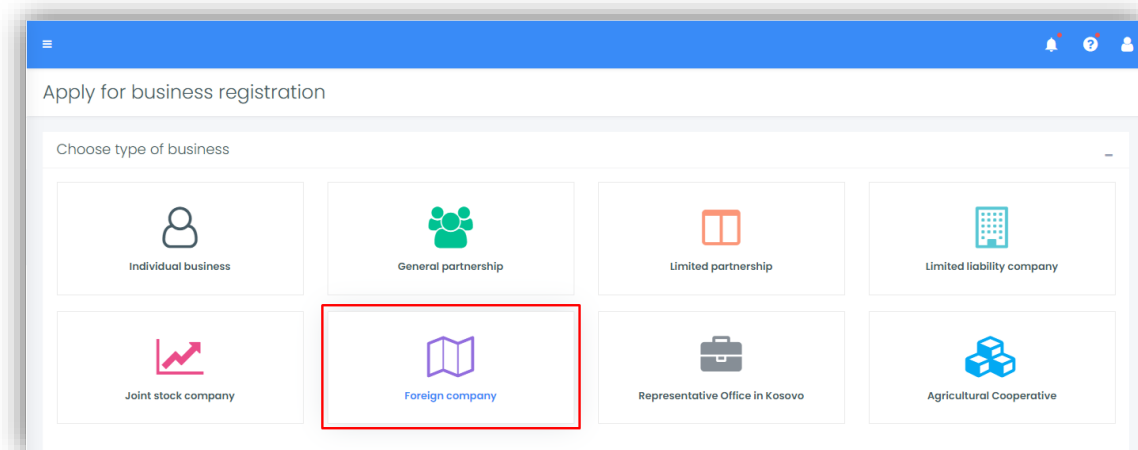


Figure 88 - Choosing the type of business

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.

The screenshot shows a web form titled "Foreign company" with a progress bar at the top. The progress bar has seven steps: 1. Business data (highlighted in blue), 2. Shareholders, 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, and 7. Documents. Below the progress bar is a "Help" section with a question mark icon. The help text says: "Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google". Below the help text are several input fields: "Business name" with an "Abbreviations" dropdown, "Trade name", "Dt. constitution/statute", "Number of workers", "Capital" with a Euro symbol, "Nr. stock", "Class stock", "Phone number", "E-mail", and "Web site".

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.

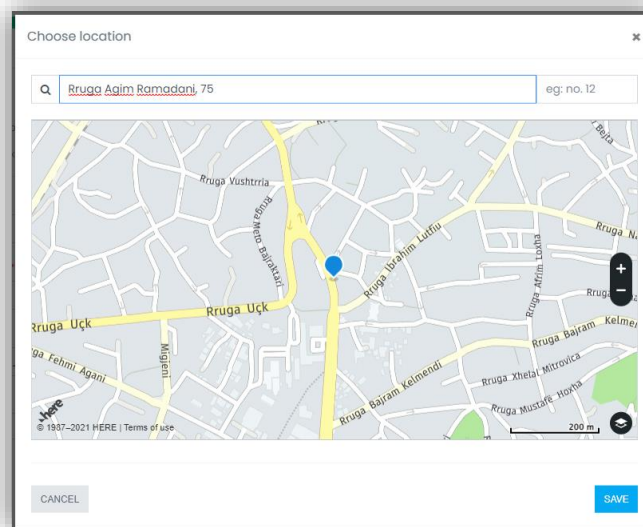


Figure 90 – Choose location

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

The screenshot shows a web interface for registering shareholders. At the top, there is a navigation bar with seven steps: 1. Business data (active), 2. Shareholders (current step), 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, and 7. Documents. Below the navigation bar, the main form is titled 'Data for shareholder'. It has two radio buttons: 'Physical person' (selected) and 'Legal person'. Under 'Physical person', there are checkboxes for 'Foreign citizen' and 'Diaspora'. The form contains several input fields, some marked with an asterisk (*), indicating they are required: 'Personal number *', 'Identification document *' (with an 'Append' button), 'Name *', 'Surname *', 'Date of birth *', 'Gender *', 'Citizenship *', 'Ethnic affiliation *' (with a 'Choose' dropdown), 'State *', 'Municipality *', and 'Residence *'. To the right of the form is a 'Shareholders list' section with a search bar and a table. The table has columns for 'Personal number', 'Name', 'Owned part', and 'Actions'. Below the table, it says 'No results found' and has 'Back' and 'next' buttons.

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.

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.

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.

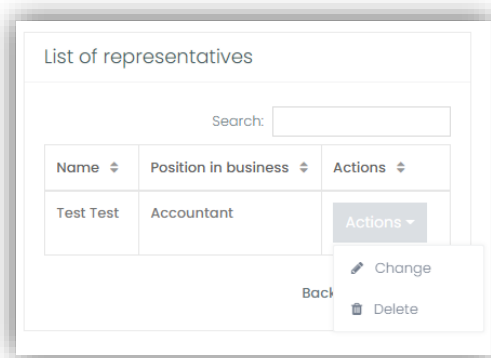


Figure 95 – List of representatives to the foreign company

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.

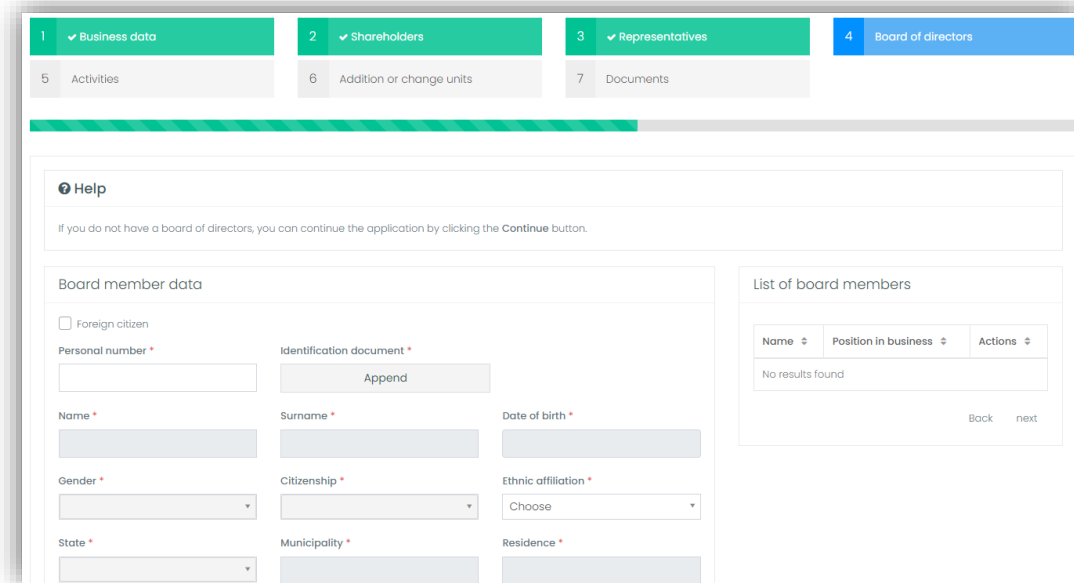


Figure 96 – Board of directors at JSS

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.

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.

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 activity	Delete
0113 - Growing of vegetables and melons, roots and tubers	Other activities	Delete
0114 - 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.

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 right.
If you do not have a unit you can continue the application by clicking the Continue button.

Unit registration

Unit name *

Primary activity *
Choose

Here will be shown activities that are registered at step activities.

Municipality *

Country *

Address *

Choose location

Register

List of units

Kërkesë:

Unit name ↕	Actions ↕
Nuk është gjetur asnjë rezultat	

Prapa Para

Back 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.

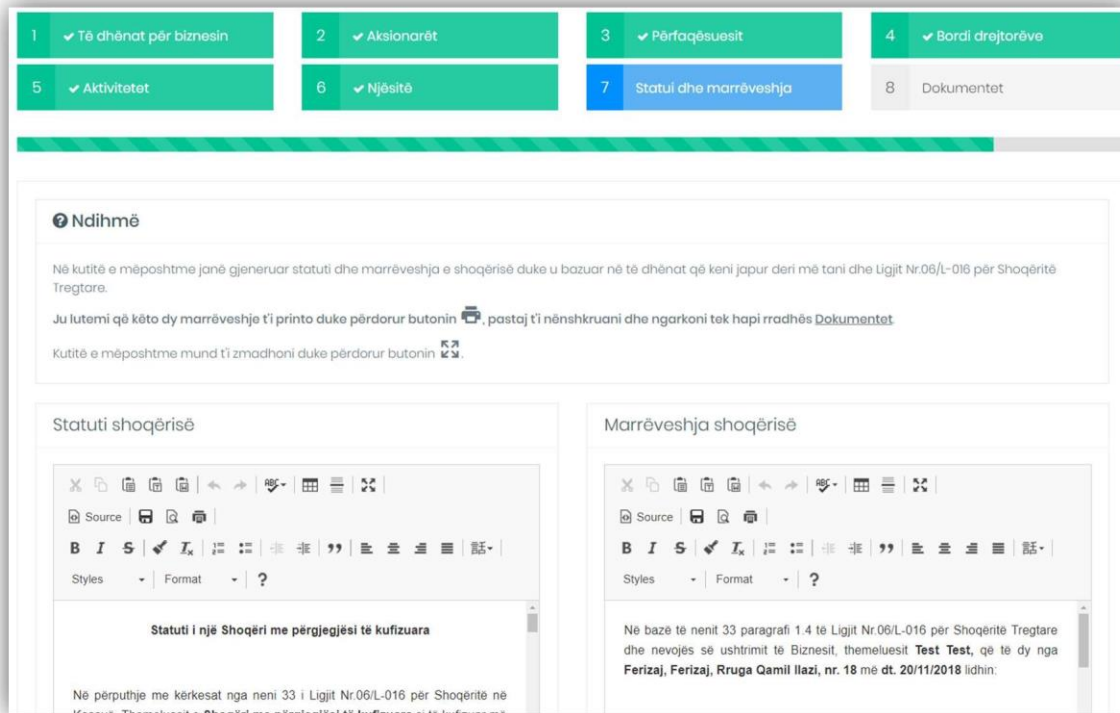


Figure 101 – Statute and agreement

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.

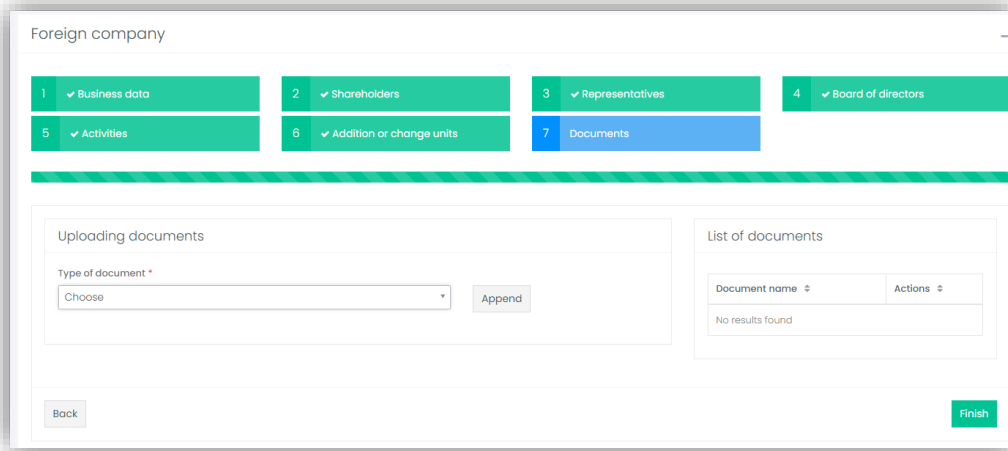


Figure 102 – Uploading documents to the foreign company

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.

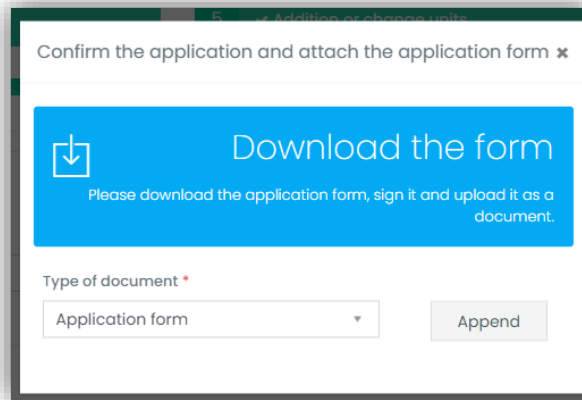


Figure 103 – Confirmation of application to the foreign company

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.

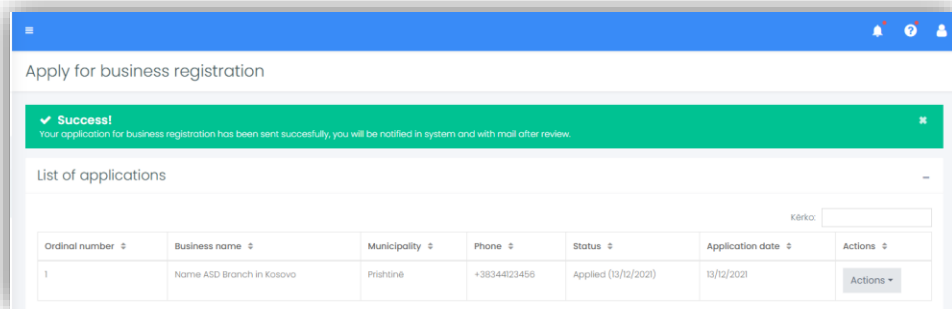


Figure 104 – List of applications to the foreign company

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 €. 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.

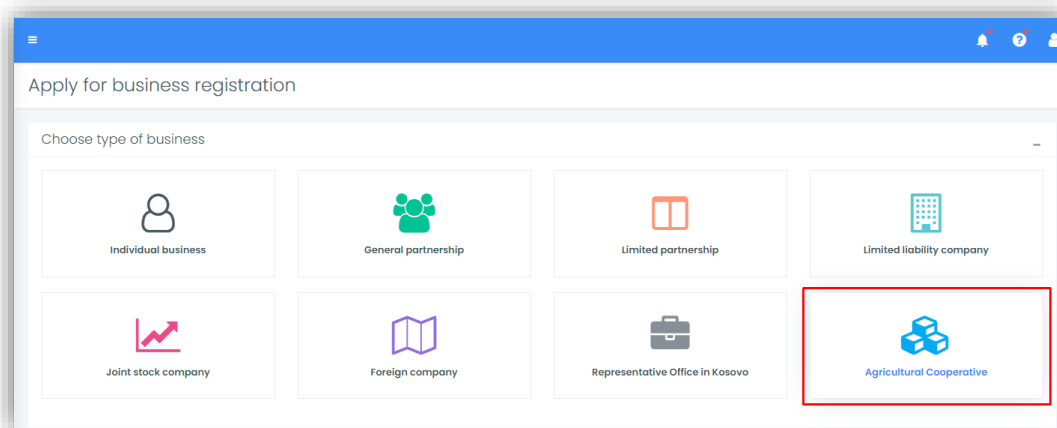
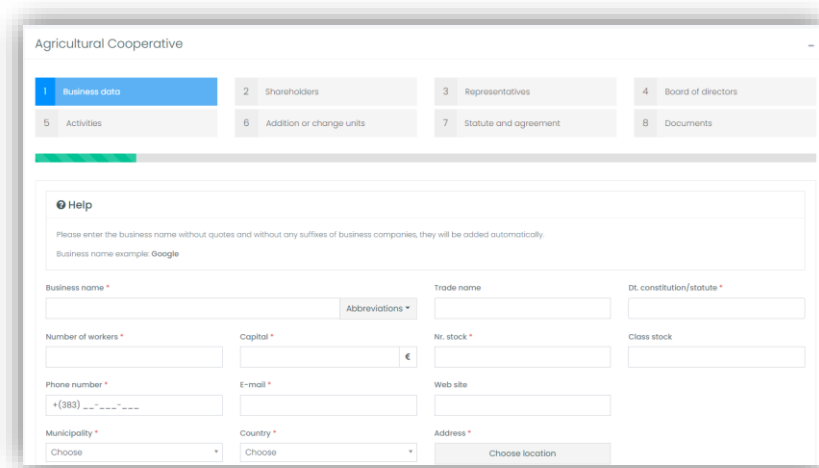


Figure 105 – Choosing the type of business

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.



The screenshot shows the 'Agricultural Cooperative' registration interface. At the top, there is a progress bar with eight steps: 1. Business data (highlighted in blue), 2. Shareholders, 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, 7. Statute and agreement, and 8. Documents. Below the progress bar is a 'Help' section with a text box containing instructions: 'Please enter the business name without quotes and without any suffixes of business companies, they will be added automatically. Business name example: Google'. The main form area contains several input fields: 'Business name *' with an 'Abbreviations' dropdown, 'Trade name', 'Dt. constitution/statute *', 'Number of workers *', 'Capital *' with a Euro symbol, 'Nr. stock *', 'Class stock', 'Phone number *' with a '+ (383) _ _ _ _ _' format, 'E-mail *', 'Web site', 'Municipality *' with a 'Choose' dropdown, 'Country *' with a 'Choose' dropdown, and an 'Address *' field with a 'Choose location' button.

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.

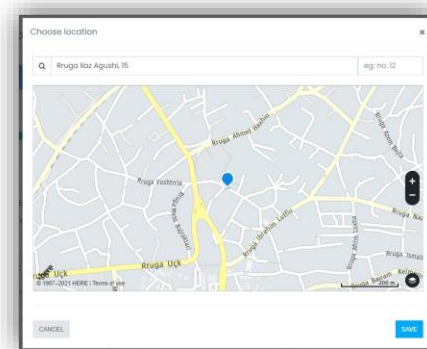
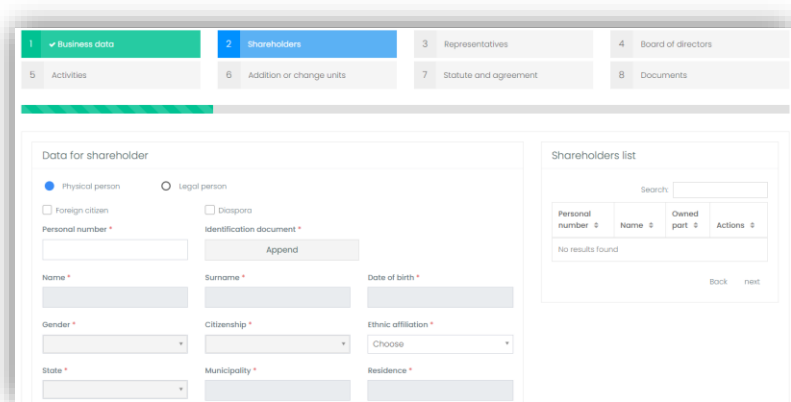


Figure 107 – Choosing the location for the agricultural cooperative

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.

4.7.2 Registration of the owners



The screenshot shows a web application interface for registering shareholders. At the top, there is a progress bar with eight steps: 1. Business data (checked), 2. Shareholders (active), 3. Representatives, 4. Board of directors, 5. Activities, 6. Addition or change units, 7. Statute and agreement, and 8. Documents. The main form area is titled 'Data for shareholder' and has two radio buttons: 'Physical person' (selected) and 'Legal person'. Under 'Physical person', there are checkboxes for 'Foreign citizen' and 'Diaspora'. Below these are input fields for 'Personal number *', 'Identification document *', 'Name *', 'Surname *', 'Date of birth *', 'Gender *', 'Citizenship *', 'Ethnic affiliation *', 'State *', 'Municipality *', and 'Residence *'. An 'Append' button is located between the 'Personal number' and 'Identification document' fields. To the right, there is a 'Shareholders list' section with a search bar and a table with columns: 'Personal number', 'Name', 'Owned part', and 'Actions'. The table currently shows 'No results found' and has 'Back' and 'New' buttons at the bottom.

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.

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.

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.

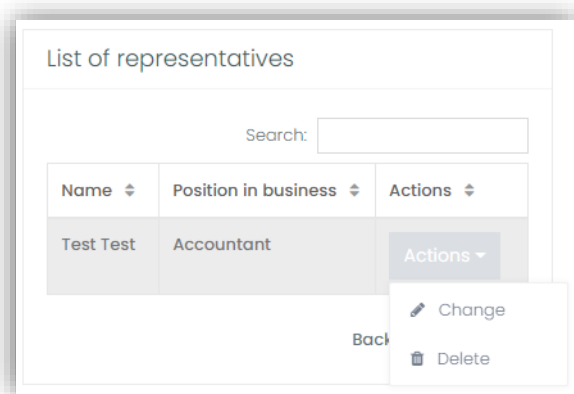


Figure 112 – List of representatives to agricultural cooperatives

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.

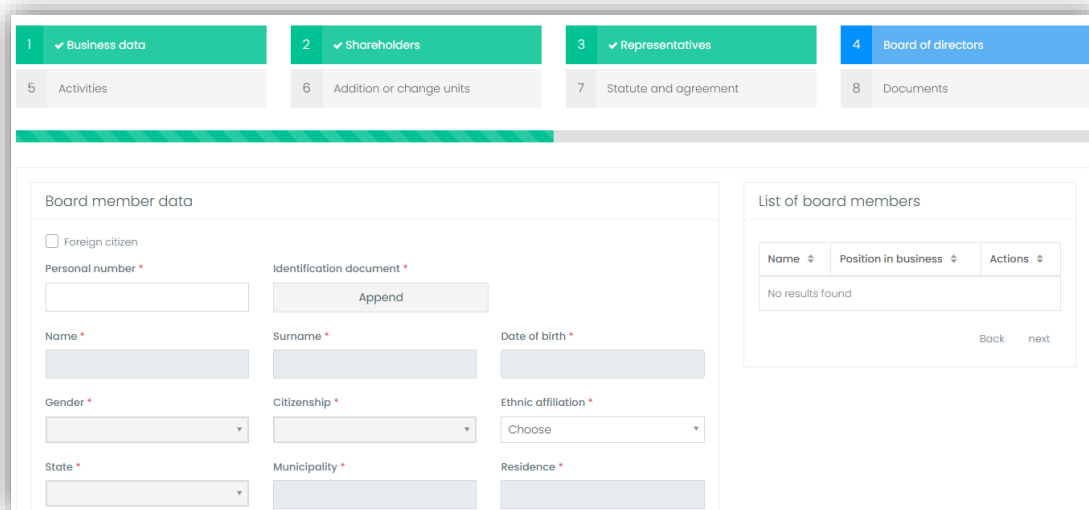


Figure 113 – Board of directors in agricultural cooperatives

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.

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 activity	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.

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 right.

If you do not have a unit you can continue the application by clicking the Continue button.

Unit registration

Unit name *

Primary activity *

Here will be shown activities that are registered at step activities.

Municipality *

Country *

Address *

List of units

Kërko:

Unit name ↕	Actions ↕
Nuk është gjetur asnjë rezultat	

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.

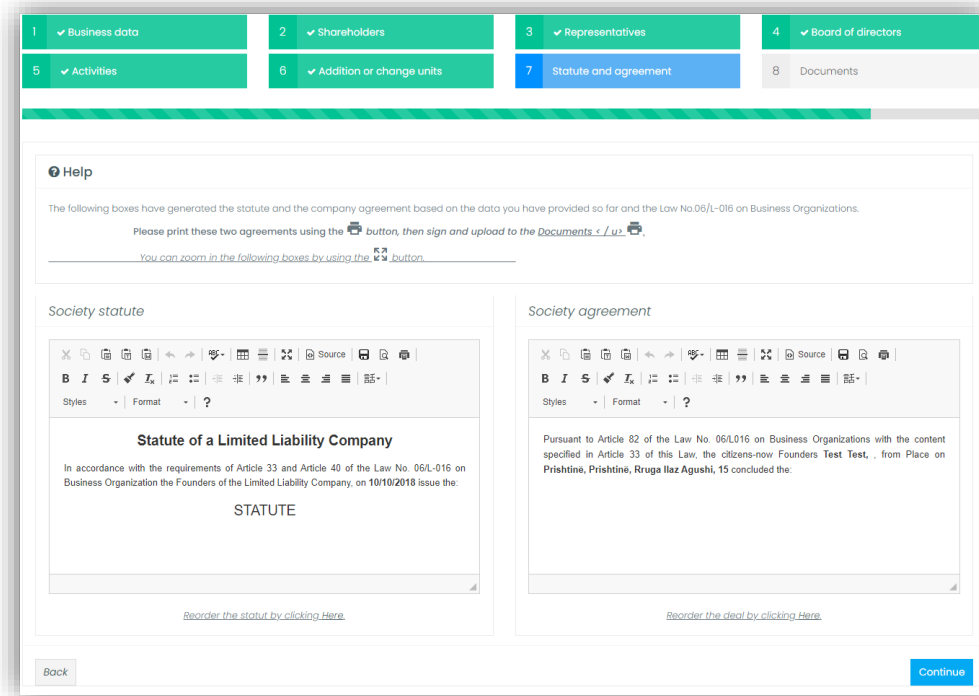


Figure 118 – Statute and agreement

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.

1 Business data 2 Shareholders 3 Representatives 4 Board of directors
5 Activities 6 Addition or change units 7 Statute and agreement 8 Documents

Uploading documents

Type of document *

Choose Append

List of documents

Document name Actions

No results found

Back Finish

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.

Confirm the application and attach the application form ✕

Download the form

Please download the application form, sign it and upload it as a document.

Type of document *

Application form 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.

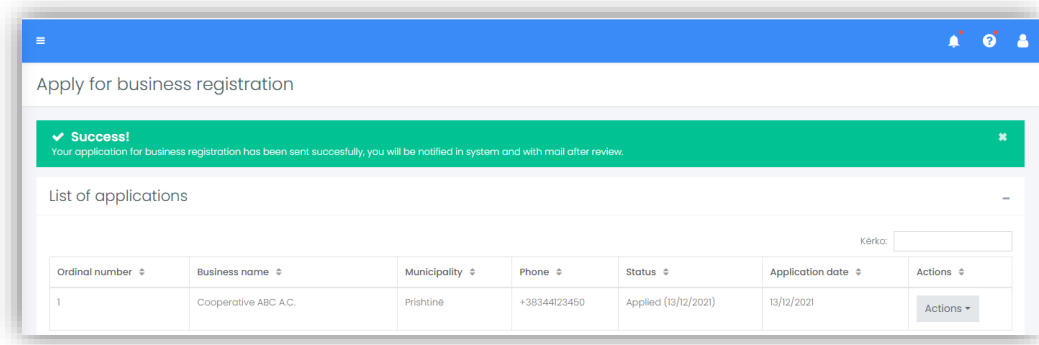
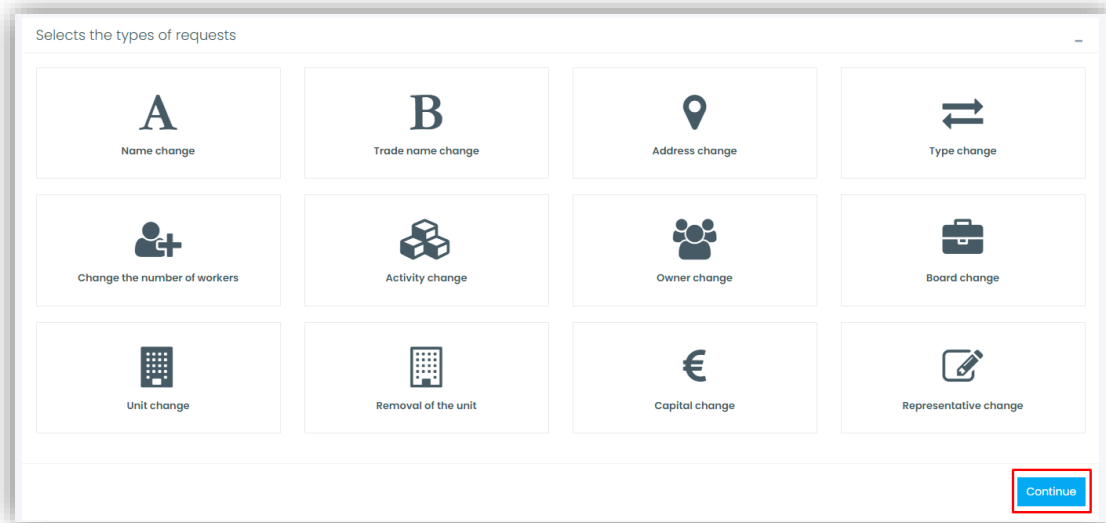


Figure 121 – List of applications to agricultural cooperatives

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.



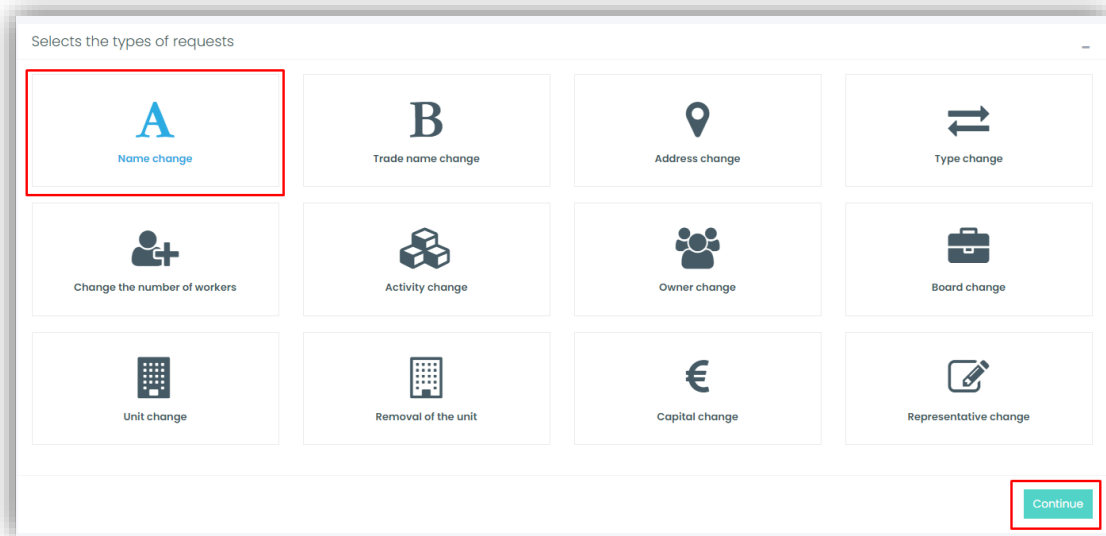
The screenshot shows a web interface titled "Selects the types of requests". It contains a grid of 12 request types, each with an icon and a label: "Name change" (letter A), "Trade name change" (letter B), "Address change" (location pin), "Type change" (double arrows), "Change the number of workers" (person with plus), "Activity change" (cubes), "Owner change" (group of people), "Board change" (briefcase), "Unit change" (grid), "Removal of the unit" (grid with minus), "Capital change" (Euro symbol), and "Representative change" (pencil). A blue "Continue" button is located in the bottom right corner.

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:



This screenshot is identical to Figure 135, but the "Name change" option (represented by the letter A) is highlighted with a red border. Additionally, the "Continue" button in the bottom right corner is also highlighted with a red border.

Figure 136 – Apply for name change

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

Request for name change Documents

Current name: Test ABC SH.P.K. Changed name: Test CBA Abbreviations: SH.P.K.

List of documents

Uploading documents

Type of document: Choose Append

List of documents

Document name	Actions
No results found	

Back next

Guidelines

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:

1. Completion of form A1,
2. Statute,
3. The decision to change the statute and change the name,
4. Copy of the ID card of the shareholders,
5. Submit original business certificate.

The receipt must be received at ARBK in the amount of 10 € and be paid to the bank.

Continue

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:

Request for name change Documents

Help

The following boxes have generated the statute and the company agreement based on the data you have provided so far and the Law No.06/L-016 on Business Organizations.

Please print these two agreements using the button, then sign and upload to the [Documents </u>](#) .

You can zoom in the following boxes by using the button.

Documents

[Download the form](#)

Please download the application form, sign it and upload it as a document.

Uploading documents

Type of document: Choose Append

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:

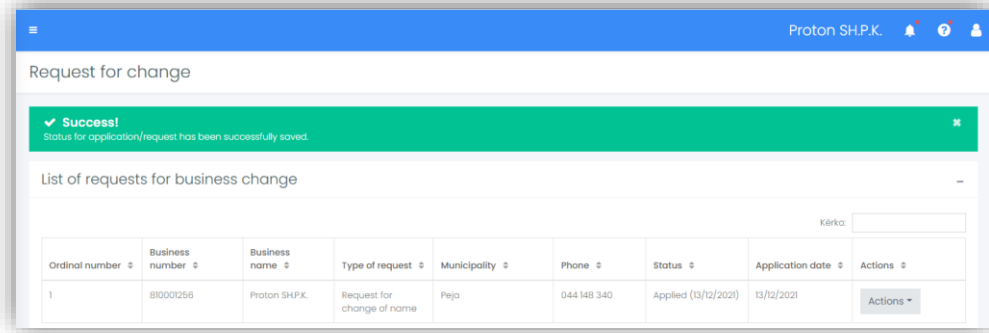


Figure 139 – List of requests

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

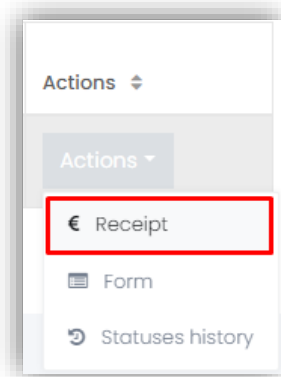


Figure 140 – Action options

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.

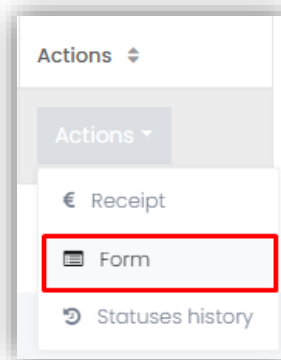


Figure 142 – Open the report

The report looks like the following:

A1



Republika e Kosovës-Republika Kosovo - Republic of Kosovo
Qeveria e Vindës - Government

Ministria e Tregëtisë dhe Industrisë / Ministarstvo Trgovine i Industrije / Ministry of Trade and Industry



Vërtet për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Namri i Refparaqitjes / Broj zahteva / Application Number	25020003418
Namri i biznesit / Broj biznesit / Business number	812056086
Fletëparaqitja për ndërrim adrese të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Ortakërisë së kufizuar ose Kompanisë së huaj Application for changes of address of Joint Stock Company, Limited Liability Company, Limited partnership or a Foreign Company. Zahtev za promenu adrese Društva s ograničenom odgovornošću, Ograničenog partnerstva ili inostranog društva	
1. Emri i vjetër i biznesit / Old Name of Business / Staro ime biznesit:	Test Test B.J.
2. Emri i ri i biznesit / New Name of Business / Novo ime biznesit:	Test 2
3. Aplikuesi / Applicant / Podnosioac zahteva:	
Emri / Name / Ime:	Test Test
ID (ID-a personale/ ID-a e SL) / ID (Personal ID/LE ID/ID (Licin ID / ID PL):	1000000030
Shteti / Teritori / Country/Territory/ Driftava/Territorije:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Slatinë e Epërme
Rruga/ Street/ Ulica:	Rr. 28 Nentori, Nr. 5
Vendi i punës (punti) në biznes / Position(s) in the business / Radno mesto(s) u biznisu:	
Autorizimet/ Informata plotësuese/ Authorizations/ Additional information/ Ovlašćenja/ Dopunski informacije:	Autorizuar për qdo veprim.
Tel/Fax:	+38344125125
E-mail:	test@test2.com
Faqja e internetit / Web site/ Internet Stranica:	
<small>Udhëzime të informimit të dhënës në këtë formular të vërtetimit dhe të validimit. Çdo pretendim i gabuar dhe/ose tërësisht i rremë në informacionet e dhëna, kryesive ose të tjera, shkakton detyrueshmëri të menjhëhershme të kësaj fletëparaqitjeje ose anulim të regjistrimit në rast të rrethës së parës. Udhëzime të informimit të dhënës në rast të rrethës së parës. Çdo pretendim i gabuar dhe/ose tërësisht i rremë në informacionet e dhëna kryesive ose të tjera, shkakton detyrueshmëri të menjhëhershme të anulimit të regjistrimit ose anulimit të kësaj fletëparaqitjeje ose anulimit të regjistrimit në rast të rrethës së parës. Udhëzime të informimit të dhënës në rast të rrethës së parës. Çdo pretendim i gabuar dhe/ose tërësisht i rremë në informacionet e dhëna kryesive ose të tjera, shkakton detyrueshmëri të menjhëhershme të anulimit të regjistrimit ose anulimit të kësaj fletëparaqitjeje ose anulimit të regjistrimit në rast të rrethës së parës.</small>	
Nivëlkrimi: Signature: Podpis:	Date: Date: Datum: 08/12/2018
Primar në ARBK / Reception in KIRA by Primjenos e KARB od	
Nivëlkrimi/Signature/ Podpis:	
Pepunuar nga / Processed by/ Obavljao:	Date: Date: Datum:
Aprovuar / Approved / Odbavio:	
Refuzuar/ Refuse / Odbijeno:	

Figure 143 – Report

7.2. Request to change the address

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

Selects the types of requests

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	Capital change	Representative change

Continue

Figure 146 - Application to change of address

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

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:

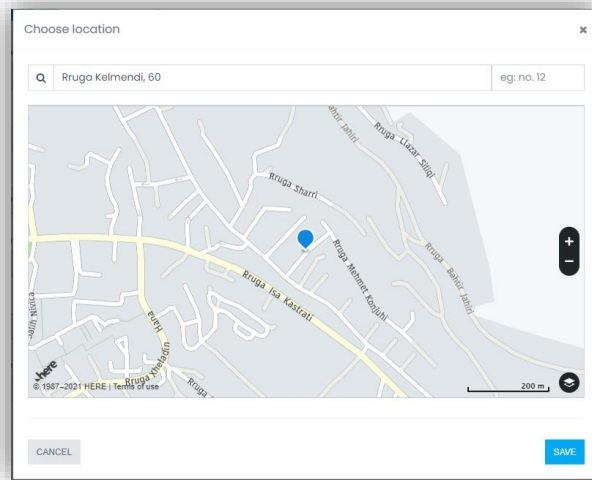


Figure 148 – Choosing the location

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:

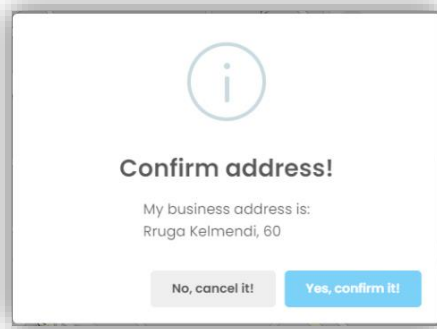


Figure 149 – Address confirmation

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

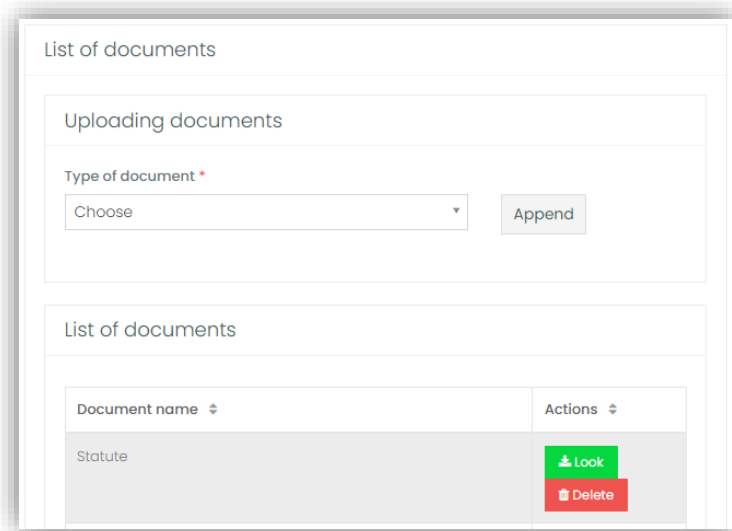


Figure 150 – Request with the data

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:

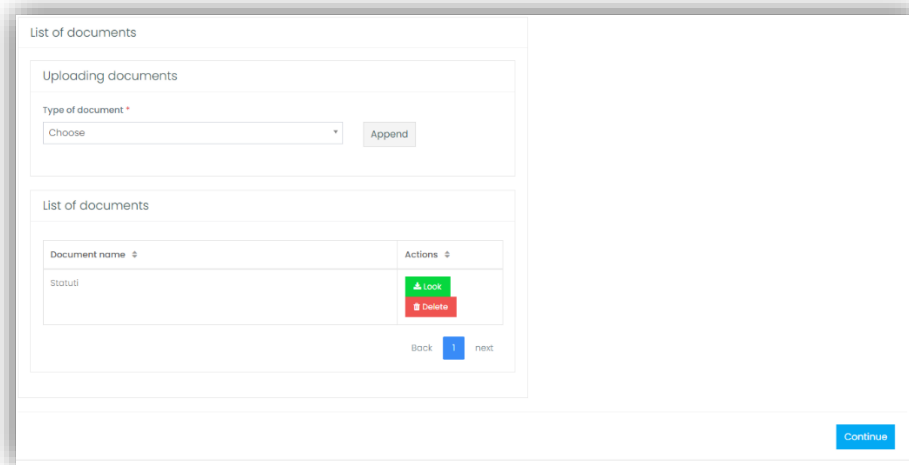


Figure 151 – Attachment of documents

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:

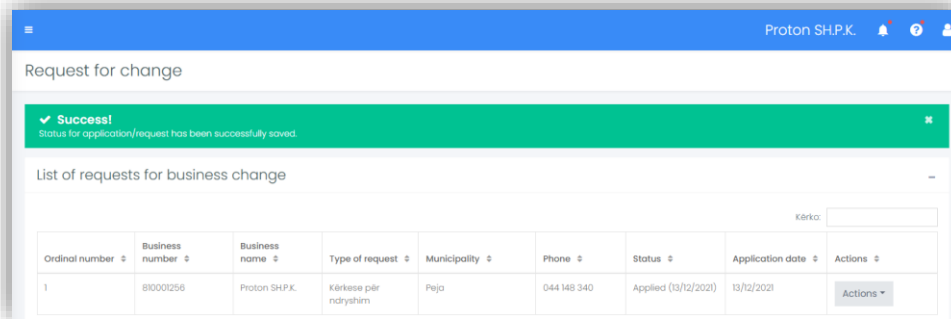


Figure 152 – List of requests

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

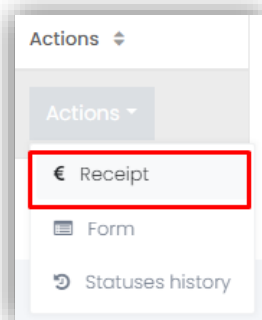


Figure 153 – Action options

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.

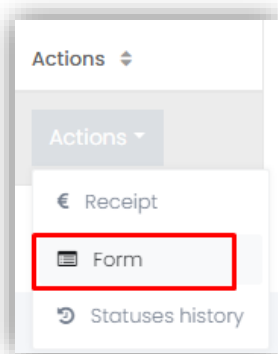




Figure 154 – Open the report

The report looks like the following:

A3



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



Vetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Numri i fletëparaqitjes / Broj zahteva / Application Number	25030003518
Numri i biznesit / Broj biznesa / Business number	812056986

Fletëparaqitja për ndërrim të Emrit të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Ortakërisë së kufizuar ose Kompanisë së huaj
 Application for a change a Name of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zahtev za promenu imena
 Dioničarskih Društava, Društava sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

1.Emri i biznesit / Name of Business / Ime biznesa:	Test Test
2. Emri tregtar / Trade Name / Trgovalo ime:	TestCom

3. Adresa e vjeter biznesit / Old Business Adress / Stara Adresa biznesa:

Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Ferizaj
Rruga dhe nr / Street and no / Ulica i br.:	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 biznesa:

Shteti /Territori/ Country/Territory/ Država/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	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
Faqja 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:

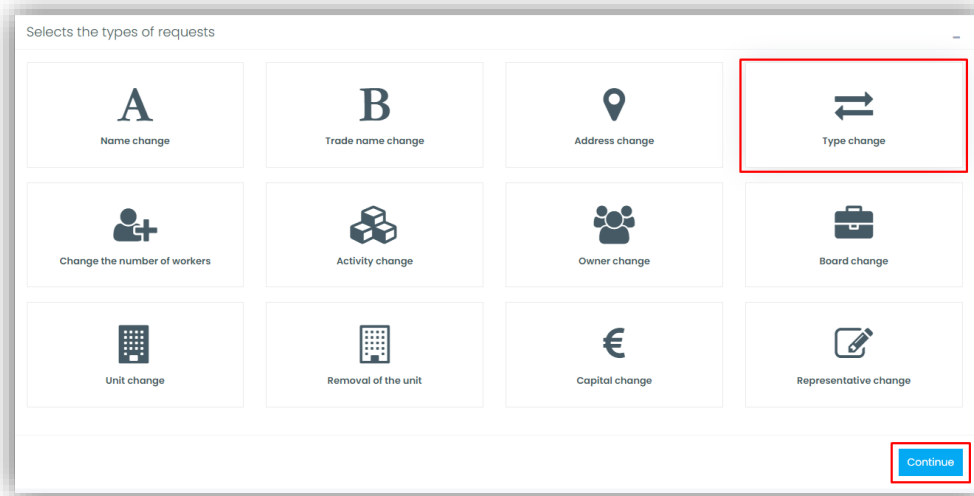


Figure 156 – Apply for type change

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

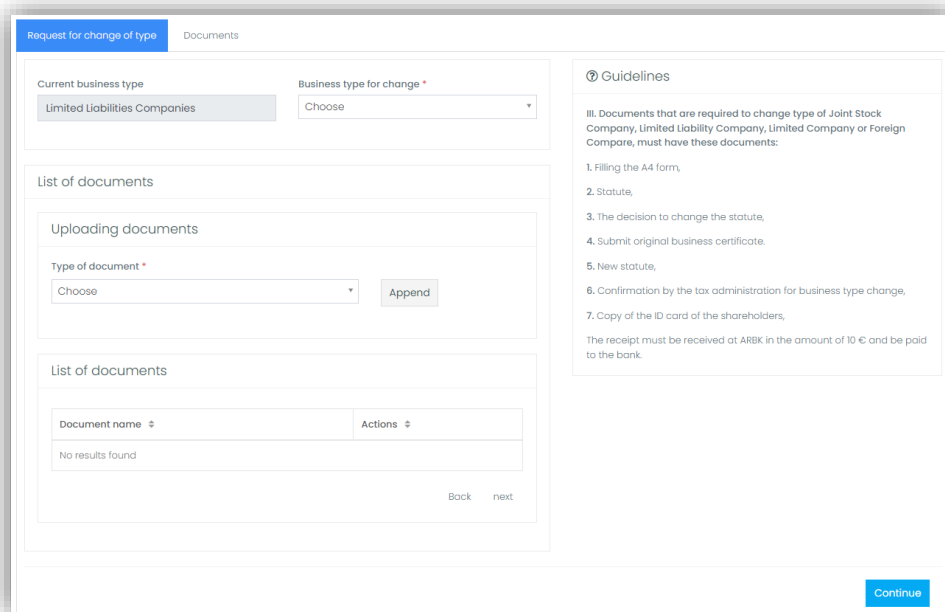


Figure 157 – Report to change the type

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:

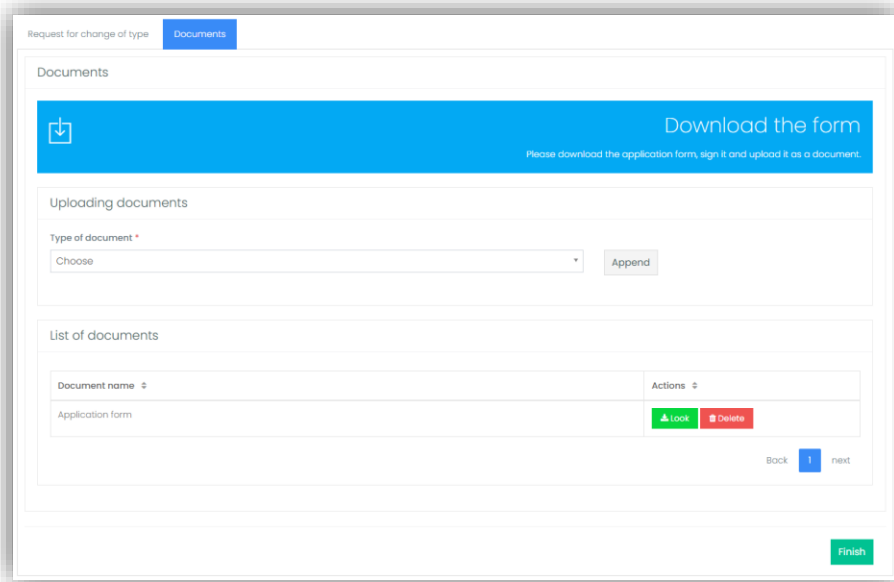


Figure 158 – Attaching documents

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:

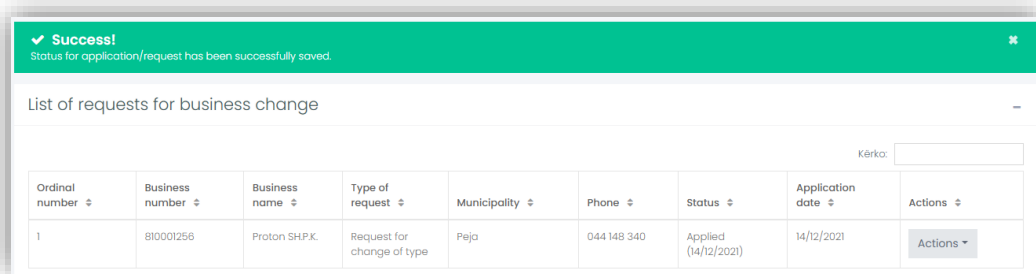


Figure 159 – List of requests

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

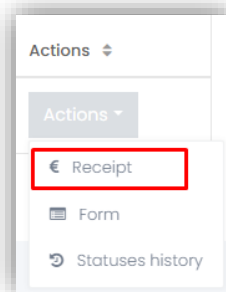


Figure 160 – Action options

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.

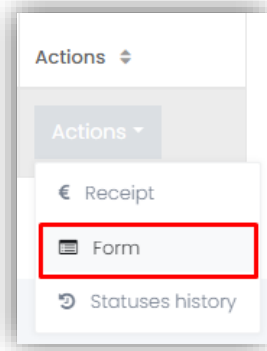


Figure 161 – Open the report

The report looks like the following:

A4

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

ARBK

Veprim për shfrytëzim zyrtar / Samo za službeno upotrebu / For Official Use Only

Numri i fletëparaqitjes / Bruj zahteva / Application Number	25040003618
Numri i biznesit / Bruj biznesa / Business number	812056986

Fletëparaqitja për ndërrim të Tipit të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar,Ortakërisë së kufizuar ose Kompanisë së huaj
Application for a change a Type of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zahtev za promenu Tipa Društvarskih
Društava, Društava sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

1. Tipi i vjetër i biznesit / Old Type of Business / StarTip biznesa:

1 BL/PB/IB	2 OP/GP/NP	3 OK/LP/OP	4 SHPK/LLC/DOO	5 SHA/JSC/DO	6 KH/FC/SD
---------------	---------------	---------------	-------------------	-----------------	---------------

2. Tipi i ri i biznesit / New Type of Business / Novi Tip biznesa:

1 BL/PB/IB	2 OP/GP/NP	3 OK/LP/OP	4 SHPK/LLC/DOO	5 SHA/JSC/DO	6 KH/FC/SD
---------------	---------------	---------------	-------------------	-----------------	---------------

3. Emri i biznesit / Name of Business / Ime biznesa: Test Test

4. Aplikuesi / Applicant / Podnosioac zahteva

Emri / Name / Ime:	Test Test
ID (ID-a personale/ ID-a e SL) ID (Personal ID/LE ID/ID (Lisni ID/ ID PL):	1000000030
Shteti / Territory / Country/Territory/ Dërtava/Territorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Slatinë e Epërme
Rruga/ Street/Ulica:	Rr. 28 Nentori, Nr. 5
Vendi i punës (pozita) në biznes / Position(s) in the business / Radno mesto(a) unutar biznesa:	
Autorizimet/Informata plotësuese/ Authorizations/ Additional informata/ O-lakënjëja/ Dopunske informacije:	Autorizuar për çdo veprim.
Tel/Fax:	+38344125125
E-mail:	test@test2.com
Faqja e internetit / Web site/ Internet Stranica:	

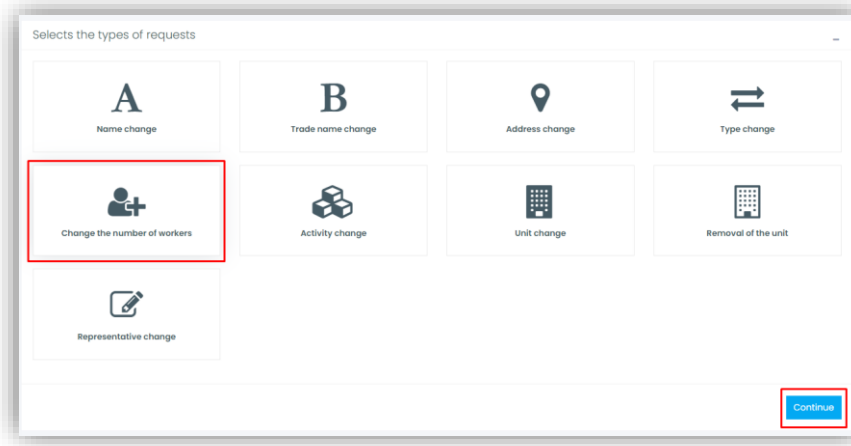
Deklarim se informatat e dhëna më sipër janë të vërteta dhe të sakta. Çdo përzierje i gabuar dhe/ose mangësi në informatat e dhëna, mundësi me detyrë, refuzim të mençurësimit të kësaj fletëparaqitjeje apo anulim të regjistrimit në rast se dëbët përmes.
 I hereby declare that the information given above is true and accurate. Any misrepresentation and/or omission in the information I have given will render me liable to possible penalties, immediate rejection of this application or revocation of registration if already granted.
 Ja izjavim da su gore navodene podatci istiniti i tačni. Svaka izopretnost ili izostatak (paže podatka izobitni nepošteno kašnjenje, namernost/nepošteno odbijanje zahteva ili povlačenje registracije ako je već odobrena.

Faqe 1 nga 2

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:



Selects the types of requests

A Name change

B Trade name change

Address change

Type change

Change the number of workers

Activity change

Unit change

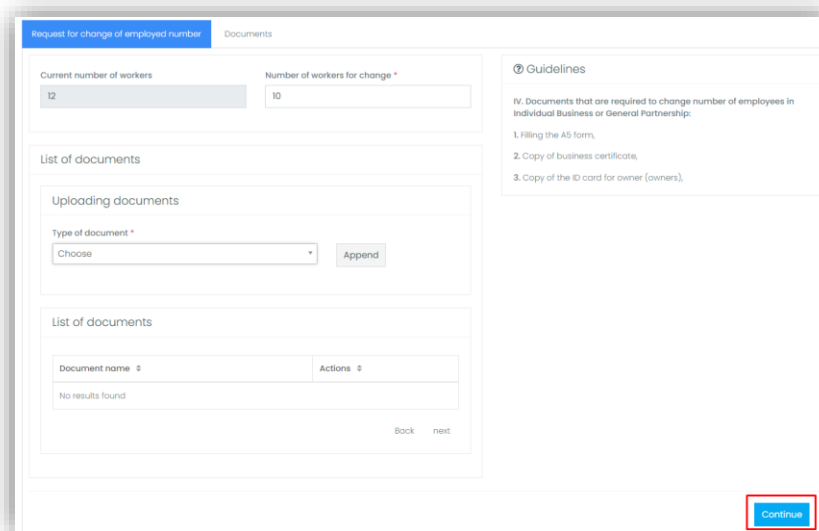
Removal of the unit

Representative change

Continue

Figure 163 – Application to change the employees

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



Request for change of employed number Documents

Current number of workers: 12

Number of workers for change: 10

List of documents

Uploading documents

Type of document: Choose

Append

List of documents

Document name	Actions
No results found	

Back next

Continue

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:

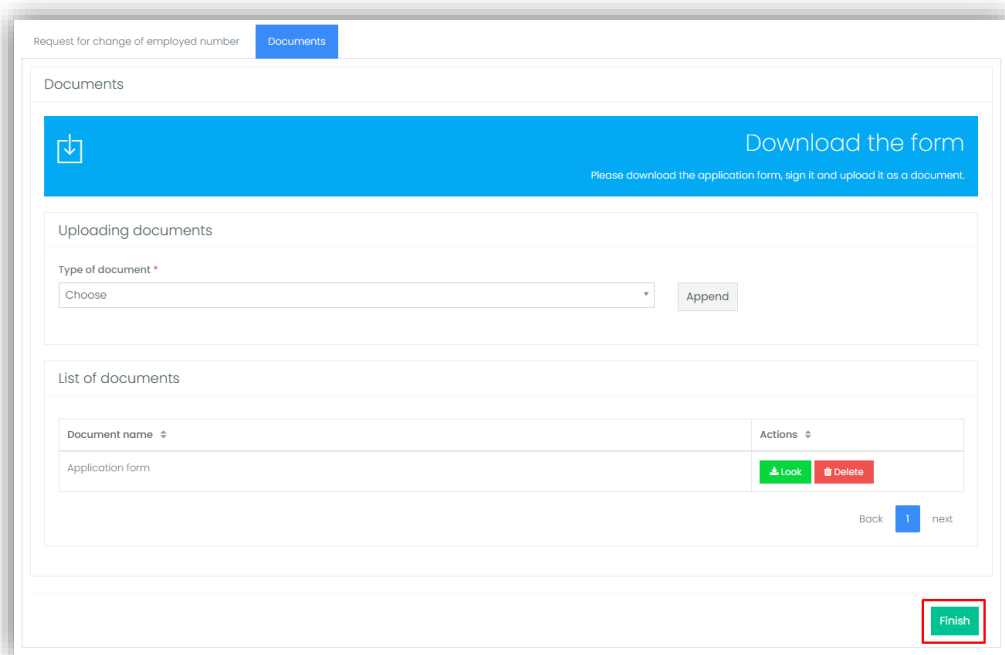


Figure 165 – Attaching documents

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:

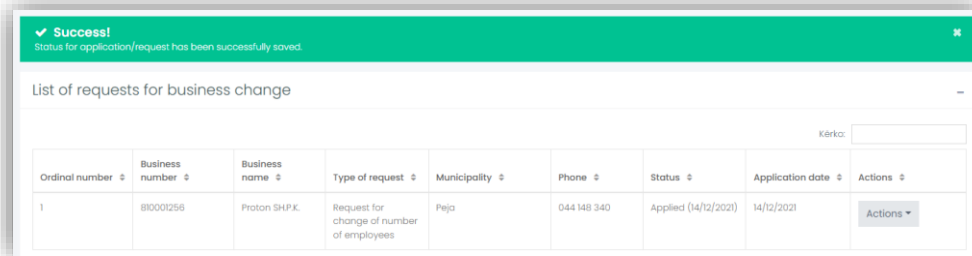


Figure 166 - List of requests

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

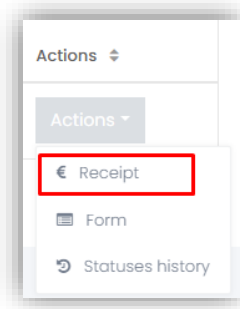


Figure 167 – Action options

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.

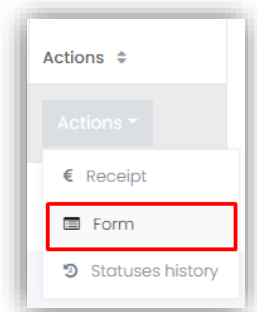


Figure 168 – Open the report

The report looks like the following:

A5



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



Vetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Numri i fletëparaqitjes / Broj zahteva / Application Number	25050003718
Numri i biznesit / Broj biznesa / Business number	187070
Fletëparaqitja për ndërrim të Tipit të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar,Ortakërisë së kufizuar ose Kompanisë së huaj Application for a change of Type of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zahtev za promenu Tipa (Društva)raškā Društava, Društava sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva	
1.Emri i biznesit / Name of Business / Ime biznisa:	Test Test
2. Numri i paragrafak i puntorëve Prior Number of employees Prethodni broj radnika:	5
2-a Numri i ri i puntorëve New Number of employees Novi broj radnika	10
3. Aplikuesi / Applicant / Podnosioc zahteva	

Emri / Name / Ime:	Test Test
ID (ID-a personale: ID-a e SL) ID (Personal ID/LE ID/ID) (Lisni ID/ ID PL):	100000030
Shteti /Territori/ Country/Territory/ Detyra/Territorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Slatinë e Epërme
Rrugë/ Street/ Ulica:	Rr. 28 Nentori, Nr. 5
Vendi i punës (pozita) në biznes / Position(s) in the business / Radno mesto(e) unutar biznisa:	
Autorizimet/ Informata plotësuese/ Authorizations/ Additional information: Ovlašćenja/ Dopunske informacije:	Autorizuar për çdo veprim.
Tel/Fax:	+38344125125
E-mail:	test@test2.com
Faqja e internetit / Web site/ Internet Stranica:	

Deklarim se informatat e dhëna më sipër janë të saktë dhe të vërteta. Çdo përzierje e gabuar dhe/ose mangësi në informatat e dhëna, nëseftohet me detyrën, refuzim të mërgdhehtërisë të kësaj deklarimesi dhe/ose anulim të regjistrimit, në mënyrë të detyrueshme.
I hereby declare that the information given above is true and accurate. Any misrepresentation and/or omission in the information I have given will render me liable to possible penalties, immediate rejection of this application or revocation of registration if already granted.
Apoqëndejmë dhe an çdo manipulim gabim, nëseftohet me detyrën, refuzim të mërgdhehtërisë të kësaj deklarimesi dhe/ose anulim të regjistrimit, në mënyrë të detyrueshme.

Nishtëkrimi: Signature: Potpis:		Data: Date: Datum:	08/12/2018
---------------------------------------	--	--------------------------	------------

Pasuar në ARBK / Reception in KIRA by: Priljetno e KARB od		Data: Date: Datum:	
--	--	--------------------------	--

Nishtëkrimi/Signature/ Potpis:	
Përpunuar nga / Processed by: Obardžival:	
Approvuar / Approved / Odbavljeno:	
Refuzuar / Refuse / Odbijeno:	

Figure 169 – Report

7.5. Requests to change the activity

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

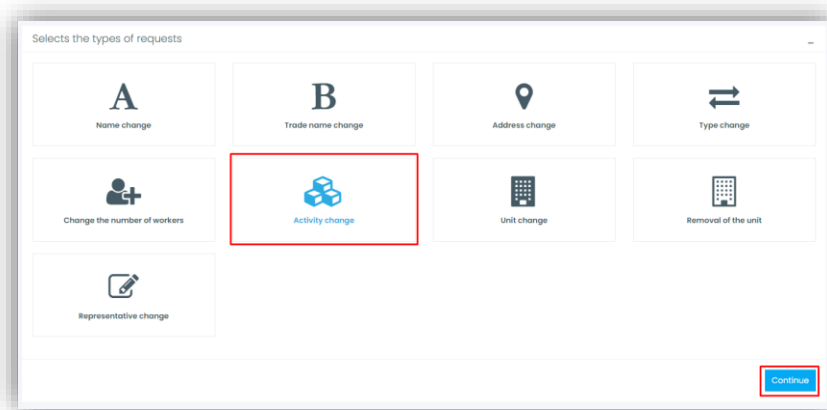


Figure 170 – Application to change of activity

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

The screenshot shows a web form titled "Request for activity change" with a "Documents" tab. On the left, there are two dropdown menus: "Activity *" (set to "Choose") and "Type of activity *" (set to "Other activit..."). An "Add" button is next to them. Below is a search bar and a table with three columns: "Activity description", "Type of activity", and "Actions". The table contains three rows of activities, each with a "Remove" button. On the right, a "List of activities for change" section has a search bar and a table with columns: "Activity description", "Type of activity", "Addition/Removal", and "Actions". It currently shows "No results found". Navigation buttons "Back" and "next" are at the bottom right.

Figure 171 – Report for changing activities

After selecting the activity and type of activity as follows:

This screenshot shows the same form as Figure 171, but with data entered. The "Activity *" dropdown is set to "0112 - Growing of rice" and the "Type of activity *" dropdown is set to "Other activities". The "Add" button is highlighted with a red border.

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:

This screenshot shows the "List of activities for change" table. It has three columns: "Activity description", "Type of activity", and "Actions". The table contains three rows. The "Remove" button in the "Actions" column of the second row is highlighted with a red border.

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:

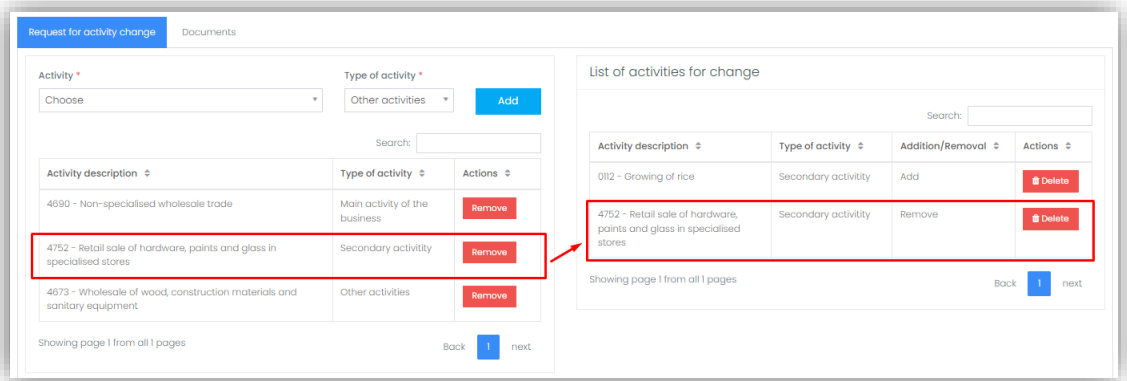


Figure 174 – Removing the activity

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:

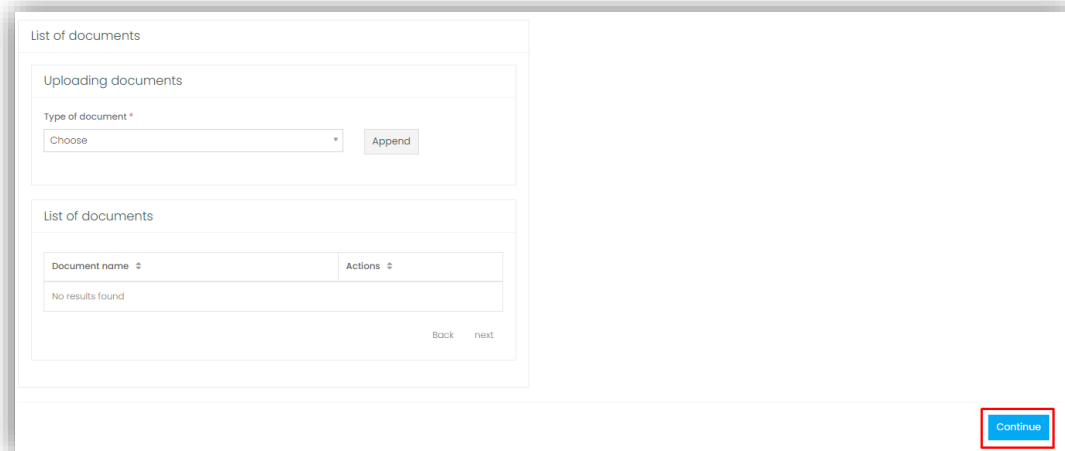


Figure 175 – Filling in the data

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

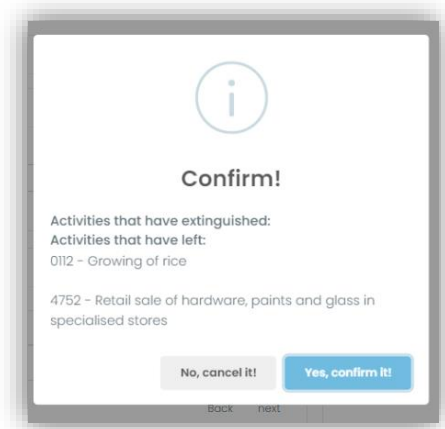


Figure 176 – Confirmation of the request

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

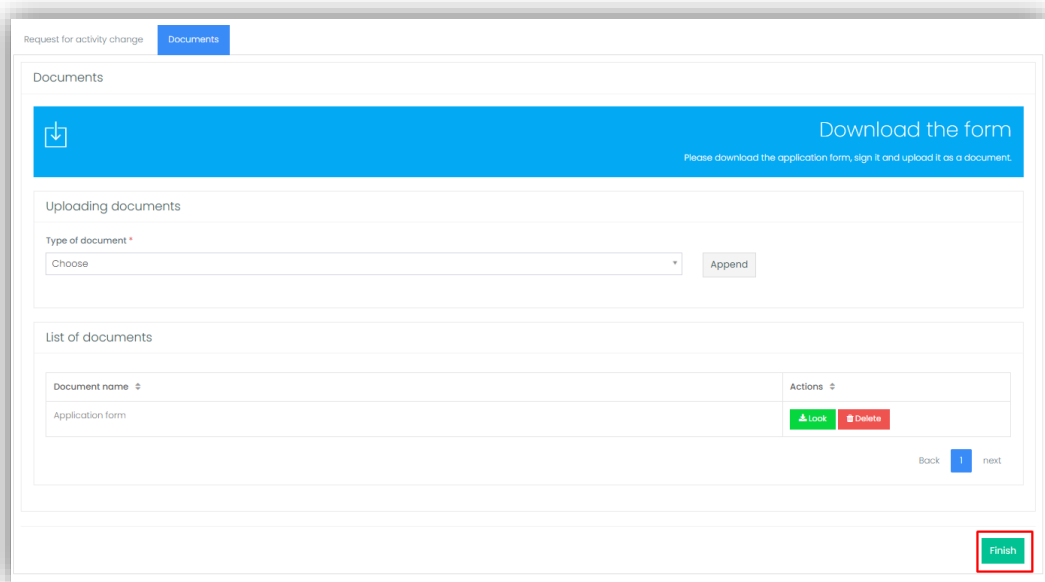


Figure 177 – Attaching documents

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/request has been successfully saved.

List of requests for business change

Kérlek:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	81000256	Proton SHP.K.	Request for adding or removing activities	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:

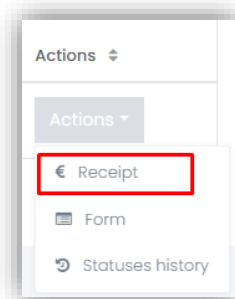


Figure 179 – Action options

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.

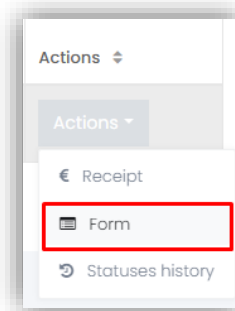


Figure 180 – Open the report

The report looks like the following:

A6

Republika e Kosovës-Republika Kosova - Republic of Kosovo
 Qeveria-Vlada - Government
 Ministria e Tregëtisë dhe Industrisë / Ministristvo Trgovine i Industriji / Ministry of Trade and Industry

ARBK

Vërejtje për Aplikuesin / Zyrar / Shtesa za shprehim sporebha / For Official Use Only

Numeri i Aplikimit / Broj aplikata / Application Number: 250600038116

Numeri i biznesit / Broj biznesa / Business number: 812059886

Fletëparapajta për adresimin të Veprimtarisë të Shoqërisë aksionare; Shoqëritë me përgjegjësi të kufizuar, Otraktivrit të kufizuar ose Kompanisë së tregëtisë
 Application for a change of Activity of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company
 Zbiranje za promenu delovodnog broja, broja i organizacionog opremanja, organizaciona partnerstva ili inostranog društva

1. Emri i biznesit / Name of Business / Ime biznisa: Test Test

2. Aplikuesi / Applicant / Podnositelj zahteva

Emri / Name / Ime:	Test Test
ID (ID-e personale) / ID-e e S.L./ID (Personal ID/L. DID/D.I.d.ka /ID /ID P.I.):	1000000030
Shteti / Tani /Country /Territory /Dritara/Territorija:	Kosova
Komuna / Municipality / Opština:	Ferizaj
Vendi / Place / Naselje:	Shtetinë e Epërme
Rruga / Street / Ulica:	Rr: 28 Nentori, Nr. 5
Vendi i punës (qendër e biznesit / Poslovni) / In the business / Radno mesto / mesto biznisa:	
Adresat e informacionit shtesë: / Additional information: Otkrivanje Depozita informacije:	Autorizuar për çdo veprim.
Tel / Fax:	+38344 125125
E-mail:	test@testZ.com
Faqja e internetit / Web site: Internet Stranica:	

3. Veprimtaria / Activities / Delatnosti

Për shtim / For addition / Za zavisnost	
Administratë tregëtare / Sporožna delatnost / Otkup delatnosti	Pishkrimi / Description / Opis
Kodi në / Code in/ Sifra in:	Kulturimi i perimeve, përpërvja dhe shërbimi, bimbave ritigore dhe tuberoze
0153	

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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	C Address change	D Type change
E Change the number of workers	F Activity change	G Unit change	H Removal of the unit
I 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:

Request for unit change Documents

Unit name * Type of activity * Choose Municipality * Choose

Country * Choose Address * Choose location Add

List of units

Search:

Unit name	Type of activity	Address	Actions
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë,	Actions
Proton Njësia Nr.2	4673 - Wholesale of wood, construction materials and sanitary equipment	Pejë, Çyshk,	Actions

Showing page 1 from all 1 pages Back 1 next

List of units for change

Kërko:

Unit name	Type of activity	Address	Action type	Actions
Nuk është gjetur asnjë rezultat				

Prapa Para

List of documents

Uploading documents

Type of document * Choose Append

Figure 183 – Report for changing units

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

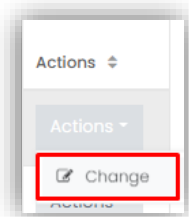


Figure 184 – Action options

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

Request for unit change Documents

Info! Please change the fields and then press the "Add" button.

Unit name * Proton Njësia Nr.1 Type of activity * 4673 - Wholesale of wood, construction materials and sanita... Municipality * Prishtinë

Country * Çagllavicë Address * Add

List of units

Search:

Unit name	Type of activity	Address	Actions
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë,	Actions

List of units for change

Kërko:

Unit name	Type of activity	Address	Action type	Actions
Nuk është gjetur asnjë rezultat				

Figure 155 – Editing the unit

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

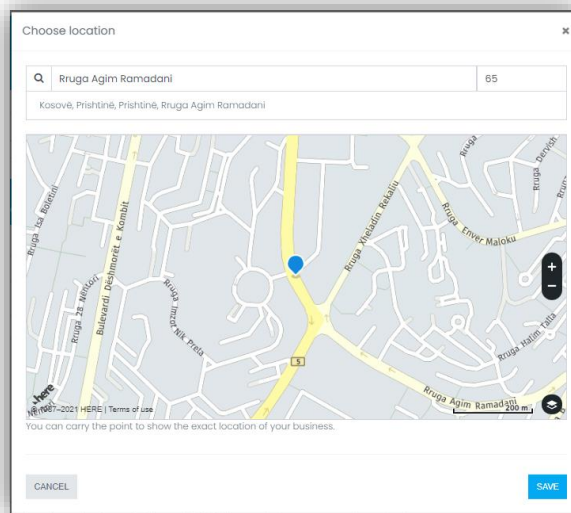


Figure 186 – Choosing the location

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:

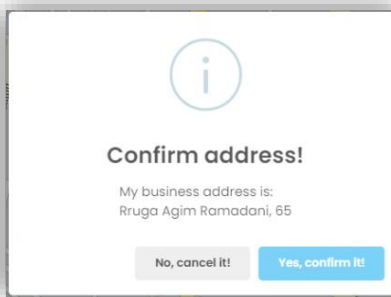


Figure 187 – Confirmation of the address

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

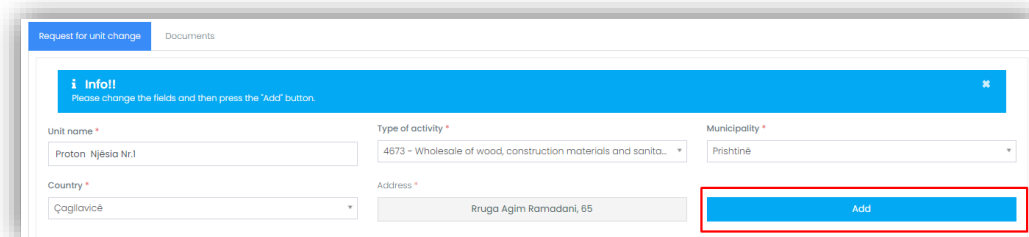


Figure 188 – Adding the unit

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

List of units for change

Kërko:


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	

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:


List of units				List of units for change				
Search: <input type="text"/>				Kërko: <input type="text"/>				
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	
Proton Njësia Nr.2	4673 - Wholesale of wood, construction materials and sanitary equipment	Pejë, Cyshk,	Actions ▾					

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:

List of documents

Uploading documents


Type of document *

Choose Append

List of documents

Search:

Document name ↕ Actions ↕

Back  next




Figure 191 – Filling in the data

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

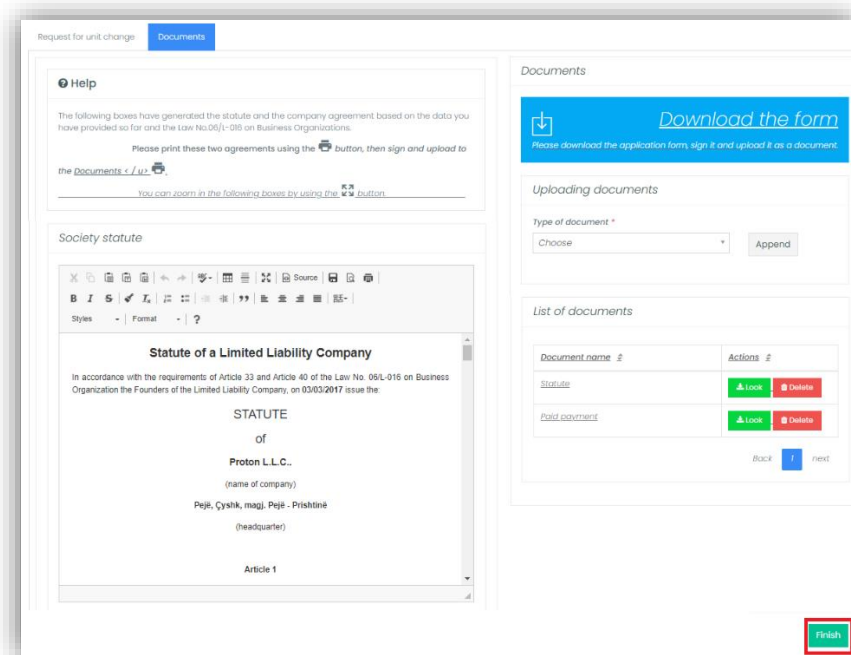


Figure 192 – Attaching documents

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:

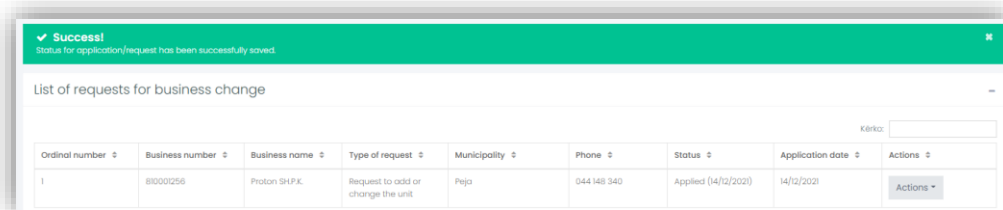


Figure 193 – List of requests

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:

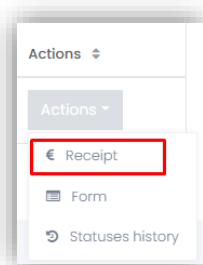


Figure 194 – Action options

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.

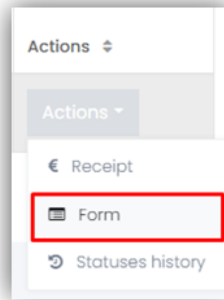


Figure 195 – Action options

The report looks like the following:

A10

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

ARBK

Viteja për Afshëtimin zyrtar / Samo za službenu upotrebu / For Official Use Only

Numeri i Detyrimit / Broj računa / Application Number: 25090003918

Numeri i biznesit / Broj biznisa / Business number: 812056986

Fitiparapajsa për adresën të Njëzës së Njëpërlidhshme, Shoqërisë me përgjegjësi të kufizuar, Oritëkëtrimit së kufizuar ose Kompanisë së bashku
 Application for a change a Unit of Joint Stock Company, Limited Liability Company, Limited partnership or a foreign company Zhdari or personal business
 Društvenih Društava, Društva sa Ograničenom Odgovornošću, Ograničenim partnerstvom ili inostranim zhdarima

1. Lloji i biznesit / Name of Business / Line Number: Test Test

2. Aplikuesit / Applicant / Përdoruesi i biznesit

Emri / Name / Ime:	Test Test
ID (ID e përcaktuar) (ID e Sh. ID) Personal (D.L. ID) (ID) dhe (ID) (D.P.):	0000000000
Shkronja / Number / County / Territory / District / Territory:	Kosova
Komuna / Municipality / Opština:	Ferizaj
Vendi / Place / Naselje:	Stacioni e Epërme
Rrugë / Street / Ulica:	Rr. 28 Nëntori, Nr. 5
Vendi / Place (postea) në biznes / Position e të të biznesit / Radikale adresë të biznesit:	
Aktivitetet Informata për biznesin / Activities/Additional information on the business / Dodatne informacije o biznisu:	Autorizuar për qelbë veprim
Tel/Fax:	+38344125125
E-mail:	test@test2.com
Page e internetit / Web site / Internet Stranica:	

Informata e informimit dhe të tjerat janë për informim dhe të tjerat. Kjo informata nuk garanton as informim dhe të tjerat, informim dhe të tjerat të tjerë. Informata e informimit dhe të tjerat janë për informim dhe të tjerat. Kjo informata nuk garanton as informim dhe të tjerat, informim dhe të tjerat të tjerë. Informata e informimit dhe të tjerat janë për informim dhe të tjerat. Kjo informata nuk garanton as informim dhe të tjerat, informim dhe të tjerat të tjerë.

Nivellimi: _____ Data: 08/12/2018
 Signatura: _____ Datum:
 Prepe: _____

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Figure 196 – Report

7.7. Request to change the equity

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

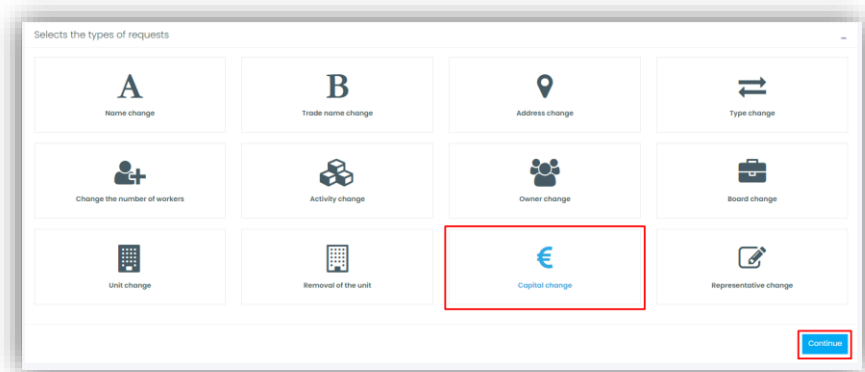


Figure 197 – Application for the equity change

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:

Name	Capital	Actions
Test Test	1000.00	Change

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:

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:

Figure 200 – Filling in the data

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

Name	Capital	Actions
Test Test	1000.00	Change

Name	Owned part	Actions
Jusuf Deçani	10000.00	Delete

Figure 201 – List with the changes

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:

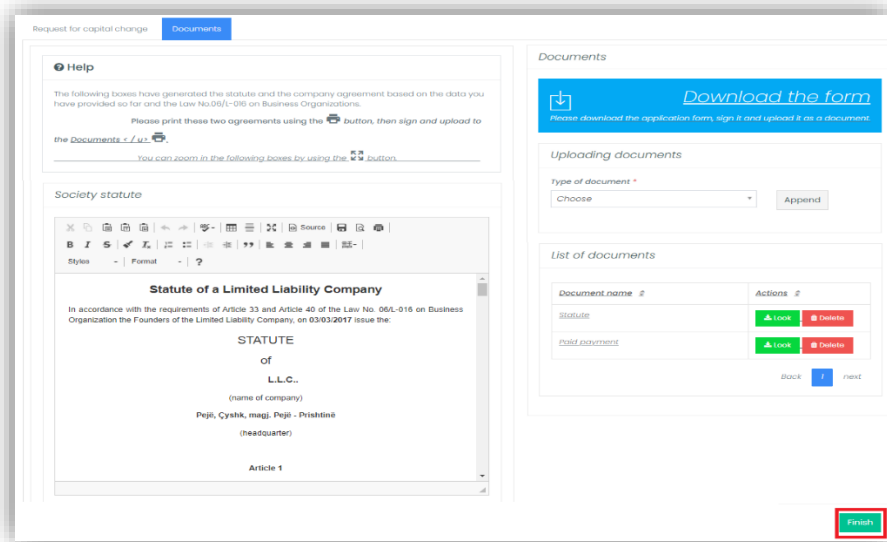


Figure 201 – Attaching documents

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:

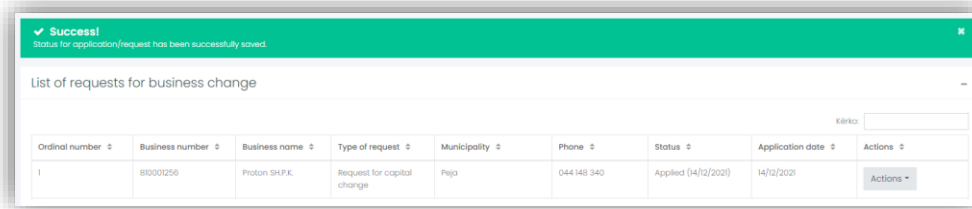


Figure 202 – List of requests

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:

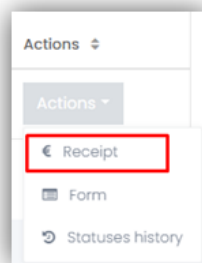


Figure 203 - Action options

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.

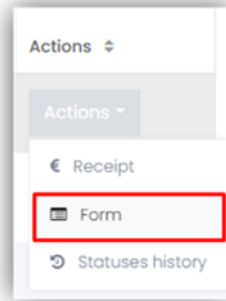




Figure 204 – Open the report

The report looks like the following:

A6


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


AGENCIJA REPUBLIKE KOSOVA / AGENCIJA REPUBLIKE KOSOVA

Vetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Numeri i fletëparaqitjes / Broj zahteva / Application Number	25100004018
Numeri i biznesit / Broj biznesa / Business number	812056886

Fletëparaqitja për ndërrim të Kapitalit të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Ortakërisë së kufizuar ose Kompanisë së huaj
 Application for a change a Capital of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zabele za promenu Kapitala Društva / Društva sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

I.Emri i biznesit / Name of Business / Ime biznesa: **Test Test**

1. Kapitali themelor / Initial capital / Osnivački Kapital:

Shuma e përgjithshme e kapitalit € Total capital €	100.00
Ukupan iznos kapitala €	
Pjesa e paguar/ Paid part / Uplaćeni dio: 100.00	

Numeri i aksioneve, vlera dhe kategoritë e aksioneve (vetëm për korporatat); Number of shares, par value and classes of shares (for corporations only).
 Broj dionica, iznos i kategorije dionica (samo za korporacije)

Numeri i aksioneve / Number of shares / Broj dionica	
Vlera nominale / Nominal value / Nominalna vrednost	
Klasa / Klas / Klasa	

2. Kapitali i ndryshuar/ Change of the capital / Promena Kapitala:

Shuma e përgjithshme e kapitalit të ndryshuar € Total capital with changes €	500.00
Ukupan iznos kapitala sa promena €	
Pjesa e paguar/ Paid part / Uplaćeni dio: 500.00	

Numeri i aksioneve, vlera dhe kategoritë e aksioneve (vetëm për korporatat); Number of shares, par value and classes of shares (for corporations only).
 Broj dionica, iznos i kategorije dionica (samo za korporacije)

Numeri i aksioneve / Number of shares / Broj dionica	10
Vlera nominale / Nominal value / Nominalna vrednost	50.0000000000
Klasa / Klas / Klasa	Test

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:

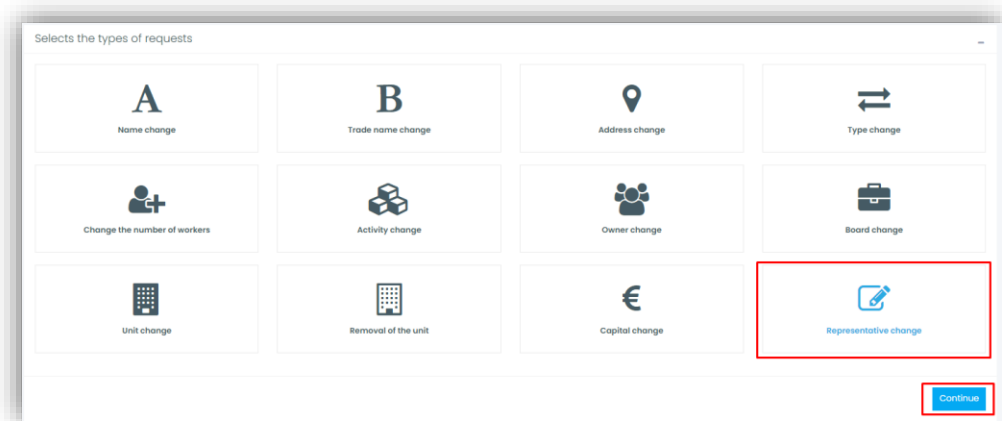


Figure 205 - Application to change the representative/director

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

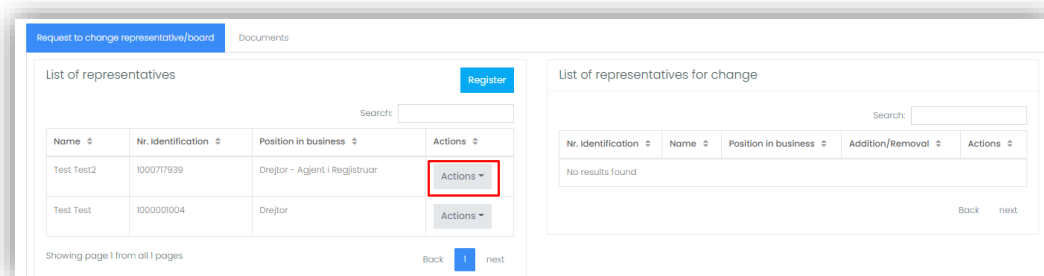


Figure 206 – Application details

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

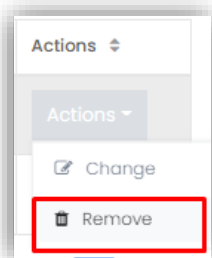


Figure 207 – Removing the representative/director

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

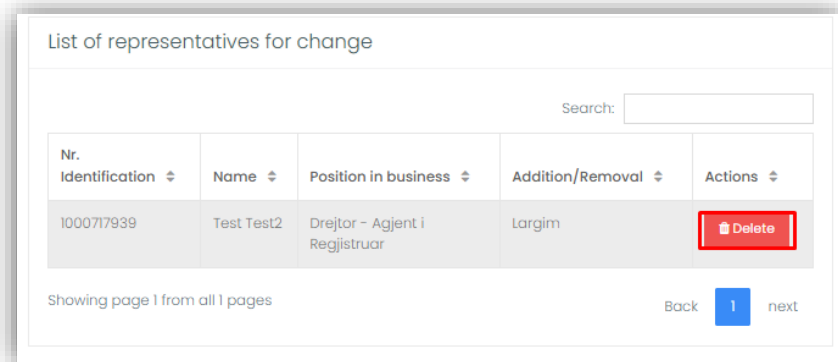


Figure 208 – Removal of the representative/director

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:

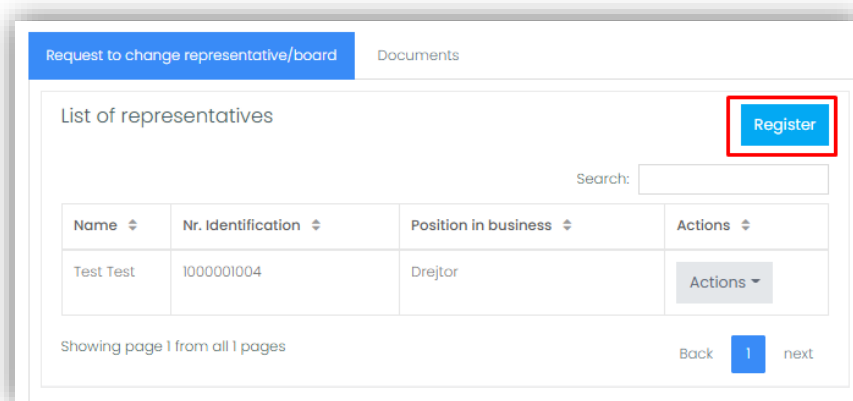


Figure 209 – Registration

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:

Register the representative/director

Foreign citizen

Personal number *

Identification document *

Name *

Surname *

Date of birth *

Gender *

Citizenship *

Ethnic affiliation *

State *

Municipality *

Residence *

Address *

Phone

E-mail

Position in business *

Autorizations

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:

Register the representative/director

Foreign citizen

Personal number *

Identification document *

Name *

Surname *

Date of birth *

Gender *

Citizenship *

Ethnic affiliation *
Please choose your ethnicity.

State *

Municipality *

Residence *

Address *

Phone

E-mail

Position in business *
Please enter job position in the business.

Autorizations

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:

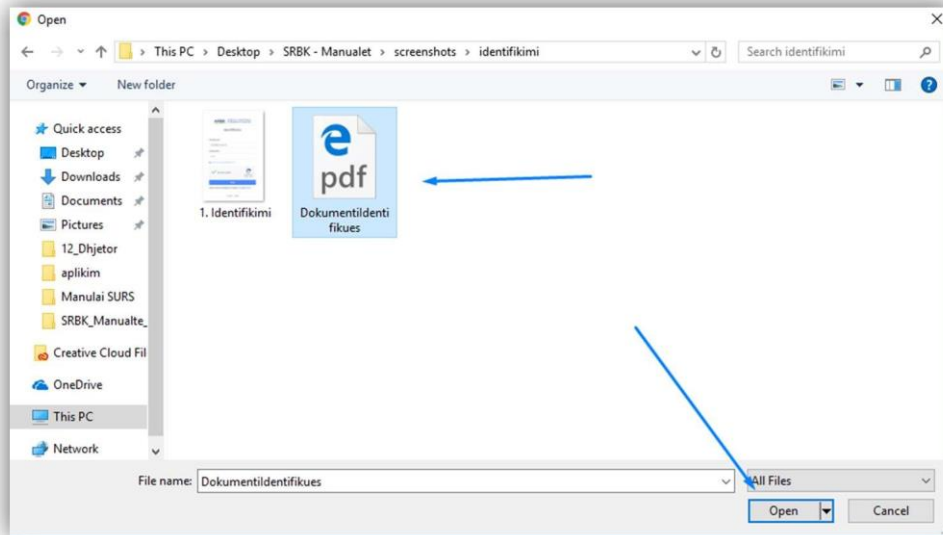


Figure 212 – Attaching the document

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

Register the representative/director

Foreign citizen

Personal number *
1247459894

Identification document *
1 Dokument...

Name *
Test

Surname *
Test

Date of birth *
01/01/1927

Gender *
Male

Citizenship *
Kosovar

Ethnic affiliation *
Albanian
Please choose you ethnicity.

State *
Kosova

Municipality *
Podujevë

Residence *
Dyz

Address *
Tetet

Phone
+(383) 44-125-125

E-mail
tes@tets.com

Position in business *
Executive director
Please enter job position in the business.

Autorizations
By law and statute.

Register

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:

List of representatives for change

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

Showing page 1 from all 1 pages

Back next

Figure 214 – List of the changes

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

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:

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:

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	Fshije
1000000030	Test Test	Accountant	Shtim	Fshije
812056986	Test Test	Raporter/lajmërues	Shtim	Fshije

Duke shfaqur faqen 1 nga të gjitha 1 faqe

Prapa 1 Para

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:

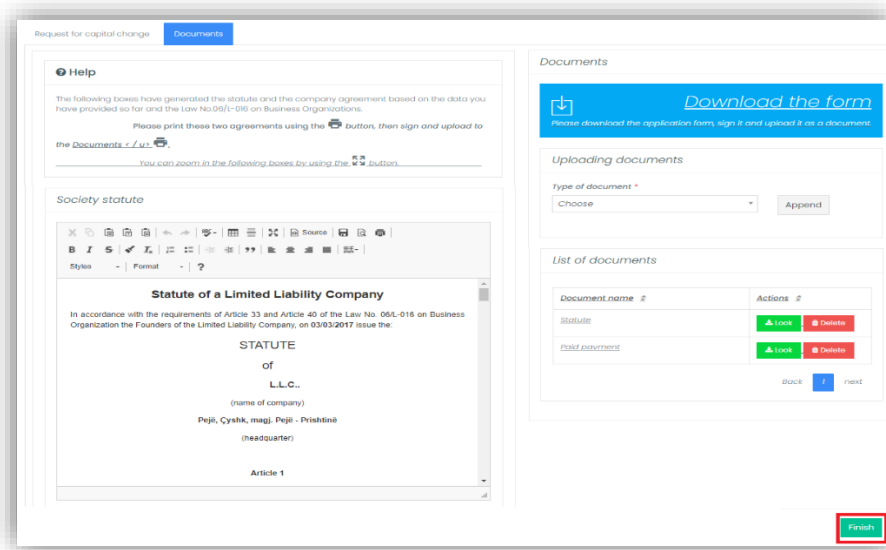


Figure 219 – Attaching documents

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:

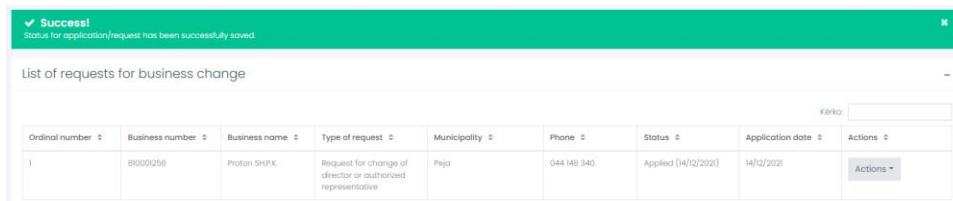


Figure 220 – List of requests

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

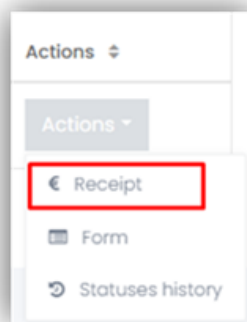


Figure 221 – Actions options

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.

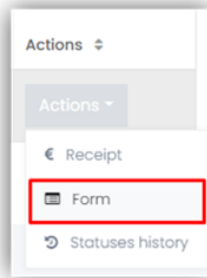



Figure 222 – Open the report

The report looks like the following:

A9



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

ARBK
 Agjencia e Regjistrimit të Biznesit dhe Komercit
 Agency for Business Registration and Commerce

Veprim për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Numri i fletëparaqitjes / Broj zahteva / Application Number: 25120004118

Numri i biznesit / Broj biznesa / Business number: 812056986

Fletëparaqitja për ndërrim të Drejtorëve të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Ortakërisë së kufizuar ose Kompanisë së huaj
 Application for a change of Directors of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zahtev za promenu Direktora Dioničarskih Društava, Društava sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

1.Emri i biznesit / Name of Business / Ime biznesa: Test Test

2.Emrat e vjetër të Drejtorëve të biznesit / Old Names of the Directors of Business/ Stara Imena Direktora biznesa:

	Emri/Name/Ime	L.Nj/ID/LK
1	Test Test	1000000030

3. Aplikuesi / Applicant / Podnositelj zahteva

Emri / Name / Ime:	Test Test
ID (ID-s personale/ ID-a e SL/ ID (Personal ID-LE ID/ID (Lidni ID ID PL):	1000000030
Shteti / Territori/ Country/Territory/ Drzava/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Slatinë e Epërme
Rruga/ Street/Ulica:	Rr. 28 Nentori, Nr. 5
Vendi i punës (pozita) në biznes / Position(s) in the business / Radno mesto(a) unutar biznesa:	
Autorizimet/Informata plotëse/ Authorisations/ Additional information/ Ovlaštenja/ Dopunske informacije:	Autorizuar për çdo veprim.
Tel/Fax:	+38344125125
E-mail:	test@test2.com
Faqja e internetit / Web site/ Internet Stranica:	

Opširno se informirati o drugim važnim podacima o ovom obliku zahteva. Čak i predstaviti i pobliže objašnjenja od informacija o obliku, rezultatima obaveza, refleksiji ili mogućnostima (u slučaju).
 Detaljnije informacije o ovom obliku zahteva su dostupne na stranici: www.arbk.gov.mk
 I hereby declare that the information given above is true and accurate. Any misrepresentation and/or omission in the information I have given will render me liable for possible penalties, sanctions, suspension of this application or revocation of registration if already granted.
 Ja izjavljujem da su gore navedeni podaci istiniti i tačni. Svaka zablaga ili izostanak bitnih informacija učinila me odgovornim za kaznene, materijalne sankcije, oduzimanje ovog zahteva ili povlačenje prijave ako je već odobrena.

Shkruarimi:
 Signature: [Redacted]
 Potpis: [Redacted]

Data:
 Date: 09/12/2018
 Datum: [Redacted]

Faqe 1 nga 3

Figure 223 – Report

7.9. Request to change the owner

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

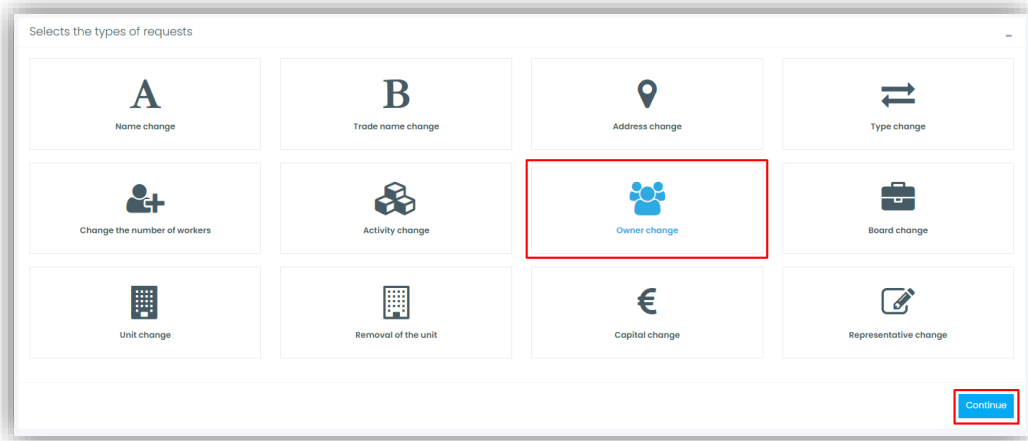


Figure 224 – Application to change the owner

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

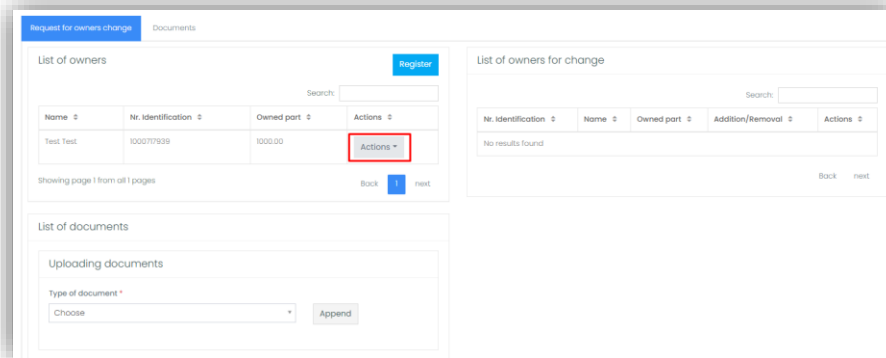


Figure 225 – Application data

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

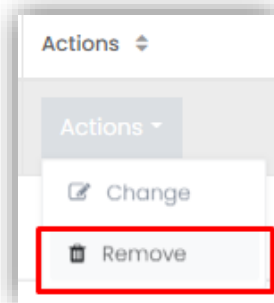


Figure 225 – Removing the owner

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

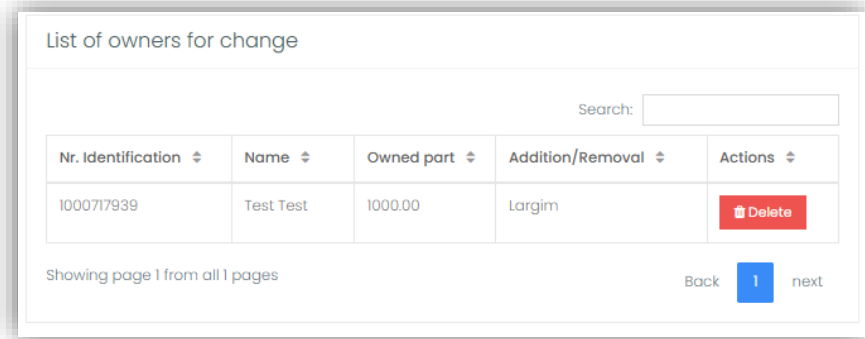


Figure 226 – Removing the owner

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

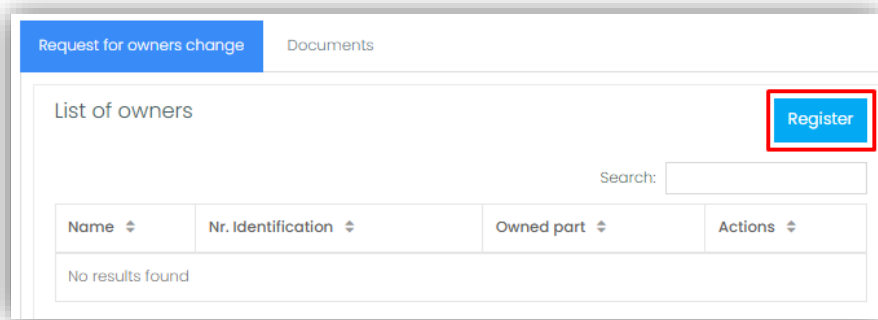


Figure 227 – Registration

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:

The screenshot shows the 'Owner registration' form with the 'Physical person' radio button selected. The form includes fields for Personal number, Date of birth, Identification document, Name, Surname, Gender, State, Citizenship, Ethnic affiliation, Municipality, Residence, Address, Profession, Phone, E-mail, Owned part (€), and Owned part (%). A 'Register' button is located at the bottom right.

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:

The screenshot shows the 'Owner registration' form with data automatically filled in. The 'Personal number' field contains '1000001004', 'Date of birth' is '10/08/1986', 'Name' is 'Test', 'Surname' is 'Test', 'Gender' is 'Female', 'State' is 'Kosova', 'Citizenship' is 'Kosovar', 'Ethnic affiliation' is 'Choose', 'Municipality' is 'Istog', 'Residence' is 'Kaliqan', 'Address' is 'Rr. Halil Baku', 'Profession' is 'Choose', 'Owned part' is empty, and 'Owned part (%)' is empty. A 'Register' button is located at the bottom right. Red boxes highlight the 'Append' button, 'Ethnic affiliation' dropdown, 'Profession' dropdown, and 'Owned part' fields. Red text annotations provide instructions: 'Please upload the identity document (identity card/passport) of the person you are registering.' near the 'Append' button, 'Please choose your ethnicity.' near the 'Ethnic affiliation' dropdown, and 'Please enter the ownership part.' near the 'Owned part' fields.

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:

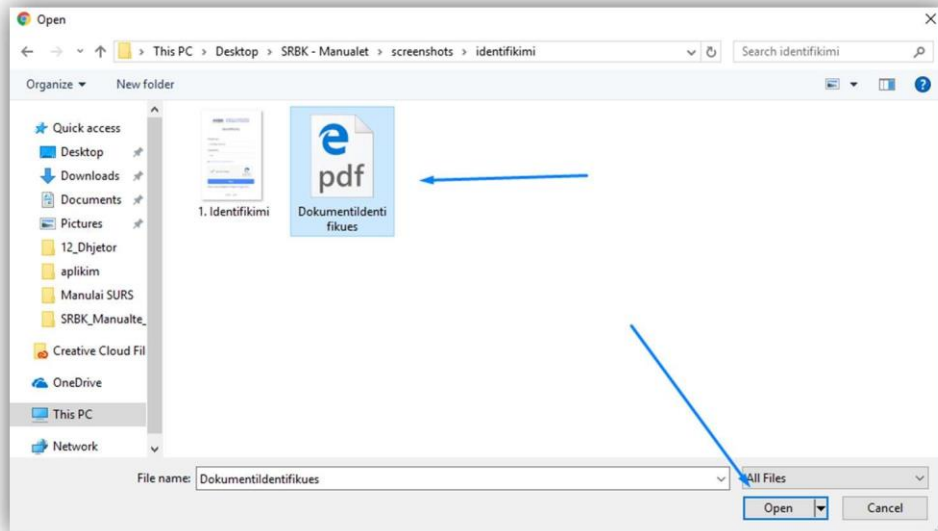


Figure 230 – Attaching documents

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

A screenshot of the 'Owner registration' form. The form is for a 'Physical person' (selected with a radio button). Other options are 'Legal person' and 'Institution'. There are checkboxes for 'Foreign citizen' and 'Diaspora'. The form contains several input fields: 'Personal number' (1000001004), 'Date of birth' (10/08/1986), 'Name' (Test), 'Surname' (Test), 'Gender' (Female), 'State' (Kosova), 'Citizenship' (Kosovar), 'Ethnic affiliation' (Albanian), 'Municipality' (Istog), 'Residence' (Kallqan), 'Address' (Rr. Halli Baku), 'Profession' (Accountant), 'Phone' (+383) 44-123-123, 'E-mail' (test@test.com), 'Owned part' (1000.00000 €), and 'Owned part (%)' (100.00000 %). The 'Identification document' field shows '1 Dokument...' and is highlighted with a red box. The 'Register' button at the bottom right is also highlighted with a red box. A red note below the 'Ethnic affiliation' field says 'Please choose you ethnicity.'

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:

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

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:

The screenshot shows the 'Owner registration' form with the following state:

- Registration Type:** 'Legal person' is selected.
- Foreign company:** Not checked.
- NUI:** 810146458
- Identification document:** 'Append' button is visible. A red error message below it reads: "Please upload the business certificate."
- Business name:** astasd
- State:** Kosova
- Municipality:** Prishtinë
- Country:** Mramor
- Address:** Test
- Phone:** (empty)
- Owned part:** (empty) €
- Owned part (%):** (empty) %
- E-mail:** (empty)
- Errors:** A red error message below the 'Owned part' field reads: "Please enter the ownership part."
- Buttons:** A purple 'Register' button is at the bottom right.

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:

The screenshot shows the 'Owner registration' form with the following state:

- Registration Type:** 'Legal person' is selected.
- Foreign company:** Not checked.
- NUI:** 810146458
- Identification document:** A green button labeled '1 Dokument...' is visible.
- Business name:** astasd
- State:** Kosova
- Municipality:** Prishtinë
- Country:** Mramor
- Address:** Test
- Phone:** +(383) 44-125-125
- Owned part:** 1000 €
- Owned part (%):** 100.00000 %
- E-mail:** test@test.com
- Errors:** A red error message below the 'Owned part' field reads: "The remainder of the total capital is 0.0000."
- Buttons:** A purple 'Register' button is at the bottom right, highlighted with a red rectangular border.

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:

List of owners for change

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

Showing page 1 from all 1 pages

Back [1](#) next

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:

Request for capital change Documents

Help

The following boxes have generated the statute and the company agreement based on the data you have provided so far and the Law No.06/1-016 on Business Organizations.

Please print these two agreements using the [Print](#) button, then sign and upload to the Documents [Upload](#) button.

You can zoom in the following boxes by using the [Zoom](#) button.

Society statute

Statute of a Limited Liability Company

In accordance with the requirements of Article 33 and Article 40 of the Law No. 06/1-016 on Business Organization the Founders of the Limited Liability Company, on 03/03/2017 issue the:

STATUTE

of

L.L.C.

(name of company)

Peji, Cyskik, magji, Peji - Prishtine

(headquarter)

Article 1

Documents

[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
statute	Upload Delete
statute agreement	Upload Delete

Back [1](#) next

[Finish](#)

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/request has been successfully saved.

List of requests for business change

Keriko:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	810001256	Proton SHP.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:

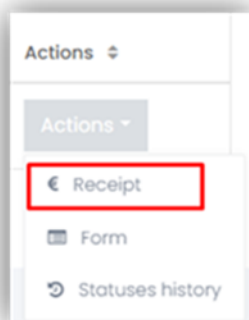


Figure 239 – Actions options

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.

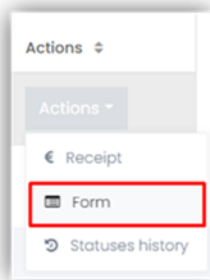


Figure 240 – Open the report

8.1. Request to change the name

Selecting the name change request is displayed as follows:

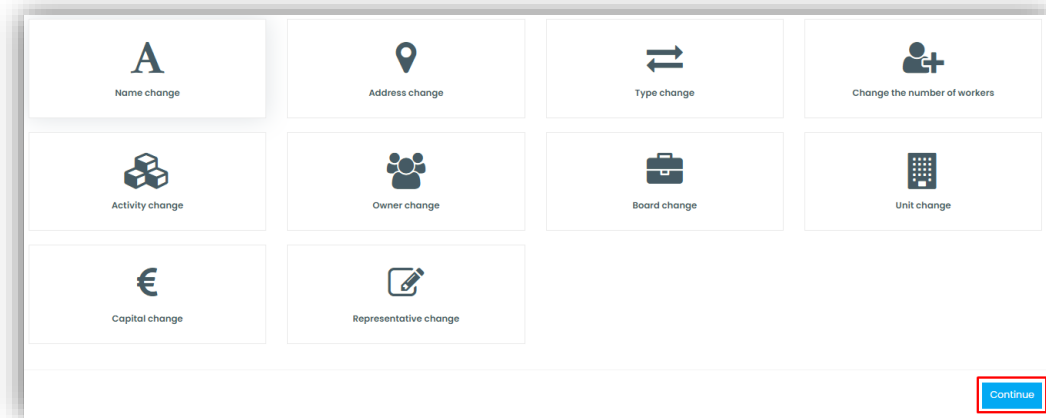


Figure 243 - Apply for name change

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

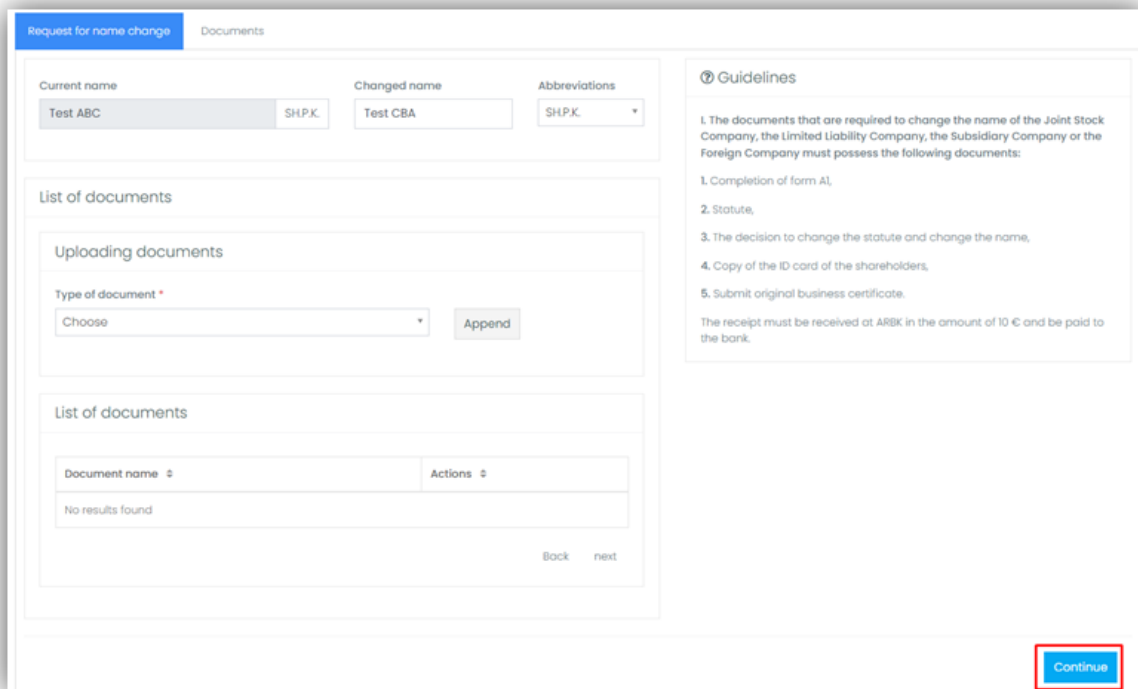
A screenshot of a web form titled 'Request for name change' with a 'Documents' sub-tab. The form contains several sections: 1. 'Current name' with a text input 'Test ABC' and a dropdown 'SHP.K.'. 2. 'Changed name' with a text input 'Test CBA' and a dropdown 'SHP.K.'. 3. 'Abbreviations' with a dropdown 'SHP.K.'. 4. 'List of documents' section with an 'Uploading documents' area containing a 'Type of document' dropdown (set to 'Choose') and an 'Append' button. Below it is a table with columns 'Document name' and 'Actions', showing 'No results found'. 5. 'Guidelines' section with a list of 5 requirements for document submission. A red box highlights a 'Continue' button in the bottom right corner.

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:

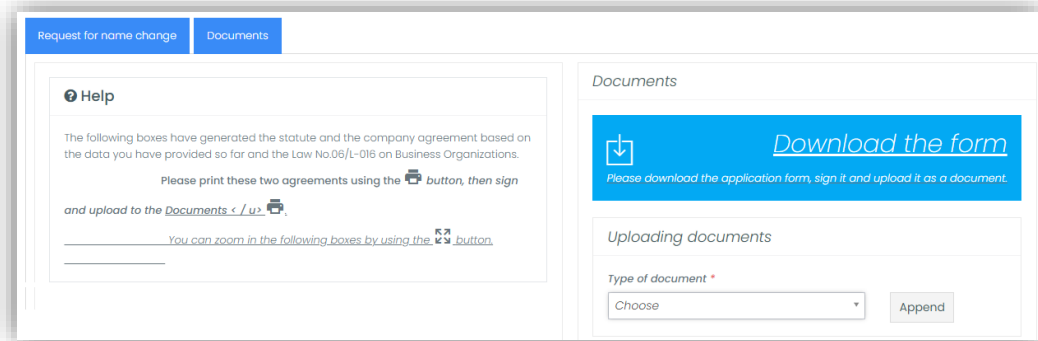


Figure 245 - Statute

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:

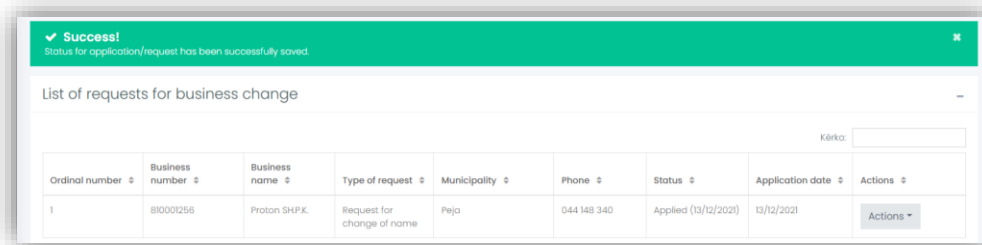


Figure 246 – List of requests

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

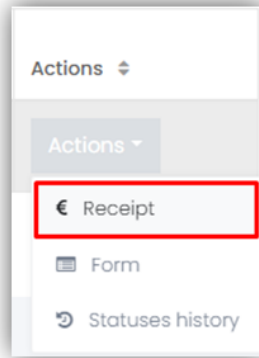


Figure 247 – Actions options

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 Kosovo
 Qeveria - Vlada - Government
 Ministria e Tregëtisë dhe Industrisë
 Ministarstvo Trgovine i Industrije - Ministry of Trade and Industry
 AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPIS BIZNISIA /
 BUSINESS REGISTRATION AGENCY
 REGJISTRIMI I BIZNESIT / UPIS BIZNISIA / BUSINESS REGISTRATION

Emri / Mbiemri Ism / Prezime Name / Surname	Shpktest		Kodi i të hyrës Kod Priboda Income code	50204
Peshkrimi Opis Description	187067		Lloji kërkesës Kërkesë për ndryshim të emrit	
Shuma Izнос Amount	€ 10.00	Data Datum Date	09/12/2018	
Me fjaltë Reçina In words	Dhjetë Euro e Zero Cent			
Llogaria bankare Braj zbirzama Bank account	1000420070000179			
Lëshuar nga Izdato od Issued by				

Vërejtje: Afati pagesës së fakturës është 3 ditë pune.

Nënshkrimi dhe vulë e bankës
 Potpis i pečat banke
 Bank signature and stamp

UNIREF MTF6D0000039197

Republika e Kosovës Republika Kosova - Republic of Kosovo
 Qeveria - Vlada - Government
 Ministria e Tregëtisë dhe Industrisë
 Ministarstvo Trgovine i Industrije - Ministry of Trade and Industry
 AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPIS BIZNISIA /
 BUSINESS REGISTRATION AGENCY
 REGJISTRIMI I BIZNESIT / UPIS BIZNISIA / BUSINESS REGISTRATION

Emri / Mbiemri Ism / Prezime Name / Surname	Shpktest		Kodi i të hyrës Kod Priboda Income code	50204
Peshkrimi Opis Description	187067		Lloji kërkesës Kërkesë për ndryshim të emrit	
Shuma Izнос Amount	€ 10.00	Data Datum Date	09/12/2018	
Me fjaltë Reçina In words	Dhjetë Euro e Zero Cent			
Llogaria bankare Braj zbirzama Bank account	1000420070000179			
Lëshuar nga Izdato od Issued by				

Vërejtje: Afati pagesës së fakturës është 3 ditë pune.

Nënshkrimi dhe vulë e bankës
 Potpis i pečat banke
 Bank signature and stamp

UNIREF MTF6D0000039197

Figure 248 - Receipt

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

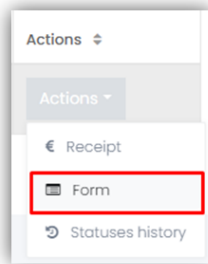




Figure 249 – Open the report

The report looks like the following:

A1


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


 ARBK

Yetim për shfrytëzim zyrtar / Samo za službeno upotrebu / For Official Use Only

Nomen i kërkesës / Broj kërkesë / Application Number	25020004418
Nomen i biznesit / Broj biznesi / Business number	812056928

Fletëparapajsa për ndërrim adrese të Shoqërisë aksionare, Shoqërisë me përgjegjësi të kufizuar, Otraktërisë së kufizuar ose Kompanisë së buaj
Application for change of address in Joint Stock Company, Limited Liability Company, Limited partnership or a Foreign Company Subject to previous address.
Dovršavakih Društva, Društva sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

1. Emri i vjetër i biznesit / Old Name of Business / Staro ime biznesa:	Shpiktest SH.P.K.
2. Emri i ri i biznesit / New Name of Business / Novo ime biznesa:	TestShpik

3. Aplikuesi / Applicant / Podnositel kërkesës:

Emri / Name / Ime:	Test Test
ID (ID-a personale / ID-a e SH.) ID (Personal ID / LE ID / ID L.Usi ID / ID PE.):	1252004285
Shteti / Territori / Country / Territory / Detarja / Teritorija:	Kosova
Komuna / Municipality / Opština:	Viti
Vendi / Place / Naselje:	Prishtine
Rrugë / Street / Ulica:	Silaine E Epërme
Vendi i punës (puntu) në biznes / Position(s) in the business / Radno mesto (i) u poslu:	Agjent i Regjistruar
Autorizimet / Informata plotësuese / Authorizations / Additional information / Ovlaštenja / Dopunske informacije:	
Tel / Fax:	+37744123123
Email:	test@gmail.com
Faqja e internetit / Web site / Internet stranica:	

Ukoliko se informacija o državi odnosi samo na državljanstvo državljanina, informacije o državi, državljanstvu ili državljanstvu državljanina ne treba navesti. Informacije o državi državljanina ne treba navesti u slučaju da državljanin nije državljanin države u kojoj se podnosi prijava, izuzevanje. Informacije o državi državljanina ne treba navesti u slučaju da državljanin nije državljanin države u kojoj se podnosi prijava, izuzevanje. Informacije o državi državljanina ne treba navesti u slučaju da državljanin nije državljanin države u kojoj se podnosi prijava, izuzevanje.

Nivellkrimi / Signature / Potpis:		Data / Date / Datum:	09/12/2018
Prenuar në ARBK / Reception in KABA by / Prilaznik u KARB od:		Data / Date / Datum:	
Shprehjet / Signature / Potpis:		Data / Date / Datum:	
Prituruar nga / Processed by / Obavljeno:		Data / Date / Datum:	
Approvuar / Approved / Odbavljeno:		Data / Date / Datum:	
Refuzuar / Refuse / Odbijeno:		Data / Date / Datum:	

Figure 250 – Report

8.2. Request to change the address

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

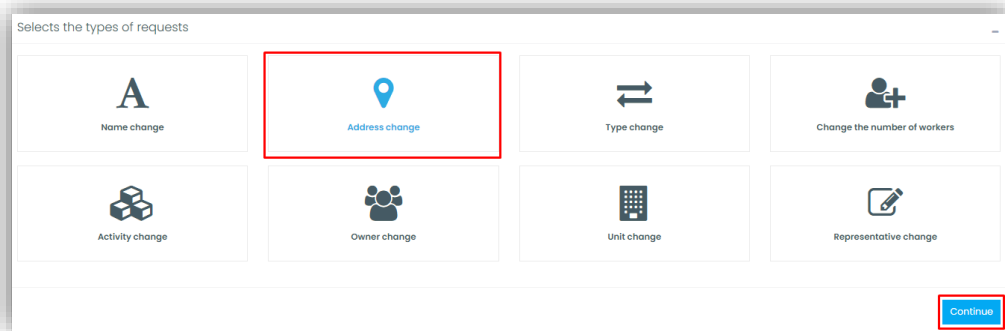


Figure 251 - Application to change the address

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

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:

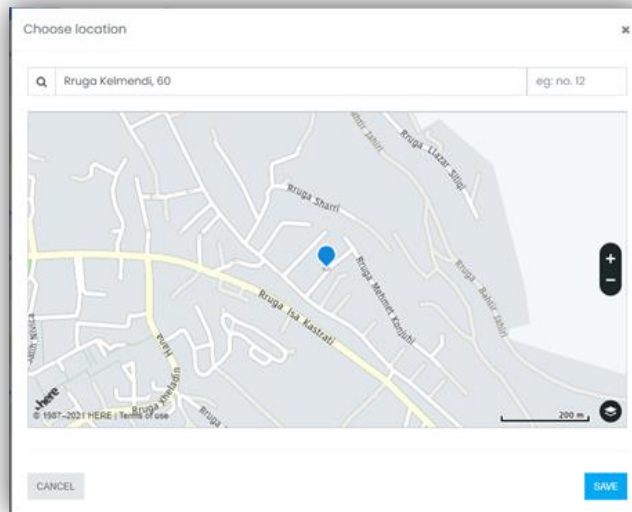


Figure 252 – Choosing the location

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:

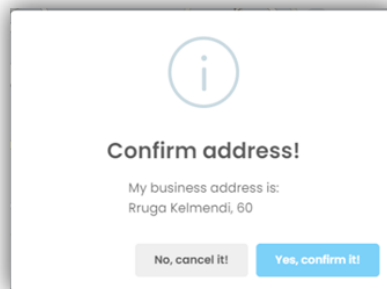


Figure 253 – Confirmation of the address

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

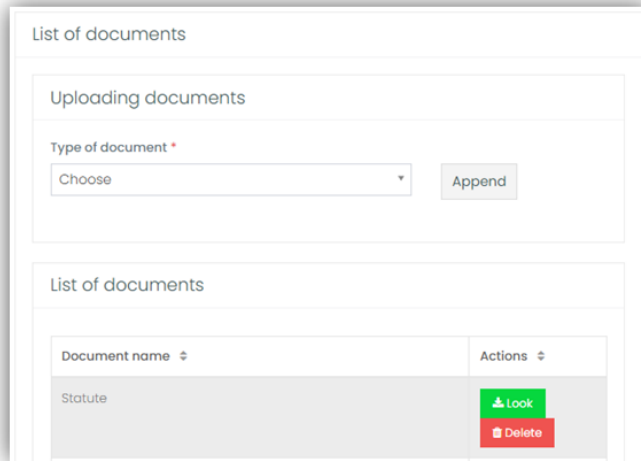


Figure 254 – Request with the data

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:

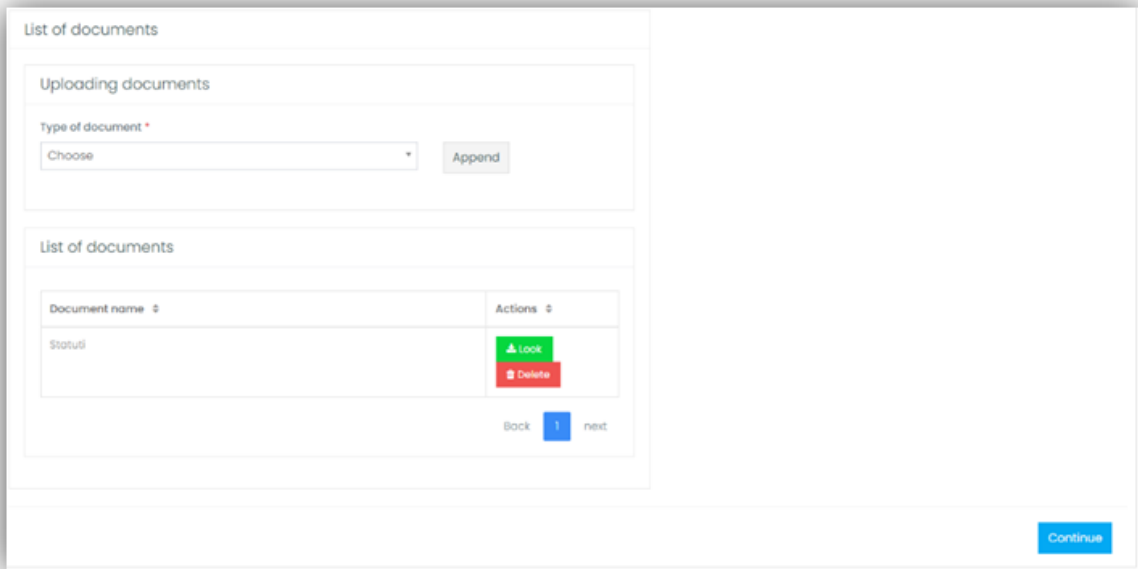
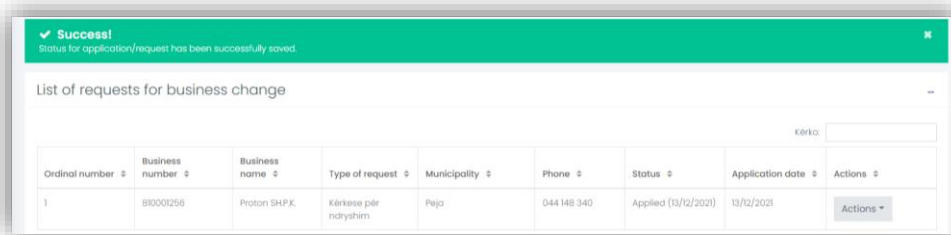


Figure 255 - Statute

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 requests for business change

Kërko:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	80000256	Proton SHPK	Kërkesë për ndryshim	Peja	044 148 340	Applied (13/12/2021)	13/12/2021	Actions

Figure 256 – List of requests

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

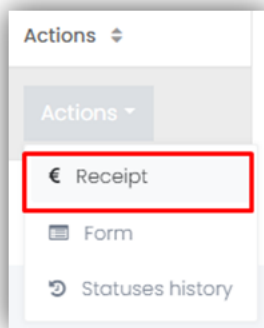


Figure 257 – Actions options

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

Republika e Kosovës Republika Kosova - Republic of Kosova
 Qeveria - Vlada - Government
 Ministria e Tregëtisë dhe Industrisë
 Ministarstvo Trgovine i Industrije - Ministry of Trade and Industry
 AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPS BIZNISA /
 BUSINESS REGISTRATION AGENCY
 REGJISTRIMI I BIZNESIT / UPS BIZNISA / BUSINESS REGISTRATION

Emri / Mbiemri Ime / Prezime Name / Surname	Shpktest		Kodi i të hyrës Kod Priloda Incoms code
Emri / Mbiemri Ime / Prezime Name / Surname	187067		50204
Shuma Iznos Amount	€ 10.00	Data Datum Date	09/12/2018
Me fjalë Rečima In words	Dhjetë Euro e Zero Cent		
Llogaria bankare Račun sprovizora Bank account	1000420070000179		
Lëshuar nga Izdato od Issued by			

Vitejçe: Afati pagesës së faturs është 3 ditë pune.

Republika e Kosovës Republika Kosova - Republic of Kosova
 Qeveria - Vlada - Government
 Ministria e Tregëtisë dhe Industrisë
 Ministarstvo Trgovine i Industrije - Ministry of Trade and Industry
 AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIJA ZA UPS BIZNISA /
 BUSINESS REGISTRATION AGENCY
 REGJISTRIMI I BIZNESIT / UPS BIZNISA / BUSINESS REGISTRATION

Emri / Mbiemri Ime / Prezime Name / Surname	Shpktest		Kodi i të hyrës Kod Priloda Incoms code
Emri / Mbiemri Ime / Prezime Name / Surname	187067		50204
Shuma Iznos Amount	€ 10.00	Data Datum Date	09/12/2018
Me fjalë Rečima In words	Dhjetë Euro e Zero Cent		
Llogaria bankare Račun sprovizora Bank account	1000420070000179		
Lëshuar nga Izdato od Issued by			

Vitejçe: Afati pagesës së faturs është 3 ditë pune.

Figure 258 - Receipt

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

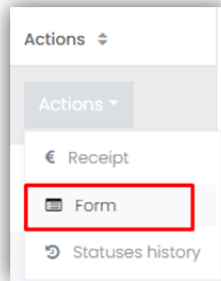


Figure 259 - Open the report

Report looks like as following:

A3



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



Vetëm për shfrytëzim zyrtar / Samo za službenu upotrebu / For Official Use Only

Numeri i fletëparaqitjes / Broj zahteva / Application Number	25030004518
Numeri i biznesit / Broj biznesa / Business number	812056928

Fletëparaqitja për ndërrim të Emrit të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Otraktërisë së kufizuar ose Kompanisë së huaj
Application for a change of Name of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zabeve za promenu imena
Dobitarskih Društava, Društava sa Ograničenom Odgovornošću, Ograničenog partnerstva ili Inostranog društva

1.Emri i biznesit / Name of Business / Ime biznesa:	Shpktest
2.Emri tregtar / Trade Name / Trgovala ime:	
3. Adresa e vjetër biznesit / Old Business Address / Stara Adresa biznesa:	
Shteti /Territori/ Country/Territory/ Drzava/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Ferizaj
Rruga dhe nr / Street and no / Ulica i br.:	Rruga Deme Ahmeti, 2
Tel/Fax:	+37775444444
E-mail:	info@ehc.com
Faqja e internetit / Web site/ Internet Stranica:	
4. Adresa e re e biznesit / New Business Address / Nova Adresa biznesa:	
Shteti /Territori/ Country/Territory/ Drzava/Teritorija:	Kosova
Komuna/ Municipality/ Opština:	Ferizaj
Vendi/ Place/ Naselje:	Bablak
Rruga dhe nr / Street and no / Ulica i br.:	Rruga Agim Bajrami, nr.12
Tel/Fax:	+12222222222
E-mail:	test@tes.com
Faqja e internetit / Web site/ Internet Stranica:	www.test.com

Figure 260 - Report

8.3. Request to change the type

Selecting the request for type change is displayed as follows:

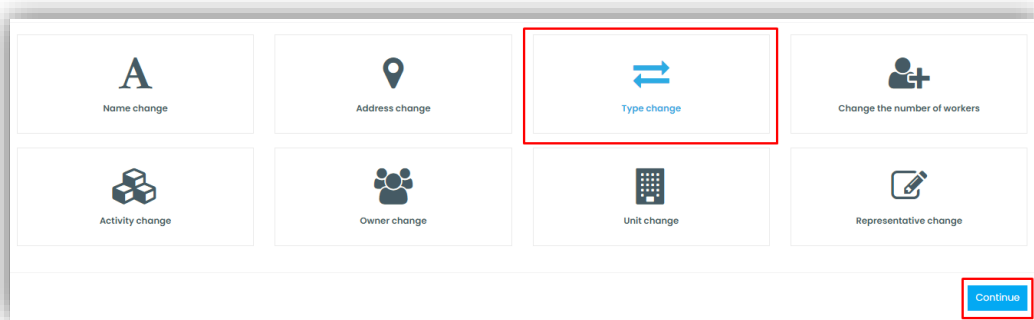


Figure 261 - Apply for type change

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

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:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	8000256	Proton SH.P.K.	Request for change of type	Peja	044 148 340	Applied (14/12/2021)	14/12/2021	Actions

Figure 263 - List of requests

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

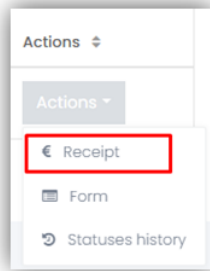


Figure 264 - Actions options

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

Figure 265 – Receipt

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

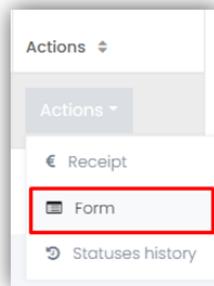


Figure 266 - Open the report

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

Request for change of employed number Documents

Current number of workers: 12 Number of workers for change: 10

Guidelines

IV. Documents that are required to change number of employees in Individual Business or General Partnership:

1. Filling the AS form,
2. Copy of business certificate,
3. Copy of the ID card for owner (owners).

Uploading documents

Type of document: Choose Append

List of documents

Document name	Actions
Application form	Look Delete

Back 1 next

Continue

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:

Request for change of employed number Documents

Documents

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	Look Delete

Back 1 next

Finish

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:

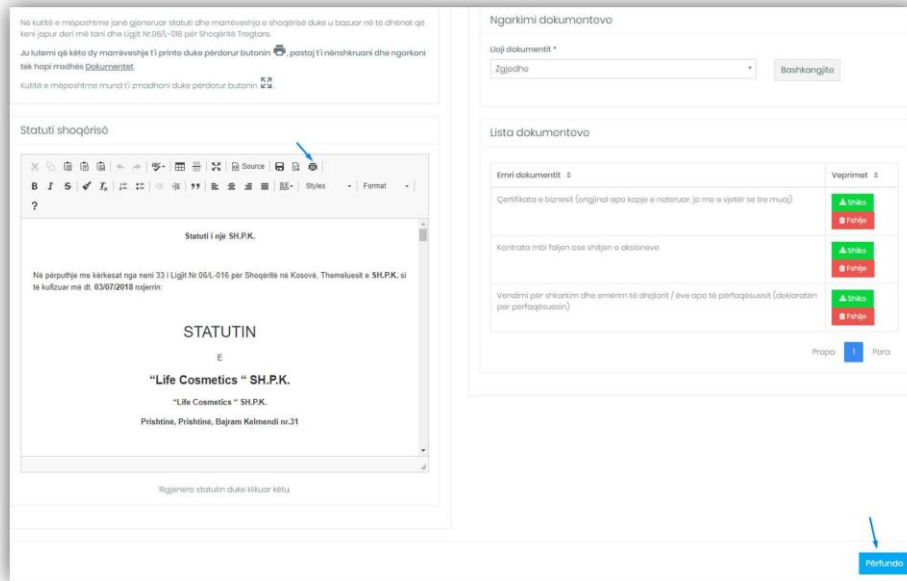


Figure 271 – Statute

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:

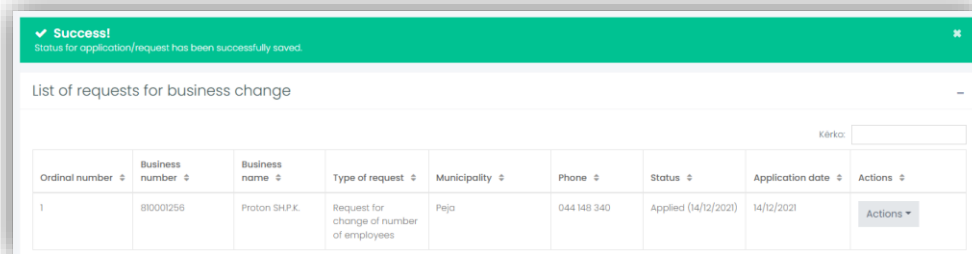


Figure 272 - List of requests

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

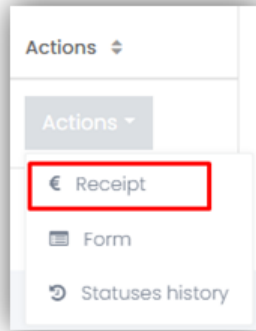


Figure 273 - Actions options

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

 Two identical screenshots of a receipt form from the Republic of Kosovo. The form is titled 'Republika e Kosovës / Republika Kosovo - Republic of Kosovo' and is issued by the 'Ministria e Tregëtisë dhe Industrisë' (Ministry of Trade and Industry). The receipt details include:

- Shprehësi (Issuer): 187067
- Shuma (Amount): 10.00 Euro
- Data (Date): 10/12/2018
- Dhjetë Euro e Zero Cent
- Llogaria bankare (Bank account): 1000420070000179
- UNREF: MTF6D000000922W

 The form also includes a barcode and instructions for payment.

Figure 274 - Receipt

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

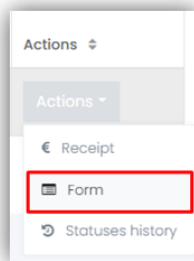


Figure 275 - Open the report

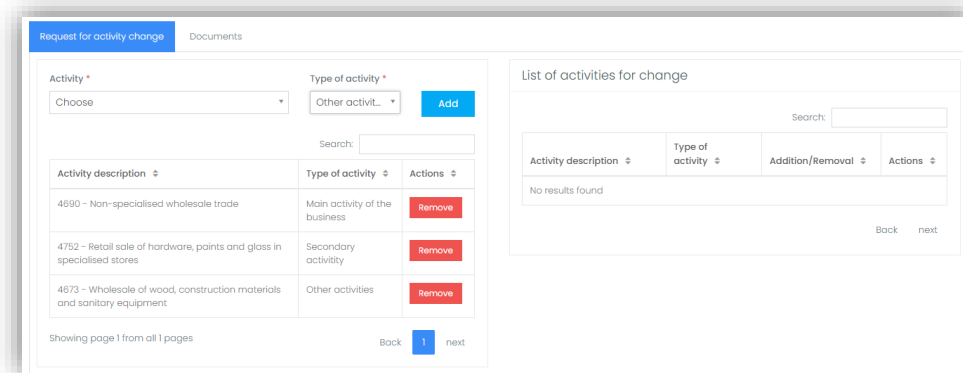


Figure 278 - Application to change the activities

After selecting the activity and type of activity as follows:

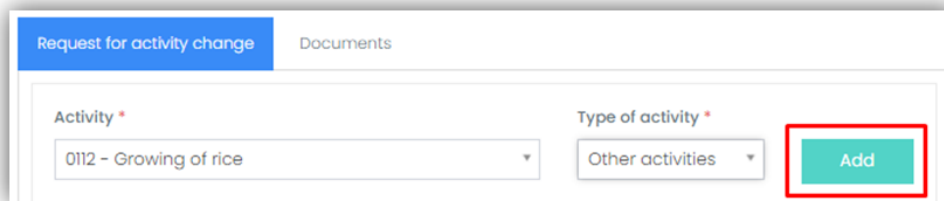


Figure 279 - Filling in the data to add the activity

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

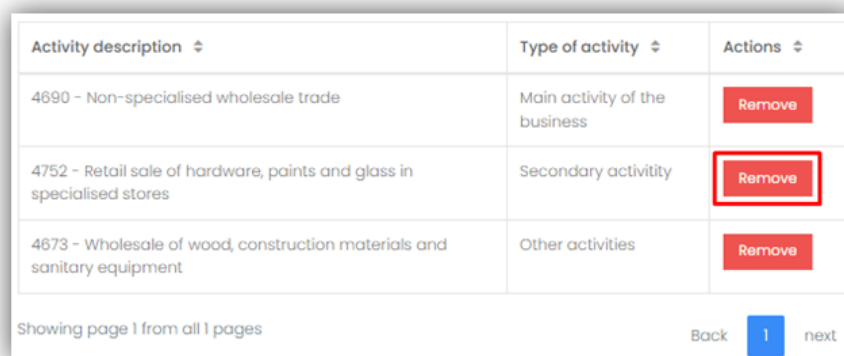


Figure 280 – Adding the new activity

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:

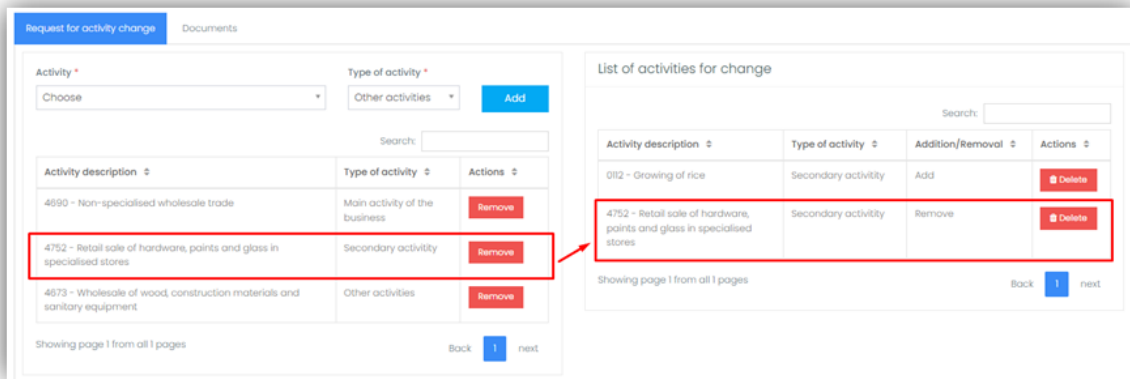


Figure 281 – Removing the activity

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:

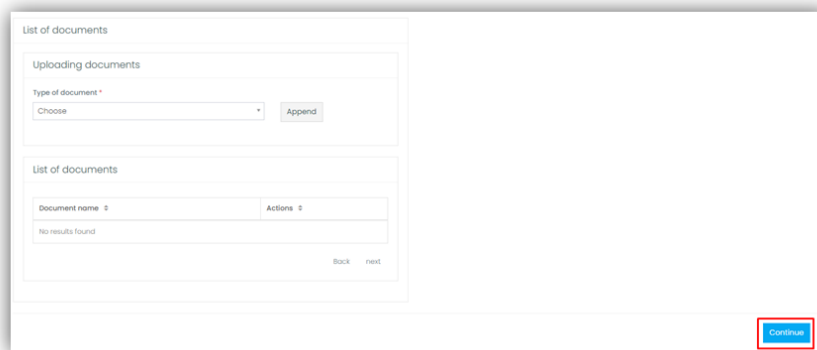


Figure 282 - Filling in the data

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

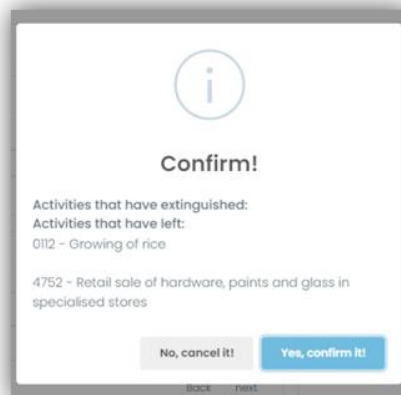


Figure 283 – Confirmation of the request

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

Figure 284 - Statute

Request for activity change Documents

Documents

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	Look Delete

Back 1 next

Finish

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!
Statute for application/request has been successfully saved.

List of requests for business change

Kidri:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	80000256	Proton SHPK	Request for adding or removing activities	Paja	044 148 340	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:

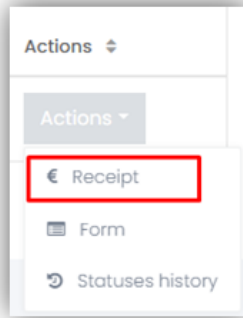


Figure 286 - Actions options

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

 Two identical screenshots of a receipt form from the Ministry of Trade and Industry of Kosovo. The form is titled 'Republika e Kosovës / Republika Kosova - Republic of Kosovo' and 'AGENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIA ZA UPS BIZNISA / BUSINESS REGISTRATION AGENCY'. It contains the following fields:

- Shpktest:** 187067
- Amount:** 10.00 (with Euro symbol €)
- Date:** 10/12/2018
- Description:** Dhjetë Euro e Zero Cent
- Bank account:** 1000420070000179
- Income code:** 50204
- Barcode:** UNIREF MTF60000003923Y

 The form also includes a note: 'Kërkesë për shtimin apo heqjen e aktivitetit' and a signature line: 'Nënshkrimi dhe vula e bankës / Pjesë e postës bankare / Bank signature and stamp'.

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:

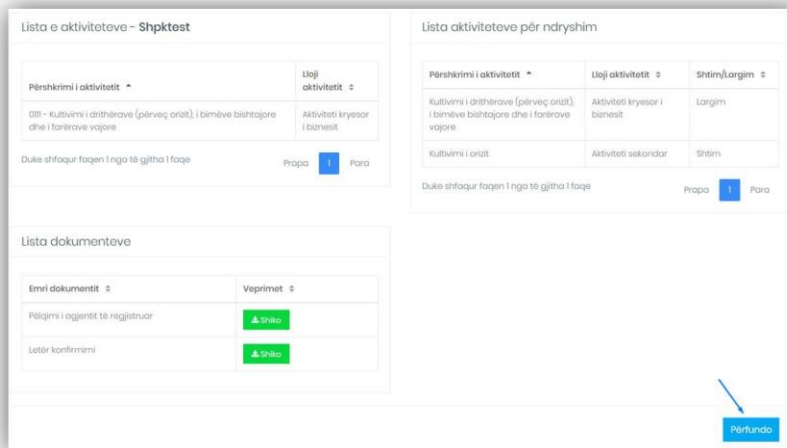


Figure 288 - View the request

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

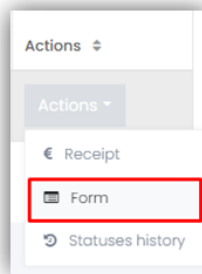


Figure 289 - Open the report

Report looks like as follows:

A6

Republika e Kosovës - Republika Kosovo - Republic of Kosovo
 Qeveria e Madhe - Government
 Ministria e Tregëtisë dhe Industrisë / Ministria e Tregëtisë / Industrie / Ministry of Trade and Industry

ARBK

Fletë për shfrytëzim zyrtar / Samo za službeno upotrebu / For Official Use Only

Numeri i fletëparapajës / Broj zbirke / Application Number: 2506006818

Numeri i biznesit / Broj biznesa / Business number: 81205928

Fletëparapajës për adresim të Veprimtarisë të Shqiptarëve, Shqiptarëve me përfaqësim të kulluar, Ortakëri të kulluar me Komunitet të Bujë

Udhëzime për adresim të Veprimtarisë të Shqiptarëve, Shqiptarëve me përfaqësim të kulluar, Ortakëri të kulluar me Komunitet të Bujë

1. Emri i biznesit / Name of Business / Naziv biznisa: Shpktest

2. Aplikuesi / Applicant / Podnositelj zbirke

Emri / Name / Ime:	Test Test
ID (ID-ja personale / ID-ja e SH / ID Personal / IDLE / IDLE / IDL / ID PL / ID):	1252004285
Shteti / Territory / Country / Territorij / Drzava / Teritorija:	Kosova
Komuna / Municipality / Opština:	Vit
Vendi / Place / Naselje:	Prishtinë
Birori / Office:	Statine E Epleme
Vendi i postës (postimi në biznes / Postimi i biznesit / Poslovna adresa):	Agjenti i Regjistruar
Adresat e informacionit për biznesin / Adresa informacioni / Additional information / Održavna / Poslovna adresa:	
Tel/Fax:	+37744123123
E-mail:	test@gmail.com

3. Veprimtaritë / Aktivitete / Delatnosti

Për shtim / For addition / Za zavisnost	
Veprimtari / Aktivitet / Delatnost	Përshkrimi / Description / Opis
0112	Kulturimi i orarit

Figure 290 - Report

8.6. Request to change the unit

Selecting the unit change request is displayed as follows:

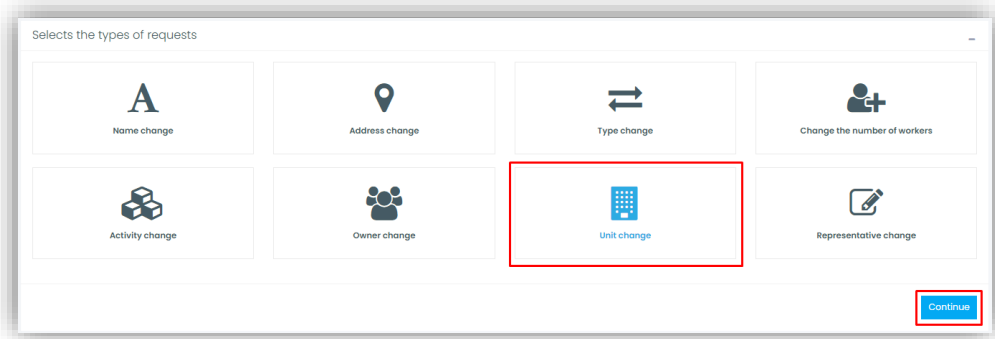


Figure 291 – Application to change the unit

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:

The screenshot shows the "Request for unit change" form. At the top, there are dropdown menus for "Unit name", "Type of activity", and "Municipality", each with a "Choose" button. Below these are "Country" and "Address" dropdowns, with a "Choose location" button and an "Add" button. The "List of units" section contains a search bar and a table with columns for "Unit name", "Type of activity", "Address", and "Actions". The table lists two units, both with "Actions" buttons. Below the table is a pagination control showing "Showing page 1 from all 1 pages" and "Back" and "next" buttons. The "List of units for change" section has a search bar and a table with columns for "Unit name", "Type of activity", "Address", "Action type", and "Actions". The table is currently empty, with a message "Nik isihê gjetur asnjë rezultat." and "Propa Para" buttons. At the bottom, there is an "Uploading documents" section with a "Type of document" dropdown and an "Append" button.

Figure 292 – Form to change the unit

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

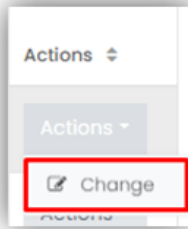


Figure 293 - Actions options

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

Figure 294 – Edit the unit

A screenshot of a web form titled 'Request for unit change'. The form contains several input fields: 'Unit name' (with 'Proton Njësia Nr.3' entered), 'Type of activity' (with '4573 - Wholesale of wood, construction materials and sanita...' selected), 'Municipality' (with 'Prishtinë' selected), 'Country' (with 'Çaglavicë' selected), and 'Address' (which is currently empty and highlighted with a red box). There is an 'Add' button to the right of the address field. Below the form are two tables: 'List of units' and 'List of units for change'. The 'List of units' table has columns for 'Unit name', 'Type of activity', 'Address', and 'Actions'. It contains one row with data: 'Proton Njësia Nr.3', '4573 - Wholesale of wood, construction materials and sanitary equipment', 'Prishtinë, Çaglavicë,', and 'Actions'. The 'List of units for change' table is empty and has a search bar.

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

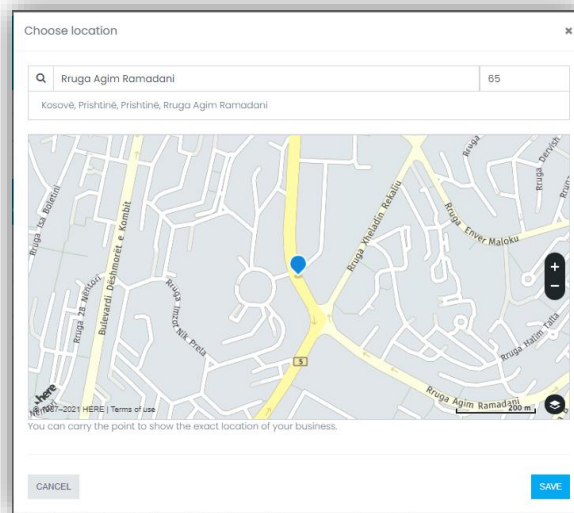


Figure 295 - Choosing the address

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:

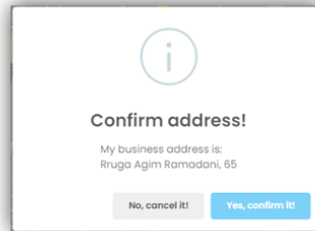


Figure 296 – Confirmation of the address

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

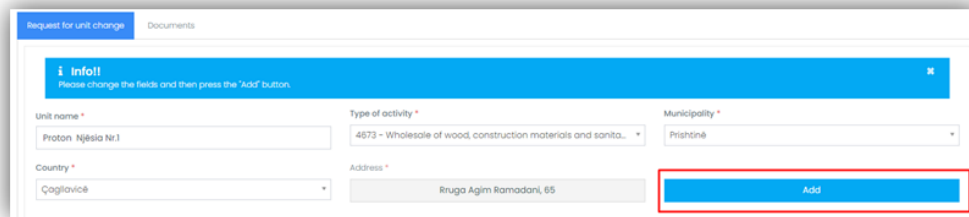


Figure 297 – Adding the unit

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

List of units for change

Kërko:

Unit name ⇅	Type of activity ⇅	Address ⇅	Action type ⇅	Actions ⇅
Proton Njësia Nr.1	4673 - Wholesale of wood, construction materials and sanitary equipment	Prishtinë, Çagllavicë, Ruga 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:

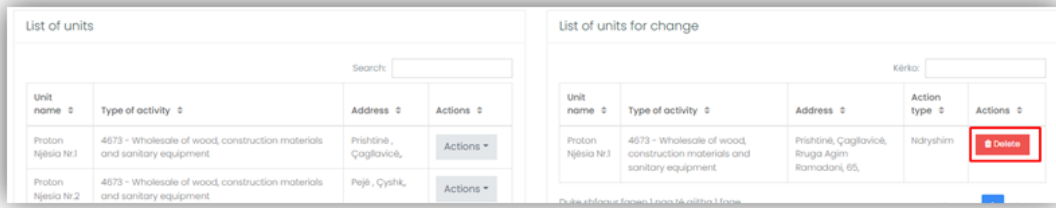


Figure 299 – Removing the unit

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:

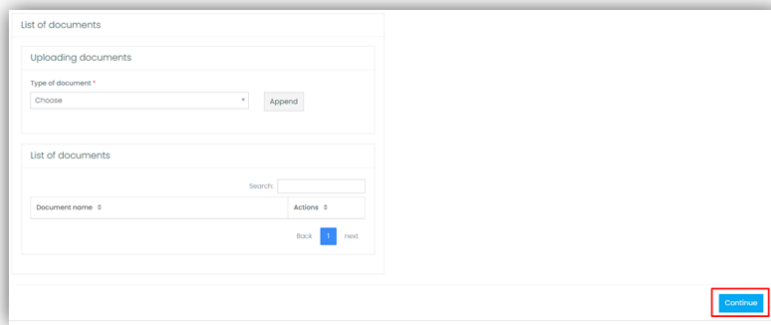


Figure 300 - Filling in the data

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

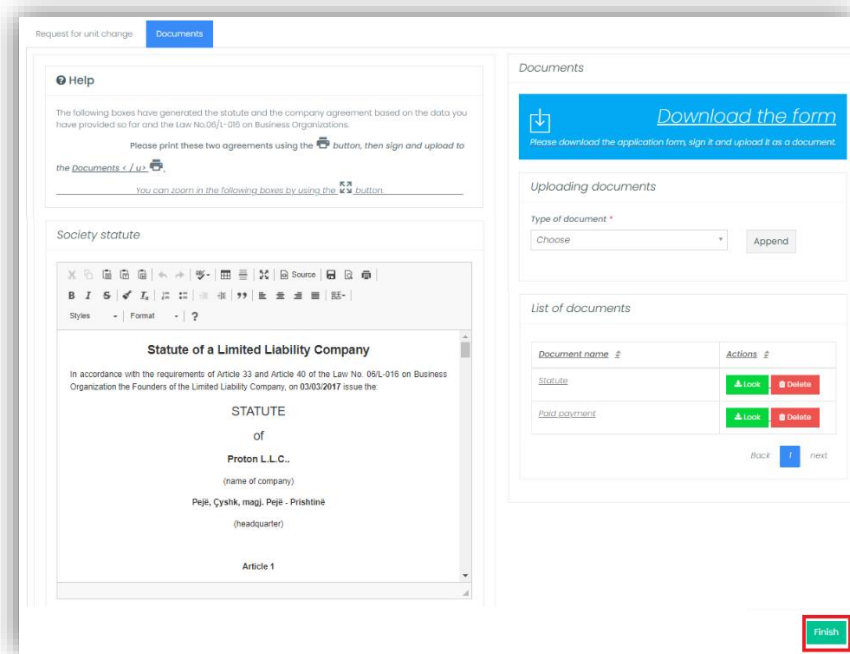


Figure 301 - Statute

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/request has been successfully saved.

List of requests for business change

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	81000256	Praton SH.P.K.	Request to add or change the unit	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:

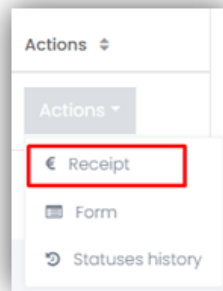


Figure 303 - Actions options

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 Kosovo

Qeveria - Vlada - Government / Ministria e Tregëtisë dhe Industrisë - Ministry of Trade and Industry

AGENCIA PËR REGJISTRIMIN E BIZNISIT / AGENCIJA ZA UPS BIZNISA / BUSINESS REGISTRATION AGENCY

REGISTRIMI I BIZNISIT / UPS BIZNISA / BUSINESS REGISTRATION

Emri / Mbiemri i/në / Prezime / Name / Surname: Shpktest

Kodi i të hyrës / Kod Pribreda / Docum code: 50204

Përshkrimi / Opis / Description: 187067

Lloji i kërkesës: Lloji kërkesës

Shuma / Zëmi / Amount: € 10.00

Data / Datum / Date: 10/12/2018

Me fjalë / Rečima / In words: Dhjetë Euro e Zero Cent

Ulogueta / Bankare / Bank account: 1000420070000179

Lehtësi nga / Datum od / Issued by: [Blank]

Nënbërkitimi dhe vula e bankës / Potpis i pošt banke / Bank signature and stamp: [Blank]

Vendje: Atëri paguesit së fatutës është 3 ditë para.

UNIREF MTF600000039240

Figure 304 - Receipt

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

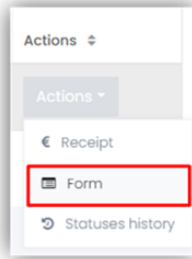


Figure 305 - Open the report

Report looks like as follows:

A10

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

Vetëm për shfrytëzim zyrtar / Samo za službeno upotrebu / For Official Use Only

Nomer i Bëfparaqitjes / Broj zahteva / Application Number	25090004918
Nomer i biznesit / Broj biznesa / Business number	812056928

Fletëparaqitja për ndërrim të Njësitë të Shoqërisë akcionare, Shoqërisë me përgjegjësi të kufizuar, Ortakërisë së kufizuar ose Kompanisë së limituar
 Application for a change a Units of Joint Stock Company, Limited Liability Company, limited partnership or a foreign company Zahtev za promenu Jedinica Društvarskih Društava, Društava sa Ograničenom Odgovornošću, Ograničenom partnerstva ili Inostranog društva

1.Emri i biznesit / Name of Business / Ime biznesa:	Shqktest
---	----------

2. Aplikuesi / Applicant / Podnosioac zahteva	
Emri / Name / Ime:	Test Test
ID (ID-a personale / ID-a e SL) ID (Personal ID-LE ID/ID (Li-Id) ID-PI):	1252004285
Shteti /Territori /Country/Territory/ Detyra/Territorija:	Kosova
Komuna / Municipality/ Opština:	Viti
Vendi / Place/ Naselje:	Prishtinë
Rruga / Street/Ulica:	Slatinë E Epërme
Vendi / posto (qendër) në biznes / Postovanje) in the business / Radno mesto(a) unutar biznisa:	Agjent i Regjistruar
Autorizime/Informata plotësuese/ Authorizations/ Additional information/ Ovlaštenja/ Dopunske informacije:	
Tel/Fax:	+37744123123
E-mail:	test@gmail.com
Faqja e internetit / Web site/ Internet Stranica:	

Ovdje se informira o dionici, net opće javi ili vidjeti, da li osoba, čije podatke i podatke dionice namjeri sa informacija o dionici, osobama ne dionici, uključiti ili isključiti iz knjige dionica/uzorak svoj status, ili registrirati sa ili sa dionici.

Uvjerite da ste dali sve informacije koje ste dali i da su tačne. Any misrepresentation and/or omission in the information I have given will render me liable to possible penalties, immediate suspension of this application or revocation of registration of dionici granted.

Kupon kopirati, da ne postarati se pred sudom i sudu. Svaka dionica treba biti izdati u skladu sa zakonima, statutima i drugim aktima koji se odnose na dionice.

Nënskrimi: Signature: Potpis:	Data: Date: Datum: 10/12/2018
-------------------------------------	-------------------------------------

Figure 306 - Report

8.7. Request to change the equity

By selecting the equity change request as follows:

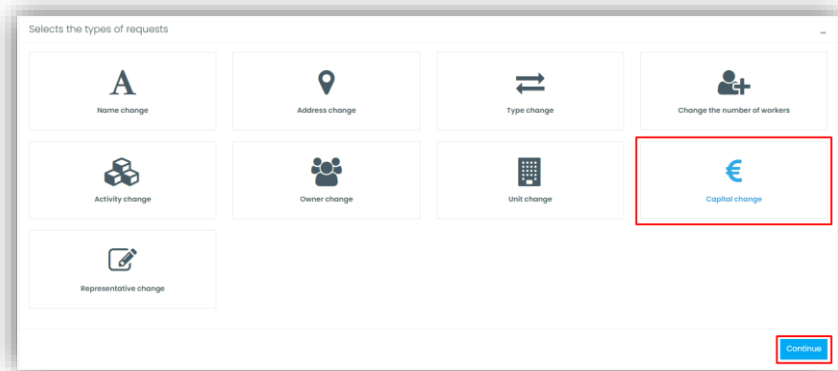


Figure 307 – Application to change the equity

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:

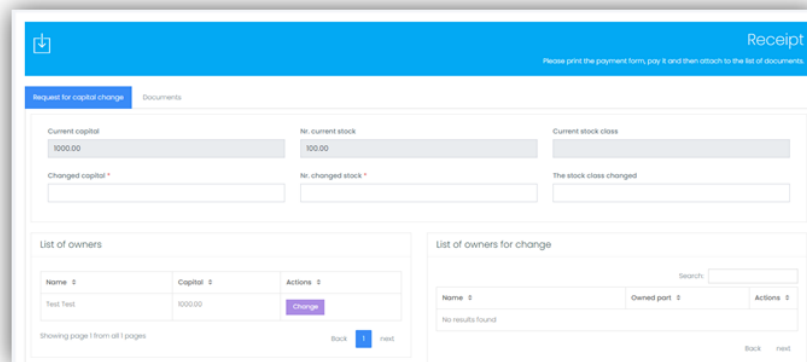


Figure 308 – Filling in the data for equity

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:

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:

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:

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:

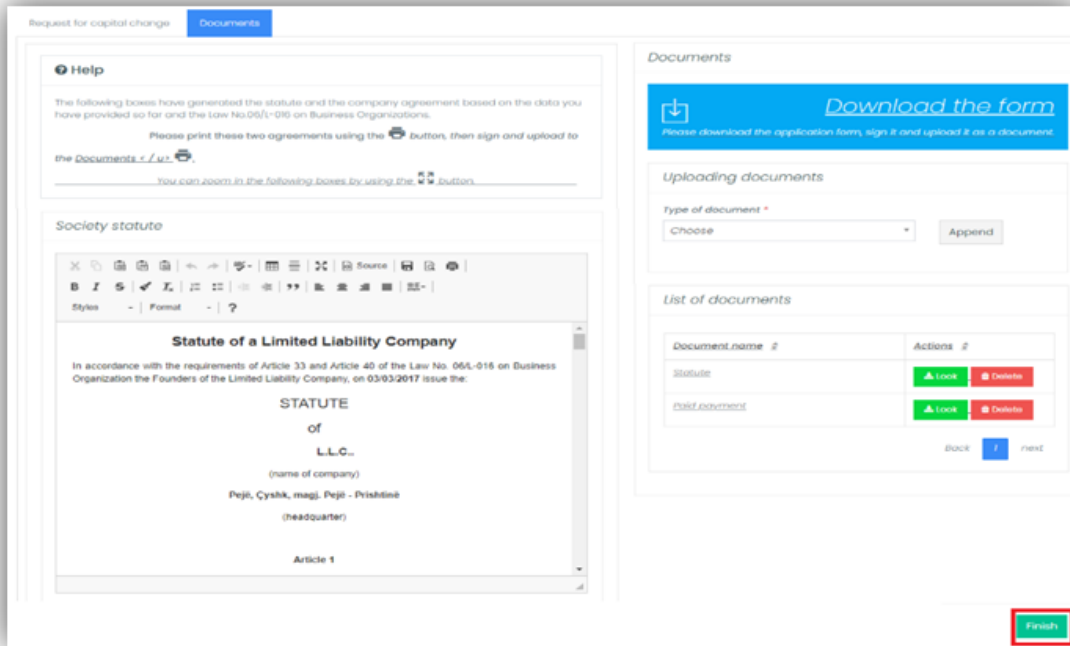


Figure 312 - Statute

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:

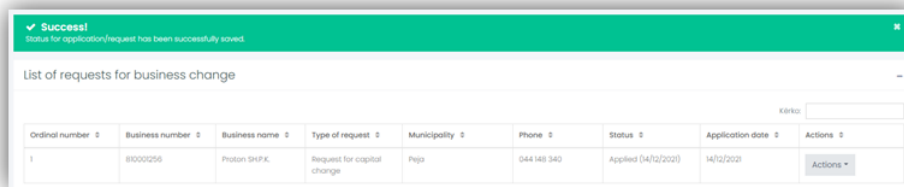


Figure 313 - List of requests

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:

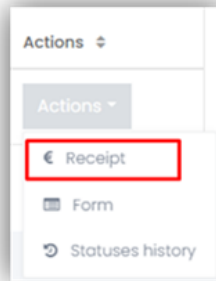


Figure 314 - Actions options

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

 A screenshot of a receipt form from the Agency for Business Registration in Kosovo. The form is titled 'Republika e Kosovës Republika Kosova - Republic of Kosovo' and includes the following fields:

- Emri / Mbiemri / Imer / Prezime / Name / Surname:** Shpktest
- Prodhuesit / Opis / Description:** 187067
- Shuma / Tërës / Amount:** € 10.00
- Data / Datë / Date:** 10/12/2018
- Numri i llogaritjes / Bank account:** 1000420070000179
- Monedha / Valuta / Currency:** Dhjetë Euro e Zero Cent
- Kodi i tregut / Kod Përbashkë / Income code:** 50204
- Lloji i kërkesës / Kërkesë për ndryshim të kapitalit**
- UNIREF:** MTF6D0000039252

Figure 315 - Receipt

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

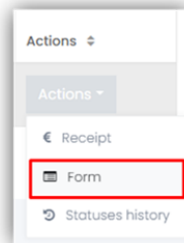


Figure 316 - Open the report

Report looks like as follows:

A6

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

ARBK

Fillore për informacion shtesë / Samo za shifrenë shtesë / For Official Use Only

Nomer i Identifikimit / Identifikimi / Application Number: 2510005018

Nomer i Biznesit / Identifikimi / Business number: 812056628

Fitëprapaqja për ndërrim të Kapitalit të Shoqërisë aksionare, Shoqërisë me përgjegjësi të kufizuar, Otradičnoj et kafizuar ose Kompanisë të Bujë
 Shareholder Meeting, Meeting of limited liability company, limited partnership or a foreign company, Zbore za promenu Kapitala Kompanije, Skupština, Društvo sa ograničenom odgovornošću, Ograničeno društvo

I. Emri i Biznesit / Name of Business / Ime Biznesit: Shtëpiat

1. Kapitali themelor / Initial capital / Osnovni Kapital:

Shuma e përgjithshme e Kapitalit € Total capital in capital €: 7000.00

Plota / Full paid part / Ishplota din: 5200.00

Nomer i aksioneve / Nomeri dhe kategoritë e aksioneve (nën varësi të kategorisë); Number of shares per value and classes of shares (for comparison only); Broj aksionara, klasa i kategoritë aksionara (nën varësi të kategorisë)

Nomer i aksioneve / Number of shares / Broj aksionara: 5000

Vlera nominale / Nominal value / Nominale vrednost: 1.400000000

Shena / Shena / Shena: Promare

2. Kapitali i ndryshuar / Change of the capital / Promena Kapitala:

Shuma e përgjithshme e Kapitalit të ndryshuar € Total capital with change €: 10000.00

Shuma e kapitalit të ndryshuar € Change in capital in promena €: 10000.00

Plota / Full paid part / Ishplota din: 10000.00

Nomer i aksioneve / Nomeri dhe kategoritë e aksioneve (nën varësi të kategorisë); Number of shares per value and classes of shares (for comparison only); Broj aksionara, klasa i kategoritë aksionara (nën varësi të kategorisë)

Nomer i aksioneve / Number of shares / Broj aksionara: 100

Vlera nominale / Nominal value / Nominale vrednost: 100.000000000

Shena / Shena / Shena: Total

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

Name change	Address change	Type change	Change the number of workers
Activity change	Owner change	Unit change	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:

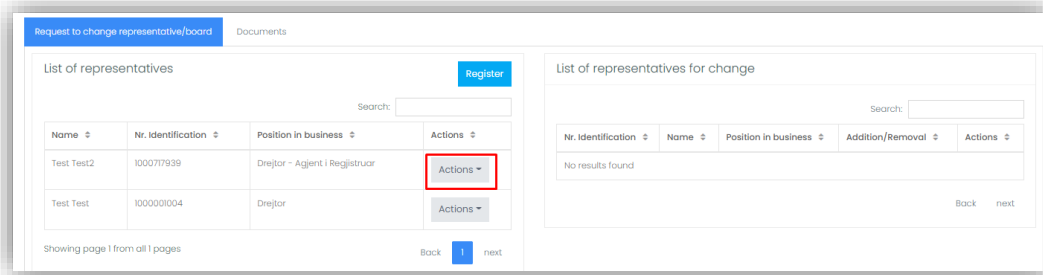


Figure 319 - Form of the request

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

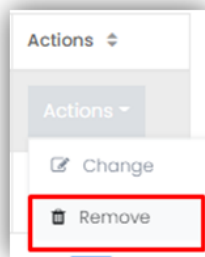


Figure 320 – Removing the representative/director

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

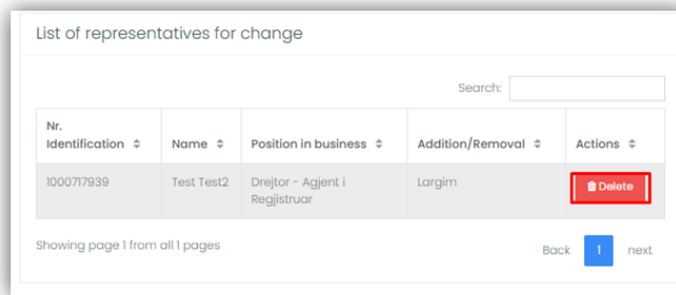


Figure 321 - Removing the representative/director

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:

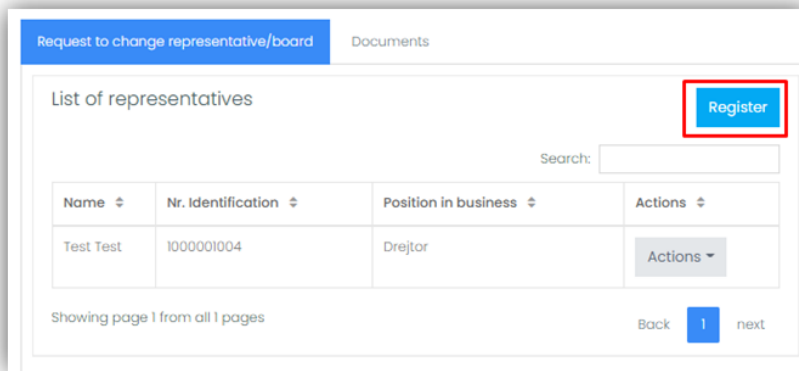


Figure 323 – Registration

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:

The screenshot shows a registration form titled 'Register the representative/director'. At the top left, there is a checkbox labeled 'Foreign citizen'. Below it is a 'Personal number' field with an asterisk and an 'Append' button. The form is divided into several sections: 'Name' (with 'Name' and 'Surname' fields), 'Date of birth', 'Gender', 'Citizenship', and 'Ethnic affiliation'. Below these are 'State', 'Municipality', and 'Residence' fields. There are also 'Address', 'Phone', and 'E-mail' fields. At the bottom, there is a 'Position in business' dropdown menu and an 'Autorizations' section with a text area containing 'By law and statute.' and a 'Register' button.

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:

Register the representative/director

Foreign citizen

Personal number *
1247459894

Identification document *
1 Dokument...

Name *
Test

Surname *
Test

Date of birth *
01/01/1927

Gender *
Male

Citizenship *
Kosovar

Ethnic affiliation *
Albanian
Please choose you ethnicity.

State *
Kosova

Municipality *
Podujevë

Residence *
Dyz

Address *
Treset

Phone
+(383) 44-125-125

E-mail
tes@tets.com

Position in business *
Executive director
Please enter job position in the business.

Authorizations
By law and statute.

Register

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:

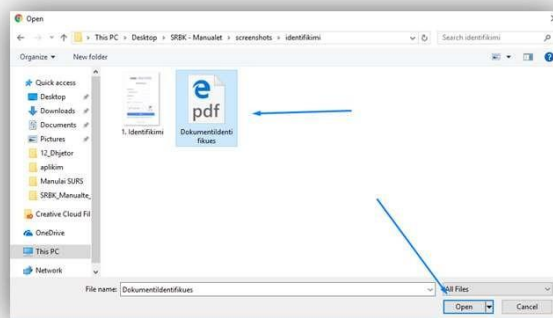


Figure 326 - Attaching the document

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

Register the representative/director

Foreign citizen

Personal number * 1247459894

Identification document * I Dokument...

Name * Test

Surname * Test

Date of birth * 01/01/1927

Gender * Male

Citizenship * Kosovar

Ethnic affiliation * Albanian
Please choose you ethnicity.

State * Kosovo

Municipality * Podujevë

Residence * Dyz

Address * Teset

Phone +(383) 44-125-125

E-mail tes@tets.com

Position in business * Executive director
Please enter job position in the business.

Authorizations By law and statute.

Register

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:

List of representatives for change

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

Showing page 1 from all 1 pages

Back 1 next

Figure 328 - List with the changes

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

Regjistrimi përfaqësuesit/drejtorit

Person fizik
 Person juridik

NUI *
 Emri biznesit *
 Dokumenti identifikues *

Komuna *
 Vendi *
 Adresa *

Pozita në biznes *
 Telefoni *
 E-mail *

Autorizimet *

Përgjegjësia e pakufizuar

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:

Regjistrimi përfaqësuesit/drejtorit

Person fizik
 Person juridik

NUI *
 Emri biznesit *
 Dokumenti identifikues *

Komuna *
 Vendi *
 Adresa *

Pozita në biznes *
 Telefoni *
 E-mail *

Autorizimet *

Përgjegjësia e pakufizuar

Ju lutem ngarkoni certifikatën e biznesit.

Ju lutem shënoni pozitën e punës në biznes.

Ju lutem shënoni autorizimet që ka personi përgjegjës që po regjistroni.

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:

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
100000030	Test Test	Accountant	Shtim	Fshije
1500580599	Ylber Murselli	Drejtor	Largim	Fshije
812050986	Test Test	Raportor/ajmerues	Shtim	Fshije

Duke shfaqur faqen 1 nga të gjitha 1 faqe

Para 1 Para

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:

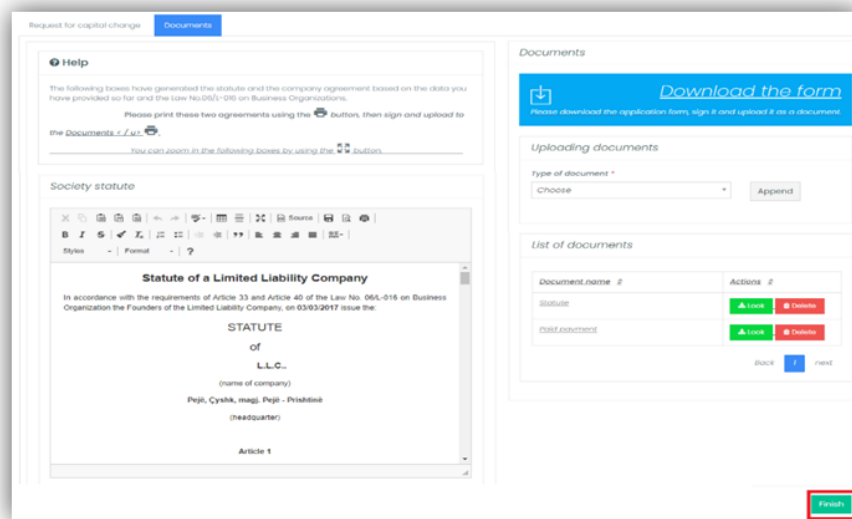


Figure 333 - Statute

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:

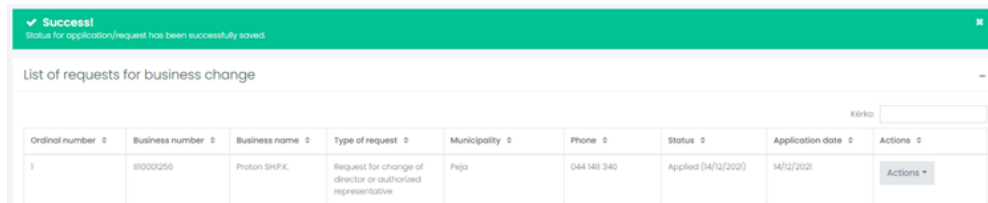


Figure 334 - List of requests

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:

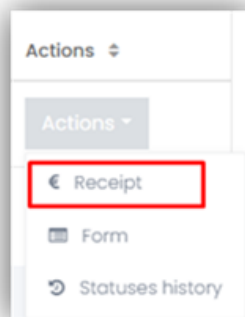


Figure 335 - Actions options

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 Kosovo
 Qeveria e Kosovës Government
 Ministria e Tregëtisë dhe Industrisë Ministry of Trade and Industry
 AGENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIA ZA UPIS BIZNISA /
 BUSINESS REGISTRATION AGENCY
 REGJISTRIMI I BIZNESIT / UPIS BIZNISA / BUSINESS REGISTRATION

Kodi i titullit
 Kod Priboda
 Invoice code
50204

Lloji i kërkesës
Kërkesë për ndryshim e drejtorit apo përfaqësuesit të autorizuar

Emri / Mbiemri
 Imer / Prentice
 Name / Surname
Shpktest

Prodhimi
 Opis
 Description
187067

Shuma
 Imer
 Amount
€ 10.00 Data
 Datum
 Date
10/12/2018

Me fjald
 Babilina
 In words
Dhjetë Euro e Zero Cent

Llogaria bankare
 Banki, shifra bankare
 Bank account
1000420070000179

Lidhësit nga
 Lidhësit nga
 Issued by

Nivënkrimi dhe vula e bankës
 Përsipis i postat bankare
 Bank signature and stamp

UNIREF MTF6D0000038264

Viteçkyj: Aftak paguvsit at faktoris dshat 3.000 pava.

Figure 336 Receipt

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

Actions

Actions

- € Receipt
- Form**
- Statures history

Figure 337 - Open the report

Report looks like as follows:

A9

Republika e Kosovës-Republika Kosovo - Republic of Kosovo
 Qeveria e Kosovës - Government
 Ministria e Tregëtisë dhe Industrisë /Ministry of Trade and Industry

Formë për aplikim online / Forma za online aplikaciju / For Official Use Only

Nazari /Kategorizimi /Klasifikimi /Application Number: 20/20000118

Nazari /Nomeni / Broj Nomeni / Business number: 810268026

Fluturimi për adresën e Drejtuesit të Shprehurë të Kompanisë, Shoqërisë me përgjegjësi të kufizuar, Ombudhërit të kufizuar ose Agjencisë për tregëti të Anëtarëve të Kompanisë, Kompanisë, Shoqërisë me përgjegjësi të kufizuar, Ombudhërit të kufizuar ose Agjencisë për tregëti të Anëtarëve të Kompanisë, Kompanisë, Shoqërisë me përgjegjësi të kufizuar, Ombudhërit të kufizuar ose Agjencisë për tregëti të Anëtarëve të Kompanisë.

Nazari /Nomeni / Name of Business / Broj Nomeni: **Shkupit**

Emrat e qendrës së Drejtuesit të Kompanisë / Old Names of the Directors of Business / Nova Imena Direktorov Poslovanja:

Emri /Name/Ime	L.Nj /ID/L.N.
1. Enal Tasi	120504205
2. Ergin Haxhi	117268312
3. * FIDANI - ESO* SH.P.K.	810002113
4. *Vitet Mujari	120000098

5. Agjencitë / Agjencitë / Profesionet e Kompanisë

Emri /Name/Ime	Tipi /Type
120504205	120504205
Kosova	Kosova
Vite	Vite
Prishtine	Prishtine
Shkupit E Epërme	Shkupit E Epërme
Agjent - Regjistruar	Agjent - Regjistruar
+3746123123	+3746123123
haxhi@gmail.com	haxhi@gmail.com










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Figure 338 - Report

8.9. Request to change the owner

Selecting the owner change request, a form is displayed 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 339 - Application to change the owner

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

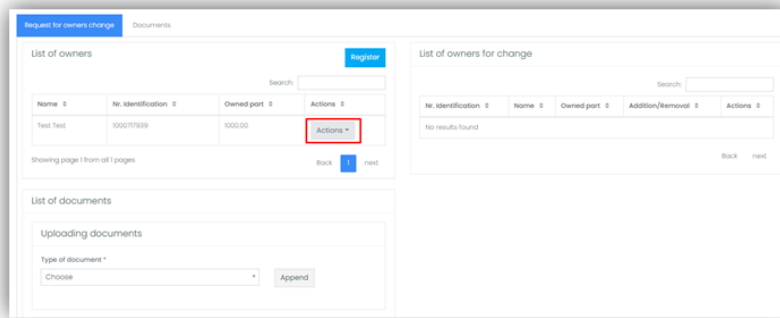


Figure 340 - Form of the request

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

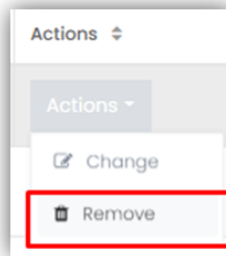


Figure 341 - Removing the owner

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

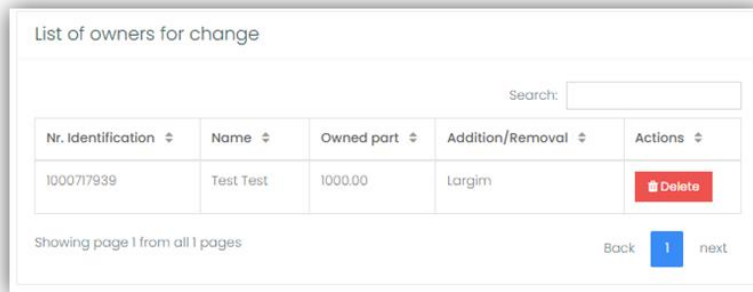


Figure 342 - Removing the owner

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

We also can register a new owner by pressing the 'Register' button as follows:

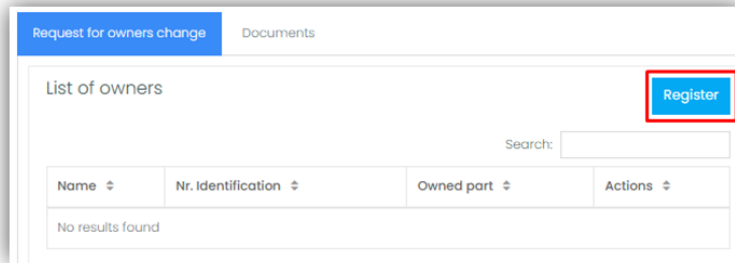


Figure 343 - Registration

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:

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:

Owner registration

Physical person
 Legal person
 Institution

Foreign citizen
 Diaspora

Personal number * 1000001004
 Date of birth * 10/08/1986
 Identification document * 1 Dokument...

Name * Test
 Surname * Test
 Gender * Female
 State * Kosova

Citizenship * Kosovar
 Ethnic affiliation * Albanian
 Municipality * Istog
 Residence * Kalliqan

Address * Rr. Halli Baku
 Profession * Accountant
 Phone * +(383) 44-123-123
 E-mail * test@test.com

Owned part * 1000.00000 €
 Owned part (%) * 100.00000 %

Register

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:

List of owners for change

Search:

Nr. Identification	Name	Owned part	Addition/Removal	Actions
1000001004	Test Test	1000.00	Add	Delete
1000717939	Jusuf Deçani	1000.00	Remove	Delete

Showing page 1 from all 1 pages

Back 1 next

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:

The screenshot shows the 'Owner registration' form with the following fields and options:

- Radio buttons: Physical person, **Legal person** (selected), Institution
- Checkbox: Foreign company
- Text input: NUI * (highlighted with a red box)
- Text input: Identification document * with an 'Append' button
- Text input: Business name *
- Dropdown menu: State * (Choose)
- Text input: Municipality *
- Text input: Country *
- Text input: Address *
- Text input: Phone
- Text input: Owned part * with a Euro symbol (€)
- Text input: Owned part (%) * with a percentage symbol (%)
- Text input: E-mail
- Button: Register

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:

The screenshot shows the 'Owner registration' form with the following data and messages:

- Radio buttons: Physical person, **Legal person** (selected), Institution
- Checkbox: Foreign company
- Text input: NUI * (810146458)
- Text input: Identification document * with an 'Append' button and a red error message: "Please upload the business certificate."
- Text input: Business name * (astasd)
- Dropdown menu: State * (Kosova)
- Text input: Municipality * (Prishtinë)
- Text input: Country * (Mramor)
- Text input: Address * (Test)
- Text input: Phone
- Text input: Owned part * with a Euro symbol (€) and a red error message: "Please enter the ownership part."
- Text input: Owned part (%) *
- Text input: E-mail
- Button: Register

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:

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:

Nr. Identification	Name	Owned part	Addition/Removal	Actions
810148074	Test Company	500.00	Shitim	Delete
1000001004	Test Test	500.00	Shitim	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:

Figure 353 - Institution

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

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:

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:

Ordinal number	Business number	Business name	Type of request	Municipality	Phone	Status	Application date	Actions
1	80000256	Proton SHPA	Request for change of owners / shareholders	Pajp	044 148 340	Applied (14/02/2020)	14/02/2020	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:

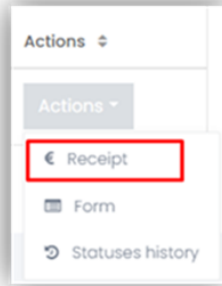


Figure 358 - Actions options

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

 A receipt form from the Republic of Kosovo. The header includes the national emblem and text in Albanian, Serbian, and English: 'Republika e Kosovës / Republika Kosovo - Republic of Kosovo', 'Qeveria / Vlada / Government', 'Ministria e Tregëtisë dhe Industrisë / Ministry of Trade and Industry', and 'AGENCIA PER REGJISTRIMIN E SHPIRIT / AGENCIJA ZA UPIS RIZNA / BUSINESS REGISTRATION AGENCY'. The form contains the following fields:

- Emri / Mënyrë / Name / Naziv: Shpktest
- Identifikuesi / ID / Identification: 187067
- Shuma / Zëna / Amount: 10.00 (with a Euro symbol)
- Data / Datum / Date: 10/12/2018
- Mënyra / Banka / In words: Djetë Euro e Zero Cent
- Llogaria bankare / Bank account: 1000420070000179

 On the right side, there is a box for 'Kodi i llogaritjes / Kod Pribitaka / Invoice code' with the value '50204', and a section for 'Lloji i kërkesës / Kërkesë për ndryshimin e pronarëve/aksionarëve' (Type of request / Request for change of owners/shareholders). At the bottom right, there is a barcode with the text 'Nivëzimi dhe vula e bankës / Potpis i posli banke / Bank signature and stamp', 'LINREP', and 'MTF800000039276'. A footer note reads: 'Vendje: Mbat pagimin në ditën e mëtejshme të 3 ditë pune.'

Figure 359 - Receipt

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

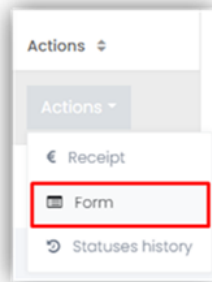


Figure 400 - Open the report

Report looks like as follows:

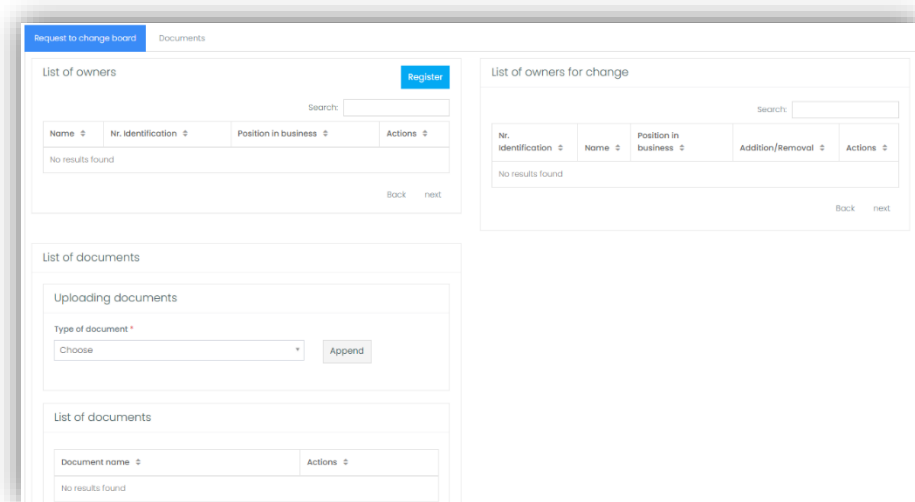


Figure 403 - Application details

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

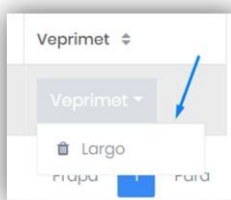


Figure 404 – Removing the representative/director

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

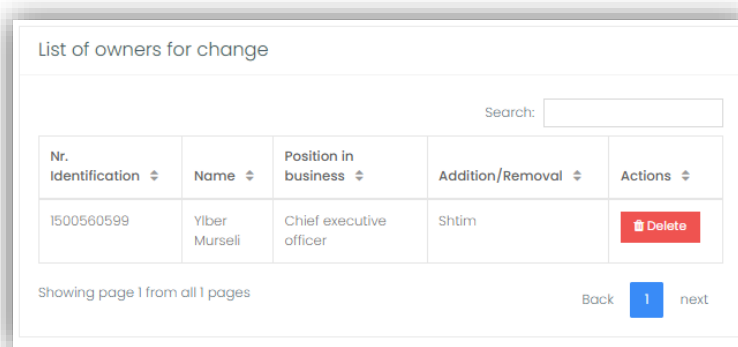


Figure 405 – Removing the board member

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:

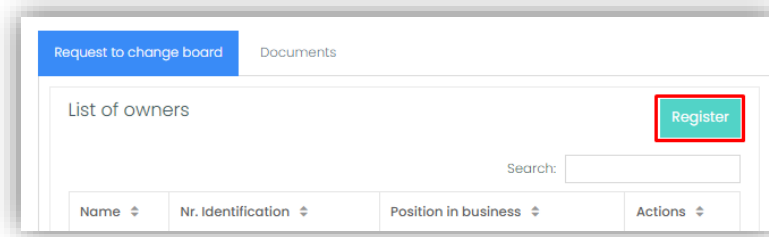
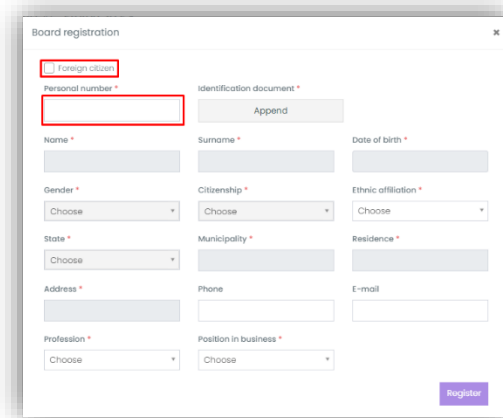


Figure 406 - Registration

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



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:

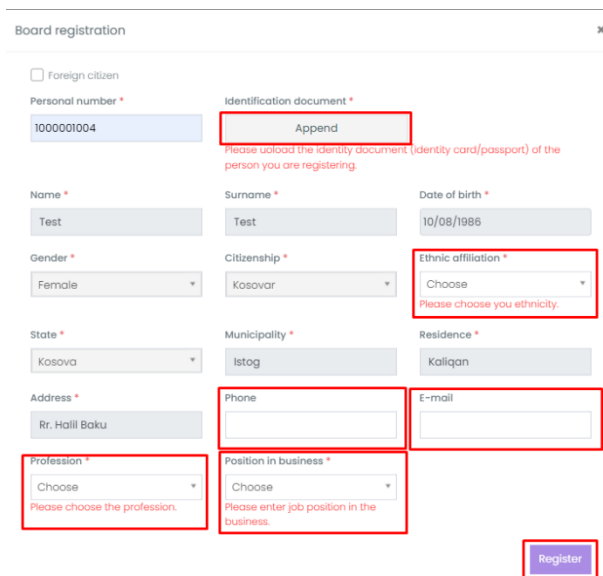


Figure 408 - Getting the data

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:

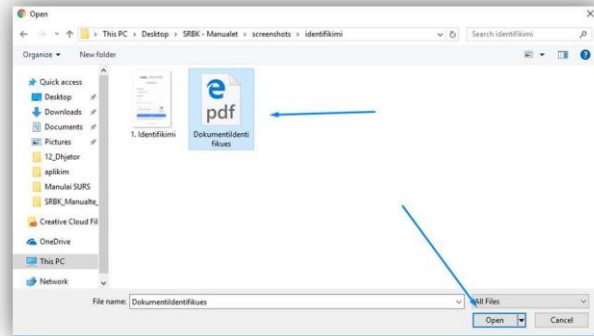


Figure 409 - Attaching the document

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

<input type="checkbox"/> 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	Choose
State *	Municipality *	Residence *
Kosova	Istog	Kallqan
Address *	Phone	E-mail
Rr. Halil Baku	+(383) 44-125-125	test@test.com
Profession *	Position in business *	
Accountant	Chief brand officer	
Register		

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:

List of owners for change

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

Showing page 1 from all 1 pages

Back [1](#) next

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:

Request for capital change [Documents](#)

Help

The following boxes have generated the statute and the company agreement based on the data you have provided so far and the law No 095/2018 on Business Organizations.

Please print these two agreements using the [Print](#) button, then sign and upload to the Documents [/ /](#) button.

You can access all the following boxes by using the [Home](#) button.

Society statute

Print

Statute of a Limited Liability Company

In accordance with the requirements of Article 33 and Article 40 of the Law No. 095-018 on Business Organization the Founders of the Limited Liability Company, on 09/03/2017 issue the:

STATUTE
of
L.L.C.,
(name of company)
Popi, Cyrilik, megg Popi - Prohaska
(headquarter)

Article 1

Documents

[Download the form](#)

Please download the application form, sign it and upload it as a document.

Uploading documents

Type of documents *

Choose [Append](#)

List of documents

Document name	Actions
Statute	Upload Remove
Board agreement	Upload Remove

Back [1](#) next

[Finish](#)

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!
Status for application/request has been successfully saved.

List of requests for business change

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 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:

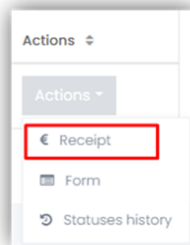


Figure 414 - Actions options

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

Republika e Kosovës / Republika Kosovo - Republic of Kosovo
Qeveria e Kosovës / Government of Kosovo
Ministria e Tregëtisë dhe Industrisë / Ministry of Trade and Industry
AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGENCIA ZA UPIS BIZNISA / BUSINESS REGISTRATION AGENCY

Kodi i identifikimit / Identification code: 50204

Shkruar / Issued: 15/12/2021

10.00 € / Dhjetë Euro e Zero Cent

10/12/2018

1000420070000179

MTF02000003028A

Figure 415 – Receipt

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

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:

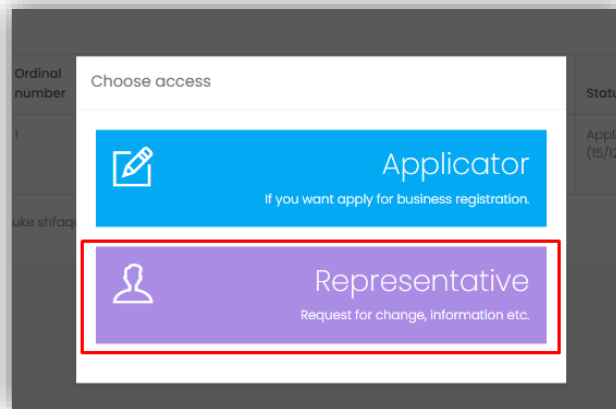


Figure 432 Choosing the access

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

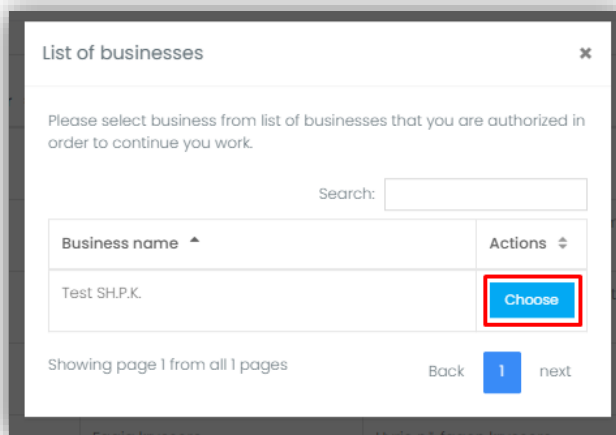


Figure 433 - Business list

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:

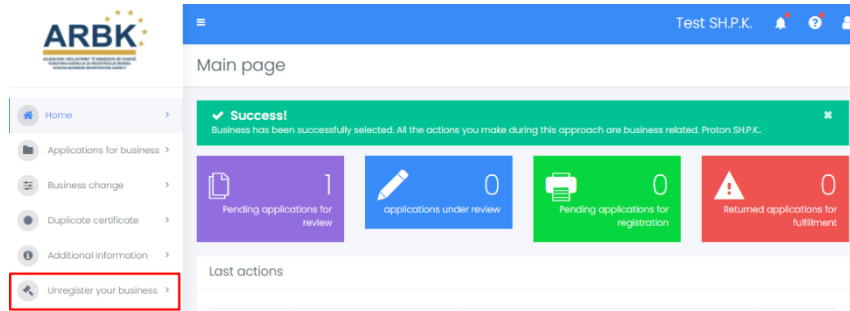


Figure 434 - Initial form

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

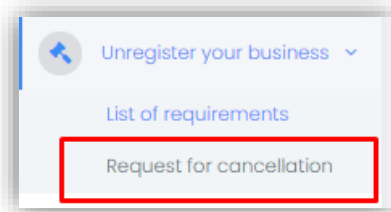


Figure 435 – Submenu

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

 The screenshot shows the 'Request for deregistration' form. It has two tabs: 'Aplicant' (active) and 'Documents'. A blue info banner at the top states: 'Info! If this case is not completed within 10 days, it is automatically deleted from the system.' The form is divided into two main sections: 'Complete the request' and 'Guidelines'. In the 'Complete the request' section, there is a 'Type of reason' dropdown menu currently set to 'Choose'. The 'Guidelines' section lists four requirements: 1. Documents that are required to Extinguish Individual Business or General Partnership; 2. Filling the D form; 3. Copy of the ID card for owner (owners); 4. Submit original business certificate; 5. Confirmation by the Tax Administration of Kosovo for termination of business. A 'Save' button is located at the bottom right of the form.

Figure 436 - Form of the request

Where we choose the type of reason as follows:

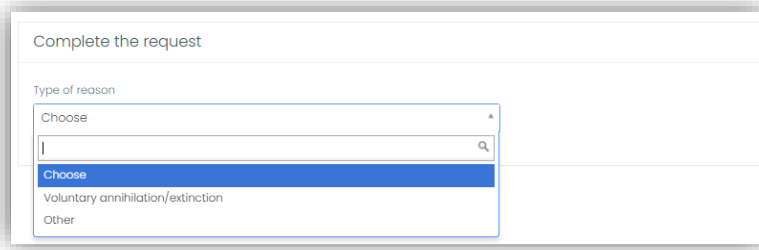


Figure 437 - Type of the reason

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:

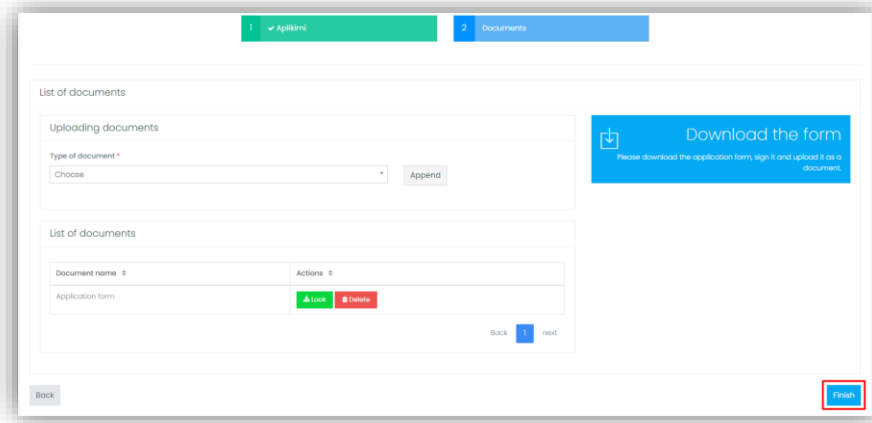


Figure 438 - Save the request

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

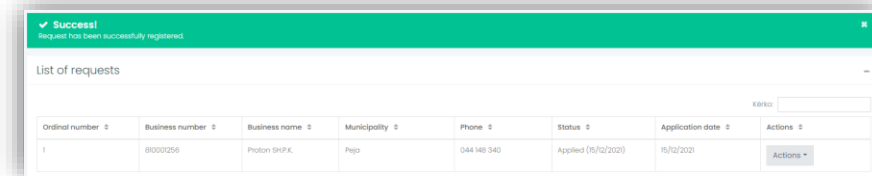


Figure 439 - List of requests

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

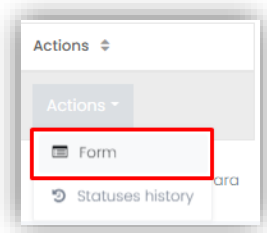
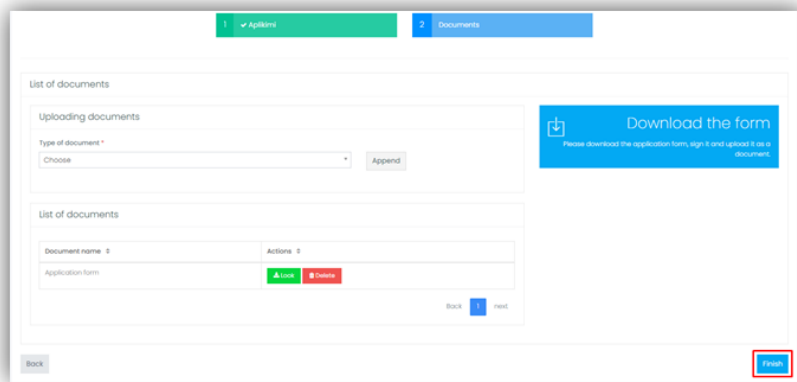


Figure 440 - Actions options

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:

Figure 441 - View the request



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.

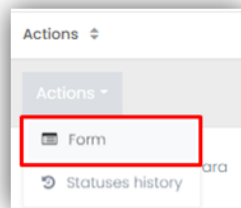




Figure 442 - Open the report

Report looks like as follows:

D



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



Vetëm për shfrytëzim zyrtar / Samo za službenu uporebu / For Official Use Only

Numri i fletëparaqitjes / Broj zahteva / Application Number: 25030006618

Numri i biznesit / Broj biznisa / Business number: 812056986

Fletëparaqitje për shuarjen e biznesit
Application for termination of a business
Zahtev za prestanak biznisa

1. NR i biznesit / Business ID / ID biznisa: 812056986

2. Emri i biznesit / Name of Business / Ime biznisa: Test 2 SH.P.K.

3. Adresa e biznesit / Business Address / Adresa biznisa

Vendi / Place / Naselje:	Babëak
Komuna / Municipality / Opština:	Ferizaj
Numri i shtëpisë / houses / House/Entrance/Flat / Broj Rruga/ Street/ Ulica ku e / stana	Rruga Agim H. Ramadani, nr.12
Tel/Fax:	+45676945678
E-mail:	test@test.com
Faqja e internetit / Web site/ Internet Stranica:	www.test.com

4. Lloji i biznesit / Type of business/ Tip biznisa:

- Biznes personal / Personal business enterprise/ Privatno preduzeće
- Ortakëri e përgjithshme / General partnership/ Generalno partnerstvo
- Ortakëri e kufizuar / Limited partnership / Ograni eno partnerstvo
- Shoqëri me përgjegjësi të kufizuar / Limited liability company / Društvo sa ograni enom odgovornošću

Figure 443 - Report

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

Unregister your business

[List of requirements](#)

[Request for cancellation](#)

Ordinal number	Business number	Business name	Municipality	Phone	Status	Application date	Actions
1	81000256	Proton SH.P.K.	Peja	044 488 340	Applied (6/12/2020)	6/12/2020	Actions

Duke shfaqur faqen 1 nga të gjitha 1 faqe

Printo 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:

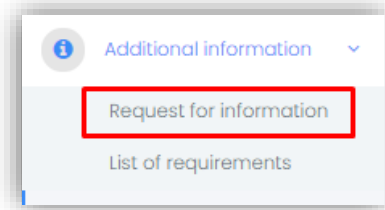


Figure 482 Menu

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:

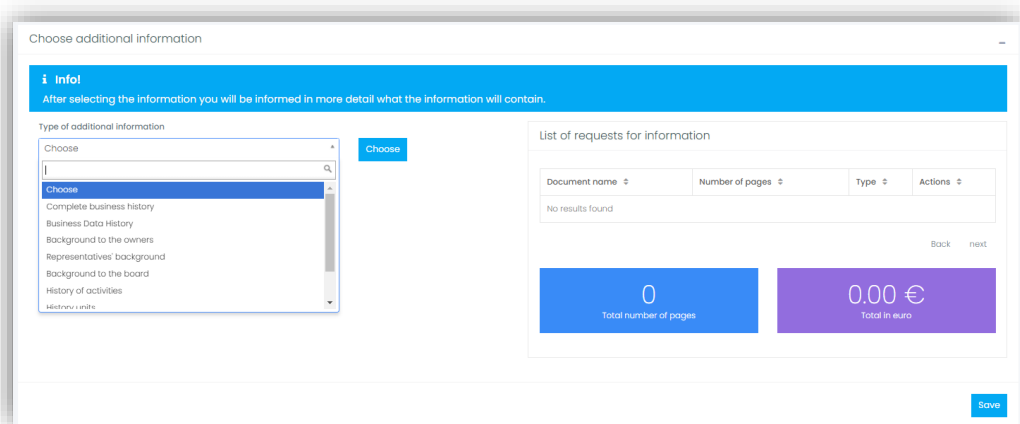
A screenshot of a web form titled 'Choose additional information'. The form has a blue header with an information icon and the text 'Info!'. Below the header, there is a sub-header: 'After selecting the information you will be informed in more detail what the information will contain.' The main content area is divided into two sections. On the left, there is a section titled 'Type of additional information' with a search bar and a dropdown menu. The dropdown menu is open, showing a list of options: 'Choose', 'Complete business history', 'Business Data History', 'Background to the owners', 'Representatives' background', 'Background to the board', 'History of activities', and 'History of activities'. A blue 'Choose' button is located to the right of the dropdown. On the right, there is a section titled 'List of requests for information' with a table. The table has columns for 'Document name', 'Number of pages', 'Type', and 'Actions'. Below the table, it says 'No results found'. There are 'Back' and 'next' links. At the bottom of the form, there are two summary boxes: a blue box showing '0' for 'Total number of pages' and a purple box showing '0,00 €' for 'Total in euro'. A blue 'Save' button is located at the bottom right of the form.

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:

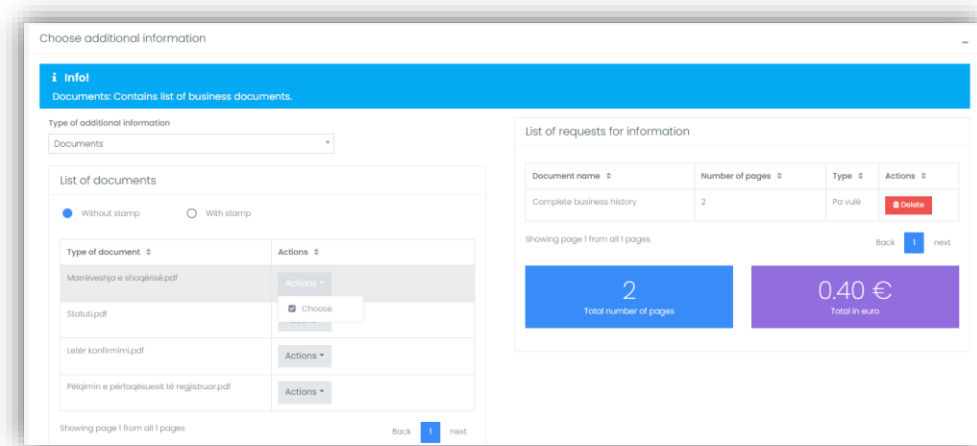


Figure 484 – Choosing the request

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:

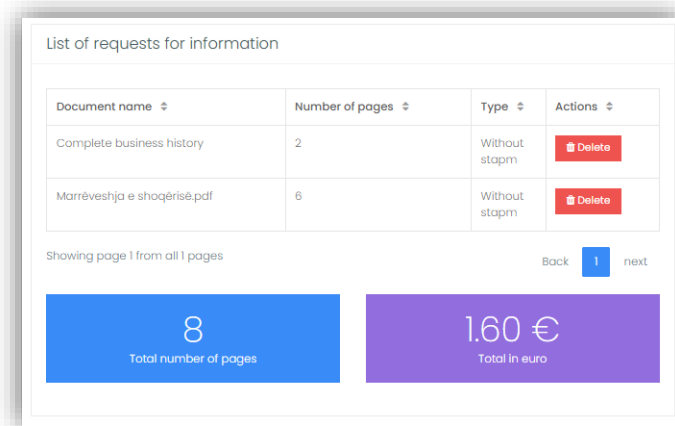


Figure 485 – List of requests

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 successfully registered							
List of requests for information							
Ordinal number	Business number	Business name	Municipality	Phone	Status	Application date	Actions
1	8845608	Test Shqip SH.P.K.	Ferizaj	+3777777777	Applied, (15/12/2021)	15/12/2021	Actions

Figure 486 Lista

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

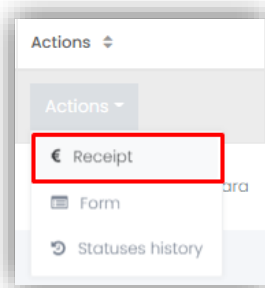


Figure 487 - Actions options

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

Republika e Kosovës / Republika Kosova - Republic of Kosova			
Qeveria - Vlada - Government			
Ministria e Tregëtisë dhe Industrisë / Ministria e Tregëtisë dhe Industrisë - Ministry of Trade and Industry			
AGJENCIA PËR REGJISTRIMIN E BIZNESIT / AGJENCIA ZA UPS BIZNISA / BUSINESS REGISTRATION AGENCY			
REGJISTRIMI I BIZNESIT / UPS BIZNISA / BUSINESS REGISTRATION			
Emri i biznesit / Përkohësisht emri / Business Name	Deos SH.P.K.		
Përshkrimi / Opis / Description	Kërkesë për informata shtesë		
Shuma / Znes / Amount	€ 2.60	Data / Datum / Date	30/01/2019
Me fjalë / Recima / In words	Dy Euro e Gjashtëdhjetë Cent		
Llogjetja bankare / Broj shifrime / Bank account	1000420070000179		
Lëshuar nga / Issued by			
Vërejtje: Afati pagesës së faturës është 3 ditë pune.		Kodi i të hyrës / Kod Pribeda / Incoms code	50204
		Loji kërkesës/Request type/Vrsta Zahteva	Kërkesë për informata shtesë
		Nivëshmëri dhe vula e bankës / Potpis i pečat banke / Bank signature and stamp	
		UNIREF MTF6D0000003093J	

Figure 488 Receipt

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

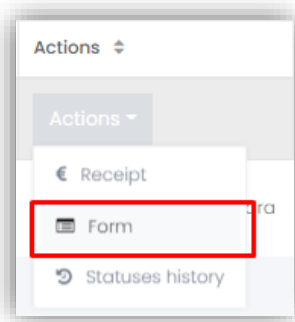




Figure 489 - Open the report

Report looks like as follows:



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



KËRKESË PËR DHËNIEN E SHËNIMEVE / ZAHTEV ZA DAVANJE PODATAKA / DATA REQUEST FORM

1. Emri dhe mblemri / Ime e prezime / Name and surname	Erjon Halli
2. Numri ID / ID Broj / ID Number	1172683912
3. Shteti / Država / Country	REPUBLIKA E KOSOVËS
4. Komuna / Opština / Municipality	//
5. Adresa / Adresa / Address	Talinoc i Muhaxherve, //
6. Telefoni / Telefona / Telephone	+37744306776
7. Email / Email / Email	erjon.halli@dataprognet-ks.com

UNË KËRKOJ KËTO DHËNA / JA ZAHTEVAM OVE PODATKE / I NEED THESE INFORMATION

<input checked="" type="checkbox"/>	Informata për biznesin e regjistruar / informacije o registranon biznisu / Information about registered business
<input type="checkbox"/>	Vërtetim që nuk ka biznes të regjistruar / Nema registravan biznes / No business registered
<input type="checkbox"/>	Dublikat ose Certifikata e re Nr. Biznesit / Certificate Nor / Br Certifikata _____
<input type="checkbox"/>	Emri biznesit / Name of Business / Ime Biznesa _____
<input type="checkbox"/>	Të tjera / Ostalo / Other _____

Kërkesa i bashkëngjitet fletëpagesë.
 VËREJTJE: Nga taksat janë të liuar të gjithë ata persona apo Institucione Qeveritare të Republikës së Kosovës ashtu si janë paraparë me ligjet në fuqi.

<small>Pranuar nga ARBK Received from KBRA Primio OD ARBK</small>	<small>Data / Date / Datum</small>	<small>Aplikuesi Applicant Podnosilac</small>
//	30/01/2019	Erjon Halli

Figure 490 - Report