



## REQUEST FOR VAT REGISTRATION

Document No.:

Tax Administration Use Only

[1] Fiscal number

[2] Taxable person's name

[3] Taxable person's address

Street

Location

Municipality

Phone

[4] Owner/Responsible person:

Telephone

[5] Registration purpose:

- Voluntary Filer  
 VAT Filer (Turnover over than 50,000 € in 12 last months)

[6] Turnover in 12 last months

[7] Date when the 50,000€ threshold is reached.

[8] Do you need an educational visit?

- YES  NO

[9] Does the taxable person operate at more than one address?

- YES  
 NO

Add the list of addresses on the reverse side

[10] Statement of the owner/responsible person:

I  state under responsibility that the information noted above is accurate and complete and I apply for an VAT Registration Certificate.

Owner's signature

Application Date

**Write down the address and telephone for each location your business operates at**

Nr	Fiscal Number	Street	Location	Municipality	Telephone

**Instructions**

**Box [1]** Enter Fiscal Number

**Box [2]** Enter taxable person's name

**Box [3]** Taxable person's address

**Box [4]** Enter owner's or responsible person's name

**Box [5]** Enter registration purpose

**Box [6]** Enter Turnover in 12 last months

**Box [7]** Enter Date when the 50,000€ threshold is reached.

**Box [8]** Enter if you need any educational visit by Officers of Tax Administration of Kosovo, to get informed about VAT tax obligations

**Box [9]** Enter if you conduct business activities in multiple locations. You must show the accurate addresses according to required information in the table

**Box [10]** The application should be signed by the owner or responsible officer

The VAT registration certificate should be displayed in your location. If any of such details is modified later on, or the activity of the taxable person is terminated, the VAT registration certificate should be returned to Tax Administration of Kosovo. All VAT certificates remain a property of TAK.

The Fiscal Number should be indicated in all invoices and documents of TAK and Customs Department.