



Application for the Residency Certificate in the Republic of Kosovo

For business/legal persons

Please provide full answers so that TAK can verify the status of your paid taxes, otherwise your application may be rejected.

Information on business:

1. Name of the Business

2. Fiscal number/single business registration number

3. Contact phone number and e-mail:

4. Business address

5. Reasons for Residency Certificate

6. Period for which a Residency Certificate is requested and the Country

7. Please indicate type and amount of the incomes received from abroad related to the period that the Residency Certificate is required:

8. For incomes from abroad, do the provisions subject to tax according to DTA apply to the country concerned? (if the income is not paid from abroad, what is the reasons you are requesting an RC?)

9. Is the income paid to you are they paid as individual, as a partner in a partnership or for a Limited Liability Company? Please indicate the type and amount of income that is paid to you)

10. Are you the beneficial owner of this income from abroad? YES NO

If the answer is YES, the following criteria must be met. Please sign the following statement for the beneficial owner.

Statement of Beneficial Owner:

I declare that:

- I am the beneficial owner of the income subject to the Agreement;
- For the purposes of the above mentioned agreement, the beneficiary is resident in
- I hold no permanent unit in Kosovo for which this income could be attributed;
- These incomes are declared or will be declared to the tax authority of the country where I am resident;

Date and country

Signature of the beneficiary or his/her representative

Other necessary Business documents to be attached to this application are:

- Business Registration Certificate (complete);
- Fiscal Number Certificate/Unique Number of Business Registration;
- The last transaction invoice with the company for which the CR is requested (for that period);
- Implementation/execution contract.

Instructions on filling out the Application for Certificate of Residence for the natural business/legal person

Box [1] Indicate the business name correctly in accordance with TAK data

Box [2] Indicate the business fiscal number or single business registration number.

Box [3] Indicate the full business address, compliant with data at TAK, for example. "Rruga e Barrikadave" No.87, Prishtina.

Box [4] Indicate your contact details, contact phone number and e-mail.

Box [5] Indicate the reason for requesting the Residency Certificate e.g. for the implementation of the Agreement on the Elimination of Double Taxation between the Republic of Kosovo and the Republic of Albania.

Box [6] Indicate the period and place for which a Certificate of Residence is requested e.g. the Residency Certificate is requested for 2017 for the Republic of Albania.

Box [7] Indicate the type and exact amount of income received by other jurisdiction outside Kosovo during the period for which a Residency Certificate is requested e.g. incomes from salary amounting to € 400 for 2017.

Box [8] Indicate if the income generated in the other jurisdiction is taxed in that jurisdiction based on the Agreement on the Elimination of Double Taxation, e.g. interest income generated in Albania are taxed in the amount of 100 euros according to Article 11 Interest.

Box [9] Indicate the type and amount of income you receive as an individual, partner in a partnership or for a limited liability company in declarative form, e.g. I have received income, dividend, in the amount of 100 as a shareholder of XZ, L.L.C.

Box [10] Answer with YES if you are the beneficial owner of the income generated in the other jurisdiction, and NO if you are not a beneficial owner. *Clarification! A beneficial owner is a natural person or a legal entity that enjoys the benefits of an asset under ownership.*

Napomena! Ovaj zahtev je za biznise za koje je potrebna Potvrda prebivališta Kosova za međudržavno olakšavanje iz Sporazuma za eliminisanje dvostrukog poreza i dokaz prebivališta za poreske svrhe.

Zahtev za Potvrdu prebivališta se treba popuniti podacima prema zahtevu i treba mu priložiti tražena dokumenta. Potvrda prebivališta se može koristiti samo jednom za jedan zahtev, u slučaju da Vam treba druga Potvrda prebivališta, treba da aplicirate ponovo sa svim traženim podacima.

Potvrda je validna za jednu (1) fiskalnu godinu.

Ovaj formular, nakon što se popuni treba se dostaviti u OU u PAK fizički ili elektronskim putem na mail metd@atk-ks.org. dok za detalje ili dodatne informacije možete kontaktirati na tel: 0380/200-250-05