



## Application for the Residency Certificate in the Republic of Kosovo

*For Natural person:*

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

Natural person data:

1. Name of the natural person:

2. Fiscal Number/ID number:

3. Contact phone number and e-mail:

4. Residential address:

5. Reasons for Residency Certificate:

6. Year for which certificate is needed and country:

7. Indicate the nature and amount of income:

8. If you are a non-resident person in the Republic of Kosovo, indicate the exact date of arrival, in Kosovo and the period of stay in Kosovo

From

To

Number of days:

Other documents that a natural person is required to attach to this application are:

- Birth extract;
- Copy of passport; or
- Copy of ID card;
- Contract

## **Instructions for the natural person on how to complete the application for Residency Certificate**

**Box [1]** Indicate the name and surname of the natural person applying for Residency Certificate

**Box [2]** Indicate the ID number issued by the Ministry of Internal Affairs of the Republic of Kosovo, and for the non-resident person in the Republic of Kosovo, enter the temporary ID number issued by the Ministry of Internal Affairs in the Republic of Kosovo.

**Box [3]** Indicate the full address of the residence e.g. "Rruga e Barrikadave" No.87, Prishtina.

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

**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]** The non-resident person in the Republic of Kosovo shall indicate the exact date of arrival in the Republic of Kosovo and the period of stay e.g. entering the Republic of Kosovo on 15.03.2017 and leaving the Republic of Kosovo on 15.10.2017; period of stay in the Republic of Kosovo: 8 months in total.

Please, other documents such as birth extract, copy of passport, copy of ID card, contract attached to this application **shall be valid**.

**Attention!** This request is for businesses which need Kosovo Tax Residency Certificate in order to relief from the Double Taxation Agreement and proof the residency for tax purposes.

Tax Residency Certificate Request must be completed with the required information and attach the required documents. Tax Residency Certificate can only be used once for one application, in case you need another Residence Certificate you must apply the same again with all the required information section. The certificate is valid for one (1) fiscal year.

Once completed, this form must be physically submitted to the Tax Administration Archive, Head Office, street corner Bill Clinton & Dëshmoret e Kombit, or to electronic address: **metd@atk-ks.org**