



## 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/Unique business registration number:
3. Contact phone number and e-mail:
4. Business address:
5. Purpose of this request:
6. Year for which the certificate is needed and country:
7. Indicate nature and amount of incomes:
8. For incomes from abroad, do the provisions subject to tax according to DTA apply to the country concerned?
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 Place:

Signature \_\_\_\_\_

## **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.*

**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**

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

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