

Administrative Filing Intake (Kosovo)

Complete this short form so we can prepare and file your application quickly.

Three Baby Steps

- 1) Intake and checklist – You share your goal (permit/registration/appeal). We send a short, exact document list.
 - 2) We file and follow up – We draft the application or petition, queue the filing, answer queries, and fix gaps proactively.
 - 3) You get the decision – Official certificate, approval, or receipt delivered with a step by step log for your records.
- Timelines: registrations 1–5 business days; permits 7–30 days depending on the authority; appeals 15–60 days.
We confirm the ETA at intake.

1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language:

English

Albanian

Serbian

2. Filing goal and authority

Type of filing:

Registration/update

Permit/licence

Appeal/objection

VAT

Customs

Your goal (short):

Relevant authority (ministry/municipality/office):

Target deadline (date or weeks):

Urgency triage:

Green

Amber

Red

3. Documents you have now (tick)

Company certificate / registration excerpt

Draft application / prior notice / refusal (if any)

Tax ID and VAT status (if applicable)

Power of attorney available for representation

ID or passport for director / representative

Translations or notarized copies already available

Premises proof (lease or ownership)

4. Delivery and representation

I authorise representation at authorities (POA to be provided).

Delivery of decision:

Email

Pickup

Courier

Notes:

Informational only. We will confirm requirements and timeline after intake. NDA available on request.