

Compliance Check — Intake (Kosovo)

We align your contracts and operations with VAT, corporate tax, customs, data protection (GDPR/DPA) and AML/KYC

Three Baby Steps

- 1) Intake & checklist – Tell us your sector, cross border flows, and any notices or deadlines. We send a short, exact document list.
 - 2) We review & fix – We map obligations, check filings and controls, tighten templates/policies, and prepare any corrections or responses.
 - 3) You stay compliant – You receive a risk matrix with actions, corrected documents, and a filing calendar. Monthly/quarterly monitoring optional.
- Timelines (typical): desk review 3–7 business days; urgent notices 24–72h. We confirm the ETA at intake.

1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language:

English

Albanian

Serbian

2. Company profile

Legal entity name (as registered):

Sector / main activities:

VAT registered: Yes No

Employees:

Cross border flows:

Yes

Foreign counterparties (vendors/customers):

Yes

No

3. Areas to review (tick all that apply)

VAT registration, returns, ledgers

Licences & sector permits

Corporate tax & withholding

Environmental/operations notices

Payroll taxes & contributions

Record keeping & archiving

Customs & trade compliance

Contract templates / terms

Data protection (GDPR/DPA)

Internal controls & approvals

AML/KYC procedures

Staff training / awareness

4. Issues and priorities (brief)

Known notices / deadlines:

Biggest risks / pain points:

High value / cross border transactions:

Your goals (audit ready / lighter admin / templates):

5. Documents you have now (tick)

Company registration/VAT certificates

Licences/permits & renewals

Recent tax/VAT returns & ledgers

Notices/decisions/fines

Payroll reports & contributions

Chart of accounts / GL export

Customs declarations & rulings

Bank KYC/UBO files

Standard contract templates

Previous audits/appeals outcomes

Privacy/AML policies & registers

Other supporting documents