

# Corporate & Governance Intake (Kosovo)

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*Keep company records aligned with reality. Use this form to start incorporations, share updates, minutes, registry filings, certified copies, translations/notarization, and a compliance calendar.*

## Three Baby Steps

- 1) Intake & checklist — Tell us your goal (incorporation/updates/minutes). We send an exact document list.
- 2) Draft & file — We draft minutes, agreements and filings; we handle translation/notary as needed.
- 3) Delivery — You receive registry decisions/certified extracts and a compliance calendar if requested.

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## 1) Company / Newco information

Type:            Existing company            New incorporation

Company / Proposed name:

Registration / Tax no. (if existing):

Registered seat (address):

Main activity / NACE codes:

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## 2) Contact

**Contact person:**

**Email:**

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## 3) What do you need? (tick all that apply)

Incorporation (new company)

Share issue / new shares

Share transfer / cap table update

Shareholder agreement

Board minutes / Shareholder minutes

Power of attorney (issue/revoke)

Registry change (name/address/activity)

Certified extract / certified copies

Sworn translation

Notarization / Apostille

Compliance calendar set-up

Decision log update

UBO register update

Other:

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## 4) Governance snapshot

**Board members / legal representatives:**

**Shareholders & percentages:**

**Meeting planned on (date/city):**

**Minutes language:**      Albanian      Serbian      English

**Also need:**      Translation      Notary/Apostille      Certified copies

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# Corporate & Governance Intake (continued)

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## 5) Filing, calendar & delivery

Target deadline:

Urgency:

Standard

ASAP

Compliance calendar:      Set up      Send reminders to:

Delivery:      Email/PDF      Pick-up originals      Courier      Courier address:

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## 6) Documents you can share now

Current business registry extract

Articles/Statute & amendments

List of shareholders / cap table

IDs/passports for signers

Latest shareholder/board minutes

POA drafts or existing powers

Lease/utility bill (address proof)

Data room / shared folder link

Paste link or other notes:

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## 7) Registers to maintain (tick to include)

Share register

Decision log (board/shareholders)

Conflicts / related-party register

UBO register file

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## 8) Sign & consent

Your name:

Date:

**I agree to be contacted about this request.**

### What happens next?

You'll receive a confirmation, an exact checklist, and an ETA for incorporation/updates/minutes.

We draft agreements and minutes, prepare filings, and coordinate translation/notary where needed.

Finally, we deliver registry decisions, certified extracts and a calendar reminder if set up.