

Document Prep & Filing Intake (Kosovo)

Collect, draft, and file documents accurately and on time.

- 1) Intake — Identify parties and required filings.
- 2) Preparation — Draft, verify, and organize filings.
- 3) Filing — Submit in-person or electronically, track deadlines.

1) Parties & Contacts

Your full name / company

Email

Phone/WhatsApp

2) Records to Collect

Records IDs / registry documents Contracts Financials Licenses / permits Other

3) Form Drafting

Forms Contracts Tax forms Regulatory filings Other

4) Filing Timelines

Jurisdictions

Urgency ASAP This week 1–2 weeks

5) Submission Preferences

Submission method In-person E-filing Courier

6) Reply Preferences & Consent

Primary email

Notes