



**Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government**

**REGULATION (OPM) NO. 08 /2023 ON INTERNAL ORGANIZATION
AND SYSTEMATIZATION OF JOBS OF KOSOVO BUSINESS
REGISTRATION AGENCY¹**

¹ Regulation (OPM) No. 08 /2023 On Internal Organization and Systematization of Jobs of Kosovo Business Registration Agency, with Decision No. 618/2023, dated 15.12.2023.

Prime Minister of the Republic of Kosovo

Pursuant to Article 94 (paragraph 3) of the Constitution of the Republic of Kosovo, Article 28 paragraph 3 of the Law No. 06/L-113 on the Organization and Functioning of State Administration and Independent Agencies, Article 9, Paragraph 7 of Regulation No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Co-operation in State Administration Institutions and Independent Agencies,

Approves:

REGULATION (OPM) NO. 08/2023 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS OF KOSOVO BUSINESS REGISTRATION AGENCY

CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

This Regulation aims to define internal organization of the Kosovo Business Registration Agency in the Ministry of Industry, Entrepreneurship and Trade.

Article 2

Scope

This Regulation applies to Kosovo Business Registration Agency in the Ministry of Industry, Entrepreneurship and Trade. The general competences in the field of business registration are defined by the relevant Law on Business Organizations as well as the relevant legislation in force.

CHAPTER II

INTERNAL ORGANIZATION OF

KOSOVO BUSINESS REGISTRATION AGENCY

Article 3

The mission of the Kosovo Business Registration Agency

The mission of Kosovo Business Registration Agency is the registration of all types of business organizations by which can be developed economic activities in Kosovo; Other entities that are required to register with the Kosovo Business Registration Agency; Requirements, conditions and procedures of registration, change and deregistration, for each type of business organizations.

Article 4

Organisational Structure of the Kosovo Business Registration Agency

1. Organisational structure of the Kosovo Business Registration Agency is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Divisions.
2. Number of employees in the Kosovo Business Registration Agency is twenty-eight (28).

Article 5

Office of the Executive Director

Office of the Executive Director of Kosovo Business Registration Agency, is comprised of the following:

- 1.1 Executive Director;
 - 1.2 One (1) Administrative officer.
2. Duties and responsibilities of the Executive Director are defined by the respective Law on Organization and Functioning of State Administration and Independent Agencies, relevant Law on Business Organizations.
 3. Duties and responsibilities of the administrative officer are determined by the relevant law on public.
 4. Number of employees in the Office of the Executive Director is two (2).

Article 6

Divisions of the Kosovo Business Registration Agency

1. Divisions of the Business Registration Agency are:

- 1.1. Business Registration Division;
- 1.2. Pledge Registration Division;
- 1.3. General Management Services Unit.

Article 7 Business Registration Division

1. Duties and responsibilities of the Business Registration Division are:

- 1.1. Entering data in the businesses pre-registration system, based on business types;
 - 1.2. Reviewing of requests for business registration as well as verification of data in the electronic system;
 - 1.3. Creates electronic archive in the pre-registration by scanning the documentation;
 - 1.4. Reviewing and Approving applications for business registration, change and termination of businesses;
 - 1.5. Preparation of decisions for registrations businesses, announcements, documents and the suspension of applications;
 - 1.6. Examines and handles complaints and different related to registrations businesses;
2. The Head of the Business Registration Division reports to the Executive Director of KBRA.
3. The number of employees in the Business Registration Division is nineteen (19).

Article 8 Division of Pledge Registration

1. Duties and responsibilities of the Pledge Registration Division are:
 - 1.1.Ensures the legality and maintenance of the Pledge Register;
 - 1.2. Administers of Registration, Change and Deletion of Pledge;
 - 1.3. Drafting of proposal decisions of the pledge registration;
 - 1.4. Pledge Registration, Change and Deletion, through the Pledge Registration System;
 - 1.5. Ensures effective process for searching information through pledge registration system;
2. The Head of the Pledge Registration Division reports to the Director Executive Director of KBRA.
3. The number of employees in the Pledge Registration Division is three (3).

Neni 9
General Management Services Unit

- 1.Duties and responsibilities of the General Management Services Unit are:
 - 1.1.Prepare the processed documentation for archiving;
 - 1.2. Acceptance of postal and email deliveries addressed to ARBK, as well as their identification in the protocol book and their separation;
 - 1.3.Supervises and assists in the development of the database system;
 - 1.4. Registration of every entry to the KBRA cash register, the registration of payments submitted by businesses, coordination of activities with all Municipal Business Centres in the field of payments;
2. The Head of the General Management Services Unit reports to the Director Executive Director of KBRA.
3. General Management Services Unit is an organizational unit equivalent to the Division.
4. The number of employees in the General Management Services Unit is four (4).

CHAPTER III
FINAL AND REPEALING PROVISIONS

Article 10
Transitional provisions

1. Increasing or decreasing the number of staff in accordance with the annual budget law does not create a need to amend this Regulation, except in cases where organizational structures are created and/or terminated.

2. In accordance with paragraph 1 of this article, the provisions of annual budget law are an integral part of this Regulation.

Article 11
Repealing

Upon the entry into force of this Regulation, Articles 61 to 71 of Regulation No. 29/2012 on Internal Organization and Systematization of Jobs of the Ministry Industry, Entrepreneurship and Trade, shall be repealed.

Article 12
Entry into force

This Regulation shall enter into force seven (7) days after being signed by the Prime Minister of the Republic of Kosovo.

Albin Kurti

Prime Minister of the Republic of Kosovo

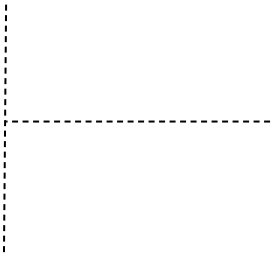
On 15/12/2023

**Organizational chart of the Ministry of Industry, Entrepreneurship and Trade
Kosovo Business Registration Agency (KBRA)**

Position/Structure	Class	Group (general or specific)	Number
1. Executive Director	Senior Manager 2		Total: 2 1
-Administrative Officer	Professional 3	64. Gr. General administration specialist	1
1.1. Business Registration Division			Total: 18
- Head of the Business Registration Division	Lower Manager		1
-Data Processing Officer.	Professional 2	14. Gr. Social science specialist	1
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-Data Processing Officer.	Professional 2	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 2	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 2	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 2	14. Gr. Social science specialist	1
-Practical Affairs and Business Registration Officer	Professional 2	1. Gr. Legal specialist	1
-Senior Officer for Approval of Cases.	Professional 1	1. Gr. Legal specialist	1
-Senior Officer for Approval of Cases.	Professional 1	1. Gr. Legal specialist	1
-Senior Officer for Approval of Cases.	Professional 1	1. Gr. Legal specialist	1
-Senior Officer for Approval of Cases.	Professional 1	1. Gr. Legal specialist	1
-Senior Officer for Approval of Cases.	Professional 1	1. Gr. Legal specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1
-Data Processing Officer.	Professional 3	14. Gr. Social science specialist	1

<p>1.2.Pledge Registration Division</p> <p>-Head of the Pledge Registration Division.</p> <p>-Pledge Registration Officer. -Pledge Registration Officer.</p>	<p>Lower Manager</p> <p>Professional 2 Professional 2</p>	<p>14. Gr. Social science specialist 14. Gr. Social science specialist</p>	<p>Total: 3</p> <p>1 1 1</p>
<p>1.3. General Management Services Unit</p> <p>- Head of the General Management Services Unit</p> <p>-Senior Information Technology Officer. -Revenue and Payment Registration Officer. -Application Reception Officer.</p>	<p>Lower Manager</p> <p>Professional 1 Professional 2 Professional 3</p>	<p>51. Gr. Database specialist 11. Gr. General tax-tax or revenue collection specialist 9. Gr. Archive-documentation specialist</p>	<p>Total: 4</p> <p>1 1 1</p>

Executive Director



**Business Registration
Division**

**Pledge Registration
Division**

**General Management
Services Unit**