



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

**ADMINISTRATIVE INSTRUCTION (GRK) NO.04/2024 ON
FEE SCHEDULE FOR CADASTRAL AND SURVEYING PRODUCTS AND
PROPERTY REGISTRATION SERVICES¹**

¹ Administrative Instruction (GRK) 04/2024 on fee Schedule for Cadastral And Surveying Products And Property Registration Services, has been approved in the 211-th Meeting of the Government of the Republic of Kosovo, with the Decision No. 02/211, dated 28.06.2024.

Government of Republic of Kosovo,

Based on Article 93, paragraph 4 of the Constitution of the Republic of Kosovo, Article 12, paragraph 2 of Law No. 08/L-237 on Cadastre of Immovable Property (Official Gazette of the Republic of Kosovo No. 2/09 January 2024), Articles 8 and 11, paragraph 1, subparagraph 1.3 of Law No. 08/L-117 on the Government of the Republic of Kosovo (Official Gazette, No. 34/22 dated 18.11.2022), as well as Article 78(6.2) of the Rules of Procedures of Government No. 17/2024 (Official Gazette 21.06.2024),

Issues:

ADMINISTRATIVE INSTRUCTION (GRK) NO. 04/2024 ON FEE SCHEDULE FOR CADASTRAL AND SURVEYING PRODUCTS AND PROPERTY REGISTRATION SERVICES

Article 1 Purpose

This Administrative Instruction defines the fees applicable to cadastral and surveying products and registration services pertaining to immovable property rights.

Article 2 Scope

The provisions outlined in this Administrative Instruction shall be applicable to the Kosovo Cadastral Agency, Municipal Cadastral Offices, and applicants engaging with the aforementioned products and services.

Article 3 Definitions

1. For the purpose of this Administrative Instruction, the following terms shall hold the specified meanings:

1.1. **Orthophoto** - A product derived from aerial photography capturing the territory of the Republic of Kosovo.

1.2. **Aerial photo** - Photographs obtained from aerial surveys capturing the territory of the Republic of Kosovo.

1.3. **Topographic map** - A cartographic depiction illustrating the relief of the Republic of Kosovo's territory.

1.4. **DTM** - Digital Terrain Model;

- 1.5. **DSM** - Digital Surface Model;
- 1.6. **KCLIS** - Kosovo Cadaster Land Information System;
- 1.7. **Municipality boundary** - The administrative borders delineating cadastral areas within a municipality, either bordering neighboring municipalities or coinciding with the state administrative boundaries of the Republic of Kosovo.

- 1.8. **Web Applications** - Utilization of online service provision applications.

- 1.9. **Web Services** - Digital communication channels with KCA systems.

2. Any other terminologies employed within this Administrative Instruction shall carry the same definitions as stipulated in Law No. 08/L-237 on Cadaster of Immovable Property.

3. In the context of this Administrative Instruction, masculine pronouns encompass feminine forms and vice versa, without discrimination.

Article 4

Products of the Kosovo Cadastral Agency

- 1. KCA products are assets owned by the Government of the Republic of Kosovo and are under the jurisdiction and authority of the KCA.

- 2. KCA products comprise data generated through aerial surveys and official measurements conducted in accordance with Article 10 paragraph 3, subparagraph 4, and Article 26 of Law No. 08/L-237 on Cadaster of Immovable Property, as specified in Appendix 1 of this Administrative Instruction.

- 3. The KCA Executive Director shall, by decision, determine the list of products and services to be offered by KCA.

Article 5

KCA Services

KCA services encompass cadastral and cartographic data, coordinate system transformations, KOPOS positioning system services, and other services as prescribed by prevailing legislation, detailed in Appendix 1 of this Administrative Instruction. Additionally, services include registration of immovable property rights and those outlined in Appendices 2, 3, and 4 of this Administrative Instruction.

Article 6

Fees for Specific Products and Services

Fees for specialized products and services, not integral to routine cadastral activities or not explicitly outlined in this Administrative Instruction, shall be proposed by MESPI and determined by government decision.

Article 7
Payment for Products and Services

1. Payments for KCA products and services adhere to the relevant legislation on Public Finance Management and Responsibilities.
2. Payment for KCA products and services is made according to the rates specified in the Appendices of this Administrative Instruction.
3. Payments for KCA products and services are conducted in Euros (€).

Article 8
Exemption from Payment of Fees

1. All Kosovan students and those from other countries engaged in preparing seminars and diploma theses, with certification issued by their respective faculties, are exempt from fees for requested products up to one hundred euros (€100) within an academic year.
2. In cases where master's and doctoral student requests exceed the limit stated in paragraph 1 of this article, the Executive Director of KCA shall make the determination.
3. The following groups shall be exempted from the payment of registration fees, from all points within Annex 2, including the Fees for Registration Services for Immovable Property:
 - 3.1. Single mothers;
 - 3.2 Persons receiving social assistance, namely women receiving social assistance;
 - 3.3 Persons with disabilities;
 - 3.4 Victims of domestic violence;
 - 3.5. Survivors of sexual violence during wartime.
4. Individuals from paragraph 3 must present evidence from the organization they belong to.
5. Individual buildings constructed by the Municipality or Government through humanitarian aid programs shall be exempted from the registration fee are.
6. All individuals for whom exemption from fees is provided for by the relevant applicable legislation shall be exempted from the payment of fees from Annex 2, Annex 2, including the Fees for Registration Services for Immovable Property.

Article 9
Use of KCA Products

1. KCA is not authorized to transfer ownership of released products to third parties. However, such parties are granted the right to utilize these products within the framework and conditions stipulated for their use.
2. The right to use KCA products may be revoked if parties fail to utilize the products as per the agreed terms.

Article 10
Products via Web Applications and Web Services

1. KCA provides services and products via web applications and web services to all stakeholders.
2. The provision of services and products shall be established through mutual agreement with each party.
3. Fees for services and products shall be paid in accordance with the appendices of this Administrative Instruction.

Article 11
Complaints Regarding KCA Products and Services

Parties aggrieved by the products, services, or procedures of receipt from KCA may lodge a complaint with the KCA Complaints Commission within thirty (30) days.

Article 12
Fee Determination Methodology

The fees assigned to products and services as delineated in this Administrative Instruction are reflective of the costs and time involved in executing cadastral services.

Article 13
Appendices

1. The integral components of this Administrative Instruction comprise:
 - 1.1. Appendix 1: Fee schedule for products and services provided to natural and legal persons and to Public Institutions of the Republic of Kosovo.
 - 1.2. Appendix 2: Fee schedule for immovable property rights registration services.

1.3. Appendix 3: Fee schedule for information and records from the Kosovo Cadastral and Land Information System.

1.4. Appendix 4: Fee schedule for other services.

Article 14 Repeal

1. Upon the enforcement of this Administrative Instruction, the following shall be repealed:
 - 1.1. Administrative Instruction MESP No. 08/2019 on Tariffs of Products and Services of the Kosovo Cadastral Agency.
 - 1.2. Administrative Instruction (MESPI) no. 04/2021 on amending and supplementing the administrative instruction mesp no. 08/2019 on fees for products and services of Kosovo Cadastral Agency
 - 1.3. Administrative Instruction MEA No. 09/2020 on Service Fees for Registration of Imovable Property Rights;
 - 1.4. MESPI Administrative Instruction No. 05/2021 on Amending and Supplementing of MESP Administrative Instruction No. 09/2020 on Service Fees for Registration of Immovable Property Rights.

Article 15 Entry into force

This Administrative Instruction shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

25 July 2024

Appendix 1:

FEE SCHEDULE FOR PRODUCTS AND SERVICES PROVIDED TO NATURAL AND LEGAL PERSONS AND TO PUBLIC INSTITUTIONS OF THE REPUBLIC OF KOSOVO

1. FEE SCHEDULE FOR PRODUCTS AND SERVICES PROVIDED TO INDIVIDUAL AND LEGAL PERSONS

1.1. FEES APPLICABLE FOR STUDENTS

1.1.1 Fees for digital products (jpg) prepared according to the degree of reduction

No.	Product	Price €
1	Orthophoto - jpg - (1:500, 1:1000, 1:2500, 1:5000)	15
2	Cadastral map, vector - jpg, horizontal (1:500, 1:1000, 1:2500, 1:5000)	15
3	Cadastral map, vector. jpg, horizontal - vertical, with isohypse (1:500, 1:1000, 1:2500, 1:5000)	20
4	Topographic map - jpg - 1:25000	5
5	Orthophoto with cadastral plan on top - jpg - (1:500, 1:1000, 1:2500, 1:5000)	15
6	Thematic map jpg.	15
7	Printing - A4 black and white	2
8	Printing - A4 color	3

1.1.2. Fees for products Digital Maps and Orthophotos

No.	Product	Price €
1	Aerial photo - image	1
2	Orthophoto - digital - urban 20 pixels. (year 2001) - per image	1
3	Orthophoto - digital - rural 40 pixels (year 2001) - per image	1
4	Orthophoto - digital - urban 15 pixels (year 2004) - per km ²	1
5	Orthophoto - digital - rural 10 pixels (year 2004) - per km ²	1
6	Orthophoto - digital - rural 50 pixels (year 2004) - per 4 km ²	1
7	Orthophoto - digital - rural 60 pixels (year 2004) - per 25 km ²	1
8	Orthophoto - digital - urban (year 2009) - 2x2 km ²	1
9	Orthophoto - digital - rural (year 2009) - 2x2 km ²	1
10	Orthophoto - digital - urban (year -2012)	3
11	Orthophoto - digital - rural (year -2012)	3
12	Orthophoto - digital - urban (year - 2018)	5
13	Orthophoto - digital - rural (year - 2018)	5
14	Orthophoto - digital - urban (year - 2024) 1x1 km ²	15
15	Orthophoto - digital - rural (year - 2024)	15
16	Digital cadastral map - old	10
17	Digital topographic map (old) 1:25000	5
18	Kosovo border - vector	200
19	Municipality boundary - vector	100
20	Cadastral zone boundary - vector	50
21	Vector buildings - Residential houses	2
22	Housing facilities - collective	5
23	Topographic map 2016 1:25000 - jpg- per map sheet	10
24	Topographic map 2016 1:25000 - PDF - per map sheet	10
25	Topographic map 2016 GeoTIFF - Raster - per map sheet	15

26	Topographic map 2016 Complete Geodatabase - per map sheet	100
27	Digital terrain model - MDT 2004 per km ²	1
28	Digital terrain model - MDT 2018 per km ²	5
29	Digital surface model - MDS 2018 per km ²	5
30	Topographic map 1:250000 Geodatabase	150
31	1:250000 geoTIFF topographic map	20
32	Topographic map 1:250000 PDF	10

1.2. FEE SCHEDULE FOR SERVICES AND PRODUCTS

1.2.1. Fee Schedule for Cadastral and Surveying Services

No.	Description	Price €
2	Coordinate transformation	2
3	Map scanning	5
4	Georeferencing of cadastral maps	10
6	Information for cadastral units	2
7	Information for cadastral area - statistics	20
8	Cadastral information for municipality-statistics	30

1.2.2. KOPOS Service Fees

No.	Description	Price €
1	Initial user registration	20
2	Annual fee for one user - RTK	400
3	Annual fee for one user – Rinex and Postprocessing	100
4	6 monthly fee for one user - RTK	250
5	6 monthly fee for one user – Rinex and Postprocessing	70
6	1 monthly fee for one user - RTK	60
7	1 monthly fee for one user – Rinex and Postprocessing	30

1.3. FEE SCHEDULE FOR WEB SERVICES

No.	Description	Price €
1	Fee for creating access to online services, per user Web applications	20
2	Fee for creating institutional access to online services, per user Web services	100
3	Mortgage registration	5
4	Fee for verification of information per person	2
5	Fee for verification of information per cadastral unit.	1

2. FEE SCHEDULE FOR PRODUCTS PROVIDED TO PUBLIC INSTITUTIONS OF THE REPUBLIC OF KOSOVO

2.1. PRODUCT FEES

2.1.1. Fees for digital products adjusted according to the degree of reduction

No.	Description	Price €
1	Orthophoto - jpg - A0 (1:500, 1:1000, 1:2500, 1:5000)	5
2	Cadastral map, vector, horizontal (1:500, 1:1000, 1:2500, 1:5000) jpg	5
3	Cadastral map, vector. jpg, horizontal - vertical, with isohypse (1:500, 1:1000,	5

	1:2500, 1:5000)	
4	Orthophoto with cadastral plan (vector) on top - jpg - (1:500, 1:1000, 1:2500, 1:5000)	5

2.1.2. Fee Schedule for Digital Maps and Orthophotos

No.	Description	Price €
1	Aerial photo - image	1
2	Orthophoto - digital - urban (year 2001) - per image	1
3	Orthophoto - digital - rural (year 2001) - per image	1
4	Orthophoto - digital - urban. (year 2004) - per km ²	1
5	Orthophoto - digital - rural (year 2004) - per km ²	1
6	Orthophoto - digital - rural (year 2004) - per 4 km ²	1
7	Orthophoto - digital - rural (year 2004) - per 25 km ²	1
8	Orthophoto - digital - urban 2009 2x2 km ²	1
9	Orthophoto - digital - rural 2009 - 2x2 km ²	1
10	Orthophoto - digital - urban 2012	1
11	Orthophoto - digital - rural 2012	1
12	Orthophoto - digital - urban 2018	3
13	Orthophoto - digital - rural 2018	3
14	Orthophoto - digital - urban 2024	5
15	Orthophoto - digital - rural 2024	5
16	Digital cadastral map - old	5
17	Digital topographic map (old) 1:25000	3
18	Border of the Republic of Kosovo - vector	50
19	Municipality boundary - vector	30
20	Cadastral zone boundary - vector	10
21	Parcel – digital - shapefile, DWG - file	5
22	Topographic map 2016 1:25000 - jpg- per map sheet	5
23	Topographic map 2016 1:25000 - PDF - per map sheet	5
24	Topographic map 2016 GeoTIFF - per map sheet	5
25	Topographic map 2016 1:25000 - geodatabase per map sheet	50
26	Digital terrain model - DTM 2004 per km ²	1
27	Digital terrain model - DTM 2018 per km ²	3
28	Digital surface model - DSM2018 per km ²	3
29	Topographic map 1:250000 Geodatabase	50
30	1:250000 GeoTIFF topographic map	5
31	Topographic map 1:250000 PDF	5

2.1.3. Fee Schedule for Web Services and Other Services for Public Institutions

1	Fee for creating access to online services, per user Web applications	10
2	Annual fee for Web Services and additional services (ownership certificate, plan copy, and information)	150

Appendix 2: FEE SCHEDULE FOR IMMOVABLE PROPERTY RIGHTS REGISTRATION SERVICES

1. Fee for registration of rights in the cadastral data register:

No.	Description	Price €
1	Registration of rights based on Sales Contract	30
2	Registration of basic rights of Donation Contract	30
3	Registration of rights based on Contract on Life-Long Maintenance	30
4	Registration of rights based on Ruling on the Review of Inheritance or Testament	30
5	Registration of rights based on decision of the Administrative, Judicial body and any legal document that foresees the acquisition of ownership	30
6	Registration of rights based on legal act establishing co-ownership or joint ownership	30
7	Registration of separation from co-ownership or joint ownership based on legal act	30
8	Registration of separation of the family community, based on legal act	30
9	Re-registration of immovable properties in the cadaster are exempted from the fee payment	
10	Registration of rights based on the exchange-exchange of immovable property based on the legal act	30
11	Registration of rent by a natural or legal person based on the legal act	30
12	Registration of the right of use - lease, for the properties privatized by the former Socially Owned Enterprises, with a duration of ninety-nine years (99)	30
13	Exemption from the registration fee of the right of use - lease in the name of the Government or the Municipality	
14	Registration of the transfer of real estate from the natural person to the legal entity in which the bearer has ownership and vice versa	30
15	Exemption from registration fees for the separation from co-ownership is granted in urban areas where the separation is intended for construction and establishment of legal and cadastral status as per the urban plan. This exemption applies prior to obtaining the building permit and requires the consent of neighboring parties involved in the division of the parcel	

2. Fees for registration of cadastral units

No.	Description	Price €
1	Fee for registration of new cadastral unit, created by division or merger	10
2	Exemption from registration fees for joint ownership of collective buildings in condominiums.	
3	Exempted from the fee for registering common areas as separate units	
4	Pre-registration of the construction right according to the building permit as a note on the parcel is done free of charge.	
5	Pre-registration of the building and part of the building.	5

3. Fee schedule for registration, modification and deletion of mortgage

No.	Description	Price €
1	Mortgage registration	30
2	Mortgage modification	10
3	The deletion of a mortgage from the register is exempt from fees.	
4	For mortgages registered in two or more MCOs, the fee is proportionally divided equally from point 1.	

4. Fee schedule for registration, modification and deletion of servitude

No.	Description	Price €
1	Registration fee for servitude rights per dominant parcel or individual.	30
2	Servitude modification	10
3	Deletion of servitude from the Register	30
4	For servitudes registered in two or more Municipal Cadastral Offices (MCOs), the fee is divided proportionally and equally from point 1.	

5. Fee schedule for registration, modification, and deletion of liens and encumbrances.

No.	Description	Price €
1	Fee exempt for lien registration	
2	The registration of the security measure (interim measure) or its modification is exempt from the fee	
3	Registration of notice according to Law No. 08/L-237 on Cadaster of Immovable Property	10
4	Registration of a ban by Private Enforcement Agent or the Court in the enforcement procedure for a legal act	30
5	Registration of notice based on Contract on Life-Long Maintenance	10
6	Fee exempt for the modification fee of lien and encumbrance	
7	Fee exempt for deletion of lien or encumbrance	
8	The fee for the registration of rights which are not included with the provisions of this Administrative Instruction	30
9	Fee exemption for recording public, local institutions and entities with public authorizations in the cadastral data.	

6. Fees for correcting cadastral data

No.	Description	Price €
1	Correction of cadastral data that are found to have been recorded incorrectly as a result of the documents submitted by the parties	20
2	The correction of cadastral data that are found to have been recorded as a result of an error by the MCO or KCA, as well as all errors detected by previous systems, as well as correction from old cadastral registers or other relevant documents, are fee exempt.	
3	The correction of the "KCID" identification number in the personal number of the owners is fee exempt. MCO is obliged to correct the identification number "KCID" ex officio	

Appendix 3: FEE SCHEDULE FOR INFORMATION AND RECORDS FROM THE KOSOVO CADASTRAL AND LAND INFORMATION SYSTEM;

1. Fee schedule for information from the Kosovo Cadastral and Land Information System

No.	Description	Price €
1	Certificate that the natural or legal person does not own property	1
2	Certificate of ownership (up to ten pages of typed notes)	2
3	Certificate of ownership (over ten pages of typed notes)	10
4	Copy of the plan, for each other parcel +1 Euro	2
5	Copy in A3 format with orthophoto (black and white)	5
6	Copy in A3 format with orthophoto (color)	5
7	History of a cadastral unit - up to five (5) units 50 Euros, over five (5) units 70 Euros	

1. Fee schedule for the surveying base

No.	Description	Price €
1	Reference points – I-st order	5
2	Reference points – II-nd order	2
3	Reference points – I-rd order	2
4	Trigonometric points	2
5	Polygonal points	2
6	Connection points	2
7	Leveling points - basic	2
8	Leveling points – I-st order	2
9	Leveling points – II-nd order	2
10	Border points of cadastral units	1

2. Fee schedule for data in digital form for parcels

No.	Description	Price €
1	Parcel in digital format (shpfile, dwg, gml, ili) up to 1 ha,	10
2	Parcel in digital format (shpfile, dwg, gml, ili) 1.01 ha to 2 ha	20
3	Parcel in digital format (shpfile, dwg, gml, ili) 2.01 ha to 5 ha,	30
4	Parcel in digital format (shpfile, dwg, gml, ili) over 5 ha	40
5	Building - residential house (shpfile, dwg, gml, ili)	2
6	Building - collective housing (shpfile, dwg, gml, ili)	5
7	Part of the building in digital format (shpfile, dwg, gml, ili)	5

Appendix 4: FEE SCHEDULE FOR OTHER SERVICES

1. Fee schedule for online services

No.	Description	Price €
2	Online certificate - free	

2. Obtaining the certificate

MCO or KCA is obliged to provide the party with a certificate of ownership and a copy of the plan free of charge after any change in the Register.