



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

**REGULATION (GRK) No. 04/2025 ON THE MANNER OF KEEPING
THE RECORDS OF MOVABLE AND IMMOVABLE ITEMS AND
REGISTRATION OF PUBLICLY OWNED ITEM¹**

¹ Regulation (GRK) No.04/2025 on the Manner of Keeping the Records of Movable and Immovable Items and Registration of Publicly Owned Item, has been approved in the 251-th Meeting of the Government of the Republic of Kosovo, with the Decision No.20/251, dated 12.03.2025.

The Government of the Republic of Kosovo,

Pursuant to Article 94 (3) of the Constitution of the Republic of Kosovo, Article 29 (4) of the Law No. 08/1-125 on Public Property, and Article 8 (4.5) of the Law No. 08/1-117 on the Government of the Republic of Kosovo, the Government of the Republic of Kosovo,

Issues:

REGULATION (GRK) No. 04/2025 ON THE MANNER OF KEEPING THE RECORDS OF MOVABLE AND IMMOVABLE ITEMS AND REGISTRATION OF PUBLICLY OWNED ITEMS

Article 1 Purpose

The purpose of this Regulation is to determine the rules on the manner of keeping the records of movable and immovable items and registration of publicly owned items.

Article 2 Scope

This Regulation shall be applied by the Office for Administration of Public Property (hereinafter:Office) within the Office of the Prime Minister and all central institutions of the Republic of Kosovo and units of local self-government, which manage or are in use of public property defined by law, including immovable properties and movable items.

Article 3 Records of immovable and movable property

1. The Office keeps and updates the Unique Records and Registry of Public Property, including public property categorized as critical infrastructure, providing centralized access and management of this data.
2. The Unique Records and Registry of Public Property contains two separate registries: the Registry of Immovable Property and the Registry of Movable Items.

Article 4 Recordkeeping of immovables

1. Central bodies and units of local self-government shall keep records of the immovable property at their disposal. The data contained in this record must be in accordance with the relevant cadastral data.

2.The above-mentioned bodies are obliged to send the data kept to the Office in a timely manner, in accordance with the respective Law on Public Property and this Regulation.

Article 5 **Registry of Immovable Property**

1.The Office shall keep the Registry of Immovable Property, which constitutes a unique registry for the entire territory of the Republic of Kosovo.

2.The Unique Registry includes basic information for each property, including:

2.1.cadastral parcel number,

2.2.cadastral zone;

2.3.location, which includes the correct address and the previously recorded addresses;

2.4.parcel area;

2.5.physical object (building);

2.6.object's area;

2.7.ownership certificate,

2.8.ownership certificate number;

2.9.destination;

2.10.servitudes, liens and/or other restrictions;

2.11.basis for acquisition of ownership including the certificate of ownership (not older than six months), administrative decision or any other relevant act, and

2.12.The value of immovable property at the time of recording.

3.The Office may also request other data necessary for the effective and efficient administration of the Immovable Property Registry.

4.In cases where institutions only use immovable property and do not have access to cadastral data, they must notify the Office of this.

5.Central bodies and local self-government units are obliged to place a special mark indicating limited access in the Registry, which indicates whether the relevant property in public ownership constitutes critical infrastructure.

Article 6
Recording servitudes and other liens

1. Any servitudes or other liens affecting public property must be accurately recorded in the Registry, including information on the parties involved, duration or term of use.
2. The body managing the public property shall be responsible for updating data related to servitudes and other liens on property.

Article 7
Value of immovable property

1. The Registry of Immovable Property includes also the value of the immovable property at the time of its recording.
2. The valuation of immovable property is carried out by licensed persons or institutions, based on professional standards and applicable legal acts.
3. The cost of the valuation is covered by the entity initiating the registration or by the responsible institution, in accordance with the relevant legal provisions. The valuation may be updated in cases where there are significant changes in the characteristics of the property or in accordance with the deadlines set by law.

Article 8
Deadlines for registration and updating

1. Central bodies and local self-government units are obliged to carry out the registration of immovable property as of December 31 of that year.
2. The registered data shall be submitted to the Office within the specified deadline, and latest by March 31 of the following year.
3. Any change that occurs during the calendar year must be made known within 30 days from the date of the change.

Article 9
Registration of public property as property of the Republic of Kosovo

In accordance with Article 31 of the Law on Public Property, after receiving all data, the Office initiates registration with the Kosovo Cadastral Agency of public property in the name of the Republic of Kosovo for properties used by central institutions, or in the name of municipalities for properties used by local self-government units.

Article 10
Records of movable items

1. Central bodies and local self-government units shall keep records of movable items at their disposal, in accordance with Article 29 of the respective Law on Public Property.
2. These records must reflect: the physical condition, financial value, as well as the changes relating to the property during the year (purchases, deregistration, transfers, etc.).
3. Initial and subsequent valuations shall be recorded in the relevant accounting records, in accordance with this Regulation and the applicable legislation.

Article 11
Accounting records of movable items and link to e-Pasuria platform

1. All movable items in public ownership shall be registered in accordance with public accounting standards and procedures set out by the responsible institutions.
2. Initial registration shall be based on the purchase value or, in the absence of financial documentation, on the valuation of the competent body. If a determined accounting value exists, a new valuation shall not be necessary.
3. Any change in value or physical condition (additional purchase, damage, destruction, transfer) shall be immediately reflected in the e-Pasuria platform and in the accounting records, in accordance with the relevant legislation.

Article 12
Data storage and security

The data in the electronic registry shall be stored in accordance with the security rules of information systems, respecting the legislation on personal data protection.

Article 13
Inter-institutional coordination

The Office, central bodies and units of local self-government shall cooperate and exchange data with the purpose of maintaining accuracy of, and to update, information on public property.

Article 14
Annual reporting on movable items

1. Central bodies and local self-government units shall, no later than 31 March of the following year, submit the annual report in electronic form to the Office.
2. The annual report shall include the state as of 31 December of the previous year, as well as any changes made during that year.

Article 15
Public reporting and transparency

1.The Office shall prepare and publish periodic reports on public assets, based on the information collected by central bodies and local self-government units.

2.The publication of reports shall be carried out respecting legal provisions on the protection of confidential data, and taking into account the public interest in information.

Article 16
Entry into force

This Regulation 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

20 March 2025