Annex 1: The founding act of the non-governmental organization
{simboli i OJQ-së}

The founding act of the non-governmental organization

_____

In (place), date (DD/MM/YYYY)

In order to advance our common interest, aiming **(mission of organization)**, and based on our rights for freedom of association guaranteed under article 65.1 of the Constitution of the Republic of Kosovo and the Law on Freedom of Association in NGOs 04/L-57, we – the undersigned – by our free will decide to establish an non-government organization "_____", which can be recognized by the official acronym "____".

Our organization will be an independent non-profitable **association/foundation**, with the following objectives **(a list of organization's objectives)**:

-
-
-

In order to represent our organization upon registration, and before all other public administration bodies and third parties we appoint Mr./Mrs. **(name of the authorized representative)**, born on DD.MM.YYYY in **(place of birth)**, personal number _____, resident **(residence)**, str. **(street name)** no. ___, phone number _____ and e-mail _____, **as** our authorized representative.

Headquarters address of the organization in Kosovo: **(full address)**

Founders of the organization:

By the founders of the organization:

Name and surname	**Personal number**	**Address of residence**	**E-mail**	**Phone no.**	**Signature**

(add columns for the founders as needed)

Annex 2: application to register a local NGO

Republika e Kosovës

Republika Kosova-Republic of Kosovo

Qeveria-Vlada-Government

Ministria e Administratës Publike

Ministarstvo Javne Administracije - Minstry of Public Administration

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Departamenti i Regjistrimit dhe Ndërlidhjes së OJQ-ve
Departament za Registracije i Veze sa NVO-a
Department of Registration and Liaison of NGO-s

File number:
FOR NGO OFFICE USE ONLY

APPLICATION TO REGISTER A LOCAL NGO

The person signing this registration form under the Law No. 04/L-57 certifies his or her authority to submit this application on behalf of the organization and that the following information is accurate:

1. The official name of the organization: _____

_____

2. The acronym of the organization (if any): _____

3. The NGO is (tick one): ☐ An association ☐ A foundation

4. The authorized representative of the NGO and his/her address, e-mail and phone number:

_____

5. Official position of the authorized person in the organization:

_____

6. The organization's contact address:

Address _____

City/Municipality _____

E-mail address _____

Telephone _____ *Mobile*

_____ *Landline*

Fax _____

Web page _____

7. This application is submitted on: *(date)* _____

By *(name and signature)*

Signature _____

8. The following is attached:

	NGOs founding act		**NGOs statute**
	Copies of the founder's identification document		The list of activities
	Decision on appointment of the authorized representative		Evidence of the founders registered as legal persons (for organization's network)
	NGOs official logo		Decision on appointment of the representative of legal persons for establishment of an NGO (for organization's network)

PLEASE NOTE: YOU ARE REQUIRED TO NOTIFY THE DEPARTMENT FOR REGISTRATION AND LIAISON WITH NGOSIF ANY OF THIS INFORMATION CHANGES

DATE SUBMITTED:

Annex 3: AREAS OF ACTIVITY

AREAS OF ACTIVITY

A. The name of organization: _____

_____

B. Acronym: _____

C. Areas of activity:

- ☐ Advocacy and Lobbying
- ☐ Gender Equality
- ☐ Agriculture
- ☐ Health Care
- ☐ Help persons with Special Needs
- ☐ Heritage
- ☐ Support to Business
- ☐ Human Rights
- ☐ Children Rights
- ☐ Humanitarian Aid
- ☐ Citizen's participation
- ☐ Information Technology (IT)
- ☐ Consumer Protection
- ☐ Legal Assistance
- ☐ Cultural Heritage
- ☐ Media Association
- ☐ Culture
- ☐ Microfinances

- ☐ Democratization
- ☐ Minorities Rights
- ☐ Economic Development

Development of NGO

- ☐ Education/Training
- ☐ Peace building
- ☐ Employment
- ☐ Refugees
- ☐ Environment
- ☐ Researches and analysis
- ☐ European Integration
- ☐ Rural Development
- ☐ Flora and Fauna
- ☐ Science
- ☐ Provision of Funds
- ☐ Social and Psychological Assistance
- ☐ Social Inclusion
- ☐ Transparency
- ☐ Sport
- ☐ Youth
- ☐ Student's Organizations
- ☐ Other (specify)

_____

_____

_____

Annex 4: Statutes of *(name of the NGO)*

Statutes of *(name of the NGO)*

This statute shall govern the non-for-profit association ***(name of the NGO)***, established in accordance with the Law No. 04/L-57 on Freedom of Association in Non-Governmental Organizations in Republic of Kosovo.

Article 1
Name, form and address

1. The organization shall be called ***(name of the organization)***.

2. It may also be known as ***(acronym)***.

3. The organization is a not-for-profit association, according to the definition given by article 5.2 and 6 of Law No. 04/L-57, on Freedom of Association in Non-Governmental Organizations in Republic of Kosovo.

4. The organization shall not distribute any net earnings or profits as such to any person. The assets, earnings and profits of the organization shall be used to support its non-profitable purposes of the organization and shall not be used to provide special individual benefits, directly or indirectly, to any founder, director, officer, member of the association, employee or donor of the NGO. However, the payment of reasonable compensation to such persons can be made for work performed for the organization.

5. Any transaction between the NGO and any other affiliated organization or between the NGO or members, officers, members of the Board or its employees is prohibited, unless the governing body decides, after reasonable investigation, that the transaction is in the interests, fair and reasonable for the NGO, and that the NGO could not provide more favorable arrangement with reasonable efforts and under existing circumstances.

6. The organization may engage in economic activities in order to support its nonprofit activities, in accordance with paragraph 1.4 of the Statute and Article 4 of the Law on Freedom of Association with NGOs 04/L-57, provided that the income generated through economic activities are used exclusively to accomplish the purposes specified in this statute.

7. The organization has its head office at ***(address of the organization)***.

Article 2
Founders

1. The founders of the organization are:
   (list the names of three founders with their addresses)

2. The Authorized Representative of the NGO is appointed by the Assembly of Members and shall represent the organization in and receive all official notices on behalf of the organization. He or she shall be responsible for informing the relevant competent authorities of any changes to the stated data when registering the organization.

Article 3
Purpose

1. The organization is founded with the purpose*(s)* of:
(Describe the purposes of the organization).
2. In order to fulfill its purposes, the organization will undertake, but will not be restricted to, the following activities:
(activities to be undertaken by the NGO).

Article 4
Membership

1. The membership to the organization is open to any person regardless of race, color, gender, language, political opinions or others, national or social origin, liaison to any community, property, economic, social conditions, sexual orientation, birth, disability or any other personal status. In order to join the organization, every interested person shall accept the Statute of the organization's mission and engage in meeting the organization's goals.

2. The Assembly of Members shall determine whether a membership fee shall be required from members. In case of imposing payment of membership, the Assembly shall decide on the rules and procedures of payment of membership, including various measures, to the exclusion of a member from the organization in case of failure to pay the membership.

3. Membership of any member can also be terminated or suspended by decision of the Assembly of Members in case of ***(list of reasons)***. In case of suspension, the length of the suspension will be specified.

4. The termination or suspension of membership by the Assembly of Members shall be decided by the majority of the members present.

Article 5
Assembly of Members

5.1 The Assembly of Members is the highest governing body of the organization. It shall consist of all members of the organization. (**Associations founded by legal persons:** it shall consist of delegated representatives by legal persons/organizations, members of association).

2. The Assembly of Members shall have ultimate responsibility for the policies and financial affairs of the organization. In this context, the Assembly of Members has the power to elect and dismiss officials in managing positions of the NGO, to approve periodic financial and work reports, to interpret and amend the Statute, as well as decide on the merger, division or dissolution of the NGO. These responsibilities cannot be delegated to other lower bodies.

3. Apart from the reserved powers, the Assembly of the Association shall also have the following powers: ***(list of powers)***

4. The Assembly of Members can delegate any of its responsibilities to the other intermediate governing body (eg. Board, Presidency, Governing Council) or employees of the organization, with the decision of majority of its members, with the exception of responsibilities not delegated

under Article 13 of Law no. 04/L-57 on Freedom of Association in Non-Governmental Organizations in the Republic of Kosovo and paragraph 2 of Article 5 of the Statute.

Article 6
Meetings of the Assembly of Members

1. The Assembly of Members shall meet at least twice a year at an Annual General Meeting (AGM) at which time it shall review and approve the report on funds, liabilities, income, expenditures and programs of the organization for the previous year as well as the anticipated plans for funds, anticipated liabilities, income, expenditures and programs for the upcoming year.

2. The Assembly of Members can also meet at Extraordinary General Meetings (EGMs) whenever required by *(half of the members)* or by other intermediate bodies. Such request must be addressed to the Head of the Members of Assembly who will issue the notice of the meeting to all members, according to the procedure described in the following paragraph.

3. Written notice of AGMs and/or EGMs, stating the date and place of the meeting, together with an agenda of the meeting, shall be distributed to all members at least *(seven)* days before the day on which the meeting is to be held.

4. In order for the meeting to take place, the participation of more than half of the members is required. If this minimum quorum is not obtained at the first attempt, the meeting shall be postponed to a specified later date and a new notice shall be sent to all members.

5. Each member of the organization has one vote in the Assembly of Members.

6. Decisions in the Assembly of Members shall be taken by majority of the members present.

7. No member of the Assembly of Members is allowed to take part in the discussion or undertaking decision on any matter in which he has a direct or indirect economic interest. A member of the Assembly of Members is considered to have economic interest, if he/she or any member of his family has a direct or indirect economic interest.

Article 7
Intermediate Governing Body (e.g. the Board)

1. Based on the responsibilities given by this statute, the Intermediate Governing Body (e.g. Executive Board, Advisory Board, Council) shall always act in accordance with the purpose of the organization.

2. The Board shall have the following responsibilities ***(list of responsibilities)*** *(for example: to propose the authorized representative of organization, to control implementation of purpose and activities specified with statute, to supervise the work of officials and employees of the NGO, etc.).*

3. The Board shall be elected by the Assembly of the organization. They will be elected individually by the majority of votes of the members present. The way of election and working rules for board members can be regulated by a special regulation for the board work, which is approved by the Assembly by a majority vote.

4. The Board shall consist of at least 3 (three) Members: one of them shall be elected the Chair of the Board.

5. Members of the Board ***can/cannot*** be elected for consecutive terms.

6. Members of the Board can be removed before the end of their term by the majority vote of the Assembly of Members.
7. The term of the member of the Board shall cease: in case of death, resignation or dismissal the Assembly of Members.
8. In the event of early termination of the mandate of a member of the Board, the Assembly of the Association shall elect a successor to serve the remaining time / new mandate.

9. Decisions of the Board shall be taken by the majority of the members present.

10. The Board can decide to refer any matter to the Assembly of Members for decision.

11. No remuneration or compensation shall be paid to the members of the Board without the approval of the Assembly of Members and only where the remuneration or compensation is reasonable and for work performed for the organization.

12. No member of the Board is allowed to take part in discussions or taking decision on any matter in which he has a direct or indirect economic interest. A member of the Board is considered to have economic interest if he / she or any member of his/her family has a direct or indirect economic interest.

Article 8
Officers and Employees

1. If necessary, the organization employs persons to undertake daily tasks of the organization. Chief Executive Officer (e.g. CEO) shall be elected / appointed by the Assembly of the Association. (In cases where the Assembly of the Association is the only body of the NGO) Chief Executive Officer (CEO example) shall be elected / appointed by the Board. (in cases where the Assembly of the Association establishes interim governing body).

2. The Officers will be employed **under the Law on Labor in the Republic of Kosovo**, all income and other benefits to be paid to the Officer, and the obligations and job description and responsibilities of the officer. All payments must be reasonable and must be paid only for work performed for the organization.

Article 9
Dissolution of the organization

1. The organization can be dissolved by the decision of the majority of the members of the Assembly of Members.

2. When deciding on the dissolution of the organization, the Assembly of Members shall indicate the name of any association or foundation that shall receive the assets remaining after discharge of any liabilities held by the organization. The association(s) or foundation(s) chosen shall have the same or similar purposes as the organization.

Article 10
Amendments to the statute

1. The present statute can be amended by the decision of *two thirds* of the majority of the Assembly of Members.

Article 11
Reporting Periods and Financial Year

1. The Board and appointed Officers shall provide annual reports to the Assembly of Members, AGMs or whenever requested by an EGM.

2. The financial year of the organization shall coincide with the calendar year.

This statute is agreed at ***(location)***

On ***(date)***

By the founders of the organization

(Signature of the founders)

Annex 5: Statutes of *(name of the NGO)*

Statutes of *(name of the NGO)*

This statute shall govern the non-for-profit foundation ***(name of the NGO)***, established in accordance with the Law No. 04/L-57 on Freedom of Association in Non-Governmental Organizations in Republic of Kosovo.

Article 1
Name, form and address

1. The organization shall be called ***(name of the organization)***.

2. It may also be known as ***(acronym)***.

3. The organization is a not-for-profit foundation, according to the definition given by article 5.3 and 6 of Law No. 04/L-57, on Freedom of Association in Non-Governmental Organizations in Republic of Kosovo.

4. The organization shall not distribute any net earnings or profits as such to any person. The assets, earnings and profits of the organization shall be used to support its non-profitable purposes of the organization and shall not be used to provide special individual benefits, directly or indirectly, to any founder, director, officer, member of the association, employee or donor of the NGO. However, the payment of reasonable compensation to such persons can be made for work performed for the organization.

5. Any transaction between the NGO and any other affiliated organization or between the NGO or members, officers, members of the Board or its employees is prohibited, unless the governing body decides, after reasonable investigation, that the transaction is in the interests, fair and reasonable for the NGO, and that the NGO could not provide more favorable arrangement with reasonable efforts and under existing circumstances.

6. The organization may engage in economic activities in order to support its nonprofit activities, in accordance with paragraph 1.4 of the Statute and Article 4 of the Law on Freedom of Association with NGOs 04/L-57, provided that the income generated through economic activities are used exclusively to accomplish the purposes specified in this statute.

7. The organization has its head office at ***(address of the organization)***.

Article 2
Founders

1. The founders of the organization are:
   (list the names of three founders with their addresses)

2. The Authorized Representative of the NGO is appointed by the Board of Directors and shall represent the organization in and receive all official notices on behalf of the organization. He or she shall be responsible for informing the relevant competent authorities of any changes to the stated data when registering the organization.

Article 3
Purpose

1. The organization is founded with the purpose*(s)* of:
(Describe the purposes of the organization).
2. In order to fulfill its purposes, the organization will undertake, but will not be restricted to, the following activities:

(activities to be undertaken by the NGO).

Article 4
Board of Directors

1. The Board of Directors is the highest governing body of the organization. First composition of the Board of Directors shall be appointed by the founders).

2. The Board of Directors shall have ultimate responsibility for the policies and financial affairs of the organization. In this context, the Board of Directors has the power to elect and dismiss officials in managing positions of the NGO, to approve periodic financial and work reports, to interpret and amend the Statute, as well as decide on the merger, division or dissolution of the NGO. These responsibilities cannot be delegated to other lower bodies.

3. Apart from the reserved powers, the Assembly of the Association shall also have the following powers: ***(list of powers)***

4. The Board of Directors can delegate any of its responsibilities to the other intermediate governing body (e.g. the Council) or employees of the organization, with the decision of majority of its members, with the exception of responsibilities not delegated under Article 13 of Law no. 04/L-57 on Freedom of Association in Non-Governmental Organizations in the Republic of Kosovo and paragraph 2 of Article 5 of the Statute.

5. Each member of the Board of Directors shall serve a term of (one / two / five) years and shall act until the election of a new member. Board members may / may not perform consecutive terms.

6. New members of the Board of Directors shall be proposed and elected by the Board of Directors, by majority vote of the members present.

7. The Board of Directors shall have at least three (3) members, one of whom shall be elected as Chairman of the Board. In the case of a huge number of members, the Board of Directors should always have an odd number of members.

8. The mandate of a member of the Board of Directors may terminate prematurely in case of:
death,
resignation or
dismissal by the Board of Directors.
9. In case of early termination of the mandate as a result of one of the reasons mentioned in the previous section of this Statute, the Board of Directors shall elect its successor **for the remaining term / for a full term.**

Article 5
Meetings of the Board of Directors

1. The Board of Directors shall meet at least once a year at an Annual General Meeting (AGM) at which time it shall review and approve the report on funds, liabilities, income, expenditures and programs of the organization for the previous year as well as the anticipated plans for funds, anticipated liabilities, income, expenditures and programs for the upcoming year.

2. The Board of Directors can also meet at Extraordinary General Meetings (EGMs) whenever required by ***(half of the members)*** or by other intermediate bodies. Such request must be addressed to the Head of the Members of Assembly who will issue the notice of the meeting to all members, according to the procedure described in the following paragraph.

3. Written notice of AGMs and/or EGMs, stating the date and place of the meeting, together with an agenda of the meeting, shall be distributed to all members at least *(seven)* days before the day on which the meeting is to be held.

4. In order for the meeting to take place, the participation of more than half of the members is required. If this minimum quorum is not obtained at the first attempt, the meeting shall be postponed to a specified later date and a new notice shall be sent to all members.

5. Each member of the Board of Directors has one vote in the Board of Directors.

6. Decisions in the Board of Directors shall be taken by majority of the members present.

7. No member of the Assembly of Members is allowed to take part in the discussion or undertaking decision on any matter in which he has a direct or indirect economic interest. A member of the Assembly of Members is considered to have economic interest, if he/she or any member of his family has a direct or indirect economic interest.

8. The Board of Directors, in order to determine specific rules and procedures of work and decision-making, may adopt special regulations for the Board's work, but always in accordance with the provisions and principles laid down in this Satute.

9. The work of the members of the Board of Directors is voluntary. No remuneration or compensation shall be paid to the members of the Board of Directors, unless the payment or compensation is reasonable and is made for the work performed for the organization.

Article 6 – Officers and Employees

1. If necessary, the organization employs persons to undertake daily tasks of the organization. Chief Executive Officer (e.g. CEO) shall be appointed by the Board of Directors.

2. The Officers will be employed **under the Law on Labor in the Republic of Kosovo**, under a written agreement that details the duration of employment, all incomes and benefits to be paid to the Officer, and the obligations and job description and responsibilities of the officer. All payments must be reasonable and must be paid only for work performed for the organization.

Article 7
Dissolution of the organization

1. The organization can be dissolved by the decision of the majority of the members of the Board of Directors.

2. When deciding on the dissolution of the organization, the Board of Directors shall indicate the name of any association or foundation that shall receive the assets remaining after discharge of any liabilities held by the organization. The association(s) or foundation(s) chosen shall have the same or similar purposes as the organization.

Article 8
Amendments to the statute

The present statute can be amended by the decision of *two thirds* of the majority of the Board of Directors.

Article 9
Reporting Periods and Financial Year

1. Appointed officers shall provide annual reports to the Board of Directors at the regular meeting or whenever required at an extraordinary meeting.

2. The financial year of the organization shall coincide with the calendar year.

This statute is agreed at ***(location)***

On ***(date)***
By the founders of the organization
(Signature of the founders)

Annex 6: Application to register a foreign or international NGO

Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government
Ministria e Administratës Publike
Ministarstvo Javne Administracije - Minstry of Public Administration

Departamenti i Regjistrimit dhe Ndërlidhjes së OJQ-ve
Departament za Registracije i Veze sa NVO-a
Department of Registration and Liaison of NGO-s

File number:
FOR NGO OFFICE USE ONLY

APPLICATION TO REGISTER A FOREIGN OR INTERNATIONAL NGO

The person signing this application for registration under the Law No. 04/L-57 confirms his/her authority to submit this application on behalf of the organization and the accuracy of the information below:

1. The official name of the organization is: _____

_____

2. The acronym of the organization is: _____

3. The organization is (tick one): ☐ Established as a legal entity under the laws of a foreign country: _____
(name of country)

☐ Established as an international non-governmental organization under international law. *(please explain your legal status on a separate sheet of paper)*

4. The authorized representative of the organization in Kosovo is *(name)*:

5. His or her official position in the organization is :

6. The organization's contact address in Kosovo is:

Municipality _____

City/Town _____

Address _____

Telephone _____ *Mobile*

_____ *Landline*

Fax _____

E-mail _____

7. This Application is submitted on: *(date)* _____

By *(name)*

Signature _____

Address ***Municipality*** _____

City/Town _____

Address _____

Telephone _____

Fax _____

E-Mail _____

8. The following is attached:

	NGO's official logo		Official statement confirming: - The goals of the organization for the branch in Kosovo - General description of planned activities to be implemented in Kosovo - Contact details of the organization's authorized
	NGO's statute		
	The list of the areas of activity		
	Proof that the organization is established in another country (for example, a copy		

	of the local registration certificate in the original language and translated into one of the official languages of Kosovo)		representative in Kosovo
	A document from the headquarters for appointment of an authorized representative in Kosovo	-	A statement that the NGO will not use the property and income of the NGO to provide benefits, directly or indirectly, to any founder, director, officer, member, employee or donor of the NGO
	Copy of identity document of the authorized representative in Kosovo	-	A statement that the NGO will not use tax or fiscal incentives, public donations or grants from the government, in case of dissolution all assets remaining after payment of the NGOs debts will be given to another NGO with the same or similar goals in the Republic of Kosovo

PLEASE NOTE: YOU ARE REQUIRED TO NOTIFY THE NGO REGISTRATION DEPARTMENT IF ANY OF THIS INFORMATION CHANGES

Date submitted to NGO Department:

Annex 7:_Request for recognition of public beneficiary status

Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government
Ministria e Administratës Publike
Ministarstvo Javne Administracije - Minstry of Public Administration

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DEPARTAMENTI I REGJISTRIMIT DHE NDËRLIDHJES SË OJQ-ve
NGO REGISTRATION AND LIAISON DEPARTAMENT
DEPARTMENT ZA REGISTRACIJU I VEZE SA NVO-a

No. of file:_____
Date of acceptance:_____
*Signature*_____

V.V.

REQUEST FOR RECOGNITION OF PUBLIC BENEFICIARY STATUS
(To be filled-in clear block letters)

Data on the NGO:

Name of Organization:_____

Official address/ Municipality:_____

Name/Surname of the authorized representative_____

Phone number of the contacting person:_____

Fax & e-mail:_____

Remark: Providing inaccurate or incomplete information may result in delay of the examination of application and deciding on it according to merit.

PLEASE ANSWER ALL GIVEN QUESTIONS, OTHERWISE ANY APPLICATION PARTLY FILLED-IN SHALL NOT BE TAKEN INTO CONSIDERATION

YES	NO

1. Is your NGO registered? (Circle one).....

If YES, please answer the following questions:

(a) The date of registration? _____ Registration no.?_____

(b) Is there any change of given information in your form for registration of your NGO or attached documentation (e.g.: address, phone, status, authorized person etc.)..... **YES** | **NO**

If YES, then give new information by attaching new changed documents.

2. Please, describe the objectives of your organization:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

3. What are the reasons that your Organization is asking for the Public Beneficiary Status? (Please specify): (*Add additional sheets, if necessary)*

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

4. Please briefly describe projects or activities you will develop if your Organization gains the Public Beneficiary Status. (*Add additional sheets, if necessary*)

_____
_____
_____
_____

5. Please describe the activities or projects of your Organization that could not be carried out if you do not gain the Public Beneficiary Status? (*Add additional sheets, if necessary)*

6. If your organization is previously registered, please briefly describe the recent projects implemented in Kosovo and attach a brief report of the project.. If you are an international organization and you have not implemented any project in Kosovo, indicate recent projects implemented in your country or any other country outside Kosovo: (*Add additional sheets, if necessary)*

7. Which activities listed below are your organization's principal field of activity?

	Humanitarian aid and support		Youth
	Support disabled persons		Sport
	Charity		Environment preservation and progress
	Education		Economic reconstruction and development

	Health		Protection and promotion of human rights
	Culture		Support to democratic practices and civil society
	Culture		Support to democratic practices and civil society
	Other (specify)		

8. If the principal areas of activity concerns education or health, please indicate which benefits will be provided for free or cheaper than the market value, including the market value for certain service and the value the service is provided.

9. If the principal area of activity concerns education, health or economic development, please indicate the disadvantaged groups or individuals benefiting from these activities?

10. If you are an international or foreign NGO, do you enjoy the Public Beneficiary Status (or equivalent status) in your country of origin?
(if yes, please attach documents proving this)

YES	NO

11. Have you completed all of your organization's obligations to TAK?
(if yes, please attach documents proving this)

YES	NO

If Public Beneficiary Status is granted to your NGO, you are obliged to submit to the DRLNGO an annual report on its operations and activities in Kosovo. Reports must be submitted by the end of March each year, for the reporting year ending 31 December of the previous year, according to the reporting form of the DRLNGO.

Failure to submit the annual report on time, the DRLNGO shall undertake the necessary procedures for the suspension and revocation of Public Beneficiary Status.

Application submitted on:_____**by:** _____

Signature_____

Address:_____

Phone/fax _____

E-mail_____

Signature of the authorized representative_____

Remark: ***The application shall be taken into consideration only if it is entirely completed, attaching required documents and signed by the Authorized Representative.***