**APPLICATION FOR**

**ENERGY SUPPLY LICENCE**

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| **I** | **APPLICANT APPLYING FOR:****(Please mark one of the following activities)** |
|  | ENERGY SUPPLY LICENSE |
|  | EXTENSION OF THE ENERGY SUPPLY LICENSE |
|  | TRANSFER OF THE ENERGY SUPPLY LICENSE |

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| **II** | **APPLICATION INSTRUCTIONS** |
| The applicant shall submit this completed application at the Energy Regulatory Office, as well as attach evidence on original or certified copies and electronic copies (if required by Energy Regulatory Office), in one of the official languages in Kosovo.The Applicant should submit the completed application form in those addresses: * Print version: Energy Regulatory Office, St.”Dervish Rozhaja” No.12

10 000 Prishtina, Republic of Kosovo * Electronic version: legal-licensing@ero-ks.org

Energy Regulatory Office shall be notified on any change on the data of the enterprise or the contact person during the entire validity period of the license. |
| **Name of Applicant (Legal Entity):** | **Applicant’s Stamp:** |

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| **III** | **GENERAL INFORMATION ON THE ENTERPRISE & CONTACT PERSON** |
| **Name of Applicant (Legal Entity):** |
| **Headquarters:** |
| **Address:** |
| **Business registration number:** |
| **Telephone No:** | **Fax No:** |
| **Email Address:** |
| **Name and Surname of contact person:** |
| **Address:** |
| **Telephone No:** | **Fax No:** |
| **Email Address:** |
| **Current activities of the applicant in the energy Sector in Kosovo:** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Previous activities of the applicant in the energy sector in Kosovo:** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

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| **IV** | **EVIDENCES TO BE ATTACHED WITHIN THIS APPLICATION** |
| ***Instruction:*** *Please place a plus sign (on the right) for all documents attached to this application form:* |
| **No** | **EVIDENCES /DOCUMENT (original or certified copy)**  |  Attached(mark with plus) |
| **1.** | Applicant’s certificate of registration, issued by the business registration agency, in accordance with legal requirements for registering a business.  |  |
| **2.** | Statute/chart of the company or the Agreement on establishing the company/consortium.  |  |
| **3.** | Applicant’s Business Plan regarding the energy activities to be covered by the license, which covers at least the next 3 (three) years. This plan shall contain at least: customers that it plans to supply, amount of energy that it plans to supply (MWh and €) namely the target market, description of expected costs and benefits when exercising the duty of supplier etc.  |  |
| **4.** | Evidence that the initial capital of the Applicant in carrying out its supply activity covers around 10% of the annual market that it targets or evidence by a financial institution or parent company of the applicant on the availability (existence) of funds for exercising the energy activities which cover around 10% of the annual market, based on the declarations of the Business Plan for the energy market that it aims to supply in Kosovo. |  |
| **5.** | Annual Financial Statements of the applicant or parent company for the last 3 (three) years. These financial statements shall be audited by licensed and independent auditors. The newly established enterprises shall submit a declaration on the current financial situation. |  |
| **6.** | Certificate by a competent body that the Applicant fulfills all legal requirements related to the payment of taxes. |  |
| **7.** | Certificate by a competent body that the Applicant is not undergoing a liquidation/bankruptcy procedure. |  |
| **8.** | Details of the Applicant’s experience in conducting energy activities, from the establishment until the date of application (company profile). |  |
| **9.** | Information regarding Applicant’s organizational structure (management and professional staff). |  |
| **10.** | Relevant evidences/biographies (CVs) of the Applicant’s management and other professional personnel, accompanied by their respective qualifications - at least one person per field of expertise. |  |
| **11.** | Information on information systems (software and hardware) available for conducting the energy activities, including program for billing of customers.  |  |
| **12.** | The Form (draft) of Contracts/agreements that Applicant intends to use for customers supply with energy. |  |
| **13.** | Statement regarding whether the applicant is willing to act as a Supplier of Last Resort, in line with Article 39 of the Law on Electricity or Article 19 of Law on Thermal Energy, depending on the case. If the applicant is willing to perform this role then also submit the number or customer categories that can be handled by the billing system or applicant’s administration.  |  |
| **14.** | Evidence on possession of any license for energy activity in Kosovo or abroad.  |  |
| **15.** | Evidence on the payment of initial licensing tax, in the amount of two thousand Euros (2,000.00 €), for review and modification or extension, and the transfer of license in amount of five hundred euro ((500.00 €), in line with Article 4 of Rule on Licensing and Appendix 1 of Rule on Taxes. |  |
| **16.** | Evidence on the publication of the Notice in two (2) daily newspapers with wide circulation in Kosovo (in line with Article 6 of Rule on Licensing). |  |

Note: Prior to starting the supply of energy to customers, the applicant shall submit at the Energy Regulatory Office evidence that it has established the Customer Service, in accordance with Energy Supply License, issued by Energy Regulatory Office and other applicable legislation.

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| **V** | **APPLICANT’S STATEMENT** |
| ***Instruction:*** *Please answer the following statements with ‘YES’ or ‘NO’.* |
| **No** | **Statement** | **Yes** | **No** |
| **1.** | Were the Applicant’s managers ever prosecuted or sentenced for a criminal offence? |  |  |
| **2.** | Was the Applicant’s License for the activity subject to this application revoked within five (5) years from the date of the application submission? |  |  |
| **3.** | Did the applicant comply and whether it is willing to comply in the future (within Kosovo and abroad) with all provisions of the applicable legislation, regarding environment protection. |  |  |
| **4.** | Does the Applicant understand and is the Applicant aware of its obligations to implement energy sector legislation, other rules issued by ERO, technical and commercial codes and other applicable legislation? |  |  |
| **5.** | Has the applicant conducted any violation in Kosovo or abroad regarding the criteria of safety and protection at work? |  |  |
| STATEMENTI (authorized person)……………………............................................................................(Name & Surname)...........................................................................................................................................(Position)state that, to the best of my knowledge, all information, evidences and documents appended to this Application are original and correct, and that I shall be subjected to sanctioning in the event of false statements and submission of false information. **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Stamp:** |

**This Application is part of Rule on Licensing of energy activities in Kosovo,**

**ero/no. 07/2017, dated 31 march 2017**