

CHECKLIST: Essential Steps for Business Registration in Kosovo

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| Description of Steps | Checkbox |
| ****Initial Planning Phase**** |  |
| Research the market for your business idea | ☐ |
| Develop a business plan | ☐ |
| Select a business structure (e.g., Sole Proprietor, LLC, Corporation) | ☐ |
| Identify a business name and perform a name check | ☐ |
| ****Legal Requirements**** |  |
| Register the business name | ☐ |
| Obtain necessary business licenses and permits | ☐ |
| Draft business contracts and agreements | ☐ |
| ****Financial Preparations**** |  |
| Open a dedicated business bank account | ☐ |
| Create a preliminary business budget | ☐ |
| Evaluate initial investment needs | ☐ |
| ****Kosovo Business Registration Agency (KBRA) Steps**** |  |
| Submit the required documents to KBRA | ☐ |
| Pay the registration fee | ☐ |
| Obtain the Certificate of Business Registration | ☐ |
| ****Intellectual Property**** |  |
| File for any patents, trademarks, or copyrights if necessary | ☐ |
| ****Tax and Accounting**** |  |
| Register for tax identification number (TIN) | ☐ |
| Set up accounting and bookkeeping systems | ☐ |
| Familiarize yourself with Kosovo tax rates (Corporate: 10%, VAT: 18%) | ☐ |
| ****Employee Management**** |  |
| Draft employment contracts | ☐ |
| Set up payroll system | ☐ |
| Register for social security contributions (5% Employee, 5% Employer) | ☐ |
| ****Initial Operations**** |  |
| Develop a sales and marketing strategy | ☐ |
| Set up a business website and online presence | ☐ |
| Establish initial inventory and supply chain if applicable | ☐ |
| ****Continuous Monitoring and Compliance**** |  |
| Regularly review and update business plan | ☐ |
| Stay updated on legal and tax changes | ☐ |
| Conduct periodic internal financial audits | ☐ |