



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

*Ministria e Industrisë, Ndërmarrësisë dhe Tregtisë - Ministarstvo Industrije,
Preduzetništva i Trgovine - Ministry of Industry, Entrepreneurship and Trade*

**ADMINISTRATIVE INSTRUCTION (MIET) No. 06/ 2024 ON DETERMINING THE
RULES AND PROCEDURES FOR THE ADMINISTRATION OF IMPORT QUOTAS**

Administrative Instruction (MIET) No. 06/2024 For determining the rules and procedures for administration of import quotas, was approved by Decision No. 3847/01, Date. 07.08.2024.

Minister of the Ministry of Industry, Entrepreneurship and Trade

Pursuant to Article 10, paragraph 9, of the Law No. 08/l-021 on Foreign Trade, Article 11, paragraph 1, subparagraph 1.3. of Law No. 08/L-117 For the Government of the Republic of Kosovo , as well as Article 9, paragraph 2 of Regulation No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo,:

Issues:

ADMINISTRATIVE INSTRUCTION (MINT) No. 06/2024 ON DETERMINING THE RULES AND PROCEDURES FOR THE ADMINISTRATION OF IMPORT QUOTAS

Article 1 Purpose

This Administrative Instruction defines the rules and procedures for the administration of import quotas, the criteria and the method of distribution of quotas for importing products within the quota.

Article 2 Scope

The provisions of this Administrative Instruction are implemented by the relevant ministry for trade, the ministries in whose scope are the products for which the quota is determined as well as by the economic operators dealing with trade activities.

Article 3 Definitions

1. The terms used in this instruction have the following meanings:

1.1. " Tariff Quota" – two-tiered tariff regime which sets quantity threshold for imports of a specific product for a certain period of time, imports within the quota enter with a lower customs duty (in-quota) while for imports above the level of a higher customs fee is imposed at the threshold (out of quota) ;

1.2. "Tariff Quotas Administration" is a measure that ensures the correct implementation of provisions for tariff quotas;

1.3. "Ministry" - responsible Ministry of Trade;

1.4. "Ministry of the relevant field" - the Ministry in whose scope are the products for which the quota is set;

1.5. Timeline - the time period defined for the implementation of a tariff quota.

1.6 Automatic Import Permit; the automatic import permit is an authorization that is issued without restrictions or further checks. Any completed request for a license is automatically approved without delay and without special conditions

1.7 Non-Automatic Import Permit; the non-automatic import permit is an authorization that may be subject to specific restrictions and controls. This type of permit is used to manage quotas and protect specific interests, such as the protection of domestic industry, public health, and national security.

1.8. Law- Law on Foreign Trade

Article 4

Method of setting tariff quotas

1. In the event of import restrictions that include setting tariff quotas, tariff quotas shall be set through bilateral trade agreements and unilaterally.

2. When tariff quotas are set through bilateral agreements, the value or quantity of certain goods that can be imported into the country during a certain period of time shall be determined through the agreement with the relevant country.

3. When tariff quotas are set unilaterally, the value or quantity of goods, the import of which is limited through import quotas, shall be determined by decision of the Government of the Republic of Kosovo based on the proposal of the Ministry, as also defined in Article 9 paragraph 3 of the law.

4. The proposal of the Ministry is based on the requirements of the Ministry of the relevant field for setting tariff quotas, including the reports and analyses of the relevant inspectorate and other relevant documents.

Article 5

Tariff quotas

1. The application of a tariff quota permits the import of a certain quantity of a commodity, during specified periods of time duty-free or at a lower duty rate, while quantities exceeding the quota are subject to a higher duty rate, excluding the anti-dumping duties determined according to the relevant legislation.

2. The quantity to be imported can be expressed in units of quantity, value, volume or weight.

3. The timeline for the validity of the tariff quota shall be determined by a decision of the Government.

4. Import quotas restricts the quantity, value, volume or weight of various goods that can be imported into the country during a certain period of time.

5. In the event that after the announcement of the notification for the application of certain import quotas and until the day of entry into force of said quotas, an unusual increase in the import of the product/s provided for in the quota is observed, the Government has the right to apply an immediate import protection measure as defined in Article 9 paragraph 3 of the Law.

6. The Ministry responsible for trade and Customs of Kosovo through the integrated Tariff of Kosovo - TARIK, publish detailed information on quota quantities, quota periods and quota allocations.

Article 6

Import quotas

1. Import quotas are of two types: absolute and tariff-rate.

1.1. Absolute import quotas are applied in cases where it is restricted that the entry of the quantity of goods into the local market is strictly prohibited for a certain period. Once the quantity allowed in an absolute import quota is met, the goods are not allowed to enter the local market or withdraw them from customs warehouses for consumption of goods subject to the quota.

1.2. Import tariff-rate quotas are applied in cases where a certain quantity of imported goods are permitted to enter the domestic market at a reduced customs rate during the quota period. Once the tariff quota limit is reached, goods can still enter, but at a higher rate of customs duty.

Article 7

Quotas Administration

1. Quotas are administered in accordance with the following methods:

1.1. "first come, first served" principle ;and

1.2. Import permits;

Article 8

"First come, first served" principle

1.1 Discrimination between economic operators who apply for tariff quotas is prohibited, by applying the method based on the chronological order of submission of applications "first come, first served".

1.2 Tariff quotas are administered in such a way as to avoid any discrimination between the operators concerned.

Article 9

Method of distribution of tariff quotas

1. The method of distribution of the tariff quota depends on the tariff code and quantity of quotas set.
2. The economic entity that applies for a certain quota must prove its capacity for trading the quantity/value of the goods for which is applying, proving the quantity imported for the previous year.
3. The economic entity cannot apply for a tariff quota in value/quantity greater than 100% of the value of the goods imported by the same economic entity within the calendar year, without limitation through quotas.
4. The same economic entity cannot apply for more than 10% of the total quota value. Exceptions are made in cases where the number of applicants is less than 10 applicants.

Article 10

Public call

1. The relevant Ministry, after the Government issues a decision in accordance with Article 4 paragraph 2 of this instruction, through a public call, shall publish the announcement of the quantity, value, volume or total weight of the product and the parts allocated to it, which will be permitted to be imported during a certain period as well as for any change in the quantity, value, volume or overall weight for the allocation of tariff quotas.
2. The public call for the distribution of tariff quotas contains the following information:
 - 2.1. Quantity, value, volume or total weight of the tariff quota;
 - 2.2. Tariff codes for determining the type and name of the product;
 - 2.3. Documentation attached to the request;
 - 2.4. Deadline for submitting the request including the application time;
 - 2.5. Timeline for the validity of the permit for the tariff quote;
 - 2.6. Ministry may request other additional information, if needed
3. The public call is published within 15 days.

Article 11

Validity period of tariff quotas

1. Tariff quotas shall be set on an annual and seasonal basis.
2. The tariff quota periods can be divided on a monthly basis as well.

Article 12

Submission of import permit requests

1. Requests for import permits must be submitted within the deadline set according to the public call.
2. Requests must be submitted to the Department of Trade, addressed to the Commission for determining the distribution of tariff quotas.
3. Economic operators have the right to apply for each tariff quota, according to the public call.
4. Operators applying for a permit must fill out the form with the information specified in Article 14 of this administrative instruction.

Article 13

The data that must be presented when applying for an import quota permit

1. The request form for allowing a quote must include the following information:
 - 1.1. Company name;
 - 1.2. Name and surname of the applicant or its authorized representative;
 - 1.3. Main business activity;
 - 1.4. Quantity, value, volume or weight for which the subject applies;
 - 1.5. Name of the product for which the entity applies for a quote;
 - 1.6. The 8-digit tariff number of the product for which the subject applies for quotes;
 - 1.7. The quantity and value of the product imported by the applying entity, during the 1-year period before applying for quotas;
 - 1.8. Origin of the product.

- ## **Article 14**
- ### **Documentation required for obtaining a permit for import tariff quotas**
1. The necessary documentation for obtaining permission for import tariff quotas is as follows:

- 1.1. Completed form;
- 1.2. Business registration certificate with accompanying information;
- 1.3. Import statements for the period of one year of the last year.

Article 15
Commission for determining the distribution of tariff quotas

1. The Commission is formed by decision of the Minister and consists of 5 members. Two of the members will be from the responsible Ministry of trade, one from Kosovo Customs, as well as two ad-hoc members from the Ministry of the relevant field.

2. The three regular members of the Commission will have a three-year term, they can only be re-elected for one term.

3. The competences of the Commission are:

3.1 evaluates the fulfilment of the formal conditions for examining the request for obtaining the permit within a period of 30 days and ascertains which requests have been submitted in accordance with the public call;

3.2 examines the requests and recommends to the Minister the granting, suspension, revocation, withdrawal and refusal of permission for import quotas;

3.3 prepares the proposal for the distribution of tariff quotas and submits the report to the Minister;

Article 16
Examination of the permit application

1. Permit applications that do not contain the documentation defined in this administrative instruction are considered inadmissible.

2. The request will not be considered in the following cases:

2.1. If the request is not submitted within the deadline set in the public call;

2.2. If the request is not accompanied by the documentation defined in Article 15 of this instruction; and

2.3. If the request form is not filled in correctly;

Article 17
Approval of requests

1. The Minister issues a decision based on the recommendation of the Evaluation Commission for the approval, rejection, suspension or revocation for the distribution of tariff quotas.

2. The decision from this article is a final administrative act in the sense of the relevant Law on General Administrative Procedure. Against the decision, a lawsuit is allowed before the court according to the relevant Law on Administrative Conflicts.

Article 18

Import permits

1. Import permits are issued no later than ten (10) calendar days for automatic permits and no later than thirty (30) calendar days for non-automatic permits from data on the basis of the first services.
2. Import permit cannot be transferred to another natural or legal person.

Article 19

Suspension and revocation

1. In cases where it is proven that the economic operators who have been provided with an import permit have acted contrary to the legal provisions and the decision on appointment, the Appointment Commission recommends to the Minister the decision to suspend or revoke the permit for the tariff quota.
2. The revocation of the permit for the tariff quota can be initiated on the basis of the inspection by the market inspectorate or by the Kosovo Customs.
3. The duration of the suspension should not exceed the tariff quota period.
4. The decision from this article is a final administrative act in the sense of the relevant Law on general administrative procedure. Regarding the decision, a lawsuit is allowed in court according to the relevant law on administrative conflicts.

Article 20

Withdrawal of permit

The Minister withdraws the permit for import at the request of the registered operator, after the recommendation of the Commission.

Article 21

Publication of the names of the operators who received permits for tariff quotas

1. The announcement regarding the decision on import quotas is published on the website of the relevant Ministry of Trade and on the website of Kosovo Customs.
2. The Ministry and Kosovo Customs shall publish on their official web pages the names of the Economic Operators and the unique number, as well as the identification addresses of the operators who have received permits for tariff quotas.
3. The data mentioned in paragraph 2 are removed from the official website depending on the end of the time period defined for the tariff quotas, or according to the request of the registered operator.

Article 22
Notification of quota fulfilment

Kosovo Customs notifies the Ministry about the fulfilment of quotas for each importer.

Article 23
Export restrictions

This Administrative Instruction shall also apply to export restrictions accordingly.

Article 24
Annexes

1. An integral part of this Administrative Instruction are the annexes as follows:
 - 1.1. Annex 1 (application form);
 - 1.2. Annex 2 (Announcement/Notification for Tariff Quotations for a certain product);
 - 1.3. Annex 3 (Import Permit).

Article 25
Entry into force

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

06.08.2024

Rozeta HAJDARI

Minister

Shtojca nr. 1. Formulari i aplikimit për leje importi/Appendix no. 1. Import permit application form/Dodatak br. 1. Obrazac zahteva za uvozu dozvolu

Emri i subjektit ekonomik/ Name of the business/ Naziv privrednog subjekta Adresa/ Address/ Adresa NUI/UIN/JMB	
Emri dhe mbiemri i drejtorit ekzekutiv ose përfaqësuesit të autorizuar të tij/aplikuesit Name and surname of the executive director or his/her authorized representative/applicant Ime i prezime izvršnog direktora ili njegovog ovlašćenog predstavnika/podnosioca zahteva	
Veprimtaria kryesore e kompanisë The main activity of the company Osnovna delatnost preduzeća	
Sasia e kuotës për të cilën aplikon subjekti The amount of the quota for which the subject applies Iznos kvote za koji subjekt aplicira	
Emërtimi i produktit për të cilin subjekti aplikon për kuote Name of the product for which the subject applies for quotes Naziv proizvoda za koji se predmet prijavljuje za ponude	
Numri tarifor (8 shifror) i produktit për të cilin subjekti aplikon për kuotë Tariff number (8 digits) of the product for which the subject applies for quotes Tarifni broj (8 cifara) proizvoda za koji subjekt aplicira za kuote	
Sasia e importuar e produktit nga subjekti që aplikon, gjatë periudhës 1 vjeçare para se të aplikoj për kuotë The imported quantity of the product from the applying entity, during the 1 year before applying for the quota Uvezena količina proizvoda od subjekta koji podnosi zahtev, tokom 1-godišnjeg perioda pre podnošenja zahteva za kvotu	
Origjina e produktit/The origin of product/Poreklo robe	
Vendi dhe data e aplikimit/ Place and date of application/ Mesto i datum prijave	
Nënshkrimi dhe vula/ Signature and stamp/ Potpis i pečat	

Shtojca nr.2. Shpallja/Njoftimi për Kuotë Tarifore për një produkt te caktuar/Appendix no. 2. Announcement/Notice of Tariff Quotation for a specific product/ Prilog br.2. Najava/obaveštenje o tarifi za određeni proizvod

Numri rendor i shpalljes Ordinal number of the announcement Redni broj oglasa	<i>Të shënohet numri rendor i shpalljeve nga ana e Ministrisë</i> <i>To write down the ordinal number of announcements by the Ministry</i> <i>Da se napise redni broj oglasa Ministarstva</i>
Marrëveshje ndërkombëtare ose akt tjetër International agreement or other act Međunarodni ugovor ili drugi akt	<i>Duhet të përshkruhet se vendimi për aplikimin e kuotës a është marrë me marrëveshje ndërkombëtare apo është i bazuar ne ndonjë vendim specifik te Qeverise.</i> <i>It should be described whether the decision to apply the quota was made with an international agreement or is based on a specific decision of the Government.</i> <i>Treba opisati da li je odluka o primeni kvote doneta međunarodnim sporazumom ili je zasnovana na konkretnoj odluci Vlade.</i>
Periudha e kuotës tarifore Tariff Quota Period Period tarifne kvote	<i>Duhet të përshkruhet afati kohor në fuqi i kuotës së aplikuar/ The effective time frame of the applied quota must be described/ Mora biti opisan efektivni vremenski okvir primenjene kvote.</i>
Periudhe shtesë e kuotës tarifore Additional period of tariff quota Dodatni period tarifne kvote	<i>Duhet të tregohet se do të lejohet periudhë shtesë për kuotën apo jo?</i> <i>It must be shown that an additional period will be allowed for the quota or not?</i> <i>Mora se pokazati da će biti dozvoljen dodatni period za kvotu ili ne?</i>
Aplikim i licencës Application of licence Aplikacija licence	<i>Konform neneve 13, 14, 15, dhe 16 te këtij Udhëzimi Administrativ</i> <i>By articles 13, 14, 15, and 16 of this Administrative Instruction</i> <i>U skladu sa članovima 13, 14, 15 i 16 ovog Administrativnog uputstva</i>
Përshkrimi i produktit Description of the product Opis proizvoda	
Origjina e produktit Origin of product Poreklo proizvoda	<i>Po/Jo</i> <i>Yes/No</i> <i>Da/Ne</i>
Dëshmia e origjinës për lëshim ne qarkullim te lire Proof of origin for release into free circulation Dokaz o poreklu za puštanje u slobodan promet	<i>Po/Jo</i> <i>Yes/No</i> <i>Da/Ne</i>
Pesha ne kg	

Weight in kg Težina u kg	
Kodi tarifar i produktit Tariff code of product Tarifni broj robe	
Tatimi doganor brenda kuotës Customs tax within the quota Carinski porez u okviru kvote	<i>Duhet të tregohet se sa është norma doganore e aplikuar në produktin në fjalë për sasinë e përcaktuar me kuotë It must be shown how much is the customs rate applied to the product in question for the quantity determined by the quota Mora se pokazati kolika je carinska stopa koja se primenjuje na predmetni proizvod za količinu utvrđenu kvotom</i>
Dëshmia e tregtisë Trade evidence Dokaz o trgovini	<i>Po/Jo Yes/No Da/Ne</i>
Garancion sigurie për licencë të importit Security guarantee for import licenses Garancija sigurnosti za uvozne dozvole	<i>Po/Jo Yes/No Da/Ne</i>
Periodha e validitetit të lejes Permit's validity period Period važenja dozvole	
Transferi/bartja e lejes Permit's Transfer Prenos/prenošenje dozvole	<i>Po/Jo Yes/No Da/Ne</i>
Operatori i regjistruar në ARBK Operator registered in ABRK Operater registrovan u ARBK	<i>Po/Jo Yes/No Da/Ne</i>
Kushtet specifike Specific conditions Specifični uslovi	

Shtojca Nr. 3. Leje Importi / Appendix no. 3. Import Permit / Prilog br.3. Dozvola za uvoz

Autoriteti që lëshon lejen (emri dhe adresa e autoritetit) The authority that issues the license (name and address of authority) Organ koji izdaje dozvolu (naziv i adresa organa)	
Lëshuar për/ Issued to/ Izdata: Emri i kompanisë/ The name of the company / Ime kompanije: Adresa e plote/ Full address/Puna adresa: Numri unik identifikues/Unique identification number/ Jedinstveni matični broj:	
Vendi eksportues/ Exporting country/ zemlja izvoznica	
Vendi i origjinës /Country of origin/ zemlja porekla	
Data e paraqitjes se kërkesës për licence/ The date of submission of the license application/ Datum podnošenja zahteva za licencu	
Dita e fundit e afatit të lejes/ The last day of the permit term / Poslednji dan trajanja dozvole	
Produkti që do të importohet/emërtimi tregtar i produktit The product to be imported/trade name of the product Proizvod koji se uvozi/trgovačko ime proizvoda	
Përshkrimi i produktit në përputhje me nomenklaturën e kombinuar Product description in line with the combined nomenclature Opis proizvoda u skladu sa kombinovanom nomenklaturom	
Kodi tarifor / Tariff code / Tarifski kod	
Sasia në shifra Quantity in numbers Kolicina u brojevima	
Sasia në të shkruar me shkronja The amount written in letters Iznos napisan slovima	
Kushte të veçanta/ Special conditions / Posebni uslovi	
Lëshuar në: (vendi) / Issued in: (place) / Izdato u: (mesto)	
Date:/ Date:/Datum:	
Nënshkrimi dhe vula e autoritetit që lëshon leje: Signature and stamp of the permit's issuing authority: Potpis i pečat organa koji je izdao dozvolu:	