



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

Ministria e Tregtisë dhe Industrisë
Ministarstvo Trgovine i Industrije-Ministry of Trade and Industry

Pursuant to paragraph 4 of Article 93 of the Constitution of the Republic of Kosova, subparagraph 1.1 paragraph 1 of Article 12 of Law No. 03/L-129 on Economic Zones, the Minister of Trade and Industry, promulgates the following:

ADMINISTRATIVE DIRECTIVE No. 2009/25
FOR INSPECTION PROCEDURES OF ECONOMIC ZONES

Article 1
Objective

This Administrative Directive specifies procedures and actions taken for supervision and inspection of economic zones.

Article 2
Definitions

1. For the purposes of this Directive the following definitions shall apply:

1.1. **Agency** – shall mean the Agency supporting small and medium enterprises, which operates within the framework of the Ministry of Trade and Industry.

1.2. **MSME** – shall mean micro, small and medium enterprises.

1.3. **EZ** – shall mean Economic Zones

1.4. **Competent Institution** - shall mean Kosova Police Service, Kosova Customs Service, corresponding Inspectorates and Kosova Tax Administration.

Article 3

Inspection procedures

1. The Agency is fully competent for inspection and monitoring of EZ, of which it is not required to notify the developer.
2. The Agency is obligated to:
 - 2.1. Supervise conditions of the decision;
 - 2.2. Inspect documents, evidence and information, and request the managing developer/operator and user to prepare required copies and documents;
 - 2.3. Require genuineness of provided copies with original documents, evidence and acquired information from the managing developer/operator, with its own signature and stamp;
 - 2.4. Conduct regular monitoring of EZ through all development phases;
 - 2.5. Supervise physical infrastructure maintenance for an efficient operation of the economic zone, including: Objects, supplying with water, electrical energy, telecommunication, roads, sewerage, parking areas, heating and gas;
 - 2.6. Obligate the developer for eventual damage repairs, in conformity to paragraph 2.5 of this article;
 - 2.7. Draw up a report for accomplished inspections and monitoring of the EZ.

Article 4

Cooperation between the Developer and the Agency in the EZ inspection field

1. The managing developer/operator cooperates with the Agency and is obligated to notify the Agency and competent institution for any illegal activities within the EZ.
2. Failure to make an on time notification for illegal activities as set forth in paragraph 1 of this article shall be sanctioned in conformity to the legal provisions in force.
3. The managing developer/operator shall:
 - 3.1. Within the first trimester of the following year, draw up an annual report about the developments related to EZ functioning, and submit the same to the Agency;
 - 3.2. Notify of establishment of any new user or business in EZ;
 - 3.3. Inform ad-hoc about emerging difficulties during the operation of EZ;

Article 5

1. When during an inspection or monitoring the Agency ascertains that conditions based on the decision issued for creation of EZ have not been met, subsequently the developer shall be given a 60 day period to correct irregularities.
2. If it is ascertained that the developer has not corrected irregularities within the period of 60 days, the Agency initiates the procedure change the decision in conformity to Law on Economic Zones.
3. If it is confirmed that the developer has violated the law, sub-law acts or regulation of the zone, then actions shall be taken in compliance with the Law on Economic Zones.
4. If irregularities have been encountered at the user and if the same have not been corrected by the developer within 60 days, then the Agency orders the developer to stop user's activities within a 24 hours period, otherwise it shall be considered as the developer's irregularity.
5. The Agency notifies the competent institution of the observed irregularities and requests their intervention if the Agency is not authorized to undertake appropriate action.

Article 6

Temporary provisions

Supervision over the implementation of this Administrative Directive shall be conducted by the Agency for the Promotion of Micro, Small and Medium Enterprises.

Article 7

Entry into force

This Administrative Directive enters into force on the day when the Minister of Trade and Industry signs it.

Prishtina, 31 December 2009

Minister of Trade and Industry
Lutfi ZHARKU