



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

Agjencia për Investime dhe Përkrahjen e Ndërmarrjeve në Kosovë (KIESA)
Agencija za Investicije i Podršku Preduzeča na Kosovu (KIESA)
Kosovo Investment and Enterprise Support Agency (KIESA)

APPLICATION FORM FOR BUSINESS INCUBATOR AT DBP

1. Basic data of the Applicant:

- ✓ Name of the Business/NGO.....
- ✓ Address.....
- ✓ Tel & Fax
- ✓ E-mail & website
- ✓ Other.....

2. Documents necessary for application:

- ✓ Must be registered in the Republic of Kosovo, as NGO or as business organization. Verified by a copy of registration certificate as NGO or business;
- ✓ Tax certificate certifying that the applicant has no delayed tax obligations or it entered into tax due settlement agreement with TAK;
- ✓ Court certificate certifying that the authorized representative of the Entity is not subject to investigations, please provide the original copy not older than 30 days;
- ✓ Evidences of active bank account/s from one of the Bank/s licenced by Central Bank of Kosovo;
- ✓ Copy of the ID of the person/s under whose name is registered the Applicant.
- ✓ Must have at least three (3) years of work experience in developing and advancing of start-up businesses.
 - Proof that the applicant offered/delivered training, counselling, design of various business documents (business, marketing, accounting plan/s etc.), by providing a list of beneficiary businesses, signed and stamped by the Applicant (original), up to 40 points;
- ✓ Professional staff in management and development of start-up businesses.
 - At least two (2) economists with a minimum of 5 years working experience proven by CV and employment contract or work experience-related references. Also, the Applicant must have a preliminary contract or agreement on the engagement of these economists for management and development of start-up businesses, up to 30 points;
- ✓ Implementation Plan for management, administration and monitoring of start-ups located at the Incubator.

- Elaborated chronologically from two to four pages, up to 30 points;

3. Authorized contact person:

First & Last name.....Address.....

Tel, Fax & e-mail:.....

Applicant

v.v.

Date:...../...../.....

Prishtina

2018