

#### Contact details

PricewaterhouseCoopers Kosovo sh.p.k  
Mujo Ulqinaku No. 5, Ap. 4, Qyteza Pejton  
10 000 Prishtina, Kosovo  
E-mail: pwc.kosovo@al.pwc.com

Tel: +381 (0) 38 722 555  
Fax: +381 (0) 38 722 276

Office cell phone: +377 (0)45 322 722

#### Loreta PEÇI

#### Country Director

loreta.peci@al.pwc.com



### Brief Country Information

#### Geography

Official name: Republic of Kosovo

Total area: 10,887 km<sup>2</sup>

Borders: In the southwest it is bordered by Albania,  
in the west by Montenegro, in the north by Serbia  
and in the east and southeast by Macedonia.  
Capital: Pristina

#### Demographics

Population: 1.815.606

Language: Albanian, Serbian, English

#### Key economic indicators (2012)

GDP: EUR 4,916 million

GDP per capita: EUR 2,721

Currency: EURO

Annual Inflation: 2.5 %

Exports: EUR 276 million

Imports: EUR 2,507 million

### Useful Information

#### Banking

##### ProCredit Bank

Rruga "Nëna Terezë", Nr. 16,  
Prishtinë

Tel: +381 (0) 38 555 777,

Fax: +381 (0) 38 248 777

##### Raiffeisen Bank

Rruga "UÇK", Nr. 51,  
Prishtinë

Tel: +381 (0) 38 22 22 22 142,

Fax: +381 (0) 38 20 30 11 30

##### Banka Kombëtare Tregtare

Qyteza Pejton,

Rruga "Kosta Novaković", Nr. 9,  
Prishtinë

Tel: +381 (0) 38 222 910,

Fax: +381 (0) 38 222 907

##### NLB Prishtina Bank

Rr.Kosta Novaković p.n.

Prishtinë

Tel: + 381 (0) 38 240 230

Fax: + 381 (0) 38 246 189

##### Economic Bank

Sheshi Nënë Tereza p.n.

Prishtinë

Tel: +381(0) 38 22 53 53

Fax: +381(0) 38 22 53 54

##### TEB Bank

Rruga "Agim Ramadani", Nr. 15,  
Prishtinë

Tel: +381 (0) 38 230 000,

Fax: +381 (0) 38 224 699

#### Insurance

##### Croatia Insurance

Rruga "Luan Haradinaj", Nr. 5/A,  
Prishtinë

Tel: +381 (0) 38 246 956,

Fax: +381 (0) 38 246 957

##### Illiria Insurance

Rruga "Nëna Terezë", Nr. 33,  
Prishtinë

Tel: +381 (0) 38 225 385,

Fax: +381 (0) 38 225 384

##### Siguria Insurance

Rruga "Luan Haradinaj",  
Prishtinë

Tel: +381 (0) 38 248 848,

Fax: +381 (0) 38 248 850

##### Insig Insurance

Rruga "Mujo Ulqinaku", Nr. 6,  
Prishtinë

Tel: +381 (0) 38 249 900,

Fax: +381 (0) 38 249 901

##### Sigma Insurance

Rruga "Pashko Vasa",  
Prishtinë

Tel: + 381 (0) 38 246 301,

Fax: + 381 (0) 38 246 302

##### Sigal Uniqa Group Austria Insurance

Rr. "Vaso Pasha", p.n. Pejton,  
Prishtinë

Tel: +381 (0) 38 240 241

Fax: +381 (0) 38 240 241



#### International Schools

##### American University of Kosovo

Gërmia Campus Rr. "Nazim Gafurri", Nr. 21, Prishtinë

Tel: +381 (0) 38 518 542, Fax: +381 (0) 38 518 458

##### Royal University Iliria

Rruga "Gazmend Zajmi", Nr. 75, Prishtinë

Tel: +381 (0) 38 233 951, +377 44 505 507

##### University for Business and Technology

Lagja Kalabria, Prishtinë

Tel: +381 (0) 38 541 400, Fax: +381 (0) 38 542 138

#### Real Estate Agencies

##### Capital Ring

Bulevardi "Nëna Terezë"

+381 (0) 38 262 262

+377 (0) 44 210 542

##### Omega

Bulevardi "Nëna Terezë" 30/2

+381 (0) 38 226 678

+377 (0) 44 755 859

##### InterCapital

Rruga "Nëna Terezë"

+381 (0) 38 234 222

+377 (0) 44 300 370

www.pwc.com/ks

# Coming to work in Kosovo



pwc



PwC firms provide industry-focused assurance, tax and advisory services to enhance value for their clients. More than 161,000 people in 154 countries in firms across the PwC network share their thinking, experience and solutions to develop fresh perspectives and practical advice. See pwc.com for more information. "PwC" is the brand under which member firms of PricewaterhouseCoopers International Limited (PwCIL) operate and provide services. Together, these firms form the PwC network. Each firm in the network is a separate legal entity and does not act as agent of PwCIL or any other member firm. PwCIL does not provide any services to clients. PwCIL is not responsible or liable for the acts or omissions of any of its member firms nor can it control the exercise of their professional judgment or bind them in any way.

© 2014 PwC. All rights reserved.

***In this booklet you will find important information about immigration issues (stay permits, work permit, tax issues).***

***This booklet is not intended to be a comprehensive or exhaustive study of Kosovo immigration, labour and tax law. It should be used as a guide as you prepare for your assignment in Kosovo.***

***We advise you against making any decision without first seeking professional advice, as laws and interpretations in Kosovo are still subject to frequent changes without prior notice.***

***This booklet will give you the preliminary information you can use to define the issues that are relevant to your situation.***

**Expatriates**

An expatriate is considered a foreign national working under a Kosovo employment contract as well as a foreign national coming to Kosovo under a foreign employment contract.

An expatriate is deemed tax resident if his/her presence in Kosovo is longer than 183 days, consecutive or not, during a fiscal year.

**Administrative Procedures to be Followed by Expatriates Working in Kosovo**



**Certificate of Work Registration (CWR)**

Natural persons, who are not citizens of Kosovo, when willing to work in Kosovo for a timeframe of up to ninety (90) days within one (1) year shall apply for a Certificate of Work Registration.

**Required Documents for CWR**

The necessary documents for applying for certificate of work registration are:

- Application Form;
- Employment contract signed between the parties;
- Proof of education, qualification, and trainings of the foreigner;
- Proof on registration of company in the Republic of Kosovo;
- Payment of administrative fee.

**Temporary Residence Permit for Work (TRPW)**

Natural persons, who are not citizens of Kosovo, when willing to work in Kosovo for a timeframe of more than ninety (90) days within one (1) year shall apply for a Temporary Residence Permit for Work. The TRPW may be granted to a person who fulfills the following conditions:

- proves the purpose of temporary residence;
- is in possession of a valid travel document;
- is in possession of sufficient means of subsistence;
- is in possession of medical insurance;
- has no entry and residence ban in the Republic of Kosovo;
- constitutes no threat to state security, public order or public health.

**Required documents for TRPW**

The necessary documents for applying for a temporary residence and working permit are:

- Valid travel document with a valid term of at least 3 months longer than the period of residence permit requested;
- Employment contract signed between the parties
- Proof that the foreigner is not prosecuted, issued by competent authorities in the country of origin;
- Business registration certificate of the employer;
- Proof on obtained education, qualification obtained and trainings of the foreigner;
- There is no entry ban imposed in the Republic of Kosovo;
- Health insurance;
- Evidence of vaccination in cases when the foreigner comes from a state where epidemic situation is declared.



**The renewal of Work Permit**

The request for the renewal of a work permit, except for seasonal work permits, is made one (1) month before the end of the validity period of the existing permit. It is renewed within one (1) month if the circumstances existing at the issuance of the previous work permit have not changed.

**Stay Period**

A stay of up to ninety (90) days shall mean that a foreigner may stay in Kosovo without a visa, with a visa, or on the basis of a border movement permit.

**Permanent Residence**

Permanent residence may be permitted to a foreigner who:

- Has stayed in the territory of Kosovo for five (5) consecutive years pursuant to a grant of temporary stay;
- Has been married to the same citizen of Kosovo or to a foreigner with permanent stay in Kosovo for three (3) consecutive years.

A juvenile with temporary stay may be permitted permanent stay in Kosovo with the consent of both parents if one of his/her parents or guardians is foreigners with permanent stay in Kosovo. A foreigner with temporary stay may be granted permanent stay for humanitarian reasons or if it is in the interests of Kosovo to do so.

**Application for Permanent Stay**

A request for permanent stay shall be submitted to the competent body in the foreigner's place of residence in Kosovo.

An administrative appeal shall not be permitted against a decision of the competent body in respect to permanent stay. This shall not prevent a foreigner from seeking judicial review of such a decision.

Permission for permanent stay shall be noted in the travel document of the foreigner.

**Pension Contribution And Personal Income Tax**

The Kosovo law applies the principle of worldwide taxation. Resident individuals are taxed on all sources of income in and outside the territory of Kosovo, while the non-resident individuals are taxed on the income generated in the territory of Kosovo.

Bilateral treaties and Double Tax Treaty shall take the upper hand when determining taxable incomes. Currently there is only one Double Tax Treaty signed with the Republic of Albania.

According to Kosovo laws, there is a possibility that where existing taxation laws of Kosovo relative to international taxation and international juridical taxation of income and capital do not address such taxation, the principles of the OECD Model Tax Convention on Income and Capital shall apply in order to avoid double taxation of such income and capital.

Self-withholding of taxes is used for all types of incomes for which tax is not already withheld at source.

Foreign individuals coming into Kosovo under a local employment contract are required to pay income tax in the same manner as local employees. In this case, the tax is paid by the employer. Alternatively, when foreign individuals work in Kosovo under a foreign contract they are required to self-declare and pay personal income tax on all income generated in Kosovo and if the worldwide principle applies on all income he /she earns.



Foreign employees working in Kosovo, have the right to chose between the Kosovo Pension Contribution Scheme or the scheme in their home country.

The progressive personal income tax rates are:		
EUR 0-80	0%	
EUR 80-250	4% of the amount above EUR 80	
EUR 250-450	EUR 6.8 plus 8% of the amount above EUR 250	
Over 450	EUR 22.8 plus 10% of the amount above EUR 450	

Each employer shall submit a statement of tax withheld and pay the amount of the tax withheld in 15th of the following month.

The employer and the employee pension contributions rates are at the level of 5% each of the gross monthly salary. The employer shall pay the amount of pension contribution in 15th day of the following month, make a quarterly declaration.

In case of non-compliances with the above requirements a penalty of 25 % of the difference between the correct amount to be paid over and the amount tax actually paid over .