### Annex 04 List of supporting documents

|  |
| --- |
| **List 1: Obligatory documents with application** (must be submitted when you apply) |
| **For all eligible applicants** |
| * Certificate for no judgment for fraud, corruption, or involvement in a criminal organization.
 |
| * In case of own property or family property, a copy of property certificate / title deed and copy of the site plan.
* In case of lease, a notarized lease agreement for a period of at least 3 years, starting from the year of application.
 |
| * Confirmation from municipality that obligations on property tax are settled or regulated.
 |
| * Proof of completed compulsory elementary schooling (8-9 years).
 |
| * The bank account balance of the applicant, over the past 6 months.
 |
| * In the case where construction, renovation extension works are planned, from own contribution, documents to be submitted are:
* Conceptual architectural, including the cost estimates for materials and work

project prepared by the architect. * Copy of the architect's license
 |
| **For registered farmers** |
| * Copy of farm registration certificate from the Registration in Kosovo Farm registry system (FIN).
 |
| * If legal person, a confirmation from KTA that tax obligations, including income tax and other applicable taxes are settled or regulated.
 |
| **For micro, small, and medium sized enterprises** |
| * Copy of business registration certificate from the Kosovo Business Registration Agency (KBRA)
 |
| * In cases where the project is not managed by the owner, then authorization for project management for the legal representative (certified by a notary)
 |
| * Certificate of declared and paid pension contributions for employees from TAK proving paid contribution in the last six (6) months.
 |
| * Confirmation from TAK that tax obligations, including income tax and other applicable taxes are settled or regulated.
 |
| * The turnover of the applicant entity from the previous year.
 |
| **Sub-sector 703: Processing of agricultural products on farm and private households** |
| * In cases of grape processing less than 3 hectares of vineyards/orchards- verification with certificate from the wine cadaster
 |
| * In case of milk processing: Written declaration/Draft Proposal – that the processing capacities will not be more than 500 l of milk per day.
 |
| **Sub-sector 704: Honey production** |
| * Individual evidence certified by Municipal Directorate for Agriculture – regarding the number of bee societies and their location in accordance with the provisions of the Apiculture Law No. 02/L‑11.
 |
| **Sub-sector 706: Poultry growing for egg & meat production** |
| * Proving at least 5 m² of land/head of chicken or duck or 15 m² of land/head of duck or goose
 |
| * Written declaration/Draft Proposal for the minimum numbers of animals, as per eligibility criteria.
 |
| **Sub-sector 707: Aquaculture** |
| * Proving fresh fish production in previous year, minimum 5 tons annually. (This is proven by direct payments for the quantity of fish sold in the previous year or by evidence from TAK for the quantity of fish sold.)
 |

|  |
| --- |
| **List 2: Optional documents** (to be submitted with the application if available) |
| **Sub-sector 701: Non-wood forest products & aromatic and medicinal products, mushrooms, ornamental plants** |
| * License certificate issued by the Forestry Department (MAFRD) for the collection of medicinal and aromatic plants, forest fruits, and mushrooms.
 |
| * Certificate of organic production
 |
| **Sub-sector 702: Agritourism**  |
| * Written declaration/Draft Proposal on purchase of agricultural products from local / regional farmers by contractual provisions (number of farmers and list of products)
 |
| * Verification document for the registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| * In the case of food and beverage processing, if required by national law, license from the Food and Veterinary Agency (FVA)
 |
| **Sub-sector 703: Processing of agricultural products on farm and private households** |
| * Written declaration/Draft Proposal on purchase of agricultural products from local / regional farmers e.g. contractual provisions
 |
| * Verification document for the registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| * Copy of license from Food Veterinary Agency
 |
| * In cases of grape processing registration in the “Kosovo Wine Register”
 |
| **Sub-sector 704: Honey production** |
| * Verification document for the registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| **Sub-sector 706: Poultry growing for egg & meat production** |
| * Verification document for the registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| **Sub-sector 707: Aquaculture** |
| * Verification document for the registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| * Copy of license from MAFRD
 |

|  |
| --- |
| **List 3: Obligatory documents no later than the equipment handover date.** (must be submitted or provided before you receive the equipment) |
| **All beneficiaries** |
| **Applicable for all beneficiaries who have declared in their technical proposal that they will create new job**s – proving paid pension contributions and payroll taxes for new employees, starting latest a month before hand over of equipment.  |
| **In the case where construction, renovation extension works are planned, from own contribution, documents to be submitted before receiving of the equipment are:*** Main architectural project, including the cost estimates for materials and labor.

Project should be prepared by the architect. * Construction permit, in the cases that it is required by the applicable laws.
* In case the building is in the Cultural Heritage List, an approval from the Ministry of Culture / Department of Cultural Heritage.
* In case the building needs an Environmental Consent, according to the applicable laws, then the consent to be submitted.
 |
| **Sub-sector 701: Non-wood forest products & aromatic and medicinal products, mushrooms, ornamental plants** |
| * Demonstrating initiated licensing proceduresfrom the Forestry Department (MAFRD) for the collection of NWFP and wild MAPs.
 |
| **Sub-sector 702: Agritourism**  |
| * Proving initiated procedure for registration in the Central Register of Registered or Approved Facilities at FVA.
 |
| * In the case of food and beverage processing, if required by national law, proving initiated procedure for licensing from the FVA.
 |
| **Sub-sector 703: Processing of agricultural products on farm and private households** |
| * Proving initiated procedure for registration in the Central Register of Registered or Approved Facilities at FVA
 |
| * Proving initiated procedures for licensing from FVA
 |
| **Sub-sector 704: Honey production** |
| * Proving initiated procedure for registration in the Central Register of Registered or Approved Facilities at FVA
 |
| **Sub-sector 706: Poultry growing for egg & meat production** |
| * Proving initiated procedure for registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| **Sub-sector 707: Aquaculture** |
| * Proving initiated procedure for registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency
 |
| * Proving initiated procedures for licensing from MAFRD
 |