



**ENERGY REGULATORY OFFICE**  
**Hamdi Mramori Street No. 1,**  
**Prishtina, Republic of Kosova**

**APPLICATION FOR TRANSFER OF THE LICENSE**

**General Instructions:**

Fill in Chapters I, II, III, IV, V and VI of this application and enclose all requested evidence.

Once completed, address it to the Energy Regulatory Office and send to the above listed address. Submission of this application shall constitute a request to ERO for transfer of license for an energy activity in accordance with the Law on Energy, Law on Electricity, Law on District Heating, Law on Energy Regulator, Rule on Licensing, and other relevant legislation.

All information and statements provided herein must be certified as authentic and true with signature of Applicant on the page of this application where indicated. If the space for your respond in any part of Application is not sufficient please use the blanc page which will be attached to this Application.

In the following box, write the name of the Applicant and affix the appropriate stamp.

APPLICANT (NAME OF THE LEGAL PERSON):

STAMP OF THE APPLICANT:

**I**

**APPLICATION FOR TRANSFER OF LICENSE**

**Instructions:** You must mark with a cross (+) only the license for transfer. For each licensed activity, please fill in a separate application.

NO.	ENERGY ACTIVITY
1	Generation of Electricity
2	Transmission System Operation
3	Distribution System Operation
4	Public Supply of Electricity and / or Heat
5	Supply / Trade of Electricity and Heat (from ___MW up ___MW)
6	Cross-Border Transmission of Electricity
7	Market Operation
8	Generation of Heat
9	Distribution of Heat
10	Supply of Heat

<b>II</b>	<b>GENERAL INFORMATION ON THE APPLICANT</b>	
<b>NAME:</b>		
<b>SEAT:</b>		
<b>ADDRESS:</b>		
<b>REGISTRATION NO.:</b>		
<b>TELEPHONE NO:</b>		<b>FAX NO:</b>
<b>E-MAIL ADDRESS:</b>		
<b>NAME AND ADDRESS OF CONTACT PERSON</b>		
<b>FIRST NAME:</b>		
<b>LAST NAME:</b>		
<b>ADDRESS:</b>		
<b>CERTIFICATE OF INCORPORATION BY THE COMMERCIAL COURT:</b>		
<b>CURRENT ENERGY ACTIVITIES IN KOSOVO OF THE APPLICANT:</b>		
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>PREVIOUS ENERGY ACTIVITIES IN KOSOVO OF THE APPLICANT:</b>		

<b>III</b>	<b>EVIDENCE TO BE ENCLOSED – Applicable for all categories of the Applicants</b>	
<i>Instructions: Mark with a cross all the documents you are submitting as evidence.</i>		
<b>NO.</b>	<b>EVIDENCE (ORIGINAL AND CERTIFIED)</b>	<b>ENCLOSED (CROSS)</b>
<b>1P.</b>	Certificate that the Applicant is registered as a Business Organization – issued by the agency authorized to register business organization	
<b>2P.</b>	Certificate that the Applicant is regular in payment of the taxes – issued by the competent institution.	
<b>3P.</b>	Certificate that the Applicant is not subject to a procedure for insolvency or liquidation – issued by a competent institution	
<b>4P.</b>	The Applicant’s annual financial statement for the last (3) three years. Where the annual financial statement of the applicant is subject to independent financial auditing, such applicant should also submit an auditor’s report separated from financial statement.	
<b>5P.</b>	The Applicant’s business plan that covers at least (3) three coming years	
<b>6P.</b>	Certificate from a financial institution or institutions confirming the availability of funds for the energy activity, bank guarantee of Applicant or a parent company in case of subsidy, or similar evidence of the availability or possibility to have funds sufficient to finance activity for which a license is being requested	
<b>7P.</b>	Copy of the registration of the share or equity participation of any shareholders or partners of the Applicant, including copies of articles of association, decisions of the Court or the book of shareholders.	
<b>8P.</b>	Evidence of Applicant’s experience in the energy activity (CV).	
<b>9P.</b>	Information regarding the management and the organizational structure of the Applicant.	
<b>10P.</b>	CV’s of the management staff and a list of the other senior staff of the Applicant and their qualifications.	
<b>11P.</b>	Receipt on payment of relevant applicable fees.	

<b>IV</b>	<b>SPECIFIC INFORMATION AND EVIDENCE TO BE ENCLOSED</b>
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*Instructions: To be completed only if the application is for a **Generation License**. Attach all required documents.*

**GENERATION OF ELECTRICITY OR HEAT, SEPARATE BY UNITS**

UNIT	LOCATION	TYPE OF FUEL	INSTALLED ENERGY/CAPACITY (MW)	QUANTITY OF ELECTRICITY OR HEAT

No.	EVIDENCE (ORIGINAL OR CERTIFIED COPY)	ENCLOSED (CROSS)
<b>1</b>	Evidence of right to the property (land and any facilities) or the legal right to use the land and facilities for energy activities. Such evidence shall be accompanied by application sketches and maps of the land and facility.	
<b>2</b>	Data on the type and technical specifications of energy facility and site including a list of the main and ancillary facilities of the energy site.	
<b>3</b>	Evidence on availability of fuel and/ or Preliminary or final contract for fuel supply	
<b>4</b>	Business Plan consistent with obligations to carry out activities under its license.	
<b>5</b>	Any existing Connection Agreement (Market Rules Framework Agreement).	
<b>6</b>	Environmental Protection Permit in accordance to the Environmental Protection Legislation applicable in Kosova.	
<b>7</b>	Plan for Decommissioning and rehabilitation.	

<b>No.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
<b>8</b>	Any public supply contract in final where available, or in draft form with explanation as to status of negotiations	
<b>9</b>	Thermal Efficiency Declaration	
<b>10</b>	In the case of a license for electricity generation by the hydro power plant – Permit for the supply of water	
<b>11</b>	Estimated cost of energy generated over the lifetime of a new generation facility or residual life of a rehabilitated plant	
<b>12</b>	A statement and any available proof of compliance with obligations set forth in Chapter 3 of the Law on Electricity	
<b>13</b>	A statement and any available proof of compliance with obligations set forth in Chapter 4 of the Law on District Heating	

**Instructions:** To be completed only if the application is for a **Transmission System Operation License**. Attach all required documents.

### **TRANSMISSION SYSTEM OPERATION**

<b>No.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
<b>1</b>	Description of the relevant transmission System characteristics for transmission of electricity, including ownership or legal right to use the system elements	
<b>2</b>	Business plan that contains the information about the demand forecast and system development plan as set forth in Article 13.1 of the Law on Electricity, including but not limited to the influence of system development to the tariffs	
<b>3.</b>	Information about the cross border capacities, available or planned interconnections	
<b>4</b>	Demonstration of capability and availability of necessary hardware and software systems for electrical power system load flow calculation, for managing power plant dispatch, ancillary services, short circuits and dynamic stability, balancing market and for congestion management, where applicable and statement of procurement or provision of above tools and statement of procurement or provision of above systems	

5	Specification and technical characteristics of metering devices at electricity receipt points	
6	Intend and awareness of obligation to develop grid code and all relevant technical and commercial codes in accordance to the Article 38.7 of the Law on Electricity	
7	Statement that all commercial codes including the Market Rules will be implemented	
8	A statement and any available proof of compliance with obligations set forth in Chapter 4 of the Law on Electricity	

*Instructions: To be completed only if the application is for a **Market Operation License**. Attach all required documents.*

### **MARKET OPERATION**

<b>NO.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
1	Business plan that contain information about the prospects of developing the market	
2	Demonstration of capability and availability of necessary software and hardware systems for communication with all metering points, with all market participants including Transmission System Operator, system for settlement and system for operating balancing market	
3	Statement of awareness to develop Market rules.	

*Instructions: To be completed only for in the case of application for a **Distribution System Operation License for electricity and heat**. Attach all required documents.*

### **DISTRIBUTION SYSTEM OPERATION**

<b>NO.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
1	Description of the relevant system characteristics for distribution of electricity and heat (list territory including the map of the territory)	
2	Prove of ownership or legal right to use the distribution system elements	

3	Business plan that includes information on demand forecast and system development plan as set forth in Article 18.1 of the Law on Electricity and in relevant provisions of Law on District Heating;	
4	Information about number and structure of connected customers and / or potential customers	
5	Demonstration of availability of necessary hardware and software systems for electrical power system load flow calculation, short circuits and statement of procurement or provision of above systems;	
6	Indicators measuring the continuity of supply (duration, frequency, number of interruptions, minutes lost per customer) and system services (connection times, restoration of system, failure, meter reading agreements and general information	
7	Specification and technical characteristics of metering devices of distribution system	
8	A statement and any available proof of compliance with obligations set forth in Chapter 5 of the Law on Electricity	
9	A statement and any available proof of compliance with obligations set forth in Chapter 6 of the Law on District Heating	

*Instructions: To be completed only for Public Supply of electricity License and/or Heat. Attach all required documents.*

### **PUBLIC SUPPLY OF ELECTRICITY AND/OR HEAT**

<b>No.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
1	Business plan that includes performance standards for supplying customers, supply related elements (response times for customers letters, complaints, billing frequency, call centre response times, average waiting time in customers information centres, etc.)	
2	Data on the material resources owned by the applicant, including data on the information systems and the available software for performing the activity	
3	Declaration of its willingness to assume its obligation of supplier of last resort	

**Instructions:** To be completed only for *Supply/Trade License and Supply of Heat*. Attach all required documents.

**SUPPLY /TRADE OF ELECTRICITY AND SUPPLY OF HEAT**

<b>NO.</b>	<b>EVIDENCE (ORIGINAL OR CERTIFIED COPY)</b>	<b>ENCLOSED (CROSS)</b>
<b>1</b>	Data on the material resources owned including the data on networks constructed, available software for performing activities.	
<b>2</b>	Any existing Connection Agreement (“Market Rules Framework Agreement”).	
<b>3</b>	Statement that upon award of license, the licensee shall provide the financial guarantee as transaction security	

**V**

**APPLICANT’S STATEMENTS**

**Instructions:** Answer **YES** or **NO** to the following statements. Where the Applicant is applying for a license for the first time, Statement 7 does not need to be answered.

<b>NO.</b>	<b>STATEMENTS</b>	<b>YES</b>	<b>NO</b>
<b>1</b>	The legal person I represent is registered for the energy activity subject to the application for license		
<b>2</b>	The legal person I represent in good faith understands his obligations and intends to comply with (1) all conditions set forth by the ERO in the issued license; (2) all relevant technical and commercial codes; (3) all regulations related to environmental protection; and (4) all other obligations that may arise from the enforcement of the Law on Energy, the Law on Electricity, the Law on Energy Regulator, Law on District Heating, Rule on Licensing, and all other applicable legislation		
<b>3</b>	The legal person I represent has at its disposal qualified employees mentioned in this application		

No.	STATEMENTS	YES	NO
4	The legal person I represent has at its disposal facilities, plants, appliances and equipment required for the energy activity and implementation of technical and safety regulations		
5	The legal person I represent has funds or applicable guarantee of funds as required in accordance to the Rule on Licensing		
6	The legal person I represent will equip itself with adequate metering devices for the measurement of electricity and / or heat that enters the system		
7	The legal person I represent has not had a license withdrawn for the energy activity in the last five (5) years of the date the application is submitted		
8	The Applicant is not reapplying for the license for the energy activity less than ninety (90) days after the date of any refusal decision		
9	The managers of the Applicant have not been convicted for a crime against property, and have not been convicted of corruption or fraud		
10	The Applicant certifies that it fully comply with legal requirements set forth in the laws or regulations of Kosovo and shall submit any record of prior violation regarding safe and secure working conditions, technical requirements concerning the operation of electricity and heat power plants and systems; and environmental protection		

VI	FUNDS	
<i>Instructions: State total amount of funds for the energy activity subject to the application for license.</i>		
<b>FORM OF FUNDS:</b>	<b>AMOUNT IN EURO:</b>	
<b>CASH AT THE ACCOUNT OF THE LEGAL PERSON'S BANK:</b>		
I hereby declare that all the information in this application and enclosed documents are authentic and accurate under penalty of perjury for providing false information.		

<b>RESPONSIBLE PERSON TITLE:</b>
<b>FIRST NAME:</b>
<b>LAST NAME:</b>
<b>DATE:</b>
<b>PLACE:</b>
<b>SIGNATURE:</b>
<b>STAMP:</b>

**LICENSE FOR ENERGY ACTIVITY**  
(Issued Pursuant to Article 28 of the Law on Energy Regulator)

<b>TO BE COMPLETED BY ENERGY REGULATORY OFFICE</b>
<b>LICENSE REGISTRATION NUMBER:</b>
<b>DATE OF ENTRY IN REGISTER OF LICENSES:</b>
<b>FULL NAME OF ENERGY ENTERPRISE:</b>
<b>SEAT AND ADDRESS OF ENERGY ENTERPRISE:</b>
<b>COMPANY NUMBER OF ENERGY ENTERPRISE:</b>
<b>NAME OF ENERGY ACTIVITY:</b>
<b>LICENSE VALIDITY TERM:</b>

Chairman, Energy Regulatory Office

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Signature and Stamp