

## Legal News

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### In this issue:

- Administrative Instruction No. 12/2016 on defining the procedure for digitalization of scanned basic civil status registers
- Administrative Instruction No. 13/2016 "On equipping with ID Card, passport and driving license with accelerated procedure"
- Administrative Instruction No. 14/2016 "On authorized destruction of public documents and official notes"
- Administrative Instruction No. 15/2016 "On the manner of establishing and functioning of business incubators"



#### **I. Administrative Instruction No. 12/2016 "On defining the procedure for digitalization of scanned basic civil status registers"**

On 7 October 2016, the Ministry of Internal Affairs of the Republic of Kosovo (MIA), issued the Administrative Instruction (AI) No. 12/2016 "On defining the procedure for digitalization of scanned basic civil status registers". The legal basis for this Administrative Instruction is the Law No. 04/L-003 on Civil Status.

The AI defines procedures for digitalization of the scanned Principal Civil Status Registers for Establishing the Electronic Archive of Principal Civil Status Registers.

Article 4 of the said AI, lists the types of data that will be digitalized from each respective registry i.e. Birth Registry, Marriage Registry, and Death Registry. The present AI does not cover digitalization of data from other registries but it provides that the manner for digitalization of other Registers will be regulated with a special act issued by the General Director of the Civil Registration Agency (CRA).

Competent authority for the implementation of this Administrative Instruction is the Civil Registration Agency in the Ministry of Internal Affairs.

#### **II. Administrative Instruction No. 13/2016 "On equipping with ID card, passport and driving license with accelerated procedure"**

The Ministry of Internal Affairs issued the Administrative Instruction No.13/2016 "On equipping with ID cards, passport and driving license with accelerated procedure", which was published in the Official Gazette of the Republic of Kosovo on 13<sup>th</sup> of October 2016.

This AI regulates the procedure for obtaining ID card, passport and driving license with accelerated procedure in the Republic of Kosovo.

As per this AI the procedure on obtaining any of the above-mentioned documents with accelerated procedure shall be completed within 72 hours from the moment of filing the application at the Center of Equipment of Documents (CED). This timeline is not calculated

- From 16:00 hrs on Friday until 8:00 hrs of Monday, and
- From 16:00 hrs of the last working day before an official holiday until 8:00 hrs of first working day after the official holiday.

There are also few categories that may obtain the documents with accelerated procedure without the additional fee.

In all cases, the withdrawal of the documents shall be done at CED in Prishtina.

The CED shall keep special record for the documents issued with accelerated procedure.

This AI was signed on 12<sup>th</sup> of October and entered into force 7 days after its signature. With the entrance into force, this AI abolished the AI No. 22/2011 on Equipment with ID Cards, Passports and Driving License with accelerated procedure.

### **III. Administrative Instruction No. 14/2016 "On authorized destruction of public documents and official notes"**

The Ministry of Internal Affairs issued the Administrative Instruction No. 14/2016 "On authorized destruction of public documents and official notes", which was published in the Official Gazette of the Republic of Kosovo on 13<sup>th</sup> of October 2016.

The legal basis for this Administrative Instruction is the Law No. 05/L-015 on Identity Cards.

The purpose of this AI is to determine the procedures for destruction of public documents and official notes.

The General Secretary of the Ministry of Internal Affairs shall issue the decision for establishing the Commission for Destruction of Documents. This Commission is composed of five members.

Decisions of the Commission are taken by simple majority of votes.

All documents that are to be destroyed shall be recorded in an electronic database. This database shall be held into a high secure environment and shall be subject to standard procedures of backup.

This AI was signed on 12<sup>th</sup> of October and entered into force 7 days after its signature.

### **IV. Administrative Instruction No. 15/2016 "On the manner of establishing and functioning of business incubators"**

The Ministry of Trade and Industry issued the Administrative Instruction No. 15/2016 "On the manner of establishing and functioning of business incubators", which was published in the Official Gazette of the Republic of Kosovo on 18<sup>th</sup> of October 2016.

The legal basis for this Administrative Instruction is the Law No. 04/L-159 on Economic Zones.

This AI regulates the procedures of establishing, functioning and management of the business incubators. A business incubator is a facility premise that provides physical environment for young entrepreneurs and those who cannot expand their capacities due to lack of space, which may be established within and outside the economic zones.

Business incubators purpose is to:

- Support start-up businesses and new ideas,
- Promote and encourage young people to do business,
- Generate new jobs,
- Expand cooperation between businesses, etc.

Business incubators can be initiated by Kosovo Government upon Ministries' proposal, by the Municipality within the administrative territory and within their powers and by Public-Private Partnerships (PPP) according to the relevant legislation.

This AI entered into force 7 days after signature, and it abolished the AI No. 17/2013 "On the manner of establishing and functioning of business incubator".

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