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**Komisioni i Pavarur për Miniera dhe Minerale
Nezavisna Komisija za Rudnike i Minerale
Independent Commission for Mines and Minerals**



Pursuant to article 7, article 54, article 59 paragraph 1 and article 62 of the Law no. 03/L-163 on Mines and Minerals and article 41, with articles 66A and 66B of the Law No. 04/L-158 on Amending and Supplementing the Law no. 03/L-163 on Mines and Minerals, the Board of the Independent Commission for Mines and Minerals in the meeting held on 03/03/2016 hereby issues this:

**ADMINISTRATIVE INSTRUCTION
(ICMM. AI. No. 03/2016)
ON ADMINISTRATIVE FEES**

**Article 1
Purpose**

1. The purpose of this Administrative Instruction is to determine all type of fees for persons applying for licenses or mining permits in ICMM, fees applying for their licensing, as well as fees for licensees.
2. ICMM shall ensure that any administrative fees will be in an amount that is reasonably calculated to compensate the ICMM for the administrative costs of processing the application or fulfilment of the applications, supervision, inspection and implementation of the license for its duration.

**Article 2
Scope**

1. This Administrative Instruction shall be implemented by ICMM and shall provide the method for determination and evaluation of fees and other administrative tariffs for submission, issuance of licenses or mining permits, and other fees (annual payment) that the licensees must pay for carrying out the activity licensed in compliance with Law no. 03/L-163 on Mines and Minerals (amended by Law No.04/L-158)

**Article 3
Definitions**

1. Terms used in this Administrative Instruction have the following meanings:

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- 1.1. **ICMM**-means the Independent Commission for Mines and Minerals;
- 1.2. **Licensee** – means the person or persons named and authorized by the license;
- 1.3. **The initial administrative fee for issuance of a license or permit** - means the administrative fee to be paid by any person in order to issue a license or mining permit in ICMM.
- 1.4. **The annual administrative fee**- means the fee to be paid by the licensee annually for realization of the licensed activity.

Article 4 **Administrative Fees**

1. ICMM based on Law no.03/L-163 on Mines and Minerals (amended by Law No.04/L-158) is authorized to collect these types of payments in the administrative fees form:

- 1.1. Administrative fees for submission and review of license applications, and their modification or change;
- 1.2. The initial administrative fee for issuance of a license or mining permit;
- 1.3. The annual administrative fees for realization of mining activity;
- 1.4. Administrative fees for execution of monitoring, inspection activities, other services by ICMM.

Article 5 **Administrative fees for submission and review of applications**

1. The payment of this fee is made at the moment the application is submitted by the person applying for a license or permit in the ICMM, as defined by law.
2. This type of fee is required by the ICMM also for the requests for change or modification of licenses or permits.

Article 6 **The initial administrative fee for issuance of a license or mining permit**

1. This fee/initial payment is made for issuing or changing of the license/permit, expenses for preparations of license/permit and realization of activity regulation, maintenance until the end of the recent calendar year

2. This fee is paid at the moment the license or permit is issued.

Article 7

The annual administrative fee for issuance of a license or mining permit

1. The fee/annual payment for the realization of licensed activity is an annual fee to be paid by each licensee/permits holder after obtaining it.
2. The payment of this fee is made by the licensee in two forms:
 - 2.1. At the beginning of each calendar year or;
 - 2.2. Through monthly rates for which it is achieved the agreement with ICMM (agreement must be in writing and it is made by the requests of licensee)
3. The annual fee must be paid even when the license has been suspended in compliance with article 9, paragraph 5 of Law no. 03/L-163, unless it is stated otherwise in the notice of the ICMM for the suspension of the license.
4. The annual fee is calculated as a calendar year and shall be paid in the beginning of each calendar year in compliance with article 66.B foreseen by article 41 of Law No.04/L-158.
 - 4.1. ICMM is obliged to inform licensees or permits holders for payments to be made.
5. The annual fee is not paid for the first year when the license is obtained, it is covered by the initial fee, the annual fee is paid with the beginning of the new following year.
6. If by the end of the license term it has remained less than 1 year, then the payment of the fee should be divided in proportion to the amount of the fee and the period remained until the end of the license.
 - 6.1. When the period remained is less than 1 month, licensees are exempted from annual fees.

Article 8

**Administrative fees for execution of monitoring, inspection activities, other services by
ICMM.**

1. ICMM based on law is authorized to collect fees for monitoring, inspection activity and services offered, these fees/tariffs may be for:

- a) Request for certification for responsible person, shot firer and explosives trainer;
- b) Issuance of the responsible person certificates for shot firer, explosives trainer;
- c) The request for a blasting permit;
- d) Issuance of a blasting permit;
- e) Supervision of a blasting.

**Article 9
Payment Method**

1. Payments foreseen by this Administrative Instruction are paid through bank accounts accompanied with the documents that are submitted to the ICMM.

2. Revenues executed from paying fees in compliance with Law no. 03/L-163 on Mines and Minerals and this Administrative Instruction are "revenue dedicated" to ICMM and are deposited to the Budget of the Republic of Kosovo.

**Article 10
List of administrative fees and their amounts.**

1. List of administrative fees where it is foreseen the amount of all types of administrative fees is determined based on the group of minerals and required service as it is foreseen by Law no. 03/L-163 on Mines and Minerals (amended by Law No.04/L-158).

2. List of administrative fees No.2170 dated 26.03.2014 is attached as an annex to this Administrative Instruction.

Article 11

Transitional provisions

1. This Administrative Instruction shall enter into force 8 days after its publication in the Official Gazette of the Republic of Kosovo.
2. Upon the entry into force of this Administrative Instruction, it is abrogated the decision on administrative fees No.2170 dated 26.03.2014.

Musa Shabani



Chairman of the Board
Independent Commission for Mines and Minerals

ANNEX

LIST OF ADMINISTRATIVE FEES OF LICENSING AND ELECTRONIC- PHYSICAL ARCHIVING OF DOCUMENTS



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Komisioni i Pavarur për Miniera dhe Minerale
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Independent Commission for Mines and Minerals



INDEPENDENT COMMISSION FOR MINES AND MINERALS (ICMM) - Pursuant to article 59, paragraph 1 and article 62 of the Law 03/L-163 on Mines and Minerals and article 7 paragraph 3, article 54 and article 66.A paragraph 3 of the Law no.04/L-158 on Amending and Supplementing the Law on Mines and Minerals of the Law on administrative fees, the Board of the Independent Commission for Mines and Minerals in the meeting held on 03.03.2016 hereby issues this:

DECISION

1. The amounts and types of administrative fees are determined for all requests, applications for Licences and Permits.
2. The list of fees according to mineral category and administrative services that are required are attached to this decisions as following.
3. The decision dated 26.03.2014, with protocol number 2170 shall be abrogated by this decision.
4. This decision together with the list shall enter into force 8 days after its publication in the Official Gazette.



Musa Shabani
Chairman

Independent Commission for Mines and Minerals

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**LIST OF ADMINISTRATIVE FEES OF LICENSING AND ELECTRONIC-PHYSICAL
ARCHIVING OF DOCUMENTS**

1.1 Energy minerals – Exploration

1	Application for an Exploration Licence	1,000 €
2	Issuance, Transfer and Extension of an Exploration licence	1,000 €
3	Application for extension of an Exploration Licence	1000 €
4	Application for a retention licence	1000 €
5	Annual maintenance for an Exploration Licence	1,400 €
6	Annual maintenance for a retention Licence	1000 €
7	Application for Transfer of an Exploration Licence	1,000 €
8	Application for Transfer of control of an Exploration Licence	100 €
9	Issuance of Licence for Transfer of control of an Exploration Licence	100 €
10	Application for surrender of any part all of the area of an Exploration Licence	250 €

1.2 Energy minerals – Mining

1	Application for a Mining Licence	2,000 €
2	Issuance, Transfer and Extension of a Mining licence	2,000 €
3	Application for extension of a Mining Licence	2000 €
4	Annual Maintenance for a Mining Licence	1,900 €
5	Application for Transfer of a Mining Licence	1,000 €
6	Application for Transfer of control of a mining Licence	100 €
7	Issuance of Licence for Transfer of control of a Mining Licence	100 €
8	Application for surrender of any part all of the area of a mining Licence	500 €

2.1 Metallic minerals – Exploration

1	Application for an Exploration Licence	1,000 €
2	Issuance, Transfer and Extension of an Exploration licence	1,000 €
3	Application for extension of an Exploration Licence	1,000 €
4	Application for a retention licence	1,000 €
5	Annual maintenance for an Exploration Licence	1,400 €

6	Annual maintenance for a retention Licence	1,000 €
7	Application for Transfer of an Exploration Licence	1,000 €
8	Application for Transfer of control of an Exploration Licence	100 €
9	Issuance of Licence for Transfer of control of an Exploration Licence	100 €
10	Application for surrender of any part all of the area of an exploration Licence	250 €

2.2 Metallic minerals – Mining

1	Application for a Mining Licence	2,000 €
2	Issuance, Transfer and Extension of a Mining licence	2,000 €
3	Application for extension of a Mining Licence	2,000 €
4	Annual maintenance for a Mining Licence	1,900 €
5	Application for Transfer of a Mining Licence	1,000 €
6	Application for Transfer of control of a mining Licence	100 €
7	Issuance of Licence for Transfer of control of a Mining Licence	100 €
8	Application for surrender of any part all of the area of a Mining Licence	500 €

3.1 Non-Metallic Minerals, Precious and Semi-precious Stones – Exploration

1	Application for an Exploration Licence	100 €
2	Issuance, Transfer and Extension of an Exploration licence	100 €
3	Application for extension of an Exploration Licence	100 €
4	Application for a retention licence	100 €
5	Annual Maintenance for an Exploration Licence	500 €
6	Annual Maintenance for a retention Licence	500 €
7	Application for Transfer of an Exploration Licence	100 €
8	Application for Transfer of control of an Exploration Licence	100 €
9	Issuance of Licence for Transfer of control of an Exploration Licence	100 €
10	Application for surrender of any part all of the area of an exploration Licence	250 €

3.2 Non-Metallic Minerals, Precious and Semi-precious Stones – Mining

1	Application for a Mining Licence	200 €
2	Issuance, Transfer and Extension of a Mining licence	200 €
3	Application for extension of a Mining Licence	200 €
4	Annual Maintenance for a Mining Licence	800 €
5	Application for Transfer of a Mining Licence	200 €

6	Application for Transfer of control of a mining Licence	200 €
7	Issuance of Licence for Transfer of control of a Mining Licence	200 €
8	Application for surrender of any part all of the area of a Mining Licence	200 €

4.1 Mineral and Geothermal Water – Exploration

1	Application for an Exploration Licence	100 €
2	Issuance, Transfer and Extension of an Exploration licence	100 €
3	Application for extension of an Exploration Licence	100 €
4	Application for a retention licence	100 €
5	Annual Maintenance for an Exploration Licence	500 €
6	Annual Maintenance for a retention Licence	500 €
7	Application for Transfer of an Exploration Licence	100 €
8	Application for Transfer of control of an Exploration Licence	100 €
9	Issuance of Licence for Transfer of control of an Exploration Licence	100 €
10	Application for surrender of any part all of the area of an exploration Licence	250 €

4.2 Mineral and Geothermal Water – Mining

1	Application for a Mining Licence	200 €
2	Issuance, Transfer and Extension of a Mining licence	200 €
3	Application for extension of a Mining Licence	200 €
4	Annual maintenance for a Mining Licence	800 €
5	Application for Transfer of a Mining Licence	200 €
6	Application for Transfer of control of a mining Licence	200 €
7	Issuance of Licence for Transfer of control of a Mining Licence	200 €
8	Application for surrender of any part all of the area of a Mining Licence	200 €

5.1 Special operations permits

1	Application for a Permit	100 €
2	Issuance, Transfer and Extension of a permit	100 €
3	Application for extension of a Permit	100 €
5	Annual Maintenance for a permit	500 €
7	Application for Transfer of a permit	100 €
8	Application for Transfer of control of a permit	100 €
9	Issuance of permit for Transfer of control	100 €

10	Application for surrender of a permit	100 €
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6.1 Fees of the supervision of blasting

1	Application for Certification of Responsible Person, Shot firer and explosive Handler	25 €
2	Issuance of certificates for Shot Firer, Explosive Handler, Responsible Person	10 €
3	Application for a Blasting Permit	20 €
4	Issuance of an blasting permit	20 €
5	Supervision of a blasting	50 €

7.1. Annual administrate fees shall not be applied for all types of licences and permits that are temporarily suspended by ICMM