



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**  
**Qeveria-Vlada-Government**

*Ministria e Tregtisë dhe Industrisë*  
*Ministarstvo Trgovine i Industrije-Ministry of Trade and Industry*

Under article 93 paragraph 4 of the Constitution of the Republic of Kosovo, article 3 and paragraph 3.5 of the Law No.03/L-138 on amendment and replenishment of the law with No.2004/5 on trading of oil and oil product in Kosovo, the Ministry of Trade and Industry issues, the following:

**ADMINISTRATIVE DIRECTION No. 01/2010**

**ON ORGANIZATION AND FUNCTIONING OF LICENSING OFFICE  
OF THE OIL SECTOR**

**Article 1**  
**Objective**

This Administrative Direction regulates the organization and functioning of the Licensing Office for regulation and monitoring of the oil sector in Kosovo (hereafter the Office). The Office operates within the Ministry of Trade and Industry.

**Article 2**  
**Organization and functioning of the Licensing Office**

1. The Office is led by Director who reports to the Minister of MTI, the director manage the office and do its internal organization in accordance with:

- 1.1. MTI organization;
- 1.2. Working and development plan;
- 1.3. Financial annual plan.

2. Organizational structure, the number of positions, a description of duties and responsibilities defined within the MTI organizational structure.

### **Article 3**

1. The Office is responsible for regulation and monitoring of the oil sector in Kosovo.
2. During the work performances the Office complies with the principles of neutrality, objectivity, and professionalisms.

### **Article 4 Office duties**

The Office duties are defined in the Law on Trade of Petroleum and Petroleum Products in Kosovo.

### **Article 5 The Procedures to be followed for application processing for issuing the license**

1. The Office Director sets the group of staff to review the applications forms for license obtaining.
2. The group is composed by the office staff, and does the following:
  - 2.1. Verify the documentation, and in case of missing documentation shall ask by the applicants the missing documentation;
  - 2.2. Review the official part of application;
  - 2.3. Also other works as defined on decision of the group establishment.
3. The Group after each review, reports to the director.

### **Article 6**

1. Director, after report review takes decision on:
  - 1.1. License issuing;
  - 1.2. Renewing /or continuation of the License;
  - 1.3. Refuse the application on issuing the license.
2. Director can participate at the Group meetings.

### **Article 7 Abrogation provisions**

Upon entry into force of this AD shall be abrogated the administrative direction No.2005/16 establishment of Council for regulation and Monitoring of Oil Sector in Kosovo.

**Article 8**  
**Transitional provisions**

Implementation and supervision of the works of the licensing Office performs MTI Minister.

**Article 9**  
**Entry into Force**

This Administrative Directions enters into force at the day of its signature by the minister of Trade and Industry.

19.01.2010, Pristina

Minster of Trade and Industry  
Lutfi Zharku