

Notes on completing the OWNERSHIP CLAIM FORM IN LIQUIDATION PROCESS

1. INTRODUCTION

The following notes are provided to assist claimants with completion of the Ownership Liquidation Claim Form (L25B Proof of Interest). If you are in doubt about any aspect of your claim you are strongly advised to seek independent legal advice and assistance. Such assistance cannot be provided by the Privatisation Agency of Kosovo.

Please especially note that the claim form must be signed. Faxes or copies will be accepted but the Liquidation Authority reserves the right to request an original at any time.

Be aware not to use this form to request the inclusion on the lists of employees to participate in 20% of revenues derived from privatization or liquidation of Social Enterprise. If you file such a request through this form it will not be reviewed.

See at the left side are written the relevant legal references for specific type of claim (article 40.1.5, and article 4.1.8 of PAK Law Annex)

1.1 NAME OF SOCIALY ENTERPRISE

Name of Social Enterprise is essential to note, as only in this way can be identified and your claim to become possible after for review of the Competent Liquidation Authority.

1.2 NAME and ADDRESS OF THE CLAIMANT

The CLAIMANT is the natural or legal person who has claim(s) against the Socially Owned Enterprise.

If you are a natural person please enter in this box your the full name, postal address and contact telephone number(s), fixed and mobile if possible.

If you are a legal person please enter your registered name (and any alternative names), registered postal address, telephone number and name of a contact person.

2.1 TYPE(S) and AMOUNT(S) of CLAIM(S)

Select the type(s) that correspond most closely to the claim(s) being made and enter the total claimed amount e.g. if more than one asset, attach a separate list identifying the individual asstes, their values and the total as entered in the form. If it is not possible in all cases to give an accurate figure, then enter an estimated figure and describe it as an estimate.

3. OWNERS OF ASSETS

Please provide (on a separate sheet) all relevant details of the assets for which ownership is claimed (serial numbers, physical location, etc.) so that they may be physically identified. If possible, also give an estimate of the individual value of each asset.

You must provide documentary evidence to substantiate that you own the assets and explain why the assets are with the Enterprise.

4. OWNERSHI OF THE ENTEPRISE

Write in appropriate box in which you believe that possess ownership of the enterprise like founders, partner. If you believe you are an owner of the Enterprise (e.g. a shareholder) you need to provide evidence about your ownership, in particular:

- (i) The laws on the basis on which you acquired shares;
- (ii) Copies of registration certificates;
- (iii) Details of the value/consideration you gave for the shares (for example any investment or debt that was given for the shares, including copies of any such agreements) and proof of actual payment e.g. bank transfer; and
- (iv) Evidence that the shares were validly issued and that any transformation from socially-owned enterprise to joint stock enterprise was validly done
- (v) Monetary value of the claim

5. PREVIOUS ACTIONS/PROCEDURES UNDERTAKEN FOR REALISATION OF THE CLAIM

In the particular box with the same title as above, the claimant must describe if has taken any action against Enterprise or Agency, or has started any juridical proceedings for the realization of such claim. Action may be: previous submission of the claim at the Enterprise, former Kosovo Trust Agency or the Privatization Agency of Kosovo. In each case it is necessary to attach documents to identify the action taken or started procedure.

6. SUPPORTING DOCUMENTS

Write here a summary of the documents that will be attached to the form in support of your application. If there is insufficient space to list all the documents being attached, please use a separate sheet of paper.

Note: Failure to submit/ attach supporting documentation shall render your claim inadmissible, and consequently it shall not be reviewed/ assessed by Liquidation Authority. This also applies to incomplete claims submitted / sent by mail.

DO NOT SEND ORIGINAL DOCUMENTS – attach only copies that you have authenticated as true copies of the original documents at a notarial service - Notary.

6. STATEMENT OF TRUTH

Please ensure that this Statement is completed. Enter the name of the Claimant (the natural/legal person). If the claim is made from the authorized person in the name of claimant, the authorized person shall sign the form too. Verified authorization legally shall be attached to the form. Finally, signatures must be handwritten originals.

The Liquidation Authority has the right that unsigned or invalidly completed claims will not be considered.

Warning: Any person who knowingly submits a claim that is false shall be prosecuted.