**Explanation for Completing the VAT Exemption Forms**

“Internal document for the grantees of the EJA Kosovo program”

Based on the explanatory decision of the Tax Administration of Kosovo (TAK) dated 09/08/2016, number 04/2016, all beneficiaries of donations in Kosovo are exempt from paying Value Added Tax (VAT).

For the sake of easier management and for the needs of this scheme, only purchases of goods/services that exceed the amount of 200 EUR should be exempt from VAT. To exercise the right to VAT exemption, each grantee must submit the following documents to KCSF:

1. Purchase order for VAT exemption;
2. Request for VAT exemption (in Albanian);
3. Proforma invoice for the purchased goods/service.

**"Purchase order for VAT exemption"** is a form completed by the grantee and signed by the Kosovo Civil Society Foundation (KCSF). The signed document is returned to the grantee by KCSF, who then submits it to the company from which the purchase is made, and the company uses it to claim VAT exemption for the specified sale amount.

**"The VAT exemption request"** is a form of the EJA Kosovo program, it is filled out by the grantee and verified by KCSF, to ensure that the requested purchase aligns with the project's budget lines. This form must be completed and signed by the grantee. It serves internal purposes and is ultimately retained by KCSF.

**“The pro-forma invoice for the purchased goods/services"** is completed by the company from which the purchase is made, and is then submitted to KCSF by the grantee. The pro-forma invoice serves as the basis for verifying the accuracy of the request. The pro-forma must include all elements of a regular invoice (invoice number, date, stamp, fiscal number, and VAT number of the company). Additionally, the pro-forma must show the value of the purchased goods/services excluding VAT. The value excluding VAT, after obtaining permission for VAT exemption, is converted into the final invoice value. Grantees are not allowed to make payments based only on the pro-forma invoice without receiving the final invoice.

The completed documents should be submitted via email to the grant officer responsible.

For payments to individuals, salaries, and all payments to companies that are not VAT payers, such forms do not need to be completed.

For any additional information regarding VAT exemption, please email eja@kcsfoundation.org or contact the responsible grant officer.

For specific instructions on filling out the VAT Exemption Purchase Order, please refer to the relevant attachment.