



**USER GUIDE FOR THE ELECTRONIC DECLARATION SYSTEM
- Independent Commission for Mines and Minerals**

Contents

1. Introduction	1
2. Sign in of authorized users of ICMM	2
3. Declaration of exploited royalty	4
4. Tax Correction	7
5. Outstanding liabilities	7
6. Licenses	9
7. History of declarations and invoices - Reports	9
8. Services	10

1. Introduction

The main purpose of the Electronic Declaration System (ICMM) is to serve as a platform, which enables you to declare and pay royalty payments online as well as provide some additional services and other facilities during use as follows:

- Declaring and uploading proof of payment for royalties and invoices issued by the ICMM;
- Generation of payment slips for outstanding debts;
- Statement of account balance;
- Statement of licenses;
- Checking the history and balance of liabilities to the Institution;
- Request for instalment payment agreement;
- Request to obtain a license;
- Change password;
- Request for help, etc.

The user guide has been prepared for the needs of the users of the new Electronic Declaration System, which includes the description of the user instructions.



2. Sign in of authorized users of ICMM

In the case of obtaining a License, the ICMM will submit to the entities the credentials for connection to the online declaration system. After displaying the login page, the user enters the username and password. After clicking on "Login" and after checking the user and password, the user is allowed to access the system. The user can also change the password by clicking on "Forgot your Password".

Before entities can log in they must carefully read the terms and conditions and agree to them.

The screenshot shows the login interface of the Independent Commission for Mines and Minerals (ICMM). At the top, there is a green header bar containing the ICMM logo, the text "THE INDEPENDENT COMMISSION FOR MINES AND MINERALS", and links for "Help" and "Terms and conditions". On the right side of the header, there are language options: "ALB", "EN", and "SR". The main content area is light gray and features a white login box. Inside the box, the title "Login" is displayed. Below it, there are two input fields: "Business email" with an envelope icon and "Password" with a lock icon. A checkbox labeled "Remember me" is positioned below the password field. A green "Login" button is located at the bottom of the input fields. Below the button, there is a link that says "Forgot your password?".

Figure 1: Log In Form

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



Republika e Kosovës - Republika Kosova - Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale

Nezavisna Komisija za Rudnike i Minerale



Figure 2: Password reset form

Once the user logs in, the taxpayer statement is displayed in the system which is divided into three parts: entity profile, licenses, and liability statistics

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



Republika e Kosovës - Republika Kosova - Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale

Nezavisna Komisija za Rudnike i Minerale

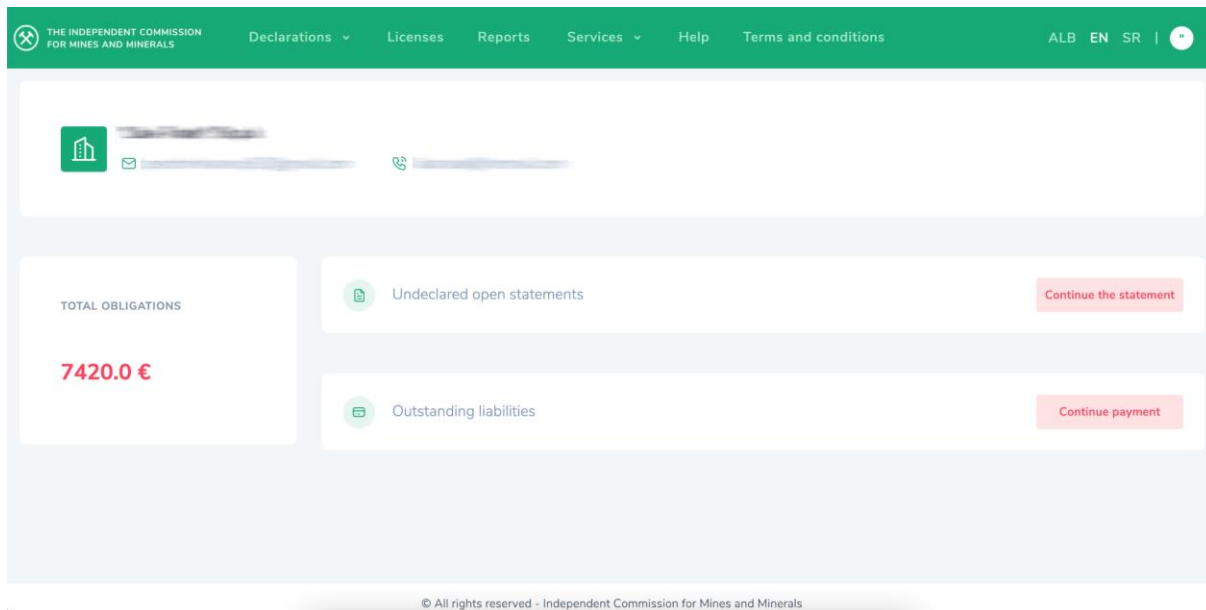


Figure 3: Entity overview

The entity overview is also found in the main menu at Home.

3. Declaration of exploited royalty

In the main menu after selecting Declarations / Declaration, all undeclared declarations for the respective user are listed based on the period and type of declaration. The list will show the declarations for which the user for the given period has an active license to use the resources.

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



THE INDEPENDENT COMMISSION FOR MINES AND MINERALS					
Declarations					
Licenses					
Reports					
Services					
Help					
Terms and conditions					
ALB EN SR					
OPEN DECLARATIONS					
#	LICENSES	TYPE	DECLARATION PERIOD	DEADLINE	
1	1398	Shfrytëzim	TM3 2021	31-10-2021	Declare
2	1398	Shfrytëzim	TM1 2021	30-04-2021	Declare
3	1398	Shfrytëzim	TM2 2021	31-07-2021	Declare
4	521	Shfrytëzim	TM3 2021	31-10-2021	Declare
5	521	Shfrytëzim	TM1 2021	30-04-2021	Declare
6	521	Shfrytëzim	TM2 2021	31-07-2021	Declare
Shkarko					
1					
© All rights reserved - Independent Commission for Mines and Minerals					

Figure 4: List of open declarations for the relevant user

Depending on the type of declaration, the declaration form also opens. The user selects the declaration and after clicking on "Declare" the declaration form opens. After reporting the declarations, they will be stored in the Reports, from where the user will be informed about the history of the declarations.

Some of the fields in the declaration forms are filled in automatically by the system. Also the calculation fields will be calculated and filled in automatically by the system.

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



Republika e Kosovës - Republika Kosova - Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale

Nezavisna Komisija za Rudnike i Minerale



THE INDEPENDENT COMMISSION FOR MINES AND MINERALS

Declarations ▾ Licenses Reports Services ▾ Help Terms and conditions

ALB EN SR |

New declaration

Details

Mineral Groups
Choose ▾

The measure
Njësia

Percentage specified in the royalty list
0

Price according to royalty
0.00

Minerals
Choose ▾

Percentage in cases with minim
0.00 ☐ Pa minim

Percentage of processing
0.00 ☐ Processing

Mineral royalties with percentage

The amount of mineral material used in m³ / ton
0

Metal content by unit of measurement
0

Average price of metal in LME for the quarter
0

The amount to be paid for this statement
0

Upload the accompanying documents
Choose File No file chosen

Warning

The value of the royalty for various minerals / metals is obtained from the ICMM from the official list of royalties. If the company uses more than one component / several metals within the mineral, then it is obliged to complete a separate statement.

Declare and continue Declare

Figure 5: Non-Metallic Mining License Declaration Form

In the open form, the data for the respective fields are filled in, if there are two or more minerals under one license, the Declare button is clicked and continues and at the end, after the process is completed, the “Declare” button is clicked.

During the declaration, the declaring entity must ensure that he has placed the complete set of documentation in the system.

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



4. Tax Correction

In the main menu after selecting Declarations / Correction, all types of declarations previously declared for the respective user can be selected based on the period and type of declaration.

Figure 6: Reversal form of the declaration

In the dropdown list "Type" as in the figure above, select the declaration which needs to be corrected. After clicking on the "Reverse" button, the user must start the declaration process from scratch.

5. Outstanding liabilities

In the main menu after selecting Declarations / Obligation, all declarations for payment are listed. This form serves for payment of unpaid declarations or invoices in the relevant period. The user clicks "Pay" the declaration or invoice he wants to pay, the page appears where the user enters the date of payment, the amount of payment, and uploads the proof of payment. The user clicks "Send" and it is sent for approval to the ICMM financial system. Once the payment is approved, the Client's obligation is reduced by the amount paid. The status of the sent payments is presented at the bottom of the page (see figure 6).

To download the declaration, invoice or agreement, click on the "Download" button located on the right side of the page.

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



THE INDEPENDENT COMMISSION
FOR MINES AND MINERALS

Declarations

Licenses

Reports

Services

Help

Terms and conditions

ALB EN SR | C

OPEN OBLIGATIONS

#	TYPE	NUMBER	DATA E DEKLARIMIT	DEADLINE	LICENCE NUMBER	DECLARATION PERIOD	STATEMENT/INVOICE	INTEREST	PAYMENT	BALANCE		
1	Deklaratë	4053	26-04-2021	31-10-2012	OB 2021 Company E	OB 2012	0.02 €	0.00 €	0.00 €	0.02 €	Pay	
2	Deklaratë	1384	26-04-2021	31-07-2013	OB 2021 Company E	OB 2013	0.01 €	0.00 €	0.00 €	0.01 €	Pay	
3	Faturë	3801	26-04-2021	11-07-2014	-	-	20.00 €	0.00 €	0.00 €	20.00 €	Pay	
4	Deklaratë	150116016320	26-04-2021	23-02-2015	OB 2021 Company E	OB 2015	1176.52 €	352.95 €	0.00 €	1529.47 €	Pay	
5	Deklaratë	150116016320	26-04-2021	23-03-2015	OB 2021 Company E	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Pay	
6	Deklaratë	150116016320	26-04-2021	23-04-2015	OB 2021 Company E	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Pay	
7	Deklaratë	150116016321	26-04-2021	23-04-2015	OB 2021 Company E	OB 2015	444.00 €	133.20 €	0.00 €	577.20 €	Pay	
8	Deklaratë	150116016323	26-04-2021	23-04-2015	OB 2021 Company E	OB 2015	474.00 €	142.20 €	0.00 €	616.20 €	Pay	
9	Deklaratë	150116016320	26-04-2021	23-05-2015	OB 2021 Company E	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Pay	
10	Deklaratë	150116016321	26-04-2021	23-05-2015	OB 2021 Company E	OB 2015	444.00 €	133.20 €	0.00 €	577.20 €	Pay	
11	Deklaratë	150116016323	26-04-2021	23-05-2015	OB 2021 Company E	OB 2015	474.00 €	142.20 €	0.00 €	616.20 €	Pay	
12	Deklaratë	150116016320	26-04-2021	23-06-2015	OB 2021 Company E	OB 2015	1171.00 €	0.00 €	1212.00 €	29.26 €	Pay	
13	Deklaratë	150116016321	26-04-2021	23-06-2015	OB 2021 Company E	OB 2015	444.00 €	133.20 €	0.00 €	577.20 €	Pay	
14	Deklaratë	150116016323	26-04-2021	23-06-2015	OB 2021 Company E	OB 2015	474.00 €	142.20 €	0.00 €	616.20 €	Pay	
15	Deklaratë	150116016320	26-04-2021	23-07-2015	OB 2021 Company E	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Pay	

Shkarko

123

Figure 7: Form of outstanding liabilities

THE INDEPENDENT COMMISSION FOR MINES AND MINERALS												ALB EN SR C																							
Declarations																																			
Licenses																																			
Reports																																			
Services																																			
Help																																			
Terms and conditions																																			
PAYMENT																																			
General information																																			
Type	Payment deadline	OBLIGATION	Interest	Payment	Balance																														
Deklaratë	23-04-2015	1171.00 €	351.30	0.00 €	1522.30 €																														
Payment details																																			
Payment date		Payment amount																																	
dd.mm.yyyy		0.00																																	
Upload proof of payment																																			
Choose file No file chosen																																			
Send																																			

Figure 8: Form for filling in payment details

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



6. Licenses

In the main menu after selecting Licenses, the history of the entity licenses and their respective status is listed in tabular form as in the following figure:

#	LICENSES	TYPE	LOCATION	FROM	TO	STATUS
1	1006	Hulumtim	Rokë-Topillë	15-03-2012	14-03-2014	Skaduar
2	1050	Shfrytëzim	Gjilan	25-05-2011	19-08-2014	Skaduar
3	1281	Hulumtim	Kosnicë	08-07-2013	14-11-2014	Skaduar
4	1420	Shfrytëzim	Kishnicë	25-05-2015	18-05-2020	Skaduar
5	1433	Shfrytëzim	Parallove	23-06-2015	15-06-2020	Skaduar
6	1451	Shfrytëzim	Gilama	15-07-2015	02-07-2031	Aktive
7	1473	Shfrytëzim	Parallove	02-09-2015	15-06-2020	Skaduar
8	1748	Shfrytëzim	Gilamë	13-10-2017	05-10-2032	Aktive
9	1793	Shfrytëzim	Gilamë	21-03-2018	02-07-2031	Aktive
10	417	Shfrytëzim	Goline /Kamen	05-07-2005	04-07-2010	Skaduar
11	507	Shfrytëzim	Reseçen Kamen	05-12-2005	04-12-2030	Aktive
12	601	Shfrytëzim	Parallovë-Gjilan	14-05-2007	13-05-2015	Skaduar
13	624	Shfrytëzim	Goline	10-08-2007	09-08-2014	Skaduar
14	702	Hulumtim	Parilovë	20-07-2008	19-07-2010	Skaduar
15	905	Hulumtim	Gilama	12-04-2010	11-04-2012	Skaduar

Figure 9: Entity Licenses Form

7. History of declarations and invoices - Reports

In the main menu after selecting Reports, the history of declarations and invoices is listed in tabular form as in the following figure:

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



THE INDEPENDENT COMMISSION FOR MINES AND MINERALS											
Declarations Licenses Reports Services Help Terms and conditions											
ALB EN SR C											
REPORTS											
dd.mm.yyyy dd.mm.yyyy Document Type Search...											
Search											
#	TYPE	REGISTRATION DATE	NUMBER	LICENCE NUMBER	DEADLINE	DECLARATION PERIOD	INVOICE/STATEMENT	INTEREST	PAYMENT	BALANCE	STATUS
1	Deklaratë	26-04-2021	4052	OB 2021 Company I	31-10-2012	OB 2012	-0.03 €	0.00 €	0.00 €	-0.03 €	Closed
2	Deklaratë	26-04-2021	4053	OB 2021 Company I	31-10-2012	OB 2012	0.02 €	0.00 €	0.00 €	0.02 €	Open
3	Deklaratë	26-04-2021	4394	OB 2021 Company I	31-01-2013	OB 2012	-0.01 €	0.00 €	0.00 €	-0.01 €	Closed
4	Deklaratë	26-04-2021	1384	OB 2021 Company I	31-07-2013	OB 2013	0.01 €	0.00 €	0.00 €	0.01 €	Open
5	Deklaratë	26-04-2021	3648	OB 2021 Company I	31-07-2014	OB 2014	-0.01 €	0.00 €	0.00 €	-0.01 €	Closed
6	Faturë	26-04-2021	3801	-	11-07-2014	-	20.00 €	0.00 €	0.00 €	20.00 €	Open
7	Deklaratë	26-04-2021	150116016321	OB 2021 Company I	27-10-2014	OB 2014	0.00 €	-343.97 €	0.00 €	-343.97 €	Closed
8	Deklaratë	26-04-2021	150116016320	OB 2021 Company I	23-02-2015	OB 2015	1176.52 €	352.95 €	0.00 €	1529.47 €	Open
9	Deklaratë	26-04-2021	150116016320	OB 2021 Company I	23-03-2015	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Open
10	Deklaratë	26-04-2021	150116016320	OB 2021 Company I	23-04-2015	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Open
11	Deklaratë	26-04-2021	150116016321	OB 2021 Company I	23-04-2015	OB 2015	444.00 €	133.20 €	0.00 €	577.20 €	Open
12	Deklaratë	26-04-2021	150116016323	OB 2021 Company I	23-04-2015	OB 2015	474.00 €	142.20 €	0.00 €	616.20 €	Open
13	Deklaratë	26-04-2021	150116016320	OB 2021 Company I	23-05-2015	OB 2015	1171.00 €	351.30 €	0.00 €	1522.30 €	Open
14	Deklaratë	26-04-2021	150116016321	OB 2021 Company I	23-05-2015	OB 2015	444.00 €	133.20 €	0.00 €	577.20 €	Open
15	Deklaratë	26-04-2021	150116016323	OB 2021 Company I	23-05-2015	OB 2015	474.00 €	142.20 €	0.00 €	616.20 €	Open

Figure 10: Report Form

All declarations and invoices of the user are stored in this table. To download the declaration, invoice or agreement, click on the "Download" button located on the right side of the page.

8. Services

In the main menu after selecting Services / Request, all types of requests are listed. This form serves for requesting an instalment payment agreement, application for equipment with a license or special permit from the ICM, automatic invoice generation. Until the payment is processed by the user, the request is saved at the draft level. The user clicks "Continue" "Pay" the declaration or invoice he wants to pay, the page appears where the user enters the date of payment, the amount of payment, and uploads the proof of payment. The user clicks "Send" and it is sent for approval to the ICM financial system.

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



Republika e Kosovës - Republika Kosova - Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale

Nezavisna Komisija za Rudnike i Minerale



THE INDEPENDENT COMMISSION FOR MINES AND MINERALS

Declarations Licenses Reports **Services** Help Terms and conditions

ALB EN SR | C

REQUEST FOR AGREEMENT

Details of the Request for Installment Agreement

Declaration Choose	Obligations 0,00	Interest 0,00	Number of installments 1
30% 0,00	For payment 0,00	Installment value 0,00	Choose Grace Period Choose
Payment amount 0	Description		

Upload the accompanying documents and proof of payment according to the Administrative Instruction KPMM-04/2018-UA

Choose file No file chosen

Send

Figure 11: Agreement request form

THE INDEPENDENT COMMISSION FOR MINES AND MINERALS

Declarations Licenses Reports **Services** Help Terms and conditions

ALB EN SR | C

REQUEST FOR RE-AGREEMENT

Details of the request for installment agreement

Deal Choose	Obligations 0,00	Interest 0,00	Number of installments 1
30% 0,00	For payment 0,00	Installment value 0,00	Calculated interest 0,00
Choose Grace Period Choose	Payment amount 0,00	Description	

Upload the accompanying documents and proof of payment according to the Administrative Instruction KPMM-04/2018-UA

Choose file No file chosen

Send

Figure 12: Re-agreement request form

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo



Republika e Kosovës - Republika Kosova - Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale

Nezavisna Komisija za Rudnike i Minerale



THE INDEPENDENT COMMISSION FOR MINES AND MINERALS

Declarations Licenses Reports Services Help Terms and conditions

ALB EN SR | C

INVOICE GENERATION

Invoice generation

Choose

Licenses

Choose

Upload the accompanying documents

Choose file No file chosen

Send

Figure 13: Form of other requests and invoice generation

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +383 (38) 240 252
Fax: +383 (38) 245 844
E-mail: icmm@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo