**Stage 2- List of conditions and supporting documents.**

This is a list to assist with completing the application for a Trader Certificate issued by Albanian Power Exchange-ALPEX or ALPEX - Branch in Kosovo. Please enclose the following documents and certificates which are required for applying for a TC. All supporting documents can be submitted in Albanian or English and must contain the company seal, as the case might be. This list of supporting documents is provided by ALPEX to the applicant and indicates which of the documents must be submitted in copies or original/notarized copies of the original along with further explanations if the case might be.

|  |  |  |
| --- | --- | --- |
|  | **Fulfill the above conditions** | **Explanations** |
|  | The applicant must be appointed by an Exchange Member, through a written request to ALPEX or ALPEX - Branch in Kosovo. | * Format: **Original/Notarized Copy**
 |
|  | The Applicant has paid the relevant fees in favor of ALPEX. | * Format: **Copy**
 |
|  | The Applicant has not been convicted of criminal offenses | •participation in a structured criminal group, criminal organization, armed gang, terrorist organization, according to the provisions of the legislation in force.•corruption according to the provisions of the legislation in force.•fraud according to the provisions of the legislation in force.•money laundering or financing of terrorism according to the provisions of the legislation in force.•offenses with terrorist intent or criminal offenses related to terrorist activity, according to the provisions of the legislation in force;•forgery.•child labor and other forms of human trafficking according to the provisions of the legislation in force.* Format: **Original/Notarized Copy**
 |
|  | The Applicant has regularly attended the training sessions and has passed the exams. | * Format: **Copy**
 |

|  |  |  |
| --- | --- | --- |
|  | **Supporting application documents** | **Explanations** |
|  | The Applicant must submit the fulfilled and signed standard form for the issuance of TC.  | * Format: **standard form** **TR-2-F1**
 |
|  | The Applicant’s ID (the applicant is at least 18 years of age) | * Format: **Copy**
 |
|  | The written request (hard copy) issued by the Exchange Member, that appoints its Trader/s. | * Format: **Original/Notarized Copy**
 |
|  | Proof from the Court and the Prosecution regarding the applicant’s criminal record status, issued not later than 30 days. | * Format: **Original/Notarized Copy**
 |
|  | Criminal Record issued by the Respective Authority for the Applicant. | * Format: **Original/Notarized Copy**
 |
|  | Valid Trader Certificate from Power Exchanges of a Member State of the EU, if applicable.  | * Format: **Copy**
 |