



Pursuant to Article 36, paragraph 1, subparagraph 1.17, as well as Article 65, paragraphs 1 and 2, of the Law No.03/L-209 on the Central Bank of the Republic of Kosovo, Article 4, paragraph 1, subparagraph 1.1, Article 8, paragraph 1, subparagraph 1.1, and paragraph 2, subparagraph 2.3, of the Law No.04/L-155 on Payment System, Article 3, paragraph 1 and 2, of the Regulation on the reporting of Non-Bank Financial Institutions, as well as Article 17, paragraph 1, of the Regulation on Issuance of Electronic Money, the Board of the Central Bank of the Republic of Kosovo at the meeting held on 12 November 2020, approved the following:

INSTRUCTION ON REPORTING OF ELECTRONIC MONEY PAYMENT INSTRUMENTS

Article 1 Purpose and Scope

1. The purpose of this Instruction is to determine the reporting forms of non-bank financial institutions (NBFIs), registered by the Central Bank of the Republic of Kosovo (CBK) to conduct an activity of issuing electronic money.
2. This Instruction shall apply to NBFIs (reporting entities) authorised by the CBK to issue electronic money.

Article 2 Reporting Period

1. The reporting period shall include the dates from the 1st to the last date of each month.
2. Reporting is done through tables as in Annex No. 1 of this Instruction, according to Tables from 1 to 6, which are reported each month, no later than the 15th of the following month.
3. The unit to report to is the Payment Systems Supervision and Analysis Division, Payment Systems Department, Central Bank of the Republic of Kosovo. The information is sent in electronic form according to the forms determined by the CBK through Annex No.1 of this instruction, to the following addresses:
payment.systems@bqk-kos.org;
fina@bqk-kos.org.

Article 3

Reporting obligations

1. NBFIs authorised to issue electronic money shall report in accordance with the deadlines and forms set forth in this instruction.
2. This instruction may be reviewed by the CBK whenever deemed necessary, by consulting and informing the relevant NBFIs.
3. The report contains a total of six (6) tables defined in Annex No. 1 of this Instruction.

Article 4 Payments by instruments

1. Payments by instruments shall be reported according to Table No.1 under Annex 1 of this Instruction. In this table, the payments in electronic money are reported, initiated by the holder of electronic money (ordering party) in favour of the beneficiary. These payments shall be reported separately according to the following:
 - 1.1. electronic money payments via a card;
 - 1.2. payments with other electronic money.
2. The number and value of payments, domestically or abroad, must be filled in the table. This shall include the transfers under the same name but only when they are made to the accounts of different electronic money institutions. This table, for NBFIs of electronic money issuing electronic money with cards, shall include the payments made in physical terminals (POS), as well as in virtual terminals (internet, mobile phone).
3. This table shall not include transactions in terminals for loading and unloading electronic money. Likewise, for the purposes of this instruction, in this table, as well as in the following tables, payments cancelled or returned as a result of non-withdrawal by the recipient within the set deadlines, should not be reported as payments.
4. Reporting shall be done separately by currencies in EUR, USD, CHF and other currencies.

Article 5 Transactions by type of terminals

1. Transactions by type of terminals shall be reported according to Table No.2 in Annex No.1 of this Instruction. This table includes reporting on the number and value of electronic money transactions in relation to the following:
 - 1.1. Transactions at terminals for loading and unloading electronic money. These transactions shall enable the transfer of electronic money value from the issuer to the user (holder) and vice versa. The issuance of electronic money can be done through cards or computer equipment and software.

- 1.2. Electronic money payments which can be made through cards or computer equipment and software.
2. The types of transactions that are reported in this table are as follows:
 - 2.1. Transactions at terminals installed by the reporting institution, with electronic money issued by the reporting institution;
 - 2.2. Transactions at terminals installed by the reporting institution, with electronic money issued by institutions abroad;
 - 2.3. Transactions at terminals installed abroad, with electronic money issued by the reporting institution; and,
 - 2.4. Transactions at terminals installed domestically by other institutions, with electronic money issued by the reporting institution.
3. This table shall report only on card payments made only in physical terminals (POS).
4. In each of the fields, regardless of the currency of the country of origin of the transaction, transactions are reported in euro.

Article 6

Electronic money cards

1. Electronic money cards shall be reported according to Table No. 3 in Annex 1 of this Instruction. A card with electronic money function implies the card that enables transactions with electronic money. The cards included are those in which electronic money can be stored directly and cards that give access to electronic money stored in an electronic money account.
2. Cards with electronic money function - the number of prepaid cards which can be reloaded and used for a wide range of purposes nationally and internationally shall be reported. Cards with electronic money function are also reported in this item, which have been reloaded at least once.
3. This table shall report the total number of cards issued by the reporting institution and valid/active in the reporting period. The total number of cards issued to customers shall be reported here, regardless of how often they are used during the reporting period or whether they are used domestically or abroad. Cards that have expired or have not been received by customers (inactive) are not included in this table. This includes cards issued by the institution in cooperation with the companies, if any.
4. Table 3 shall be accompanied by information on the operator of cards issued by the reporter: local card (issued by the institution itself without the mediation of an international card operator), Visa, MasterCard, or others (other operators are specified by the reporting institution itself).

Article 7

Electronic money terminals

1. Electronic money terminals shall be reported according to Table No. 4 in Annex 1 of this Instruction. Table 4 shall report the total number of terminals in operation that are owned and/or installed by the reporting institution by the end of the reporting period. The terminals for using electronic money are reported here, as follows:
 - 1.1. *Terminals for the use of electronic money* – the total number of terminals that allow the use of electronic money is reported. These terminals shall be divided into:
 - 1.1.1. terminals for reloading or unloading them. These terminals allow the transfer of electronic funds from the issuer to the user.
 - 1.1.2. terminals for making electronic money payments. Point-of-sale (POS) terminals that allow the transfer of electronic money from the card to the merchant or to the merchant's account or any other beneficiary.

Article 8

Number of electronic money accounts

1. The number of electronic money accounts shall be reported according to Table 5 in Annex 1 of this Instruction. This table reports the number of customer accounts for the use of electronic money. Customer accounts in function of electronic money shall be reported separately according to the currency of the account in EUR, USD CHF or other currencies.
2. Electronic money accounts - are the accounts in which electronic money is stored. The balance in the account can be used by the account holder to make payments and transfer funds between accounts. Cards in which electronic money can be placed directly shall not be reported in this category.

Article 9

Outstanding value of electronic money

1. Outstanding value of electronic money shall be reported according to Table 6 in Annex No.1. This table shall report the outstanding value of electronic money, issued by the reporting institution and stored in the cards, personal computers, servers or mobile phones.
2. The outstanding value of electronic money is divided into:
 - 2.1. Card-based outstanding electronic money value;
 - 2.2. Computer-based outstanding electronic money value - including:
 - 2.2.1. Software-based: the outstanding value of electronic money stored in products based on programs installed on personal computers and which enable the transfer of electronic values through telecommunication networks such as the Internet is reported.

2.2.2. Network-based: the 'outstanding' value of electronic money is reported, with products that store the monetary value on a central server. This monetary value is used for purchases via the internet.

2.2.3. Mobile-based: the 'outstanding' value of electronic money is reported where the monetary value of the money is stored on the mobile phone.

3. The outstanding value of electronic money shall be reported as a monthly average.

Article 10 Remedial Measures and Civil Penalties

Any violations of this instruction shall be subject to measures and penalties, as set forth in the Regulation on the registration of non-bank financial institutions, Regulation on issuance of electronic money and Regulation on the reporting of non-bank financial institutions.

Article 11 Annex

This instruction shall contain the Annex No.1 with the NBFİ reporting forms, set forth according to the Tables 1- 6.

Article 12 Entry into force

This instruction shall enter into force on 1 December 2020.

Fehmi Mehmeti

Chairman of the Executive Board

Instruction shall be submitted/communicated to:

- Payment Systems Department (PSD) and Foreign Relations Department (FRD)
- Institutions to which it is applicable (*PSD to submit the instruction electronically*)
- General public (*FRD to publish the Instruction in the CBK website*)

Annex 1 – Reporting Forms (1/3)

- a) Information about the institution and the reporting period.



Name of the NBF:

Reporting for the period: /
month year

Prepared by:

Name, Surname, phone number

Verified by Director/Head:

Name, Surname, phone number

Date

Annex 1 – Reporting Forms (2/3)

b) Table 1. Payment by instruments

Column	Description of payment by payment instrument	Payment in EUR		Payment in USD		Payment in CHF		Payment in other currencies	
		Number	Value	Number	Value	Number	Value	Number	Value
I.	Payment with electronic money (1+2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<i>Of which:</i>								
	1- payments with electronic money via a card	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2- payment with other electronic money	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

c) Table 2. Transactions by terminal type

Column	Description	Transactions	
		Number	Value (€)
I	Transactions at terminals installed by the reporting institution, with electronic money issued by the reporting institution		
	1- Transactions for loading, reloading or unloading of remaining value of electronic money	0.00	0.00
	<i>Of which:</i>		
	a- via cards		
	b- via software		
	2- Payment with electronic money	0.00	0.00
	<i>Of which:</i>		
	a- via cards		
	b- via software		
II	Transactions at terminals installed by the reporting institution, with electronic money issued by institutions abroad		
	1- Transactions for loading, reloading or unloading of remaining value of electronic money	0.00	0.00
	<i>Of which:</i>		
	a- via cards		
	b- via software		
	2- Payment with electronic money	0.00	0.00
	<i>Of which:</i>		
	a- via cards		
	b- via software		
III	Transactions at terminals installed abroad, with electronic money issued by the reporting institution		
	1- Transactions for loading, reloading or unloading of remaining value of electronic money	0.00	0.00
	<i>Of which:</i>		
	a- via cards		
	b- via software		
	2- Payment with electronic money	0.00	0.00
	<i>of which:</i>		
	a- via cards		
	b- via software		
IV	Transactions at terminals installed domestically by other institutions, with electronic money issued by the reporting institution		
	1- Transactions for loading, reloading or unloading of remaining value of electronic money	0.00	0.00
	<i>of which:</i>		
	a- via cards		
	b- via software		
	2- Payment with electronic money	0.00	0.00
	<i>of which:</i>		
	a- via cards		
	b- via software		

d) Table 3. Electronic money cards

Column	Number of cards by functions/operators	Local card	VISA	MasterCard	Others	Total
I.	Card with electronic money function					
	<i>of which:</i>					
	- Cards with electronic money function with at least one reload					

e) Table 4. Electronic money terminals

I.	Terminals for the use of electronic money (1+2)	0.00
	<i>of which:</i>	
	1- terminals for reloading or unloading electronic money	0.00
	2- terminals for making electronic money payments	0.00

f) Table 5. Number of electronic money accounts

Column	Description	EUR	USD	CHF	Others	Total
I.	Number of electronic money accounts					

g) Table 6. Outstanding value of electronic money

Column	Description	Euro	In other currencies
I	Outstanding value of electronic money stored in products (1+2)	0.00	0.00
	1. Card- based	0.00	0.00
	2. Computer- based	0.00	0.00
	<i>Of which:</i>		
	a) software- based	0.00	0.00
	b) network-based	0.00	0.00
	c) mobile-based	0.00	0.00