



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

Ministria e Drejtësisë - Ministarstvo Pravde - Ministry of Justice

ADMINISTRATIVE INSTRUCTION¹
MOJ. NO. 11/2023 ON AMENDING AND SUPPLEMENTING
ADMINISTRATIVE INSTRUCTION MOJ-NO. 01/2019 ON NOTARY
EXAMINATION PROCEDURE AND PROGRAM

¹ Administrative Instruction MD. No. 11/2023 on the Amendment and Supplement to the Administrative Instruction MD-No. 01/2019 on the Method of Awarding and the Exam Program for the Notary, signed by the Minister of Justice on 23.10.2023

Minister of Justice,

Pursuant to Article 5, paragraph 6 of Law No. 06/L-10 on Notary, as amended and supplemented by Law No. 08/L-149, and based on Article 11 (paragraph 1, sub-paragraph 1.5) of Law No. 08/L-117 on the Government of the Republic of Kosovo and Annex 1, item 3 of the Regulation (GRK) - No. 14/2023 on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as pursuant to Article 38 (paragraph 6) of the Regulation No. 09/2011 of Rules and Procedures of the Government,

Issues the following:

**ADMINISTRATIVE INSTRUCTION
MOJ. NO. 11/2023 ON AMENDING AND SUPPLEMENTING
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**Article 1
Purpose**

The purpose of this Administrative Instruction is to amend and supplement the Administrative Instruction MoJ-No. 01/2019 on Notary Examination Procedure and Program (hereinafter: Basic Instruction).

Article 2

After paragraph 2 of Article 11 of the Basic Instruction, a new paragraph is added as follows:

3. The Ministry may allow relevant local or foreign entities to monitor the examination process.

Article 3

Paragraphs 1 and 2 of Article 15 of the Basic Instruction are reworded as follows:

1. The written examination shall be held on the same day for all candidates.
2. The President of the Commission, the Secretary of the Commission, the Commission Members and their deputies, along with support staff per Article 3, paragraph 1 of this Instruction, take part in the written examination.

Article 4

Paragraph 1 of Article 16 of the Basic Instruction is amended as follows:

1. The staff of the Ministry of Justice monitors the examination halls to ensure the smooth running of the exam and the elimination of potential abuses by the candidates.

Article 5

Paragraph 3 of Article 17 of the Basic Instruction is reworded as follows:

3. After the end of the written part of the examination, the Commission and the Secretary shall meet within two (2) days to begin the evaluation of the written assignments. The evaluation of written assignments shall be completed no later than fifteen (15) days from the day the evaluation began.

Article 6

After paragraph 2 of Article 20, a new paragraph 2A is added as follows:

2A. In order to maintain order, the Commission may limit the number of persons who wish to be present during the oral examination.

Article 7

Paragraph 3 of Article 21 of the Basic Instruction is reworded as follows:

3. The oral examination is considered passed if the candidate achieves a minimum of 34 points, provided that the candidate has achieved at least the minimum points in each of the subjects defined in this Article.

Article 8

Paragraph 3 of Article 22 of the Basic Instruction is reworded as follows:

3. The final result of a candidate is evaluated by the Commission based on the result of the written and oral examination up to 100 points, provided that the candidate has achieved at least the minimum points in the written examination and the minimum points in the oral examination.

Article 9

After paragraph 3 of Article 6, a new paragraph is added with the following content:

4. In cases where the candidate considers that there is a conflict of interest between him and any of the members of the commission, he notifies the Secretary of the Commission in writing to avoid the conflict of interest.

5. Regarding the issue defined in paragraph 4 of this Article, the decision rests with the Minister of Justice.

Article 10
Entry into force

This Administrative Instruction enters into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

Albulena Haxhiu

Minister of Justice

Date: 23/10/2023