

## Replacement and Issuing Duplicate Certificate

In case that certificate holders need to replace certificate as a result of legally changed name and in case if certificate is damaged and lost following procedure should be followed:

1. Certificate Holder submit request to IPC Kosova
2. Head of CB should check certificate holder credentials against IPMA database and IPC Kosova records
3. If everything is OK, IPC Kosova will produce another Certificate and in a same time head of CB should inform
  - a. Scheme Commitie
  - b. IPMA

About issuing copy of certificate

4. Certificate holder will pay 25 EURO for new certificate
5. Copy of certificate should be filled with IPC Kosova