

BUSINESS GUIDE

REQUIREMENTS AND PROCEDURES



Implemented by

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REGISTRATION AND LICENSING



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INTRODUCTION

THE NATIONAL BUSINESS CENTER

With the goal of further improving the business climate in the Republic of Albania, with the entry into force of Law no 131/2015, “On the National Business Center” the **National Business Center** was created in December 2015, as a result of the merger between the National Registration Center (NRC) and the National Licensing Center (NLC).

The mission and organisation of the National Business Center were better regulated by DCM no. 179, dated 09/03/2016, “On the approval of the National Business Center Statute”.

Until 2007, registration of legal entities was performed at the District Court of Tirana, whereas the registration of natural persons was performed at the appropriate District Court. For this reason, due to the fact that registration was an entirely judicial procedure, starting a business in Albania encountered a number of judicial and administrative barriers, which raised costs and created difficulties in the exercise of commercial activities. Additionally, at the time, a commercial register that could be freely accessible by the public did not exist, and interested parties could not obtain any information in real time.

In order to simplify the procedures and reduce costs, Law no. 9723, dated 03/05/2007, “On Business Registration”, ammended, created the **National Registration Center**, whose main function was to process business registration procedures and administer the Commercial Registry.

With the creation of the NRC, business registration was transformed from an entirely judicial process to an administrative process based on self-declaration, in a one stop shop center. The registration of an entity in the Commercial Registry constituted simultaneous registration at the local and central tax administration authorities, social security and health insurance, work inspectorate and the Public Procurement Agency.

The reform in registration was followed by a reform in the area of business licensing and permitting. The licensing/permitting process, until the year 2009, was very long, bureaucratic, costly and not transparent. There were a large number of licenses and permits and institutions involved in the process. The applications were submitted in written form and the procedures, time frames and application forms were not standard. Additionally, a national registry for licenses and permits did not exist.

The creation of the **National Licensing Center** brought further improvement to the business climate in the country, further reduction of administrative barriers and an increase in transparency of the procedures of licensing / permitting. Another innovation was the transformation of the licensing / permitting process from a paper based process, to a completely electronic one, by creating the National Registry of Licenses, Authorizations and Permits.


Preparation of the legal and institutional framework for establishment and functioning of the National Business Centre, as well as review and simplification of legal procedures is made possible with the financial support of the German Government, in the frame of the GIZ Project **“Harmonization of economic and trade legislation with EU acquis”**.

The merger of the NRC and the NLC, created the NBC as a single one stop shop which offers business registration and licensing services. This has brought further reduction of administrative barriers for businesses operating in the Republic of Albania. The creation of the NBC was welcomed by commercial entities because now, all the procedures and all the information required to operate in the Albanian market can be easily accessed in one single center.

The administrative procedures offered by the NBC are offered with simplified procedures, by electronic means, within short time frames and

with symbolic fees.

- * The purpose of this Guide is to serve as a guide for businesses to help them better understand the concepts, requirements and steps for the services offered by NBC. In any case, please note that this Guide is not intended to be a binding reference for fulfillment of the obligations from businesses or NBC. The legal obligations remain those provided for in the abovementioned legal acts.

 The NBC offers the services mentioned above in 35 service windows spread out in the entire Albanian territory.¹

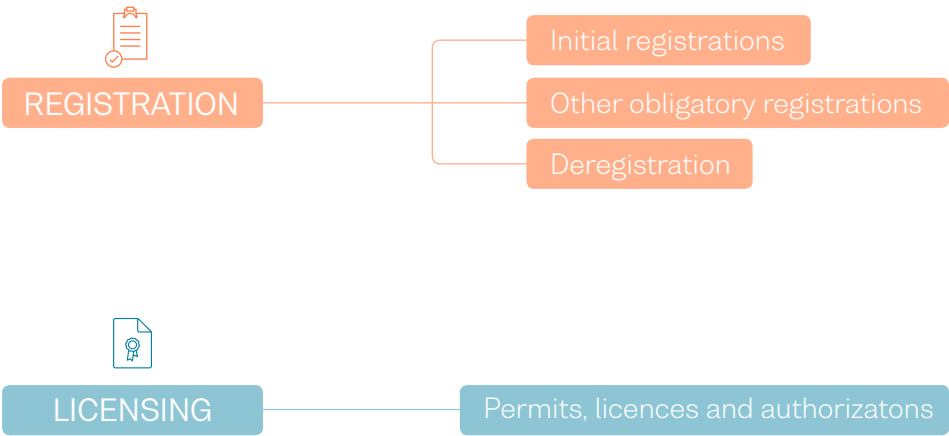


Table 1: Services of the NBC as “one stop shop” for business.

¹ Annex 3

BUSINESS REGISTRATION

PART I

1

LEGAL FRAMEWORK

Part I regarding business registration procedures in the Republic of Albania is based primarily on the specific legal provisions on business registration, commercial companies and tax procedures. The list of examined legal and sub-legal acts includes, but it is not limited to the following acts:

- **Law no. 9723**, date 3.5.2007, “On business registration”;
- **Law 131/2015**, “On the National Business Center”;
- **Law no. 9901** date 14.4.2008 “On Entrepreneurs and Commercial Companies”;
- **Law no. 9920**, date 19.5.2008 “On tax procedures in the Republic of Albania”;
- **Law no. 7850**, date 29.7.1994, “The Civil Code of the Republic of Albania”;
- **Law no. 25/2018** “On accounting and financial statements”;
- **Law no. 38/2012**, “On agricultural cooperation”;
- **Law no. 52/2016**, “On saving and credit companies and their unions”;
- **Law no. 8088**, date 21.3.1996, “On mutual cooperation companies”;
- Decision of the Council of Ministers **no. 179**, date 9.3.2016, “On the approval of the National Business Center Statute”;
- Decision of the Council of Ministers **no. 391**, date 3.5.2017, “Regarding the determination of the registration and publication procedures at the National Business Center”.

Interested parties may consult the content of the above legal acts as well as the business related legislation of the National Business Center (hereinafter “NBC”) website at the following link:

2

ENTITIES REQUIRED TO REGISTER

2.1 Entities required to register with the NBC commercial register

The economic system of the Republic of Albania is based in the market economy and in the freedom of economic activity. The Albanian legislation promotes and protects the economic activity.

However, the legislation provides for the obligation to register for entities that exercise economic and commercial activity. The registration of legal entities aims toward the identification and registration of business, as well as relates to the implementation of tax obligations, employment and social and health insurance scheme. Based on provisions of the legislation on tax procedures natural and legal persons can exercise economic activity only upon registration with the commercial register held by the National Business Center.

The legal framework determines the obligation of registration for the following entities:

- natural persons (Individual Entrepreneurs), who exercise an economic activity or are independent professionals;
- simple companies;
- commercial companies;
 - › general partnership companies
 - › limited partnership companies
 - › limited liability companies
 - › joint stock companies
- branches of foreign companies;
- representation offices of Albanian and foreign companies;
- saving and credit companies and their unions
- mutual cooperation companies;
- agricultural cooperatives.

Other categories of entities may have the obligation to register if that is set forth by specific laws.

As a general rule, entities that register as a legal person gain their legal personality by registering with the commercial register. Meanwhile for some entities like natural persons, branches and representation offices of foreign companies, simple companies and others entities that according to the legislation in force do not gain legal personality by way of registration, said registration with the commercial registry has solely a declarative effect.

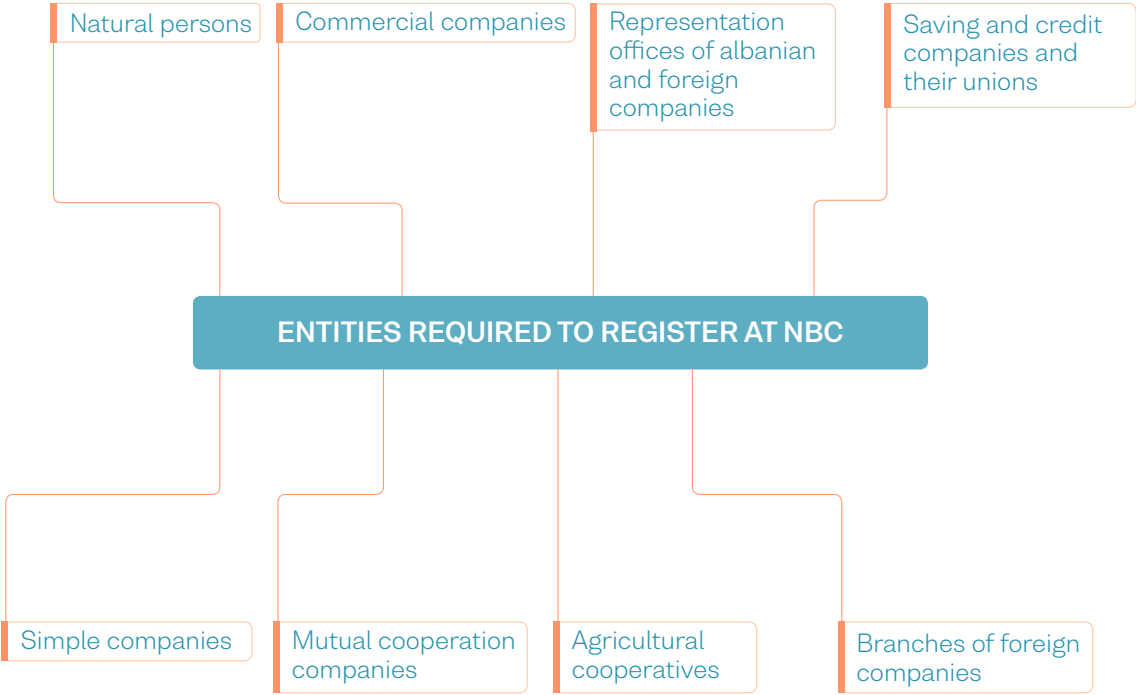


Table 2: Entities with the obligation to register at the commercial register of the NBC

2.2 Entities with no obligation to register

Due to applicable exemptions or the implementation of special legal provisions, some categories of entities are not required to register with the commercial registry. These include but are not limited to the following:

- i. non - profit organizations;
- ii. tax representatives of non-resident taxpayers;
- iii. self-employed as traveling salesmen;
- iv. farmers;
- v. heads of families that employ individuals as housekeepers, caretakers;
- vi. national or local public entities;
- vii. embassies consular offices, representatives of foreign offices ;
- viii. special project implementation units;
- ix. international organizations exempted by special laws.

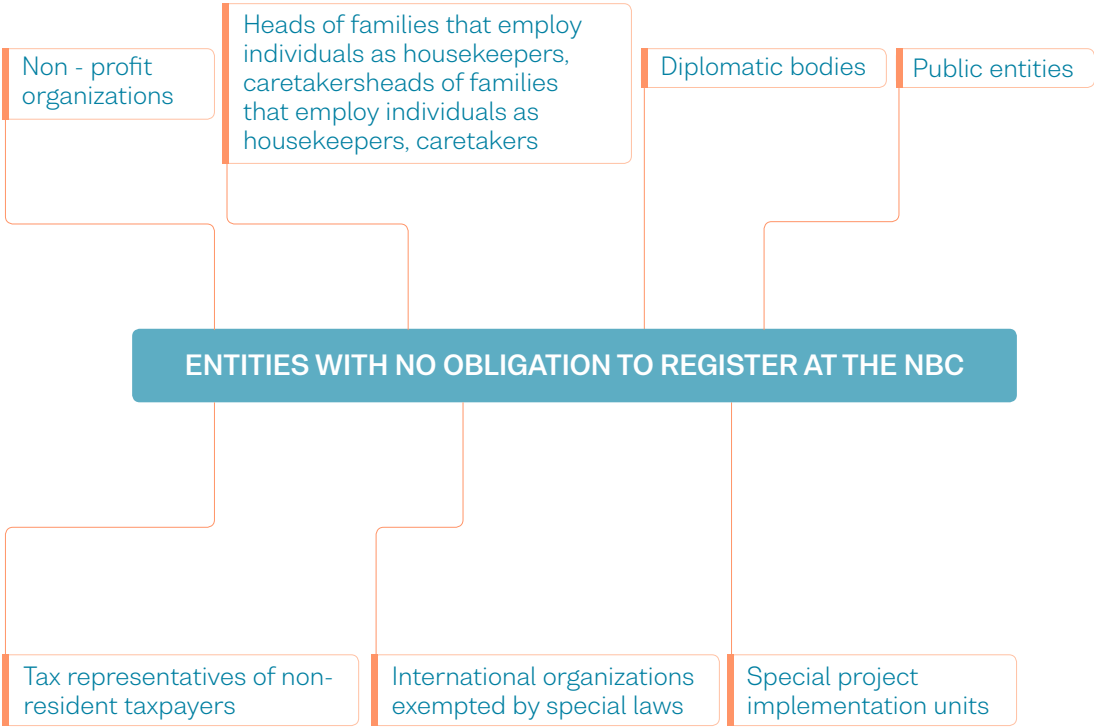


Table 3: Entities with no obligation to register at the commercial register of the NBC

The above entities are required to register with the tax administration. Upon registration with the tax administration the above entities are provided with a **unique identification number (NUIIS)** serving as their tax identification number for national and local taxes. Whilst as regards NGO's, they have to firstly register with the competent court.

Modalities for the registration with tax authorities and necessary documents are determined here below:

i. NGO's

Non-profit organizations (NGO), such as associations, centers and foundations, as well as branches of foreign NGO's should firstly register with in the court and then with Albanian tax authorities. NGO's gain their legal personality after they are established and registered with the Albanian court, in accordance with the terms and procedures set forth by the Law no. 8789, date 7.5.2001, "On the registration of Non - Profit Organizations". The legal framework regarding NGO's is completed by provisions of the Law no.8788, date 7.5.2001 "On non-profit organizations" and by the Albanian Civil Code. The NGO's register is established at Tirana District Court.

Documents required for NGO's registration with the court are the following:

- Request for registration;
- Articles of Association;
- Statute;
- Authorization for the representative who shall perform the registration

The above documents need to be certified by the Public Notary. NGO's Articles of Association and Statute should also contain information and data related to the:

- full name, the logo and the special symbol (if any) of the NGO;
- legal seat;
- identification data for the founders, board members and the executive director;
- determination of the purpose and the activity of the NGO.

After the registration with the court, NGO should perform the declaration of employees with the labor inspectorate and register with the respective regional tax directorate. The registration with tax authorities is performed at the Regional Tax Department pertaining to the territorial jurisdiction. Documents required for registration with the tax administration include:

- the Court Decision for registering;
- the request for registration
- the Articles of Association;
- Statute;
- Statement of the Executive Director on non-profit-purposes for tax exemptions;
- employee list approved by labor inspectorate.

At the moment of registration, the regional tax office issues the registration certificate, which contains also the unique identification number (NUIS) of the NGO.

As regards other categories of entities that are not required to register with the NBC the registration is performed by the tax authorities following submission of the following documents:

ii. Tax representatives for non-resident taxpayers

The registration procedure is performed at the Taxpayer Service Department. The following documents are required to be submitted:

- the completed registration request form;
- Agreement of Parties (representative party– represented party);
- NUIS and extract of the registration with the NBC for the natural or legal person assigned as the tax representative;
- certificate of registration of a foreign company issued by the tax authority of the origin country;
- copy of the identification document for the legal representative of the entity's representative;
- power of attorney for the tax representative;

All the documents are required to be submitted in original or certified copies, while documents issued by authorities of foreign countries must be apostilled or legalized, and translated in Albanian language.

iii. Self-employed as travelling salesmen

It is considered a travelling salesman a seller who has no fixed place of business and cannot exercise any activity in more than one commercial unit. Self-employed entrepreneurs such as traveling salesmen submit to the tax administration:

- completed registration form;
- copy of the identity document;
- permit of the Municipality to trade in predetermined public places;

The tax administration issues the registration certificate and NUIS with the inscription "Travelling salesmen". Upon registration as per above, the travelling salesmen are required to pay the respective social and health insurance.

iv. Farmers

For registration with the tax administration and being issued with a NUIS number farmers must provide the following data:

- identification document;
- residence address and contact information for that person;
- place where the farming activity will be exercised;
- areas of the agricultural production activity;
- farmer's specimen of signature.

v. Head of the family employing individuals as housekeepers or caretakers

Heads of the family employing persons as housekeepers or caretakers present the following documents to register these persons with tax authorities:

- a written request;
- copy of the identity document of the Head of the Family;
- copy of the work agreement signed by the parties.

vi. National or local public entities

National or local public entities register by submitting the following:

- the completed registration form;
- a description of legal basis relevant to their establishment;
- the document for their appointment and the copy of the identification document of the legal representative;
- information regarding the ownership or the use of the legal seat (lease or ownership contract).

vii. Diplomatic corps, such as embassies, consulates, representatives of foreign offices and;

For registration with the tax office diplomatic corps submit:

- copy of the identification document of their representative;
- authorization for the applicant that will present the request for

- registration;
• a completed registration form.

viii. Special project implementation units

Projects implementation units are registered by submitting the following:

- the completed registration form;
- a description of the legal basis relevant to their establishment;
- the document of their appointment and a copy of the identification document of the legal representative;
- information on the ownership or the use of the legal seat (lease or ownership contract).

ix. International organizations exempted by special laws

Exceptional specific provisions in place for these types of organizations (if any) are governed by conventions, international agreements or special laws adopted by the Republic of Albania.

3

DESCRIPTION OF TYPES
AND CATEGORIES OF
COMMERCIAL ENTITIES

Here below can be found a short presentation of essential elements regarding the commercial entities identified as above, required to register with the NBC commercial register.

3.1 Natural persons

Based on the Civil Code provisions, natural persons are required to register in case they exercise commercial activity. Natural persons exercising an independent profession (i.e.: lawyer, notary, accountant, doctor, engineer, architect, artist etc.), are considered to be entrepreneurs, if said status is granted by a specific law. Natural persons exercising agricultural, farming, forestry or similar activities are considered to be entrepreneurs, if their respective activity focuses essentially on the sale of products (agribusiness).

3.2 Simple companies

Simple companies are also regulated by the provisions of the Civil Code. These provisions determine the simple company as a contract by which two or more persons agree to exercise an economic activity in order to share the profits deriving from it. In a simple company, the contract is not an object of a specific form. A company is considered simple when it does not represent the distinctive qualities of the commercial company set forth by the Law no. 9901, dated 14.4.2008 "On entrepreneurs and commercial companies".

3.3 Commercial companies

Commercial companies are regulated by the provisions of the Law no. 9901, dated 14.4.2008 "On entrepreneurs and commercial companies", which identifies 4 organization types of commercial companies:

i. General partnership companies

A company is considered as a general partnership if it registered under this name, performs the economic activity under a joint name and partners have unlimited liability in front of creditors.

ii. Limited partnership companies

A limited partnership company is the company in which the responsibility of at least one of the partners is limited to the value of its contribution, while the responsibility of other partners is unlimited. The partner whose responsibility is limited to the value of its contributions is called a limited

partner. The partner whose responsibility is not limited to the value of its contribution is called an unlimited partner.

iii. Limited liability companies

A limited liability company is the most common form of commercial companies. Shareholders of this type of company, established either by natural persons or by legal persons, are not liable for obligations of the company and shall be responsible to personally cover the losses of the company only up to the unpaid portion of their subscribed participation. The limited liability company capital is formed by contributions of shareholders divided into quotas. Each shareholder enjoys its quota in the company proportionally to its contribution to the company capital.

iv. Joint stock companies

A joint stock company is a commercial company established by natural or legal persons that are not personally liable for the company's liabilities and cover its losses only up to the unpaid amount of the subscribed shares. The company's capital is divided into shares subscribed by the founding shareholders. A joint stock company may be either with private or public.

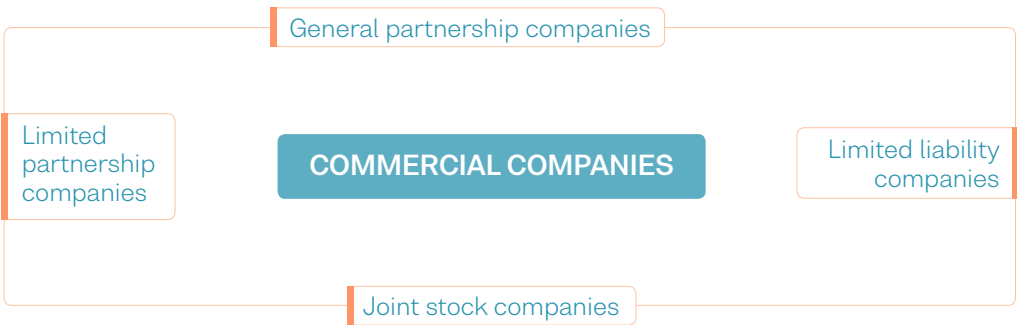


Table 4: Forms of the commercial companies

3.4 Branches of foreign companies

Branches are places of commercial activity and have the same legal personality as the mother company. They operate steadily, under an

independent organization and management and engage in activities with third parties on behalf of the company.

3.5 Representation offices of Albanian companies and foreign companies

Representation offices are places where the company exercises its commercial activity and have the same legal personality of the company. Representation offices do not have their purpose of activity the generation of income, but to promote the activity of the company. These offices can enter into agreements in name of and on behalf of the company.

3.6 Savings and credit companies and unions

Saving and credit companies and unions are regulated by the provisions of the Law no. 52/2016, "On saving and credit companies and their unions". Based on these provisions a saving and credit company is considered to be a company based on the voluntary organization of its members, depositing their money into the company to be used by this company/union to grant credits/loans solely to the members of said company, with the purpose of satisfying the needs or interests of these members.

Saving and credit unions are created by five or more saving and credit companies, with the purpose of promoting, organizing, developing and improving their internal actions. Membership and continuation of membership of companies in the union is on voluntary basis.

3.7 Mutual cooperation companies

Mutual cooperation companies are regulated by the provisions of the Law no. 8088, dated 21.3.1996 "On mutual cooperation companies", that defines said companies as voluntary unions of natural and legal persons for pursuing economic activities on different fields.

3.8 Agricultural cooperatives

Agricultural cooperatives are regulated by the provision of the Law no. 38/2012, "On agricultural cooperation companies". It shall be considered as an agricultural cooperative a voluntary association between natural or legal persons, having as their purpose to fulfill their respective needs or interests in the field of production, process and trade of agricultural and livestock products.

4

THE COMMERCIAL
REGISTRY

4.1 Commercial Registry

All entities exercising their economic and commercial activity in the Republic of Albania that are required to register according to legal provisions, must do so with **the commercial register**.



The commercial registry is a public electronic registry containing the necessary information on commercial entities including among others information regarding the establishment, organization, representation, activity, changes and de-registration.

The data registered and published data in this commercial registry bear a declarative effect. These data are always considered to be of public knowledge, are recognized as official acts for public authorities and may be opposed against third parties.

The commercial registry is held by the National Business Center (NBC). At NBC are executed all actions related to the commercial registry throughout the entire life cycle of a business, including the initial registration, other mandatory registrations during the course of the commercial activity and de-registration of entities.

4.2 Publication of information and public access

NBC publishes the business registration data within 1 day from the registration date. The commercial registry is freely accessible to the public at the NBC's official website.



All interested parties can research in the electronic database of NBC for every registered data, except for the personal residential address of individuals without any obligation to be identified in advance and free of charge.



Moreover, all interested parties are entitled to obtain, against payment of the respective fee, excerpts for information registered at this registry for whichever entity, as well as copies of accompanying documents recorded in the registry. This is also done without any requirement for identification of the party performing the search/ Excerpts can be issued for the essential data of entities and/or for chronological performed actions of commercial entities.

5

INITIAL REGISTRATION
IN THE COMMERCIAL
REGISTER

5.1 General information

› Persons assigned to perform the registration

The initial registration can be performed by the legal representatives of business entities in person, or by representatives that have been granted a specific authorization to perform the registration procedures.

› When shall the initial registration to be performed

In relation to the moment when it is required to perform the initial registration, commercial entities shall submit the application to NBC as per the following terms:

- natural persons, simple companies, branches and representatives offices are required to register prior to the effective commencement date of their activity;
- legal persons, within 30 calendar days from date of establishment, but, in any case, prior the effective commencement date of their activity.

› Modalities for registration with the commercial registry

Applications for registration with the commercial register can be performed in two ways:

- at the NBC offices;
- on-line through the electronic portal.

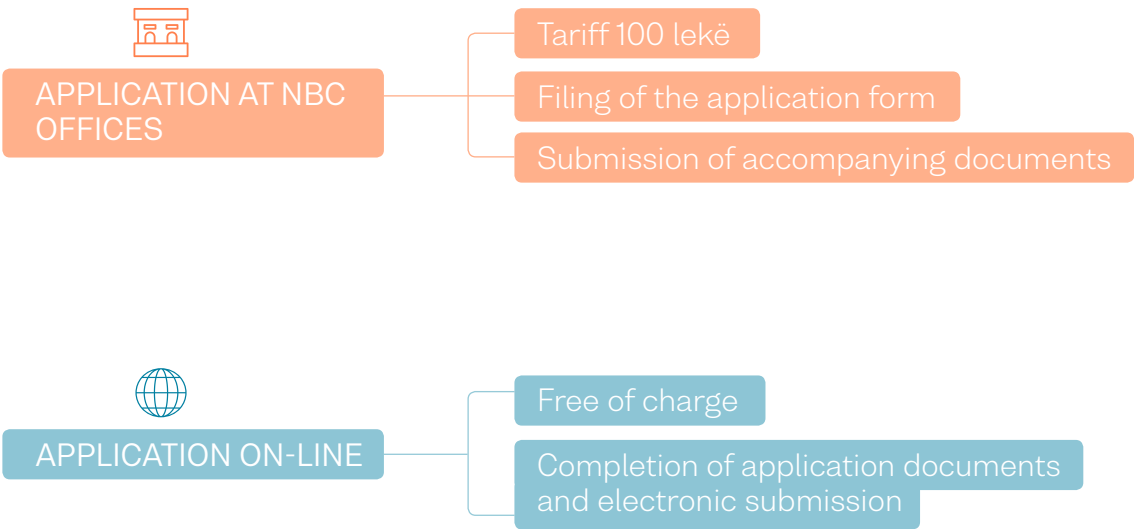


Table 5: Means of application

NBC employees assist applicants by providing information and advice on registration procedures.

- Application through the electronic system is performed at the multifunctional government portal e-albania, serving as a one-stop shop office for on-line services of the public administration. Public administration services, including business registration can be accessed at the following link <https://e-albania.al/>

5.2 Application procedures at NBC’s service desks

The application process at NBC’s service desks is performed as follows:

- payment of the service fee;
- completion of the standard application form approved by NBC, together with
- submission of accompanying documents.

› Service Fees

The applicable registration administrative fee is paid by the applicant prior to submitting the application at the NBC desk. The service fee for the initial registration at NBC offices is 100 ALL. NBC does not apply any service fee for the on-line applications.

The complete list of the fees of the services offered by the NBC is as following:

Service	Fee in (ALL)
1 Verifying the name registration option	100
2 Name reservation	100
3 Transfer of the reserved name	100
4 Initial registration	100
5 Other mandatory registration	100
6 Registrations upon request of any third party of public authority decisions (except those made by the entity).	100
7 Voluntary registrations	100
8 Deregistration	100
9 Issuing extracts for a data of the commercial register	100
10 Issuing historical extracts of actions performed by an entity, with 1 page to 20 pages	100
11 Issuing historical extracts of actions performed by an entity, with 21 pages to 100 pages	500
12 Issuing historical extracts of actions performed by an entity, with over 100 pages	1000
13 Issuing a copy of the Articles of Association	100
14 Issuing a copy of the balance sheet	100
15 Issuing a copy of the shareholder's list	100
16 Issuing a copy of other accompanying documents (just one document)	100
17 Issuing a certificate duplicate	100

› **Application forms**

Standard application forms for all of business categories, together with instructions for their completion can be consulted in the official website of NBC.

Application forms can be obtained at NBC premises or can be downloaded from the NBC website.

› **Accompanying documents of the application**

The information and data that must be filed in to complete the application form are related to the mandatory declarations required by the Albanian law for business registration and in compliance with provisions regarding tax, statistics, social and health insurance and labor inspectorate areas.

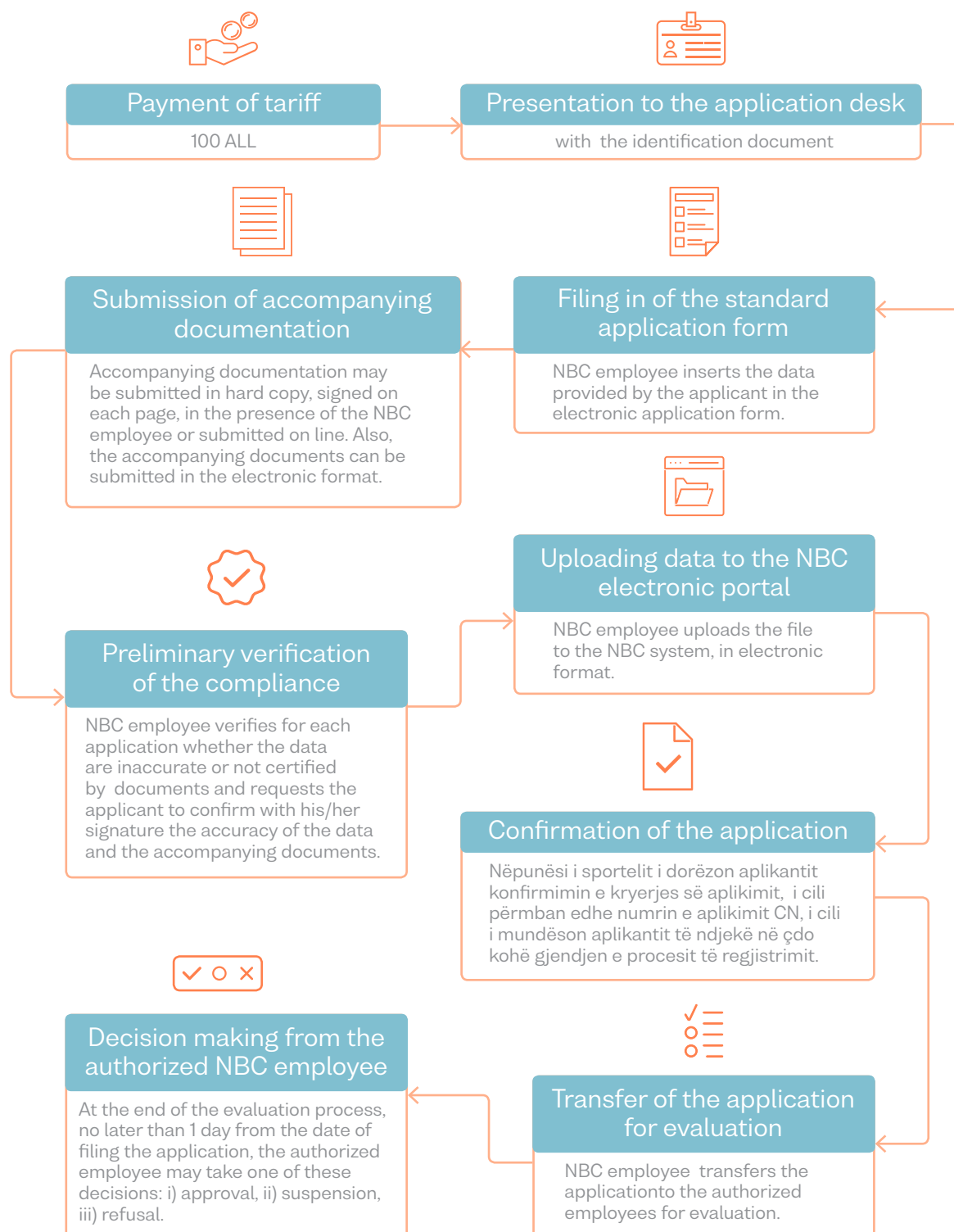
Accompanying documents may be submitted in written form, in original or as copies to the originals, or in electronic form under the full responsibility of the person submitting the application.

Accompanying documents must be in Albanian language. Private acts and official documents of foreign jurisdictions should be accompanied by authenticated translations, bearing the apostille stamp or legalization stamp, in accordance with the legislation in force and international agreements ratified by the Republic of Albania.

Information on the list of foreign countries whose documentation requires the apostille stamp or legalization stamp can be found at the official web page of the Ministry for Europe and Foreign Affairs.

- * The detailed list of documentation to be submitted with the NBC for each of the categories of business entities is detailed in **Chapter 6: Accompanying documents and application data.**

Table 6: Application process at NBC offices



5.3 On-line application

Besides the application process conducted in front of NBC's offices, registrations with the commercial register can also be performed on-line. The on-line electronic application is performed through the multifunctional governmental portal (e-albania.al).

In order to access and use of electronic services provided by e-Albania government portal, users must create a personal or business account through registration in the portal. The registration is performed by using the ID card, filling in the personal identity information and choosing a password. To open and register a business account the business must initially be registered with the account of the person appointed as the business manager.

Upon registration, the portal offers the possibility for the online business registration providing application forms, information regarding the list of accompanying documents as well as guidelines for the correct completion of the application format. Detailed information published on the portal can be consulted at the official webpage: <https://e-albania.al>

Following authentication the applicant can access the NBC services and selects the one regarding business registration. The applicant completes the form electronically and uploads the accompanying documents created or converted by him in electronic format. The authenticated person verifies the data inserted in the application form and the uploaded accompanying documents and confirms those by electronic signature.

Following the electronic confirmation of the application the NBC system provides automatic confirmation on the performed application and provides the application number, which enables the applicant to follow the status of the registration process at any time. Moreover, a notification is sent to the applicant by e-mail, containing an electronic copy of the application form and a confirmation of the execution of the application.

After completing the on-line application commences the evaluation phase conducted by the authorized NBC officers.

The electronic portal can also be used for subsequent business registrations as well as for downloading excerpts of commercial entities' registered information and data of.

5.4 Application Evaluation Procedures

Upon submission, the application and accompanying documents are

reviewed within one day by the NBC authorized employees. Verification ascertains whether the application and the documents comply with requirements of the legislation on business registration. In this assessment, the authorized employee does not examine the accuracy of the data or the authenticity of documents, the responsibility for which is maintained by persons who submit the application or have drafted the documentary acts.

At the end of the evaluation process, no later than 1 day from the date the application has been filed the authorized employee may issue the following decisions:

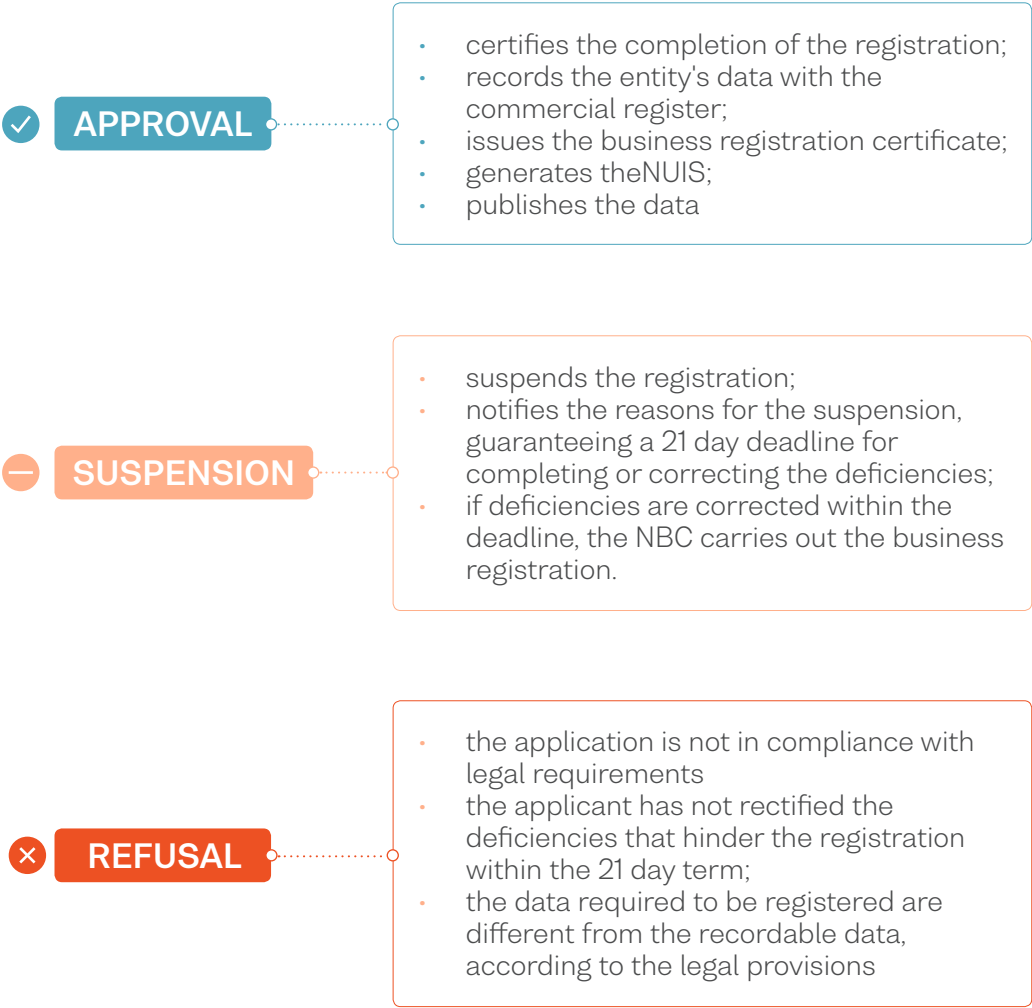


Table 7: Decisions of the NBC on the submitted applications

i. Approval of the application

In case it is in compliance with legal requirements the application is approved and the business registration is completed. Upon approval of the application, the NBC computerized system performs automatically the following:

- › certifies the completion of the registration;
- › records the entity's data with the commercial register;
- › issues the business registration certificate;
- › generates the Subject Identification Unique Number (NUIIS);
- › publishes the data in the commercial register.
- › publishes the data in the NBC Notification Section

The completion of the registration and the issuance of the registration certificate with the relevant NUIIS, serve as proof to the applicant for the business registration.

The initial registration certificate contains the name, form, unique identification number, date of the initial registration and the legal seat or the principal address for the exercise of the business activity. The entity is required to show the business certificate at any legal seat.

NUIIS is provided only once, at the moment of the registration and is unique and unalterable for each registered entity. NUIIS is also valid for the identification and registration of entities as taxable persons with the central and local fiscal authorities, the social and health insurance scheme, labor inspection authorities, and for any other statistical or identification purposes.

ii. Suspension of the application

At the conclusion of the assessment process, if the NBC authorized employee concludes that the application does not comply with requirements of the law on business registration suspends the registration and notifies the applicant on the reasons for said suspension, guaranteeing a 21-day deadline for completion or correction of deficiencies hindering registration.

The applicant must complete respective deficiencies within 21 days by submitting the required documents. If the applicant has completed or rectified the deficiencies within the deadline, the NBC performs the business registration.

iii. Refusal of application

The NBC authorized employee may refuse the application if upon performing due verifications, identifies that:

- › the application is not in compliance with legal requirements and the applicant has not completed or rectified the deficiencies that hinder the registration within the 21 day term;
- › the data required to be registered are different from the recordable data, according to the legal provisions.

iv. Silent approval of the application

In the event that within the maximum term of 1 day from the date of filing the application, the NBC authorized employee has not completed the registration or has not decided the suspension or refusal of an application for registration the application is considered to be accepted. In these cases NBC has the obligation to perform the publication of registered data and the NBC computerized system performs the registration automatically.

5.5 Notification of decisions

Any decision of the NBC regarding the approval, the suspension or the refusal of an application is notified in writing to the applicant at any NBC desks, irrespective of the place of performance of the application, as well as at the NBC official website, not later than 1 day from the date of the submission of the application. For on-line applications the decision is also notified to the applicant at the e-mail address.

- ✓ If the application is approved NCB provides to the applicant with the registration certificate containing the relevant NUIS.
- ✗ If the application has been suspended or refused, NBC delivers to the applicant the written act of suspension or refusal, with the relevant reasons.

The applicant is entitled to file an administrative and judicial appeal against NBC decisions, as detailed at [Chapter 10 - Administrative Appeal](#).

6

THE APPLICATION
DOCUMENTS

The application for the initial registration must be accompanied by the required documentation, which varies depending on the legal form of the business being registered. The following describes the necessary documentation to be filed, for each of the business categories:

6.1 Natural Persons

- Copy of the identification document, and
- the application form for initial registration completed with the following data:
 - › identification data;
 - › place where the business activity shall be conducted;
 - › scope of activity, if defined;
 - › specimen of the signature for the natural person.

6.2 Simple companies

- The company contract;
- a copy of identification documents of company members;
- application form for the initial registration, completed with the following data:
 - › intended duration of the business activity;
 - › scope of activity, if defined;
 - › place where the business activity shall be conducted
 - › the value and type of the member's contribution in the company;
 - › identification data of persons responsible with the management and representation of the company in relations with third parties, representation competences and duration of appointments;
 - › specimen of signatures for company representatives.

If parties have not executed a written contract, it is sufficient to complete the application by signing the special declaration for the recognition, acceptance and implementation of applicable legal provisions regarding the organization and functioning of a simple company.

6.3 General partnership companies

- Articles of Incorporation and/or Bylaws of the company;
- documents for the appointment of the company bodies (if not included in the Aol/Bylaws);
- application form completed with the following data:
 - › name of the company;
 - › company legal form;
 - › date of establishment;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation and their terms of appointment;
 - › specimen of signatures for representatives;
 - › type and value of shareholder's contributions, and their participation in the share capital.

General partnership companies can be registered by filing only the application for initial registration, the identification documents of members or shareholders, and by signing the special declaration for the acknowledgement, agreement with, and implementation of applicable legal provisions. In this case, the application for initial registration and the above statement replaces the Articles of Incorporation and Bylaws of the company.

6.4 Limited partnership companies

- Articles of Incorporation and/or Bylaws of the company
- acts for the appointment of the company bodies (if not included in the Aol/Bylaws);
- application form, completed with the following data;
 - › name of the company;
 - › company legal form;
 - › establishment date;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of

- representation and terms of appointment;
- › specimen of signatures for representatives;
- › type and value of shareholder's contributions, their participation in the share capital and profit distribution for each shareholder, for “limited” or “unlimited” shareholders.

Limited partnership companies may be registered by filing only the application for the initial registration and by signing the special declaration for the acknowledgement, agreement with, and implementation of the applicable legal provisions. In this case, the application for initial registration and the above statement replaces the Articles of Incorporation and Bylaws of the company.

6.5 Limited liability companies

- Articles of Incorporation and/or Bylaws of the company;
- acts for the appointment of the company bodies (if not included in the Aol/Bylaws);
- application form completed with the following data;
 - › name of the company;
 - › legal form of the company;
 - › establishment date;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation \ and terms of appointment;
 - › specimen of signatures for representatives;
 - › type and value of shareholder's contributions, paid or subscribed and their share in the company capital.

Limited liability companies may be registered by filing only the application for initial registration and by signing the special declaration for the acknowledgement, agreement with, and implementation of the applicable legal provisions. In this case, the application for initial registration and the above statement replaces the Articles of Incorporation and Bylaws of the company.

6.6 Joint stock companies

- Articles of Incorporation and/or Bylaws of the company;
- acts for the appointment of the company bodies (if not included in

- the Aol/Bylaws);
- Application form completed with the following data:
 - › name of the company;
 - › legal form of the company;
 - › establishment date;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation and terms of appointment;
 - › specimen of signatures for representing persons;
 - › value of the initial subscribed capital and the paid percentage;
 - › number and form of the subscribed shares;
 - › nominal value of each share;
 - › value and type of contribution of each shareholder, as well as the paid shares;
 - › special conditions limiting the transfer of shares, if any;
 - › if there are different classes of shares it is also required the nominal value and special conditions for each class and rights associated with them;
 - › procedures for converting the form of shares, if any are provided;
 - › total value or an estimation of costs for the establishment of the company;
 - › preemptive rights, if any;
 - › identification data of the supervisory board members and of the authorized chartered accountants, as well as terms for their appointment;
 - › the number of members of governing bodies;
 - › procedures for the appointment of governing body members, if different from the legal provisions.

6.7 Branches and Representative Offices

- Articles of Incorporation and/or Bylaws of the foreign company, or if not available, the equivalent act of establishment according with the provisions of the foreign legislation, and the full text of eventual amendments;
- documents attesting the registration of the foreign company;
- documents attesting the current status of the foreign company, issued not prior than 90 days from the date of submission of the application for the registration of the branch/representation office, containing the company registration and representation

- data, including the confirmation that the parent company is not undergoing dissolution, liquidation or similar procedures; and
- balance sheet of the foreign company for the last financial year, as per the standards of the foreign country where such company is established, in case the foreign company has operated for more than one year;
- resolution of the competent body of the foreign company regarding the establishment of the branch or the representation office in Albania. These documents can be replaced by the application for registration in case the person requesting registration is simultaneously the sole body that can operate as a standalone body, on behalf of the foreign company;
- Application form completed with the data of the foreign company;
 - › name of the company;
 - › legal form of the company;
 - › establishment date;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation and terms of appointment;
 - › specimen of signatures for the representatives;
 - › the capital of the foreign company;

The application should also contain the data of the branch or of the representative office required to be registered in Albania, as follows:

- › name of the branch or of the representative office;
- › duration;
- › scope of activity of the branch or the representative office;
- › scope of activity for the branch or the representative office, if determined;
- › legal seat;
- › identification data of persons responsible for the management and representation of the branch or the representative office, powers of representation and terms of appointment;
- › specimen of signatures of representatives of the branch or the representation office;

6.8 Saving and credit associations and unions

- Articles of Incorporation and/or Bylaws of the company;
- acts for the appointment of the company bodies (if not included in

- the Aol/Bylaws);
- Application form completed with the following data:
 - › name of the company;
 - › legal form of the company;
 - › establishment date;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation and terms of appointment;
 - › specimen of signatures for representatives;
 - › type and value of shareholder's contributions in the company capital;
 - › information regarding the paid or subscribed capital;
 - › identification data of members of the supervisory body, the authorized chartered accountant, as well as their appointment terms.

6.9 Mutual cooperation companies

- Articles of Incorporation and/or Bylaws;
- documents for the appointment of the company bodies (if not included in the Aol/Bylaws);
- application form completed with the following data:
 - › name of the company;
 - › legal form of the company;
 - › establishment date;
 - › identification data of founders;
 - › legal seat;
 - › scope of activity, if defined;
 - › duration;
 - › identification data of persons responsible for the management and representation of the company, powers of representation and terms of appointment;
 - › specimen of signatures for representing persons;
 - › type and value of contributions for each member in the company's capital;
 - › information of paid or subscribed capital;
 - › determination of the field of the business activity;
 - › identification data of members of the supervisory body, the authorized chartered accountant, as well as their appointment term.

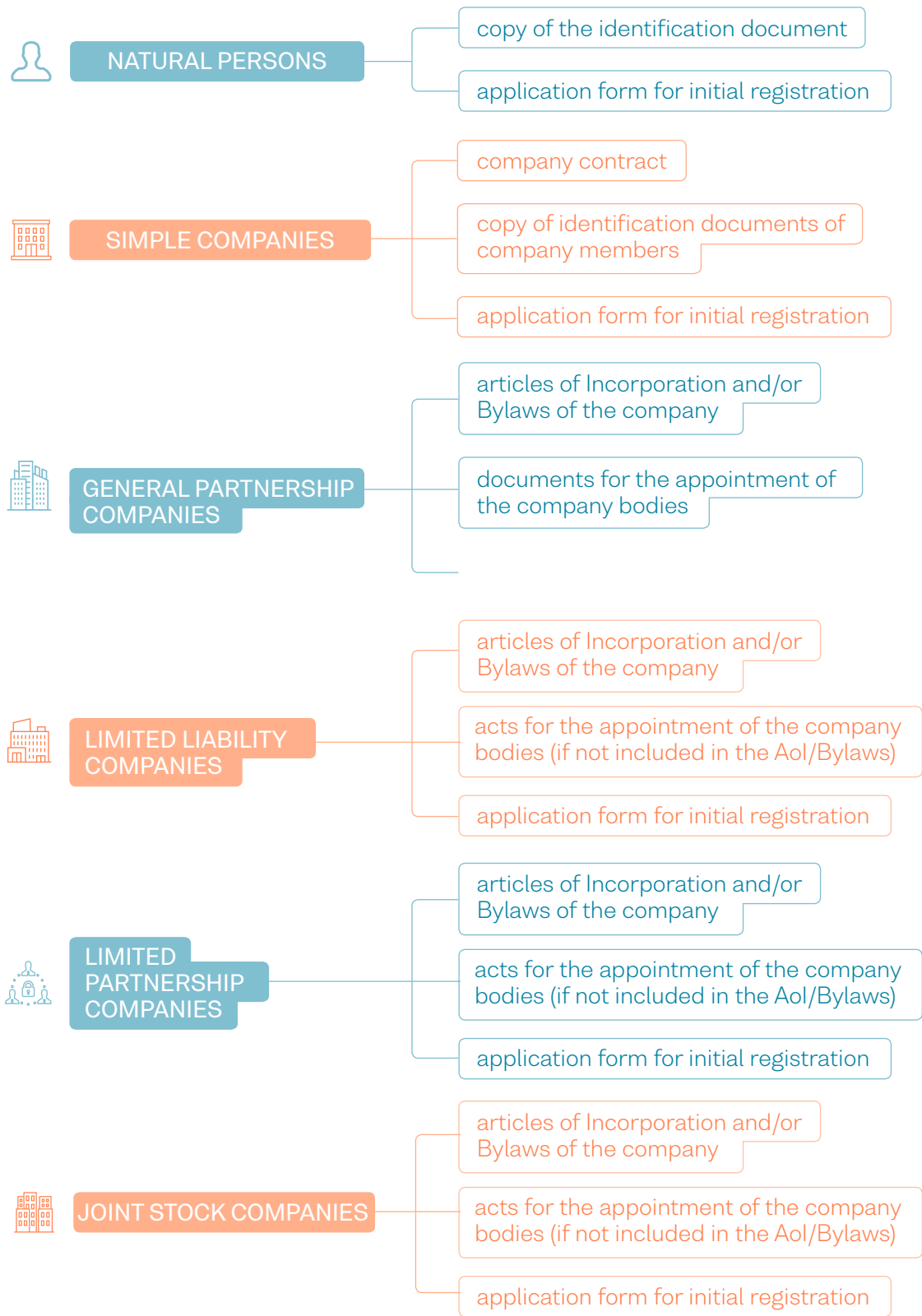
6.10 Cooperatives (Agricultural Cooperation Companies)

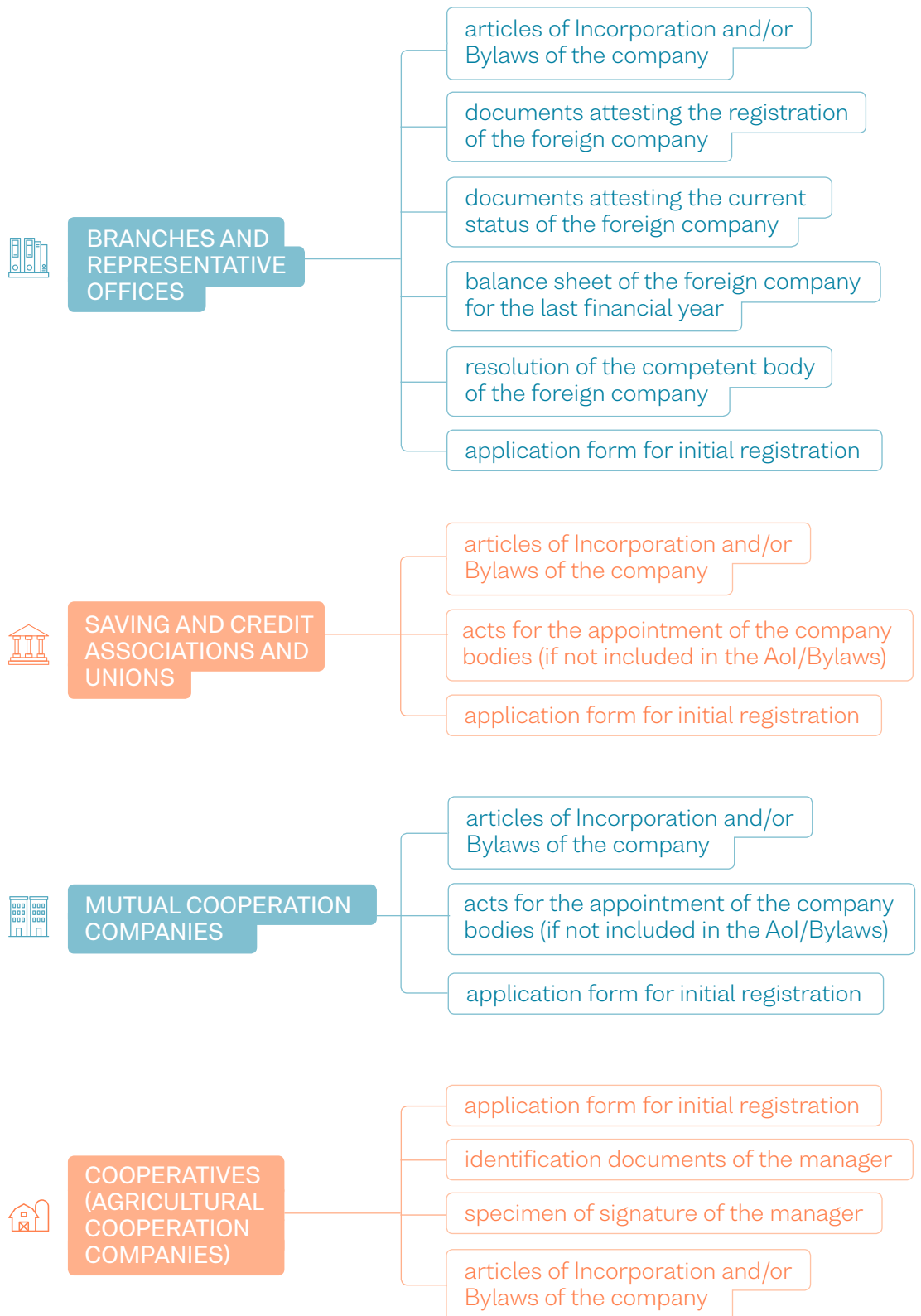
- Application form for initial registration;
- identification documents of the manager;
- specimen of signature of the manager;
- articles of Incorporation and/or Bylaws of the company, containing:
 - › the identity of founding members and managers;
 - › declaration of fulfilling the membership criteria;
 - › cooperative's name;
 - › object of activity;
 - › legal seat;
 - › cooperative's capital;
 - › number of shares and percentage of the capital owned by each member;
 - › duration of the activity if provided for a fixed term;
 - › the value of the subscribed capital;
 - › the minimum amount of capital required to be paid as contribution to the capital and terms and modalities to become a member;
 - › criteria for admission of new members, terms and conditions regarding the voluntary leave and the expulsion of members;
 - › the rights and obligations of members
 - › cooperatives management bodies, their competencies, functioning and decision-making rules;
 - › identity of manager/s, terms, dismissal and responsibilities;
 - › reimbursement rights for leaving members;
 - › data of the cooperative's accounting expert / auditor

6.11 Foreign entities

In cases of registration of entities having as founding partners, shareholders or members, foreign entities, besides the above mentioned required documents, the application for the initial registration shall also be accompanied by the following documents:

- articles of Incorporation and/or Bylaws of the foreign company;
- documents attesting the registration of the foreign company;
- documents attesting the current status of the foreign company, issued not more than 90 days prior to the submission date, indicating the foreign company's registration and representation data, including confirmation that said company is not undergoing dissolution, liquidation or similar procedures; and
- decision of the foreign company to participate in the Albanian business.





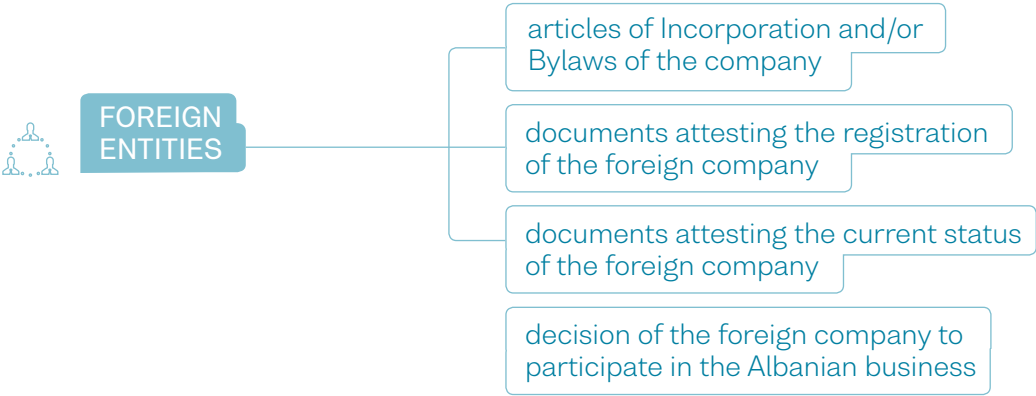


Table 8



SIMULTANEOUS REGISTRATIONS AND RELATIONS WITH OTHER STATE BODIES

Registration with the commercial registry at the National Business Center constitutes at the same time also registration of businesses with the central and local tax administration, with the social and health insurance scheme as well as with the labor inspectorate and customs authorities.

Upon completion of the business registration, NBC send simultaneously all the registration data and notifies the business registration to the following state institution:

- General Tax Directorate;
- Local Government Tax Offices;
- State Labor Inspectorate

Furthermore, NBC notifies to the aforementioned authorities any change regarding the mandatory commercial registration data.



Attention! Immediately after registration with the NBC, tax obligations under the applicable fiscal legislation begin to apply! For this reason, it is advisable to verify and pay said tax dues in due time, in order to avoid administrative contraventions and applicable penalties.

00

OTHER REGISTRATIONS
DURING BUSINESS
ACTIVITIES

8.1 Mandatory registrations

Besides the initial registration with the commercial register, legal entities are required to register with NBC any changes or amendments that are mandatory to be registered pursuant to the Albanian legislation. Mandatory registrations are provided for the following situations:

- amendments to the Act of Incorporation, Bylaws or in the simple company agreement. This obligation also applies to branches and representative offices, in case of changes to these foreign companies documents;
- filing of annual financial statements, performance reports and audit reports;
- appointment or dismissal of the authorized chartered accountant when such is expressly required by the law;
- appointment of Liquidators;
- company decisions regarding dissolution, closure, transformation, merger of the company, decisions by which it is initiated the controlled administration, liquidation or reorganization procedures of the company, or similar intermediate decisions a company be approve;
- change of the legal seat or places of activity of the company;
- documents certifying that the company capital or part of it is granted as a pledge or a guarantee.

› Deadlines for mandatory registrations

The application for changing the legal seat or of place of the commercial activity of the company are made within 30 calendar days from the respective decision and in any case, before the effective commencement of the commercial activity at the respective place.

For other mandatory registrations, the application shall be made within 30 calendar days from the date of the occurrence of the factual circumstance and / or drafting of the mandatory act to be registered.

Annual financial statements are required to be filed annually, within a period of 30 calendar days from the approval date and not later than the final deadline, on 31 July of each year. The filing of annual financial statements, the activity performance report and the audit report can be submitted exclusively through the on-line application, free of charge, at the e-Albania portal.



Attention! Declaration in the commercial register of false information or failure to fulfill the obligation regarding the initial registration and subsequent mandatory registrations within the provided deadlines, are sanctioned with a fine of 15.000 Albanian Lek.

Failure to submit financial statements within 31 July of each year is sanctioned with a fine of 15,000 Albanian Lek.

If a company has not performed previous mandatory registrations or has not paid the imposed fines, NCB refuses to perform further registrations.

› Persons assigned to perform registrations

Applications for other mandatory registrations is performed by persons responsible to represent the company in front of third parties, or by any person authorized by them. The application for the registration of legal actions related to capital participation, quotas or shares can also be submitted by the respective member, quotaholder or shareholder, or by their authorized representatives.

8.2 Voluntary registrations

In addition to the mandatory registrations, businesses may, on voluntary basis, record other company data, which are not considered as mandatory. Some of these data may be related to:

- the name or other distinctive signs of activity;
- contact information such as the company website, e-mail, telephone;
- transfer of nominal shares at joint stock companies;
- other decisions of the company managing bodies, different from those that are mandatory to be registered;
- other data related to the business activity of the legal entity.

8.3 Registrations as a consequence of a court decision

Any court decision that produces consequences or affects the situation and data of a commercial entity is registered with the commercial registry and made public at NBC. The registration may be performed by the interested party, by submitting to the NBC the court decision, or upon the request of the court, or registered ex-officio by NBC.

9

DE-REGISTRATION

Commercial entities may cease their economic activity by ceasing to exist for various reasons, on voluntary basis, termination of activity or as per legal provisions concerning invalidity, dissolution, distribution, or similar cases. In such situations, commercial entities are deregistered from the commercial registry.

9.1 De-registration forms

Based on legal provisions, de-registration may occur:

- voluntarily by decision of the commercial entity;
- based on a final court decision;
- according to specific legal provisions.

Cases and modalities of de-registration are listed below:

i. Voluntary de-registration

Voluntary de-registration shall mean the termination of the activity due to a decision of the respective legal entity. Natural persons and entities for which the legislation does not provide for liquidation procedures, the voluntary de-registration is executed based on the submission of the application for de-registration. Whilst, legal entities, branches and representation offices of foreign companies, simple companies and other entities for which the law provides liquidation procedures, the application for de-registration is submitted only upon completion of the liquidation process and submission of relevant documents.

ii. De-registration in case of death

In the event of death of a natural person, de-registration from the commercial register may be carried out at the request of any interested party and by submission of attesting documents regarding the death of said the person.

iii. De-registration due to a court decision

In cases where a final court decision rules for the dissolution, termination or prohibition to exercise business activity, said decision is registered with the NBC and causes de-registration.

9.2 De-registration consequences

De-registration of legal persons from the commercial registry results in the loss of the legal personality of the entity, whereas for natural persons, branches and representation offices of foreign companies, simple companies and entities that do not acquire legal personality through registration, it has only a declarative effect.

De-registered entities remain liable for outstanding obligations toward third parties and public authorities.

De-registration acts and respective applications are kept by the NBC and are accessible to the public.

10

ADMINISTRATIVE APPEAL

Applicants or interested parties are entitled to file administrative appeal against NBC actions or omissions on registrations and publications.

The object of above mentioned administrative appeals may be the refusal of the application, failure to issue registration certificates, relevant documents or to refusal to publish acts and documents, or omissions during the silent approval procedure.

An administrative appeal can be filed within a 30-day timeframe and is addressed to the General Director of NBC. Administrative appeals may be filed any NBC service desk.

Upon the examination of the administrative appeal, the General Director of NBC issues a decision and notifies the interested party within 5 days from the filing date of the appeal.

Interested parties are entitled to present a judicial appeal to the competent administrative court against the decision of the NBC General Director or its eventual passivity.

PART II

BUSINESS LICENSING AND PERMITTING

1

LEGAL BASIS

1.1 Law no. 10081, dated 23.02.2009, “On Licenses, Authorizations and Permits in the Republic of Albania”, amended

The scope of this law covers:

- all licenses and authorizations, for purposes of an economic, commercial, professional nature and any other similar nature, excluding those of a personal nature;
- all permits for the use of public goods for the above-mentioned activities, excluding the use of a public good for personal purposes.

The law sets out the principles for defining the economic activities or uses of public goods which are subject to a licensing and/or permitting process, as well as the principles for determining the conditions, procedures, periods of validity, and the causes and procedures for their revocation.

Licenses and permits, according to their fields and categories, under the purview of central institutions are listed in the annex that is attached to and constitute integral part of this law. The fields of authorizations under preview of central institutions are the same as those for licenses and permits, as listed in the annex of this law.

The applications for licenses and permits listed in the annex or their categories and subcategories are processed:

- by or through the NBC, as a general rule, and in this case the law defines the procedures for submitting, reviewing and deciding on an application; (Annex 1)
- without the involvement of the NBC, in specific cases, where the procedures are rendered by the institutions defined by the applicable law in force. (Annex 2)

1.2 DCM no. 538, dated 26/05/2009, “On Licenses and Permits that are processed by or thru the National Business Center (NBC) and some other common sublegal amendments”, amended

This DCM divides licenses and permits into those that are treated by or through the NBC and licenses and permits that are processed without the involvement of the NBC.

Additionally, this DCM clearly defines:

- the basic rules of licensing by or through the NBC,
- the specific licensing/permitting conditions,
- the institutions responsible for decision making,
- the time frame for making the decision,
- the validity of every license/permit ,
- as well as the taxes and tariffs.

1.3 Sectorial Legislation

The licensing and permitting process is also based on the sectorial legislation in force which governs the fields where licenses/permits are required, by defining among other things the detailed criteria and the supporting documents required to obtain a license/permit.

- 🌐 The legislation governing licensing/permitting can be found on the **NBC's official website**.

2

ENTITIES REQUIRED TO
OBTAIN A LICENCE/
PERMIT/AUTHORIZATION

Exercising an economic activity in the Republic of Albania is subject to a registration process, at the end of which, commercial entities are provided with a registration certificate and a **NUIS (NIPT)**. Exercising economic activities or performing any actions in the context of this commercial or economic activity is, as a general rule, allowed and not subject to licensing or authorization.

In exceptional cases, when provided by law, exercising an activity or performing an action is subject to a licensing or authorization process, only when both the following circumstances apply:

1. Exercising an activity or performing an action in an improper manner may jeopardize the citizens' life, health or legal rights, public order and safety, national security, free competition, or proper functioning of the market, a public good, social objectives or other public interests of a similar nature.
2. Adequately guaranteeing the above mentioned interests cannot be achieved without a process of self-declaration, review, inspection and assessment of the fulfillment of certain predefined requirements, before the start of the activity or the performance of the action.

A License is an administrative act granting its holder the right to start exercising the **type of activity** where both the above conditions apply.

An Authorization is an administrative act granting its holder the right to perform **one or more actions** when both the above conditions apply.

The use of public goods in the territory of the Republic of Albania is, as a general rule, carried out only by entities that have been permitted to do so, based on a permit, in accordance with the legislation in force, unless the public good, due to its nature and characteristics, can be freely used by the general public, or legislation provides otherwise. Public goods will be considered state owned immovable property as well as other goods of a public nature such as air, water, natural resources, the environment in general, cultural heritage, frequencies, and other goods of a similar nature.

The use of a public good thru a permit is carried out if at least one of the following circumstances apply:

- when the permitting process is aimed at obtaining the best counter-value in the public interest;
- free use of a public good by subjects/entities that do not possess the required knowledge, technology or other necessary safeguards, may cause damage to or improper use of the public good;
- when the public good, due to its limitation in quantity, extent, space or time, or due to other reasonable circumstances, does not allow, except for a limited number of users or limited use, or when the free use of a public good by an unlimited number of subjects/entities or without limitations on quantity, extent in space or time, may cause damage to or improper use of the public good;

A Permit is an administrative act granting its holder the right to use a public good, in accordance with the conditions set out therein, when the above conditions apply.

Any natural person or legal entity that has already obtained a NUIS (NIPT), that performs an activity and/or uses a public good and/or performs one or more actions of an economic, commercial, professional or any other similar nature, with the exception of those of a personal nature, that are included in the areas, categories or subcategories listed in the annex of law no. 10081/2009, is required to obtain a license/permit/authorization.



LICENSING/PERMITTING CRITERIA AND CONDITIONS AND THE DIVISION INTO GROUPS

3.1 Licensing/permitting criteria and conditions, and the supporting and accompanying documents required in the licensing/permitting process.

Licensing or authorization conditions are based on principles of: proportionality, debureaucratization and reduction of administrative barriers. They must adequately respond to the public interests they are meant to guarantee, and may include:

- professional or physical skills,
- experience or knowledge,
- organization,
- mastery of a certain technique or possession of a technology,
- financial standing or guarantees,
- legal status,
- or standards of conduct and ethics.

The licensing or authorization conditions are defined and stated, based on objective, measurable, simple and comprehensible indicators. Any applicant who meets the licensing or authorization conditions shall be granted the right to exercise the activity or carry out the action for which the license or authorization is required.

Permitting conditions, for any kind of public good, are based on the principles of preservation, growth, and proper use of the public good, maximizing public benefit, as well as proportionality, debureaucratization and elimination of unfair discrimination. Like licensing conditions, permitting conditions are defined and stated, insofar as possible, into objective, measurable, comparable, simple and comprehensible indicators.

Permitting conditions and criteria must adequately respond to the public interests they are meant to guarantee and may be of:

- **qualifying nature**, which serve to select applicants that meet the minimum and/or necessary requirements for using the public good,
- and/or **competing nature**, which serve to identify the applicant that offers the most appropriate use and/or the best counter-value, compared to other applicants who have met the qualifying criteria.

The specific licensing/permitting conditions and criteria, as well as the documents that prove their fulfillment are clearly defined in DCM no. 538/2009 and in sectorial legislation.

Based on DCM no. 538/2009, one condition that must be fulfilled for almost all licenses is the sufficient expertise and experience of the personnel, which can be proved by submitting the certificate of competency along with the work contract of the Technical Director, the person who is responsible for the technical and professional aspects of the activity on behalf of the entity applying for a licence/permit.

Another condition that must be fulfilled for most licenses is that the equipment, technology and premises adequately meet the service standards required. This can be proved by submitting proof of ownership or a rent or use agreement, along with a floor plan of the premises which is signed by a certified engineer/architect, as well as the documents that prove the possession of the necessary equipment (*which in most cases is in the form of a self-declaration*)

Some specific licenses, may require the fulfillment of other criteria such as the adequate organization and rules for performing the activity, financial reliability, etc.

3.2 The division of licenses and permits into groups

Applications for licenses and permits listed in the annex of law no.

10081/2009, or their categories and subcategories, are processes, as a general rule, by the NBC and, in specific cases, by the institutions defined by the appropriate law in force, without the involvement of the NBC.

In accordance with the application procedures, the decision time frames, and the documents that are required, licenses and permits that are processed by or through the NBC are divided into three groups:

- i) **Group 1** includes those categories or subcategories for which the evaluation of the fulfillment of the licensing criteria is based solely on the applicant's self-declarations. The NBC reviews applications for group 1 in the order they are received and makes a decision within a period of 2 working days from the application date.
- ii) **Group 2** includes those categories or subcategories for which the evaluation of the fulfillment of the licensing criteria, besides self-declarations, is also based on supporting documents presented by the applicant. The NBC reviews applications for group 2 in the order they are received and makes a decision within a period of 4 working days from the application date.
- iii) **Group 3** includes those categories or subcategories for which the evaluation of the fulfillment of the licensing criteria, besides self-declarations and supporting documents presented by the applicant, requires a process of inspection, testing, competition, interview, hearing or other method of evaluation. The NBC takes group 3 applications under preliminary review, and evaluates only the fulfillment of the criteria in NBC's purview, based on self-declarations and supporting documents presented by the applicant. If the NBC finds that there is reason to reject the application, it makes a final decision to reject the application. Otherwise, the NBC publishes in the National Register of Licenses, Authorizations and Permits the preliminary decision to pass the application to the second phase of review, by electronically forwarding it to the other decision-making institution. The other institution, within a determined time frame, reviews the fulfillment of the criteria under its purview, by performing an evaluation, inspection, organizing a test or competition, interview or hearing or any other method, and expresses their approval or refusal on the fulfillment of the criteria under their purview. The refusal must include the reasons for it. The refusal or approval decision is immediately published in the National Registry of Licenses, Authorizations and Permits.

The time frames other institutions have to make a decision vary for different licenses and permits and are approved by DCM no. 538/2009

or by sectorial legislation. This time frame starts from the day the NBC publishes their preliminary decision.

With the exception of cases where it is explicitly expressed otherwise, all time frames are expressed in working days.

In cases where the NBC or the other decision-making institution do not publish their decision on the refusal or approval within the legal time frame, or when the refusal decision does not include the reasons for the refusal, the application is considered as automatically approved by silent consent, and the electronic system generates the approval decision immediately and publishes it in the Registry.

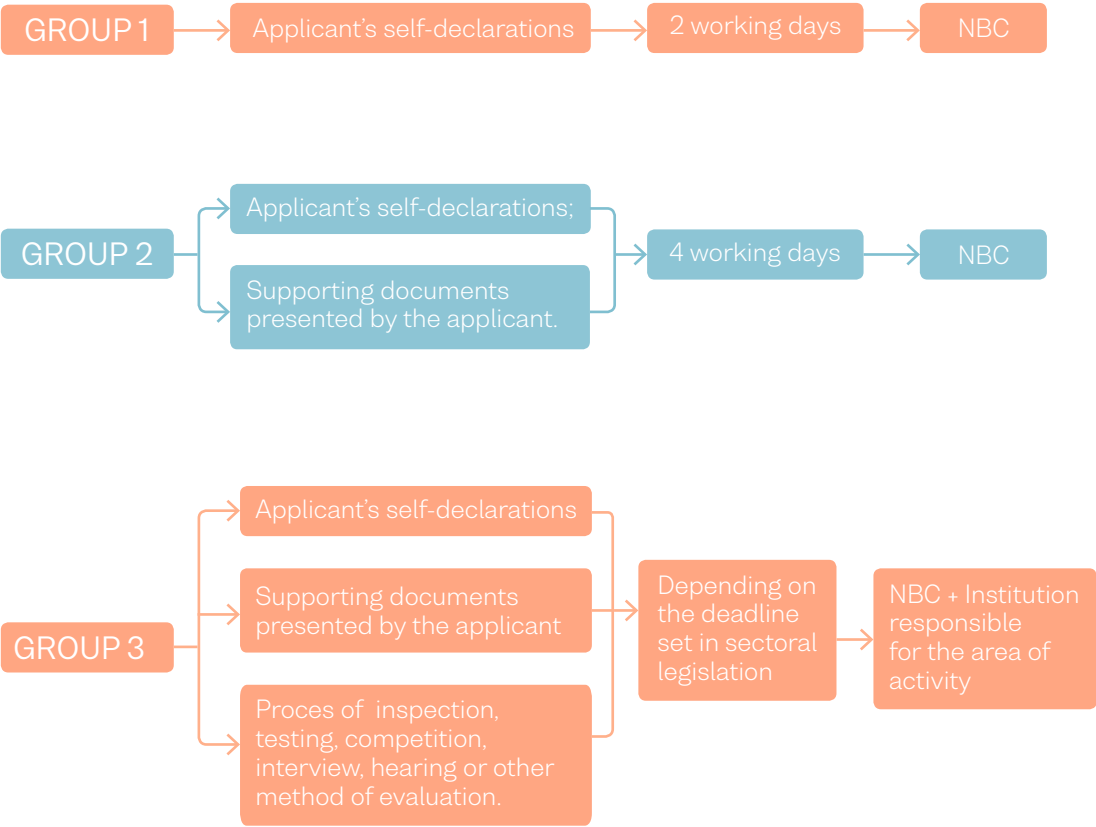


Table 9

4


THE NATIONAL
REGISTRY OF LICENSES,
AUTHORIZATIONS AND
PERMITS

The National Registry of Licenses, Authorizations and Permits is an integrated electronic portal that serves as a procedural instrument, publication/announcement instrument and as an official electronic archive. It guarantees transparency in the area of licensing, authorizing and permitting.

The Registry contains detailed information on the procedures, criteria, documents required and time frame for all licenses and permits handled by or thru the NBC, as well as the appropriate legal basis.

The Registry contains:

- every application for obtaining a license/permit, or changes to existing licenses or permits;
- any final decisions on the refusal or approval of these application;
- every license or permit ever issued;
- any decision or order for the re-fulfillment of criteria, or correction of a violation of the obligations of a license/permit, the suspension of a license/permit;
- and, every decision for the revocation of a license or permit.

 All these data are freely accessible by the general public on the NBC's official web page.

Any institution that has any authority in reviewing an application, inspecting, suspending, revoking or that reviews an administrative appeal on decisions that have been taken in exercising these authorities, has direct access to the Register and has the obligation to publish all their decisions, unless otherwise provided for in law no. 10081/2009.

5

THE PROCEDURES FOR
SUBMITTING, REVIEWING
AND DECISION-MAKING
ON A LICENSE/PERMIT
APPLICATION

5.1 The person in charge of submitting the application for a license/permit

The application is submitted at the NBC service windows by the legal representative of the entity that is applying for a license or a permit, or a person duly authorized by them. When the application is submitted by an authorised person, along with the supporting documentation, the authorised person must also submit documentation that proves that they are authorized. The authorization document must be in the form of a power of attorney signed before a notary or, in the case of legal entities, it may be a simple written authorization signed by the legal representative, with the seal of the legal entity.

5.2 The supporting documents that must be submitted during the application

The person that submits the application, during the application, must submit all the required supporting and accompanying documents as defined by Law no. 10081/2009, DCM no. 538/2009 and, in specific cases, by sectorial legislation.

The documents that must be submitted for applications for **Group 1** licenses are:

- act of registration of the entity in accordance with legislation in force (for entities registered in the commercial registry this is generated by NBC);
- legally recognized identification document of the person who is submitting the application;
- authorization document, when the person who is submitting the application is not the legal representative of the entity;
- self-declarations of the entity on the fulfillment of the licensing criteria.

The documents that must be submitted for applications for **Group 2 and 3** licenses or permits are:

- act of registration of the entity in accordance with legislation in force (for entities registered in the commercial registry this is generated by NBC);
- legally recognized identification document of the person who is submitting the application;
- authorization document, when the person who is submitting the application is not the legal representative of the entity.
- self-declarations of the entity on the fulfillment of the licensing criteria.
- written acts by a public or private institution, or acts prepared by the entity that prove the fulfillment of the licensing/permitting criteria.

5.3 How to submit a license/permit application

License/permit applications can be submitted in one of two ways:

- at one of NBC’s physical service windows;
- on-line, via the electronic service window.

The NBC has published on its official website the addresses and contact information for all of its service windows. Currently the NBC provides its services in 35 service windows spread out in the territory of Albania, which are also listed in **Annex 3**.

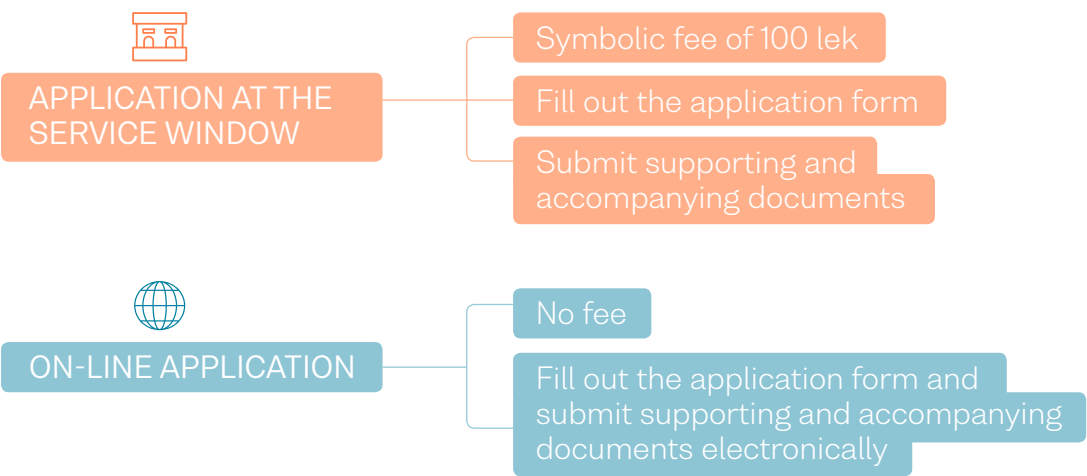





Table 10: How to apply

i. The application process at NBC's physical service windows


The application may be submitted at one of NBC's physical service windows, after the application fee has been paid, by filling out the standard application form and submitting the supporting and accompanying documents.

-  The relevant documents are submitted in original, notarized copies, or copies accompanied by the original (which are notarized copies by the service window clerk). After being scanned by the NBC service windows clerk, the documents are returned to the person who is submitting the application (only the electronic version is kept).
-  When a document that proves the fulfillment of a licensing or permitting criterion, or the data declared by the applicant are available in electronic registries of other public institutions, and are accessible by the NBC, than the applicant is not required to submit them.

At the end of the application, the applicant is presented with an application confirmation and the application is forwarded to the registrar for review.

-  The service window clerk is responsible for informing interested parties, filling out the standard license/authorization application form with the information declared by the applicant, and uploading the supporting and accompanying documents into the electronic system. After the review of the application, the service window clerk hands out the title of the license/permit or the rejection decision document to the applicant.

ii. The application process at NBC's electronic service windows

-  The license or permit application and the relevant documentation may also be submitted at NBC's service window, thru the **electronic portal e-albania**. Before submitting the application, the applicant must register in the portal as a commercial entity, and obtain a user name and password. Any applicant can then submit an electronic application by filling out the application form and uploading the scanned supporting and accompanying documents.

After the application has been submitted at the portal of e-albania, it is processed according to the same procedures as applications submitted at physical service windows.

-  If an application submitted at the electronic service window is approved, the application will have an **"Approved – Waiting for the original documentation"** status and will be sent to the service window clerk for

the verification of the original documentation at the moment that the applicant will be at the physical service window. When the applicant goes to the service window to withdraw the title of the license/permit, they will have to present the original documents or notarized copies, which were uploaded into the system by the applicant during the application. After the service window clerk verifies the documents presented, they print the title.

5.4 The review of applications by the NBC registrar

Applications submitted at the service windows are automatically distributed among NBC's registrars by the electronic system. For all license or permit applications, the registrar verifies whether:

- the person that has submitting the application is the person that may submit the application
- the service fee has been paid
- the application form is complete, is free of corrections, and its content is clearly visible or legible
- all the required documents have been submitted, they are in the required form, are free of corrections or erasures, in accordance with legal dispositions and their content is clearly visible and legible.
- all the required self-declarations have been submitted
- the entity fulfills the required licensing or permitting criteria

After reviewing an application and the documentation for a **Group 1 or 2** license, the registrar decides on the final approval or refusal of the application, within the legal time frame. The registrar's decision is automatically published in the National Registry of Licenses, Authorizations and Permits. In the case of a refusal of an application, the refusal also contains the reasons, whereas, upon the publication of the approval decision the systems automatically generates the title of the license which can be withdrawn by the applicant at any NBC service window. In the case of a **Group 3** licenses or permit, if, after reviewing the application and the documentation, the registrar decides on the refusal of the application, the final refusal is automatically published in the National Registry of Licenses, Authorizations and Permits.

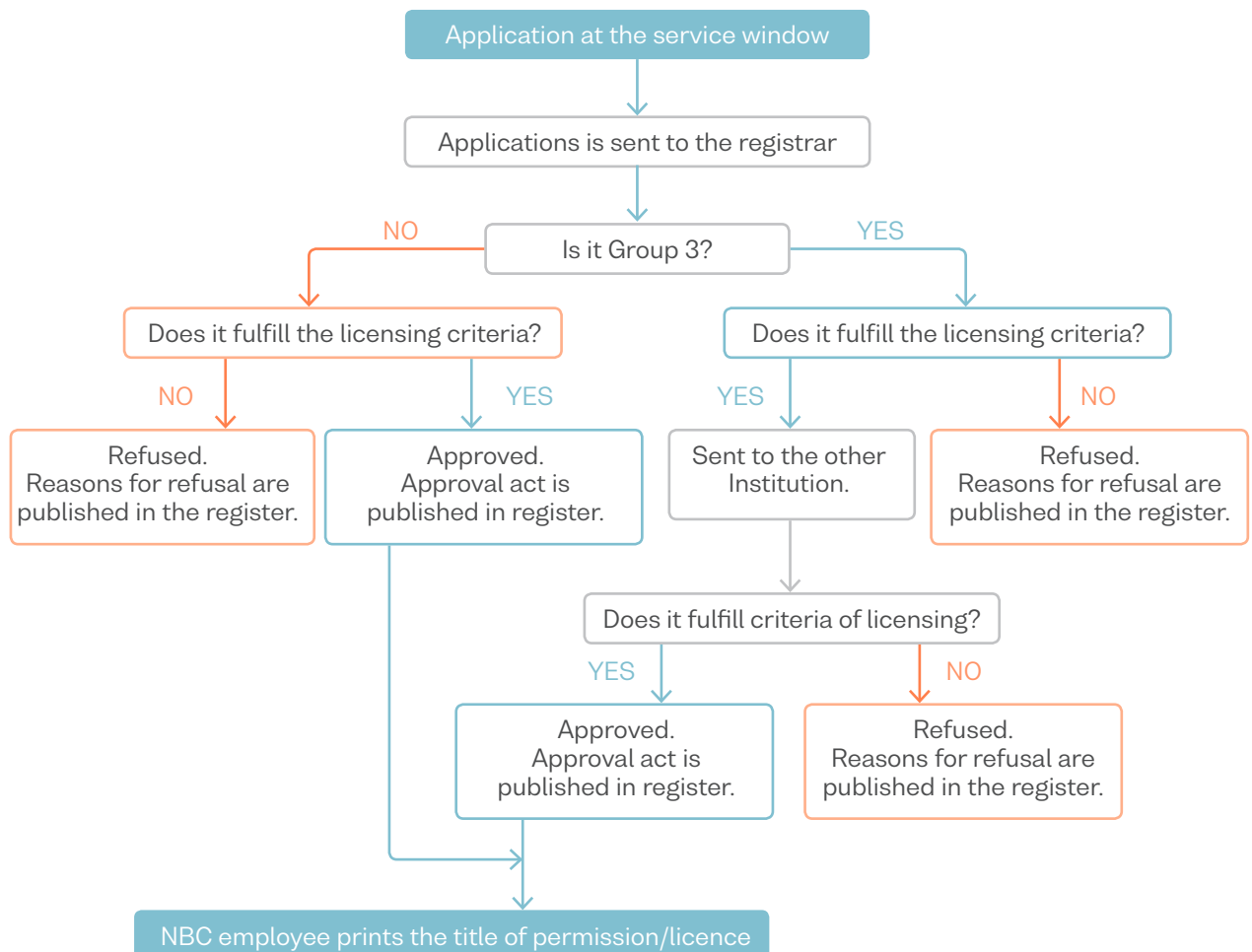
If the registrar decides on the preliminary approval of the application, the preliminary decision is published in the Registry and the application is electronically forwarded to the other institution involved in the review of the licensing or permitting criteria.

5.5 The reviews of Group 3 license/permit applications by the other institution responsible for decision-making

The other decision-making institution, after reviewing the fulfillment of the licensing/permitting criteria under their purview, by performing an inspection, evaluation, testing or any other method, makes a decision on the approval or refusal of the application, within the legal time frame. The other institution has the right to request only one extension, for a period not longer than the original time frame for reviewing the application. The approval act, or the refusal act along with the refusal reasons, are published in the Registry by the other institution, or is sent to the NBC for publication via an official letter.

Failure of the other institution to publish an answer within the legal time frame is considered as an approval by silent consent, and the approval by silent consent is automatically published in the Registry.

- ☑ Applicants are notified automatically (by sms or electronic mail) on the status of their application, and its approval or refusal.



5.6 Re-application

In the event of the refusal of a license or permit application, after having corrected the causes for the initial refusal, the applicant has the right to apply again for the required license or permit. A re-submitted application after a refusal is processed as a new application, in accordance with the same conditions and procedures as the previous application.

- ↻ In case of a re-application, the applicant may submit only those documents which prove that the reasons for the refusal of the previous application have been corrected, as well as any documents that were submitted in the right form in the previous application, however they have lost their validity during this period.

5.7 Service fees

The administrative service fees for license/permit applications are paid by the applicant before starting an application. The service fees at the NBC are:

Service	Fee in Lekë
1 Application for licence	100
2 Application for permit	100
3 Application for changes to the title of a license/permit that affect the licensing/permitting criteria	100
4 Application for the extension of the validity of a license/permit and for changes that do not affect the licensing/permitting criteria	50
5 Applications submitted at the electronic service window	0

For some **group 3** licenses and permits, sectorial legislation provides for specific taxes and fees which are payable in the amount, installments and manner defined by legislation in force.

- ✗ In cases when a tax or tariff is applicable, and the applicant does not submit proof of payment within 30 calendar days from the publication of the approval decision, the title is considered automatically revoked.

6

THE VALIDITY PERIOD,
CHANGES, REVOCATION
OF A LICENSE/PERMIT

6.1 The validity period of a license/permit

The validity period of a license or permit is, as a general rule, unlimited with the exception of a few cases where sectorial legislation provides otherwise. However, the entity has the obligation to fulfill the licensing/permitting criteria as well as legal obligations in force throughout the validity period of the license or permit.

An extension of the validity period is possible only when the appropriate legislation provides so, and only based on the conditions provided for. The request for the extension of a validity period is processed the same way as a new application of the same group.

6.2 Changes

During the performance of an activity factual changes of the data in the title may occur, which may or may not affect the licensing or permitting criteria. In any case, the entity should go to the NBC in order to apply for the changes to the title of the license/permit.

i. Changes that do not affect the criteria

In case of factual changes of the data in the title, which do not affect the licensing or permitting criteria, the entity submits an application for change within 30 days. The application is processed in accordance with the procedures of **Group 1**, and must contain the data that should be changed. When the NBC notices that it is dealing with such a case, it makes the changes to the title and issues the new one within two days from the submission of the application.

Because for **Group 3** licenses and permits the license/permit title includes the annex (approval act) issued by the other institution, the NBC forwards the application for notification purposes to the other institution responsible for the approval of the license/permit that is being changed.

ii. Changes that affect the criteria

In the event of a factual change on the data on a license/permit title that affect the licensing/permitting criteria, the entity immediately submits an application for change at the NBC service windows. When the changes are such that the licensing/permitting criteria are no longer fulfilled, the entity must voluntarily suspend the activity or the use of the public good.

The application for change is comprised of the application form and the appropriate supporting documents, only for the criterion that has been affected by the change, and is processed the same as a new application.

If the submitted documents along with the application do not prove the fulfillment of the criterion that has been affected, the license/permit title may be revoked.

6.3 Revocation

The title of a license/permit may also be revoked voluntarily by the entity, or the other decision-making institution.

In the case of a voluntary revocation, the licensed/permitted entity goes to the NBC service window and submits the accompanying documents (act of registration of the entity in accordance with the legislation in force, identification document of the person who submits the application, authorization document when the person who submits the application is not the legal representative of the entity) and the request for voluntary revocation of the license or permit title. At the end of the application procedure, the application is forwarded for review to a registrar who, after reviewing the documentation, decides on the approval or refusal of the application for revocation. The approval decisions, or the refusal decision along with the reasons for the refusal, are published in the National Registry of Permits, Authorizations and Licenses.

A license or permit may also be suspended or revoked by the responsible institutions when they ascertain that the entity no longer fulfills the licensing or permitting criteria, or infringes on the obligations stated on it. The suspension or revocation order is published in the Registry by the authority responsible for the suspension or revocation, or is sent to the NBC for publication.



Attention! In the event an entity which has obtained a license or permit applies for de-registration, it must first apply for voluntary revocation of the license or permit, before it continues with the de-registration procedures.



ADMINISTRATIVE APPEAL

Any interested party, has the right to appeal administratively against acts, actions or failure to act by the NBC or the other institution in the case of a **Group 3** application. The administrative appeal may be filed:

- in writing at the NBC office, or
- electronically at the NBC service windows.



The electronic appeal process starts with the submission of the appeal at the NBC service windows. The entity must submit the accompanying documents:

- act of registration of the entity in accordance with the legislation in force;
- identification document of the person who submits the application;
- authorization document when the person who submits the application is not the legal representative of the entity), and
- the administrative appeal.

At the end of the process, the applicant is given an application confirmation.



When the appeal is connected to actions or failure to act by the NBC, after performing an administrative investigation, the head of the NBC decides on the acceptance or the refusal of the administrative appeal. If the administrative appeal is accepted, the decisions along with the appropriate changes to the status or data of the application or title of the license/permit are published on the National Registry of Licenses, Authorizations and Permits. When the administrative appeal is rejected, the rejection decisions along with the reasons for the rejection are published in the Registry.

When the appeal is connected to actions or failure to act by the other institution responsible for making the decision, the appeal is forwarded to the other institution for review.

- ✓ If the administrative appeal is accepted, the other institution's decisions, along with the appropriate changes to the status or data of the application or the title of the license/permit are published on the National Registry of Licenses, Authorizations and Permits.
- ✗ If the administrative appeal is rejected, the rejection decisions along with the reasons for the rejection are published in the Registry.

ANNEX 1

LICENSES AND PERMITS HANDLED
BY OR THROUGH THE NBC

NAME OF LICENSE OR PERMIT	TITLE	GROUP	DECISION-MAKING INSTITUTION	TIME FRAME
Field I - National security, public order and civil defense				
I.2.A Expertise services	License	II	NBC	4
I.2.B Intervention services in emergency cases	License	III	NBC + Directorate of Civil Emergencies	15
I.3.A Security service of persons, objects and activities	License	III	NBC + GDSP	30
I.3.B Security, transport and escort service of monetary values and precious items	License	III	NBC + GDSP	30
I.3.C Centers of Private Training of employees of PSPS	License	III	NBC + GDSP	30
Field II - Food and health				
II.1.A.1 Production, processing and wholesale distribution of food for human use	License	III	NBC + Ministry of Agriculture and Rural Development	20
II.1.A.2 Production, processing and wholesale distribution of animal food-stuff for animal use	License	III	NBC + Ministry of Agriculture and Rural Development	20
II.1.A.3 Production, processing and wholesale distribution of food for animal use which is not used as food	License	III	NBC + Ministry of Agriculture and Rural Development	20
II.1.B Wholesale of food-stuff of animal origin (for human use)	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.1.C Primary production	License	I	NBC	2
II.2.A.1 Artificial insemination (artificial insemination stations inseminators)	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.2.A.2 Controlled natural service (natural service stations)	License	I	NBC	2
II.2.B Production and/or trade of breed material	License	III	NBC + Ministry of Agriculture and Rural Development	15

II.2.C Veterinary clinic	License	II	NBC	4
II.3.A Management of animals in the big animal farms (with over 50 bovine animals)	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.3.B Cultivation of aquatic animals in aquaculture farms	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.3.C Wholesale trade in live animals	License	III	NBC + Ministry of Agriculture and Rural Development	10
II.4 Production of and/or trade in seeds and seedlings	License	I	NBC	2
II.5.A.1 Production of PPPs	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.5.A.2 Wholesale trade in PPPs	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.5.A.3 Retail trade in PPPs	License	III	NBC + Ministry of Agriculture and Rural Development	15
II.5.C.1 Industrial processing of tobacco	License	III	NBC + Ministry of Agriculture and Rural Development	10
II.5.C.2 Production of tobacco products	License	III	NBC + Ministry of Agriculture and Rural Development	10
II.6.A.1 Lab services: Dentistry laboratory	License	II	NBC	4
II.6.A.1 Lab services: Genetic laboratory	License	II	NBC	4
II.6.A.1 Laboratory services: Biochemical clinical laboratory	License	II	NBC	4
II.6.A.1 Lab services: Microbiological lab	License	II	NBC	4
II.6.A.1 Laboratory services: Optical laboratory	License	II	NBC	4
II.6.A.2 Medical departments	License	II	NBC	4
II.6.A.3 Stomatology department	License	II	NBC	4
II.6.A.3 Dental clinic	License	II	NBC	4
II.6.A.4 Medical center	License	II	NBC	4

II.6.A.5 Other medical and curative services	License	II	NBC	4
II.6.B Hospital services	License	III	NBC + Ministry of Health and Social Welfare	15
II.7.A 1.Af Pharmaceutical agency	License	II	NBC	4
II.7.A 1.F Pharmacy	License	II	NBC	4
II.7.A.2 Veterinary pharmacy	License	II	NBC	4
II.7.B.1 Wholesale trade of medicaments for human use	License	III	NBC + Ministry of Health and Social Welfare	15
II.7.B.2 Wholesale trade of medicaments for animal use	License	III	NBC + Ministry of Health and Social Welfare	15
II.7.C.1 Production of medicaments (for human use)	License	III	NBC + Ministry of Health and Social Welfare	30
II.7.C.2 Production of medicaments (for animal use)	License	II	NBC + Ministry of Agriculture and Rural Development	30
II.8.A Expertise health - hygiene services	License	II	NBC	4
II.8.B Sanitary- hygiene intervention services	License	II	NBC	4
II.8.C Activity in the Public Health area which are not licensed under another category	License	II	NBC	4

Field III - Environment and basic environmental resources

III.1.A Type C environmental permit	Permit	III	NBC + Ministry of Environment and Tourism and NEA	17
III.1.B Type B environmental permit	Permit	III	NBC + Ministry of Environment and Tourism and NEA	30
III.1.C Type A environmental permit	Permit	III	NBC + Ministry of Environment and Tourism and NEA	90
III.2.A Expertise activities linked to environmental impact	License	II	NBC	4

III.2.B Other professional activities linked to environmental impact	License	III	NBC + Ministry of Environment and Tourism	10
III.3 Import of waste for recycling, processing purposes and/or use or import of ozone-depleting substances	License	III	NBC + Ministry of Environment and Tourism	20
III.5.A.1 Professional fishing at sea	Permit	III	NBC + Ministry of Agriculture and Rural Development	10
III.7.A Expertise and/or professional services linked to forests or pastures	License	II	NBC	4
III.7.B Professional water perforator	License	I	NBC	2

Field IV - Mining, hydrocarbon and energy resources

IV.1.B.1 Search-Detection permit	Permit	III	NBC + Ministry of Infrastructure and Energy	64
IV.1.B.2 Exploitation permit	Permit	III	NBC + Ministry of Infrastructure and Energy	86
IV.1.B.3 Search - Detection - Exploitation permit	Permit	III	NBC + Ministry of Infrastructure and Energy	86
IV.4.A Expertise and/or professional services linked to mining resources	License	II	NBC	4
IV.4.B Expertise and/or professional services linked to hydrocarbon resources	License	II	NBC	4
IV.4.C Expertise and/or professional services linked to energy resources	License	II	NBC	4

Field VII - Transport

VII.1 International Road Passenger Transport	License	III	NBC + Ministry of Infrastructure and Energy	10
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VII.2 International transportation of goods to third parties and leased	License	III	NBC + Ministry of Infrastructure and Energy	10
VII.3.A.1 Driving school for issue of the driving license	License	II	NBC	4
VII.3.A.2 Driving school for the preparation of applicants seeking to obtain a Vocational Training Certificate (CAP)	License	II	NBC	4
VII.3.A.3 Driving school for issue of the certificate of professional capacity	License	II	NBC	4
VII.3.B.1 Purchase, sale of motor vehicles and trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.1 Gathering, depositing, destruction of vehicles or their parts that are out of service or abandoned	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.1 Repair and maintenance of tires of motor vehicles and trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.1 Repair and maintenance of electrical systems of motor vehicles and trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.1 Repair and maintenance of the body of motor vehicles and trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.1 Repair and maintenance of tires of engines and mechanical parts of motor vehicles and trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.2 Sale-purchase of road motor vehicles and/or new or used trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.3 Trading of spare parts of the road motor vehicles and/or trailers	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.3 Trading of spare parts of the road motor vehicles and/or trailers authorized by the manufacturer	License	III	NBC + Ministry of Infrastructure and Energy	15
VII.3.B.4 Agencies that handle the practices of the circulation of the road motor vehicles and/or trailers	License	III	NBC + Ministry of Infrastructure and Energy	15

VII.4.1 National maritime transport of goods and persons	License	III	NBC + Ministry of Infrastructure and Energy	
VII.4.2 International Marine Transportation of Goods and Passengers	License	III	NBC + Ministry of Infrastructure and Energy	
VII.5.1 On the exercise of the piloting activity	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.2 On exercise of the activity of removal of solid and oil waste in the Durres Port Authority, Porto Romano and the respective berths	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.3 On exercise of the activity of removal of solid and oil waste in other seaports of the Republic of Albania and their berths	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.4 On the exercise of the activity of the servicing station of marine safety equipment	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.5 On exercise of the surveillance activity of vessels	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.6 On the exercise of the omerxhim activity	License	III	NBC + Ministry of Infrastructure and Energy	20
VII.5.7 On the exercise of the activity of fuel supply, for consumption, to the ships in the ports and berths	License	III	NBC + Ministry of Infrastructure and Energy	
VII.6.1 Activities in railroad transportation	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.1 Aircraft operation license	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.2 Aerodrome operation license	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.3 General Air Traffic License (general operations airport)	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.4 Specific Air Traffic License (specific operations airport)	License	III	NBC + Ministry of Infrastructure and Energy	

VII.7.5 Flight field operation license	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.6 Flight field operation license for jet aircrafts	License	III	NBC + Ministry of Infrastructure and Energy	
VII.7.7 Air flight service providers license	License	III	NBC + Ministry of Infrastructure and Energy	

Field VIII - Industry and other services

VIII.1.A Wholesale trade of oil (diesel) and gas	License	II	NBC	3
VIII.1.A Wholesale trade of bio-fuels	License	II	NBC	4
VIII.1.A Wholesale trade of aircraft fuel	License	II	NBC	4
VIII.1.A Wholesale trade of lubricant oil	License	II	NBC	4
VIII.1.B Activities linked to the hazardous substances and chemical preparations	License	III	NBC + Ministry of Infrastructure and Energy	20

Field IX - Education and science

IX.1.A.1 Preschool education (kindergarten)	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.2 Main Education - low cycle	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.3 Main Education - high cycle	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.4 Secondary general education (gymnasium)	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.5 Secondary education in arts and social cultural education	License	III	NBC + Ministry of Education, Sports and Youth	10

IX.1.A.6 Secondary Vocational Education	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.7 Secondary Technical Education	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.A.8 Special education	License	III	NBC + Ministry of Education, Sports and Youth	10
IX.1.B Supplementary undergraduate education institution	License	III	NBC + Ministry of Education, Sports and Youth	10

Field X - Social care and employment

X.1.A Community care services	License	II	NBC	4
X.1.B Residential care services	License	III	NBC + Ministry of Health and Social Welfare	10
X.2.A Mediation in the labor market (Private Employment Agencies)	License	II	NBC	4
X.2.B Vocational training	License	III	NBC + Ministry of Finance and Economy	10

Field XI - Justice and law

XI.2 Judicial Enforcement service	License	II	NBC	4
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Fusha XIII - Turizmi

XIII.1.A Travel agency	License	II	NBC	4
XIII.1.B Tour operator	License	II	NBC	4

ANNEX 2

LICENSES AND PERMITS
HANDLED WITHOUT THE
INVOLVEMENT OF THE NBC

**NAME OF LICENSE
OR PERMIT**
TITLE
Field I - National security, public order and civil defense

I.1 Production and/or trade of military and/or double
- use goods (weapons, ammunition, substances,
equipment, technology etc.) License

Field III - Environmental and basic environmental resources

III.4 Flora exploitation and/or cultivation (land and/or
water one) Permit

III.5.A.2 Fishing and other forms of exploitation of wild
water fauna - All other uses of sub-category A Permit

III.5.B Fauna exploitation and/or breeding (land or
water one) Permit

III.5.C Organized sports and tourism hunting (leasing
parts of the hunting fund) Permit

III.6 Exploitation of surface and/or underground
waters and/or basins and their materials Permit

Field IV - Mining, hydrocarbon and energy resources

IV.1.A Hydrocarbons Permit

IV.2 For all cases stemming from the legislation on
concessions Permit

IV.3 Cases and other types of use of energy related
sources Permit

Field V - Territory and construction

V.1 Expertise and/or professional services related to
the territorial development and/or construction License

V.2 Territorial and/or construction development Permit

Field VI - Cultural Heritage

VI.1 Expertise and/or professional services related to the cultural heritage	License
VI.3 Restoration and/or networking of cultural heritage monuments	Permit
VI.4 Collective administration of copyrights	License

Field VIII - Industry and other services

VIII.1.C Activity related to ionizing radiation sources	License
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Field IX - Education and Science

IX.1.C Religious and/or foreign language undergraduate education	License
IX.2 Higher Education	License

Field XI - Justice and Law

XI.1 Notary Service	License
XI.3 Other expertise or professional services related to the civil and/or criminal rights	License

Field XII - Public finances

XII.1 For favored fiscal and/or customs treatment	License
XII.2 Expertise or professional financial services or services related to the public finances	License
XII.3 Organization of gambling games	License

ANNEX 3

LIST OF THE SERVICE WINDOWS OF THE NBC

NR.	MUNICIPALITY	ADDRESS OF THE SERVICE WINDOW	TELEPHONE
1.	Tiranë - NBC	Bulevardi "Zhan D'Ark", Prona nr. 33, Shtëpia e Ushtarakëve, Tiranë	35542250066
2.	Tiranë	Rruga "Kavajës" ish Uzina Mekanike, Drejtoria e Tarifave e Taksave, Bashkia Tiranë	35542419752
3.	Durrës	Sheshi "Liria", Lagjia nr. 3, Bashkia Durrës	35552222310
4.	Dhoma e Tregtisë Durrës	Lagjia nr. 11, Rruga "Aleksandër Goga", Pallati Borova, Kati II	35552222199
5.	Elbasan	Lagjia "28 Nëntori", Rruga "11 Nëntori", Pallati Hertis 100 metra mbi godinën e Bashkisë Elbasan	35554400152
6.	Vlorë	Lagjia "Dëshmorët", Rruga "7 Nëntori", Drejtoria Tatimore e Bashkisë Vlorë	35533421220
7.	Fier	Lagjia "Kastriot", Rruga "Ramiz Aranitasi", Kati I, Bashkia Fier	3553422053
8.	Krujë	Lagji nr. 1, Rruga "Kryesore", Kati IV, Bashkia Krujë	35551122071
9.	Rrëshen	Sheshi "Abat Doçi", Kati II, Bashkia Rrëshen	3552162233
10.	Berat	Bulevardi "Republika", Lagjia "Iliria", ish Kinema "13 Shtatori", Bashkia Berat	35532234935
11.	Bulqizë	Lagjia "Minatori", Kati IV, Bashkia Bulqizë	35521922374
12.	Gjirokastrë	Lagjia "Pazar", Rruga "Gjin Zenabishti", Kati I, Bashkia Gjirokastrë	35584264103
13.	Lushnjë	Lagjia "Kongresi i Lushnjës", Rruga "Bajram Haxhiu", ish Biblioteka, Lushnjë	3553522139
14.	Pogradec	Bulevardi "Reshit Çollaku", Lagjia nr. 2, Kati I, Bashkia Pogradec	3558322222
15.	Çorovodë	Sheshi "Riza Cerova", Lagjia "Çlirimi", Kati II, Bashkia Çorovodë	3553122512
16.	Shkodër	Rruga "13 Dhjetori", Bashkia Shkodër	3552243720
17.	Librazhd	Sheshi "Gjork Golemi", Kati II, Bashkia Librazhd	3555322270
18.	Burrel	Sheshi "Ahmet Zogu", Lagjia "Partizani", Kati III, Bashkia Burrel	35521722421

19.	Bajram Curri	Sheshi "Azem Hajdari", Kati II, Bashkia Bajram Curri	35521322373
20.	Gramsh	Sheshi "Kamber Dermushi", Lagjia "Holta", Rruga "10 Korriku", Kati I, Bashkia Gramsh	35551322272
21.	Peshkopi	Lagjia "Nazmi Rushit", Bulevardi "Elez Isufi", Kati I, Bashkia Peshkopi	35521822166
22.	Tepelenë	Sheshi "Lord Bajron", Rruga "Ali Pashë Tepelena", Kati II, Bashkia Tepelenë	3558142470
23.	Korçë	Lagjia 7, Rruga "28 Nëntori", Ish Prokuroria, Kati i II, Korçë	35582251844
24.	Laç	Lagjia nr. 3, ish Pallati i Oficerave, Kati II, Bashkia Laç	35553222270
25.	Lezhë	Sheshi "Gjergj Kastrioti", Kati I, Bashkia Lezhë	35521522270
26.	Kukës	Sheshi "Skënderbej", Kati I, Bashkia Kukës	35524222313
27.	Ersekë	Rruga "20 Maj", ish Ndërmarrja Tregtare, Ersekë	3558123173
28.	Përmet	Sheshi "Abdyl Frashëri", Rruga "Odise Paskali", Kati I, Bashkia Përmet	3558132275
29.	Pukë	Sheshi "Terbuni", Kati II, Bashkia Pukë	35521222427
30.	Sarandë	Lagjia nr. 1, Rruga "e Flamurit" tek Muzeu Etnografik, Sarandë	3558522659
31.	Bushat	Qendër Bushat, Komuna Bushat	35526620194
32.	Kavajë	Bulevardi "Josif Budo", Kati i Parë, Bashkia Kavajë	355800807
33.	Golem	Bulevardi "Palma" nr. 1, Golem, Kavajë	
34.	Rrogozhina	Lagjia. nr. 1, Rruga e "Kavajës", Blloku "12 Shtatori", Bashkia Rrogozhinë	683092185
35.	Malësi e Madhe	Bashkia Malësi e Madhe, Koplik Qendër	673892161

NATIONAL BUSINESS CENTRE

Address: Boulevard “Zhan D’Ark”, No.
33, Shtëpia e Ushtarakëve, Tirana

Tel: +355 4 2250066

E-mail: info.qkb@qkb.gov.al

www.qkb.gov.al