

DECISION no.538
dated 26.5.2009

**ON LICENCES AND PERMITS HANDLED BY OR THROUGH THE NATIONAL
LICENSING CENTRE (NLC) AND SEVERAL OTHER COMMON SUB-LEGAL
REGULATIONS**

Based on article 100 of the Constitution and articles 15 and 36 of the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania", on proposal of Minister of Economy, Trade and Energy, the Council of Ministers

DECIDED:

I. GENERAL PROVISIONS

1. All the terms referred to in article 3 of law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania", shall have the same meaning even in this decision, whereas the following terms shall have the following meaning:

a) "Certificate" is a document or a set of documents issued by a private or public subject, recognized by the legislation in force, which proves the fulfilment of the defined criteria of licensing;

b) "Technical director" is the role which has technical and professional responsibility, in the name of the subject which is provided with a licence/permit, and which according to the concrete area of activity, may be given respective names, on a cases by case basis;

c) "Specification" is a standardized classification of the category/sub-category of the licence/permit;

ç) "Specialization" is a further standardized classification of specification;

d) "Subject" is a legal or natural person, whether commercial or not, recorded preliminary in the commercial register;

dh) Throughout the decision, if the respective terms are no longer quoted, the term "licence/licensing" shall imply even the term "permit/permission" and the term "activity" shall imply even the term "use of a public good".

2. Annex 1 attached to this decision shall determine, case by case, all the categories and /or sub-categories of licences which, as a rule, are handled by or through the NLC. For each of them, it shall be determined:

a) special sector-related legal basis;

b) division into sub-categories, where appropriate;

c) specific classification and/or specialisation, where appropriate;

ç) term of validity of licences;

d) special cases of sub-categories of these categories which are handled without the involvement of

NLC;

dh) cases of handling by or through the NLC and the respective procedural group I, II, III;

e) in case of handling according to group III "of the other institution" which is involved in handling of the application for licence, the manner of assessment of the application and decision-making as well as the time limit of this decision-making from the day the NLC approved the application according to the first phase of processing;

ë) special criteria of licensing, types of factors of the activity, specifics or specialities over

which such criteria apply, and the types of documents which are used to prove the fulfilment of these criteria;

- f) date of start of licensing of respective category/sub-category according to this decision;
- g) other specific regulations, where appropriate.

3. Categories of licences or their sub-categories, where applicable, which are handled without the involvement of the NLC are provided for in Annex 2, which is attached to this decision. These cases are licensed in compliance with the special sector-related legislation. This annex includes even the special cases of sub-categories which are handled without the involvement of NLC and which result as such from Annex 1.

4. The licence, according to this decision, shall be linked only to the applicants who, according to the status, are subjects, under the meaning of the term in paragraph 1 of this decision, and only for non-personal purposes. The cases where the applicants are not subjects and/or the application is made for personal purposes shall be handled in compliance with the special legislation in force, without the involvement of the NLC.

5. The licence shall be linked to the category if the latter is not divided into sub-categories and it shall be linked to the sub-category when such division takes place. The unique code of the licence is linked, where appropriate, to the undivided category or the sub-category.

6. Any subject, based on the respective application, may be provided, simultaneously or at different moments in time, with a licence linked to one or several specifications or specialities, if such division takes place for the category or sub-category in question, provided that the subject meets the respective criteria linked to the specific divisions or specialities. In such case, the unique licence code shall not be changed.

7. Licensing without the involvement of the NLC, regardless of the definitions of the laws in force, shall be based entirely on the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania" and particularly and at least on chapters I, II and III of this law.

II. MAIN RULES OF LICENSING BY OR THROUGH THE NLC

1. Licensing by or through the NLC is based on the assessment of fulfilment of licensing criteria.

2. The only types of criteria which are considered for an application for licence shall be special criteria.

3. One or several detailed criteria, quantitative and/or qualitative, shall analyse and make concrete a special criterion, according to its enforcement linked to the factors of the specific activity/activities and specialities.

4. Detailed criteria and respective proof documents are those foreseen by the legislation in force on the minimum rules and standards of performance of the respective elementary activities according to categories, sub-categories, specifications or specialities.

a) only the detailed criteria linked to a special criterion shall be considered in the process of examination of an application for licence.

b) lack of detailed criteria shall not constitute a reason for non-processing of an application for licence or its rejection. In such event, granting or rejecting a licence shall be based only on other detailed criteria in force which are linked to the respective special criterion.

c) As long as no detailed criterion is in place for a special criterion, the latter shall not be considered during the processing of an application for licence. In such event, and if the licence depends only on this special criterion, the licence shall be issued, in any case, automatically.

ç) Detailed criteria and respective proof documents according to the categories, sub-

categories, specifications or specialities shall be published in the informative register of licences and permits from the ministry or the other institution which has material competence over the activity, according to the legislation in force, in cooperation with the National Licensing Centre, and in compliance with the forms and standard templates of this register, in proper forms, providing at least the number of the legal act and/or sub-legal act, from which they derive. Only detailed criteria and respective proof documents, published in this way, may be used in the processing process of an application for licence, otherwise they shall be considered as if they do not exist.

5. In the case of licences of group III:

a) "Other institution" which is involved in the decision-making for a licence, when and to the extent it is not otherwise determined by law or annex 1 attached to this decision, shall decide itself on the manner of organisation of the work for the processing of applications for licence which are approved in the first phase by the NLC. The decision of the other institution for the application for licence shall be taken by the head or any other body, or official who has been delegated this competence by the head. Organising the processing of the application and taking the decision in the name of the other institution is done by act of the head of this institution. The act is stated in the informative register and only on this basis, the NLC shall recognize the expression of the will of the other institution.

b) The time limit for the decision to be taken by the other institution, foreseen in annex 1 which is attached to this decision shall be maximum. The other institution must take the decision within the shortest possible period and in relation to the complexity of the case.

c) Failure of the other institution to take the decision within the time limit shall be considered tacit approval, except for the case when, prior to the expiry of this period, the other institution declares in the applicative register the postponement of the respective period. The postponement which is not declared in the applicative register shall be invalid. The time limit may be postponed only for objective reasons of impossibility to process the application. The postponement decision must clarify indispensably even the grounds which have dictated such postponement. Postponement is possible only once and the extra postponement may not be longer than the respective time limit for taking the decision. The applicant subject may appeal against the decision in compliance with the Code of Administrative Procedures.

ç) The decision of the other institution for any application shall clearly express the will of this institution. The approval decision must determine even the specific limitations or obligations, where appropriate, and the related legal reasoning. In case of a disapproval decision, it must clearly indicate the reasons for disapproval, stated in such a way so that the applicant may be able to understand the measures to take in order to be issued with the required licence, after a second application.

d) in the case of group III, a subject, at its own choice, may apply in any case for a two-phase licensing. The licence of the first phase allows the subject to perform only those actions and proportional to the type and measure of the criteria fulfilled in this phase. Each phase shall be considered as licensing of group III.

6. Where several qualities required for a special criterion in a licensing are proved to be completed because of a process carried out in the framework of another licensing or certification, the respective documents issued by the responsible authorities or the holder of the licence himself, the authorisation or the certificate, to the extent they are valid, shall serve as proof documents adequate to prove again the fulfilment of this criterion. In this case the other institution, concerning licences of group III, shall avoid the unnecessary use of inspections in the country for these proven qualities and shorten the time period of processing of the application in

relation to the time saved for this reason.

7. Where a subject has lost the right to exercise an activity, according to the legislation in force, this legal fact, as long as it is in force, shall constitute the necessary and sufficient condition for disapproval of the application and/or revocation of the licence issued for the activity in question. The argument for enjoyment of the right is based on the self-declaration of the subject. False declaration shall be punished according to the legislation in force and the licence issued on goodwill shall be immediately revoked by the respective authority.

8. Other supporting documents are:

a) act of registration of the subject according to the legislation in force;
b) identification document, recognised by the law, of the person who applies in the name of the subject;

c) authorisation which proves that the person who files the application in the name of the subject, if the former is not the head of the subject, is authorised by this subject to apply for the licence and make the required declarations in the name of the subject;

ç) Any other supporting documents which is required by the special sector-related legislation, provided that these documents or acts, are published in the informative register for any category/subcategory of licence/permit. Concerning these supporting documents, it is relevant even the definition of sub-paragraph "d" of paragraph 4 of chapter III of this decision;

d) Any document which the applying subject deems to be necessary for the processing of its application.

9. Where the proof and supporting documents emerge in the circumstances foreseen in paragraph 3 of article 10 of the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania" it is not necessary to submit them to the NLC. In particular, it is not necessary to submit to the NLC, through a paper document, the legal facts recorded in the commercial register of the National Licensing Centre and criminal record register. The necessary data for these documents are given only through the self-declaration of the applying subject.

III. LICENSING OF SUBJECTS AND CERTIFICATION OF INDIVIDUALS

1. Certification of individuals for their knowledge, skills, experience, credibility or other individual qualities which are required for performance of certain functions or professional activities is a process different from licensing and it takes place in compliance with the legislation in force, without the involvement of the NLC.

2. The certification of individual qualities, according to the respective legislation in force, is based on special criteria, including:

- a) required education;
- b) required experience;
- c) required physical and/or health-related qualities;
- ç) age;
- d) membership in a professional organisation;
- dh) enjoyment of credibility by a respective public body;
- e) successful passing of an exam or test organised by the responsible public body or private institution in the name of and duly authorised by the public body or the law;
- ë) any other criteria defined according to the legislation in force.

3. Paragraph 7 of chapter II of this decision shall apply even to certification of the individual.

4. In case of licensing of subjects, if, according to annex 1 which is attached to this decision, one of the licensing criteria is even the preliminary certification of the required skills of

one or several individuals that have certain functions within this subject, the fulfilment of this special criterion shall be based on: certificates issued by the respective public or private institution, according to paragraph 2 of this chapter and the act/s which prove that the individual in question has accepted exercising the respective function within the subject applying for the licence/permit, that the individual recognizes and assumes all the obligations and responsibilities in the exercise of this function and that there are no legal obstacles to the exercise of this function. Where:

a) certification of the required qualities of the individual for the respective function within the subject that is licensed is based on one or several criteria foreseen in sub-paragraph "a" and/or "b" and/or "c", "ç" and/or "d" of paragraph 2 of this chapter and provided there is no unified practice of certification of these skills by the competent authority, other than the NLC, the respective proof documents shall be certified with the certificate and they shall serve as proof documents by the subject applying for a licence/permit before the NLC according to each group and concerning the qualities required for this function. In such case, these documents shall be relevant for assessment of fulfilment of this special criterion.

b) certification of the required qualities of the individual for the respective function within the subject that is licensed is based on the criteria foreseen in sub-paragraph "dh" and/or "e" of paragraph 2 of this chapter, certification must be made in advance and the subject in its application must enclose the certificate issued by the competent authority which proves already all the criteria of certification of the individual for the respective function. In this case the only proof document which is submitted is the certificate issued by the responsible authority which has verified and proved all the certification criteria. It is not necessary for the certificate to be submitted in case of circumstances foreseen in paragraph 3 of article 10 of the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".

c) The only special criteria of licensing is the certification of qualities of an individual when the latter, registered as a natural person in the commercial register, is himself/herself the subject applying for the licence, the licensing shall be based on the certification documents and registration act of this subject. Registration shall always be made according to group II and when possible according to group I, regardless of the provisions of annex 1 which is attached to this decision.

IV. REQUIRED QUALITY OF TECHNOLOGY, EQUIPMENT AND PREMISES AND THE PROCESSING OF RESPECTIVE CRITERIA OF ISSUE OF LICENCE/PERMIT

In the case of licensing of subjects, where, according to annex 1 attached to this decision, one of the licensing criterion is even the preliminary certification of the required quality of the technology, equipment and/or premises, the assessment of fulfilment of this criterion shall be based, where appropriate, on self-declarations of the subject and/or document/s issued by the respective public or private subjects according to the legislation in force and also as regards the cases of group III, according to the provisions of annex 1 attached to this decision and it shall also be based on the on-site inspection and/or other methods of assessment by the structures in charge of the other institution.

V. CASES IN WHICH FINANCIAL GUARANTEE IS REQUIRED

If, according to annex 1 attached to this decision, one of the special criterion is even a certain financial guarantee, the subject together with the application shall submit an act which proves that the defined financial amount is frozen and/or guaranteed by a licensed financial institution according to the legislation in force. The guarantee must be valid for the duration of the term of validity of the licence.

VI. LICENSING AND AUTHORISATION

1. The process of authorisation is distinguished from the process of licensing. The subject may apply with the responsible institution for obtaining the authorisation before, during (if possible) or after the licensing. After obtaining the licence, the subject may perform any action linked to the activity and any action which is not prevented from the lack of authorisation.

2. The process of authorisation may be part of the process of licensing in the case of group III licences and also only if the conditions of authorisation correspond to one or several licensing criteria and the institution responsible for authorisation is also the other institution itself or an institution or structure under the latter.

3. The institution responsible for issuing a type of authorisation shall systematically review the applicative register of licences and permits in order to be informed of the subjects which apply for licence, and if authorisation is necessary, it shall contact the applying subjects in order to inform them of the need to apply for authorisation and the obstacles which they may encounter or the sanctions to be imposed against them in case of lack of authorisation.

4. Paragraph 3 of this chapter shall apply especially and where appropriate to the bodies that have an inspection competence over the central institutions and/or local government in sanitary and veterinary area, environment, territory and construction, forests, water, transport of any kind, public order, civil security, finance, customs.

5. The subject may apply for an authorisation even before the NLC at the same time or after being issued a licence. In such case, the application for authorisation shall be made separately. The subject is obliged to indicate clearly the reasons of the application, the legal basis and the responsible institution from which it requires the authorisation. The NLC shall accept only the applications for authorisations by the institutions linked to the network of the register of licences and permits and with which the NLC has concluded an agreement for this service, determining clearly and in detail the procedures of handling of the authorisations. Authorisation in all the cases which are handled by the NLC shall be considered as a group III licence. Applications for a certain type of authorisation by the NLC shall be accepted only after the publication of the conditions and procedures for the respective type of authorisation in the informative register.

VII. COMBINATION OF LICENCES

1. Categories or sub-categories of licences according to this decision shall be administrative acts which license only the respective activities.

2. If the effective performance of a complex activity requires the provision with two or more licences, the respective subject decides alone if it will apply for them simultaneously or one after the other.

3. Even in case of simultaneous application, each of the licences is applied for based on a separate application, but there is no need for the same supporting document which serves to apply for two or more licences, to be submitted to the NLC in more than one copy.

VIII. TAXES AND FEES OF LICENSING BY OR THROUGH THE NLC

1. NLC service fees are:

a) 100 (one hundred) ALL for the licensing cases, as regards changes to the title of the licence which concern the criteria of licensing.

b) 50 (fifty) ALL for postponement of the term of validity of the licence and changes which do not concern the criteria of licensing.

c) free of charge for other services foreseen in article 38 of law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".

2. Special taxes and fees, linked to a certain licence are payable to the amount and

instalment and according to the manner defined by the legislation in force and law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".

3. In the case of a special fee and where the subject is provided with the licence, the NLC fee shall be only a part of the special fee. This definition on the fee does not apply in the case of the special tax.

4. Provisions of paragraph 1, 2 and 3 of this chapter shall be valid even for the admissible authorisations by the NLC.

IX. GUIDING CONTENT OF THE APPLICATION AND TITLE OF THE LICENCE AND RULES FOR THE REGISTER

1. The guiding content of the application and title of the licence for all the categories and subcategories is given in annex 3 which is attached to this decision.

2. "Responsible minister" and "minister" shall determine by joint instruction the changes to this guiding content based on the specific needs of the sectors, without any substantial changes to this guiding content. The act approving the application for a licence by the other institution in the case of group III shall be attached always to the title of the licence as part of the annex, in the electronic format of this title, as well as, if required by the subject, in the paper version of this title.

3. Within any ministry and institution that have the role of the other institution, in the case of group III licences, according to the annex 1, based on the expected volume of applications for licence and administration of the register, an internal order of the head shall assign the official and/or structure responsible for the administration of the respective part and role in the setting up and functioning of the register, internal distribution of applications for licensing, recording, announcing and/or respective publication in the register by this institution.

4. All the institutions shall apply the rules for the register provided for by the sub-legal acts issued based on and in implementing articles 14 and 36, paragraph 2 and 3 of the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".

X. PROVISIONS ON EXISTING LICENCES

1. The existing licences issued before the starting date of the functioning of the NLC shall continue to be valid even after this date until the end of their term of validity, regardless of the fact that they are not published in the register.

2. The holder of the existing licence may apply for:

a) replacement of an existing licence with another licence following the new format and code, without any changes to the rights and obligations of the existing licence (if appropriate).

b) changes to the definitions or postponement of the term of validity of the existing licence, if this is allowed by the legislation in force. In such case, if the application is approved, it shall be reflected through a new format and code.

XI. STEPS FOR ENFORCEMENT OF THIS DECISION

1. The starting date of handling of licences by or through the NLC is 9.6.2009 except for the cases when a later date is set in the annex 1 attached to this decision.

2. Starting from the date set in paragraph 1 of this chapter, the ministries and other institutions shall not accept applications for this category or these categories of licences and they shall inform the applicant subjects who appears before them in order to address them to the help desks of the NLC.

3. As for the licences which according to annex 2 are handled without the involvement of the NLC, the limitation of entry into force of the title of the licence issued to a subject with the publication of the act approved in the register, shall start on 1 January 2009, according to the

same time limit defined in paragraph 4 of article 55 of law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".

4. The minister and any other responsible minister are in charge of issuing before 31.5.2009 the sub-legal acts according to the law no. 10.081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania" and in compliance with this decision.

5. The minister, any other responsible minister and the NLC are in charge of taking organisational and logistics measures to enforce this decision.

XII. FINAL PROVISIONS

The licensed subject are bound to enforce the legislation in force during the period of exercise of the activity, and also the obligations and limitations indicated in the licence which is issued to the respective subject.

This decision enters into force on 31.5.2009

PRIME MINISTER
Sali Berisha

ANNEX 1
CATEGORIES OF LICENCES AND PERMITS WHICH AS A RULE
ARE HANDLED BY OR THROUGH THE NLC

AREA I
NATIONAL SECURITY, PUBLIC ORDER AND CIVIL PROTECTION

CATEGORY I.2
EXPERTISE AND/OR PROFESSIONAL SERVICES OF CIVIL PROTECTION

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "Expertise and/or professional services of civil protection" falls under category I.2 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹
2. The category of this activity is divided into the following sub-categories:
 - a) "Expertise services" under code I.2.A, which may be specified into advisory, design, planning, damage assessment, information, education in the area of civil protection services or other specifications, where appropriate.
 - b) "Interventions services in case of emergencies" under code I.2.B which may be specified into intervention in case of fire, earthquake, landslide, floods, snow blocking and other emergency situations or disasters from natural phenomena or resulting from human activities.
3. The licences of both sub-categories are issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUBCATEGORY I.2.A

4. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A are indicated in the following table 1.

Table 1

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	a) General technical director in a full-time position (according to specifications)	a) Certificate for the general technical director b) Acts which prove the required employment relations

5. The activities of sub-category A shall be licensed according to group II.

III. LICENSING OF ACTIVITIES OF SUBCATEGORY I.2.B

¹ Proposed by Minister of the Interior by act reg no. 3514. dated 8.5.2009 and send to Minister of Economy, Trade and Energy. special sector-related legal basis:

- a) Law no.8756, dated 26.3.2001 "On civil emergencies", amended and
- b) Law no.8766, dated 5.4.2001 "On fire protection and rescue amended.

6. Special licensing criteria and the type of respective proof and supporting documents for the subcategory B are indicated in the following table 2.

Table 2

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	a) General technical director (full-time position) (according to specifications)	a) Certificate for the general technical director b) Acts which prove the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) premises b) equipment (according to specifications)	Where applicable: ownership documents and/or leasing documents, and/or documents which prove the qualities and guarantees of these factors
Adaptability of organisation and rules of intervention in case of civil emergencies	a) General internal rules b) action plans in case of emergencies (according to specifications)	Main internal rules of organisation and intervention in case of emergencies, according to the specifications

7. The activities of subcategory B shall be licensed according to group II.

a) The other institution linked to this licensing is the Ministry of the Interior/General Directorate of Civil Emergencies. The general director shall take the decision, on its behalf, based on the preliminary opinion of the Commission Processing the Applications for Licence and/or Certificate, which is set up attached to this directorate by order of the Minister.

b) The decision is based on proof documents and also the on-site inspection and factual assessment of the fulfilment of the respective criteria of licensing.

c) The time limit for the taking of this decision is 30 days.

d) The licence may be issued to cover the entire territory of the Republic of Albania or certain administrative-territorial units in relation to the human, technical and technological capacities of the subject.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

8. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY I.3
SERVICE OF PHYSICAL PROTECTION AND/OR SECURITY

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. Activity of "physical security and protection service" falls under category I.4 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".²
2. The category of this activity is divided into the following sub-categories:
 - a) "security service of persons, objects and activities" under code I.3.A;
 - b) "security, transport and escort service of monetary values and precious items" under code I.3.B.
3. The licence for each sub-category is valid for a 4-year period.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY I.3.A AND I.3.B

4. Special licensing criteria and the type of respective proof and supporting documents for the subcategory A and B are indicated in the following table 1.

Table 1

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge, experience and credibility of staff	a) Technical director (full-time position); b) Head of the subject	a) Professional certificate and credibility certificate for the technical director; b) Credibility certificate for the head; c) Acts which prove the requires employment relations linked to both functions.
Legal form of the subject	Only commercial company of the form of limited liability company or s.a	Act of registration in the commercial register

5. The activity of both subcategories shall be licensed according to group III.
6. a) The other institution linked to this licensing is the General Directorate of the State Police. The general director shall take the decision, based on the preliminary opinion of the Commission Processing the Applications for Licence and Certificate which is set up by order of the Director according to the legislation in force.

² Proposed by: Minister of the Interior by act reg. no.3514 dated 8.5.2009 and send to Minister of Economy, Trade and Energy. Special sector-related legal basis.

a) Law no.8756, dated 26.3.2001, no.8770, dated 19.4.2001 "On physical security and protection service" amended
 b) Law no.7566, dated 25.5.1992 "On weapons", amended.

a) The decision is based on the proof documents and other data provided by the State Police structures which prove the fulfilment of criteria of certification of the technical director and/or head of the subject which is licensed even at the moment of processing of the application for licence.

The time limit for the taking of this decision is 60 days.

III. DATE OF START OF LICENSING BASED ON THIS DECISION

7. Licensing of activities following this decision shall start on 9.6.2009.

AREA II
FOOD AND HEALTH

CATEGORY II.1
PRODUCTION OF AND/OR TRADE IN FOOD

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "production of and/or trade in food" falls under category II.1 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"³
2. This licence is divided into the following sub-categories:
 - a) "Production, processing and wholesale distribution of food" under code II.1.A;
 - b) "Wholesale sale of food of animal origin (for human use)" under code II.1.B;
 - c) "Primary wholesale production" under code II.1.C.
3. The activities of the sub-category under code II.1.A and II.1.C do not include the activities for which special licensing is foreseen according to category II.3 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania".
4. The licences for the sub-categories II.1.A, II.1.B and II.1.C are issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.1.A

5. The licence for the activities under code II.1.A is issued to each factory where activity is performed.
6. The activities of the sub-category II.1.A are specified into:
 - a) "Production, processing and wholesale distribution of food for human use" under code II.1.A.1.
 - b) "Production, processing and wholesale distribution of food for animal use which is used as food" under code II.1.A.2.
 - b) "Production, processing and wholesale distribution of food for animal use which is not used as food" under code II.1.A.3.
7. Special licensing criteria, proof documents and other supporting documents for the sub-category II.1.A are determined in the following table 1.

Table 1

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	a) Technical director (according to specifications)	a) Certificate for the technical director b) Acts which prove the required employment relations

³ Proposed by Minister of Agriculture, Food and Consumer Protection by act reg no.1771, dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis.

a) Law no.9863, dated 28.1.2008 "On food-stuff", amended.

Adaptability of equipment, technology and premises with the standards of service	a) technical-technological standards b) hygiene-sanitary standards (according to specifications)	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities of these factors.
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8. Sub-category II.1.A is licensed according to the procedure of group III.

9. The other institution which verifies the fulfilment of the licensing criteria is:

a) for the specific activity under code II.1.A.1, II.1.A.1- the National Food Authority (NFA), which decision is based on the assessment of submitted documents and on-site inspection for the assessment of the satisfaction of binding technical-technological standards and hygiene-sanitary conditions, or respectively

b) for the activity under code II.1.A.3 - Zoo technical Inspectorate (sector of animal production) in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents and on-site inspection for the assessment of the satisfaction of binding technical-technological standards and hygiene-sanitary conditions.

10. The time limit for the taking of this decision is 30 days.

III. LICENSING OF ACTIVITIES OF SUBCATEGORY II.1.B

11. The licence for the activities under code II.1.B is issued for each place of exercise of the sale activity.

12. Special licensing criteria, proof documents and other supporting documents for the sub-category II.1.B are determined in the following table 2.

Table 2

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Technology c) Equipment linked to the technical-technological standards and hygiene-sanitary standards (according to specifications)	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities of these factors.

13. The sub-category II.1.B is licensed according to the procedure of group III.

14. The other institution which verifies fulfilment of the licensing criteria is the National Food Authority (NFA), which decision is based on the proof documents and on-site inspection and factual fulfilment of the respective licensing criteria.

15. The time limit for the taking of this decision is 30 days.

IV. LICENSING OF ACTIVITIES OF SUBCATEGORY II.1.C

16. The licence for the activities under code II.1 is given to each factory where activity is performed.
17. Special licensing criteria and other supporting documents for the sub-categories II.1.C, are determined in the following table 3.

Table 3

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment technology and premises with the standards of service	a) Premises b) Technology c) Equipment linked to the technical-technological standards and hygiene-sanitary standards (according to specifications)	Self-declaration

18. Sub-category II.1.C is licensed according to the procedure of group I.

V. TRANSITORY AND FINAL PROVISIONS, STARTING DATE OF LICENSING ACCORDING TO THIS DECISION

19. The subjects which perform retail activities linked to sub-categories A and B and which implies the subjects registered as small business local tax payers shall not be licensed. These subjects are obliged to notify the authorities referred to as the other institutions concerning the sub-categories A and B as regards the place of exercise of the activity and its nature, not later than 30 days from the start of the retail activity.

20. The subjects which perform retail activities linked to sub-categories A and B and which implies the subjects registered as small business local tax payers or farmers shall not be licensed. These subjects shall be registered according to the legislation in force not later than 30 days from the start of the activity.

21. Until the starting date of the activity of the National Food Authority, the competences foreseen for this authority, according to this decision, shall be exercised by the other institutions according to the provision of paragraph 1 of article 72 of law no. 9863 dated 28.1.2008 "On food-stuff" and acts approved in implementing the law.

22. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.2
SERVICES OF REPRODUCTION, BREEDING OR VETERINARY SERVICES

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "production of reproduction, breeding or veterinary services " falls under category II.2 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁴
2. The category of this activity is divided into the following sub-categories:
 - a) "natural service and artificial insemination" under code II.2.A;
 - b) production of and/or trade in breed material" under code II.2.B;
 - c) "veterinary clinics" under code II.2.C.
3. The licences for category II.2 is issued for each place where activity shall be performed and it shall be issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.2.A

4. The activities of the sub-category II.2.A are specified into:
 - a) "Artificial insemination (artificial insemination stations/inseminators)", under code II.2.A.1 and
 - b) "Controlled natural service (natural service station)" under code II.2.A.2
5. Special licensing criteria and types of proof documents and other supporting documents for the activity under code II.2.A.1 are determined in the following table 1, while the special licensing criteria and other supporting documents for the activity under code II.2.A.2 are determined in the following table 2.

Table 1

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (according to specification)	a) Certificate for the technical director b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment (according to the specific activity)	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities of these factors.

⁴ Proposed by Minister of Agriculture, Food and Consumer Protection in act reg no.1771, dated 8.5.2009, send to the Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no.9426, dated 6.10.2005 "On animal management" amended,
- b) Law no. 9308, dated 4.11.2004 "On Veterinary service and Inspectorate", amended.

Adaptability of supply sources for the breed material		Act which proves the contractual relationship of breed material supply by the stations licensed for production of/trade in breed material
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Table 2

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director (according to specification)	Self-declaration
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment (according to the specific activity)	Self-declaration
Adaptability of male reproducers		Self-declaration

6. The sub-category II.2.A.1 is licensed according to the procedure of group III.

a) The other institution which verifies fulfilment of the licensing criteria for the activities specified under code II.2.A.1 is the Zoo technical Inspectorate (sector of animal production), in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents and on-site inspection for assessment of the satisfaction of licensing criteria.

b) The time limit for the taking of this decision is 30 days.

7. The sub-category II.2.A.2 is licensed according to the procedure of group I.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.2.B

8. The activities of sub-category II.2.B are further specified into activities of production of breed material, queens, collection, storage, transfer, import, export or trade thereof.

9. Special licensing criteria, types of proof documents and other supporting documents for the activity under code II.2.B are determined in the following table 3.

Table 3

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director (according to specification)	a) Certificate of the technical director b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	According to the specific activity	Where applicable: ownership documents and/or leasing documents, and/or documents which prove the qualities and guarantees of these factors

Veterinary-sanitary adaptability of animals of breed material-only for the breed production centres.	According to specific activities	Where applicable: zoo-technical and veterinary documents concerning animals
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10. The activities under code II.2.B are licensed according to the procedure of group III.

11. The other institutions which verify fulfilment of licensing criteria for the activities specified under code II.2.B are:

- a) Zoo-technical Inspectorate (inspectorate of animal production) in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of documents submitted and on-site inspection for the assessment of satisfaction of licensing criteria.
- b) for the centres of production of breed material - Veterinary Inspectorate (structures responsible for veterinary) in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of documents submitted and on-site inspection for the assessment of satisfaction of licensing criteria.

12. The time limit for taking of the decision by the institutions determined in paragraph 11 is 30 days.

IV. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.2.C

13. The licence for the activities under code II.2.C is given to each factory where activity is performed.

14. Special licensing criteria, types of proof documents and other supporting documents for the sub-categories II.2.C are determined in the following table 4.

Table 4

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Veterinary director	a) Certificate for the technical director b) Acts which prove the employment relations of the individual, technical director of the subject which is
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment (according to the specific	Self-declaration

15. Sub-category II.1.C is licensed according to the procedure of group II.

V. DATE OF START OF LICENSING BASED ON THIS DECISION

26. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.3 RAISING OF OR TRADE IN ANIMALS

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "raising of and/or trade in animals" falls under category II.3 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁵ (here and after "law").

2. This licence is divided into the following sub-categories:

a) "Management of animals in the big agricultural-animal farms (with over 50 "bovine animals")- under code II. 3. A;

b) "Cultivation of aquatic animals in aquaculture farms" - under code II.3.B;

c) "Wholesale trade in live animals" under code II.3.C;

3. Licence for activities of category II. 3 shall be issued for an indefinite duration.

4. The licence for the activities under code II.3 is issued for each place/factory of exercise of the activity.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.3.A

5. Subjects licensed for the activities under code II.3.A have the right to perform even the activity of wholesale trade in animals produced by them.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Zoo technical or veterinary director (according to specifications)	a) Certificate for the technical director b) acts which prove the required employment relations
Adaptability of equipment, technology and premises with the standards of activity	a) Premises b) Equipment Concerning the technical-technological, veterinary-sanitary standards according to the specific activities of type of animals	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

6. Special licensing criteria, types of proof documents and other supporting documents for the activities under code II.3.A.1 are determined in the following table 1.

⁵ Proposed by Minister of Agriculture, Food and Consumer Protection by act reg no.1771, dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no.9426, dated 6.10.2005 "On animal management" amended,

b) Law no. 9308, dated 4.11.2004 "On Veterinary service and Inspectorate"

7. The activities under code II.3.A are licensed according to the procedure of group III of the law.
- a) The other institution which verifies fulfilment of the licensing criteria for the activities under code II.3.A.1 is the Zoo technical Inspectorate (sector of animal production), in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents and on-site inspection for assessment of the satisfaction of rules and binding technical-technological standards of environment (premises of the activity) and equipment.
- b) The time limit for the taking of this decision is 30 days.
8. The activity "Management of animals in the medium agricultural and animal farms (11-50 bovine animals) and small ones (up to 10 bovine animals) shall not be licensed. These activities shall be registered according to the special legislation in force.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.3.B

9. Subjects licensed for the activities under code II.3.B have the right to perform even the activity of wholesale trade in their productions.
10. Special licensing criteria, types of proof documents and other supporting documents for the activities under code II.3.B are determined in the following table 2.

Table 2

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (according to specifications)	a) Certificate for the technical director b) acts which prove the required employment relations
Adaptability of equipment, technology and premises with the standards of activity	a) Premises b) Equipment Concerning the technical-technological, veterinary-sanitary standards according to the specific activities of type of animals	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

11. The activities under code II.3.B are licensed according to the procedure of group III of the law.
- a) Other institution which verifies fulfilment of the licensing criteria for the activities under code II.3.B is the Zoo technical Inspectorate (sector of farming production), in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents and on-site inspection for assessment

of the satisfaction of rules and binding technical-technological and veterinary-sanitary standards of environment (premises of the activity) and equipment.

b) The time limit for the taking of this decision according to paragraph 11 "a" above is 30 days.

IV. LICENSING OF ACTIVITIES OF SUBCATEGORY II.3.C

12. Special licensing criteria, types of proof documents and other supporting documents for the activities under code II.3.C are determined in the following table 3.

Table 3

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment, technology and premises with the standards of activity	a) Premises b) Equipment Concerning the technical-technological, veterinary-sanitary standards according to the specific activities of type of animals	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

13. The activities under code II.3.C are licensed according to the procedure of group III of the law.

a) The other institution which verifies fulfilment of the licensing criteria for the activities under code II.3.C is the Zoo technical Inspectorate (sector of animal production), in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents and on-site inspection for assessment of the satisfaction of rules and binding technical-technological standards of environment (premises of the activity) and equipment.

b) The time limit for the taking of this decision according to paragraph 13 "a" above is 30 days.

14. The subjects which perform retail activities linked to sub-category C and which implies the subjects registered as small business local tax payers or farmers shall not be licensed. These activities shall be registered according to the special legislation in force. These subjects are bound to apply the legislation in force during the entire duration of the activity.

V. DATE OF START OF LICENSING BASED ON THIS DECISION

15. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.4
PRODUCTION OF AND/OR TRADE IN SEEDS AND/OR SEEDLINGS

1. The activity "production of and/or trade in seeds and seedlings (plant breeding material)" falls under category II.4 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁶
2. Licence of category II.4 is issued for an indefinite duration.
3. Special licensing criteria and types of respective supporting documents for the category II.4 shall be given in the following table 1: The detailed criteria and respective proof documents are announced in the informative register of licences and permits by the Ministry of Agriculture, Food and Consumer Protection and the State Entity of Seeds and Seedlings in cooperation with the National Licensing Centre.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director	Self-declaration
Adaptability of equipment, technology and premises with the standards of service	According to the specific activity	Self-declaration

4. The activities of category II.4 shall be licensed according to group I.
5. Licensing of activities following this decision shall start on 9.6.2009.

⁶ Proposed by Minister of Agriculture, Food and Consumer Protection by act reg no.1771, dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no.8732, dated 24.1.2001 "On plant breeding material" amended

CATEGORY II.5
PRODUCTION OF AND/OR TRADE IN PLANT PROTECTION PRODUCTS, FERTILISERS
AND/OR TOBACCO PRODUCTS

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity of "production of and/or trade in plant protection products, fertilisers and/or tobacco products" falls under category II.5 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁷.
2. The category of this activity is divided into three sub-categories, as follows:
 - a) "Production of and trade in plant protection products (hazardous and highly dangerous products)", under code II.5.A;
 - b) "Production of and trade in hazardous fertilisers" under code II.5.B;
 - c) "Industrial processing and/or production of tobacco products" under code II.5.C.
3. The licence for the sub-categories II.5.A, II.5.B for each specification is issued for the place where activity will be performed.
4. The licence for the sub-categories II.5.A, II.5.B and II.5.C are issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.5.A

5. The activities of the sub-category II.5.A are specified into:
 - a) "Production" under code II.5.A.1;
 - b) "Wholesale trade" under code II.5.A.2;
 - c) "Retail trade (agricultural pharmacy)" under code II.5.A.3.
6. Production licence, under code II.5.A.1 entails the right of the licensed subject to provide wholesale trade of the goods produced in the place (factory) where production take place.
7. Special licensing criteria and types of proof documents and other supporting documents for the activities under code II.5.A.1 and II.5.A.2 are determined in table 1, whereas those for the activity under code II.5.A.3 are determined in the following table 2.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge, and staff experience	Technical director (full-time position) (according to specifications)	a) Certificate of the technical director b) Act which proves the required employment relations

⁷ Proposed by Minister of Agriculture, Food and Consumer Protection by act reg no.1771, dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 9361 dated 24.3.2005 "On plant protection service" amended,
- b) Law no. 8531 dated 23.9.1999 "On fertilisers' control service"
- c) Law no. 16.11.2000 "On production of and trade in tobacco and cigarettes" amended

Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Technology c) Equipment According to the type of Plant Protection Products	Where applicable: ownership documents and/or leasing documents, and/or documents which reflect the qualities and guarantees
Adaptability of lab analysis	Only for the production activity According to the type of Plant Protection Products	Where applicable: documents which reflect the qualities and guarantees of these factors

Table 2

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director (according to specification)	a) Certificate of the technical director b) Act which proves the required employment relations
Adaptability of equipment and premises with the standards of service	Premises According to the type of Plant Protection Products	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

8. Sub-category II.5.A is licensed according to the procedure of group III.

a) Other institution which verifies fulfilment of the licensing criteria for the activities under code II.5.A.1 and II.5.A.2 is the structure responsible for plant protection (Plant Protection Inspectorate) in the Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents (for the technical director) and on-site inspection for assessment of the satisfaction of rules and binding technical-technological standards of equipment and premises of the activity;

b) Other institution which verifies fulfilment of the licensing criteria for the activities under code II.5.A.3 is the structure responsible for plant protection (Plant Protection Inspectorate) in the regional directorates of Ministry of Agriculture, Food and Consumer Protection, which decision is based on the assessment of submitted documents (for the technical director) and on-site inspection for assessment of the satisfaction of rules and binding technical-technological standards of equipment and premises of the activity;

c) The time limit for the taking of the decision by these other institutions is 30 days.

III. LICENSING OF ACTIVITIES OF SUBCATEGORY II.5.B

9. The activities of the sub-category II.5.B are specified into:

a) "Production" under code II.5.B.1;

b) "Wholesale trade" under code II.5.B.2 c) "Retail trade" under code II.5.B.3

10. Production licence, under code II.5.B.1 entails the right of the licensed subject for production to provide wholesale or retail trade of the produced goods in the place (factory) where production take place. Wholesale trade licence, under code II.5.B.1 entails the right of the licensed subject to provide wholesale and retail trade of the produced goods in the place (factory) where production take place.

11. Special licensing criteria and types of proof documents and other supporting documents for the activity under code II.5.B.1 and II.5.B.2 are determined in table 3, while the special licensing criteria and other supporting documents for the activity under code II.5.B.3 are determined in the following table 4.

Table 3

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (full-time position) (according to specifications)	a) Certificate for the technical director; b) Act which prove the required employment relations
Adaptability of equipment and premises with the standards of service	a) Premises; b) Technology; c) Equipment. According to the type of Plant Protection Products	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.
Adaptability of the lab of tests	only for the production activities (according to the type of Plant Protection Products)	Where appropriate: documents which reflect the qualities and guarantees of these factors

Table 4

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge, and staff Experience	Technical director (according to specification)	a) Certificate for the technical director; b) Act which proves the required employment relations

Adaptability of equipment and premises with the standards of service	Premises according to the type of Plant Protection Products	Where applicable: ownership documents and/or leasing documents, and/or documents which prove the qualities and
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12. The activities under code II.5.B.1 and II.5.B.2 are licensed according to the procedure of group III of the law.

a) Other institution which verifies fulfilment of the licensing criteria for the activities under code II.5.B.1 and II.5.B.2 is the chemical control service, which decision is based on the assessment of submitted documents (for the technical director) and on-site inspection for assessment of the satisfaction of rules and binding technical-technological standards of equipment and premises of the activity.

a) The time limit for the taking of this decision is 30 days.

13. The activities under code II.5.B.3 are licensed according to the procedure of group I.

IV. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.5.C

14. The activities of the sub-category II.5.C are specified into:

a) "Industrial processing of tobacco" under code II.5.C.1 and;

b) "Production of tobacco products" under code II.5.C.2.

15. A subject may be licensed with a licence of sub-category II.5.C for one or both specific activities and at the same place of performance of the activity, in compliance with the extent of fulfilment of detailed respective criteria, at the same or different moment in time.

16. Special licensing criteria, types of proof documents and other supporting documents for the sub-categories II.5.C are determined in the following table 5.

Table 5

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment, technology and premises with the standards of specific service	a) Premises b) Technology; (According to the specific activity)	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

17. The activities of sub-category II.5.C shall be licensed according to group III.

a) The other institution which verifies fulfilment of the licensing criteria for the activities specified under code II.5.A.1 and II.5.A.2 is the National Agency of Tobacco and Cigarettes, which decision shall be based on the assessment of submitted documents and on-site inspection for assessment of satisfaction of rules and binding technical-technological standards.

b) The time limit for the taking of this decision is 30 days.

V. DATE OF START OF LICENSING BASED ON THIS DECISION

18. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.6
PRIMARY MEDICAL, HOSPITAL OR DENTISTRY SERVICES

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "primary medical, hospital or dentistry services" falls under category II.6 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁸
2. The category of this activity is divided into the following sub-categories:
 - a) "Primary medical and/or dentistry services" under code II.6.A;
 - b) "Hospital services" under code II.6.B.
3. Licences of the sub-categories of category A and B are issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.6.A

4. The activities of the sub-category II.6.A are specified into:
 - a) "Lab services": microbiological, biochemical clinical, anatomic-pathological immunological genetic, cytological, dental, optical and other specialities under code A.1;
 - b) "medical departments": with only one medical speciality, such as department of imagery, optical department, department of the endoscopic diagnosis and other specialities, under code A2;
 - c) "Dentistry services": clinics and/or dentistry department, under code A.3;
 - d) "Medical centre": with several specialities for medical check-ups and consultations, diagnostication, ambulatory treatment, micro-surgery treatment, under code A4;
 - e) "Other medical and curative services": physiotherapy, aesthetic centres providing medical service, centres for the treatment of drug addiction, balneary centres, palliative care centres and others, under code A.5.
5. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A are indicated in the table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (medical, lab assistant etc according to the specifications and specialities)	a) Certificate for the technical director; b) Act which proves the required employment relations

⁸ Proposed by the Minister of Health by act reg no. 1915 dated 8.5.2009 send to the Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 9106 dated 17.7.2003 "On hospital service in the Republic of Albania" amended;
- b) Law no. 9928 dated 9.6.2008 "On medical dentistry service" amended;
- c) Law no. 8876 dated 4.4.2002 "On reproductive health" amended.
- d) Law no. 9739 dated 21.5.2007 "On blood transfusion service in the Republic of Albania" amended
- e) Law no. 8193 dated 6.2.1997 "On organ transplantation" amended

Adaptability of equipment, technology and premises with the standards of service	According to the specifications and specialities	Where applicable: ownership documents and/or leasing documents, and documents which prove the qualities and guarantees of these factors
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6. The activities of sub-category A shall be licensed according to group II.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY II.6.B

7. Hospital services may be specified according to the application of the subject for licence and fulfilment of the respective required criteria of specialities. Hospital service may include even the activity of sub-category A.

8. Special licensing criteria and the type of respective proof and supporting documents for the subcategory B are indicated in the following table 2.

Table 2

Special criteria	Special criteria are applied based on what factors of activity and/or specifics and specialities	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff.	General Medical Director (a full-time position)	a) Certificate according to specialities b) Act which proves the employment relations of the certified individual with the subject which is licensed
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment according to the specialities of the hospital and number of beds	Where applicable: ownership documents and/or leasing document, and documents which prove the qualities and guarantees of these
Adaptability of the organisation and rules of provision of services	according to the specialities of the hospital and number of beds	Main internal rules of organisation and service provision according to the specialities

9. The activities of sub-category B shall be licensed according to group III.

a) Other institution for the licensing of these activities is the Ministry of Health, in which name the Commission Processing the Applications for Licences and/or Certification for Health Services, set up by order of Minister, takes the decision. The decision is based on proof documents of licensing for this phase and also on the factual assessment of the fulfilment of the respective criteria of licensing.

b) The time limit for the taking of this decision is 30 days.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

10. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.7
PRODUCTION OF AND/OR TRADE IN MEDICAMENTS FOR HUMAN OR ANIMAL USE

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "production of and/or trade in medicaments (for human or animal use)" falls under category II.7 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"⁹
2. The category of this activity is divided into three sub-categories, as follows:
 - a) "Pharmacies or pharmaceutical agencies" under code II.7.A;
 - b) "Wholesale trade of medicaments" under code II.7.B;
 - c) "Production of medicaments" under code II.7.C.
3. Licences of the sub-categories of category A, B and C are issued for an indefinite duration.
4. Activities of the sub-categories A, B, C are specified into:
 - a) Medicaments for human use. Number 1 is added at the end of the respective code;
 - b) Medicaments for animal use. Number 2 is added at the end of the respective code.

II. MEDICAMENTS FOR HUMAN USE

II.1 LICENSING OF ACTIVITIES OF SUBCATEGORY II.7.A.1

5. This activity is performed by pharmacies and pharmaceutical agencies. The letters F and Af are added respectively to the code.
6. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria

⁹ Proposed by Minister of Justice by act no. 1914 dated 8.5.2009 and Minister of Agriculture, Food and Consumer Protection by act no. 1771 dated 8.5.2009 send to the Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 9323 dated 25.11.2004 "On medicaments and pharmaceutical service" amended.
- b) Law no. 7975 dated 26.7.1995 "On narcotics medicaments and psycho-tropic substances", amended
- c) Law no. 9308, dated 4.11.2004 "On Veterinary service and Inspectorate", amended

Adaptability of knowledge and experience of the staff.	Head of the pharmacy according to the choice, pharmacy or pharmaceutical agency (a full-time position)	a) Certificate for the technical director, pharmacist as to the choice for pharmacy or pharmaceutical agency; b) Document which proves the necessary work experience as pharmacist. b) Acts which proves the employment relations with the subject which is licensed and the exclusivity.
Adaptability of equipment, technology and premises with the standards of service	a) Premises; b) Equipment According to the activities, pharmacy or pharmaceutical agency	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities of these factors.

7. The activities of sub-category A shall be licensed according to group II.

II.2 LICENSING OF ACTIVITIES OF SUBCATEGORY II.7.B.2

8. Special licensing criteria and the type of respective proof and supporting documents for the sub-category B are indicated in the following table 2.

Table 2

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Head of the pharmacy according to the choice, pharmacy or pharmaceutical agency (a full-time position)	a) Certificate for the technical director, pharmacist as to the choice for pharmacy or pharmaceutical agency; b) Document which proves the necessary work experience as pharmacist. b) Acts which prove the employment relations with the subject which is licensed and the exclusivity.
Adaptability of equipment, technology and premises with standards of service	a) Premises b) Equipment	Where appropriate: ownership and/or leasing documents and documents which reflect the qualities and guarantees of these factors

Adaptability of organisation and rules of depositing, distribution and security	According to the type of medicaments which are traded	Main internal rules of organisation and rules of depositing, distribution and security
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9. The activities of sub-category B shall be licensed according to group III.

a) The other institution linked to this licensing is the Ministry of Health, which decision is taken by the structure in charge for this purpose according to the instruction of the minister. The decision is based on proof documents of licensing and also on the on-site inspection and factual assessment of the fulfilment of the respective criteria of licensing.

b) The time limit for the taking of this decision is 30 days.

II. 3 Licensing of activities of sub-category II.7.C.1

10. Special licensing criteria and the type of respective proof and supporting documents for the subcategory C are indicated in the following table 3.

Table 3

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (a full-time position)	a) Certificate for the respective speciality of manufacturing of medicaments b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	Environment Technology According to the type of medicaments	Where applicable: ownership documents and/or leasing documents, and documents which prove the qualities and guarantees of equipment, technology, premises, according to the specifications.
Adaptability of organisation and rules of production, depositing and security	According to the type of medicaments which are manufactured	Main internal rules of organisation and rules of production, depositing and security

11. The activities of sub-category A shall be licensed according to group II.

a) The other institution linked to licensing is the Ministry of Health, which decision is taken by the structure in charge for this purpose according to the instruction of the minister. The decision is based on proof documents of licensing and also on the on-site inspection and assessment of the fulfilment of the criteria of licensing.

b) The time limit for the taking of this decision is 30 days.

III. MEDICAMENTS FOR ANIMAL USE

12. Special licensing criteria and type of respective proof and supporting documents linked to the medicaments for animal use for the three sub-categories A, B and C are similar to those of medicaments for human use, according to the respective annexes of this decision.

13. The groups and licensing procedures for medicaments for animal use are similar to those of medicaments for human use according to the same sub-categories with the difference that:

a) in the case of sub-categories B and C, the other institution is Ministry of Agriculture, Food and Consumer Protection, which decision is taken by the Veterinary Directorate, in the name of the ministry;

b) technical director in the case of sub-categories A and B must be a veterinarian.

14. The activities of manufacturing and trade in medicaments for animal use are licensed separately from those of medicaments for human use.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

15. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY II.8
OTHER MEDICAL AND/OR HYGIENE-SANITARY SERVICES

1. The activity "other medical and/or hygiene-sanitary services" falls under category II.8 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁰
2. The activities of this category are divided into three sub-categories, as follows:
 - a) "expertise hygiene-medical services" under code II.8.A;
 - b) "intervention hygiene-medical services" such as disinfection, deratization, disinfection and other of this kind, under code II.8.B.
 - c) activities in the area of public health which are not licensed according to another category under code II.8.C.
3. A subject, based on its application may be licensed for one or two of these sub-categories according to the level of fulfilment of respective licensing criteria.
4. Licence of these categories is issued for an indefinite duration.
5. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A, B, C of the activity are determined in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director according to the specific cases	a) Certificate for technical director b) Act which proves the required employment relations

6. The activities of subcategory A, B, C shall be licensed according to group II.
7. Licensing of activities following this decision shall start on 9.6.2009.

¹⁰ Proposed by Minister of Health by act no. 1916 dated 8.5.2009 send to the Minister of Economy, Trade and Energy.
Special sector-related legal basis:

a) Law no. 7643 dated 2.12.1992 "On State Sanitary Inspectorate" amended and other legislation in force linked to public health.

AREA III
ENVIRONMENT AND MAIN ENVIRONMENTAL RESOURCES

CATEGORY III.1
ENVIRONMENTAL IMPACT

1. Environmental permits determined in paragraph 5, article 34 of law no. 8934 dated 5.9.2002 "On protection of environment" amended fall under category III.1 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹¹
2. The permits of environmental impact are divided into three sub-categories, as follows:
 - a) "Simple environmental permit" under code III.1.A;
 - b) "Environmental permit" under code III.1.B;
 - c) "Integrated environmental permit" under code III.1.C.
3. The term in paragraph 2.a shall replace the terms "environmental authorisation" and "environmental consent" which are used before the enforcement of this decision according to paragraph 7 below.
4. The permit of sub-categories A, B, C is handled according to group III. Proof and supporting documents which are submitted by the applicant, meaning of type of activities and their environmental impact, the other institution, the application processing procedure and the time limit to reply to NLC as regards an application that has passed the first phase by the NLC, for the subcategories A, B, C shall be foreseen by law no. 8934 dated 5.9.2002 "On protection of environment" amended and legal and sub-legal acts in implementing the law.
5. The permission according to this decision shall start on 1.10.2009.

¹¹ Proposed by Minister of Environment, Forests and Water Administration by act reg no. 099 dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no. 8934 dated 5.9.2002 "On protection of environment" amended.

CATEGORY III.2
EXPERTISE AND/OR PROFESSIONAL SERVICES
LINKED TO ENVIRONMENTAL IMPACT

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "expertise and/or professional services linked to environmental impact" falls under category III.2 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹²
2. The category of this activity is divided into the following sub-categories:
 - a) "expert activities linked to environmental impact" under code III.2.A;
 - b) "other professional activities linked to environmental impact" under code III.2.B;
3. Licences of category III.2 are issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY III.2.A

4. The activities of subcategory III.2.A are specified in the assessment of environmental impact and audit under respective codes A.1 and A.2.
5. A subject may be issued a licence of category III.2.A for one or both specific activities and in compliance with the extent of fulfilment of detailed respective criteria, at the same or different moment in time.
6. Special licensing criteria, types of proof documents and other supporting documents for the category III.2.A are determined in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director	a) Certificate for technical director b) Act which proves the required employment relations

7. Sub-category III.2.A is licensed according to the procedure of group II.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY III.2.B

8. The licence for the sub-category III.2.B is issued to each place where activity is performed.
9. The activity of the subcategory III.2.B is specified into activities such as collection, transport, storage, recycling, processing or elimination of waste of different kind.
10. Special licensing criteria, types of proof documents and other supporting documents for the category III.2.B are determined in the following table 2.

¹² Proposed by Minister of Environment, Forests and Water Administration by act reg no. 104 dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 8934 dated 5.9.2002 "On protection of environment" amended.
- b) Law no.9010 dated 13.2.2003 "On environmental management of solid waste" amended

Table 2

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director (full-time position, according to the specific activity)	a) Certificate for the technical director b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Technology (According to the specific activity)	Where applicable: ownership documents and/or leasing documents, and documents which prove the qualities and guarantees of these factors

11. Sub-category III.2.B is licensed according to the procedure of group III.

a) The other institution, which verifies the fulfilment of licensing criteria for the subcategory III.2.B is the structure of Ministry of Environment, Forest and Water Administration assigned by instruction of the minister based on the territorial competence in the place of performance of the activity. The decision is based on proof documents and on-site inspection for the assessment of the fulfilment of the respective licensing criteria.

b) The time limit for the taking of this decision is 30 days.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

12. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY III.3
IMPORT OF WASTE FOR RECYCLING, PROCESSING PURPOSES
AND/OR USE OR IMPORT OF OZONE-DEPLETING SUBSTANCES

1. The activity "import of waste for recycling, processing purposes and/or use or import of ozone-depleting substances" falls under category III.3 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹³
2. The category of this activity includes only use and/or replacement of the ozone-depleting substances through import.
3. The licence for the sub-category III.3 is issued for indefinite duration and for each place of activity.
4. Special licensing criteria, types of proof documents and other supporting documents for the activities under code III.3 are determined in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff.	Technical director	a) Certificate for the technical director b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

- 5) Sub-category III.3 is licensed according to the procedure of group III.
 - a) The other institution, which verifies the fulfilment of licensing criteria is the structure of Ministry of Environment, Forest and Water Administration assigned by instruction of the minister based on the territorial competence in the place of performance of the activity. The decision is based on proof documents and on-site inspection for the assessment of the fulfilment of the respective licensing criteria.
 - b) The time limit for the taking of this decision is 30 days.
6. Licensing of activities following this decision shall start on 9.6.2009.

¹³ Proposed by Minister of Environment, Forests and Water Administration by act reg no. 103 dated 8.5.2009 send to Minister of Economy Trade and Energy. Special sector-related legal basis:
a) Law no.8934, dated 5.9.2002 "On protection of environment" amended

CATEGORY III.4

EXPLOITATION AND/OR MANAGEMENT OF FLORA (LAND AND/OR AQUATIC)

1. "Exploitation, use and/or management of land and/or aquatic fauna" is use of public good under category III.4 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁴
2. Use of public good according to category III.4 is specified into leasing, for different activities allowed by the legislation in force, of parts of the forest or pasture fund, exploitation of the forest fund (except when used by the inhabitants for their needs according to the law), exploitation of the pasture fund for the collection and/or pasturing, giving the right to collect medicinal, ether oil and tannin plants and any other activity of exploitation, use and management of flora over which no special permit is foreseen according to the legislation in force.
3. The permit for category III.4 is handled according to the procedures foreseen by the legislation in force without the involvement of the NLC.
4. The permit according to this decision shall to applied starting from 9.6.2009.

¹⁴ Proposed by Minister of Environment, Forests and Water Administration by act reg no. 100 dated 8.5.2009 send to Minister of Economy Trade and Energy. Special sector-related legal basis:

- a) Law no. 8934 dated 5.9.2002 "On protection of environment" amended
- b) Law no. 9385 dated 4.5.2005 "On forests and forestry service" amended
- c) Law no. 9693 dated 19.3.2007 "On pastures' fund" amended.
- d) Law no. 9693 dated 19.3.2007 "On pastures' fund" amended.
- e) Law no. 10120 dated 23.4.2009 "On protection of the fund of natural medicinal, ether oil and tannin plants" amended

CATEGORY III.5 EXPLOITATION AND/OR MANAGEMENT OF FAUNA (LAND AND/OR AQUATIC)

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. "Exploitation, and/or cultivation of land and/or aquatic fauna" falls under category III.5 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁵
2. The category of use of these public goods is specified into three sub-categories as follows:
 - a) fishing and other forms of exploitation of wild water fauna under code III.5.A.
 - b) exploitation, use and/or management of wild land fauna, under code III.5.B.
 - c) organised sports and tourism hunting (leasing parts of the hunting fund) under code III.5.C.
3. Uses of sub-category III.5.A are specified into the different types of fishing making use of vessels at sea (specialities: bottom fishing, fishing of small and/or big pelagic fish, fishing of molluscs, hydraulic dredgers, selective and coastal fishing) under code III.5.A.1 and all the other uses (domestic water fishing, fishing by co-management organisations (COO) and leasing for administration of the lagoons and other water and limitrophe areas) under code III.5.A.2.
4. Uses of sub-category III.5.B are specified in the use of types of wild fauna for scientific, cultural, education purposes, zoo collections, obtaining of living products, use of their vital activities, management of wild fauna, collection of frogs, snails, tortoises, reptiles and other similar types of wild fauna.
5. Sub-categories III.5.A.2, III.5.B and III.5.C and their respective specifications are handled according to the procedures foreseen by the legislation in force, without the NLC involvement, except for professional sea fishing, which is handled according to the procedures of paragraph 6-10 of this decision.

II. PERMIT FOR USE UNDER CODE OF SUB-CATEGORY III.5.A.1

6. Permit for professional fishing at sea under code III.5.A.1 is issued for a duration of 5 years and to each vessel separately.
7. Special licensing criteria, types of proof documents and other supporting documents for the permit defined in paragraph 6 above, are determined in the following table 1.

¹⁵ Proposed by Minister of Environment, Forests and Water Administration by act reg no.102 dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 7908 dated 5.4.1995 "On fishing and aquaculture" amended
- b) Law no. 10006 dated 23.10.2008 "On wild fauna protection" amended
- c) Law no. 7875 dated 23.11.1994 "On wild fauna protection and hunting" amended

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment, technology and premises with the standards of service	Vessels (according to the type of fishing) b) Stationary fishing means and storage according to the type of fishing	a) For the vessel: Ownership and/or leasing document for the ship/book of the vessel (by the Port's Shipmaster), certificate of the flag issued by the Port's Shipmaster, certificate of navigation- Marine Register document of registration of the vessel by the border police (sea); b) for equipment Self-declaration

8. The permit for professional fishing at sea is issued according to the procedure of group III.

a) The other institution which verifies fulfilment of criteria for issue of permits is the Directorate of Fishing Policies in the Ministry of Environment, Forests and Water Administration, which decision is based on the assessment of documents submitted for the assessment of the fulfilment of criteria for issuing of permits.

b) The time limit for the taking of this decision is 10 days.

III. DATE OF START OF LICENSING BASED ON THIS DECISION

9. Issue of permits following this decision shall start on 9.6.2009.

CATEGORY II.7
EXPERTISE AND/OR PROFESSIONAL SERVICES LINKED TO
MAIN ENVIRONMENTAL RESOURCES

1. The activity "expertise and/or professional services linked to main environmental resources" falls under category III.7 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁶
2. The category of this activity is divided into the following two sub-categories:
 - a) "expertise and/or professional services linked to forests or pastures", under code III.7.A.
 - b) "professional water perforator" under code III.7.B.
3. Licence for category III.7 is issued for an indefinite duration.
4. Special licensing criteria and types of proof documents and other supporting documents for category III.7.A are determined in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (according to the type of main resources)	a) Certificate for technical director b) Act which proves the required employment relations

5. Sub-category III.7.A is licensed according to the procedure of group II.
6. Special licensing criteria, types of proof documents and other supporting documents for the category III.7.B are determined in the following table 2.

Table 2

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of the staff	Technical director	Self-declaration

¹⁶ Proposed by Minister of Environment, Forests and Water Administration by act reg no.101 dated 8.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

- a) Law no. 8093 dated 16.11.2000 "On water reserves" amended.
- b) Law no. 9385 dated 4.05.2005 "On forests and forestry service" amended
- c) Law no. 9693 dated 19.3.2007 "On pastures fund" amended

Adaptability of equipment, technology and premises with the standards of service	Equipment (according to the specifications and specialities)	Self-declaration
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7. Sub-category III.7.B is licensed according to the procedure of group I.
8. Licensing of activities following this decision shall start on 9.6.2009.

AREA IV
MINING, HYDROCARBONS AND ENERGY RESOURCES

CATEGORY IV.1
MINING OR HYDROCARBONS

1. Mining or hydrocarbon permit determined in law no. 7796 dated 17.2.1994 "Mining law of Albania" amended and law no. 7746 dated 28.7.1993 "On hydrocarbons (search and production)" amended, falls under category IV.1 of annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁷.
2. Hydrocarbon permits fall under sub-category IV.1.A. Application and issue of permits follows the procedure determined by law no. 7746 dated 28.7.1993 "On hydrocarbons (search and production)" amended and its implementing acts.
3. Mining permit falls under sub-category IV.1.B. Proof and supporting documents which are submitted by the applicant, specific types of mining permits, the other institution, the application processing procedure and the time limits to reply to the NLC on an application that has passed the first phase by the NLC for each of the specific types of this permit, shall be determined by law no. 7796 dated 17.2.1994 "On mining law of Albania" amended and its implementing legal and sub-legal acts.
4. Issue of permits following this decision shall start on 9/6/2009.

¹⁷ Proposed by the Minister of Economy, Trade and Energy by the same act used for the proposal of this decision.
Special sector-related legal basis:

a) Law no. 7796, dated 17.2.1994 "On mining law in Albania", amended.
b) Law no. 7746 dated 28.7.1993 "On hydrocarbons (search and production)" amended

CATEGORY IV.4
EXPERTISE AND/OR PROFESSIONAL SERVICES LINKED TO MINING,
HYDROCARBONS AND ENERGY RESOURCES

1. The activity "expertise and/or professional services linked to mining, hydrocarbons and energy-resources" falls under category IV.4 of annex to law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁸
2. The category of this activity is divided into three sub-categories, as follows:
 - a) "expertise and/or professional services linked to mining resources", under code IV.4.A
 - b) "Expertise and/or professional services linked to hydrocarbons resources" under code IV.4.B
 - c) "Expertise and/or professional services linked to energy resources" under code IV.4.C
3. Special licensing criteria, types of proof documents and other supporting documents for the category IV.4.A, B, C are determined in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director (according to the type of resource).	a) Certificate for technical director b) Act which proves the required employment relations

4. Sub-category IV.4.A, B, C is licensed according to the procedure of group II.
5. Licensing of activities following this decision shall start on 9.6.2009.

¹⁸ Proposed by the Minister of Economy, Trade and Energy by the same act used for the proposal of this decision.
 Special sector-related legal basis:

- a) Law no.7796, dated 17.2.1994 "On mining law in Albania", amended.
- b) Law no. 7746 dated 28.7.1993 "On hydrocarbons (search and production)" amended
- c) Law no. 9072 dated 22.5.2003 "On electric energy sector" amended.

AREA VII TRANSPORT

CATEGORY VII.1 INTERNATIONAL ROAD PASSENGER TRANSPORT

1. The activity "international road passenger transport" falls under category VII.1 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"¹⁹.
2. The licensing of this activity is general and the licence is issued for an indefinite duration.
3. International passenger transport services of the kind: regular, specialised regular, round-trips and occasional shall be subject to the process of authorisation according to the respective legislation in force. Authorisations for regular, specialised regular and round-trip services following entry into force shall be published in the register of licences and permits.
4. The licence is a precondition for issue of authorisations for the services foreseen in the above paragraph 3.
5. Special licensing criteria and the type of respective proof and supporting documents are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Head of the transport activity	a) Certificate for the director of the transport activity b) Act which proves the required employment relations
Good standing	a) For the director of transport activity b) For the subject applying for a licence	a) Self-declaration signed by the head of the transport activity b) Standard self-declaration signed by the head of the subject applying for a licence
Financial reliability	A minimum and reserve capital amount according to the number of the equipment	Document proving the fulfilment of this criterion

6. The activity is licensed according to group III.
 - a) The other institution linked to this licensing is the Ministry of Public Works, Transport

¹⁹ Proposed by Minister of Public Works, Transport and Telecommunications by act reg no.3196 dated 12.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no. 8308 dated 18.3.1998 "On road transport" amended

and Telecommunication, in which name the decision is taken by the structure entrusted with this function by order of the Minister. The decision is based only on proof documents of licensing. The time limit for the taking of this decision is 30 days.

7. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY VII.2
INTERNATIONAL ROAD TRANSPORT OF GOODS
TO THIRD PARTIES AND LEASED GOOD

1. The activity "international road transport of goods" falls under category VII.2 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²⁰
2. The licensing of this activity includes international transport of goods to third parties and leased.
3. Licensing does not apply to transport to third parties in cases determined by the legislation in force. Licensing does not apply to international road transport at own account.
4. The licence is issued for an indefinite duration.
5. Special licensing criteria and the type of respective proof and supporting documents are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Head of the transport activity	a) Certificate for the technical of the transport activity b) Act which proves the required employment relations
Good image	a) For the director of transport activity b) For the subject applying for a licence	a) Self-declaration signed by the director of the transport activity b) Standard self-declaration signed by the head of the subject applying for a licence
Financial reliability	A minimum and reserve capital amount according to the number of the means of transportation	Document proving the fulfilment of this criterion

6. The activity is licensed according to group III.
 - a) The other institution linked to this licensing is the General Directorate of Road Transport Services according to the procedure determined by order of the Minister. The decision is based only on proof documents of licensing.
 - b) The time limit for the taking of this decision is 30 days.
7. Licensing of activities following this decision shall start on 9.6.2009.

²⁰ Proposed by Minister of Public Works, Transport and Telecommunications by act reg no.3197 dated 12.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no. 8308 dated 18.3.1998 "On road transport" amended.

AREA VIII
INDUSTRY AND OTHER SERVICES

CATEGORY VIII.1
PRODUCTION, DEPOSITING, TRANSPORT, USE AND/OR TRADE IN PRODUCTS
AND/OR OTHER HAZARDOUS SUBSTANCES OR EQUIPMENT

1. Activities of "Production, depositing, transport, use and/or trade in products and/or other hazardous substances or equipment" falls under category VIII.1 of the annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²¹.
2. The category of these activities is divided into three sub-categories, as follows:
 - a) "Wholesale trade in oil, gas, by-products including bio-products and combustibles" under code VIII.1.A
 - b) "Activities linked to hazardous chemical substances and preparations" under code VIII.1.B
 - c) "Activities linked to ionizing radiation" under code VIII.1.C
3. Retail trade is licensed according to the legislation in force. Other specific activities with these substances shall not be licensed.
4. Special licensing criteria and the type of respective proof and supporting documents for the subcategory VIII.1.A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of equipment, technology and premises with the standards of service	a) Premises and b) technology of depositing c) means of transport according to the type of substance and linked to the standards of security and compulsory reserve.	Where applicable: ownership and/or leasing documents, as well as documents which reflect the qualities and guarantees of these factors.

5. Sub-category VIII.1.A is licensed according to the procedure of group II.
6. Subcategory VIII.1.B is licensed only if the activity is linked to substances which are classified as hazardous according to the legislation in force and if such licence is not issued under any other category/sub-category. These activities are licensed according to the classifications, criteria, procedures determined for the licence II.5.B.
7. Licences for subcategory VIII.1.A, B are issued for an indefinite duration.

²¹ Proposed by the Minister of Economy, Trade and Energy by the same act used for the proposal of this decision.
Special sector-related legal basis:

- a) Law no.8450 dated 24.2.1999 "On processing, transport and trade in oil, gas and their by-products" amended
- b) Law no. 9876 dated 14.2.2008 "On production, transport and trade in bio-fuel and other combustibles, renewable for transport",
- c) Law no. 9108 dated 17.7.2003 "On chemical substances and preparations",
- d) Law no. 8025 dated 9.11.1995 "On protection from ionizing radiation", amended

8. Sub-category VIII.1.C is licensed according to the legislation in force.
9. Licensing of activities following this decision shall start on 9.6.2009.

AREA IX
EDUCATION AND SCIENCE

CATEGORY IX.1
UNDERGRADUATE EDUCATION

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "undergraduate education" falls under category IX.1 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²²
2. The category of this activity is divided into three sub-categories, as follows:
 - a) "undergraduate education" under code IX.1.A
 - b) "supplementary undergraduate education institution" under code IX.B
 - c) "religious and/or foreign language undergraduate education" under code IX.1.C
3. The sub-category C shall be licensed according to law no. 7952 dated 21.6.1995 "On undergraduate education system" amended.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY IX.2.A

4. The activities of sub-category B are specified according to education level and/or profile
 - a) "pre-school education" under code IX.1.A.1
 - b) "main education- low cycle" under code IX.1.A.2
 - c) "main education - high cycle" under code IX.1.A.3
 - d) "general secondary education (gymnasium)" under code IX.1.A.4
 - e) "secondary arts and socio-cultural education" under code IX.1.A.5
 - dh) "secondary professional education" under code IX.1.A.6,
 - e) "secondary technical education" under code IX.1.A.7
 - f) "special education" under code IX.1.A.8
5. Licences for subcategory A are issued for an indefinite duration.
6. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialties based on which special criteria are applied	Types of proof documents linked to special criteria

²² Proposed by: Minister of Education and Science by act no. 2886 dated 8.5.2009 send to the Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) law no. 7952 dated 21.6.1995 "On undergraduate education system" amended.

b) law no. 8872 dated 29.3.2002 "On education and vocational training in the Republic of Albania"

Adaptability of knowledge and experience of the staff	a) Didactic director (full-time position, except for supplementary education) b) Pedagogical staff (according to specific education)	a) Certificate for the Didactic director and acts which prove the required employment relations b) full list of the pedagogical staff and data on the respective education and work experience of the pedagogical staff
Adaptability of the product/service with the rules and standards	a) Plans b) Programmes c) School texts (according to specific	a) Education plan b) Curricula c) Texts to be used by the institution.
Adaptability of equipment, technology and premises with the standards of service	a) Educational premises linked to standards b) Didactic means linked to educational standards (according to specific education)	Ownership documents and/or leasing documents and/or documents which reflect types, qualities, guarantees of these factors
Adaptability of organisation and rules of exercise of the activity	a) Internal rules b) Service fees	Internal Rules of organisation and functioning of the institution Declaration of fees to be applied by the subject

7. The activities of subcategory A shall be licensed according to group III.

a) The other institution is the Ministry of Education and Science. The Commission Processing Applications for Licences and/or Certification for Educational Services, set up and functioning according to Order of Minister shall take the decision, on the behalf of the Ministry. b) The decision is based on proof documents of licensing and also on the on-site inspection and factual assessment of the fulfilment of the respective criteria of licensing.

b) The time limit for the taking of this decision is 4 months.

c) The NLC accepts the application if it is filed not earlier than 5 months from the start of the academic year.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY IX.2.B

8. Activities of sub-category IX.2.B are specified according to the concrete type of the supplementary educational activities provided by the subject.

9. Special licensing criteria and the type of respective proof and supporting documents for the sub-category B are similar to those of the sub-category A.

10. Licences for sub-category B are issued for an indefinite duration.

11. These activities in compliance with the respective specific criteria, are licensed according to the same procedures followed for the sub-category IX.2.A with the only differences that:

a) the time limit for the taking of the decision by the other institution is 30 days;

b) the application is accepted at any moment in time except for the case where supplementary education is provided for the academic year, in which case it is applied the restriction that the NLC accepts the application if it is filed not earlier than 2 months from the start of the academic year.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

12. Licensing of activities following this decision shall start on 1/10/2009.

AREA X
SOCIAL CARE AND EMPLOYMENT

CATEGORY X.1
SOCIAL CARE SERVICES

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activities "social care services" falls under category X.1 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²³
2. The category of this activity is divided into the two following sub-categories:
 - a) "community care services" under code X.1.A
 - b) "residential care services" under code X.1.B
3. These services may be specified and/or specialised according to the nature of service and/or groups of beneficiaries.
4. Licence for both sub-categories is issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUBCATEGORY X.1.A

5. Special licensing criteria and the type of respective proof and supporting documents for the subcategory A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director	a) Certificate for director b) acts which prove the required employment relations

6. The activities of sub-category A shall be licensed according to group II.

III. LICENSING OF ACTIVITIES OF SUBCATEGORY X.2.B

7. Special licensing criteria and the type of respective proof and supporting documents for the subcategory B are indicated in the following table 2.

²³ Proposed by: Minister of Labour, Social Affairs and Equal Opportunities by act no. 945 dated 11.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis: law no. 9355 dated 10.3.2005 "On social assistance and services" amended.

Table 2

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director	a) Certificate for the technical director b) Act which prove the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Equipment According to the type of residential services	Where applicable: ownership documents and/or leasing documents, and documents which prove the qualities and guarantees of these factors

8. The activities of subcategory A shall be licensed according to group III.

a) Other institution for the licensing of these activities is the Ministry of Labour, Social Affairs and Equal Opportunities, in which name the Commission Processing the Applications for Licences and/or Certification, set up by order of Minister, takes the decision.

b) The decision is based on proof documents of licensing and also on the on-site inspection and assessment of the fulfilment of the respective criteria of licensing by the structures in the respective region of the National Employment Service.

c) The time limit for the taking of this decision is 30 days.

IV. LICENSING OF SOCIAL CARE ACTIVITIES WHICH CONTAIN EDUCATIONAL AND/OR HEALTH-RELATED COMPONENTS

9. Subjects which combine social care services with those of health and/or education may apply for separately or at the same moment in time the licence for the educational and/or health activities. The applications for these additional activities shall be processed according to the respective procedures.

V. DATE OF START OF LICENSING BASED ON THIS DECISION

10. Licensing of activities following this decision shall start on 9.6.2009.

CATEGORY X.2

SERVICES OF MEDIATION IN THE LABOUR MARKET AND/OR VOCATIONAL TRAINING

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activity "Services of mediation in the labour market and/or vocational training" falls under category X.2 of the annex to the law no. 10081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²⁴

2. The category of this activity is divided into the following sub-categories:

a) "Mediation in the labour market" under code X.2.A

b) "Vocational training" under code X.2.B

3. Licence for both sub-categories is issued for an indefinite duration.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY X.2.A

4. Special licensing criteria and the type of respective proof and supporting documents for the sub-category A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Technical director	a) Certificate for the technical director b) Act which proves the required employment relations
Sufficiency of the capital as a guarantee reserve for the third parties	A minimum capital as guarantee reserve	Document which prove the freezing of a reserve guarantee capital

5. The activities of sub-category A shall be licensed according to group II.

III. LICENSING OF ACTIVITIES OF SUB-CATEGORY X.2.B

6. Activities of sub-category IX.2.B are specified according to the concrete type of the vocational training activities provided by the subject.

7. Special licensing criteria and the type of respective proof and supporting documents for the subcategory B are indicated in the following table 2.

Table 1

²⁴ Proposed by: Minister of Labour, Social Affairs and Equal Opportunities by act no. 945 dated 11.5.2009 send to Minister of Economy, Trade and Energy. Special sector-related legal basis:

a) Law no. 7961 dated 12.7.1995 "Labour Code of the Republic of Albania", amended.

b) Law no.7995, dated 20.9.1995 "On promotion of employment" amended,

c) law no. 8872 dated 29.03.2002 "On education and vocational training in the Republic of Albania", amended

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Didactic director	a) Certificate for the didactic director b) Act which proves the required employment relations
Adaptability of equipment, technology and premises with the standards of service	a) Premises b) Didactic means according to the types of vocational training courses	Where applicable: ownership documents and/or leasing documents, and documents which prove the qualities and guarantees of these factors

8. The activities of sub-category A shall be licensed according to group III.

a) The other institution for the licensing of these activities is the Ministry of Labour, Social Affairs and Equal Opportunities, in which name the Commission Processing the Applications for Licences and/or Certification for Health Services, set up by order of Minister, shall take the decision.

b) The decision is based on proof documents and also on the on-site inspection and factual assessment of the fulfilment of the respective criteria of licensing by the structures in the respective region of the National Employment Service.

c) The time limit for the taking of this decision is 30 days.

IV. DATE OF START OF LICENSING BASED ON THIS DECISION

9. Licensing of activities following this decision shall start on 9.6.2009.

AREA XI
JUSTICE AND LAW

CATEGORY XI.2
ENFORCEMENT SERVICE

1. The activity "Enforcement service" falls under category XI.2 of annex to the law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania"²⁵.
2. The activities are licensed according to Group II determined in law no. 10 081 dated 23.2.2009 "On licences, authorisations and permits in the Republic of Albania". The licence for exercise of private enforcement activity is issued for an indefinite duration.
3. Special licensing criteria and the type of respective proof and supporting documents for the licensing of sub-category A are indicated in the following table 1.

Table 1

Special criteria	Factors of activity and/or specifics and specialities based on which special criteria are applied	Types of proof documents linked to special criteria
Adaptability of knowledge and experience of staff	Director of the enforcement activity (full-time position and exclusivity)	a) Certificate for Director of Enforcement Activity b) Act which proves the required employment relations
Adaptability of the legal form	Commercial subject	Act of registration in the commercial register

4. This activity is licensed according to group II.
5. Licensing of activities following this decision shall start on 9.6.2009.

²⁵ Proposed by Minister of Justice with act no. 3907 dated 13.5.2009 send to the Minister of Economy, Trade and Energy. Special sector-related legal basis: a) Law no.10031, dated 11.12.2008 "On Private judicial enforcement service" amended

ANNEX 2

CATEGORIES OF LICENCES WHICH ARE HANDLED
WITHOUT INVOLVEMENT OF THE NLC

No.	No of area/category	Type of category	Code of sub/category	Area/category/subcategory of activities and/or of public goods their use
	Area I			National Security, Public Order and Civil Protection
1	1.	Licence		Production and/or trade in military goods (weapons, ammunition, substances, equipment, technology etc.), and/or dual use goods
	Area III			Environment and main environmental
15	4	Permit		Exploitation and/or flora cultivation (land and/or aquatic)
16	5.	Permit		Exploitation and/or fauna breeding (land and/or aquatic)
			A	Fishing and other forms of exploitation of wild aquatic fauna
			2	Any other use of sub-category A
			B	Exploitation use and/or breeding of land wild fauna
			C	Organized sports and tourism hunting (leasing parts of hunting fund)
17	6.	Permit		Exploitation of waters (ground and/or underground) and/or exploitation of reservoirs and their materials
	Area IV			Mining, Hydrocarbons and Energy Resources
19	1.	Permit		Mining or Hydrocarbon
			B	Hydrocarbons
20	2.	Permit		For each case deriving from legislation on concessions
21	3.	Permit		Other cases/types of use of energy resources
	Area V			Territory and Construction
23	1.	Licence		Expertise and/or professional services linked to development and/or construction of territory
24	2.	Permit		Territorial and/or construction
	Area VI			Cultural Heritage

25	1.	Licence		Expertise and/or professional services linked to cultural heritage
26	3.	Permit		Restoration and/or revival of cultural heritage monuments
27	4.	Licence		Collective management of copyright
	Area VII			Transport
30	3.	Licence		Expertise and/or professional services linked to road transport
			A	Driving school
31	4.	Licence		International maritime transport of vehicles and/or passengers
32	5.	Licence		For port services
33	6.	Licence		For railway services
34	7.	Licence		For airport services
	Area VIII			Industry and other services
35	1.	Licence		Production, storage, transport, use of and/or trade in products and/or materials or other dangerous equipment
			B	Activity related to ionizing radiation sources
	Area IX			Education and Science
36	1.	Licence		Undergraduate education
			C	Religious and/or foreign language undergraduate education
37	2.	Licence		Graduate education
	Area X			Social care and employment
	Area XI			Justice and Law
40	1.	Licence		Notary service
42	3.	Licence		Other expertise and/or professional services with regard to civil and/or penal law
	Area XII			Public finance
43	1.	Licence		Fiscal and/or customs preferential treatment
44	2.	Licence		Expertise and/or professional services linked to public finances
45	3.	Licence		Organisation of games of chance

ANNEX 3

GUIDING CONTENT OF TITLE OF LICENCE AND APPLICATION FOR LICENCE

GUIDING CONTENT OF THE TITLE OF THE LICENCE

(1) No of item	(2) Type of item	(3) Understanding the respective item and manner of completion
1.	NLC emblem	(implied)
2.	Serial number	a) a serial number which uniquely distinguishes the title of the licence. This number is generated by the electronic system. b) this code is generated for both the paper version document of the title given to the subject and the electronic record of this title. This number is independent of the sectors.
3.	Code of licence/permit according to the category	Code of licence according to the areas, categories, sub-categories and specifications (if the latter are encoded) Ex. II.6.A. (1+2+3)
4.	Date of issue of the title by the NLC	Implied
5.	Holder of licence/permit	It is indicated the full name of the subject which is given the licence, number in the respective register based on which this subject is identified and the address of its seat.
6.	Title of the category	To be included the full name of the category
7.	Title of sub-category	To be included the full name of the sub/category (if applicable)
8.	Title of specific licensed activity/activities	a) It is indicated the name of the specific activity if it is coded. b) If the subject has requested to exercise more than one specific activity, all the names of the specific activities requested to be licensed shall be herein indicated. c) If the notes require more than 250 characters, the following remark is written: Concerning the specifications, see the attached document no....."
9.	Title of speciality/specialities	a) it is indicated the title of the speciality b) If the subject has requested to exercise more than one speciality, all the titles of the specialities requested to be licensed shall be herein indicated. c) If the notes require more than 250 characters, the following remark is written: Concerning the specialities, see the attached document no....."

10.	Descriptive title of activity	<p>a) It is indicated the title of the activity in general words and according to the practice of the respective sector in the case of lack of codification under sub/category, specifications and specialities or in case of non-exhaustion of the title of the activity.</p> <p>b) In case it is requested a detailed description of the activity, or analysis, drawings or data, it is indicated a general title of the activity and the note "for detailed description of the activity see the attached document no....."</p>
11.	Place of performance of activity	It is indicated the address where the activity which is licensed shall be performed. The address may be the address of the seat of the subject or a different one.
12.	Any other code, where appropriate	<p>a) It is indicated the code/s or the specific numbers according to the areas/sectors</p> <p>b) If such a code has not been sufficient and there is need for other data, the following note may be written after the code: "Concerning other data, see the attached document no....."</p>
13.	Time period of validity of the licence/permit	<p>According to the respective case It must be indicated:</p> <p>a) duration in years</p> <p>b) date of end of the time limit.</p>
14.	Specific restrictions on activity or use of public good	<p>a) It is written the following phrase: "Licence/permit is exercised according to the restrictions in the legislation in force"</p> <p>b) if there are specific restrictions which are of interest to be written in the first page of the title and such restrictions are not numerous and are simple to be written in a small box in the first page of the title (not more than 250 characters), they shall be written in this box, otherwise, if there are a lot of restrictions which require several lines to be written down, they shall be included in the respective annex with the reference number preceded by the note: "Concerning other data on specific restriction, see the attached document no....."</p>

15.	Obligations in the performance of the activity	<p>a) It is written the following phrase: "Licence/permit is exercised according to the restrictions in the legislation in force"</p> <p>b) if there are specific obligations which are of interest to be written in the first page of the title and such obligations are not numerous and are simple to be written in a small box in the first page of the title (not more than 250 characters), they shall be written in this box otherwise, if there are a lot of obligations which require several lines to be written down, they shall be included in the respective annex with the reference number preceded by the note "Concerning other data on specific obligations, see the attached document no....."</p>
16.	Attachment	<p>a) If the title of the licence has attachments, a short title of each attachment is indicated (if these notes are not more than 250 characters) or it is written: Attachment 1, Attachment 2, Attachment 3....."</p> <p>b) If there are no attachments it is written: "No attachments"</p>
17.	Signature and stamp of NLC	Implied

Note: This information (without the attachments) must be graphically entered a single A4 format letter.

GUIDING CONTENT OF THE APPLICATION FOR LICENCE

(1) No of item	(2) Type of item	(3) Understanding the respective item and manner of completion
FIRST PAGE		
1.	Applicant of the licence	It is indicated the full name of the subject applying for the licence, the number in the register based on which the subject is distinguished and the address of its seat.
2.	Person submitting the application	a) it is indicated the name of the person who submits the application in the name of the applicant and the number of his identification document b) If the person is himself the head of the applying subject, based on the articles of incorporation and/or statute, the capacity of this person is indicated. c) If the person does not have this capacity, but he is authorised by the applying subject, it is given some data of this document and authorisation or the proxy is attached to the application and it is written "see the attached document no....."
3.	Paid fee	a) proof of payment of the administrative fee for the service provided by the NLC It is written the note "NLC fee paid".
4.	Title of the category	To be included the full title of the category applied for
5.	Title of the sub-category	To be included the full name of the required sub-category (if applicable)
6.	Title of specific licensed activity/activities	a) It is indicated the title of the specific activity if it is coded. b) If the subject has requested to exercise more than one specific activity, all the titles of the specific activities shall be herein indicated. c) If the notes require more than 250 characters, the following remark is written: Concerning the specifications applied for, see the attached document no....."
7.	Title of speciality/specialities	a) It is indicated the title of the speciality applied for b) If the subject has requested to exercise more than one speciality, they shall be indicated herein. c) If the notes require more than 250 characters, the following remark is written: Concerning the types of specialities, see the attached document no....."
8.	Code	It is written the code resulting from the classification titles in lines 4-7.

9.	Descriptive title of activity and/or its detailed description.	<p>a) It is indicated the title of the activity in general words and according to the practice of the respective sector in the case of lack of codification under sub-category, specifications and specialities or in case of non-exhaustion of the title of the activity.</p> <p>b) In case it is requested a detailed description of the activity, or analysis, drawings or data, it is indicated a general title of the activity and the note "for detailed description of the activity see the attached document no....."</p>
10.	Place of performance of activity/exercise of the permit	It is indicated the address where the activity which is licensed shall be performed. The address may be the address of the seat of the subject or a different one.
11.	Any other code, where appropriate	<p>a) It is indicated the code or the specific number according to the areas/sectors</p> <p>b) If such a code has not been sufficient and there is need for other data, the following note may be written after the code: "Concerning other data, see the attached document no....."</p>
PAGE TWO		

12.	Proof document submitted	a) it is listed an inventory of all the proof documents submitted by the person who files the application through a short title of each attachment (if the notes do not require more than 500 characters) or it is written: "Attachment 1, Attachment 2, Attachment 3....." a) If there are no attachments it is written: "No attachment"
13.	Other supporting documents	a) it is listed an inventory of all the other proof documents submitted by the person who files the application through a short title of each attachment (if the notes do not require more than 500 characters) or it is written: "Attachment 1, Attachment 2, Attachment 3....." a) If there are no attachments it is written: "No attachment"
14.	General statement in the name of the applicant for the licence I declare under my full responsibility and the responsibility of the subject I represent that: The data declared and the documents submitted are true. I acknowledge and accept the criteria of licensing and the legal restrictions and obligations which I must observe and fulfil during the exercise of this activity.	
15.	Name and signature of declarer	Name and signature
16.	Signature of the employee of the help desk	Name and signature
17.	Number of application	A serial number which uniquely identifies the application and generated by the electronic system.
18.	Date of application	Date of entry of the application into the electronic system.

Note: This information (without the attachments) must be graphically placed in two single A4 format papers.