

Annex 4.1
Claim for Payment
For
Measure 1: Investments in physical assets of
agricultural holdings
IPARD II
2014-2020

ID No. of Application	<i>< No. of the application form by registration ></i>
Grant Contract No.	<i>< No. of the Grant Contract ></i>
Title of the Investment Action	<i>< please give short title of your project, as in Application form and in Grant Contract ></i>

Version 1.0

2018

Note: please select the type of Grant Recipient accordingly.

TYPE OF GRANT RECIPIENT	
NATURAL / PHYSICAL PERSON <input type="checkbox"/>	
(Individual agricultural producer)	
(Registered in the National registration centre and included in the national farm register)	
Name and Surname _____	
Personal ID number _____	
Address _____ Region _____	
District _____ Municipality/Commune _____	
Location of the investment _____	
Mob/Telephone _____ E-mail _____	
Bank name _____	
Bank account LEK _____	
NIPT number _____	
LEGAL ENTITY <input type="checkbox"/>	
(Privately owned commercial company or Association for Cooperation in Agriculture)	
(Registered in the National registration centre and included in the national farm register)	
Company Name _____	
Name of the Owner _____	
Name of Legal Representative (if different from above) _____	
NIPT number _____	
Personal ID number of Owner _____	
Personal ID number of Legal Representative (if different from above) _____	
Address _____ Region _____	
District _____ Municipality/Commune _____	
Location of the investment _____	
Mob/Telephone _____ E-mail _____	
Bank name _____	
Bank account LEK _____	
IBAN _____	

PRIORITY SECTOR

Note: Please marker the priority sector that you have applied.

INVESTMENTS IN PHYSICAL ASSETS OF AGRICULTURAL HOLDINGS Priority Sectors		
1. MILK SECTOR	N/A	YES
2. MEAT SECTOR	N/A	YES
3. FRUITS SECTOR	N/A	YES
4. VEGETABLES SECTOR	N/A	YES
5. VINEYARD SECTOR	N/A	YES

LIST OF GENERAL DOCUMENTS TO BE SUBMITTED:

Note: Please use this list as your own control check for the documents you have to submit. All documents relevant to the Investment Action must either be sent as originals or copies depending on the type of the document. All copies have to be certified by a signature of the Applicant / Legal representative unless notary verification is explicitly required for a specific document and indicated in the table.

All documents marked as “YES” represent compulsory documents and must be submitted. All documents marked with “N/A” and “YES” must be submitted depending on the type of investment, type of Grant Recipient, type of activity or requirement it fulfills.

ALL DOCUMENTS ON FOREIGN LANGUAGE SHOULD BE ACCOMPANIED WITH THE TRANSLATION OF THE OFFICIAL TRANSLATOR.

No.	Type of Document		
1.	Copy of ID card/copy of the passport of the recipient		Yes
2.	Original document from National Business Centre(NBC) proving that the recipient (legal entity) is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the submission of the claim for payment, if the recipient is registered in NCR recipient	N/A	Yes
3	Copy of the certificate of registration in the Tax Authority (for farmers)	N/A	Yes
4	Original certificate proving that the recipient has fulfilled its obligations to payment of taxes for the current year (including but not limited to income tax, personal income tax, withholding tax, social security and, pension and health insurance contributions, VAT, national and local taxes), issued by the corresponding Tax Office(s) for Legal Entities or issued by Municipality/Communes for Natural/ Physical Persons. <i>(The documents should not be issued earlier than 30 days before submission of the claim)</i>		Yes
5	Copy of certificate from National Licensing Centre proving that the beneficiary has license to operate		
6	Original document about land tax issued by Municipality for the current year not issued earlier than 30 days before submission of the claim (if Recipient is the owner of the land)		Yes

No.	Type of Document		
7	- <u>Copy</u> of the document issued by the Real Estate Registry Office for Registration of Immovable Property stating the ownership of the land and/or building(s) for minimum of 10 years counting from the date when the application is submitted, or the duly registration of the lease of land and/or building(s), on which the investments took place, containing indicative map, file and the planimetry (lay out) according to the current national legislation or	N/A	Yes
	- <u>Copy</u> of the ownership confirmation issued by the Office for the Registration of Immovable Property accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land, on which the investments will take place, or	N/A	Yes
8	<u>Rental contract</u> in case the recipient is not owner of the land and/or building(s) including the Copy of the document issued by the Real Estate Registry Office for Registration of Immovable Property stating the <u>ownership of the land and/or building(s) to the person who is renting it (more than 10 years)</u>	N/A	Yes
9	Inventory sheet/print out of the accounting system (for all assets) (balance sheet) by the date of submission of the claim for payment, proving the accounting of the assets (signed and stamped by the economist and recipient)	N/A	Yes
10	Inventory sheet/print out of the accounting system for all assets (balance sheet) for each of the three recent previous consecutive fiscal years for all assets(signed and stamped by the economist and recipient)	N/A	Yes
11	Copy of Book of fixed assets for the previous year - year before signing the contract (signed and stamped by certified accountant)	N/A	Yes
12	Copy of Book of fixed assets for the year when the contract is signed (signed and stamped by the certified accountant)	N/A	Yes
13	Copy of Book of fixed assets by the date of submission of the claim for payment (only if the year of submission of the claim is different from the year of the signing of the contract)	N/A	Yes
14	All original invoices for the incurred expenditures as indicated below under Table of Invoices		Yes
15	Contracts with the suppliers/service providers/construction companies and other third parties defining the assets, models, price in EURO/ Lek with and without VAT		Yes
16	Detailed technical specifications for each of the items supplied under point 12 and 13		Yes
17	Statement from the suppliers/service providers proving that the equipment is not second hand		Yes
18	Payment (Transfer) orders for each of the payments of the invoices(performed in the country)	N/A	Yes
19	Payment (Transfer) orders (Letter of Acreditive) for each International bank payment of the invoice	N/A	Yes
20	Detailed (daily) bank statements which proves payment by the recipient (done in the country)	N/A	Yes
21	Copy of SWIFT originally stamped and signed from the bank (for all international payments)	N/A	Yes

No.	Type of Document		
22	Dispatch/Receipt note (for equipment from domestic suppliers)	N/A	Yes
23	Copy of custom declaration (for all imported goods).	N/A	Yes
24	Consignment note CMR (for imported goods)	N/A	Yes
25	Certificate for origin /EUR 1/ for the imported goods (for the amount more than 100 000 euro)	N/A	Yes
26	Copy of measurement book (only when construction/reconstruction is foreseen)	N/A	Yes
27	Technical approval (usage permit) for the use of the Construction (only when construction/reconstruction is foreseen)	N/A	Yes
28	Certificate from Agriculture University or private institution for committing a training of 50 hours in the relevant sector before final payment	N/A	Yes

LIST OF SPECIFIC DOCUMENTS TO BE SUBMITTED:

Note: all listed documents below must be submitted depending on the type of Investment Action for which the Claim for Payment is submitted. Please select “YES” and submit only the documents which refer to your type of investment. For the rest of the documents which are not required to be submitted please select “N/A”.

No.	Type of Document		
1.	License/Authorization or Concession for water use for investments in on farm irrigation system of fruit/vegetables/ animal watering system issued by Municipality for a minimum period of 10 years.	N/A	Yes
2.	Certificate for registered seeds and seedlings used (for fruit and vegetables) issued by the National Entity of Seeds and Seedlings	N/A	Yes
3	Phytosanitary certificate for seed and seedlings.	N/A	Yes
4	Environmental certificate impact on the achievement of NMS for the entire holding and EUS for the type of the investment issued by the National Environmental Inspectorate attached with the check list.		
5	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the entire enterprise for the following type of investments: <ul style="list-style-type: none"> - in fruits and vegetable plants investment or - wine processing plants investment or - milk collection plant and milk processing plant investment or - slaughter house investment. With check list attached	N/A	Yes
6	Certificate on the achievement of NMS (for the entire agricultural holding) and EUS for type of investment for animal welfare issued by the Veterinary Office accompanied by Checklist for performed control by the veterinary inspectors	N/A	Yes
7	Circulation permit (for tractors)	N/A	Yes
8	Ownership certificate (for tractors)		

9	Copy of registration of animals (RUDA system)	N/A	Yes
11	Copy report issued by certified energy auditor from the Agency for Energy Efficiency part of Ministry for Infrastructure and Energy.		
12	License issued by the National Business Centre (NBC) for all type of investment (for the entire agriculture holding) at the end of investment	N/A	Yes
13	Certificate for proving implementation of the NMS for occupational safety for the investment issued by Labor Inspectorate for all type of the investments.		
14	Declaration issued by the Ministry of Agriculture and Rural Development to prove the cultivated land/ number of animals.	N/A	Yes

Before final payment the agricultural holding of the recipient must have the following minimum size:

Milk sector:

- Minimum 10 cows registered under the animal register
- Minimum 100 sheep and/or goats registered under the animal register.

Meat sector:

- 10 cattle registered under the animal register
- 100 sheep and/or goats registered under the animal register
- 1000 heads of poultry (broilers and laying hens)
- 10 breeding sows

Fruit and open field vegetable sector

- Minimum 0.5 ha of land cultivated with vegetables or minimum 0.5 ha of land cultivated with fruit in one or several blocks.

For protected crops

- Minimum 0.2 ha protected area in a form of glasshouse / greenhouse/ or tunnels

Vineyards

- Minimum of 0.5 ha of vineyards

TABLE OF INVOICES:

Note: Please introduce the list of all invoices submitted as required. Please calculate the total sum requested as total estimated eligible expenditure.

Supplier Name	No. of invoice	Date of the invoice	Type of asset	Quantity	Amount without VAT
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	Total:				

The total amount of the investment action is _____ Lek.

The total estimated eligible expenditure of the investment action (amount w/o VAT) is _____ Lek. Aid intensity of the reimbursed grant is:

60%

65% or

70% and it equals to the total amount of the estimated eligible expenditure of _____ Lek.

Grant Recipient's name

Signature

Date: _____

Stamp