

## **Annex 4.2**

### **Claim for Payment**

**for**

**Measure 3: Investments in physical assets  
concerning processing and marketing of agricultural  
and fishery products**

### **IPARD II**

**for**

**Agro-Food Sector Development in Albania**

**2014-2020**

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

**Version 1.0**

**2018**

**Note: please select the type of Grant Recipient accordingly.**

TYPE OF GRANT RECIPIENT	
<b>LEGAL ENTITY</b> <input type="checkbox"/>	
(Food processing enterprises)	
(Registered at the National Registration Centre and licensed, with no more than 25% of the capital held by public body (ies))	
Company Name _____	
Name of the Owner _____	
Name of Legal Representative (if different from above) _____	
TAX/NIPT number _____	
Personal ID number of Owner(s) _____	
Personal ID number of Legal Representative(s) (if different from above) _____	
Address _____ Region _____	
District _____ Municipality/Commune _____	
Location of the investment _____	
Mob/Telephone _____ E-mail _____	
Bank name _____	
Bank account LEK _____	
IBAN _____	
<b>NATURAL PERSON</b> <input type="checkbox"/>	
(Registered at the National Registration Centre and licensed, with no more than 25% of the capital held by public body(ies))	
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 _____	

## PRIORITY SECTOR

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

INVESTMENTS IN PHYSICAL ASSETS CONCERNING PROCESSING AND MARKETING OF AGRICULTURAL AND FISHERY PRODUCTS		
Priority Sectors		
1. MILK AND DIARY SECTOR	N/A	YES
2. MEAT PROCESSING SECTOR	N/A	YES
3. FRUITS AND VEGETABLE PROCESSING SECTOR	N/A	YES
4. WINE 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 Recipient / 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 NCR /court 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	Yes
3.	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 health insurance contributions, pension and health, VAT, national and local taxes), issued by the corresponding Tax Office(s) for Legal Entities or issued by Municipality/Communes for Natural/ Physical Persons. (The documents should not be issued earlier than 30 days before submission of the claim)	Yes
4.	<u>Copy of certificate from National Licensing Centre proving that the beneficiary has license to operate</u>	Yes

No.	Type of Document		
5.	- <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
6.	Rental contract 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 ownership of the land and/or building(s) to the person who is renting it (more than 10 years)	N/A	Yes
7.	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 signed and stamped by the economist and the recipient)	N/A	Yes
8.	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 the recipient)	N/A	Yes
9.	Copy of Book of fixed assets for the previous year (the year before signing the contract), signed and stamped by certified accountant	N/A	Yes
10.	Copy of Book of fixed assets for the year when the contract is signed (signed and stamped by the certified accountant)	N/A	Yes
11.	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
12.	All original invoices for the incurred expenditures as indicated below under Table of Invoices		Yes
13.	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
14.	Detailed technical specifications for each of the items supplied under point 11 and 12		Yes
15.	Statement from the suppliers/service providers proving that the equipment is not second hand		Yes
16.	Payment (Transfer) orders for each of the payments of the invoices (performed in the country)	N/A	Yes
17.	Payment (Transfer) orders (Letter of Acriditive) for each International bank payment of the invoice	N/A	Yes
18.	Detailed (daily) bank statements which proves payment by the recipient (done in the country)	N/A	Yes
19.	Copy of SWIFT originally stamped and signed from the bank (for all international payments)	N/A	Yes
20.	Dispatch/Receipt note (for equipment from domestic suppliers)	N/A	Yes
21.	Copy of custom declaration for all imported goods	N/A	Yes

No.	Type of Document		
22.	Consignment note CMR (for imported goods)	N/A	Yes
23.	Certificate for origin /EUR 1/ for the imported goods (for the amount more than 100 000 euro)	N/A	Yes
24.	Copy of measurement book (only when construction/reconstruction is foreseen)	N/A	Yes
25.	Technical approval (usage permit) for the use of the Construction (only when construction/reconstruction is foreseen)	N/A	Yes

#### LIST OF SPECIFIC DOCUMENTS TO BE SUBMITTED:

**Note:** all listed documents below must be submitted depending on the type of investment 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.	Original License issued by the National Business Centre (NBC) for all type of investment (for the entire enterprise)	N/A	Yes
2	Environmental Certificate on the achievement of NMS (for the entire enterprise) and EUS for type of investment issued by the National Environmental Inspectorate	N/A	Yes
3	Certificate for registered seeds and seedlings used (for fruit and vegetables) issued by the National Entity of Seeds and Seedlings	N/A	Yes
4	Phytosanitary certificate for seed and seedlings.	N/A	Yes
5	<p><b>Copy of registration of animals (RUDA system) for the following investments:</b></p> <ul style="list-style-type: none"> <li>- milk collection plant and milk processing plant or</li> <li>- slaughter house</li> </ul>	N/A	Yes
6	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) and the EUS for occupational safety for the investment for all type of investment issued by Labor Inspectorate Attached with the checklist.	N/A	Yes
7	<p><b>Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the entire enterprise and achievement of EU minimum standards for investments in:</b></p> <ul style="list-style-type: none"> <li>- fruits and vegetable plants or</li> <li>- wine processing plants or</li> <li>- milk collection plant and milk processing plant or</li> <li>- slaughter house.</li> </ul> <p>Whit check list attached</p>	N/A	Yes

8	<p><b>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 for the following investments:</b></p> <ul style="list-style-type: none"> <li>- milk collection plant and milk processing plant or</li> <li>- slaughter house</li> </ul> <p>With check list attached.</p>	N/A	Yes
9	Copy report issued by certified energy auditor from the Agency for Energy Efficiency part of Ministry for Infrastructure and Energy	N/A	Yes

**Before final payment the recipient must have the following minimum capacity:**

**Milk processing:**

- Milk processing capacity of 1500 liters per day/750 liters in mountain areas.

**Slaughtering**

- Bovines slaughtering: minimum 10 heads per day; or
- Small ruminants slaughtering: minimum 40 heads per day; or
- Pigs slaughtering: minimum 15 heads per day; or
- Poultry slaughtering: minimum 5000 birds per day.

**Wine processing**

- Wine processing capacity: 200 hectoliters per year.

**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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