

**Annex 4.3: Claim for Payment**  
**for**  
**Measure 7: FARM DIVERSIFICATION AND BUSINESS DEVELOPMENT**  
**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 in Grant Contract &gt;</i>

Version 1.0

2018

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

TYPE OF GRANT RECIPIENT	
<b>NATURAL / PHYSICAL PERSON</b> <input type="checkbox"/>	
(Individual agricultural producer)	
(Registered in the National registration centre and /or farmers with NIPT of farmers)	
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	_____
<b>LEGAL ENTITY</b> <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	_____
<b>PRIVATE ENTERPRISES</b> <input type="checkbox"/>	
<b>NATURAL / PHYSICAL PERSON</b> <input type="checkbox"/>	
Individual agricultural producer	

(Registered in the National trade register)  
(No more than 25% of the capital of the recipient should be held by a public body or bodies)  
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**

(Registered in the National trade register)  
(No more than 25% of the capital of the recipient should be held by a public body or bodies)  
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.**

<b>FARM DIVERSIFICATION AND BUSINESS DEVELOPMENT</b>		
<b>Priority Sectors</b>		
1. Production of MAPs, mushrooms, honey, ornamental plants and snails	N/A	YES
1) 2. On-farm processing and direct marketing of agricultural products (milk, meat, fruits and vegetables, olive, wine, etc.)	N/A	YES
1) 3. Processing and marketing of wild or cultivated MAPs, mushrooms and honey	N/A	YES
4. Aquaculture	N/A	YES
5. Nature and rural tourism	N/A	YES
6. Services for rural business and population	N/A	YES
7. Handcrafts and manufacturing industry	N/A	YES
1) 8. Renewable energy production	N/A	YES

**Note: All documents on foreign language should be accompanied with the translation of the official translator.**

**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.**

<b>No.</b>	<b>Type of Document</b>		
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	N/A	Yes

No.	Type of Document		
	payment, if the recipient is registered in NBC		
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, with holding 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 for Natural/ Physical Persons. <i>(The documents should not be issued earlier than 30 days before submission of the claim)</i>		Yes
5	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
6	- 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) 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 - Copy 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
		N/A	Yes
		N/A	Yes
7	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
8	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 the recipient)	N/A	Yes
9	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
10	Copy of Book of fixed assets for the previous year - year before signing the contract (signed and stamped by certified accountant)	N/A	Yes
11	Copy of Book of fixed assets for the year when the contract is signed (signed and stamped by the certified accountant)	N/A	Yes
12	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
13	All original invoices for the incurred expenditures as indicated below under Table of Invoices		Yes
14	Contracts with the suppliers/service providers/construction companies and other third parties defining the assets, models, price in EURO/ Lek with and without		Yes

No.	Type of Document		
	VAT		
15	Detailed technical specifications for each of the items supplied under point 12 and 13		Yes
16	Statement from the suppliers/service providers proving that the equipment is not second hand		Yes
17	Payment (Transfer) orders for each of the payments of the invoices (performed in the country)	N/A	Yes
18	Payment (Transfer) orders (Letter of Acrelative) for each International of bank payment of the invoice	N/A	Yes
19	Detailed (daily) bank statements which proves payment by the recipient (done in the country)	N/A	Yes
20	Copy of SWIFT originally stamped and signed from the bank (for all international payments)	N/A	Yes
21	Dispatch/Receipt note (for equipment from domestic suppliers)	N/A	Yes
22.	Copy of custom declaration (for all imported goods).	N/A	Yes
23	Consignment note CMR (for imported goods)	N/A	Yes
24	Certificate for origin /EUR 1/ for the imported goods (for the amount more than 100 000 euro)	N/A	Yes
25	Copy of measurement book (only when construction/reconstruction is foreseen)	N/A	Yes
26	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 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		
	<b>For investments in production of MAPs, mushrooms, honey, ornamental plants and snails.</b>		
1	Certificate for registered seeds and seedlings used (for fruit and vegetables) issued by the Seeds and Seedlings National Authority	N/A	Yes
2	Phytosanitary certificate for seed and seedlings.	N/A	Yes
3	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
4	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate	N/A	Yes
5	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment attached with the check list.	N/A	Yes
6	Certificate for animal welfare for achieving NMS of investment issued by the Veterinary Office	N/A	Yes
7	Original License issued by the National Business Centre (NBC)	N/A	Yes
	<b>For investments in processing and marketing of MAPs,</b>		

	<b>mushrooms, honey.</b>		
8	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
9	Original License issued by the National Business Centre (NBC)	N/A	Yes
10	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment attached with the check list.	N/A	Yes
11	Certificate for animal welfare for achieving NMS of investment issued by the Veterinary Office	N/A	Yes
12	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate		
	<b>On farm processing and direct marketing of agricultural products</b>		
13	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment with check lists.	N/A	Yes
14	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
15	Original License issued by the National Business Centre (NBC)	N/A	Yes
16	Certificate for animal welfare for achieving NMS of investment issued by the Veterinary Office	N/A	Yes
17	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate		
	<b>For investments in renewable energy</b>		
18	Authorization by the Ministry of Energy and Industry for investments in energy production	N/A	Yes
19	Copy of the acceptance protocol based on actual data measurements of plant capacity for production of electricity issued by Ministry of Energy.	N/A	Yes
20	Original License issued by the National Business Centre (NBC)	N/A	Yes
21	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate		
22	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list		
	<b>For investments in aquaculture</b>		
		N/A	Yes
23	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
24	Copy of contract for aquaculture activity with the ministry of Agriculture and Development	N/A	Yes
25	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
26	Original License issued by the National Business Centre (NBC)	N/A	Yes
27	Certificate for animal welfare for achieving NMS of investment issued by the Veterinary Office	N/A	Yes
28	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment with the check lists	N/A	Yes
29	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate	N/A	Yes
	<b>For investments in rural tourism</b>		
30	Classification Certificate issued by Ministry of Tourism regarding the type of accommodation in Rural Tourism	N/A	Yes
31	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes

32	Original License issued by the National Business Centre (NBC)	N/A	Yes
33	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate	N/A	Yes
34	Final confirmation issued by the Institute of Monument and Culture stating the accommodation structure is in traditional style.	N/A	Yes
35	<b>Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment with the check lists in case food is prepared and served in this facilities)</b>	N/A	Yes
	<b>For investments in services for rural business and population (in child care, care of elderly or disabled people, adult education and training centers in rural areas. )</b>		
36	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
37	Original License issued by the National Business Centre (NBC)	N/A	Yes
38	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the investment with the check lists	N/A	Yes
39	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate		
	<b>For investments for handcrafts and manufacturing industry.</b>		
40	License/ Authorization for environmental impact of investment issued by the Environmental Inspectorate and the check list	N/A	Yes
41	Original license issued by the NBC (National Business Center)	N/A	Yes
42	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) issued by Labor Inspectorate	N/A	Yes
43	<b>Circulation permit (for tractors)</b>	<b>N/A</b>	<b>Yes</b>
44	<b>Ownership certificate (for tractors)</b>	<b>N/A</b>	<b>Yes</b>
1.		N/A	Yes
2.		N/A	Yes
3.		N/A	Yes
4.		N/A	Yes
5.	.	N/A	Yes
5.		N/A	Yes
7.			
8			
9.	<b>Authority.</b>	N/A	Yes
10.		N/A	Yes
11.		N/A	Yes
12.		N/A	Yes
13.		N/A	Yes
14.		N/A	Yes
15.		N/A	Yes
16.		N/A	Yes
17.		N/A	Yes
18.		N/A	Yes

**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
	<b>Total:</b>				

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:

65% and it equals to the total amount of the estimated eligible expenditure of \_\_\_\_\_ Lek.

\_\_\_\_\_  
Grant Recipient's name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Stamp