

# Annex 1.1. Application Form

## Measure 1: Investments in Physical assets of Agricultural Holdings

### IPARD Programme 2014 - 2020

<b>Name of the applicant</b>	<i>&lt; Name and surname of the applicant, if natural person Full name by registration, if legal entity &gt;</i>
<b>Title of the Investment Action</b>	<i>&lt;please give short title of your project, example: 'Investment in _____ '&gt;</i>

<b>TO BE FILLED IN BY OFFICIALS ONLY</b>	
<b>PROTOCOL NO.</b>	
<b>ID NO. OF APPLICATION</b>	

## PART 1- The Applicant

*Instructions: Please fill in this form regarding all information requested. Please make sure that you provide all necessary personal information as accurate as possible in order to facilitate the process of administrative compliance of your application form. Please do not forget to sign and date this application form at the end.*

### 1.1 Name and contacts

Name of the applicant	< Name and surname of the applicant, if natural person, or full name by registration, if legal entity >	
ID/Passport Number of the applicant		
Official address:	<Village/town, region>	
Correspondence address:	<Village/town, region>	
Telephone number:	<fixed and mobile: area code + number>	
Fax number:	< area code + number>	
E-mail of the applicant:		
Legal representative: (for legal entities only)		
ID/Passport Number of the legal representative: (for legal entities only)		
Correspondence address and contacts of the legal representative	<Village/town, region>	
	Tel:	e-mail

### 1.2 Legal status

Legal status of the applicants	Physical person registered in NBC and Individual Farmer registered with Farmer's NIPT <input type="checkbox"/>	
	Agricultural Cooperation Societies	
	Legal Entity <input type="checkbox"/>	<specify legal form, ex. LTD, JSC, etc.>
		Share of private property in the capital _____%
		Share of public property _____%
No. Of employees _____ <in words.....>		
NBC registration	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	NBC number	
	Date of registration	
Tax number	< tax number >	

### 1.3 Bank details

Name of the bank	
Address of the bank	
SWIFT/bank code	

IBAN/ account number	
----------------------	--

#### 1.4 Specialisation and experience record

Main area of activity of the applicant	< please describe >	
Years of experience in agriculture of the applicant	<number of years>	
Does the the recipient, if natural person, or in case of legal entity, the	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	<i>&lt;please provide the appropriate type of document as proof under point 13 to 15 under Section 3 of the Application Form; if not then fill in and submit the declaration for the hours of training&gt;</i>
--	--

### 1.5 Previous grants under IPARD Programme, National or other donor funded schemes

Investment subsidies/grants received by the applicant in the last 5 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of the support, if such received in the previous 5 years	National Agency /Donor	<Specify>
	Name of the support scheme	
	Year	
	Amount of grant	
	<Short description of the support>	

## PART 2 - Description of the Investment Action

### 2.1 General Information about the Investment Action

Title:		<i>&lt;please give short title of your Investment Action, example: 'Investment in milk production mprovement of 'Zeta' LTD Farm'&gt;</i>	
Sector:		<i>&lt;please enter the sector and type of the Investment Action as stated in the Guideline for Applicants under each sector&gt;</i>	
Short Description:		<i>&lt;please give short description of the investment and product outputs for which the Application for is submitted as extract from the Narrative of Business Plan&gt;</i>	
Location(s):		<i>&lt;specify region(s), village/ town(s) that will benefit from the Investment Action&gt;</i>	
Implementation period.		<i>&lt;...&gt; months</i>	
Ranking criteria	The investment is carried out in a mountain areas listed in Annex 7 from Guideline for Applicants	10points	<input type="checkbox"/> Yes

	Investments concern manure storage, treatment, and/ or handling	15points	<input type="checkbox"/> Yes
	Investments in renewable energy production	15points	<input type="checkbox"/> Yes
	Applicant agricultural holding is certified for organic production to the national law on organic farming	15points	<input type="checkbox"/> Yes
	The applicant is an agricultural cooperation society established by Law No. 38 of 05.04.2012	15points	<input type="checkbox"/> Yes
	The applicant is young farmer (up to 40 years old at the time when decision to grant support is taken)	15points	<input type="checkbox"/> Yes
	..... Date of birth of the farmer ____/____/19__		
	The applicant is a women	15points	<input type="checkbox"/> Yes
Total points:		.....points.	
Total amount of the investment:		< _____>EUR < _____ ALL> (enter amount from Table 4 of Narrative Part 1 of Business plan)	
Total amount of estimated eligible expenditures:		< _____>EUR < _____ ALL> (enter amount from Business plan)	
Aid Intensity:		60% <input type="checkbox"/> 65% <input type="checkbox"/> 70% <input type="checkbox"/>	
		<% of total eligible expenditure as aid intensity>	
Total amount of Public expenditures - Grant Amount		< _____> EUR< _____> ALL (enter amount according to the Business plantable of eligible costs and selected offers)	

## 2.2 Project compliance with general measure objectives:

Please tag in this table by determining the project compliance with the applicable general measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№	Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:	Compliance
		(mark with X *)
	<b>General Objectives</b>	
1.	Support progressive alignment to Union rules, standards, policies and practices with a view to Union membership;	

2.	Support economic, social and territorial development, with a view to a smart, sustainable and inclusive a growth, through the development of physical capital.	
3.	Address the challenges of climate change by promoting resource efficiency and renewable energy.	

### 2.3 Project compliance with specific measure objectives:

Please tag in this table by determining the project compliance with the applicable specific measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№	Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:	Compliance
		(mark with X *)
	<b>Specific Objectives</b>	
1.	<ul style="list-style-type: none"> <li>Improve the overall performance of agricultural holdings in the production of primary agricultural products;</li> </ul>	
2.	<ul style="list-style-type: none"> <li>Be consistent with EU Standards as regards environmental protection and animal welfare;</li> </ul>	
3.	<ul style="list-style-type: none"> <li>Encourage investments in physical assets in milk, meat, fruits, vegetables and grape agricultural sectors with the aim to:</li> </ul>	
3.1	<ul style="list-style-type: none"> <li>Improve raw milk and meat hygiene and quality conditions on the farm through modernisation of production, storage and transportation technologies and practices;</li> </ul>	
3.2	<ul style="list-style-type: none"> <li>Improve animal health and welfare through investments in animal housing and handling facilities;</li> </ul>	
3.3	<ul style="list-style-type: none"> <li>Support introduction of environmentally friendly and climate relevant manure handling, storage and treatment facilities;</li> </ul>	
3.4	<ul style="list-style-type: none"> <li>Improve production technique and technology, and also certified seedlings production to enable farmers to produce fruit, vegetables and grape of a quality that can compete in the rapidly changing Albanian marketplace and to comply with EU standards, in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels;</li> </ul>	
3.5	<ul style="list-style-type: none"> <li>Reduce postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines.</li> </ul>	

Expenditure code	Categories of eligible expenditures		
<b>1-1</b>	<b>MILK SECTOR (COWS, SHEEP AND GOATS)</b>		
<b>1-1.1</b>	<b>Construction and/or reconstruction of facilities and premises for:</b>		
	• Accommodation of dairy cows, goats, and sheep, including areas for milking (milking parlours), insemination, for keeping calves and heifers;	YES	N/A
	• Storage for machinery and equipment, animal products, and litter;	YES	N/A
	• Installation of ventilation, air conditioning, heating (including systems itself and accompanying energy facilities), drainage, and supply of water (including wells), gas, and electricity, including power generators;	YES	N/A
	• Animal feed storage (including awnings) on the farm, with associated equipment;	YES	N/A
	• Collecting, storage (including awnings), treatment and disposal of manure and other sewage (waste water and effluent runoff), including installation of equipment	YES	N/A
	• Disinfecting barriers.	YES	N/A
<b>1-1.2</b>	<b>Equipment, machinery and devices for:</b>		
	• Milking (mobile and stationary), cooling and storage of milk at the farm (including all materials and installation, specialised software for milk registry);	YES	N/A
	• Raw milk transportation with specialized cooling tanks with appropriate equipment (including measuring instruments and devices for sampling);	YES	N/A
	• Transportation and handling of manure (including processing and packaging);	YES	N/A
	• Stalls;	YES	N/A
	• Forage preparation, feeding and watering of animals;	YES	N/A
	• Calving and accommodating of calves (boxes);	YES	N/A
	• Preparation and transport of litter;	YES	N/A
	• Animal scales, loading/unloading ramps, holding pens and for directing and restraining of animals;	YES	N/A
	• Hooves treatment;	YES	N/A
	• Sprinkling animals with water and self-cleaning;	YES	N/A
	• Cleaning and disinfection of facilities and devices to prevent disease spreading, and controlling of disease;	YES	N/A
	• Equipment for safe disposal of carcasses;	YES	N/A
	• Physical, chemical and biological treatment of waste water and effluent runoff;	YES	N/A
	• Air pollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators).	YES	N/A
<b>1-2</b>	<b>MEAT SECTOR (BEEF, SHEEP, GOATS, PIGS)</b>		

<b>1-2.1</b>	<b>Construction and/or reconstruction of facilities and premises for:</b>	
• Accommodation of livestock, sheep, goats, and pigs, including insemination and waiting areas, farrowing pens, nurseries, feedlots, breeding areas, and areas for keeping offspring;	YES	N/A
• Storing machinery and equipment, animal products, and litter;	YES	N/A
• Installation of ventilation, air conditioning, heating (including systems itself and accompanying energy facilities), drainage, and supply of water (including wells), gas, and electricity (including use of power generators);	YES	N/A
• Animal feed storage (including awnings) on the farm, with associating equipment;	YES	N/A
• Collecting, storage (including awnings), treatment and disposal of manure and other sewage (waste water and effluent runoff), including installation of equipment;	YES	N/A
• Disinfecting barriers.	YES	N/A
<b>1-2.2</b>	<b>Equipment, machineries and devices for:</b>	
• Transportation and handling of manure (including processing and packaging);	YES	N/A
• Stalls;	YES	N/A
• Forage preparation, feeding and watering of animals;	YES	N/A
• Preparation and transport of litter;	YES	N/A
• Animal scales, loading/unloading ramps, holding pens (corrals) for directing and restraining of cattle;	YES	N/A
• Hooves treatment;	YES	N/A
• Sprinkling animals with water and self-cleaning;	YES	N/A
• Cleaning and disinfection of facilities and devices to prevent disease spreading, and controlling of disease;	YES	N/A
• Equipment for safe disposal of carcasses;	YES	N/A
• Physical, chemical and biological treatment of waste water and effluent runoff;	YES	N/A
• Air pollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators).	YES	N/A
<b>1-3</b>	<b>MEAT SECTOR (POULTRY)</b>	
<b>1-3.1</b>	<b>Construction and/or reconstruction of facilities and premises for:</b>	



	<ul style="list-style-type: none"> <li>Facilities (including installation of equipment) for collecting, processing, packaging, storage, and disposal of manure and waste.</li> </ul>	YES	N/A
<b>1-3.2</b>	<b>Equipment, machineries and devices for:</b>		
	<ul style="list-style-type: none"> <li>Transportation and handling of manure (including processing and packaging).</li> </ul>	YES	N/A

<b>1-4</b>	<b>FRUITS AND VEGETABLES SECTOR</b>		
<b>1-4.1</b>	<b>Construction and/or reconstruction of:</b>		
	<ul style="list-style-type: none"> <li>Greenhouses (facilities covered with glass and/ or plastic tunnels with lifespan of at least 5 years for production of vegetables, fruits and nursery products), including premises for installation of ventilation, air-conditioning and heating, alarm systems with power generators, water tanks and facilities for irrigation systems (including for hydroponic production), and germination rooms;</li> </ul>	YES	N/A
	<ul style="list-style-type: none"> <li>Storage facilities and premises (including ULO cold storages) of fruits, vegetables, and nursery products;</li> </ul>		
	<ul style="list-style-type: none"> <li>Facilities and premises for sorting, drying, packaging, and labelling, including water supply, gas, electricity (including alarm systems with generator engines) and sewage system;</li> </ul>		
	<ul style="list-style-type: none"> <li>Facilities for on-farm irrigation, including micro-storage reservoirs, drilling of wells, regulation of water intake using ground water (extraction from water springs, wells) and surface water (from rivers, lakes and reservoirs);</li> </ul>		
	<ul style="list-style-type: none"> <li>Anti-hail protection systems;</li> </ul>		
	<ul style="list-style-type: none"> <li>Works provided by a third party for soil preparation for and planting of perennial plants, with the exception of soil fertilizers;</li> </ul>		
	<ul style="list-style-type: none"> <li>Creation of new and restructuring of existing orchards, including cost of certified propagation material, planting, installation of trellis and other services carried out by a third party, with the exception of soils fertilizers.</li> </ul>		
	<b>1-4.2 Open area – equipment, machines and devices for:</b>		
	<ul style="list-style-type: none"> <li>Irrigation, including pumps, piping, valves, sprinklers, dispensers, drippers, and filtration systems, including specialized software;</li> </ul>	YES	N/A
	<ul style="list-style-type: none"> <li>Fertilizing with water-soluble fertilizers (fertigation), droppers, roll pipe devices;</li> </ul>	YES	N/A
	<ul style="list-style-type: none"> <li>Soil and substrate preparation;</li> </ul>	YES	N/A
	<ul style="list-style-type: none"> <li>Pruning.</li> </ul>	YES	N/A
<b>1-4.3</b>	<b>Protected area - equipment, machines and devices for:</b>		
	<ul style="list-style-type: none"> <li>Irrigation, including pumps, piping, valves, sprinklers, dispensers, drippers, and filtration systems;</li> </ul>	YES	N/A
	<ul style="list-style-type: none"> <li>Fertilizing with water-soluble fertilizers (fertigation), droppers, roll pipe devices;</li> </ul>		

		YES	N/A
	• Additional lighting and shading;	YES	N/A
	• Soil and substrate preparation;	YES	N/A
	• Sowing and planting of perennial plants, and soil mulching;	YES	N/A
	• Plant protection and of soil and substrate sterilization;	YES	N/A
	• Air pollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators).	YES	N/A
<b>1-4.4</b>	<b>Post-harvest - equipment, machines and devices for:</b>		
	• Transporting and loading;	YES	N/A
	• Sorting, cleaning and washing, drying and freeze drying (lyophilization), calibration,	YES	N/A
	• Storing, packaging and labelling;	YES	N/A
	• Crunching, trimming, cutting, slicing and grating operations;	YES	N/A
	• Anti-frost protection.	YES	N/A

<b>1-5</b>	<b>SECTOR OF GRAPES</b>		
<b>1-5.1</b>	<b>Construction and/or reconstruction of:</b>		
	• Creation of new and restructuring of existing vineyards, including costs of certified propagation material, planting, installation of trellis, wells, preparation of soil, and other works <sup>1</sup> carried out by a third party, with the exception of soil fertilizing;	YES	N/A
	• Facilities and premises for agricultural machinery and equipment, storage products, pesticides and chemical fertilizers;	YES	N/A
	• Anti-hail protection systems;	YES	N/A
	• Panels for permanent warehousing, storage or temporary spaces, areas for cleaning, sorting and packing.	YES	N/A

<sup>1</sup> Planting material must be of fruit variety in accordance to the List of the approved and recognized fruit varieties and/or List of domestic and foreign vine of table grape varieties and in compliance with Annex I of Council Directive 2008/90/EC or in accordance with the National Variety List according to Law on seed and propagating material and Law on wine or EU Common catalogue of varieties of vine and of varieties of vine-rootstocks. Grape varieties should belong to *Vitis vinifera* or come from a cross between the species *Vitis vinifera* and other species of the genus *Vitis*. The varieties Noah, Othello, Isabelle, Jacques, Clinton and Herbemont are not eligible. The normal renewal of vineyards which have come to the end of their natural life (i.e. replanting of the same parcel of land with the same variety according to the same system of vine cultivation) shall not be supported.

<b>1-5.2</b>	<b>Equipment, machines and devices for:</b>		
	• Cultivation of vineyards, planting, compost treatment, applying plant protection, fertilization, and harvesting;	YES	N/A
	• On-farm watering systems (including drip-irrigation and water sprinkling systems);	YES	N/A
	• IT equipment, including programmes (software);	YES	N/A
	• Post-harvest treatment, including selection, washing, cleaning, sorting, cutting, drying, packing and labelling, pre-cooling, cooling and refrigeration;	YES	N/A
	• Transport equipment for use within the facility: mobile forks, containers, cranes, fork lifters, carts or other transport equipment.	YES	N/A

<b>1-6</b>	<b>COMMON TO ALL SECTORS</b>		
<b>1-6.1</b>	<b>Construction and/or reconstruction of:</b>		
	• Facilities and technologies for renewable energy generation for on farm use (solar panels, wind turbines, biomass power plants), including connection from plant to the distribution grid and from plant to the facility;	YES	N/A
	• Internal road network and parking places within a farm holding (not eligible for poultry sector);	YES	N/A
	• Administrative building with associated facilities (rest areas for workers, changing rooms and sanitary facilities, storage for cleaning, washing and disinfection products) (not eligible for poultry sector);	YES	N/A
	• Fences around plantations and farms, including electric fences for pastures and grassland (excluding stonewalls and wrought iron fences) (not eligible for poultry sector).	YES	N/A
<b>1-6.2</b>	<b>Equipment, machines and devices for:</b>		
	• Tillage, fertilizing, sowing, planting, plant protection, harvesting, transport and manipulation (including forklifts), mowing, fruit picking (not eligible for poultry sector);	YES	N/A
	• Tractors up to 100kW (for more details see Table 1) (not eligible for poultry sector).	YES	N/A
	• IT (hardware) and specialized software for farm management (not eligible for poultry sector)	YES	N/A
<b>1-6.3</b>	<b>Other general expenditures for:</b>		
	• Preparing the project and technical documentation, such as fees for architects, engineers and other consultants' fees;	YES	N/A
	• Elaboration of environmental impact assessment studies;	YES	N/A
	• Preparing documentation for the IPARD call for application and payment claim process (consulting services for IPARD applications);	YES	N/A
	• Feasibility studies and other studies related to the project / Business Plans, acquisition of patent right and licenses.	YES	N/A

**PART 3 - List of Supporting Documents Attached**

Instructions: Please complete the tables 3.1 to 3.3 below indicating supporting documents, which are to be attached to the application. Tick 'Yes', if the document is attached; and tick 'N/A' if the requested documents is not applicable for the status/ type of the applicant and/or the investment. Attach all supporting documents of tables 3.1 to 3.3 in a separate folder. In the upper right corner of the first page of the document place the reference number (1,2,3 etc.) and order the documents by reference number.

**IMPORTANT NOTES:**

**Please follow carefully the instructions regarding the type of the documents to be submitted as indicated in point 5.1 of the Guideline for Applicants – originals or copies.**

**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 original documents should be available on site and will be checked during on-the-spot controls prior contracting.**

**3.1 Documents related to the eligibility of the applicant**

No	Type of Document	Yes	N/A
<b>Documents related to the legal status and financial standing of the applicant</b>			
1	<u>Copy</u> of the ID/Passport of the applicant/legal representative	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Copy</u> of the certificate of registration in the National Business Centre (NBC)	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Copy</u> of the certificate of registration in the Tax Authority (for farmers)	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Copy</u> of the licence certificate from the National Business Centre (NBC), <i>if required by the legal status and existing business</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Original</u> document -inventory book for all fixed assets, possessed by the applicant, including date of acquisition, balance (initial) value, current value and predicted period of exploitation. Inventory book should refer to the month before application form has been submitted	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Copy</u> of the income statements (profit and loss statement) for the past two years, <i>if required by the legal status, or for company being established in the application year, a copy of the trial income statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	<u>Original</u> document issued by the National Bank of Albania - Credit Register stating that the applicant and legal representative (in case of legal entity) has no bad debt (stages 1 or 2).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents related to grounds for exclusion in Annex 6 of the Guideline for Applicants</b>			
8	<u>Original</u> document - confirmation by the Ministry of Justice that the Applicant, <i>if physical person &lt;or the Owner/Legal representative (if applicant is legal entity)&gt;has not been convicted</i> , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
9	<u>Original</u> document - confirmation by the Prosecutors Office that the Applicant <i>(if natural person) or the Owner/Legal representative (if applicant is legal entity) has not been under investigation</i> , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
10	<u>Original</u> document from NBC proving that the legal entity is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
11	<u>Original</u> certificate proving that the applicant has fulfilled its tax payment obligations (social, pension and health), issued not earlier than 30 days before the application by Tax Office	<input type="checkbox"/>	<input type="checkbox"/>

No	Type of Document	Yes	N/A
12	Original document about payment of land tax issued by Municipality not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents proving education or professional experience in agriculture</b>			
13	Copy of formal agricultural education certificate of the recipient, if natural person, or in case of legal entity, the legal representative or employee at management level, must have university degree or vocational qualification diploma in the agriculture related field (agricultural or veterinary sciences, agricultural economies) or at least 3 years of work experience in agriculture, or	<input type="checkbox"/>	<input type="checkbox"/>
14	Copy of professional service records of the recipient, if natural person, or in case of legal entity, the legal representative or employee at management level of working experience for at least 3 years in the respective agriculture field of the investment, issue by public insurance institute, or	<input type="checkbox"/>	<input type="checkbox"/>
15	For physical person: Original declaration issued by Regional Directorate for Agriculture confirming at least 3 years of work experience in agriculture in the respective agriculture field of the investment action if not	<input type="checkbox"/>	<input type="checkbox"/>
16	Copy of declaration issued by applicant, If applicant fails to meet the above skills and competences shall commit following a training course with a minimum duration of at least 50 teaching hours in the relevant sector before applying for final payment.		
<b>Other requirements related to the eligibility or ranking</b>			
17	Copy of certificate proving that the applicant is certified for bio production or in process of conversion according to Albanian law	<input type="checkbox"/>	<input type="checkbox"/>

### 3.2 Documents related to the eligibility of investments

No.	Type of Document	Yes	N/A
<b>For investments above 50 000 EUR, related to introduction of automated systems<sup>2</sup></b>			
18	Copy of the technical and / or technological project with a scheme and description of the manufacturing process, justifying the activities and costs that are eligible, as well as showing the capacity of production.	<input type="checkbox"/>	<input type="checkbox"/>
<b>For investments in equipment and / or machinery</b>			
19	Copy of the ownership certificate 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 and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
20	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 and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
21	Copy of rental contract with a minimum duration at least 10 years after the date of application, with notary verification (verification n/a for state rentals) and	<input type="checkbox"/>	<input type="checkbox"/>
22	Copy of ownership Certificate issued by for the Registration of Immovable Property accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and building(s) to the person who is renting it.	<input type="checkbox"/>	<input type="checkbox"/>
<b>For investments in construction/reconstruction and planting/replanting activities</b>			
23	Copy of the ownership certificate 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 and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
24	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 and	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup>automated systems are greenhouse construction, cooling/storage facilities investments, waste treatment etc... List is not exhaustive.

No.	Type of Document	Yes	N/A
	building(s), on which the investments will take place, <b>or</b>		
25	Copy of rental contract with a minimum duration at least 10years after the date of application, <b>with notary verification (verification n/a for state rentals) and</b>	<input type="checkbox"/>	<input type="checkbox"/>
26	Copy of ownership Certificate issued by for the Registration of Immovable Property accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and buildings to the person who is renting it.	<input type="checkbox"/>	<input type="checkbox"/>
27	<u>Copy of Registration of animals (RUDA System)</u>		
28	Copy of the construction permit/special development permit, if required by legislation	<input type="checkbox"/>	<input type="checkbox"/>
29	Copy of the architectural design /technical design of the investment, if required by legislation *Architectural plan of the existing/ planned construction and the technological design should be submitted with the application in all cases when there is an investment to be installed/ used in the building and there is a technological process (for instance a processing line ) inside those buildings	<input type="checkbox"/>	<input type="checkbox"/>
30	Copy of environmental permit	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional requirements regarding achievement of NMS and EU Standards</b>			
31	Copy of the declaration issued by National Environmental Agency confirming that the recipient as holding will attain national minimum standards for environmental protection and the investment will attain EU standards no later than before final payment.and	<input type="checkbox"/>	<input type="checkbox"/>
32	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
33	Copy of environment declaration (fo rprojects which are part of annex I of environment impact assessment law)		
34	Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire holding will attain national minimum standards for public health no later than before final payment(Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal) *(example if the investment is only for fruits and vegetables but the farm includes animals and/or food and feed hygiene, this declaration should be submitted)		
35	Copy the declaration issued by Labour Inspectorate confirming that the recipient/entire enterprise will attain national minimum standards for occupation safety no later than before` final payment		
36	Copy of the declaration issued by Veterinary Service confirming that the recipient as holding will comply with national minimum standards for animal welfare and the investment will attain EU standards no later than before final payment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal))	<input type="checkbox"/>	<input type="checkbox"/>
37	Copy of certificate issued by Veterinary Service (animal welfare)		
38	Copy of the declaration issued by National Seed and Seedling Authority confirming that the propagation material and/or seedlings and/or seeds are certified and registered in the National register (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)	<input type="checkbox"/>	<input type="checkbox"/>

No.	Type of Document	Yes	N/A
39	Copy of authorization issued by National Seed and Seedling Authority confirming that the applied seed/seedlings is registered in national catalogue register		
<b>For investments in renewable energy</b>			
40	<u>Copy</u> of decision for incorporation to the Albanian electricity grid network in case of renewable energy investments.	<input type="checkbox"/>	<input type="checkbox"/>
41	<u>Copy</u> of contract with energy company for the energy output	<input type="checkbox"/>	<input type="checkbox"/>
42	<u>Copy</u> of report executed by certified energy auditor/technician from Agency for Energy efficiency part of Ministry of Infrastructure and Energy, stating the annual energy farm consumption.	<input type="checkbox"/>	<input type="checkbox"/>
<b>For investments in animal watering systems/drip irrigation/water sprinkling</b>			
43	Copy of water usage permit/ borehole digging permit issued by municipality for a minimum period 10 years.		

### 3.3 Business plan / Technical project proposal and attachments

No.	Type of Document	Yes	N/A
44	Business plan Narrative Section / Technical project proposal Narrative Section-questionnaire – Part 1: Narrative Section – in paper print and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
45	Business plan Financial Section / Technical project proposal Simple income statement – Part 2: –in paper and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
46	Request for submitting offer including minimum technical specification for all offers that have been collected by the applicant * this template consists of minimum technical specifications for the project and submit them to all potential suppliers when requesting offers. Minimum technical specifications should concern only the principal characteristics and not include items which are not eligible under the Programme.	<input type="checkbox"/>	<input type="checkbox"/>
47	All <u>Original</u> offers (of selected and non-selected suppliers) with Technical Specifications from the selected offer/s for all items, including for services (of third parties), which shall be supplied.	<input type="checkbox"/>	<input type="checkbox"/>
	All Original Offers must include statement of the suppliers regarding the origin of the goods.	<input type="checkbox"/>	<input type="checkbox"/>
48	All Original offers for general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) are submitted	<input type="checkbox"/>	<input type="checkbox"/>
49	Copy of NBC registration certificate (including the extract) of the selected and non-selected suppliers issued by its National Business Centre from where the suppliers originate.	<input type="checkbox"/>	<input type="checkbox"/>
50	Copy of Service Contract, for eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs)if elaborated before the application	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT:**

**Please, read carefully Section 5.1 of the Guideline for Applicants describing the requirements for collection of offers and content of the offers.**



## **PART 4 Declarations**

### **4.1 Declaration by the applicant**

#### **Declaration by the applicant**

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, hereby declares that:

- the information in this application is true and complete and that the situation has not changed, since the date of issue of supporting document;
- does not hold a position (elected or appointed) in a public institution therefore it is not in any conflict of interest based on Lawno.9367 of 7.4.2005 'On the prevention of conflict of interest during the exercise of public functions', as amended.
- the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- the applicant is eligible in accordance with the criteria set out under Section 2.2 of the Guideline for Applicants;
- the applicant is not in any of the situations excluding them from participating in contracts which are listed in Annex 5 of the Guideline for Applicants.
- if recommended to be awarded a grant, the terms and conditions set out in the grant contract template available via download from [www.azhbr.gov.al](http://www.azhbr.gov.al);
- the investments included in this application has not been funded by other national, EU or other donor supported programme;
- the applicant /and its shareholders/ legal representatives are not in conflict of interest with the suppliers, from which offers were collected;
- the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office;
- if awarded a grant, the applicant and/or the person authorised accepts to provide access to the premises, documents and any information required for any ex post control implemented according to the governing rules of the Grant Scheme that shall be carried out according to the Guideline for Applicant, and accepts to support these control mission;
- if awarded a grant, the applicant accepts the beneficiary name and grant details to be published on the website [www.azhbr.gov.al](http://www.azhbr.gov.al).

**I am fully aware that I am liable under Albanian law for provision of false, incomplete or misleading statements.**

<b>Full Name of Applicant/ Legal Representative</b>	
<b>Signature</b>	
<b>Place, Date</b>	

#### 4.2 DECLARATION

I declare that I will follow a training course with a minimum duration of at least 50 teaching hours in the relevant sector for which I am submitting the application ( \_\_\_\_\_ ) before applying for final payment. Name Surname Date  
Signature