

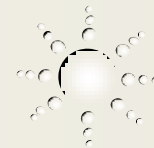


REPUBLIC OF ALBANIA
HIGH INSPECTORATE OF DECLARATION AND AUDIT OF ASSETS

Declaration of Private Interests

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Officials who have the obligation to declare

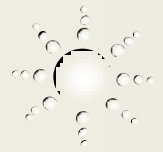


- ❖ **The public officials defined in article 3 of law no.9049 datee 10 April 2003 “On the declaration and audit of assets, financial obligations of elected persons and certain public officials”;**
- ❖ **The public officials defined in articles 27 - 33 of law no.9367 dated 7 April 2005 “On the prevention of conflicts of interests in the exercise of public functions”;**
- ❖ **The public officials of the management level in the Directory of Coordination for the Fight against Money Laundering.**

The total number of the declarants (officials, former officials and their related persons) that have declared their private interests at the High Inspectorate of Declaration and Audit of Assets since the establishment of the institution until 15 May 2008, consists of:

8674 public officials.

Representative Authority/Structure



- ❖ **superiors of the officials, according to the hierarchy, within a public institution;**
- ❖ **the directorates, units of human resources or units specially charged, according to the need and the possibilities of every public institution;**
- ❖ **superior institutions**

Every public official that has the obligation to make a declaration, completes the relevant form, ratified by Inspector General and published in the Official Gazette .

The declaration form has to be completed in written form or in computer, but it is an indispensable condition to be signed by the declarant himself.

The submission of the declaration form is done by the official himself or by the Authority/Structure Responsible, in conformity with the deadlines defined by law, at the Protocol Office at HIDAA.

Ways of submitting the form:

- At the Representative Authority;Public official or a person authorized by him;
- The declaration forms can be mailed.

Processes where a declaration form passes through

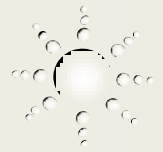


1. Submission and Acceptance of the Declaration forms



- At the moment of submitting the form, an attestation is provided, in two copies: the original remains in the Protokol and the Authority/Structure Responsible/the Declarant have one copy;**
- The Declaration forms have to be submitted at HIDAA with a given time period, that changes according to the type of the form;**
- The Representative Authority, within 15 days from the deadline, has to submit the declaration forms at HIDAA, along with a documentation.**

2. Registration

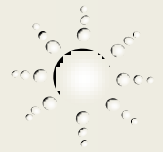


1. In the Main Register

2. In the DATABASE

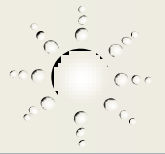
- ✓ Public officials who declare for the first time, are registered under a new index no.;
- ✓ Public officials who declare periodically, additional data is added in the relevant columns of the register;
- ✓ “Related Persons” are registered in the Main Register/Database with the same index no. of the official to whom they are related

3. Scanning Process



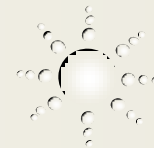
- ❖ **Every declaration form submitted at HIDAA, is scanned;**
- ❖ **The scanned declaration forms are saved in PDF format;**
- ❖ **Code of naming a scanned declaration form,consists in:**
 - Hypothetical index number, xxxxx
 - To determine either the form belongs to an official or to a related person (D-declarant, F-related person);
 - Year of declaration, 03,04,05,....etc
 - Type of declaration marked with numbers 1,2,3,4 that define:
 - 1 → declaration form before starting work
 - 2 → annual/periodic declaration form
 - 3 → declaration form after leaving function
 - 4 → declaration form on request

4. Distribution for Review



- Arithmetic and Logical Checking**
- Full Audit**

5. Archive



All the public officials who do not have a legal obligation to make a declaration or have left the function are in the Archive.

The Archive is divided into two parts:

- **Former public officials who underwent full audit**
- **Former Public Officials who did not undergo full audit**

Having an Archive is defined in article 33 of law on the declaration of assets, according to which: “All documentation that has to do with the declaration and audit of assets, is archived according to the rules and kept for a 10-year period



Thank you!