

DECISION  
No. 835, date 28.10.2020

ON THE RULES FOR THE CONTENT, FORM OF THE REGISTER OF  
SEIZED AND CONFISCATED ASSETS, AND FOR  
DETERMINING THE PUBLIC BODIES OR ENTITIES THAT HAVE THE  
RIGHT TO ACCESS THEIR INFORMATION

In support of Article 100 of the Constitution and point 3, of Article 33, of law no.34/2019, "On the administration of seized and confiscated assets," as amended, upon the proposal of the Minister of Interior, the Council of Ministers

DECIDED:

1. Approval of the rules for the content, form of the Register of Seized and Confiscated, hereinafter RPSK, as well as for determining the public bodies or entities that have the right to access its information.

2. The RPSK is maintained by the Agency for the Administration of Seized and Confiscated Assets, hereinafter "AAPSK", under the authority of the minister responsible for public order and security.

3. Seized and confiscated assets, in accordance with law no. 10192, dated 3.12.2009, "On the prevention and combating of organized crime, trafficking, corruption and other crimes, through preventive measures against assets," as amended, and the Criminal Procedure Code, are kept in this register.

4. Approval of the format of RPSK data, according to the annex attached to this decision and is an integral part of it.

5. Data on seized and confiscated assets are entered into the RPSK electronically by the asset administrator through his account.

6. The data is entered from the moment of receipt from the AAPSK protocol of:

a) the prosecutor's order that has executed the court's decision for the seizure or confiscation of assets, in accordance with law no. 10192, dated 3.12.2009, "On the prevention and combating of organized crime, trafficking, corruption and other crimes, through preventive measures against assets," as amended;

b) the prosecutor's order that has executed the court's decision that approved the preventive seizure and/or confiscation of assets in accordance with the Criminal Procedure Code.

7. The data for the assets entered into the RPSK are, as follows:

a) the full name of the asset;

b) the subject:

i. individual (generalities and ID card number);

ii. legal entity (trader or NGO, accompanied by the unique identification number NUIS).

c) type of asset:

i. real estate;

ii. movable property;

iii. bank account;

iv. trading company, shares or stocks of the company.

d) status of the asset:

i. seized;

ii. confiscated;

iii. revoked;

iv. recovered.

d) quantity and approximate value;

e) the protocol number of the arrival of the prosecutor's order and the court decision at AAPSK;

e) the number and date of the prosecutor's order that has executed the court decision of AAPSK-of;

ë) the number and date/year of the registration of the criminal case or asset investigation, as well as the prosecutor's office of the relevant judicial district;

f) the number and date of the court's decision and the criminal acts for which it has been decided the seizure/confiscation of the property;

g) the court.

8. The data for the seized and confiscated assets are entered into RPSK according to type and status, in accordance with the chronological order of the decision, when it contains multiple assets.

9. The assets specified in point 6 of this decision are divided into:

a) immovable property:

i. units (buildings) designated for commercial and/or industrial use;

ii. units (buildings) designated for housing and/or collective use;

iii. residential units;

iv. building land;

v. agricultural land;

vi. pastures;

vii. forests;

viii. barren land;

ix. real rights concerning immovable property.

b) movable assets, registered in public registers;

c) movable assets and monetary amounts, registered with financial institutions or entities licensed by the relevant state authorities for their custody;

ç) assets and shares of commercial companies, registered in the companies' register commercial.

10. In accordance with the actions taken on the property, data is continuously entered after taking it into administration until its full confiscation or revocation. This data relates to:

a) the date of taking the property under administration;

b) the assessment of the compliance of the seized and confiscated property, according to the actual reality and the court's decision;

c) the market value of the seized or confiscated property;

ç) the generation of income from rent and bank interests, as well as their value;

d) the expenses incurred for their proper administration, in accordance with the provisions in the directive of the responsible minister;

dh) court decisions in the continuation of the process.

11. In accordance with the data entered in RPSK, periodic reports or statistics are generated on the forecasts of points 6, 7, and 8 of this decision, as well as the status of the confiscated and seized property.

12. Upon the closure of the process, when the court decision has become final and the property is revoked, the following is entered into RPSK:

a) the number and date of the decision;

b) the court that issued the decision;

c) the number and date of the prosecutor's order for the execution of the decision;

ç) the court decision;

d) the income and expenses generated from the administration of the property;

dh) the date of revocation.

13. Upon the closure of the process, when the court decision has become final and the property is confiscated, the following is entered into RPSK:

a) the number and date of the decision;

b) the court that issued the decision;

c) the number and date of the prosecutor's order for the execution of the decision;  
 ç) the judicial decision;  
 d) the income and expenses generated from the management of the property;  
 dh) its final destination, based on the order of the minister responsible for order and public safety.

14 The institutions that have the right to obtain information in RPSK are, as follows: a) the minister and the secretary general of the ministry responsible for order and public safety or their authorized representatives;

- b) the authorized representatives of the General Prosecutor's Office;
- c) the authorized representatives of the Special Prosecutor's Office;
- ç) the authorized representatives of the minister responsible for justice;
- d) the authorized representatives of the General Directorate for the Prevention of Money Laundering;
- dh) the authorized representatives of the State Information Service.

15. The authorized institutions according to point 14 of this decision have the right to obtain direct information or reporting statistics, but without the right to intervene in RPSK for their modification.

16. The Ministry of Interior and the Agency for the Management of Seized Assets are tasked and Confiscated for the implementation of this decision.

This decision comes into force after publication in the Official Gazette.

DEPUTY PRIME MINISTER  
 Erion Braçe

REPUBLIC OF ALBANIA  
 AGENCY FOR THE MANAGEMENT OF SEIZED ASSETS AND  
 CONFISCATED

Document for the data registration format

Content

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1. Overview of the system and data

The management system for seized and confiscated properties enables employees to AAPSK to carry out the management and leasing process of seized and confiscated properties automatically. The objectives of this system are:

- the registration and monitoring of all seized and confiscated properties given for rent;
- tracking the work processes related to the properties managed by AAPSK;
- tracking contracts for the leasing of seized and confiscated properties; - creating a database with general information for all seized and confiscated properties.

1.1 Database registry

Database name	SPSK (System of seized and confiscated properties) confiscated)
Short name of the database	SPSK

## 1.2 Requirements and rules for data management

The data used in the management system of seized and confiscated properties are registered in a database, which is accessed through the system by users with different roles. The main roles that access the system and their rights are:

- Central administrator

Performs all necessary configurations for the system's operation, such as: configuration of the organizational chart, users, property statuses, institutions, measuring units, types of accounts.

- Chief administrator

Distributes properties to the respective administrators based on the incoming order or his decision. Responsible for coordinating work and supervising the implementation of procedures related to property management by the administrators.

- Property administrator

Is the person appointed by court decision for the management of seized/ confiscated property or by internal order of the Chief Administrator. Follows all necessary procedures for managing the properties assigned to them.

- Field coordinator

Follows and coordinates the work for the administration of seized and confiscated properties. Checks the monthly and technical-financial reports generated. Monitors and supervises the status of properties under the administration of AAPSK.

- Legal coordinator

Follows and coordinates the work for the handover of property from the appointed property administrator. Monitors lease contracts registered in the system by property administrators and accesses the reports generated in the system regarding the leased properties.

- Financial coordinator

Generates reports and financial statistics related to the income and expenses of properties under the administration of AAPSK. Supervises reports made by administrators on the income and expenses incurred for the properties.

## 1.3 Information provider(s)

Below are the information providers for this system:

Citizens	Businesses	Administration
		Property administrators – registration of data
		ZRPP, DPGJC, DPSHTRR, QKR – Communication via web service

## 1.4 Primary data

Primary data are specific information collected by the managing institution, in compliance with the founding act. This data is listed as follows:

Number	Data
1	Seized/confiscated property (name)
2	Judicial decisions
3	Type of seized/confiscated property
4	Owner/owners of the property
5	Market value of the property

6	The property administrator and the date of handover
7	The status of the property
8	The quantity and unit of the property
9	Types of income and expenses
10	Recorded income and expenses for properties
11	Lease contracts and tenants
12	Users
13	Bank, account type, interest (for properties of type: account)

### 1.5 Secondary data

Secondary data are considered data obtained from another database, where they are primary. This data is listed as follows:

Institution General Directorate of Civil Status	
Database National Civil Status Register	
	Number
	Data
1	NID
2	Name
3	Patronymic
4	Surname
5	Date of birth
6	Address
Institution National Business Center	
Database Commercial Register	
	Number
	Data
1	NIPT
2	Subject name
3	Type of subject
4	Status of the subject
5	Date of registration
6	Representative
7	Address
8	Activity of the subject
Institution General Directorate of Road Transport	
Services Database National Vehicle Register	
	Number
	Data
1	NID
2	License plate
3	Type of vehicle
4	Chassis No.
5	Brand
6	Model
7	Color
8	Year
Institution Office of Real Estate Registration	
Database Electronic Real Estate Register	
	Number
	Data
1	Cadastral zone
2	Volume
3	Page
4	Property No.
5	Type of property
6	Property address
7	Owners

## 1.6 The databases with which the system interacts

Here are the links to other databases, dividing them into consumers and information exporters to this database.

Exporter	Consumer
National Civil Status Registry	SPSK
Commercial Registry	SPSK
National Vehicle Registry	SPSK
Electronic Registry of Real Estate	SPSK

## 2. System and database architecture

Below are the schemes for managing seized properties and managing applications made for seized properties.

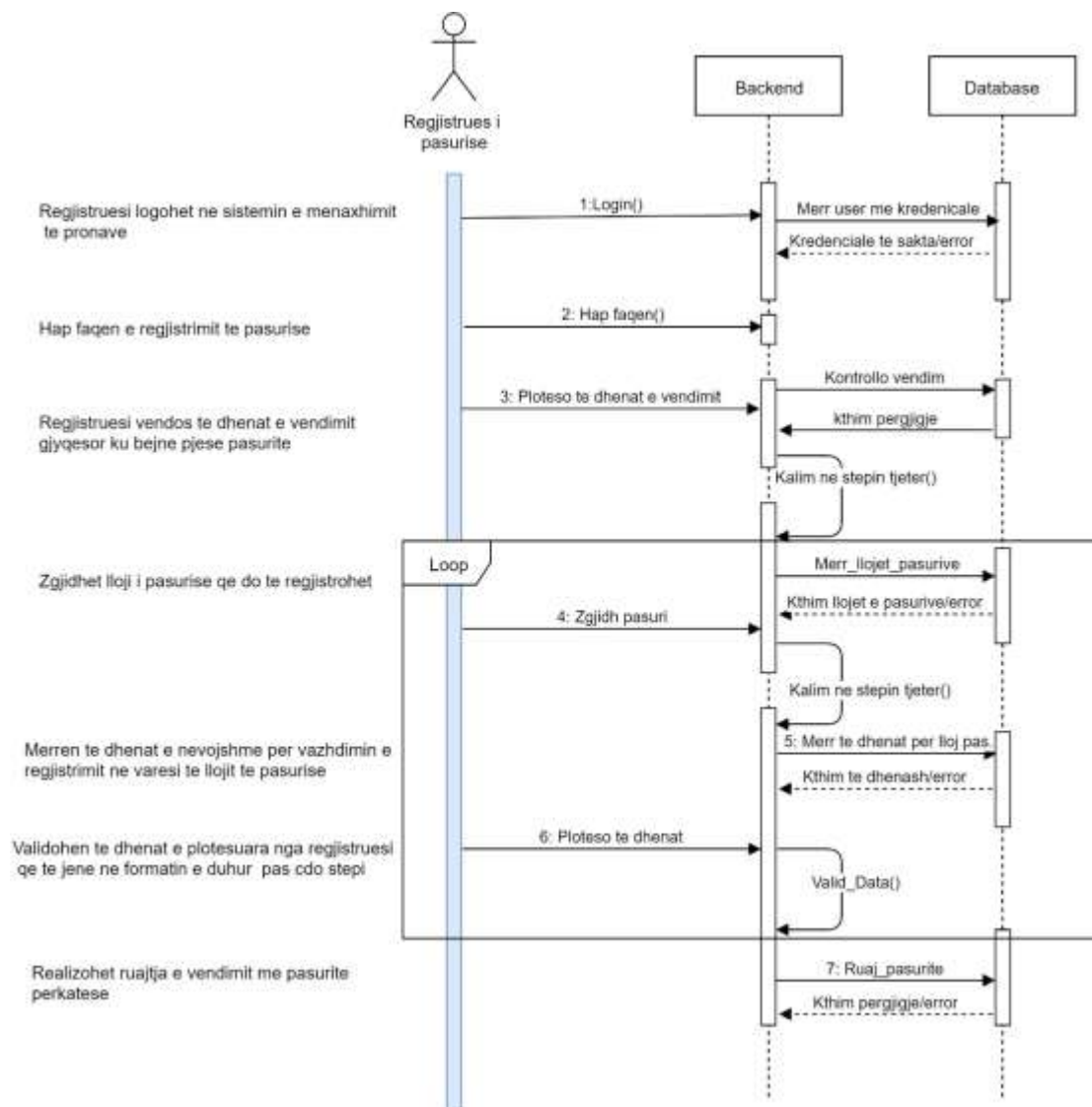


Diagram 1. Registration of assets

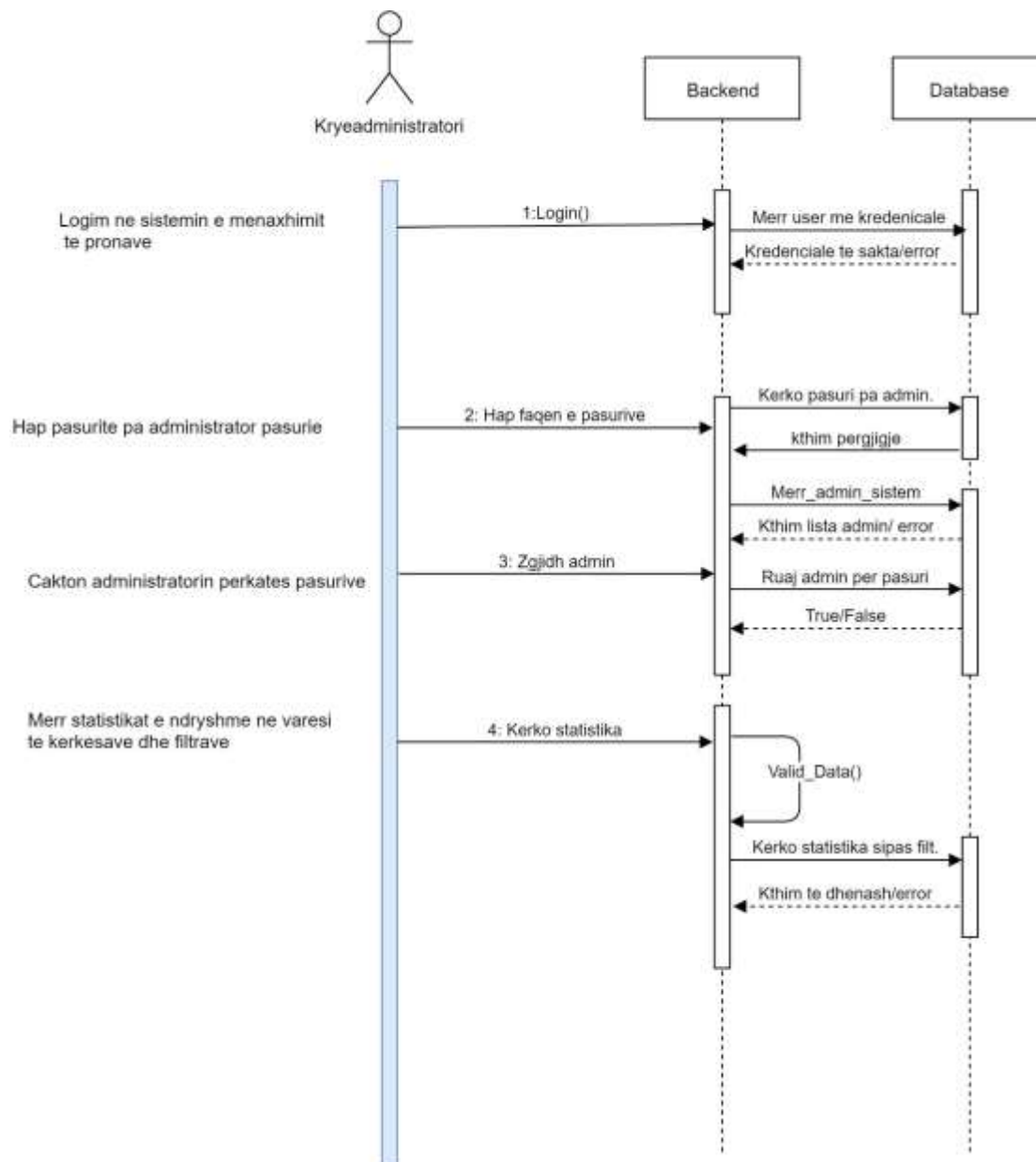


Diagram 2. Chief Administrators

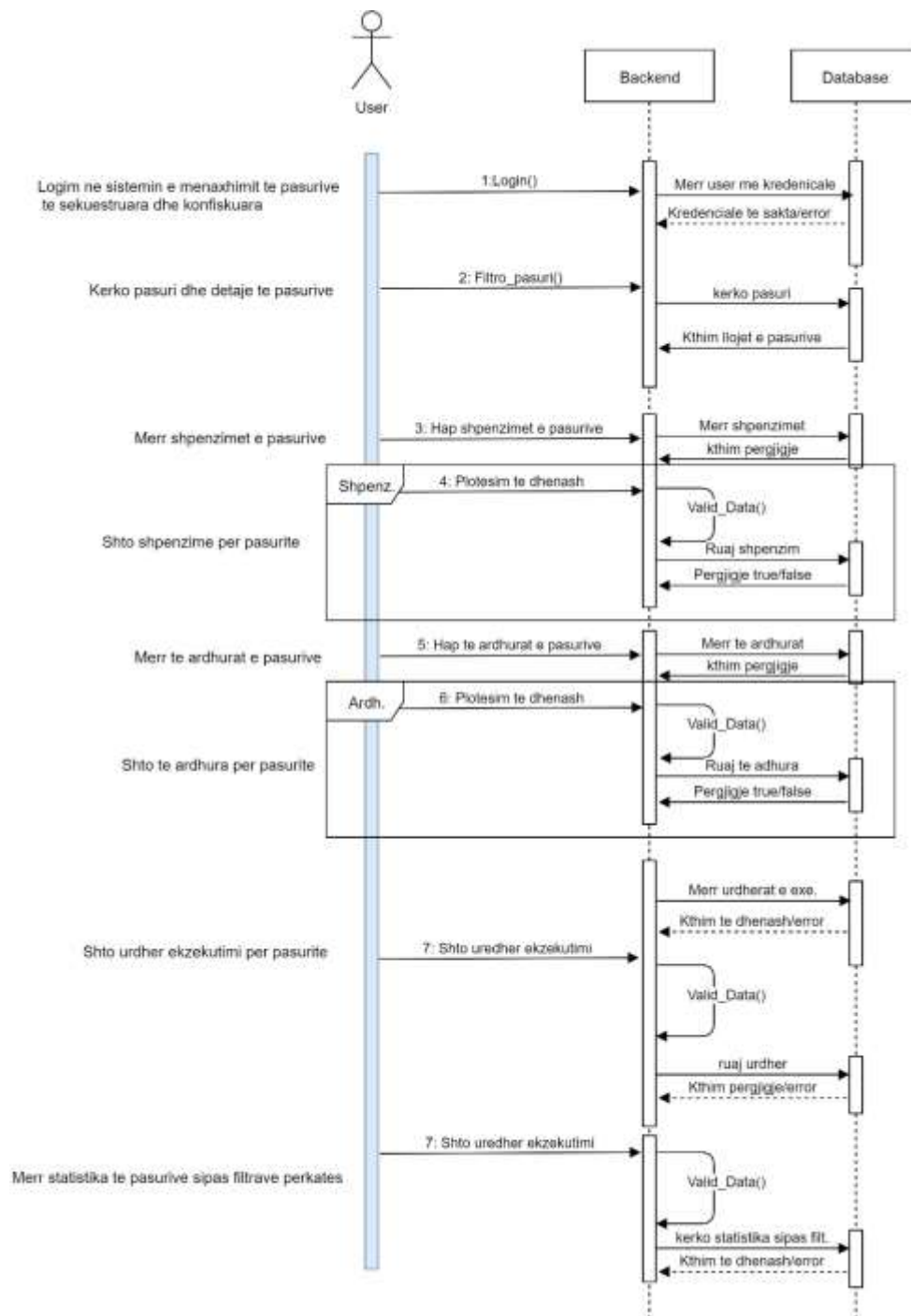


Diagram 3. Management of seized and confiscated assets

## 2.1 Data access objects

Here all objects used to communicate with the database are described. Each object included in this paragraph is represented by a table or tables that represent it in the database.

No.	Table name (class)	Table description
1	PSK_Address	This table stores system addresses.
2	PSK_Application_for_rent	This table stores applications that will be made by entities in frontend for renting published assets.
3	PSK_Municipality	This table stores municipalities for addresses.



4	PSK_Documents	This table stores the documents uploaded during the processing of assets
5	PSK_Documents_Application_for_rent	This table stores the documents uploaded during the application for rent and the lease agreement at the end
6	PSK_Documents_asset	This table stores the links of documents with the assets
7	PSK_Email	This table stores the emails of the users of the system
8	PSK_Institutions	This table stores the names of the institutions from which the documents come (such as the court, etc.)
9	PSK_Rent_contract_link	This table will store the data of the rental contracts
10	PSK_Type_of_document	This table stores the types of documents
11	PSK_Type_of_document_Asset_status	This table stores the link of the uploaded documents with the respective assets
12	PSK_Type_of_account	This table stores the types of monetary accounts
13	PSK_Type_of_asset	This table stores the types of assets
14	PSK_Type_of_expense_Income	This table stores the types of expenses and revenues
15	PSK_Administrative_Units	This table serves to store the administrative units
16	PSK_Measuring_Units	This table stores the measuring units
17	PSK_Measuring_Units_Type_of_asset	This table stores the link of the units with the types of assets
18	PSK_Organizational_chart	Table that serves to store the organizational chart
19	PSK_Organizational_chart_Role	This is a linking table of the organizational chart with the roles. It serves to link the position of the organizational chart with the respective roles. respective.
20	PSK_Asset_Type_of_account	This table stores the link of the asset with the type of account. It will keep the entire history. Having it active will indicate who is the current type of asset (referring to monetary accounts)
21	PSK_Asset_Asset_status	This table stores the link of the asset with the asset status
22	PSK_Asset_Rent_status	This table stores the link of the asset with the rent status
23	PSK_Assets	This table stores the data of the assets
24	PSK_Users	This table stores the users of the system
25	PSK_Users_Address	This table stores the link of persons or assets with the addresses
26	PSK_Users_Organizational_chart	This table stores the link of users with the organizational chart
27	PSK_Users_Questions	This table serves as a link between users and questions of security.
28	PSK_Person	This table stores the data of persons and entities
29	PSK_Person_Contact	This table stores the contacts
30	PSK_Prefecture	This table stores the prefectures
31	PSK_Questions	This table stores the questions
32	PSK_Circle	This table stores the circles
33	PSK_Role	This table stores the roles
34	PSK_Road	This table stores the roads
35	PSK_Expenses_Income_Asset	This table stores the expenses and revenues of the assets
36	PSK_Country	This table stores the countries
37	PSK_Asset_status	This table stores the statuses of the assets
38	PSK_Rent_status	This table stores the statuses of the rent
39	PSK_Phone	This table stores the phones of the persons
40	PSK_User_logs	This table stores the logs of the users

## 2.2 Interfaces and modules of the system

The main modules that interact in the system are: - The login, profile, and security module

Pages	Functionalities
Login to the system	<ul style="list-style-type: none"> <li>- User login to the system with username and password</li> <li>- User login to the system according to their role</li> <li>- Login to the system after the Google code is set authentication if the option is activated</li> <li>- Login to the system after the code received by email is set if the option is activated</li> </ul>

	<ul style="list-style-type: none"> <li>- Log in to the system if the code received via SMS has been set, if the option is activated</li> <li>- The possibility of account recovery in case the password is forgotten depending on the activated security options (Google auth, email, phone number, and security questions)</li> </ul>
User profile	<ul style="list-style-type: none"> <li>- Modification of the user's personal data</li> <li>- Modification of the user's account data (username; password)</li> <li>- Editing the user's addresses</li> <li>- Editing the user's email addresses</li> <li>- Editing the user's mobile numbers</li> <li>- Editing the user's contact numbers</li> </ul>
Activating security options	<ul style="list-style-type: none"> <li>- Activating login with Google authenticator</li> <li>- Activating login via email address -</li> <li>- Activating login via mobile number</li> <li>- Activating security questions for account recovery in case the credentials are forgotten</li> </ul>

- Administrator configuration module

Pages	Functionalities
User configuration	<ul style="list-style-type: none"> <li>- Displaying the list of system users -</li> <li>- Displaying the list of users by filters -</li> <li>- Displaying the organizational chart to which users will be linked</li> <li>- Adding a new user to the system</li> <li>- Modifying the data of a user in the system -</li> <li>- Deleting a user from the system</li> <li>- Linking a user to a position in the organizational chart</li> </ul>
Organizational chart configuration	<ul style="list-style-type: none"> <li>- Displaying the organizational chart in the system</li> <li>- Displaying the positions of the organizational chart by filters</li> <li>- Displaying the roles with which the organizational chart will be linked</li> <li>- Adding a new element to the organizational chart</li> <li>- Modifying the data of an element in the organizational chart</li> <li>- Deleting an element of an organizational chart from the system</li> <li>- Linking an organizational chart with roles</li> </ul>
Document types configuration	<ul style="list-style-type: none"> <li>- Displaying the list of document types -</li> <li>- Displaying the list of documents by filtering <ul style="list-style-type: none"> <li>- Adding a new document type</li> </ul> </li> <li>- Modifying the data of documents -</li> <li>- Deleting document types</li> <li>- Clearing fields when adding a new document</li> </ul>
Configuration of asset statuses	<ul style="list-style-type: none"> <li>- Displaying the list of asset statuses</li> <li>- Displaying the list of asset statuses by filtering -</li> <li>- Adding a new status</li> <li>- Modifying the data of a status -</li> <li>- Deleting statuses</li> <li>- Clearing fields when adding a new status</li> </ul>
Configuration of linking statuses with document types	<ul style="list-style-type: none"> <li>- Displaying the list of statuses for which documents will be assigned</li> <li>- Displaying the list of documents that will be linked to asset statuses</li> <li>- Assigning one or more documents to a status</li> </ul>

	<ul style="list-style-type: none"> <li>- Determining whether the documents are mandatory or optional for a status</li> <li>- Removing document types from a status</li> </ul>
Configuring types of expenses and revenues	<ul style="list-style-type: none"> <li>- Displaying the list of types of expenses and revenues</li> <li>- Displaying types of expenses/revenues according to filtering</li> <li>- Adding a new expense type</li> <li>- Adding a new revenue type</li> <li>- Modifying the data of an expense</li> <li>- Modifying the data for types of revenues</li> <li>- Deleting an expense type</li> <li>- Deleting a revenue type</li> <li>- Clearing fields for adding a new revenue/expense</li> </ul>
Configuring courts	<ul style="list-style-type: none"> <li>- Displaying the list of courts</li> <li>- Filtering courts</li> <li>- Adding a new court</li> <li>- Modifying the data of a court</li> <li>- Deleting a court</li> <li>- Clearing fields for adding a new court</li> </ul>
Configuring measurement units (depending on the type of asset)	<ul style="list-style-type: none"> <li>- Displaying the list of measurement units depending on the type of assets</li> <li>- Adding a new measurement unit</li> <li>- Modifying the data of the measurement unit</li> <li>- Deleting a measurement unit</li> <li>- Clearing fields for adding a new measurement unit</li> </ul>
Configuring the type of account	<ul style="list-style-type: none"> <li>- Displaying the list of account types</li> <li>- Adding a new account type</li> <li>- Modifying the data of an account type</li> <li>- Deleting an account type</li> <li>- Clearing fields for account types</li> </ul>

- Module for registering seized and confiscated assets

Pages	- Functionalities
Login to the system	- Login with user credentials in the system
Registering assets	<ul style="list-style-type: none"> <li>- Registering the data of the court decision for the assets of seized</li> <li>- Registering the data of real estate assets of seized and confiscated</li> <li>- Registering the data of movable assets of seized and confiscated</li> <li>- Registering monetary assets that are seized and confiscated</li> <li>- Registering data for confiscated or seized</li> <li>- Registering data of owners (entities/individuals) for these assets</li> </ul>

- Module for processing and managing seized and confiscated assets

Pages	Functionalities
Homepage	<ul style="list-style-type: none"> <li>- Displaying all registered assets according to status (seized, confiscated, revoked, etc.)</li> <li>- Displaying all assets according to user role (the asset administrator sees only their own assets)</li> </ul>

	<ul style="list-style-type: none"> <li>- Display of all assets for which an administrator has not been appointed (shown to the chief administrator)</li> <li>- Display of all registered assets by type of asset</li> <li>- Filtering of seized and confiscated assets by owners, number and date of decision, date of receipt.</li> <li>- Sorting of assets according to the data displayed on the homepage. Opening of asset details at the moment an asset is selected.</li> <li>- The possibility of selecting assets without an administrator and appointing an administrator for these assets.</li> <li>- Display of assets that have been published for rent.</li> </ul>
Details of the asset.	<ul style="list-style-type: none"> <li>- Display of the type of asset.</li> <li>- Display of decisions made for that asset, as well as. documents submitted for decision (if any).</li> <li>- Display of the date of receipt, value of the asset and. the asset administrator.</li> <li>- Display of the owner (entity or person) of the asset.</li> <li>- Display of registered data for the asset depending on. the type of asset.</li> <li>- Display of expenses and revenues realized for. the asset.</li> <li>- The possibility of adding expenses and revenues for. asset.</li> <li>- The possibility of adding court orders for the asset.</li> <li>- Display of contracts executed for an asset, as well as. payments made for rent related to the contracts.</li> <li>- Appointment of the date of receipt of the asset by. the administrator.</li> <li>- Change of the asset's status.</li> </ul>
Page for managing assets/rental applications.	<ul style="list-style-type: none"> <li>- Display of all applications made for seized/confiscated assets that are rented out.</li> <li>- The possibility of filtering applications by assets, applicant, administrator, type of asset.</li> </ul>
Page for expenses and revenues for assets (expenses/revenues for assets can be displayed and added).	<ul style="list-style-type: none"> <li>- Display of expenses incurred for an asset</li> <li>- Display of revenues realized for an asset</li> <li>- Addition of a new expense for an asset</li> <li>- Addition of a new revenue for an asset.</li> <li>- Modification of data for expenses incurred by the asset.</li> <li>- Modification of data for the asset's revenues</li> <li>- Deletion of an expense/revenue for an asset</li> <li>- Filtering of expenses and revenues.</li> </ul>
Page for managing execution orders for assets.	<ul style="list-style-type: none"> <li>- Display of execution orders issued for an asset</li> <li>- Addition of execution orders related to an asset</li> <li>- Modification of execution orders for an asset</li> <li>- Deletion of an execution order for an asset.</li> </ul>

- Module of reports generated by the system.

Report on user logs	<ul style="list-style-type: none"> <li>- Show the list of logs of users who have logged in successfully</li> <li>- Show the list of logs of users who have not logged in successfully</li> <li>- Show the list of user logout logs from the system - Filtering options by date range, type of logs, and users</li> </ul>
Report regarding the data of seized and confiscated properties	<ul style="list-style-type: none"> <li>- Display the list of seized and confiscated properties showing basic property information, such as: location, area, value</li> <li>- Display the list of seized and confiscated properties by type of asset</li> <li>- Filtering the list of seized and confiscated properties by search criteria</li> </ul>
Report regarding the status of seized and confiscated properties	<ul style="list-style-type: none"> <li>- Display the list of seized and confiscated properties by status and value</li> <li>- Filtering the list of properties by search criteria</li> </ul>
Report on the monitoring of rented properties	<ul style="list-style-type: none"> <li>- Display statistics on seized/confiscated properties that are rented out</li> <li>- Display statistics on confiscated and seized properties by rental status</li> <li>- Filtering the list of properties by search criteria</li> </ul>
Reports of income and expenses	<ul style="list-style-type: none"> <li>- Display the list of income and expenses for the requested properties</li> <li>- Display properties with total income and expenses realized per property</li> <li>- Filtering income and expenses of properties by search criteria</li> </ul>