**DECISION**
**No. 668, dated 12.11.2025**

# ON THE FORM, MANNER AND PROCEDURE OF REPORTING DATA BY LICENSING AND SUPERVISORY AUTHORITIES

Pursuant to Article 100 of the Constitution and point 1, of Article 28, of Law No. 9917, dated 19.5.2008, "Për parandalimin e pastrimit të parave dhe financimit të terrorizmit", as amended, upon the proposal of the Minister of Finance, the Council of Ministers

DECIDED:

1. Licensing and supervisory authorities report to the responsible authority, the Financial Intelligence Agency, immediately and no later than 72 (seventy-two) hours from the moment of ascertaining any suspicion, information, or data related to money laundering, financing of terrorism, or financing of weapons of mass destruction, for activities under their jurisdiction, in cases when:

a) have suspicions that may be related to irregularities in the identification or supporting documentation of the lawful source of the capital compared to the actual ones;

b) observe a lack of justification for the property or funds declared from an economic or legal point of view;

c) have information or alerts that the data regarding the money or property deposited for licensing originates from a criminal offence or is mixed with such money or property, or when they suspect that the activity to be licensed will be established to carry out or support money laundering;

ç) have data or suspicions regarding involvement or intentions, which confirm that the activity will be used to carry out, support, facilitate, maintain, encourage, or conceal terrorist acts or will finance terrorism;

d) have other suspicions, based on the situation or circumstances, which are not provided for above.

2. The method of reporting by the licensing and supervisory authorities to the Financial Intelligence Agency is done in written or electronic form by means of the form presented in Annex I "Suspicious activity reporting form by licensing and supervisory authorities", accompanied by the instructions for its completion, which are attached to this decision and constitute an integral part thereof. Electronic reporting is carried out on the electronic platform administered by the Financial Intelligence Agency.

3. The information reported or exchanged with the Financial Intelligence Agency is carried out on the basis of mutual confidentiality.

4. The licensing and supervisory authorities shall respond to the Financial Intelligence Agency within 10 (ten) calendar days from the date of receipt of the request for information. In urgent cases, the responsible authority may request information within a shorter period than that provided for by law.

5. Decision no. 343, dated 8.4.2009, of the Council of Ministers, "On the procedures and methods of reporting by licensing and/or supervisory authorities", is repealed.

6. The Financial Intelligence Agency and the licensing and supervisory authorities, as defined in Law no. 9917, dated 19.5.2008, "Për parandalimin e pastrimit të parave dhe financimit të terrorizmit", as amended, are charged with the implementation of this decision.

This decision shall enter into force after its publication in the Official Gazette.

DEPUTY PRIME MINISTER
**Belinda Balluku**

ANNEX I
SUSPICIOUS ACTIVITY REPORTING FORM
BY LICENSING AND SUPERVISORY AUTHORITIES

PART I
THE LICENSED AND SUPERVISED NATURAL AND LEGAL PERSON

| |
|---|
| 1. a) Name____________b) Father's name[1] ________c) Surname _______________<br>c) Name of the company_________________________________ |
| 2 Status: a) Individual b) Natural person ☐ c) Legal person☐ d) Legal ☐<br>representative ☐<br><br>3. Employment/Institution:__________________ 4. Profession:________________________________ |
| 5. Identification document ___________________________________________________________<br>Number: ___________________________________________________<br>Date of birth______________Place of birth______________<br>Identification number of the taxable person (NIPT):_________________________<br>Address_________________________ |

PART II
INFORMATION ON THE TRANSACTION(S) AND SUSPICIOUS ACTIVITY

| |
|---|
| 1. License number and date: |
| 2. Type of transaction: |
| 3. Purpose of the transaction: |
| 4. Amount involved in the transaction: |
| 5. Select the currency: LEK ___ EUR _____ USD ____ Other ______ |
| 6. Date of the transaction: |
| 7. Declared source of funds: |
| 8. Method of payment: |
| 9. Reason for suspicion: |

PART III
INFORMATION ON THE REPORTING ENTITY

| | |
|---|---|
| 1. Licensing/supervisory authority | 2. Responsible person: |
| 3. Telephone number: | 4. Address *e-mail*-i: |
| 5. Address: | |

INSTRUCTIONS FOR COMPLETING THE SUSPICIOUS ACTIVITY REPORTING FORM BY LICENSING AND SUPERVISORY AUTHORITIES

These instructions are provided to assist licensing and supervisory authorities in completing the suspicious activity reporting form.

This form shall be reported to the Financial Intelligence Agency.

PART I: LICENSED AND SUPERVISED NATURAL AND LEGAL PERSON

[1] Kur deklarohet.

This section describes the data regarding the subject, as follows:

- When the subject is an individual, mark a cross in the box "individual", point 2, letter "a", and complete all fields: first name, father's name, surname, employment/institution, profession, identification document and number, date of birth, place of birth, and address;
- When the subject is a natural person, legal person or company, mark a cross in the relevant box for the sole proprietor and legal person, point 2 "Status", letters "b" and "c", and complete the fields: company name, NIPT, address;
- When the subject is a legal representative, mark a cross in the relevant box for "legal representative", point 2 "Status", letter "d", and complete all the fields included in Part I.

PART II: INFORMATION ON THE TRANSACTION(S) AND SUSPICIOUS ACTIVITY

In this section, information on the transaction or transactions shall be completed and all the relevant fields of this part must be filled in:

- point 1, indicate the license number and date of the subject you are reporting on;
- point 2, describe the type of transaction;
- point 3, describe the purpose of carrying out the transaction;
- point 4, describe the amount or amounts involved in the transaction;
- point 5, mark a cross in the relevant currency of the amount involved in the transaction;
- point 6, indicate the date of execution of the transaction;
- point 7, describe what the subject has declared as the source of the funds; this is a very important field that must never be left incomplete;
- point 8, describe the method by which the payment or payments were made, e.g.: by bank, cash or other; *cash* or other;
- point 9, describe in detail every detail and the reason or reasons for the suspicion, and attach any document on which you base your suspicion.

In cases where we have transactions connected to each other, you shall indicate the total amount in point 4 of part II, **Amount involved in the transaction** and in point 9, **"Reasons for suspicion",** you shall describe all transactions.

PART III: INFORMATION ON THE REPORTING ENTITY

In this section, information is provided regarding the licensing and supervisory authority:

- point 1, indicate the name of your licensing and supervisory authority making the report;
- point 2, indicate the name and surname of the responsible person making the report;
- point 3, indicate the official telephone number of your licensing and supervisory authority;
- point 4, official address *e-mail*-the details of the licensing and supervisory authority;
- point 5, the official address of the licensing and supervisory authority.