



**INSTRUCTION**  
**Nr. 10693/2, date 1.7.2019**

**ON DETERMINATION OF TARIFFS  
FOR THE PERFORMANCE OF  
SPECIAL SERVICES AND THEIR  
ADMINISTRATION BY CUSTOMS  
AUTHORITIES**

Pursuant to article 102, point 4 of the Constitution, point 2, article 53, law no. 102, dated 31.7.2014, "Customs Code of the Republic of Albania", amended, of decision no. 651, dated 10.11.2017, of the Council of Ministers "On the implementing provisions of the Customs Code", as well as decision no. 921, dated 29.12.2014, of the Council of Ministers, "On the personnel of the customs administration", as amended, the Minister of Finance and Economy,

**INSTRUCTS:**

1. Special services and fees (payments) for these services are provided in annex no. 1, attached to this instruction and its constituent parts.

2. The authority responsible for collecting tariffs according to the levels defined in Annex 1, is the General Directorate of Customs and Customs Houses.

3. Revenues from collected fees are paid 100% (one hundred percent) to the state budget.

4. Payment of the fee is made by the recipient of the service or his representative.

5. The ways and procedures of fee collection are defined in annex 2, which is attached to this instruction and its integral part.

6. Tariffs are published on the official website of the General Directorate of Customs.

7. The customs authority has the right not to release the vehicle or goods to guarantee the fee to be paid for the service received.

8. Acts issued by the customs authorities setting tariffs for special services provided by the customs authorities shall be repealed with the entry into force of this Instruction..

This instruction enters into force upon publication in the Official Gazette.

**MINISTER OF FINANCE  
AND ECONOMY  
Anila Denaj**

**ANNEX 1  
FEES FOR PROVIDING SPECIAL SERVICES**

<b>Nr.</b>	<b>Code</b>	<b>Secondary income classification</b>	<b>Service tariff</b>
1	7111007	Income from parking on premises administered by customs authorities up to 24 hours:	
		a) For vehicles	700 ALL (first 60 minutes free of charge)
		i. trucks, vans up to 10 tons	700 ALL (first 60 minutes free of charge)
		ii. trucks over 10 tons	
b) For cars and minibuses	i. cars and minibuses 8+1	700 ALL (first 60 minutes free of charge)	
	ii. cars and minibuses over 8+1	700 ALL (first 60 minutes free of charge)	
Note.			
- There is no service fee for parking the aforementioned vehicles for a duration of up to 60 minutes.			
- There is no service fee for parking vehicles, in cases when they are blocked pursuant to a decision issued by a state body / judicial body.			
2	7113006	Income from customs printing/ seals:	
		a) Supply tariffs to third parties with printing	
		i. Certificate of Preferential Origin of Goods (EUR1 / FORM A / EUR-MED)	Free
ii. Approval Certificate TIR	Free		
b) Tariffs for supply to third parties with customs seals	50 ALL		
3	7111099	Revenue for third-party goods stored in warehouses administered by customs authorities for up to 24 hours:	
		a) For goods up to 500 kg or surface up to 2 m <sup>2</sup>	500 ALL



		b) For goods over 500 kg - 1000 kg or surface over 2m <sup>2</sup> up to 10 m <sup>2</sup>	1000 ALL
		c) For goods over 1000 kg - 2000 kg or surface over 10 m <sup>2</sup> up to 20 m <sup>2</sup>	1500 ALL
		ç) For goods over 2000 kg - 3000 kg and surface over 20 m <sup>2</sup> up to 30 m <sup>2</sup>	2000 ALL
		d) For goods over 3000 kg or surface over 30 m <sup>2</sup>	2500 ALL
Note. There is no service fee for goods that are stored, in cases when they are detained pursuant to a decision issued by state body / judicial body.			
4	7111099	Tariff for services to the economic operator that requires the presence of customs personnel on the premises of other than customs (temporary warehouses, customs warehouses, etc.) or out of official working hours:	
		a) A working hour of a category C1 employee is	800 ALL
		b) A working hour of a category C2 employee is	700 ALL
		c) A working hour of a category C3 employee is	500 ALL
		In this fee, the following definitions should be considered: - The means of transport in all cases will be made available by the requesting economic operator; - Transportation time will be calculated as working time; - The additional payment for working hours, after official hours and on official holidays is calculated according to the Labor Code and legislation for civil servants.	
5	7111025	Service fee for weighing vehicles:	
		a) For trucks, vans of up to 10 tons	700 ALL
		b) For trucks above 10 tons	1000 ALL
		In this fee the following determinations must be taken into account: - The selection of means of transport for weighing is done based on the risk analysis, determined by the instruction of the Director General of Customs.	
6	7113099	Service fee for loading and unloading trucks for complete physical control:	5000 ALL per vehicle
7		Parking fee for vehicles, in cases where they are detained in the implementation of a decision issued by a state body / judicial body	Free

## ANNEX 2 METHODS AND PROCEDURES OF TARIFF COLLECTION

1. Payment of the service fee to third parties for parking vehicles or storage of goods, according to the definitions of point 1 and 3, of annex 1, is made by the service recipient or his representative, before the vehicle leaves the parking lot or before the goods leave from the warehouse.

The finance office at the customs house makes available the "Receipt for collection", according to instruction no. 19 dated 20.5.2010 "On the use of the invoice for collection" of the Minister of Finance (format attached annex 3) to the customs officer responsible for parking / warehouse.

The customs officer in charge of parking / warehouse fills in the "Receipt for collection" in triplicate and gives it to the service recipient or his representative. The "Receipt for collection" must refer to the data in accordance with the Temporary Storage Register completed based on the GDC instruction "On the implementation of procedures for temporary storage of goods".

The recipient of the service or his representative with this document makes the payment in the second level banks for the Treasury account.

A copy of the "Receipt for collection" stamped by the bank and a copy of the document issued by the bank for the performed action are handed over to the customs officer responsible for parking / warehouse



in order to enable the release of the vehicle or goods.

At the end of the day the customs officer responsible for parking / warehouse submits all “Receipts for collection” to the finance office at the customs branch. "Receipts for collection" are accounted for by the customs

office at the customs branch, in a register of

separate according to form A as follows. The finance office is responsible for reconciling the register once a week, according to form A, as follows, with the data recorded in the Warehousing Registers.

**FORM A**  
**DAILY REGISTER PARKING/WAREHOUSE TARIFF**

Nr.	Vehicle type / License plate	Type and quantity of goods	Name of the service recipient or his representative	Time and date of entry into the parking / storage	Time and date of exit from parking / storage	Nr. and Date of payment document	Amount of fee paid

2. For customs seals used during procedures, according to provisions of letter "b" item 2 of Annex 1, the collection receipt is prepared in three copies in accordance with the instruction of GDC “On procedures of Administration of the Lead Seals”.

At the end of the day, the customs officer authorized for the use of seals delivers all collected amounts and the relevant documentation to the finance office at the customs branch. The finance office pays the collected amount to the Treasury account at the second tier banks on the next working day.

The finance office at the customs house should make the accounting and inventory of lead seals as a separate item. The reconciliations between the accounting and physical condition should be made not only by quantity but also by serial numbers for all cases where customs sealing is applied.

3. The payment of the tariff for services to the economic operator who requires the presence of the customs personnel at the premises other than customs premises or beyond the official working hours, according to the provision of item 4 of Annex 1, is made by the service recipient or his representative.

The economic operator who is interested in obtaining this service, addresses a formal request to the competent customs house. If this request is approved, the customs house issues a service order containing the number of employees who will provide the service.

Based on the service order, the finance office makes available the "Invoice for Collection" to the customs officer in charge of the service who fills it in in three copies upon the service completion according to provisions of item 4 of annex 1, “Invoice for Collection” and gives it to the service recipient or to his representative.

With this document, the service recipient or his representative makes the payment to the Treasury account at the second tier banks.

A copy of the “Invoice for Collection” sealed by the bank and a copy of the document that the bank itself issues for the performed operation is handed over to the customs employee responsible for the service.

At the end of the day the customs employee responsible for the service submits the “Invoice for Collection” to the finance office at the customs house.

The “Invoices for Collection” are entered by the finance office at the customs house, in a separate register according to form C as follows.



FORM C  
SERVICE FEE REGISTER

Nr.	Type of provided service	Name of the service recipient or his representative	Time and date of service launch	Time and date of service termination	Nr. and date of payment document	Amount of fee paid

4. Payment of the service fee for weighing vehicles

The selection of means of transport for weighing is done based on the risk analysis, determined by the instruction of the Director General of Customs.

The recipient of the service, upon his request, withdraws the document "Receipt for collection" at the finance office at the customs branch.

The recipient of the service or his representative with this document makes the payment to the second tier banks on behalf of the Treasury.

A copy of the "Receipt for collection" stamped by the bank and a copy of the document issued by the bank itself for the performed action are submitted to the finance office at the customs branch.

Amounts of fees collected are accounted for by the finance office in a separate register, according to Form D, as follows..

FORM D  
DAILY REGISTER OF WEIGHT TARIFF

Nr.	Vehicle type / License plate	Type and quantity of goods	Name of the service recipient or his representative	Nr. and date of payment document	Amount of fee paid

5. Service fee for loading and unloading trucks for full physical control

The selection of means of transport for full physical control is made based on the risk analysis, determined by the instruction of the Director General of Customs.

The recipient of the service, upon his request, withdraws the document "Receipt for collection" at the finance office at the customs branch.

The recipient of the service or his representative with this document makes the payment to the second tier banks on behalf of the Treasury.

A copy of the "Receipt for collection" stamped by the bank and a copy of the document issued by the bank itself for the performed action are submitted to the finance office at the customs branch.

The amounts of the discharge charge fee collected are accounted for by the finance office in a separate register, according to form E, as follows.

FORM E  
DAILY REGISTER OF LOADING-UNLOADING SERVICE TARIFF

Nr.	Vehicle type / License plate	Type and quantity of goods	Name of the service recipient or his representative	Nr. and date of the document of payment	Amount of fee paid



ANNEX 3  
COLLECTION INVOICE

Nr. \_\_\_\_\_, date \_\_\_\_\_

Through this invoice we request that the second tier bank to receive from clients (persons / natural persons / legal persons) income receipts, on behalf of our institution, with the names, codes and amounts as follows:

Name of the beneficiary institution \_\_\_\_\_ Customs Branch \_\_\_\_\_  
 Code of the institution \_\_\_\_\_  
 Branch code where it operates \_\_\_\_\_  
 Name of payer (person / natural person / legal entity) \_\_\_\_\_  
 Payer identification number (NIPT) \_\_\_\_\_

Nr.	Income description		Received Amount lek
	Naming	account code	
1			
2			
3			
<b>X</b>	<b>TOTAL</b>	<b>X</b>	<b>0</b>

Institution representative  
(name, surname, signature)

(person / natural person / legal entity)  
(name, surname, signature )

Address:

Tel.: