

INSTRUCTION
No. 122, dated 23.7. 2025

ON SOME AMENDMENTS AND ADDITIONS TO INSTRUCTION NO. 274, DATED 16.5.2024, “ON THE DETERMINATION OF PROCEDURES, DEADLINES, CRITERIA AND NECESSARY DOCUMENTATION FOR VERIFYING THE PURITY OF THE EMPLOYEES’ RECORDS OF THE NATIONAL AGENCY FOR THE CONTROL OF CANNABIS OR LICENSED OR PERMITTED SUBJECTS, AS WELL AS THE ETHICAL-PROFESSIONAL CRITERIA”

Based on point 4, article 102, of the Constitution, point 4 of article 6, and point 8 of article 8 of law no. 61/2023 "On the control of the cultivation and processing of the cannabis plant and the production of its by-products for medical and industrial purposes",

WE INSTRUCT:

In Instruction No. 274, dated 16.5.2024, “On the determination of the procedures, deadlines, criteria, and necessary documentation for verifying the purity of the employees’ records of the National Agency for Cannabis or licensed or permitted entities, as well as the ethical and professional criteria,” the following changes and additions shall be made:

Article 1

In Article 1, after the word "permitted", the word "administrator" shall be replaced with "administrators", and after the word "owners", the word "partners" shall be added.

Article 2

In Article 2, point 2 shall be amended as follows:

"2. Entities submitting a request for a license or permit (including third parties specified in the license or permit, if any), as well as licensed or permitted entities, according to the following categories:

- a) owners, partners, shareholders, members of the governing bodies, administrators and technical managers;
- b) any qualified employee, as defined in this instruction;
- c) employees engaged in basic work processes, for whom specific job-related qualifications are not required."

Article 3

In Article 5, point 2, letter “a”, the phrase " Annex No. 2 ", shall be replaced with the phrase "Annex No. 2/1".

Article 4

In Article 6, point 1, letter “b”, the phrase “annexes 1 and 2” shall be replaced with the phrase “annexes No. 1, No. 2 and No. 2/1”.

Article 5

The title of Chapter IV shall be amended as follows:

“PROCEDURES, DEADLINES, CRITERIA AND DOCUMENTATION NECESSARY FOR VERIFYING THE PURITY OF THE RECORDS OF OWNERS, PARTNERS, SHAREHOLDERS, ADMINISTRATORS, MEMBERS OF THE GOVERNING BODIES, TECHNICAL DIRECTORS AND EMPLOYEES OF LICENSED OR PERMITTED ENTITIES”

Article 6

1. In Article 9, the following amendments and additions shall be made:

a) The title of Article 9 shall be amended as follows:

"Procedures and deadlines for verifying the purity of the records".

b) Point 1 shall be amended as follows:

"1. The entity shall submit to the Agency, within the framework of the periodic verification process, when requested by the Agency, as well as within the framework of the licensing process, or to the ministry responsible for agriculture within the framework of the permit issuance process, the data on the persons specified in point 2, Article 2 of this instruction, in accordance with the procedures provided for in the relevant manuals."

c) The first and second sentences of point 2 shall be amended as follows:

"2. Each person subject to integrity verification shall give written consent for the collection and processing of personal data, in order to carry out the verification procedures in accordance with the provisions of this instruction, by completing the respective annexes and submitting the documentation specified in Articles 11 and 13 of this instruction. The assessment process shall begin only after submission of the relevant forms and the respective documentation, with the exception of the certificate specified in letter "e" of point 1, Article 11, Chapter IV, which shall be submitted following completion of the test, as notified by the Agency."

ç) In point 4, the following changes shall be made:

i. The phrase "of the applicants" in the first paragraph of point 4 shall be removed;

ii. In letter "a)", the phrase "of the applicant" shall be replaced with "where provided";

iii. The word "applicants" in the second paragraph of point 4 shall be replaced with "persons".

d) In points 7, 9 and 10, wherever the word "*applicant(s)*" or "*applicant(s)*" is mentioned, the phrase "person(s) subject to verification" shall be replaced with "*person(s) subject to verification*".

dh) In point 7, the following amendments shall be made:

i. In the third sentence, the phrase "for this applicant" shall be removed;

ii. The fifth sentence shall be amended as follows:

"For owners, partners, shareholders, members of management bodies, administrators, technical managers, or employees who are foreign citizens residing abroad and who, for objective reasons, are unable to perform the test as specified above, the test may be performed in their country of residence, at an institution homologous to the Institute of Forensic Medicine, in accordance with the guidelines of the structure responsible for personnel security, in cooperation with the Institute of Forensic Medicine."

e) In point 8, the phrase "with the applicants for employment" shall be replaced with "person", and the phrase "the applicant who has undergone the background check" shall be replaced with "his".

ë) In point 11, the first sentence shall be amended as follows:

"11. If members of the governing bodies, administrators, technical managers, employment applicants, or employees who have undergone the background check are found not to meet the criteria, the Agency shall notify in writing the entity that submitted the application."

f) After point 11, point 11/1 shall be added with the following content:

"11/1. If the owner, partner, or shareholder for whom the integrity verification has been conducted does not meet the criteria, the request for a license or permit shall be rejected. If, during periodic assessments or on a case-by-case basis, it is determined by the Agency that these criteria are not met, the Agency shall propose the revocation of the license or permit due to non-fulfillment of the criteria."

In points 13 and 14, the phrase "owners/shareholders/administrators/employees of licensed or permitted entities" shall be replaced with the phrase "persons specified in point 2, Article 2 of this instruction".

Article 7

1. Article 10 shall be amended as follows:

a) The title of Article 10 shall be amended as follows:

"Criteria for verifying the purity of records".

b) Article 10 shall be amended as follows:

"1. The criteria used to verify the purity of the records by category are as follows:

A) For moral integrity:

1. Evaluation criteria:

a) to possess integrity and a clean moral character, as well as professional reliability;

b) not to be under investigation or convicted by a final court decision for any criminal offense related to narcotics, money laundering, financing of terrorism, or weapons of mass destruction, offenses related to moral integrity, participation in a structured criminal group or organized crime;

c) not be part of the list of persons declared to be involved in terrorist acts or their financiers;

ç) not to have or have had inappropriate influential contacts, at least in the last 5 years, with persons known to them to have been:

i. convicted by a final court decision for a criminal offense related to narcotics or participation in organized crime;

ii. identified as narcotics users by the State Police or law enforcement institutions;

d) not to have persons listed on the individual's family certificate, of which they are aware that, at least in the last 5 years, have been:

i. under investigation or convicted by a final court decision for criminal offenses related to narcotics or participation in organized crime;

ii. identified as narcotics users by the State Police or other law enforcement institutions;

dh) not to be a drug user (including cannabis), verified by analyses conducted at the Institute of Legal Medicine, and to undergo the relevant test when required, during the application and integrity verification phase, or whenever required during periodic verification, or when there are indications of non-compliance with the integrity criterion.

2. the assessment and verification of the purity of records for each of the categories defined in point 2, Article 2 of this instruction shall require fulfillment of the following criteria:

a) for the persons specified in letter "a" of point 2, Article 2 of this instruction, verification shall be conducted for fulfillment of the criteria provided in point 1, letters "a", "b", "c", "ç", "d", and "dh" of this article;

b) for employees defined in letter "b" of point 2, Article 2 of this instruction, verification shall be conducted for fulfillment of the criteria provided in point 1, letters "b", "c", and "dh" of this article;

c) for employees defined in letter "c" of point 2, Article 2 of this instruction, verification shall be conducted for fulfillment of the criteria provided in point 1, letter "dh" of this article.

B. Specific ethical criteria:

a) for the persons specified in letter "a" of point 2, Article 2 of this instruction, the fulfillment of the following specific criteria shall be verified:

i. Not to have any other commitments that place them in a conflict of interest with their duty, and to declare in the form provided in Annex No. 4 any other activities or shares/ownership interests held by themselves or their family members;

ii. Not to have any disciplinary measures in force for violations of professional ethics, including but not limited to:

- maintaining integrity both in the exercise of duties and private life;

- dignified conduct in the performance of duties;

- professional honesty and correctness in the execution of tasks;

- illegal personal benefits, for oneself, family members or related persons, resulting from the improper exercise of duty.

For this purpose, the self-declaration according to Annex No. 5 and the form according to Annex No. 5/1, attached to this instruction, shall be completed by employers from the past 7 (seven) years.

For periods of employment abroad, a reference letter from the employer(s) covering the past seven (7) years must be submitted. This letter must include the specific elements required in the form in Annex No. 5/1 and the employer's valid contact details to allow verification by the Agency.

b) for the persons specified in letter "b", of point 2, Article 2 of this instruction, the fulfillment of the following specific criteria shall be verified:

i. Not to have any other commitments that place them in a conflict of interest with their duties, and to declare any other personal activity using the form in Annex No. 4/1 attached to this instruction;

ii. Not to have any disciplinary measures in force under Albanian legislation, nor to have been dismissed from employment for violations of professional ethics within the last 5 (five) years from the start date of the employment relationship.

c) for the persons specified in letter "c", point 2, article 2 of this instruction, the fulfillment of the following specific criteria shall be verified:

i. not to have any disciplinary measures in force under Albanian legislation or not to have been dismissed from employment for violation of professional ethics within the last 3 (three) years from the start date of the employment relationship, and to declare the employer details from the past 3 (three) years using the form in annex no. 5/2, attached to this instruction."

Article 8

1. Article 11 shall be amended as follows:

a) the title of Article 11 shall be amended as follows:

" Documentation required to verify the purity of records."

b) the first paragraph of point 1 shall be amended as follows:

"1. The documentation necessary for verifying the purity of records for the persons specified in point 2, Article 2 of this instruction is as follows:";

c) in letter "b" of point 1, the phrase "1 and 2" shall be replaced with the phrase "no. 1, no. 2, no. 4, no. 4/1, no. 5, no. 5/1, and no. 5/2 according to the definitions";

ç) the letter "c" of point 1 shall be amended as follows:

"c) self-declaration according to annex no. 6;"

d) in the letter "ç" of point 1 after "identity" the word "/passport" shall be added;

dh) After letter "e" of point 1, a new letter "ë" shall be added with the following content:

"ë) certification from the Special Structure against Corruption and Organized Crime,"

e) After point 2, a new point 3 shall be added with the following content:

"3. Documents issued by the competent authorities of another country must be legalized/equipped with an apostille stamp, translated into Albanian by licensed translators, and notarized in accordance with the legislation in force."

Article 9

The title of Chapter V shall be amended as follows:

"SPECIFIC PROFESSIONAL CRITERIA FOR OWNERS, PARTNERS, SHAREHOLDERS, ADMINISTRATORS, MEMBERS OF MANAGEMENT BODIES, TECHNICAL DIRECTORS AND EMPLOYEES OF LICENSED OR PERMITTED ENTITIES"

Article 10

1. Article 12 shall be amended as follows:

a) The title of Article 12 shall be amended as follows:

"Special professional criteria".

b) In point 1, the phrase "completed by any employee of licensed or permitted entities" shall be replaced with the phrase "completed by the persons specified in point 2 of Article 2 of this instruction".

- c) In point 2, the following amendments shall be made:
 - i. In the first paragraph, the phrase “employees operating in the field for basic land cultivation processes” shall be replaced by the phrase “employees defined in letter “c” of point 2 of Article 2 of this instruction”;
 - ii. Letter "a" shall be repealed;
 - iii. Letter "b", shall be amended as follows:
"Meet the criteria as defined in the specific professional criteria of the job position, if any."
 - ç) in the letter “e”, after the word “legal”, the phrase “when this function is not assigned to the administrator or technical manager” is added;
 - d) after the letter “e”, a new letter “ë” shall be added with the following content:
"ë) the administrator must have a qualification of at least level 7 of the KSHK (master of science) and at least 5 (five) years of work experience, of which at least 1 (one) year in a leadership/management position."
 - dh) In point 3, the following amendments shall be made:
 - i. in the first paragraph, the phrase “employees operating in the field for basic land cultivation processes” shall be replaced by the phrase “employees defined in letter “c” of point 2 of Article 2 of this instruction”;
 - ii. Letter "a" shall be repealed;
 - iii. Letter "b", shall be amended as follows:
"Meet the criteria as defined in the specific professional criteria of the job position, if any."
 - e) in the letter “e”, after the word “legal”, the phrase “when this function is not assigned to the administrator or technical manager” shall be added;
 - ë) after the letter “e”, the letter “ë” is added as follows:
"ë) the administrator must have a qualification of at least level 7 of the KSHK (master of science) and at least 5 (five) years of work experience, of which at least 1 (one) year in a leadership/management position."
 - f) Point 4 of Article 12 shall be repealed.

Article 11

1. In Article 13, the following amendments shall be made:
 - a) point 1 shall be amended as follows:
"The documentation that must be submitted by the persons specified in point 2, Article 2 of this instruction, in accordance with the licensing/permitting criteria, is as follows:";
 - b) the letters “a” and “b” shall be repealed;
 - c) in the letter “c”, after the word “work”, the following phrase shall be added: “(for periods of employment abroad, as well as for foreign citizens, a certificate from the relevant authority of the country of origin must be submitted, attesting to the nature and employment relationship)”;
 - ç) in the letter “ç”, after the word “health” the following phrase shall be added: “(for foreign citizens who are not residents in Albania, this certificate shall be issued by the relevant authority of the country of origin)”;
2. After point 2 of Article 13, a new point 3 shall be added with the following content:
“3. Documents issued by the competent authorities of another country must be legalized or bear an apostille stamp, translated into Albanian by licensed translators, and notarized in accordance with the legislation in force.”

Article 12

1. Annexes No. 1 and No. 2, attached to the instruction, shall be replaced by Annexes No. 1 and No. 2 attached to this instruction as an integral part thereof.
2. Annexes No. 2/1, No. 4, No. 4/1, no. 5, No. 5/1, No. 5/2 and No. 6 are added to this instruction as an integral part thereof.

Article 13

The National Cannabis Control Agency shall be charged with the implementation of this instruction.

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

MINISTER OF HEALTH AND SOCIAL PROTECTION
Albana Koçiu

MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
Anila Denaj

MINISTER OF INTERIOR
Ervin Hoxha

ANNEX NO. 1
DECLARATION OF CONSENT FOR THE COLLECTION, PROCESSING AND
HANDLING OF PERSONAL DATA, AND FOR THE CONDUCT OF PROCEDURES
FOR THE VERIFICATION OF PURITY OF RECORDS

I, _____, son/daughter of _____ and _____ born
on _____, in _____, and residing in _____, with nationality
_____ and citizenship _____ currently employed by
_____ in the
position _____ hereby declare
of my own free will,

I DECLARE THAT:

- Based on Article 35, point 2 of the Constitution of the Republic of Albania,
- Articles 2, 6, 51, of Law No. 124/2024, “On the Protection of Personal Data”;
- Law No. 61/2023, “On the control of the cultivation and processing of the *cannabis plant and the production of its by-products for medical and industrial purposes*” and the sub-legal acts in its implementation for the verification of the purity of records of the employees of the National Agency for the Control of Cannabis, or of the employees of licensed or permitted entities;
- I consent to the collection and processing of personal data and the performance of verification procedures to verify the purity of records by the competent authorities designated under the applicable legal framework;
- I consent to the collection and processing of personal data and the carrying out of verification procedures necessary to clarify the self-declared information within the framework of the verification of the purity of records;
- I agree that the personal data declared in this form, as well as data collected during the verification process, may be processed and handled by the responsible personnel for lawful purposes in accordance with the applicable legislation on the verification of the purity of records;
- I am aware that any false declaration or failure to disclose material facts may constitute grounds for the termination of the verification process and shall be considered a failure to meet the criteria for purity of records.

Tirana, on _____

The declarant

(_____)

ANNEX NO. 2
SELF-DECLARATION FORM

Self-declarant's information:

First Name: _____

Last name: _____

Father's/Mother's Name: _____

Date of birth: _____

Place of birth: _____

Identification document
(a copy attached to the form)

I hereby declare of my own free will that I am:

- ☐ **unconvicted**
☐ **convicted**

Being fully aware that this form constitutes an official document, is submitted to a state authority, and is subject to verification, I confirm the accuracy and truthfulness of the information provided.

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense under Article 190 of the Criminal Code of the Republic of Albania.

DECLARANT _____

First Name Last Name / Signature

RECIPIENT OF THE SELF-DECLARATION _____

Name Surname / Signature / Stamp

Authorization. I declare that the data presented in this form is true and authorize the verification of their authenticity by the National Agency for the Control of Cannabis

Signature of the authorizing declarant _____

Date of signature _____

Note.

The processing of personal data following the use of this authorization will be carried out only in accordance with Law No. 124/2024, "On the Protection of Personal Data".

ANNEX NO. 2/1
SELF-DECLARATION FORM FOR CONFLICT OF INTEREST
FOR APPLICANTS/AGENCY EMPLOYEES

I, the undersigned:

Name, Patronymic, Surname: _____

ID/passport number: _____

Position: _____

Institution: _____

I hereby declare that the following information is true:

1. Detailed description of the private interests that give rise to a conflict of interest, if applicable:

2. Description of any legal restriction on the exercise of public functions that constitutes a conflict of interest, if applicable:

3. If the declarant or his/her family members own shares/quotas or are involved in another activity, please specify the name of the entity, the role and the relevant explanation that the situation does not constitute a conflict of interest, below:

(Please attach supporting documentation confirming the accuracy of the above statements.)

I declare that in the event of any change to the situation described above, I undertake to immediately inform the National Agency for the Control of Cannabis and update this declaration accordingly.

Being aware that this form constitutes an official document, submitted to a state authority and subject to verification, I confirm the accuracy of the data provided.

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.

The declarant

(name, surname, signature, date)

ANNEX NO. 4
SELF-DECLARATION FORM FOR CONFLICT OF INTEREST
FOR THE OWNER/PARTNER/SHAREHOLDER, MEMBER OF THE MANAGEMENT
BODY, ADMINISTRATOR, TECHNICAL DIRECTOR

I, the undersigned:

Name, patronymic, surname: _____

ID/passport number: _____

Role in the applicant entity:

- ☐ owner
☐ partner
☐ joint-stock
☐ Member of the governing body
☐ Administrator
☐ Technical manager

Applicant entity: _____

NIPT of the entity: _____

I hereby declare that:

- I have no family, personal, professional or economic relationship with employees, representatives or managers of the public institution responsible for reviewing and approving the license/permit application.
- I am not engaged in any business activity, partnership or contractual relationship that may result in a conflict of interest.
- I declare that neither I nor my family members own or conduct any economic or professional activity that may give rise to a conflict of interest.

I personally or my family members own shares/quotas or are involved in another activity that does not constitute a conflict of interest:

- ☐ not
☐ yes

(If yes, please specify the name of the entity, the role and the relevant explanation, and submit supporting documentation that proves the accuracy of the declaration.)

I declare that in any case of change in the situation stated above, I undertake to immediately notify the applicant entity and the National Agency for the Control of Cannabis and to update this declaration.

Being aware that this form constitutes an official document submitted to a state authority and is subject to verification, I confirm the accuracy of the information provided.

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.

The declarant

(name, surname, signature)

I, the undersigned:
 Name, patronymic, surname: _____
 ID/passport number: _____
 Applicant entity: _____
 NIPT of the Entity: _____
 Employee's role in the applicant entity: _____

- I have no family, personal, professional or economic relationship with employees, representatives or managers of the public institution responsible for reviewing and approving the license/permit request.
- I am not involved in any business activity, partnership or contractual relationship that may result in a conflict of interest.
- I declare that I do not own or exercise any other economic or professional activity that may give rise to a conflict of interest.

☐ not
☐ yes

[illegible]

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.

(name, surname, signature)

ANNEX NO. 5
FORM SELF-DECLARATION FOR DISCIPLINARY MEASURES

I. PERSONAL DATA SELF- DECLARANT

- Name, Patronymic, Surname:
- Identification number (ID):
- Last job position:
- Name of institution/company:
- Date of birth _____._____._____

II. SELF-DECLARATION

I, the undersigned, _____ hereby declare with full responsibility that:

1. I have been subject to a disciplinary measure:

- ☐no
☐yes

(If yes, please specify the reason, type of disciplinary measure, the position held at the time, the date the measure was issued [day/month/year], and submit relevant documentation confirming that the measure has not been lifted under the legislation in force.)

2. I have been dismissed from work as a result of a disciplinary measure which has not been lifted under the applicable legislation:

- ☐no
☐yes

(If yes, please specify the reason, type of disciplinary measure, the position held at the time, the date the measure was issued [day/month/year], and submit relevant documentation confirming that the measure has not been lifted under the legislation in force.)

III. CONFIRMATION AND SIGNATURE

Being aware that this form constitutes an official document submitted to a state authority and is subject to verification, I hereby confirm the accuracy of the information provided.

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.

The Declarant

(Name, Patronymic, surname, signature)

ANNEX NO. 5/1
DECLARATION FORM
ON THE DISCIPLINARY STATUS OF THE EMPLOYEE

I, the undersigned, in my capacity as the legal representative/head of _____ (**name of institution/company**), declare that the following data and information are accurate and true:

I. DECLARANT'S DATA (previous employer)

- **Name of institution/company:** _____
- **Address:** _____
- **NIPT:** _____
- **Name and surname of the position holder:** _____
- **Name and surname of the employer's legal representative:** _____
- **Contact information:**
phone/cell: _____
e-mail: _____

II. IDENTIFICATION DATA OF THE FORMER EMPLOYEE

- **Name, patronymic, surname:** _____
- **Identification number (ID):** _____
- **Position held (as per employment contract):** _____
- **Employment period:** From date __.__.____ to date __.__.____

III. INFORMATION ON ETHICAL AND DISCIPLINARY ASPECTS OF THE FORMER EMPLOYEE _____

(name, patronymic, surname)

1. Did the former employee have integrity and a clean moral character during the employment relationship?

Yes ☐

No ☐

If not, specify whether the lack of integrity and clean moral character is related to:

- ☐ professional honesty and correctness in the performance of duties
- ☐ personal benefits, for oneself, family members or related persons, resulting from the improper performance of duty

2. Has the former employee been subject to any disciplinary measures during the period of employment at your institution/company?

Yes ☐

No ☐

(If yes, specify the reason, type of disciplinary measure and date of imposition of disciplinary measure (date/month/year), as well as whether or not this measure has been terminated according to applicable legislation.)

3. Was the former employee dismissed as a result of a disciplinary measure?

Yes ☐

No ☐

If yes, specify whether the disciplinary measure was related to:

- ☐ maintaining integrity during the exercise of duties or private life;
- ☐ dignified conduct while performing duties;
- ☐ other (specify) _____

IV. CONFIRMATION AND SIGNATURE

The undersigned declarant guarantees the accuracy of the information provided and is fully aware of the legal consequences in the event of a false declarations.

Date: __.__.____

Name and surname of the representative/head of the institution/company:

Signature and Official seal

The completed form, after signing and stamping, should be scanned and sent by the institution/company that completed it, to the official address info@nacc.gov.al, in order to support the verification of purity of records, pursuant to Joint Instruction No. 274, dated 16.5.2024, “On determining the procedures, deadlines, criteria, and necessary documentation for verifying the purity of records of employees of the National Cannabis Control Agency or licensed/permitted entities, as well as the applicable ethical and professional criteria,” as amended.

ANNEX NO. 5/2
SELF-DECLARATION FORM ON DISCIPLINARY MEASURES FOR EMPLOYEES
PERFORMING BASIC WORK PROCESSES

I. TO PERSONAL DATA SELF- DECLARATORS

- Name, patronymic, surname:
- Identification number (ID):
- Last job position:
- Name of institution/company:
- Date of birth: _____._____._____

II. SELF-DECLARATION

I, the undersigned, _____ hereby declare with full responsibility that:

1. I have been subject to a disciplinary measure:

- ☐no
☐yes

(If yes, please specify the reason, type of disciplinary measure, the position held at the time, the date the measure was imposed [day/month/year], attach relevant documentation, and confirm whether the measure remains in force according to the applicable legislation.)

2. I have been dismissed from work as a result of a disciplinary measure that has not been lifted under applicable legislation:

- ☐no
☐yes

(If yes, please specify the reason, type of disciplinary measure, the position held at the time, the date the measure was imposed [day/month/year], attach relevant documentation, and confirm whether the measure remains in force according to the applicable legislation.)

III. EMPLOYER DATA FOR THE LAST 3 YEARS

(Specify employer, e-mail and cell/tel number)

CONFIRMATION AND SIGNATURE

Being aware that this form constitutes an official document submitted to a state authority and is subject to verification, I confirm the accuracy of the information provided.

Any false declaration shall result in exclusion from further procedures and constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.

The Declarant

(Name, patronymic, surname, signature)

ANNEX NO. 6
SELF-DECLARATION FORM

Current generalities:

NAME	
SURNAME	
FATHER'S NAME	
MOTHER'S NAME	
DATE OF BIRTH	
COUNTRY OF ORIGIN	
ADDRESS	
NR.ID	

Previous generalities:

(If you have officially changed any of your personal identification data (generality), or have used any other form of identification—even without officially changing it—please list each instance, specifying all modified information and the number of times it has been changed. Failure to declare any such data in accordance with this point, which may hinder the verification process under Instruction No. 274/2024, as amended, constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania.)

NAME	
SURNAME	
FATHER'S NAME	
MOTHER'S NAME	
DATE OF BIRTH	
COUNTRY OF ORIGIN	

(name, surname, signature)

COURT STATUS DATA

I, the undersigned, _____ hereby declare with full responsibility that:

☐ I have never been convicted by a final court decision by an Albanian or foreign judicial authority.

☐ I have been convicted by a final court decision by an Albanian or foreign judicial authority.

If yes, specify in detail:

☐ I have not been sentenced to imprisonment by a non-final court decision by an Albanian or foreign judicial authority, for a criminal case not yet resolved by a final decision.

☐ I have been sentenced to imprisonment by a non-final court decision by an Albanian or foreign judicial authority, for a criminal case not yet resolved by a final decision.

If yes, specify in detail:

☐ I have never been under investigation or trial by a foreign authority for committing a criminal offense.

☐ I have been under investigation or trial by a foreign authority for committing a criminal offense.

If yes, specify in detail:

☐ I have never been detained or arrested by law enforcement for committing a criminal offense.

☐ I have been detained and/or arrested by law enforcement for committing a criminal offense.

If yes, specify in detail:

☐ No restrictive personal security measure has ever been imposed on me, whether currently in force or not.

☐ A restrictive personal security measure has been imposed on me at some point, which may or may not be in force.

If yes, specify in detail:

☐ No international arrest warrant has ever been issued against me in connection with the commission of criminal offenses.

☐ An international arrest warrant has been issued against me in connection with the commission of criminal offenses

If yes, specify in detail:

☐ I have never been subject to deportation from a foreign country.

(This does not include deportation solely for violations of immigration rules regarding residence or entry/exit requirements).

☐ I have been subject to deportation from a foreign country.

If yes, specify in detail:

Being aware that this form constitutes an official document, addressed to a state authority and subject to verification, I hereby confirm the accuracy of the information provided.

Any false declaration constitutes a criminal offense pursuant to Article 190 of the Criminal Code of the Republic of Albania and shall result in exclusion from further proceedings.

The declarant

(name, surname, signature)

MINISTRY OF HEALTH AND SOCIAL PROTECTION

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT

MINISTRY OF INTERNAL AFFAIRS

No. 274 date 16.05. 2024

INSTRUCTION

FOR

**THE DETERMINATION OF PROCEDURES, DEADLINES, CRITERIA, AND
NECESSARY DOCUMENTATION FOR VERIFYING THE PURITY OF THE
EMPLOYEES' RECORDS OF THE NATIONAL AGENCY FOR THE CONTROL OF
CANNABIS OR LICENSED OR PERMITTED SUBJECTS, AS WELL AS THE
ETHICAL-PROFESSIONAL CRITERIA**

Based on point 4, article 102, of the Constitution, point 4 of article 6, and point 8 of article 8 of law no. 61/2023 "On the control of the cultivation and processing of the cannabis plant and the production of its by-products for medical and industrial purposes",

WE INSTRUCT:

CHAPTER I GENERAL PROVISIONS

Article 1 - Object

This instruction determines the procedures, deadlines, criteria, and necessary documentation for verifying the purity of the records of the employees of the National Agency for the Control of Cannabis (hereinafter the Agency), and the employees of licensed or permitted entities, including their administrators, owners/shareholders, as well as the ethical-professional criteria.

Article 2

Subjects of this Instruction are:

1. Applicants/employees of the Agency;
2. Owners/shareholders, administrators, and applicants/employees of licensed or permitted entities.

Article 3

General Provisions

1. For the assessment and verification of the purity of the records, the Agency cooperates with the following institutions, which are responsible for the respective verifications, according to their field of responsibility as follows:

- a) The State Police, for the criteria outlined in point 1, letters "c", "g", "d" of Article 5 of Chapter II and in point 1, letters "c", "g", "d" of Article 10 of Chapter IV;
 - b) The Financial Intelligence Agency, for the criteria outlined in point 1, letter "c" of Article 5 of Chapter II and in point 1, letter "c" of Article 10 of Chapter IV;
 - c) The Institute of Forensic Medicine, for the verification of the criterion of non-drug use.
2. To assess the purity of the records and conduct verifications related to the self-declaration made by the applicant/employee, the Agency has the right to cooperate with other institutions such as:
- a) The Police Oversight Agency;
 - b) The Defense Intelligence and Security Agency;
 - c) The Courts;
 - d) The Prosecutor's Offices;
 - e) Other responsible authorities or institutions that hold or manage data for this purpose.
3. The Agency and the aforementioned institutions involved in the verification process have the obligation during the verification process of the purity of the records to:
- a) Maintain the dignity of the person being verified;
 - b) Respect the principles of legality, objectivity, balance of interests, impartiality, transparency, and professionalism;
 - c) Protect personal data;
 - d) Engage experienced employees in conducting the verification procedures.
4. The assessment period for the verification of the purity of the records, for the purposes of this instruction, includes a 5-year period from the date of submission of the verification request and, if the period is insufficient, the verification starts from the age of 18;
5. The verification of the purity of the records is carried out to evaluate the purity of the records of the candidate/employee and includes the evaluation of the candidate/employee himself or his involvement in other activities in relation to family members or third parties that may compromise the purity of his records, as determined in this instruction.
6. The responsible structure in the Agency for the realization of the process of verifying the purity of the records is the structure responsible for personnel security. In cases where the verification is carried out for the employees of this structure, the General Director of the Agency may appoint other employees to perform these duties.

CHAPTER II

PROCEDURES, DEADLINES, CRITERIA, AND NECESSARY DOCUMENTATION FOR VERIFYING THE PURITY OF THE RECORDS OF THE AGENCY'S EMPLOYEES

Article 4

Procedures and Deadlines for Verifying the Purity of the Records of the Agency's Employees

1. The Agency publishes on its official website (the Agency's and/or the Ministry responsible for health) the start and end date of the application period, as well as the criteria that the applicant must meet and the method of evaluating the applications. The call for applications remains posted for a period of 4 weeks. In justified cases of need to fill vacant positions, the call may remain posted for shorter periods, but not less than 2 weeks.
2. The applicant provides written consent for the collection and processing of personal data, as well as for conducting the verification procedures according to the provisions of this instruction, by completing the authorization form and the self-declaration form, respectively according to annexes 1 and 2 attached to this instruction, and by submitting the documentation specified in Article 6 of this Chapter. The candidate's evaluation process begins only after the applicant has submitted the forms according to annexes 1 and 2 and the respective documentation, except for the certification specified in letter "e" of point 1 of Article 6 of this Chapter, which is submitted following the completion of the test according to the Agency's relevant notification. The respective documentation for verifying the purity of the records is submitted by the applicant to the Agency's protocol and/or the email address specified in the announcement, and then immediately forwarded to the responsible structure for this purpose within the Agency.
3. The responsible structure evaluates the correctness of the completion of the forms and submitted documentation, and in case deficiencies are found, requests the completion of the documentation or correction of the data in the forms.
4. The evaluation of the applicants is carried out in two phases by an evaluation commission, established by order of the Agency's General Director, with at least 3 Agency employees:
 - a) Phase 1: Evaluation of the applicant's professional criteria, which is carried out based on the submitted documentation for this purpose and the interview conducted by the evaluation commission with the applicant;
 - b) Phase 2: Evaluation of other criteria specified in this Instruction. The evaluation of the second phase is carried out only for applicants who have been selected in the first phase based on professional criteria, as well as for applicants on the reserve list according to the ranking of applicants based on the evaluation in the first phase.
5. The form and respective documentation are reviewed by the responsible structure for personnel security within the Agency within 7 days from their submission date and, if complete, are forwarded by the Agency to the institutions specified in point 1, letters "a" and "b" of Article 3 of Chapter I of this Instruction, as well as, if necessary, to other institutions specified in point 2 of Article 3 of Chapter I of this Instruction.
6. The institutions receiving the verification request immediately begin the procedures for carrying out the respective verifications and return a detailed response to the Agency on the verification results, according to the specific criteria outlined in Article 3 of Chapter I, as well as other specific requests transmitted by the Agency, no later than 30 calendar days from the submission of the request by the Agency.
7. The drug non-use test is conducted by the applicant/employee at the Institute of Forensic Medicine within the deadlines set by the Agency and in any case no later than 24 hours from

the notification sent to his/her email address communicated for official notifications in the application form. The Agency notifies the Institute of Forensic Medicine about the date when the test will be conducted by the applicants. Failure to complete the test by the applicant/employee within the date set by the Agency for conducting the test constitutes grounds for application rejection. The payment for the test is made by the applicant/employee upon receiving the notification from the Agency to conduct the test, to the bank account of the Institute of Forensic Medicine, as specified in annex 3 of this Instruction.

8. The Agency has the right to request additional documentation or conduct interviews with applicants or employees undergoing verification when insufficient or contradictory information with a direct impact on decision-making is collected during the purity verification process.

9. The applicant/employee is informed of the reason for the interview invitation and, in cooperation with him/her, the interview date is set no later than 5 working days from the notification date. Failure to attend the interview within this date, not due to the applicant's/employee's objective impossibility, constitutes sufficient grounds for application rejection. In any case, the failure of the candidate to attend the interview within 15 working days from the notification date constitutes grounds for application rejection.

10. The responsible structure for personnel security may also call other individuals who know the applicant's/employee's past and activities to the interview if insufficient or contradictory information with a direct impact on decision-making is collected during the purity verification process.

11. The responsible structure for personnel security reviews the responses no later than 15 calendar days from their receipt and prepares the decision on the qualification or disqualification of the applicant, along with a report for the Agency's General Director with respective conclusions for each verified individual. If the forwarded practice has discrepancies or is incomplete, the General Director returns the respective practice to the structure for completion and/or further verifications.

12. The applicant who does not meet the criteria is notified in writing by the Agency about the disqualification or application rejection. The employee for whom the purity of the records verification has been carried out and who has been found not to meet the criteria is notified in writing by the Agency and the procedure for terminating the employment relationship begins immediately.

13. The applicant/employee has the right to appeal within 5 working days from the notification receipt, in accordance with the provisions of the Administrative Procedures Code. The appeal does not impede the continuation of the recruitment procedures for vacant positions, which are temporarily filled until a final decision on the appeal is issued. In cases where the verification conducted relates to an Agency employee, and this employee has appealed the decision to terminate the employment relationship due to not meeting the criteria for purity of the records, he/she is suspended from duty until a final decision on the appeal is issued, in accordance with the provisions of the Administrative Procedures Code. The Agency announces the vacant position for new staff recruitment, which remains in the position temporarily until a final decision on the suspended employee's appeal is issued. If the final decision confirms that the purity of the records criteria are not met for the appealing employee, the temporary replacement employee is considered permanently employed in the respective position.

14. The responsible structure for personnel security within the Agency conducts periodic verification procedures for the purity of the records of its employees, at least every 5 (five) years.

15. In addition to periodic verification, the Agency's General Director orders the verification of the purity of the records when there are indications or suspicions that the purity of the records of its employees has been compromised.

Article 5

Criteria for the Purity of Records Required of Agency Employees

The criteria for the purity of records that Agency employees must meet are as follows:

1. For the criterion of moral integrity:

- a) Must have integrity and a clean moral record, as well as professional reliability; b) Must not be under investigation or convicted by a final Court decision for a criminal offense related to narcotics, money laundering, terrorism financing, or weapons of mass destruction, offenses related to integrity and moral character, participation in a structured criminal group or organized crime;
- c) Must not be part of the list of individuals declared for acts of terrorism or their financiers;
- d) Must not have had inappropriate influential contacts, at least in the last 5 years, with persons known to be:
 - i) Convicted by a final Court decision for a criminal offense in the field of narcotics or participation in organized crime;
 - ii) Determined as narcotics users by the State Police or law enforcement institutions;
- e) Must not have persons in the individual's family certificate who, to their knowledge, in the last 5 years, are:
 - i) Under investigation or convicted by a final Court decision for committing a criminal offense in the field of narcotics or participation in organized crime;
 - ii) Determined as narcotics users by the State Police or law enforcement institutions;
- f) Must not be a drug user (including Cannabis), verified by analyses carried out at the Institute of Forensic Medicine, and must undergo the relevant test when requested during the application phase and the verification of record purity, or whenever requested in the context of periodic verification or when there are indications of non-compliance with the record purity criterion.

2. For specific ethical criteria:

Every employee of the Agency, regardless of their specific job position, must meet the following specific ethical criteria:

- a) Must not have other engagements that place them in a conflict of interest with their duty, and must declare in the form in annex 2 any other activity of theirs or shares/parts that they or their family members own;
- b) Must not have a disciplinary measure in force for professional ethics violations, which include, but are not limited to:
 - i) Maintaining integrity during duty and in private life;
 - ii) Dignified behavior during duty;
 - iii) Professional honesty and correctness during duty;
 - iv) Personal gains for themselves, family members, or connected persons resulting from inappropriate exercise of duty.

Article 6

Required Documentation for Verifying the Purity of Records of Agency Employees

1. The applicant/employee submits the following documentation to the Agency for the purpose of verifying the purity of their records:
 - a) A completed Europass CV;
 - b) The forms as per annexes 1 and 2 of this Guideline;
 - c) The decriminalization form; d) A photocopy of the identity card;
 - e) Certificates respectively of the family/personal status;
 - f) A certificate of the judicial status;
 - g) A certification from the Institute of Forensic Medicine certifying that they are not a drug user (including Cannabis), according to the provisions in point 7 of article 4 of this Chapter.
2. The handling of personal data and information collected during the record purity verification process is carried out in accordance with current legislation requirements, maintaining confidentiality throughout the process.

CHAPTER III

PROFESSIONAL CRITERIA FOR AGENCY EMPLOYEES

Article 7

Professional Criteria for Agency Employees

1. The professional criteria that every employee of the Agency must meet are as follows:
 - a) Must have completed education in accordance with the job description;
 - b) Must have at least one year of professional work experience, or longer experience as specified in the specific professional criteria of the job position;
 - c) Must be proficient in the Albanian language, both written and spoken;
 - d) Must be proficient in a foreign language or meet other criteria as specified in the specific professional criteria of the job position.
2. For specific job positions, the General Director of the Agency approves the special professional criteria which correspond to the needs and requirements of the job position.
3. Verification of the fulfillment of professional criteria is a prerequisite for starting the process of verifying the purity of records.

Article 8

Required Documentation for Verifying Professional Criteria

1. The documents that all applicants for positions in the Agency must submit are as follows:
 - a) A completed Europass CV;
 - b) A photocopy of the identity card;
 - c) A photocopy of the work booklet;
 - d) A health status certificate;
 - e) A notarized photocopy of the diploma/qualification, as well as the document of equivalence/recognition in the Republic of Albania for diplomas/qualifications obtained abroad;
 - f) Any other document that verifies qualifications, training, additional education, positive evaluations, or other mentions in the CV.

2. For specific positions of employment to which special professional criteria also apply, the Agency may request additional documentation, which shall be communicated to applicants at the time of announcing the competition

CHAPTER IV
PROCEDURES, DEADLINES, CRITERIA, AND NECESSARY DOCUMENTATION
FOR VERIFYING THE INTEGRITY OF EMPLOYEES OF LICENSED OR
PERMITTED ENTITIES

Article 9

Procedures and Deadlines for Verifying the Integrity of Employees, Administrators, and Owners/Shareholders of Licensed or Permitted Entities

1. The entity shall submit to the Agency, as part of the licensing or permitting process, as well as within the framework of periodic verification, or when requested by the Agency, the data regarding the owners/shareholders, administrators, and employees intended for employment or already employed by it (hereinafter applicants), in accordance with the provisions of this Guideline.
2. Applicants provide written consent for the collection and processing of personal data, as well as for the conduct of verification procedures according to the provisions in this guideline, by completing the authorization form and self-declaration form, respectively according to Annexes I and 2 attached to this guideline and submitting the specified documentation in Article 11 of this Chapter. The evaluation process of the applicant begins only after the submission of forms according to Annexes I and 2, and the respective documentation, excluding the verification specified in point "e" of Article 11, Chapter IV, which is submitted following notification by the Agency. The relevant documentation for verifying integrity is submitted by the entity to the Agency's protocol, and then promptly forwarded to the responsible structure within the Agency for this purpose.
3. The responsible structure assesses the completeness of the forms and submitted documentation, and in case of deficiencies, requests completion of the documentation.
4. The evaluation of compliance with applicant criteria is conducted in two phases:
 - a) Evaluation of the applicant's professional criteria;
 - b) Evaluation of other criteria stipulated in this Guideline. Evaluation of the second phase is conducted only for applicants who meet the professional criteria in the first phase.
5. The form and relevant documentation are reviewed by the responsible personnel security structure within 7 calendar days from their submission, and if found complete, are forwarded by the Agency to the institutions specified in point I, letters "a" and "b" of Article 3, Chapter I of this Guideline, and as needed, to other institutions specified in point 2 of Article 3, Chapter I of this Guideline.
6. Institutions receiving the verification request immediately initiate procedures to conduct the respective verifications and provide a specific response to the Agency on the verification results, according to specific criteria defined in Article 3, Chapter I, as well as other specific requirements conveyed by the Agency, no later than 30 calendar days from the submission of the request by the Agency.

7. The drug non-use test is conducted by applicants at the Institute of Legal Medicine within the specified deadlines determined by the Agency, and in no case later than 24 hours from its notification and/or to the applicant entity at the electronic address communicated for application notifications. The Agency notifies the Institute of Legal Medicine of the date of the test. Failure of the applicant to undergo the test within the date specified by the Agency for the test constitutes grounds for considering the criterion of integrity not fulfilled for this applicant. The payment for the test is made by the applicant themselves or by the licensed or permitted entity, upon notification by the Agency for conducting the test, into the bank account of the Institute of Legal Medicine, according to the provisions in Annex 3 of this Guideline. For owners/shareholders, administrators, or employees who are foreign nationals residing outside the country and are objectively unable to undergo the test as specified above, the test may be conducted in their country of residence, at an institution equivalent to the Institute of Legal Medicine, according to the guidelines of the responsible personnel security structure in collaboration with the Institute of Legal Medicine.
8. The Agency has the right to request additional documentation or conduct interviews with applicants for employment, for whom verification is conducted, and to also call for interviews with other individuals who are familiar with the applicant's past and activities subject to verification of integrity, when insufficient or contradictory information is gathered during the process of verifying integrity, directly influencing decision-making.
9. The reason for calling the applicant to an interview is explained to them, and in cooperation, the time for conducting the interview is decided not later than 5 working days from the notification date. Failure to attend the interview within this date, not due to the applicant's objective impossibility, constitutes sufficient reason for rejecting the application. In any case, the applicant's non-appearance for an interview within 15 working days from the notification date constitutes grounds for rejecting the application.
10. The personnel security structure in the Agency reviews the responses accompanied within 15 calendar days from their receipt and prepares the response for the subject and the applicant, together with a report for the Director General of the Agency containing respective conclusions for each verified individual. If the practice followed is inconsistent or incomplete, the Director General returns it to the respective structure for completion and/or further verifications.
11. If the applicant for whom integrity verification has been conducted is found not to meet the criteria, the Agency notifies in writing both the subject who submitted the application and the applicant themselves. Upon receipt of the notification, the subject is obliged to immediately terminate the employment relationship, if they are an employee of this subject. The subject may replace applicants who have not met the criteria with other applicants, not later than 15 calendar days from the Agency's notification of non-compliance with the applicant criteria.
12. The subject/applicant has the right to appeal within 5 working days from receipt of the notification, in accordance with the provisions of the Administrative Procedures Code.
13. The personnel security structure in the Agency conducts periodic verification procedures of the integrity of owners/shareholders/administrators/employees of licensed or permitted entities at least every 5 (five) years.
14. During periodic verification, the Director General of the Agency orders integrity verification when there are indications or suspicions that the integrity of owners/shareholders/administrators/employees of licensed or permitted entities has been compromised.

Article 10

Criteria for Integrity and Ethical Standards Required by Employees, Administrators, and Owners/Shareholders of Licensed or Permitted Entities

The criteria for integrity that must be met by each employee, administrator, and owner/shareholder of licensed or permitted entities are as follows:

a. Criteria for Moral Integrity:

- i. To possess integrity and a clean moral character, as well as professional reliability.
- ii. Not to be under investigation or convicted by a final court decision for a criminal offense related to narcotics, money laundering, financing of terrorism, or weapons of mass destruction, offenses related to moral integrity, participation in organized crime groups, or organized crime.
- iii. Not to be listed as persons involved in terrorist acts or their financiers.
- iv. Not to have or have had inappropriate influential contacts, at least in the last 5 years, with persons known to them to have been:
 1. Convicted by a final court decision for a criminal offense related to narcotics or participation in organized crime.
 2. Identified as drug users by the State Police or law enforcement institutions.
- v. Not to have persons listed on the individual's family certificate, of which they are aware that, at least in the last 5 years, have been:
 1. Under investigation or convicted by a final court decision for committing a criminal offense related to narcotics or participation in organized crime.
 2. Identified as drug users by the State Police or law enforcement institutions.
- vi. Not to be a drug user (including cannabis), verified by analyses conducted at the Institute of Legal Medicine, and to undergo the relevant test when required, during the application and integrity verification phase, or whenever required during periodic verification, or when there are indications of non-compliance with the integrity criterion.

b. Specific Ethical Criteria:

Every employee, administrator, and owner/shareholder of licensed or permitted entities, regardless of specific job position, must meet specific ethical criteria, as follows:

- i. Not to have other commitments that place them in a conflict of interest with their duties, and to declare in the form in Annex 2 any other activities or ownership shares that they or their family members hold.

- ii. ii. Not to have disciplinary measures in force for breaches of professional ethics, including, but not limited to:
 - 1. Maintaining integrity during the exercise of duties as well as in their private life.
 - 2. Conducting themselves with dignity during the exercise of duties.
 - 3. Professional honesty and correctness during the exercise of duties.
 - 4. Personal benefits for themselves, family members, or related persons resulting from improper exercise of duties.

Article 11

Necessary Documentation for Verifying the Integrity of Employees, Administrators, and Owners/Shareholders of Licensed or Permitted Entities

1. The entity shall submit the following documentation to the Agency for the owners/shareholders, administrators, and candidates for employment/its employees for the purpose of verifying integrity:
 - a) Completed curriculum vitae in Europass format.
 - b) Forms according to Annexes 1 and 2 of this Guideline.
 - c) Decriminalization form.
 - d) Copy of the identity card.
 - e) Certificates, respectively, of family/personal status.
 - f) Certificate of judicial status.
 - g) Certificate from the Institute of Legal Medicine certifying non-use of drugs (including cannabis), according to the provisions in point 7 of Article 9, Chapter I of this Guideline.
2. Processing of personal data and information collected during the integrity verification process shall be conducted in accordance with the requirements of applicable legislation, ensuring confidentiality during the execution of this process.

CHAPTER V

PROFESSIONAL CRITERIA FOR EMPLOYEES OF LICENSED OR AUTHORIZED ENTITIES

Article 12

Professional Criteria for Employees of Licensed or Authorized Entities

1. The professional criteria that must be met by employees of licensed or authorized entities are as follows:
 - a) To have completed relevant education according to the licensing/authorization requirements;

b) To have at least 1 year of professional work experience, or a longer experience as specified in the specific professional criteria of the position in the licensing/authorization criteria.

2. The professional criteria that must be met by the staff of licensed entities for the cultivation and/or processing of medical cannabis, excluding employees operating in the field for basic land work processes:

a) To be proficient in written and spoken Albanian language;

b) To be proficient in a foreign language or other criteria as specified in the specific professional criteria of the position;

c) At least two employees should be qualified respectively, one in the field of pharmacy and one in agroengineering, with work experience of not less than 3 years in their respective fields, one of whom should be employed as a technical manager;

d) The finance manager must hold a Master's degree in Science, level 7 of the Albanian Qualifications Framework (AQF), in finance and have at least 3 years of work experience in this field;

e) The manager responsible for marking and tracing must have training in computer science/electronics, computer science, mathematics, physics, chemistry/biology, pharmacy, agricultural/agroengineering sciences, finance/economics, legal sciences, engineering sciences;

f) The manager responsible for storage and security must have at least 3 years of work experience in the storage and security sector;

g) The manager responsible for relations with public institutions must have a qualification of at least level 6 of the AQF (bachelor's degree) in the field of legal sciences.

3. The professional criteria that must be met by the staff of authorized entities for the cultivation and/or processing of industrial cannabis, excluding employees operating in the field for basic land work processes:

a) To be proficient in written and spoken Albanian language;

b) To be proficient in a foreign language or other criteria as specified in the specific professional criteria of the position;

c) At least one senior employee qualified in the field of agroengineering, with work experience of not less than 3 years in the respective field, who is employed as a technical manager for the entity;

d) The finance manager must hold a Master's degree in Science, level 7 of the AQF, in finance and have at least 3 years of work experience in this field;

e) The manager responsible for marking and tracing must have a university education of at least level 6 of the AQF in computer science/electronics, computer science, mathematics, physics, chemistry/biology, pharmacy, agricultural/agroengineering sciences, finance/economics, legal sciences, engineering sciences;

f) The manager responsible for storage and security must have at least 3 years of work experience in the storage and security sector;

g) The manager responsible for relations with public institutions must have a qualification of at least level 6 of the AQF (bachelor's degree) in the field of legal sciences.

4. Verification of compliance with professional criteria is a prerequisite for initiating the integrity verification process.

Article 13

Required Documentation for Verification of Professional Criteria

1. The documents that all applicants for employees in licensed or authorized entities must submit are as follows:
 - a) Completed CV in europass format;
 - b) Copy of identity card;
 - c) Copy of employment booklet;
 - d) Certificate of health status;
 - e) Notarized copy of diploma/qualification, as well as the document of recognition/accreditation in the Republic of Albania for diplomas/qualifications obtained abroad;
 - f) Any other document verifying qualifications, trainings, additional education, positive evaluations, or other mentioned in the CV.
2. For specific positions for which specific professional criteria also apply, the Agency may request additional documentation from the entity.

CHAPTER VI

FINAL AND TRANSITIONAL PROVISIONS

Article 14

Transitional Provisions

1. Until the establishment of the personnel safety responsible structure, the General Director of the Agency shall appoint employees who will perform the duties and functions of the personnel safety responsible structure related to the implementation of this Guideline.
2. For the initial recruitments of the first group of Agency employees, the announcement for vacant positions may remain posted on the official website of the Agency or the responsible ministry of health for periods shorter than 4 weeks, but in any case not less than 1 week. The evaluation commission for the recruitment of the first group of employees established by the General Director of the Agency, in the absence of Agency staff, may include members from joint working groups established for drafting subordinate acts under Law 61/2023, invited by the General Director of the Agency to be part of this commission.
3. For recruitments specified in point 2 of this article, until the establishment of the functional structures of the Agency, selected applicants may commence employment relationships with temporary employment contracts, while concurrently proceeding with the integrity verification process. Contracts for these employees are contingent upon successfully completing the integrity verification process according to the provisions of this Guideline. In cases where an employee fails to meet the integrity criteria, the employment contract is immediately terminated. The General Director of the Agency determines, based on the needs and work processes of the Agency, candidates who may

commence work before the completion of the integrity verification process. In any case, employees who have not passed the integrity verification process cannot be engaged in the licensing process of entities.

Article 15

Final Provisions

1. The National Cannabis Control Agency, and the institutions provided for in Article 3 of Chapter I, are charged with implementing this Guideline.
2. Failure to take measures for the implementation and follow-up of the obligations set forth in this Guideline constitutes a disciplinary offense for Agency employees.

This guideline enters into force after publication in the Official Gazette.

**DECLARATION FOR GIVING CONSENT FOR COLLECTION AND
PROCESSING OF PERSONAL DATA, AS WELL AS FOR CONDUCTING
INTEGRITY CHECK PROCEDURES**

"I, [Your Name], son/daughter of [Father's Name]/[Mother's Name], born on [Date of Birth], born in [Place of Birth], currently residing at [Current Address], with nationality and citizenship of [Nationality], am currently employed at [Employer's Name] voluntarily."

"I DECLARE THAT:

Based on Article 35, point 2 of the Constitution of the Republic of Albania,

- Articles 2, 5, 10 of Law No. 9887, dated 10.03.2008 "On the protection of personal data", as amended;
- Law No. 61/2023 "On the control of cultivation and processing of Cannabis plant and production of its by-products for medical and industrial purposes" and subordinate acts for the verification of the integrity of the employees of the National Agency for the Control of Cannabis, or employees of licensed or authorized subjects;
- I give consent for data to be collected and verification procedures to be carried out for the verification of integrity by the verifying authorities empowered by the current legal framework to perform a specific task. • I give consent for data to be collected and verification procedures to be carried out in clarification of self-declared data within the framework of integrity verification; • I agree that my personal data declared in the form, data collected during the verification process for as long as I am in need for integrity verification, be processed by personnel responsible for processing personal data for lawful purposes related to my request for integrity verification. • I am aware that any false declaration or omission of any significant fact may constitute sufficient reason for the suspension of the integrity verification procedure and non-compliance with the integrity criteria.

Tirana, on [Date]

DECLARANT

SELF-DECLARATION FORM

Personal Information of the Declarant:

Name:

Surname:

Father's/Mother's Name:

Date of Birth:

Place of Birth:

Identification Document (copy attached to the form):

I declare voluntarily that I am: ☐ not convicted. ☐ convicted

DECLARANT:

Name Surname / Firm:

PURPOSE OF SELF-DECLARATION:

Name Surname / Signature

RECIPIENT OF THE SELF-DECLARATION

Name Surname / Signature / Stamp

Authorization: I declare that the information provided in this form is true and authorize their verification by
(Authorized Subject)

Signature of the authorizing declarant: Date of signature

Note:

Processing of personal data following the use of this authorization will be done strictly in accordance with Law no. 9887, dated 10.3.2008, "On the protection of personal data," as amended. False declaration may incur criminal liability under the law and result in your exclusion from this procedure.

Payment Information for Testing Conducted by the Institute of Legal Medicine

The fee is determined in accordance with the provisions of point 9.b of the tariff table in the joint order of the Minister of Justice and the Minister of Finance no. 1331/1 dated 16.3.2006 and no. 734/1 dated 23.3.2006 "On the approval of tariffs for actions and services provided by the Institute of Legal Medicine."

Payment should be made to one of the following bank accounts, specifying the following reference for the test conducted: "Payment for testing according to point 9.b of the service tariff table of the Institute of Legal Medicine as per the relevant guidelines."

No.	Bank name	SWIFT/Account number	IBAN-s of incomes in account treasure Tirana
I.	Banka e Bashkuar e Shqiperise (UBA)	AAISALTR/1701007600000460	AL 17 203100191701 0076 0000 0460
2.	Banka Credi	CDISALTR/589007	AL32 2121 1016 0000 0000 0000 9007
3.	Banka Amerikane e Investimeve	EMPOALTR/000035449	AL88 2101 1012 0000 0000 0003 5449
4.	Pro Credi Bank	FEFAALTR/107701I9000I	AL73 2091 1108 0000 1077 0100 0001
5.	Banka e Parit Investimeve (FIB)	FINY ALTR/4340002090025690	AL28 21511031 ALL5 3000 0000 6900
6.	Banka Kombetare Tregtare (BKT)	NCBAALTX/40I 279588OLTHESALLAL	AL91 2051 10I4 0127 9588 0127 9588 OLTHE SALLA
7.	Raiffeisen Bank	SGSBALTX/0I 04030780	AL22 2021 IOI3 0000 000I 0403 0780
8.	Tirana Bank	TIRBALTR/0100320000100	ALSO 2061 I004 0000 1003 2000 0000 00
9.	Union Bank	UNALALTR/I11100925I601I	AL61 2141 1209 0111 1009 2500 0118
IO.	Intesa Sanpaolo Bank (Bank)	USALAL TR/20I4730702	ALI5208II00800000002014730702

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