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**REPUBLIC OF ALBANIA**

**NATIONAL AUTHORITY FOR ELECTRONIC CERTIFICATION**

**GUIDANCE NO. 2**

**ON THE DOCUMENTATION OF THE REGISTRATION OF CONFORMITY  
ASSESSMENT BODIES**

In support of Law no. 9880, dated 25.2.2008 "On Electronic Signature", Law no. 107/2015, dated 1.10.2015 "On electronic identification and trusted services" and Decision of the Council of Ministers no. 69, dated 27.1.2016 "On the adoption of the regulation for electronic identification and trusted services", the National Authority for Electronic Certification,

**INSTRUCTS:**

All natural or legal persons who wish to register with the National Authority for Electronic Certification (AKCE) to qualify as Conformity Assessment Bodies must complete the following documentation:

1. A document issued by the Court certifying that the person has not been sentenced by a final decision on any of the offenses provided for in the Regulation "On electronic identification and trusted services", part III "Legal, technical, professional and financial conditions", point 4 "Legal Reliability", issued no earlier than three months from the date of application;
2. Extract with entity data, issued by the National Registration Center for Business Registration, (active status), issued no earlier than three months from the date of application;
3. Certificate of the necessary knowledge regarding to the process of issuing qualified certificates and the equipment used for this process;
4. A written statement that does not have a conflict of interest and ensures transparency and impartiality in the assessment it will conduct during the audit of Registered ADLs;
5. Written statement that he / she has qualified personnel and necessary tools related to the specific field or activity to be audited.
6. Written statement for maintaining the confidentiality of the information that will be obtained during the exercise of the duty and the readiness to make it available to the Authority whenever it interrupts the activity;

7. A written statement that guarantees the reporting to the Authority for confirmation of compliance with the legal, financial and technical requirements that the Qualified Provider of trusted service must meet.

This instruction enters into force immediately.

**Tirana, on 8.2.2016**