

ORDER**No. 183, dated 04.05.2022****ON DEFINING THE DETAILED RULES FOR THE DATA CONTAINED IN THE REGISTER OF IMMOVABLE PROPERTY INTERMEDIARIES, ITS FORMAT, METHOD OF MAINTAINING, DATA THAT MAY BE MADE PUBLIC, AND THE RULES FOR ITS UPDATING**

Pursuant to Article 102, paragraph 4, of the Constitution of the Republic of Albania; Article 7, paragraph 2, of Law no. 8678, dated 14.5.2001, "On the organization and functioning of the Ministry of Justice," as amended; and Article 12, paragraph 7, of Law no. 9/2022, "On the profession of the immovable property intermediary",

I HEREBY ORDER:

1. The Register of Immovable Property Intermediaries shall be maintained, managed, and updated in an integrated manual and electronic format by the General Regulatory Directorate of Legal Matters, as the responsible structure of the Ministry of Justice, according to the model defined in Annex no. 1, enclosed to this Order and constituting an integral part thereof.

2. The Register of Immovable Property Intermediaries is divided into two parts:

a) The first part contains data on immovable property intermediaries, as follows:

- i. identity (first name, father's name, last name, date of birth, and personal identification number);
- ii. residential address;
- iii. certificate number and date;
- iv. Unique Identification Number of the Entity (NUIS), when registered as natural persons;
- v. date of commencement of activity as a immovable property intermediary;
- vi. address of the place where the intermediary activity is conducted;
- vii. email address and contact number;
- viii. data on the suspension of the certificate;
- ix. data on disciplinary measures, if any;
- x. data on education and certification of foreign language proficiency, if any;
- xi. photo at the time of registration.

b) The second part contains data on immovable property intermediary offices, as follows:

- i. name of the immovable property intermediary office and data on partners/shareholders, as well as beneficial owners and administrator (first name, last name, date of birth, personal identification number, residential address, and contact number);
- ii. Unique Identification Number of the Entity (NUIS) and date of activity registration;
- iii. address of the business premises, email address, official website;
- iv. data on persons employed at the immovable property intermediary office.

3. The Ministry of Justice shall publish on its official website the data of certified immovable property intermediaries authorized to conduct activity, as well as of the immovable property intermediary offices, in the format provided in Annex no.2, enclosed and constituting an integral part of this Order.

4. The data from the Register of Immovable Property Intermediaries that are made public

according to paragraph 3 of this Order are:

a) On immovable property intermediaries:

- i. identity (first name, father's name, last name);
- ii. certificate number and date;
- iii. date of commencement of activity as an immovable property intermediary;
- iv. Unique Identification Number of the Entity (NUIS);
- v. the address of the premises where the immovable property intermediary conducts their activity;
- vi. email address.

b) On immovable property intermediary offices:

- i. the name of the immovable property intermediary office;
- ii. the Unique Identification Number of the Entity (NUIS) and the date of registration of the activity;
- iii. the address of the business headquarters;
- iv. the email address and the official website.

5. The Register of Immovable property Intermediaries is maintained, managed, and updated in both manual (written) and electronic (digital) form by a person appointed by the Secretary General at the General Regulatory Directorate of Legal Matters.

6. The manual and electronic registers have the same standard format. The specific elements that characterize the electronic register do not constitute a deviation from the standard format and relate only to the electronic presentation of the data. The rules for completing both the manual and electronic registers are the same.

7. The manual register is numbered on every page and contains 100 sheets (200 pages) of A4-format paper. Each sheet must be stamped with the seal of the Ministry of Justice. The numbering begins with number 1 (one). The numbers in the register cannot have fractions; they are unique for each immovable property intermediary.

8. The register is divided into two identical sections according to the respective titles, and each page is divided into 30 rows. Each row is filled in based on the data specified in letter "a" of paragraph 2 of this Order, for immovable property intermediaries, and in letter "b" of paragraph 2, for immovable property intermediary offices. It is not allowed to write on more than one row or leave blank rows between entries.

9. On the last page of the register, the following note shall be written:

"This register consists of 100 numbered and stamped sheets, which were checked and sealed today on (it is written the day, month, year, full name, and signature of the responsible officer appointed by the Secretary General to maintain notes)". This note must be stamped with the seal of the Ministry of Justice.

10. Entries in the register are made personally by the official of the responsible structure appointed by the Secretary General, by hand, in blue ink. Each page of the register shall be titled at the top: "Register of Immovable property Intermediaries".

11. When no more entries can be made in the register because it is full, the responsible official shall record the closure of the register by noting the date, month, year, number of sheets and pages, their own signature, and the seal of the Ministry of Justice. The completed register is then archived at the Ministry of Justice and kept permanently.

12. If the register is damaged due to several reasons and can no longer be used, when possible, a red line is drawn by hand in the first row after the last entry by the responsible official, and a note is made declaring it out of use, explaining the reason and stating the date

(day, month, year), full name, and signature of the responsible official. This note shall be stamped with the seal of the Ministry of Justice.

In case there is no space to make the note, the responsible person of the structure prepares a report with the note declaring the register out of use, explaining the reason and stating the date (day, month, year), their full name, and the signature of both themselves and the official responsible for archiving. This note must also be stamped with the seal of the Ministry of Justice.

13. The electronic format of the Register of Immovable property Intermediaries is created in *Excel*, divided into two identical parts, according to the respective titles, and is managed by the responsible official appointed by the Secretary General. The same rules applied to the manual register are applicable to the electronic register, as far as possible. The electronic register bears the electronic signature of the Minister of Justice and is continuously updated based on approved registration requests.

14. The storage and processing of data in the Register of Immovable property Intermediaries is carried out in accordance with the applicable legislation on personal data protection.

15. Immovable property intermediaries must declare to the General Regulatory Directorate of Legal Matters, as the responsible structure within the Ministry of Justice, the complete registration of all data foreseen in paragraph 2 of this Order, as well as any changes to the declared data, no later than 30 days from the date of certification, registration, or modification.

16. The General Regulatory Directorate of Legal Matters, as the responsible structure within the Ministry of Justice, is charged with the implementation of this Order.

17. The Archive-Protocol Sector is charged with the notification of this Order. This Order enters into force immediately and is published in the Official Gazette.

MINISTER OF JUSTICE

Ulsi Manja

PART ONE

No.																
Identity (First name, Father's name, Last name, Date of birth, Personal Identification Number and photo)																
Residential address																
Certificate number and date																
Unique Identification Number of the Entity (NUIIS)																
Date of commencement of activity as an immovable property intermediary																
The address of the premises where the immovable property intermediary conducts their activity																
	The email address	The email address and contact number														
Contact number																
No, date and order of the minister																
Reason																
No.																
Type of measure																
Time of execution																
Statute of limitations																
Data on education and certification of foreign language proficiency																
Notes																

PART TWO

No.										Name of the immovable property intermediary office									
										Partners/shareholders									
First Name, Last Name										Data on partners/shareholders, as well as beneficial owners and administrator									
Date of birth																			
Personal identification number																			
Residential address																			
Contact number																			
First name, last name										Beneficial owners									
The email address																			
The official website																			
Residential address																			
Contact number																			
First name, last name										Administrator									
Date of birth																			
Personal identification number																			
Residential address																			
Contact number																			
Unique Identification Number of the Entity(NUIS)																			
Date of activity registration																			
The address of the business headquarters																			
The email address																			
The official website																			
First name, last name										Data on persons employed at the immovable property intermediary office.									
Date of birth																			
Personal identification number																			
Photo																			

Annex No. 2

[illegible]

PUBLIC DATA ON IMMOVABLE PROPERTY INTERMEDIARY OFFICES

[illegible]

I, Jonilda SHEHU, official translator of the English language, certified by the Ministry of Justice with certificate no. 221, date 31.07.2024, declare that I have translated the text presented to me from the source language Albanian into the target language English accurately, with due care and with legal responsibility.

Date 15.08.2025