

TERMS OF REFERENCE

FOR

**"Studies, analyses, Masterplans (Product)" - "EXPERTISE SUPPORT TO MUNICIPALITIES
REGARDING THE INITIAL REGISTRATION / UPGRADING OF IMMOVABLE PROPERTY
REGISTER IN THE TERRITORY OF VILLAGES WITH TOURISM POTENTIAL"**

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Abbreviations

- ADF = Albanian Development Fund
- OP = Operational Program
- SCA = State Cadastre Agency;
- GDSCA = General Directorate of the State Cadastre Agency;
- LDSCA = Local Directorate of the State Cadastre Agency;
- LOSCA = Local Office of the State Cadastre Agency;
- LAA = Land Acquisition Act;
- CZ = Cadastral Zone;
- IR = Initial Registration;
- RUU = Register Upgrading – Updating
- IPC = Immovable Property Card;
- CM = Cadastral Map;
- AGRF 2010 = Albanian Geodetic Reference Framework (era 2010);
- IPRS = Immovable Property Registration System;
- LSGU = Local Self-Government Unit;

A. INTRODUCTION

Pursuant to Law No. 102/2020 "On Regional Development and Cohesion", the Albanian Development Fund, is an important actor in the design of policies for regional development and cohesion, as well as the implementation of integrated projects, which aim at the promotion and sustainable development of social, economic and cohesion territorial.

In this context, the ADF has prepared the 7-year Operational Program (OP) 2022-2028, which is a document that presents the strategic objectives of regional development, the priority axes of development, as well as the types of interventions foreseen to be implemented by the ADF.

An integral part of this Program is the "Local Regional Infrastructure" Program, which aims to make Albania regions better places to live as a result of standard and quality of life improvements, as well as by creating an economic, institutional, and social framework that will increase the possibilities for realizing the ambitions and opportunities of the regions and local communities. Regarding this program, based on the consultations with the interest groups and the requests received from the Local Self-Government Units which are being supported by the ADF, it turns out that one of the problems that prevents public or private investments is the issue of the initial registration of all private or state immovable properties in the territory they administer".

Moreover, the OP foresees the implementation of the priority Direction "Energization and Development of the Service Capacities of LSGU" which aims at multi-dimensional support to local self-government units, including intervention No. 2.5. "Studies, analysis, Masterplans (Product)" approved by Decision No. 231, dated 04.05.2022, of the ADF Governing Council.

The process of initial registration of properties is essential for the realization of foreseen investments, as well as it will pave the way for new public or private investments. For this purpose, it is necessary to undertake a project which will enable the realization of the process of initial systematic registration of immovable properties within a short time and according to the legal procedures.

This Project is in implementation of the Normative Act No. 12, dated 29.07.2022 "On some changes and additions to the Law No. 115/2021, "On the 2022 Budget"

The project complies with:

- Directions and components of the Operational Programme for Regional Development and Cohesion 2022-2028, approved by Decision No. 225, dated 23.03.2022, of the ADF Governing Council;
- Government Program 2021-2025;
- Sustainable Development Goals 2030.

B. GENERAL DESCRIPTION

The implementation of this project enables the initial registration process to be carried out in the cadastral zone of the territory of villages with tourism potential, including the territory of 100 villages in accordance with Law No. 111/2018, "On Cadastre", and the by-laws in its implementation.

The document defines the technical specifications that must be met to realize IR and RUU in certain areas according to development priorities.

1. The terms, conditions and requirements set forth in the Contract concluded between the Employer (ADF) and the Initial Registration Operator, contracted for this purpose.
2. The legislation of the Republic of Albania, as well as the bylaws that regulate the immovable property registration process.

C. PURPOSE

Operational Program through priority direction No. 2. "Energization and Development of Service Capacities of LSGU" and specifically through intervention category No. 2.5 "Studies, analysis, Masterplans (Product)" approved by decision No. 231, dated 04.05.2022, of the ADF Governing Council, aims to provide multi-dimensional support to local government through multi-level qualified expertise. Specifically, in the case of this Framework Agreement, it is intended to enable the realization of the process of initial systematic registration of immovable property within a short time and according to legal procedures to pave the way for public and private investments in territories with tourist potential

The financing of this project will enable the initial registration or upgrading/updating of immovable properties and the provision of legal immovable property documentation such as; land, agricultural land, buildings, or high-rise properties.

D. PARTIES IN THE IR AND RUU PROCESS

The parties are as follows:

1. The entity contracted by ADF for the performance of initial registration or immovable property upgrading services (Initial Registration Operator);
2. ADF (Contracting Authority);
3. Municipalities (Authorities with rights according to Law 111/2018 "On Cadastre" and other by-laws, as well as the institution responsible for issuing and verifying LAAs);
4. The General Directorate of the State Cadastre Agency (GDSCA) and the Local Directorates of the State Cadastre Agency (LDSCA) which is responsible for quality control and submission of the initial registration product.

E. LOCATION

This investment is made in the territory of villages with tourism potential, including the villages which are part of the 100 villages program, in areas with development potential and where it is estimated that this investment is necessary for the realization of various projects applied in these areas.

The areas that will be supported will be determined depending on priorities, synergism with other interventions as well as the engagement of LSGU in this process.



F. OBJECTIVES

The specific objective of the Framework Agreement is to carry out the process of Initial Registration (IR) or the Register Upgrading – Updating (RUU) in Cadastral Zones that lie in the territories of tourism potential areas in accordance with Law No. 111/2018, "On Cadastre" and the legal and by-laws issues for its implementation.

By "Initial Registration" in a cadastral zone is meant the completion of all incomplete and/or missing registration processes of all private or state immovable properties located in that CZ, regardless of the registration status of these immovable properties.

By "Register upgrading/updating" in a cadastral block we mean the completion of the processes for upgrading the legal or cartographic data of all private or state immovable properties located in the given cadastral block, which have been subjected to the IR process.

The status of property registration within a cadastral zone can be:

1. "Initial Registration Completed";
2. "Sporadic Registration",
3. "Registration in the former immovable property registration system" as well
4. "Unregistered Properties".

Various problems can be encountered in the above categories, such as:

- technical and legal errors in the registration of properties;
- documents not registered in the IPC and the Cadastral Map;
- registrations that do not meet certain standards;
- archive of manual documents partly in the new registration system (IPRS) and partly in the old registration system (former immovable property registration);
- unscanned property documents or non-standard scanning etc.

The updated status of all properties, up to the expiration date of the Public Posting, regarding the three components of the new registration system will be presented in the final product of the IR or upgrading process, manually or digitally.

1. in the Immovable Property Cards (IPC);
2. on the Cadastral Map (CM);
3. in the Archive of ownership documents.

The former immovable property registration system (where it exists) will be closed and all documents archived under the former immovable property registration system will be transferred and archived under the new registration system. The closing of the Cadastral System will be accompanied by creating and documenting the link between the two document filing systems.

G. SERVICE DURATION

The duration of the initial registration or upgrade process will be 24 months from the date of conclusion of the framework agreement.

H. WORK PHASES

The process of Initial Registration or Upgrading for each CZ or cadastral block will contain the following phases:

Phase	Activity
Phase I	<p>1. Mobilization and collection of documents:</p> <p>Mobilization of the team in order to organize the commencement aspects of work such as logistics, the required team, organizing an initial meeting with the key stakeholders (Operator, ADF, Municipality, SCA), preparing a detailed work plan and planned allocation of the budget. Collecting and making available all (manual and digital) documents, which are related to the Initial Systematic Registration, to the Operator. The operator also supports ADF in drafting the necessary agreements for the implementation of the project.</p> <p><u>Within 15 days from the commencement date of work</u></p>
	<p>2. Public Information Campaign</p> <ul style="list-style-type: none">● Informing the owners during the process of field measurements for the determination of the CZ boundary, the boundaries of the immovable properties and the collection of information from the owners.● Informing the local government units where the initial registration or upgrading is extended.● Raising the owners' awareness to the placement of boundary markers of their properties.
	<p>3. Scanning of technical-legal documentation and Archive of ownership documents and other real rights.</p> <p>The operator performs the scanning of each document page according to the standards described in Document No. Prot. 2905/1, dated 26/04/2012 "Standards of digital copies of technical-legal documents", and creates the digital and manual archive of ownership documents of all properties belonging to the cadastral zone.</p>
	<p>4. Preparation of the Cadastral Map (CM) and the Land Plot Book (LPB)</p> <ul style="list-style-type: none">● Determination of the CZ boundary through field measurements and approval by LDSCA.● Conducting field measurements of private and state immovable properties boundaries, including all (formal and informal) buildings.● Obtaining oral information from owners about the rights over the property they own or possess and reflecting it in PB.
	<p>5. Incorporation of existing Initial Registration into Systematic Initial Registration.</p>

	<p>This activity is carried out in the cadastral zones that have had an initial partial systematic registration.</p>
	<p>6. Incorporation of Sporadic Registration into Initial Systematic Registration, which consists of (but not limited to) the following processes:</p> <ul style="list-style-type: none"> ● Establishing the digital base of Sporadic IPCs. ● Total technical and legal control of Sporadic Registration. ● Correction of technical and legal errors. Regarding the corrections that must be made based on the Registrar's orders, the Operator prepares the relevant drafts which need to be approved by the LDSCA Director. ● Registration of all documents registered in the Cadastral System (where applicable), but not registered in the Sporadic Cards, in the IPC.
	<p>7. Submission of the Phase I Product of the initial registration or upgrade in digital format.</p>
	<p>8. Quality Control of the Phase I Product of initial registration or upgrade. (No more than 15 days).</p>
Phase II	<p>1. Public Posting according to the procedures defined in Law No. 111/2018 "On Cadastre" and its legal and by-laws.</p>
	<p>2. Submission of the Phase II Product of initial registration in digital format.</p>
	<p>3. Quality Control of the Phase II Product of initial registration (not more than 15 days).</p>
	<p>4. Final Product and its printing in manual format - II Printing</p> <ul style="list-style-type: none"> ● CM Printing; ● Printing of IPCs Sporadic Registration and IPCs for previously unregistered properties; ● Connection of IPC Registers. ● Submission of (manual and digital) documentation according to the "Declaration of Completion of Works"
	<p>5. Initial Registration Legislation Archiving documents in LDSCA and suspension of the functions of the Cadastre System. Signing and sealing of cadastral cards and maps by the LDSCA holder. Uploading the Final Digital Product to the ALBSKAD System.</p>

The detailed description of IR or RUU processes is described in Annex 1.

I. MONITORING

The monitoring of the Operator's work will be carried out by the actors involved in the process in accordance with Law No. 111/2018 "On the Cadastre" and the legal and by-laws issued for its implementation, as well as the agreements that will be concluded for the continuity of the project.

Monitoring will take place during all IR and upgrade phases and will include (but not be limited to) the following processes:

1. Inclusion of Initial Registration in Initial Systematic Registration,
2. Inclusion of Sporadic Registration in Initial Systematic Registration,
3. Updating Cadastral Maps through field measurements,
4. Plot Book Update,
5. Preparation of Cadastral Maps,
6. Scanning of ownership documents,
7. Technical and legal processing of information, including informal constructions,
8. IPCs preparation,
9. The connection of IPCs with CM,
10. Creation of the manual archive of ownership documents (transfer of documents from the Cadastre system to IPRS),
11. First Printing,
12. Public Posting,
13. Second Printing and IPCs Printing,
14. Legalization of Initial Systematic Registration, Archiving of documentation in LDSCA and suspension of functions of the Cadastre System,
15. Submission of paper documentation to LDSCA,
16. Submission of final digital products to LDSCA and GDSCA.

If the standards of each phase, have not been reached by the Operator, GDSCA will have the right to request that it to redo the work without additional costs, before moving to the next phase.

GDSCA will determine a period of time for making the required corrections and changes.

During the submission of the final products of Phase II, LDSCA (the Director) will perform a series of checks described in the "Control Procedures of Initial Registration" of the IPRS. The Operator will fill in any deficiencies in the work products found by the inspection.

ANNEX 1

THE INITIAL SYSTEMATIC REGISTRATION WORK

In terms of the implementation of the IR or RUU processes, the Initial Registration Operator will fulfill the tasks and activities as described in the above table, point 5, and as specified in point 6. These tasks must be fulfilled in accordance with Law No. 111/2018, "On Cadastre", as well as the legal and by-laws issued for its implementation.

Both Parties are expected to perform the necessary activities to complete the Initial Systematic Registration or the register upgrading - updating, including (but not limited to) the following matters:

Phase I

Map index, coordinate network, map-sheet connection with border ones, map-sheet connection scheme with CZ, map scale;

The first phase for each CZ or cadastral block should last no more than 4 months

1.1 Mobilization and Collection of Documents

Mobilization of the team to organize the commencement aspects of the work such as logistics and the required team so that subsequent implementation activities can proceed smoothly.

The Operator shall draw up a list of stakeholders and organize as soon as possible an initial meeting on the date and time agreed with the ADF, which will serve to provide a presentation of the project, to identify key issues and to harmonize, as appropriate, work plans and field visits. The meeting will include all key stakeholders (e.g., ADF, Municipality, SCA). This meeting will ensure that everyone involved in the process be on the same page, understands and accepts their deadlines, roles, and responsibilities. The Operator supports the ADF in drafting the necessary agreements for the project implementation.

All technical-legal documents administered by public institutions, in manual or digital format, which are related to the granting of ownership titles and other real rights on immovable properties, information on the immovable property register as well as different topographical and cadastral maps, etc. will be collected by SCA and will be made available to the Operator in order to perform the process of initial immovable property registration, within 15 days after receiving the service assignment. The archival documents of LDSCA will be handed over to the Operator in the premises of LDSCA.

All information (KKKP Decisions, Cadastral Maps, Orthophoto, data on CZ Boundaries as well as other materials) shall be collected, organized and administered before the implementation.

The list of documents (manual and digital) which shall be submitted by LDSCA to the Operator is as follows:

- Topographic Maps (1: 25,000)
- The latest Orthophoto 2015-2016 (tiff) or 2007 (tiff), whichever is valid at the time of signing the contract.
- Cadastral map of the beneficiary municipalities taken from the Immovable Property Register administered by LDSCA (cadastral maps that are only on paper will be scanned by the Operator at LDSCA premises).
- LDSCA archive documents.
- Data on CZ boundaries from SCA in digital format.
- Valid data on the boundaries of cadastral zones in LDSCA in printed or digital format (will be made available to the contractor at LDSCA premises).
- Cadastral maps of agricultural land at a scale of 1:5000 designed before 1991 (Directorate of Land Administration and Protection at the Regional Council)
- Relevant current Legal and Regulatory Framework.
- Registration database model on the commencement date of the Contract.
- The instructions and parameters given by ASIG for the conversion of data from the old coordinate system and cartographic projection to the new National Reference System (AGRF-2010) to the new Transverse Mercator cartographic projection.
- Any other document and information that directly or indirectly affects the initial registration process.
- SCA will provide access to the National Geodetic Reference ALBPOS for Real Time and RINEX services.

The Operator will prepare an initial report, which will be subject to the ADF approval. The initial report will contain a review of the accessed documents, reports on the discussions held during the initial period and will highlight and summarize the existing situation, along with a detailed work plan and planned budget allocation. The updated work plan will provide a detailed work breakdown structure along with the submission date and responsible people. The format of the Initial Report will be agreed with the ADF.

1.2 Public information campaign

ADFZ, the Beneficiary Municipalities, the Operator, and SCA will cooperate to inform all the stakeholders in the registration process, citizens, and owner entities, as well as other interested actors about the rights and obligations related to the Initial Registration of properties.

The operator shall develop a public information program to show that the Systematic Initial Registration is being carried out in the cadastral zone through the production and distribution

of posters, leaflets and monthly publications in the press throughout the Initial Systematic Registration process. Through these notices, the Operator shall suggest the placement of boundary markers of the properties to the owners, especially for agricultural lands.

1.3 Document scanning and document archive

Scanning of Documents

The operator will perform the scanning of every page of the technical-legal archival documents that belongs to the cadastral zones where the process of initial registration or upgrading - updating is extended. The scan will be performed according to the standards described in Document No. 2905/1 Prot., dated 26/04/2012 "Standards of digital copies of technical-legal documents".

a. **The scanned document must be:**

- Compressed to have access speed, the compression to be used will be: 25% JPEG compression (75% quality);
- User friendly on the network;
- Readable (discernible) on the screen;
- Acceptable download size;
- Acceptable reproduction quality;
- Saved in PDF/A format.

b. **Elements of quality of scanned images:**

- The 8-bit tone (gray-scale) will be used to scan documents categorized as "colorless documents".
- The 8-bit tone (color) will be used to scan documents categorized as "color documents".

c. **Resolution of the scanned documents will be as follows:**

- Regarding the category the Text Documents:
Resolution: 200 dpi for \leq A3 documents
Resolution: 100 dpi for $>$ A3 documents
- Regarding the category of Graphic and Handwritten Documents:
Resolution: 300 dpi for \leq A3 documents
Resolution: 200 dpi for $>$ A3 documents

The operator will systematize the digital and manual information by organizing it according to CZ, according to the relevant LSGUs or municipalities, and according to the registration area (LDSCA).

The scanned documentation will be indexed according to a provisional system, in ZZZZ_RRRRRRRR format where ZZZZ – is the Cadastral Zone Number (unique in Albania)

RRRRRRRR - Reference Number (at this phase this number will be provisional and it can start with 00000001).

And each document page in the format ZZZZ_RRRRRRRR_FF will contain the following:

Z - Cadastral Zone Number (unique in Albania);

R - Reference Number (provisional number of the documentation);

F – Document page number (front and back).

Creating the archive of ownership documents and other real rights

- Creating the Digital Archive of Scanned Ownership Documents of all properties belonging to the Cadastral Zone.
- Archiving of manual documents in the new immovable property registration system of all properties belonging to the Cadastral Zone.
- Closing the registrations in the former immovable property Registers (where applicable) by setting the document number according to the IPRS archive (reference number) and the number of the cadastral zone in all the registrations in the former immovable property registers.
- Creating and documenting the link between the two document filing systems (the former immovable property registration system and the new system - IPRS).

During this process, **LDSCA/LDSCA** will make available the original technical-legal documentation, that is under its administration, to the Operator in order to be scanned in the LDSCA premises, since this documentation cannot leave the LDSCA premises.

1.4 Preparation of the Cadastral Map (CM)

The Cadastral Map represents the real boundaries of immovable properties measured in nature, within which there is a property title or a legal right certified by a legal act.

CM shows the immovable property boundaries, the geographic position, the property number, CZ boundaries, CZ number, CZ name, registration area boundaries, state border according to the relevant conventional signs, map designation, designations of residential centers, streets, squares, lakes, rivers, streams, canals, etc.

The CZ number and the property number establish the connection of the CM with the IPC.

During the initial registration work, the Operator shall create a new cadastral map based on modern mapping methods and technology. The operator will use Orthophoto 2015, GNSS System, ALBPOS for field measurements, computer programs and GIS applications to create the CM computer model.

During the CM preparation, the Operator shall be based on the connection of legal rights over an immovable property certified by a legal act with its geographical position and real boundaries, in digital format and in the National Reference System (AGRF-2010, TMzn projection). All instructions and parameters for data conversion from the old national coordinate system and cartographic projection to the new standard will be given to the Operator before the commencement date of the contract.

The CM preparation includes the CZ boundaries, and the boundaries of the immovable property.

CM content: (According to Regulation No. 184/1999 "On work of Immoveable Property Registration Office") CM (Cadastral Map) shows the boundaries of each registered immovable property, the geographical position, the property number, the CZ boundaries, the registration area boundaries, and the state border according to the respective conventional signs defined in the above regulation. In a CZ, the connection of the CM with the IPC for each immovable property is done through the number of the registered asset.

In the map-sheet (plan sheet) are also presented:

Map index, coordinate network, connection of the map sheet with border ones, scheme of connection of the map sheet with CZ, the map scale.

1.4.1 Vectorization of immovable property boundaries on satellite images or Orthophoto

The immovable property boundary vectorization process will be performed using digital data managed as:

- Recent Orthophoto 2015-2016 (tiff) or 2007 (tiff), whichever is valid.
- Cadastral map from the Immoveable Property Register administered by LDSCA-Fier.
- Placement plan of the Decisions of Restitution and Compensation Agency and other legal acts, which are registered in former cadastral registers or submitted to LDSCA for registration, are part of this process.

Based on the above information, the layer of the immovable property in the plan (the plots) will be created.

The determination of the plot boundaries will be carried out based on Orthophoto 2015 as well as field verifications and measurements. During field measurements, it is specified the CZ boundary, and the plot boundaries which are identified and designed on Orthophoto 2015.

The accuracy of the boundaries in the Cadastral Map shall be the same as the accuracy provided by Orthophoto 2015.

During field measurements and verifications in rural areas, the representative of the village and the specialist of the land administration office at the LGU should be contacted. Relevant reports on things achieved during these meetings shall be written.

After specifying the position of the corresponding layer, the information will be analyzed by linking it to the property titles, and based on it, the boundary of the immovable property will be determined and reflected in the digital model (CM).

1.4.2 Property counting

The property number is the element that identifies the property in CM and carries out the connection with the Immovable Property Card. This number is unique within the CZ boundary. The counting of properties will be carried out according to the rules defined in Regulation 184/1999 "On work of Immovable Property Registration Office".

- Initially, in cooperation with LDSCA, the numbers used for the registration of the properties that are already in the system need to be defined for each CZ, so that during the counting, there will be no repetition of the property number. For these CZs, counting will be performed using the number of the first part of the fraction plus 1 (+1). Example: The last number in the CZ is 712, the number that will start counting for the municipal forest and pasture properties will be 713.
- The counting of properties in a cadastral zone will be done starting from the northwestern edge of the CZ and continuing from one plan sheet to the other from west to east and in the second order from east to west and so on. All plots - properties are counted successively regardless of their type, with the exception of roads and canals, rivers and streams, etc., which extend along the parcels in the entire CZ; these are counted after the counting of other properties is over.
- Plots separated by roads, railways, rivers, streams, etc. receive separate numbers according to the parts that are separated.
- Rivers and streams that serve as boundaries of two cadastral zones, according to the river's axis, receive a separate number in each zone.

1.4.3 Land Plot Book

After the preparation of the Cadastral Map, the data of each immovable property is reflected in the Land Plot Book. These data are divided into two groups. One group is based on field and CM data, while the other is based on technical-legal documentation data. The land plot book is provided in digital Excel format. The relevant fields of each group are as follows:

First group:

1. Cadastral Zone Number.

2. Property Number.
3. Property Area (area measured in CM).
4. 1:2500 scale of the CM plat where the property is located.
5. The user, possessor or occupier according to the field information.
6. Property type according to field information.

Second group:

1. Type of legal act (Title of ownership).
2. Number and date of the legal act.
3. Former immovable property registration number and the former immovable property registration date.
4. Plot number.
5. Property area according to the legal document (area according to the inventory list attached to the DCM)
6. Type of property according to the legal document.
7. Owner's name according to legal documents.
8. Reference number of the technical-legal documents.
9. Notes.

1. 5 Inclusion of Sporadic Registration in Initial Systematic Registration

This activity is carried out in urban areas that had initial partial systematic registration (apartments privatized by the Housing Authority, etc.). It consists of (but not limited to) the following processes:

- Logical control of the digital IPCs of the existing IR and the IPC - CM connection through the corresponding control program and correction of the identified errors in the manual and digital IPC.
- Updating the existing manual and digital IPCs of the Initial Registration, with the missing transactions (including inscriptions, transcripts, grades, etc.).
- Preparation of draft orders of the Registrar for technical corrections and additions to the existing Initial Registration, which are sent for legalization to the Registrar (to be signed and sealed). Based on the orders issued by the Registrar, the Operator performs the relevant registrations in the IPC. Reporting to the Registrar on all changes, technical corrections and additions made to CM and IPC is required.

- In cases where the digital base of the IPCs of privatized apartments is missing, their registration will be considered just like the new properties (not been handled by LDSCA).

1.6 Inclusion of Sporadic Registration in Initial Systematic Registration

This process consists of (but not limited to) the following processes:

- Creation of the digital base of Sporadic IPCs
- Total technical and legal control of Sporadic Registration.
- Correction of technical and legal errors. Regarding the corrections that need to be made based on the holder's orders, the Operator prepares the relevant drafts to be approved by LDSCA.
- Registration of all documents registered in the former immovable property registration system (where applicable) in the IPC, which are not registered in the Sporadic Cards.
- Sporadic manual IPC will be in use by LDSCA until the completion of Initial Systematic Registration. In way it will perform services to customers as well as it will inspect the Operator's work.

1.7 Completing the Property Card.

The initial registration of any immovable property includes its reflection on the cadastral map and the preparation of a card, in accordance with the provisions of Law No. 111/2018 "On Cadastre" and its legal acts and bylaws, which determine the ownership of immovable property. After the Cadastral Map modeling, the technical-legal documentation index and the creation of the plot book, it is proceeded with the process of the immovable property card completion of each property located in CM. The data for completing the sections of the immovable property card will be obtained in the land plot book and technical-legal documentation.

Every immovable property which is created on the basis of the ownership title and which has a unique position on the Cadastral Map shall have a Property Card. Card completion is carried out according to the provisions of Methodical Guide No. 76, dated 13.09.1999 "On completing the Immovable Property Card" (as amended).

1.8 Submission of digital product of the first phase

The digital product of the initial registration, Phase I, is submitted for quality control by the Operator to GDSCA/LDSCA based on the cadastral zone and will consist of the following data;

- Orthophotos, topographic maps, Maps of forest economies, cadastral maps, and others data used for field measurements and creation of HC (for each CZ),
- Digital Archive of technical-legal documentation (for each CZ),
- Digital Cadastral Map in "dwg", "dxf" and "shape file" formats (Map-Card link for each CZ),
- Land plot book in digital format (for each CZ).
- Property cards in digital format (for each CZ).

1.9 Phase I of Initial Registration Product Quality Control

Based on the product monitoring and control scheme of the immovable property initial registration, the Operator officially submits to GDSCA/LDSCA the product of Phase I of the Initial Registration for control and approval. The monitoring and checking of the Operator work on the Initial Registration of a Cadastral Zone must be carried out by GDSCA and LDSCA in accordance with Law 111/2018 “On Cadastre” and the legal acts and by-laws issued in its implementation.

The total number of properties that must be checked in a Cadastral Zone must be 5% from LDSCA and GDSCA.

The product of Phase I of the initial registration will be considered acceptable if no more than 10% of the checked properties have technical errors. In any case, if a legal error is found, then another 10% of properties will be checked.

If a legal error is found in the second check, then the product is considered unacceptable.

The accuracy of the cadastral map is based on the accuracy provided by Ortofoto 2015 and the operational errors of vectorization of immovable property boundaries. Considering that the work for the design of the Cadastral Map is based on the boundaries identified by Ortofoto 2015, the tolerance of the operational work for the vectorization of the boundaries will be +/- 0.2 mm x Scale.

Phase I quality control will be performed within 15 days from the moment of product submission, and the Quality Control Report will be issued within 10 working days from the date of receipt of the Product by GDSCA.

If the product checked in this way turns out to be unacceptable, the Operator must revise the product by making the appropriate corrections and submit it once again, within a reasonable period determined by the ADF and the MUNICIPALITY. The revised product will undergo a second quality control according to the procedure described above. If, after the second quality control, the product is found to be unacceptable, then the Operator can review the product again, making the appropriate corrections.

1.8 Submission of First Phase Digital Product.

The digital product of the initial registration, Phase I, is submitted for quality control by the Operator to GDSCA/LDSCA based on cadastral Zone and will consist of the following data

- Orthophotos, topographic maps, Maps of forest economies, cadastral maps, and others used for field measurements and creation of CM (for each CZ),
- Digital Archive of technical-legal documentation. (for each CZ)
- Digital Cadastral Map in “dég”, “dxf” and “shape file” formats (Map-Card link for each CZ)
- Land Plot Book in digital format. (for each CZ)
- Property cards in digital format. (for each CZ)

Phase II

The second phase for each CZ or cadastral block should last **no more than 4 months** (including the time of public posting and monitoring of the product)

2.1 Public Posting.

After finding from the product quality control reports of initial registration Phase I that the product is acceptable or acceptable with problems the 45-day public posting process continues. Based on the recommendations given in the control reports, the Operator will implement them in accordance with the law by including them in the digital product of the immovable property initial registration.

2.1.1 Printing

After reviewing the recommendations, the Operator will print the public posting materials (Print I). The materials to be printed are according to the list below:

- List of Immoveable property sorted by property number;
- Immoveable property List sorted by owner name.
- Cadastral map printed on a scale of 1:2500.
- Production of leaflets and posters announcing the start of the 45-day public posting process.

2.1.2 Public Consultation

Based on Law 111/2018 “On Cadastre”, IR or RUU carried out within a Cadastral Zone must be posted for **45 days** in a suitable place for public consultation, within the cadastral zone where these properties are located.

This process must be accompanied by public notice for interested parties to consult with the registration of immovable property in the relevant cadastral zone. The operator must prepare and distribute posters and leaflets regarding these data before and during the Public Posting. Posters and leaflets should contain information related to the purpose of the initial

registration and public posting and clearly define the place and date of the public posting.

Contents of Leaflet for Public Posting: The standard template of the leaflet will be provided by GDSCA, but in addition to the standard professional information of the leaflet, the Operator should also indicate the map of the CZ, the location of the PRO on the CZ map, the start and end dates of the KP, the working hours of the PRO etc.

The operator must draft the Order for the initiation of the Public Posting process, and forward it to be signed by the LDSCA head. Upon the order being signed, the Operator must ensure that the posting materials be posted in the posting office facilities, and that the process begins on the date set in the order. The Order for the initiation of the public posting process will also be posted in the posting office.

Each legal document that will be presented for registration in this office during the period of public posting shall be admitted in by the employees of the posting office, and the Operator must handle them according to the law.

Any claim submitted after the 45-day public posting period shall not be accepted to be reviewed by the Operator.

2.1.3 Review of cases registered during the period of Public Posting.

The review of claims, the handling of the documentation administered during the public posting process, the correction of errors identified during the Public Posting, as well as the preparation of Orders (draft) if necessary to avoid or resolve various conflicts will continue to be carried out by the Operator even after the end of the public posting period, by performing the relevant registrations in CM, LPB and IPC. All cases submitted during the public posting period shall be reviewed by the Operator and all responses shall be provided within 1 week from the closing of the public posting.

The operator shall coordinate actions with the relevant LDSCA in order not to create duplications or skips in the reference numbers.

The operator shall complete the field of the IPC “Final date” where he will mark the date when the process of public posting of the initial registration carried out for the respective CZ has ended.

2.1.4 Completing the digital archive and creating the physical archive.

After scanning and indexing the legal technical documentation collected during the public posting period, the Operator attaches these documents with the digital archive created during Phase I.

After completing the Digital Archive, based on its information, the Operator should carry out the process of setting the 8-digit reference number and the CZ number on each page of the physical documentation and completing it with the reference inventory sheets. The physical document must have the same reference number stamped on each of its pages. The content of the physical reference must be the same as the reference in digital format.

After setting the reference number on the physical documentation, they are submitted accompanied by a record to the archive of the relevant LDSCA, whose employees, after possible verifications, place the physical documentation according to the reference number in the physical archive of the respective CZ together with the documentation previously archived in the case of CZ where the process of initial registration for properties of other types was carried out.

At the same time, the Operator shall carry out the process of adding the property data such as the CZ number, the property number, the reference number of the technical-legal documentation, in the note “line of the former immovable property registration registers” for the former immovable property registration numbers where the LDSCA registrations of the technical - legal documents were made for forest and pasture property types transferred to LGU ownership.

The data and their processing, the cartographic and legal processes of real estate that will be handled during the initial registration, are put into a certified software system. The operator must undertake that the software system with the data of the initial registration of real estate, provides information on these registered data of real estate

2.2 Submission of Phase II Digital Product.

The digital product of the initial registration of immovable property, Phase II, is submitted for quality control by the Operator to LDSCA and GDSCA and will consist of the following data:

- Orthophotos, topographic maps, cadastral maps, and others used for field measurements and creation of CM, (for each CZ)
- Digital Archive of technical-legal documentation (for each CZ)
- Digital Cadastral Map in “dwg”, “dxf” and “shape file” formats (Map-Card link for each CZ)
- Plots Book of in digital format (for each CZ)
- Property cards in digital format (for each CZ)

2.3 Product Quality Control Phase II

Based on the product monitoring and control scheme of the initial registration of immovable property, the Operator officially submits to GDSCA the product of Phase II of the Initial Registration for control and approval. Monitoring and control of the work of the Operator for the Initial Registration of a Cadastral Zone must be carried out by GDSCA and LDSCA in accordance with the Law on Cadastre and relevant legal acts and by-laws.

The total number of properties that must be checked in a Cadastral Zone must be 5% from LDSCA and 5% from GDSCA, but in any case, not less than 10 properties for each CZ (other properties different from the properties checked during Phase I). The product of the initial registration will be considered acceptable if no more than 5% of the checked properties have

technical errors.

The Phase II Quality Control Report will be completed within 10 working days from the date of receipt of the Product by LDSCA.

If the product checked in this way turns out to be unacceptable, the Operator must review the product by making the appropriate corrections and submit it once again, within a reasonable period determined by the Employer. The reviewed product will undergo a second quality control according to the procedure described above.

The data and their processing, the cartographic and legal processes of real estate that will be handled during the initial registration, are put into a certified software system. The operator must undertake that the software system with the data of the initial registration of real estate, provides information on these registered data of real estate.

2.4 Final Product and its Printing

After checking the product of Phase II, if according to the relevant reports it is estimated that the product is acceptable, LDSCA sends the relevant report to the Operator. Based on the findings in the Phase II product control reports, the Operator would make possible adjustments and arrangements to the Phase II digital product.

Similarly, the Operator shall communicate officially with the relevant LDSCA to request the latest issue of vol. pg. to the card, used by LDSCA for each CZ. After confirming this data, the Operator shall specify the card numbering system in order to be consistent with the LDSCA cards.

After these adjustments the operator shall do the II print based on the digital product information, namely:

- II print lists by owner name, property number, type of property, and 'State' properties,
- Cadastral map (in two copies);
- Printing of new Cards and their binding in the corresponding volume according to the standards of SCA.

At the same time with the above actions, the Operator would perform the process of closing the registration in the former immovable property registers by making a note to link the old immovable property registration number with the reference number in the new Registration system as well as the Cadastral Zone (for documents that have been registered in former immovable property registration/Cadastre)

With the completion of this activity for all, i.e. for each Cadastral Zone or cadastral block included in the IR or upgrading process, SCA, local offices, approve the submitted product in accordance with the terms and standards specified in this document.

2.5 Initial Registration Legalization

After making the corrections and printing the product of the initial registration, the legalization process is carried out according to the provisions of Law 111/2018 “On Cadastre”.

After this moment, no changes can be made either to the Card or to the Property Map, until the submission of other ownership titles, according to the usual work procedures of LDSCA.

The final product (hardcopy and digital) for the Initial Registration shall be submitted to the relevant LDSCA accompanied by the “Declaration of Completion of the Initial Registration Works”. A copy of the digital product with the above data and a printed copy of the CM must be submitted to LDSCA, which forwards it to GDSCA respectively. The Final Product shall be submitted in accordance with the standards and requirements presented in the “Provisional Data Exchange Standard for Initial Registration”

The documents that will be submitted to LDSCA shall be accompanied by the “Declaration of Completion of Initial Registration Works” - Annex 2

ANNEX 2.

Record of Completion of Works

Record of Completion of Works

ON

LDSCA _____ Cadastral Zone _____

Drafted today, on ____/____/_____, at LDSCA _____, between the Contractor for the Initial Systematic Registration, represented by Mr. _____ and the Director, Mr. _____, on the submission of the documentation of the Initial Systematic Registration of the Cadastral Zone No. _____ in _____

(Initial Systematic Registration ended on ____/____/_____)

1. Ownership documents (original) with archival reference numbers from _____ to _____,
2. Ownership digital documents (as well as Registrar's Orders for corrections to manual Sporadic Cards) according to the Digital Information Technical Standard (of Scanning),
3. Digital Cadastral Map and "shape file" (CM connection with IPC), according to the Provisional Standard for Initial Registration Data Exchange,
4. Digital IPC according to the Provisional Data Exchange Standard for Initial Registration,
5. "Metadata", signed, on paper and scanned, according to the Provisional Data Exchange Standard for Initial Registration,
6. Manual CM (scale) _____ plan sheet (two copies), certified by the Registrar,
7. Manual IPC registered from Vol. ____ Page ____ up to Vol. ____ Page ____ Books _____ certified by the Registrar,
8. Document inventory book with references of both systems (former immovable property registration system and IPRS system) Book with settled and unsettled claims,
9. Coordinates of geodetic points and corresponding monographs,
10. Cartographic and other documents made available to the Contractor for Initial Registration: _____,
11. Second prints including:

- a) Ordinal list of property owners
- b) List of ownership or co-ownership information according to Section “C” of the IPC, sorted by owners (alphabetical order).
- c) List of ownership or co-ownership information for properties included in apartment type properties (apartment, basement, studio, unit, etc.)
- d) List of immovable properties sorted by number of properties
- e) List of information on other real rights on property according to Section “D” of the IPC.
- f) List of information on property restrictions under Section “E” of the IPC.
- g) List of properties with “the State” as an owner.
- h) Summary record according to the template model.

This record is drawn up in three copies.

SUBMITTER

Operator _____

RECEIVER

Director of LDSCA _____

ANNEX 3

RESULTS OF INITIAL SYSTEMATIC REGISTRATION

LDSCA _____

Cadastral Zone _____

Date ____/____/____

No.	Title	TOTAL	%
or	1. Total properties		100
	2. Properties with private ownership		
	3. Properties owned by legal entities		
	4. Properties with "Unverified Owner" ownership		
	5. State-owned property		
B	1. Apartment type Property		
	2. Land type property		
	3. Land + building type Property		
	4. Road		
C	1. Registered properties without restrictions		
	- privately owned		
	- state owned		
D	1. Property with different ownership of land and building		
	- state - private		
	- private - private		
	2. Overlapping properties		
	3. Occupied property:		
	- state		
	- private		
	4. Illegal constructions		

In the event that the standards for each phase are not achieved by the Contractor, GDSCA has the right to request that the work be redone without additional costs, before moving to the next phase. GDSCA will determine a period of time for making the required corrections and changes.

During the submission of the final products of Phase II, LDSCA (Director) will perform a series of checks described in the “Initial Registration Control Procedures” of the IPRS. The Contractor shall correct any deficiencies in the work products found by the inspection.

The Standard Work Product Approval Form is attached to Appendix IV.

ANNEX 4

List of Legal Technical documents

The Law “On Registration of Immovable Property” and the regulations, instructions, technical standards, and other legal acts derived from it, as well as “Monitoring Procedures for the Initial Systematic Registration” will be made available to the Contractor in digital form.

The documents made available are those most necessary and appropriate for the Contractor, but it is the responsibility of the Contractor to ensure that his work is in accordance with these documents.

List of legal acts and by-laws for immovable property registration:

(This list can be completed or changed until the moment of signing the contract)

A. Laws, Decisions and Instructions of the Council of Ministers, Chief-Registrar

No.	No. of Act	Date	TITLE
1	20/2020	05/03/2020	Law “On the completion of transitional ownership processes in the Republic of Albania”
2	111/2018	07.02.2019	Law “On Cadastre”
3	33/2012	21/03/2012	Law “On the Registration of Immovable Property ”
4	9701	2/04/2007	Law “On some amendments to Law 7843, dated 13.7.1994 “On the Registration of Immovable property”, as amended
5	9407	10/05/2005	Law “On some amendments to Law 7843, dated 13.7.1994 “On the Registration of Immovable Property “, as amended
6	8090	21/03/1996	Law “On some amendments to Law 7843, dated 13.7.1994 “On the Registration of Immovable Property”
7	7843	13/07/1994	Law “On the Registration of Immovable property” amended, repealed.

B. Decisions of the Council of Ministers

#	Prot. No.	Date	TITLE
1	1174	24/12/2020	DCM "On the registration procedures of LAAs, specifying the surfaces boundaries, as well as the rates for additional state surfaces and service properties"
2	782	10.07.2020	DCM "On the approval of models of cadastral acts and data in the content of the cadastral map"
2	745	24/10/2012	DCM "On the registration procedures of immovable property, for which legal ownership documents are possessed, but which do not specify the surface".
3	608	05/09/2012	DCM "On the determination of the procedure for the transfer of ownership of immovable properties, built until 10.8.1991, and their functional land, when there are no acts of ownership acquisition, and for their registration".
4	578	29/08/2012	DCM "On determining the procedure for the transfer of ownership of yards in use", amended.
5	576	29/08/2012	DCM "On determining the list of services offered by immovable property registration offices".
6	376	06/06/2012	DCM "On the procedure for issuing documents from immovable property registration offices".
7	1011	10/12/2010	DCM "On the approval of the standard format of the co-ownership act"
8	553	28/08/1998	DCM "On the registration of immovable property of commercial companies, created by the transformation of state enterprises"
9	432	18/04/1995	DCM "On the registration procedures of immovable property in the urban zone of the village, repealed by DCM No. 159, dated 21.3.2006
10	519	7/11/1994	DCM "On the approval of the Immoveable Property Registration Card"

C. Government Instructions

No	No. Prot.	date	TITLE
.			

1	2	13/06/2013	PM Instruction “On the procedure of public administration bodies for immovable property acquired with the Land Acquisition Act (LAA)
2	3	03/10/2012	PM Instruction “On the determination of criteria and procedures for the registration of the construction permit and notarial acts related to the development, in the capacity of the investor and the owners of the land or the buyers/orderers of the individual units, of the building at the phase of shell and core and of the finished object”.
3	2	12/09/2012	PM Instruction “On determining the elements of the acts, which are verified by the immovable property registration office and the procedure for issuing the registrar’s order”
4	5341/5	07/09/2012	Joint Instruction of the Minister of Justice and the Minister of Finance “On the approval of fees for the services provided by IPROs.

Ç. Immovable property Registration Office Regulations and Guidelines

No	Prot. No.	Date	TITLE
1	5111/3	28/08/2012	Guideline “On some additions and amendments in Instruction No. 2532, dated 21.04.2009 of the Chief Registrar, in the Central Immovable property Registration Office, “On the registration of properties acquired according to Law No. 9482, dated 04.03.2006, “On the legalization, urbanization and integration of illegal constructions”.
2	2905/1	26/04/2012	Guideline “On Standardization of digital copies of technical-legal documents”
3	2098/49	27/04/2012	Guideline “On Data Exchange Standards for Initial Registration”
4	1969	23/03/2012	Regulation “On Initial Registration Monitoring”
5	2532	21/04/2009	Guideline “On the registration of immovable property acquired under Law No. 9482, dated 04/03/2006 “On the legalization, urbanization and integration of informal construction zones”, amended

6	892	07/02/1008	Guideline "On "Control Procedures for Initial Registration", amended by Order No. 5162/4, dated 18.10.2011 , and Order No. 202, dated 06.03.2012 of the Chief Registrar
7	2079	11/06/2007	Regulation "On Archiving of Technical - Legal Documents in Immovable Property Registration Offices"
8	2607	06/07/2007	Guideline "On Cadastral Contracts Registration Procedures"
9	2116	12/06/2007	Guideline "On Digital Document Standards"
10	2117	12/06/2007	Guideline "On the Provisional Data Exchange Standard for the Initial Registration"
11	1253	15/06/2006	On some changes in the guideline No. 77 dated 8.05.2003 "On Initial Registration in Urban areas"
12	132	02/06/2003	Guideline "On the implementation of registration procedures of new apartment buildings"
13	79	09/05/2003	Guideline "On Sporadic Initial Registration of Immovable Property in Urban areas"
14	77	08/05/2003	Guideline "On Initial Registration in Urban areas", amended by document No. 1215, dated 13.11.2012
15	Extra	11/09/2002	Guideline "On registration of expropriation decisions and completion of cards"
16	7	07/01/2000	"On some changes in the Regulations for the Work of Immovable Property Registration Office"
17	76	13/09/1999	Guideline "On Completing the Immovable property Card"
18	452	03/09/1999	Guideline "On Initial Registration of Forests and Pastures"
19	61	02/08/1999	Regulation "On Initial Registration of Immovable Property in Special Cases"
20	184	08/04/1999	Regulation "On the Work of the Immovable Property Registration Office", amended.

D. Orders of the Chief Registrar for the approval of the proposals of the Governing Council

#	No. Prot.	date	TITLE
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1	317	22/04/2013	On the method of registration of LAAs, in cases when the surface of the property measured on the field does not match its surface according to the legal document (LAA)".
2	318	22/04/2013	On the unification of several procedures for the registration of ownership acquisition legal acts, which determine the right of ownership acquisition or any other real right, in co-ownership, only for an undivided part of an immovable property.
3	173	12/03/2013	On the technical handling of the procedure unification in the immovable property registration offices, and the evaluation of the unifying acts approved by the Chief Registrar by order No. 606, dated 21.08.2009 and by-laws issued in its implementation.
4	163	07/03/2013	On the technical handling of registrations made in the Cadastre registers on the basis of sales contracts with the selling party Municipality Xxxxx, for CZ 8641 and 8642.
5	70	31/01/2013	On the technical handling and the unification of the practice for the registration of ownership titles that have property with the type of property different from the type of property that is published in the IPC after the completion of the initial registration of the CZ where the property is located.
6	411	14/05/2012	On the "Unification of the registration procedures of "land+building" properties, in the urban areas of the village, based on the acts issued by the local government bodies, based on DCM No. 432, dated 14.08.1995 "On the procedures of registration of immovable property in the urban zone of the village", repealed.
7	364	27/04/2012	On the technical handling of the complete overlap of ownership titles
8	1019	20/12/2011	On the unification of some procedures to be followed during the initial systematic registration of immovable property.
9	268	29/03/2011	On the unification of some procedures to be followed during the initial systematic registration of immovable property
10	1400	25/10/2010	On the unification of some procedures to be followed during the initial systematic registration of immovable property .

11	1237	16/09/2010	On the unification of some procedures to be followed during the initial systematic registration of immovable property
12	606	21/08/2009	On the unification of some procedures to be followed during the initial systematic registration of immovable property, repealed by order No. 173, dated 12.03.2013
1 3	134/1	07.01.2014	"Provisional Data Exchange Standard for IR"

DH. Orders and Documents of the Chief Registrar

#	No. Prot.	date	TITLE
1	6599/1	03/12/2012	Document "On the registration of individually owned units in the facilities which are in the phase of shell and core"
2	552	25/06/2012	Order "On the Maps product from the initial registration"
3	426	17/05/2012	Order "On the compulsory placement of the copy of the card in immovable property references"
4	2098/49	27.04.2012	Document "On data exchange standards for IR"
5	1/25	17/02/2011	Document "On the way of registering co-ownership in the cards"
6	1580	17/12/2010	Order "On some amendments in order No. 861, dated 03.06.2010 for specifying the deadlines for handling and processing applications"
7	1436	02/11/2010	Order "On the procedure for updating digital documents"
8	861	03/06/2010	Order "On specifying the deadlines for handling and processing applications", amended
9	367	15/08/2007	Order "On the registration of immovable property acquired according to Law No. 7501, dated 19/07/2001 "On Land", amended".
10	155	07/07/2006	Order "On the registration of properties in urban and rural zones, which have passed within the boundary line of cities after 1991"

11	198	11/11/2005	Order "On the work progress between the registration offices and the roads directorate"
12	32	24/02/2004	Order "On the implementation of administrative procedures in the verification of documentation"
13	472	24/04/2003	Document "On handling the cadastral archive documents during the initial registration process"
14	140	09/12/2002	Order "On the registration of sales and purchases of immovable property to legal entities"
15	742	22/10/2002	Document "Regarding the application according to article 24/b"
16	111	10/09/2002	Order "On the registration of state immovable property "
17	1	26/07/2002	Order "On the progress of the work on expropriations and their registration at the Immovable Property Registration Offices"
18	6	21/01/2001	Order "On the regulation of the activity for the registration of new constructions based on the new function of the TPC"
19	37	06/06/2000	Order "On the implementation of Article 24b of Law No. 7843, dated 13.07.1994 "on the registration of immovable property" in urban areas
20	255	15/05/2000	Document "On the implementation of the law "On Registration of Immovable property "
21	119	12/11/1999	Order "On the blocking and recording of records that were carried out on the basis of court decisions for the verification of the legal fact"
22	50	08/07/1999	Order "On re-registration of immovable property in cases of damage to Cadastre documents"
23	237/1	10/05/1999	Document "On the registration of objects based on usage permits"

E. IPRO Bulletins and Notices

No	Prot. No.	Date	TITLE
1	1254	15/06/2006	Bulletin 1/2006
2	1053	27/072005	Notice "On the implementation of Law No. 9235 dated 29.07.2004 "On the return and compensation of property"

3		January 2004	Bulletin 4
4	218	17/04/2001	Bulletin 3
5	310	06/06/2000	Bulletin 2
6		March 1999	Bulletin 1

