

## **Electronic Signature application for employees and tax-paying entities**

Pursuant to the Decision of the Council of Ministers No. 673, dated 22.11.2017, "On the Reorganization of the National Agency of Information Society", as well as Article 19, Law No. 9980, "On Electronic Signature" as amended, as well as pursuant to law no. 107/2015, "On Electronic Identification and Trusted Services" as amended, NAIS develops, administers, and maintains the Public Key Infrastructure (PKI) and manages the digital X.509 certificates of Electronic Signature.

Electronic signature is all the data in electronic form, which is attached to or logically associated with other data in electronic form, and which serves as a way of proving the identity of the signatory and the authenticity of the signed document.

The application for the Electronic Signature can be made for the following profiles:

- Freelancers
- Employed Professionals
- Administrators
- Technical Directors

### **Required documentation:**

*The documents provided by the administration employees:*

For the "Employed Professionals" profile:

- Certificate of paid contributions for the individual

### **Process steps**

Identify yourself as a citizen/business at the e-Albania portal;

- Select "Application for equipment of electronic signature for employees and tax-paying entities";
- Click "Use";
- Select the profile of which you will send the application;
- Fill in all the required data information;
- Pay for the online service;
- When the request is correct, it is sent to the e-Gov Security Directorate, to the PKI sector, and it is processed by the Infrastructure and Public Key specialists.
- If the validity of the licenses provided by you during your application for electronic signature, ends before 365 days from the day of the application, the validity of the signature will be valid until the last day of the validity of the license or your position in the application.
- For Customs Agents, if you cannot withdraw the signature by yourself, you can authorize a third party through a special/general power of attorney signed at a notary.

*Clarification: The application for foreign citizens must be completed through the business account registered on the e-Albania portal.*

#### Information

Please pay attention to the data entered in your application for the electronic signature, as stated by the Law No. 9880, dated 25.02.2008, article 25, point 2, these data must be confirmed by the responsible entity. In case of data inaccuracies such as:

- Incorrect completion of the license number;
- Incorrect completion of the issuing institution;
- The license to practice the profession has not been renewed or does not exist.

*The full amount of the service will be charged and cannot be refunded!*

*ATTENTION: The Payment Mandate must contain the data of the applicant (Name Surname) and not the data of the subject he/she represents such as NIPT or Subject Name!*

#### *Required time of receiving the service*

*10 working days*

#### *Validity period*

*1-year*

#### *Costs*

*4800 ALL*

#### *More*

*For every clarification or question that you might have, upon the use of the service, please contact to the email address: [helpdesk@e-albania.al](mailto:helpdesk@e-albania.al) or you may visit this link: <https://akshi.gov.al/nenshkrimi-elektronik-per-subjektet-private/>*