





“If you need professional service, get it from professionals.”

ARS was established in January 2014, with the aspiration to become a leader in the Albanian market, and not only. Initially, it was established as a law office, but to respond to clients’ requests and needs, in January 2015, a year after it was established, it expanded its activity by establishing the Financial Department. It was precisely this union of ideas and profiles that, within a short time, made the ARS differentiated from its sister offices. As part of this expansion, clients could access two of the most important services in the business life and not only, within the same office.

Thanks to the quality of services and honesty of prices, today we enjoy the trust of a large number of clients, domestic and international. Customer confidence is the main motive for delivering a high quality service, being aware that our work is an added value in their performance. Our philosophy is “Motivated Employees, Satisfied Clients”.

Our value is qualitative staff who are constantly growing professionally, ready to propose ideas and design changes, bringing visible and satisfying results.

Rina (Pero) Saliaj Founder / CEO



Mrs. Saliaj is the founder of A.R.S Legal & Financial Services, and at the same time the CEO. She is a qualified Attorney at Law, and with different experiences, not only in the field of advocacy, but also in the civil society, with focus the defense of human rights and national and international NGO, like JuST – USAID Project, The Union of Albanian Judges, Tirana Legal Aid Society, etc.

Mrs. Saliaj is legal representative of different international companies like CES Consulting Engineers Salzgitter, etc. She has been part of the group “Article Five” Group, created with initiative of American and Austrian Embassy, with the purpose to change some legal aspects in the Family Code and the Law for Adoption.

Also, she has been a volunteer in support of children in orphanage, in the city of Durres, in Albania. With the purpose to raise the personal and professional qualifications Mrs. Saliaj has followed different training like: Human Rights, Fiscal Legislation, Business Managing and Consulting, Public Speaking, etc. She speaks excellent English and Italian.

Elona Baçe Manager Attorney at Law

Mrs. Elona Baçe is a lawyer who graduated from Tirana University, Law Faculty, holding a Scientific Master Degree in “Civil Law”. She started to practice law in 2014. She worked in public administration, at the Albania’s Central Office of Immovable Property Registration where she holds the position of lawyer in the Initial Evidence Registration Office, was also part of the vetting process, and the Local Co-Government process.

She has worked at a private firm in Albania providing legal services mainly in commercial law for three years. Mrs. Elona Baçe has been part of the National Chamber of Advocates since 2016. During her professional activity, Mrs. Baçe has attended a number of trainings and specializations. Beside her native Albanian, she speaks English and Italian.

03 OUR TEAM

Denis Laska Senior Accountant



Denis Laska has graduated with a Bachelor's Degree in Finance and a Master of Science in Accounting & Auditing at Faculty of Economy, University of Tirana. He has been part of A.R.S Legal & Financial Services since 2018 and he got promoted to Senior Accountant in December 2018. To advance professionally he attended a very useful training and received the title "Fiscal Expert" from the Institute of Fiscal Experts Albania. Mr. Laska is fluent in English and has participated in different conferences organised by well-known companies and institutions.

Sara Xhaferi Lawyer



Sara Xhaferi has completed her Master of Science in the field of Law at the Faculty of Law, University of Tirana. Ms. Xhaferi counts a significant participation in the competitions, activities of the academy type or training in different areas of law which have contributed to its formation and performance. She is fluent in English and French.

Debora Hajrulla Accountant



Debora Hajrulla has graduated with a Bachelor's Degree and a Master of Science in Finance at University of Tirana. Before starting working at A.R.S Legal & Financial Services, she has previously worked as an accountant in a private company. She has also completed two internships in the banking sector to have a complete and comprehensive work profile.

Voltjon Allkaj Accountant



Voltjon Allkaj has graduated with a Bachelor and a Master Degree in Finance. He has previous work experience in private and public sector as an economist and financial specialist. Mr. Allkaj has become part of the financial department staff at A.R.S Legal & Financial Services since in 2019. Also, he has followed several internships to enhance his professional skills.

Matiel Hoxha

External Financial Expert

Mr. Hoxha has 17 years of experience in this sector and has worked for a period of 13 years at Deloitte Albania Sh.pk in the department of Financial Advisory Services (FAS) as Assistant Director of Corporate Finance. Being part of the A.R.S Legal & Financial Services team Mr. Hoxha is engaged in the preparation of business plans in various sectors. Mr. Hoxha is member of the Association of Certified Accountants (ACCA) and member of the Institute of Certified Accountants in Albania (IEKA) He is fluent in Italian and English.

Iris Çiço

Assistant Accountant Project Coordinator



Mrs. Çiço has studied Marketing at “Fan S. Noli” University in Korça and graduated as a Marketing Manager in 2005. She has completed Master Degree of the Second Level in Business Administration with profile in “Marketing and Operational Management” at “Marin Barleti” University in 2011.

In 2007, she attended a very useful course offered by Deutsche Gesellschaft für Qualität V in collaboration with GIZ on Quality Management and received the title of “Quality Representative and Internal Auditor”. Mrs. Çiço has attended an Advanced Executive Course in “Project Management” offered at ISSAT, Tirana, Albania in 2013. She has worked for more than seven years in an International Dutch NGO with the focus in Relief and Development.



Preparing and submitting monthly and annual statements according to each entity's tax responsibilities.

- Monthly declaration of purchase, sale and VAT return books.
- Monthly Statement of Employees' Social and Health Insurance Payroll
- Monthly withholding tax
- Annual income tax return
- Annual simplified income tax return

Compilation and preparation of financial statements in accordance with National Financial Reporting Standards.

- Statement of financial position
- Statement of income and expenses
- Statement of Cash Flow Statement of changes in equity
- Explanatory Notes



Financial Reporting

Reporting the status of customers and suppliers Bank account statement reporting

Representation

in various institutions such as; Regional Tax Directorate, General Directorate of Local Taxes and Tariffs, NBC etc.

Business Plan

Preparing business plans for grant applications and donations from organizations such as IPARD, ARDA etc...

Representation in tax audits

Financial Consulting

Assistance in financing businesses near commercial banks.



Consultancy

The Office provides consultancy in all areas of law in accordance with clients' needs.

Drafting Documentation

The Office assists individuals, private or public entities in the drafting of documentation including but not limited to claims, contracts, agreements, lawsuits, appeals and any other legal act in accordance with their needs.

Residence / Work Permits/ Albanian Citizenship for Foreigners in Albania

The office provides assistance in obtaining work permits of all types, whether employed or self-employed, as well as residence permits for EU nationals and non-nationals of the EU Member States through the preparation, collection of documentation and application for the first time or renewal at the responsible institutions.

Commercial law and business

A.R.S assists clients in the registration and establishment of natural persons, legal entities recognized and permitted by Albanian legislation, opening of branches, representative offices, associations, foundations and centers, the pursuit of business licensing procedures depending on the activity they perform, trademark registration, patent, etc. The office offers legal and financial assistance in various procurement procedures, such as: provide preparation of Tender Documents, submission of bids, pursue the appeal procedure, etc. It also undertakes to follow the liquidation / bankruptcy procedure for companies in all their stages by following and strictly adhering the legal provisions.



Labor Law

The Office assists its clients in the field of employment, both in the litigation and extrajudicial phase, providing advice on the various aspects concerning the establishment, conduct and termination of employment relationships. Furthermore, provides legal advices in regards to social security, health insurance, tax obligations of the employer and employee and all other related matters.

Expulse Verification & Removal

All Albanian nationals who have a background in one of the Schengen zone countries and have been removed as a result of deportation can be assisted by the ARS to obtain information on the existence and realisation of the request for forced out deletion from the SIS system.

Representation in all three instances of the Judicial System

Thanks to the professional attorneys of the ARS team, it provides representation in all three levels of the Judicial System, respectively First Instance, Appeal, Supreme Court, in civil matters including family, labor, property, commercial law etc., Criminal and Administrative matters.

Debt Collection

The office assists any creditor interested in collecting debts from their debtors through litigation and extra judiciary procedures through the voluntary compliance notice and the issuance of an Execution Order.



Administrative Services

Taking all the responsibilities a legal representative / administrator has, performing all the daily tasks that an entity requires, including providing legal and financial services.

Translation Services

The Office provides translation services of different documents from Albanian into Italian, English French, German and vice versa.

Virtual Address

The office offers the virtual address service, which gives everyone the opportunity to have a professional address in the right place. The business address can be used to receive, send correspondence on behalf of your company and includes reception, copy / print, meeting room, etc.

Consulting for buying and selling real estate

The office offers the mediation service with Real Estate Agency, in order to orient its clients towards professional associates and reliable sources of information.



Memberships

Chamber of Commerce and Industry Albania – France (CCIFA)
 Chamber of Commerce and Industry Albania – Turkey (ATTSO)
 Chamber of Commerce and Industry Albania – Germany (DIHA)
 Tirana Chamber of Commerce and Industry

Associates

AEA and HG.org Association
 University Francophone Association (AUF)
 World University Services, Scholarships and Training for Albanian Students
 European Association of Law Students Elsa Albania
 Risi Albania
 CEE Legal Matters

Consultant

A.R.S Legal & Financial Services is the law firm that advises the French Embassy in Tirana.
 A.R.S Legal & Financial Services is advisory for small business of EBRD (European Bank for Reconstruction and Development).
 PINKO ALBANIA, BMW Albania, CES Consulting, Renault

Partners

Kosovo - Lawyer "Sabri Kryeziu"
 France - Office "Cabinet STOYANOVITCH, AVOCATS- Justinian Lawyers France"
 China- YINGHE LEGAL MANAGEMENT CONSULTING (BEIJING) CO., LTD
 Chestnut Global Partners Europe
 Cesky velkoobchod s.r.o
 IOTA
 Ningbo Tianan Group Co



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Legal & Financial Service