

**STATE STATISTICAL COMMITTEE OF THE
REPUBLIC OF AZERBAIJAN**

**Main normative legal acts of the Republic of Azerbaijan
in the field of Official Statistics**

(Reference book for employees of statistical bodies)

IV edition

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I SECTION

LAWS

CODES

DECREES

STATUTES AND EXTRACTS

confirmed by orders of the

President of the Republic of Azerbaijan

1**THE CONSTITUTION OF THE REPUBLIC OF
AZERBAIJAN**

Adopted: 12 November 1995

EXTRACT

Article 94. General rules established by Milli Majlis of the Republic of Azerbaijan

I. Milli Majlis of the Republic of Azerbaijan establishes general rules concerning the following matters:

24) statistics, metrology and standards.

2**THE CONSTITUTIONAL LAW OF THE REPUBLIC OF
AZERBAIJAN ON NORMATIVE-LEGAL ACTS**

Adopted: 21 December 2010, № 21-IVKQ

EXTRACT**Article 1. Basic definitions used in this Constitutional Law**

1.0.22. technical normative legal acts - ... state classification of technical-economic data, state statistical observations forms and instructions on filling in them, rules on formation and calculation of statistical indicators, instructions on organization and conduction of the state statistical observations, division reporting forms and instructions on filling in them ... and other normative legal acts approved (entered into force) according to the legislation of the Republic of Azerbaijan.

THE LAW ON OFFICIAL STATISTICS OF THE REPUBLIC OF AZERBAIJAN

Adopted: 18 February 1994, № 789

Additions and amendments:

16 May 2000, № 879-I QD

22 November 2002, № 382-II QD

3 December 2002, № 386-II QD

30 December 2003, № 568-II QD

9 March 2004, № 603-II QD

18 May 2004, № 652-II QD

23 December 2005, № 31-III QD

20 October 2006, № 167-III QD

17 April 2007, № 316-III QD

1 February 2008, № 543-III QD

27 October 2009, № 902-III QD

15 November 2011, № 246-IV QD

The present Law sets out legal provisions on official statistics in the Republic of Azerbaijan and defines the powers and functions of the state statistical bodies. It shall be applied to executive power bodies of the Republic of Azerbaijan, legal entities regardless of the type of ownership and organizational-legal form (their representative and branch offices), legal entities of the Republic of Azerbaijan located outside the boundaries of the Republic of Azerbaijan and representative offices, branches of foreign legal entities acting in the territory of the Republic of Azerbaijan, as well as to citizens and natural persons.

Official statistics shall provide - on an impartial basis - accurate and qualitative (representative) information about the economic, demographic, social and environmental situation in the country to government institutions, social and economic agents, academic circles, the general public, international organisations and other users.

SECTION I GENERAL PROVISIONS

Article 1. Main definitions

Main definitions used for the objectives of this Law are the followings:

official statistics shall mean activity in the field of production of official statistical data, including administrative data;

administrative statistics shall mean the official statistics produced in relation to the fulfillment of duties by corresponding executive authorities and other state bodies;

state statistical bodies shall mean the central and the local statistical bodies within its hierarchy;

statistical units shall mean legal (their representative and branch offices), and natural persons submitting primary data for official statistics, or appointed by statisticians for the conduction of observations, collection and analysis of data on the base of this Law;

production of official statistics shall mean all the activities necessary for the collection, processing, storage, analysis and dissemination of the statistical information;

confidential statistical data shall mean data obtained for the production of official statistics, when they allow statistical units to be identified directly or indirectly, thereby disclosing primary data;

dissemination shall mean giving to users, regardless of the form and means used to have access to official statistics not subject to statistical confidentiality;

official statistical data – are data obtained as a result of processing and aggregation of administrative and primary data on social, economic, demographic, environment and quantities of other public processes by corresponding executive authorities producing official statistics and other state authorities according to this Law and other legislative acts of the Republic of Azerbaijan.

Article 2. Aim of the official statistics in the Republic of Azerbaijan

The aim of official statistics is to increase the role of statistical data, to serve the interests of legal and natural entities by respecting their rights and keeping the confidentiality of primary data.

The main aim of official statistics shall be to provide confidentiality of primary data depicting the socio-economic situation in the country, scientific and technological progress, economic links at country, regional and sector level, structural changes and efficiency of production, as well as to provide statistical information satisfying the needs of government bodies, economic agents and scientists.

Official statistics shall furthermore be aimed at creating a single statistical information system ensuring the objectiveness and reliability of statistical data, comparability with international statistics and transparency of aggregated statistical material. With this purpose it should improve and rise effectiveness of the principles and methods of collecting, processing, saving, submitting and disseminating of data as well as applying most advanced statistical traditions and scientific achievements in the field of official statistics within the requirements of the Law.

Official statistics have to provide real reflection of situation, justified dissemination of data among users, selection of factors having decisive importance for corresponding executive authorities, besides, respect of the rights of citizens in obtaining clear data by taking into consideration the relation between expenditures and the burden on respondents on one hand and priorities on the other hand.

Article 3. The system of official statistics

The system of official statistics shall be a single, centralised, country-wide system.

The organisation of the system of official statistics and providing its activities in the Republic of Azerbaijan shall be the task of the State Statistical Committee of the Republic of Azerbaijan and the appropriate executive authorities and its local statistical bodies. Local statistical bodies shall be obedient only to the SSC of Azerbaijan.

The SSC of Azerbaijan shall function in the system of the central executive bodies of the Republic of Azerbaijan and organise official statistics within the “Programme of statistical works” adopted by the Cabinet of Ministers in the republic. The Programme shall be published in defined rule in order to inform government bodies, enterprises, organisations, institutions and the public.

The Programme shall cover the information obtained in the result of statistical observations to be organized concerning with studying the economic, demographic, social and environmental situation in the Republic of Azerbaijan, by taking existing resources, the burdens on respondents and the cost-effectiveness into account. The Programme shall specify the coverage, type, frequency and topic features for each of the element for obtaining data. Unless otherwise provided in the Programme, the surveys and censuses are to be implemented by the SSC of Azerbaijan based on the Programme and the units called upon are obliged to provide the information necessary for the production of the respective statistics.

Corresponding executive authority and its local bodies shall be legal persons with their own budgets; they shall keep accounts with banking institutions of the Republic of Azerbaijan and shall use the seal of the Republic of Azerbaijan.

Article 4. Legislation on official statistics

The legislation on official statistics shall consist of the Constitution of the Republic of Azerbaijan, the present Law, other legislative acts of the Republic of Azerbaijan and international treaties in which the Republic of Azerbaijan consists one of the parties.

Article 5. Relations between the state statistical bodies and other government bodies and international organisations

The state statistical bodies shall work in cooperation with other government authorities and they:

- provide the corresponding bodies with systematic information on the results of their work, on the state of the reporting system and economic and social processes occurring in the country and in its regions;
- organise the production of official statistics within the country, the submission of reports by the respondents by the set deadlines and according to rules, check their objectiveness.

The SSC of Azerbaijan shall, by the established procedure and in accordance with international legal standards, establish links with the statistical authorities of foreign countries and with international organisations on matters within its competence, conclude cooperation agreements with them, acting as a representative

of the Republic of Azerbaijan, organise conferences, meetings and seminars at international level and take part in the meetings organised by intergovernmental and non-governmental international organisations, according to international agreements, receive statistical information from foreign countries with a view to compare the economic, demographic, social and environmental situation of the Republic of Azerbaijan with that of other countries.

SECTION II DUTIES AND RIGHTS OF THE STATE STATISTICAL BODIES

Article 6. Duties of the state statistical bodies

The state statistical bodies shall, within the limits of their competence, be responsible for:

1) Preparing after consultation of the Statistical Council a draft of the Programme in accordance with Article 3 of the Law, preparing, organising and the implementation of the statistical activities determined by the Programme;

2) Working out the methodology, classifications and standards being more comparable with standards accepted in international practice and methodical assistance for the production of official statistical materials and carrying out observations neatly that are entrusted to other authorities by this program;

3) Giving a yearly report on the implementation of the Programme to the Cabinet of Ministers and making this report available to the public;

4) Providing the executive powers of the Republic of Azerbaijan and its regions with the necessary socio-economic statistical information in accordance with the Programme of Statistics;

5) Compiling of results, summarizing and grouping on the basis of necessary data collected from statistical units in the Country and its regions, preparing statistical yearbooks, bulletins, reviews, press releases and other statistical materials, disseminating them among the users, publication of statistical data which are of interest of the public in the media;

6) Providing explanation with the purpose to avoid erroneous interpretation of the statistical results by users, appearance in the mass media;

7) Guaranteeing the reliability and objectivity of statistical information, its accuracy in fully reflecting the socio-economic events and processes taking place, its level of quality and, as well as ensuring that it is up to date and does not violate statistical confidentiality;

8) Organising explanation of importance of official statistics to general public;

9) Providing upgrading of the skills and knowledge of the staff working in the domain of statistics;

10) Conducting and establishing the State Register of statistical units on the base of received and other data from corresponding executive bodies (taxes bodies-red.) conducting the State Register of the legal persons and individual entrepreneurs;

11) Preparing national classifications of necessary technical, economic and social information for organising the statistical works on the base of classifications

applied in international practice and by taking into consideration the requirements of legislative acts of the Republic of Azerbaijan;

12) Introducing information of legal persons, government authorities or citizens upon their request about data, stored on them in statistical data bases;

13) Providing free of charge legal and natural persons who submit state statistical reports with questionnaires and instructions for their compilation, informing them about deadlines, periodicity of submission of reports and other requirements.

The state statistical bodies shall not perform any tasks which do not refer to statistical purposes such as the use of the data obtained for decisions concerning a particular individual legal or natural person.

In other cases, the state statistical bodies carry responsibility for the implementation of official statistics within the time indicated in the Programme.

Article 7. Rights and powers of the state statistical bodies

The state statistical bodies shall be given the following rights and powers to perform their duties:

1) To receive substantial and reliable statistical data in a defined way, volume and period for free of charge from executive bodies of the Republic of Azerbaijan, legal entities (their representative and branch offices) regardless the type of property and organizational-legal form, from legal entities of the Republic located outside of the borders of the Republic of Azerbaijan and from the representatives of foreign legal entities, branches acting in the territory of the Republic, as well as from the citizens and natural persons of the Republic of Azerbaijan, according to legislative acts determined by the SSC of Azerbaijan.

2) In the event of distortions of the data, to introduce corrections into the reports and issue the statistical unit with the necessary instructions for making the corrections;

3) To institute administrative procedures and apply administrative penalty measures to officials and natural persons failing to present data for official statistics or who submit them late or containing distortions and disseminate of information covered by statistical confidentiality;

4) To ensure a single methodology for the compilation of statistics in the country, to draft questionnaires for the reporting in official statistics, set deadlines and procedures for collection and submission of these reports;

5) To approve and cancel questionnaires of statistical reporting and coordinate work on improving them;

6) To render statistical services, not covered by the Programme, to legal entities and natural persons on the base of contracts according to the legislation by paying the fee to state budget;

7) To organize the sale of prepared statistical materials (yearbooks), and data not considered in the program and being additionally prepared to users as defined, except executive, legislative and court authorities and mass-media;

8) To adopt normative-legal acts on filling report forms in and production of official statistical materials as defined by this Programme and other normative-legal acts;

9) To receive necessary data from the corresponding executive authorities conducting the State Register of the legal persons and individual entrepreneurs for conduction and compiling of the State Register of statistical units.

SECTION III STATISTICAL COUNCIL

Article 8. Statistical Council

The Statistical Council of the Republic of Azerbaijan (hereinafter referred to as the Council) is hereby established to give advice on the preparation and implementation of the Programme of Statistical work and on the development, organising and functioning of statistics and is connective between statistics and users. The Council acts on social base under the SSC of Azerbaijan. The Council performs notably the following functions:

- to give an opinion and to make recommendations on the preparation of the Programme;

- to give advice on the implementation of the Programme;

- to prepare recommendations for the systematic development of the system of official statistics in the Republic of Azerbaijan;

- to give appropriate recommendation to the SSC of Azerbaijan taking into consideration remarks, comments and purposes by user;

The work of the Council is public. It may address its opinions to the public.

The Council shall be composed of the representatives of the statistical, finance, economics, taxes, customs bodies, banks, Trade Unions, private enterprises, academic society, and users.

The members of the Council shall be approved by a decision of the Cabinet of Ministers for a term of 5 years.

SECTION IV PRINCIPLES AND AUTONOMY OF OFFICIAL STATISTICS

Article 9. Principles

In order to ensure the quality of official statistics and retain the trust of the public therein, the organisation and implementation of the Programme shall be governed by the principles of reliability, objectivity, relevance in present situation, statistical confidentiality and transparency.

Article 10. Autonomy of official statistics

The state and non-government organisations shall not interfere to the implementation of powers of the state statistical bodies and not influence the staff of the statistical authorities in the performance of their tasks.

When implementing the Programme, the state statistical bodies are autonomous and shall not seek or take instructions from state and local bodies notably in the selection of data sources, statistical methods, in the contents, form and time of dissemination and in the application of statistical confidentiality.

SECTION V RELATION OF OFFICIAL STATISTICS TO ADMINISTRATIVE STATISTICS

Article 11. Statistical observations

Data for official statistics shall be collected by conducting exhaustive, or sample observations. Such observation shall consist of systematic and periodic reporting, various census and inquiries, and surveys.

While conducting state (regional) statistical observations, if no other case is considered in the legislation, the type, methodology, programs and objects of statistical observations, acquisition of data from all sources for carrying out official statistics, using assessment on the base of administrative registers or the data of state statistical bodies, are determined by the state statistical bodies by taking the recommendations of international organizations and the Council into consideration. After deciding the selection of source to be used, special attention is paid to its quality, on time submission, expenditures and burden on respondents related with this.

Conduction of economic censuses and republic wide population census is carried out according to normative acts. Persons not working for the state statistical bodies are attracted on the base of terms defined by corresponding executive bodies to fulfill them.

All legal entities (their representative and branch offices), and natural persons located in the territory of the Republic of Azerbaijan owe to submit data in the paper or e-document format where data would be presented and confirmed in accordance with corresponding legislative without charge to state statistical bodies in defined volume and period necessary for the conduction of state (regional) observations.

Statistical units involved in submitting information for the production of official statistical materials have the right to get information about the purpose of the survey and census, coverage and to be provided with the guarantee of confidentiality of data, as well as to get information about their authorities and duties.

The duty to submit of data for exhaustive censuses shall be applied to all statistical units responding defined criteria of coverage within the framework of the corresponding population. Such duty in sample surveys shall be applied only to those units that are determined on the base of sampling plan. The sampling plan shall be

prepared by the SSC of Azerbaijan and serve to the reduction of the representation of respondents and the purpose of reduction of burden on them.

Submitting of the necessary data to state statistical bodies in the e-document format for the conduction of state (regional) observations shall be implemented according to the rule set by the corresponding executive authority.

Article 12. Operation of classifications and a register of statistical units of the Republic of Azerbaijan

In order to ensure international comparability of statistical information in the Republic of Azerbaijan, statistical classifications of technical, economic and commercial data (SCTECD) harmonized with international classifications and corresponded with local conditions shall be set up and operated.

The use of the statistical classification (coding of information) shall be obligatory for all legal entities and natural persons when exchanging information on the territory of the Republic of Azerbaijan.

The procedure of conducting of statistical classifications, setting up of new and abolishing obsolete ones shall be carried out in accordance with the Law “On Standardization”.

On the territory of the Republic of Azerbaijan, the State Register of statistical units reflecting statistical information by SSC of Azerbaijan for carrying out of the official statistics shall be operated which contains the addresses and statistical indicators characterizing main and not main activity, financial and economic activity of legal and natural persons exercising economic, entrepreneurship and other types of activities not forbidden by legislation.

Article 13. Access to administrative information sources

All state and local bodies shall give the SSC of Azerbaijan access to administrative statistical information collected, processed and stored in the domain of their respective competencies, notably to registers and other data files, to the extent that is necessary for the production of statistics, thus avoiding the imposition of response burdens on the units concerned, and shall be submitted to the SSC of Azerbaijan by established deadline and form according to the Program of statistical works.

Article 14. Relation of official statistics to administrative statistics

This Law does not provide the legal basis for the production of administrative statistics. In order to avoid double and parallel work and to provide the use of unified classification and methods and the correspondence of obtained results to official statistics, their reports are approved by the SSC of Azerbaijan. The SSC of Azerbaijan carrying out authority to run administrative statistics shall provide report to the power involved in official statistics in defined time and volume.

The state statistical bodies shall have the right to access the statistics and to disseminate them in accordance with Article 22 of this Law. In this connection

Producers of administrative data shall be obliged to transmit the said data on demand to the state statistical bodies.

SECTION VI

PRIMARY STATISTICAL DATA AND ITS CONFIDENTIALITY

Article 15. Primary statistical data and its use

Primary statistical data shall characterize primary information on legal and natural persons.

Primary statistical data shall be based on reliable primary records and used only for aggregated statistical work, compilation of collections and socio-economic analysis.

Primary data collected for statistical purposes shall not be used for other purposes.

Article 16. Statistical confidentiality and data from public sources

Data collected, processed and stored for the production of official statistics shall be confidential when they allow statistical units to be identified, either directly or indirectly, thereby disclosing individual information, primary statistical data of legal and natural persons.

A statistical unit is directly identified by its name, address and commonly known identification number given by corresponding relevant executive body for the tax payers.

Indirect identification is the possibility of deducing the identity of a statistical unit other than from the information mentioned in paragraph 2 of this article. To determine whether a statistical unit is indirectly identifiable, all means shall be taken into account that might reasonably be used to identify the said statistical unit.

The disclosure or dissemination of information covered by statistical confidentiality shall be considered to be deliberate or careless divulging of information on legal or natural persons.

Data taken from publicly available sources shall not be considered confidential.

Aggregated statistical data of which aggregated statistics on crimes and administrative offences shall be explained in the way defined by legislation.

Article 17. Use of confidential statistical data

Confidential statistical data shall be used exclusively for the production of official statistics or, if they do not allow direct identification, for exceptional scientific purposes ensuring the anonymity of statistical units, in accordance with the provisions of this Law (eliminating means which allow identification), unless the respondents have unambiguously given their consent to the use for any other purposes and to the conditions thereof.

Article 18. Scientific research

Access to confidential data that do not allow direct identification may be granted by the SSC of Azerbaijan for specific scientific research projects the envisaged results of which do not refer to identifiable individual units.

Access shall only be granted if the standard of protection of the confidential data within the research project is ensured.

Article 19. Access to confidential statistical data

Access to confidential data shall be limited to persons who in the performance of their tasks produce official statistics and to the extent, that these data shall be necessary for the working out of review materials. Access for scientific purposes shall be limited accordingly.

Article 20. Protection measures

All measures of administrative, technical and organisational nature necessary to protect confidential statistical data against unlawful access, disclosure or use shall be taken by the state statistical bodies.

SECTION VII DISSEMINATION OF INFORMATION

Article 21. Access to statistical information

The SSC of Azerbaijan shall ensure that statistics are disseminated in such a way, that all users have simultaneous access to the disseminated information in the framework of unified rules, legal regulation and time notably to the results that are specified in the Programme of statistics.

In supplying the users with the statistical information all possible forms of information sources, including special publications of the state statistical bodies and of mass media and other means are used.

Article 22. Dissemination of confidential statistical data

Official statistics must not be disseminated to users, if they contain or reveal confidential data. To this end, aggregates shall comprise at least three units and the share of one unit in an aggregate must not exceed 85% of the total.

SECTION VIII RESTRICTIONS AND SOCIAL PROTECTION FOR STAFF OF STATE STATISTICAL BODIES

Article 23. Financing and material support to the state statistical bodies

Funds to support the state statistical bodies shall be allocated in the state budget.

The financing and material support to the state statistical bodies for, the production of official statistics, the supply of statistical questionnaires and other documentation for this purpose to units reporting to the SSC of Azerbaijan and its local statistical bodies and their maintenance shall be paid for from appropriations of the state budget of the Republic of Azerbaijan. Value of work performed additionally and not included in the Programme of statistical works shall be paid for by the user organisations and shall be transferred to the state budget.

Matters concerning the supply of materials to the state statistical bodies shall be decided by the Cabinet of Ministers of the Republic of Azerbaijan.

Article 24. Social protection of the staff of state statistical bodies

The social protection of staff of the state statistical bodies shall be provided by the state.

The staff of the state statistical bodies shall receive bonuses and pecuniary aid on appropriate legislation base from the salary fund.

Article 25. Restrictions for staff of the state statistical bodies

The staff of the state statistical bodies shall be forbidden to perform additional work in any enterprise, institution or organisation (excluding scientific or teaching activities) or to exercise entrepreneurial activity.

SECTION IX RESPONSIBILITY FOR VIOLATING THE LEGISLATION ON STATISTICS

Article 26. Responsibility for violating the legislation on statistics

Any violation of the legislation on statistics shall necessary entail disciplinary, administrative or criminal responsibility in accordance with the legislation.

Article 27. Responsibility for violation of the procedure of submission of statistical data

Persons responsible for non-submission or unpunctual submission of data required for the production of official statistics for the distortion of reports, as well as for not providing access to administrative sources shall be brought to account in

accordance with the procedure set out in the legislation. Responsibility on the part of legal and natural persons, for violation of the procedure shall not constitute justification for not submitting the statistical data.

Legal entities and natural persons shall pay the state statistical bodies for the damage caused as a result of submission of distorted information to statistical bodies or corrections made to total reports as a result of termination of deadline of report submission.

Article 28. Responsibility of staff of the state statistical bodies

Staff, officials of the state statistical bodies and persons enlisted to participate in the production of official statistics who are guilty of violating statistical confidentiality, and persons enlisted as above who without good reason refuse to perform them or perform them unpunctually carry out responsibility.

Persons having access to statistical confidential data in the performance of their tasks shall be subject to the provisions of this Law, even after the cessation of their functions.

4

ON APPLICATION OF THE LAW OF THE REPUBLIC OF AZERBAIJAN ON “ADDITIONS AND AMENDMENTS TO THE LAW OF THE REPUBLIC OF AZERBAIJAN “ON STATISTICS”

**Confirmed by the Decree of the President of the Republic of Azerbaijan
dated 2 February 2006, № 360**

Additions and amendments:

- 1. 13 April 2010, № 250*
- 2. 21 December 2012, № 549*

2. It shall be determined:

2.1. In the Law of the Republic of Azerbaijan “On Official Statistics”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 3 section 3 sentence 1 (second state), Article 8 paragraph 8, Article 11 section 3 sentence 2 and section 7, Article 23 section 3 are conducted by the Cabinet of Ministries of the Republic of Azerbaijan.

2.2. In the same Law: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 3 section 2, section 3 sentence 1 (first state) and section 4, Article 5 section 2, Article 7 paragraph 1, Article 8 paragraph 1 and 5, Article 11 paragraph 6, Article 12 section 4, Article 14 (first state), Article 18 paragraph 1 and Article 21 paragraph 1 are conducted by the SSC of Azerbaijan.

2.3. In the same Law: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 13 and 14 are conducted by the central executive authorities of the Republic of Azerbaijan.

**ON APPLICATION OF THE LAW OF THE
REPUBLIC OF AZERBAIJAN ON “ADDITIONS AND
AMENDMENTS TO THE LAW OF THE REPUBLIC OF
AZERBAIJAN ON “OFFICIAL STATISTICS”**

**Confirmed by the Decree of the President of the Republic of Azerbaijan
dated 21 December 2009, № 194.**

EXTRACT

In order to provide application of the Law dated 27 October 2009, № 902 IIIQD of the Republic of Azerbaijan on “Additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics” considering entry of this Law into force, it is decided:

1. to charge the Cabinet of Ministers of the Republic of Azerbaijan to implement the followings:

1.1. to prepare and present suggestions to the President of the Republic of Azerbaijan about coordination of effective legislation acts with the Law of the Republic of Azerbaijan on “Additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics”;

1.2. to provide coordination of this Law with normative legal acts of the Cabinet of Ministers of the Republic of Azerbaijan and corresponding central executive authorities and inform about it the President of the Republic of Azerbaijan;

1.3. to identify the rules on online submission to the state statistical bodies the information essential for carrying out the state (regional) observations prescribed in the seventh part of Article 11 of the Law of the Republic of Azerbaijan on “Official statistics” and inform about it the President of the Republic of Azerbaijan;

1.4. to solve another matters arising from the Law of the Republic of Azerbaijan on “Additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics” within own competence.

2. to identify that the Cabinet of Ministers of the Republic of Azerbaijan implements competencies of “corresponding executive authority” prescribed in the seventh part of Article 11 of the Law of the Republic of Azerbaijan “On Official Statistics”.

**ON ADDITIONS AND AMENDMENTS TO SOME
DECREES OF THE PRESIDENT OF THE REPUBLIC OF
AZERBAIJAN RELATED WITH APPLICATION OF THE
LAW OF THE REPUBLIC OF AZERBAIJAN ON
“ADDITIONS AND AMENDMENTS TO
THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON “OFFICIAL STATISTICS”**

**Confirmed by the Decree of the President of the Republic of Azerbaijan
dated 13 April 2010, № 250.**

EXTRACT

In accordance with the Law of the Republic of Azerbaijan “On additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics”, **it is decided:**

1. To add words “in the seventh part” after words “in the second sentence of the third part of Article 11 and” in 2.1 item of the decree (Collection of Legislations of the Republic of Azerbaijan, 2006, № 2, Article 77) of the President of the Republic of Azerbaijan dated 2 February 2006, № 360 on application of the Law of the Republic of Azerbaijan “On additions and amendments to the Law of the Republic of Azerbaijan “On Statistics”.

2. To make the following additions and amendments to “Statue on the State Statistical Committee of the Republic of Azerbaijan” approved by the decree of the President of the Republic of Azerbaijan dated 24 June 2009, № 115 (Collection of Legislations of the Republic of Azerbaijan, 2009, № 6, Article 427):

2.1. To add words “as well as e-submission of essential documents for conduction of the state (region) observations by all legal (their representatives and affiliates) and natural entities in the Republic of Azerbaijan to the state statistical bodies” after words “obtaining of” in 8.7 item;

2.2. To substitute the word “legal” (their representatives and affiliates) in 8.17 and 9.5 items with the word “legal entities”;

2.3. To add words “(their representatives and affiliates)” after “irrespective of organizational-legal forms, legal entities” in 9.2 item.

**ON APPLICATION OF THE LAW OF THE
REPUBLIC OF AZERBAIJAN dated 15 November 2011,
№ 246 IVQD on “ADDITIONS AND AMENDMENTS
TO THE LAW OF THE REPUBLIC OF AZERBAIJAN
“ON OFFICIAL STATISTICS”**

**Confirmed by the Decree of the President of the Republic of Azerbaijan
dated 22 December 2011, № 549.**

EXTRACT

Following 19-th item of Article 109 of the Constitution of the Republic of Azerbaijan in order to provide application of the Law dated 15 November 2011, № 246-IVQD of the Republic of Azerbaijan “On additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics” considering entry of this Law into force, **it is decided:**

1. to charge the Cabinet of Ministers of the Republic of Azerbaijan to implement the followings:

1.1. during three years to prepare and present suggestions to the President of the Republic of Azerbaijan about coordination of Laws of the Republic of Azerbaijan and acts of the President of the Republic of Azerbaijan with the Law of the Republic of Azerbaijan “On additions and amendments to the Law of the Republic of Azerbaijan “On Official Statistics”;

1.2. during three years to provide coordination of this Law with normative legal acts of the Cabinet of Ministers of the Republic of Azerbaijan and inform about it the President of the Republic of Azerbaijan;

1.3. to control the coordination of normative legal acts of the central executive authorities with this Law and inform the President of the Republic of Azerbaijan about its execution during five months;

1.4. to solve other issues arisen from this Law.

2. to charge the Ministry of Justice of the Republic of Azerbaijan to provide the coordination of normative legal acts and acts of normative nature of the central executive authorities with the Law of the Republic of Azerbaijan “On additions and amendments to the Law of the Republic of Azerbaijan “On Official statistics” and inform about it the Cabinet of Ministers of the Republic of Azerbaijan;

3. to identify that in the third and ninth paragraphs of Article 1.1 of the Law of the Republic of Azerbaijan “On Official Statistics” the “corresponding executive authorities” means central and local executive authorities of the Republic of Azerbaijan.

**THE LAW ON ENTREPRENEURIAL ACTIVITY
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 15 December 1992, № 405

Additions and amendments:

1. 6 February 1996
2. 5 November 1996
3. 24 December 1996

EXTRACT**Article 7. Obligations of the entrepreneur**

Obligations of the entrepreneur are the following:

- to submit reports on activity to state statistical and finance bodies in the form defined.

**THE LAW ON ANTIMONOPOLY ACTIVITY OF
THE REPUBLIC OF AZERBAIJAN**

Adopted: 4 March 1993, № 526

Additions and amendments:

30 September 2010, № 1083-III QD

EXTRACT**Article 16. Right of the relevant executive authority to receive information**

2. The State Statistical Committee of the Republic of Azerbaijan (SSC of Azerbaijan) provides the relevant executive authority on the base of the program agreed for conducting of the state registration of monopolist enterprises on dominating position of enterprises at the national market.

3. Monopolist enterprises upon the request of the relevant executive authority submit the state statistical report in the procedure defined by the SSC of Azerbaijan on monopoly positions of their activity to the relevant executive authority.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 647, dated 2 December 1997 functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in this Law are conducted by the Ministry of Economic Development of the Republic of Azerbaijan.

**THE LAW ON USE OF ENERGY RESOURCES
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 30 May 1996, № 94-IQ

Additions and amendments:

23 November 2001, № 219-IIQD

9 March 2004, №603-IIQD

EXTRACT

Article 8. Main directions of state regulation in the sphere of use of energy resources

State regulation in the sphere of use of energy resources is conducted as following:

organization of setting of norms, standardisation, certification, metrology and statistical recording of energy resources.

Article 27. State statistical reports in the sphere of use of energy resources

Enterprises, departments and organizations whose energy consumption makes one or more tons of conditional fuel in the year, submit statistical reports to the state statistical bodies on number, structure of energy carriers, the rational use indicators (in the procedure defined by the current legislation).

**THE LAW ON COURTS AND JUDGES OF THE
REPUBLIC OF AZERBAIJAN**

Adopted: 10 June 1997, № 310-IQ

Additions and amendments:

28 December 2004, № 817-IIQD

EXTRACT

Article 87. Analysis of organizing the activity of courts and statistical reports

The courts of the Republic of Azerbaijan compile statistical reports in accordance with the procedure set out by the legislation of Azerbaijan not less than one time during half a year. The relevant chief justices are responsible for the accuracy of information in the statistical reports.

The relevant executive authority determines the statistical report form on the activity of court and publishes the reports.

The relevant executive authority summarizes the statistical reports on the activity of court, investigates and analyses the organisation of the activity of court that are summarized by the courts and informs to the Council of Court-Law.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 30, dated 1 December 1998 on application of the Law of the Republic of Azerbaijan “On Courts and Judges” functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 87 are conducted by the Ministry of Justice of the Republic of Azerbaijan.

12

THE LAW ON FIRE SAFETY OF THE REPUBLIC OF AZERBAIJAN

Adopted: 10 June 1997, № 313-IQ

Additions and amendments:

28 April 2009, № 802-IIIQD

EXTRACT

Article 4. Issues settled by the relevant executive authority of the Republic of Azerbaijan in the sphere of fire safety

Following are the issues settled by the executive authority of the Republic of Azerbaijan in the sphere of fire safety:

11) Set-up of the statistical recording systems on fire and its results, and state information provision systems.

Article 20. Registration of the fire and its results

A unite system of statistical registration of fire and its results is functioning in the Republic of Azerbaijan.

Relevant executive authority of the Republic of Azerbaijan conducts official statistical recording and state statistical reporting of fire and its results.

Procedure for recording of fire and its results in the Republic of Azerbaijan is determined by the relevant executive authority.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 619, dated 25 July 1997 on application of the Law of the Republic of Azerbaijan “On Fire safety” functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 4 are conducted by the President of the Republic of Azerbaijan and functions of the relevant executive authority as stipulated in the third section of the Article 20 are conducted by the Ministry of Emergency Situations of the Republic of Azerbaijan after agreement with SSC of Azerbaijan.

**RULES
ON IMPORT-EXPORT REGULATION IN THE
REPUBLIC OF AZERBAIJAN**

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 24 June 1997, № 609**

Additions and amendments:

11 October 2001, № 587

13 February 2009, № 57

10 February 2010, № 216

EXTRACT

14.9 The State Customs Committee gives monthly information to the Cabinet of Ministers of the Republic of Azerbaijan, Ministry of Economic Development, Ministry of Finance, SSC of Azerbaijan and Central Bank in the defined form not later than fifteen days after the reporting period.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON ADVERTISING**

Adopted: 3 October 1997, H 376-IQ

EXTRACT

Article 8. Not accurate advertisement

Advertisement containing an information which does not correspond to reality on following issues is considered as not accurate

- statistical information

**THE LAW ON FREEDOM OF INFORMATION
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 19 June 1998, № 505-IQ

EXTRACT

Article 6. Provisions for the obtaining of information

Obtaining of information is provided through the following ways:
through free use of the statistical information, libraries, archives and museum funds, as well as information systems.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON ROAD TRAFFIC**

Adopted: 3 July 1998, № 517-IQ

EXTRACT**Article 24. Organization of the state registration of the main indicators of road traffic security**

The system of state registration in the Republic of Azerbaijan provides for organization of formation and implementation of the state policy on road traffic security by the relevant executive authority of the Republic of Azerbaijan.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan on application of the Law of the Republic of Azerbaijan “On Road Traffic”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 24 paragraph 3 are conducted by the Ministry of Internal Affairs, Ministry of Health, Ministry of Transport and SSC of Azerbaijan.

**THE LAW ON ENVIRONMENT PROTECTION
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 8 June 1999, № 678-IQ

EXTRACT**Article 4. The rights and duties of the State in environment protection**

1. The rights of the State in environment protection issues are as follows:

1.10. identification of the methods of the information distribution and State statistic control over environment protection issues;

Article 63. The State environment protection statistics

The State statistics in environment protection is conducted by the authorised institutions based on objectivity and in comparison with international statistics data.

In terms of environment protection, the minimal statistic rates, State statistics and methodology of statistics are as specified by Law and other legislative acts.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 392, dated 30 August 2000 on application of the Law of the Republic of Azerbaijan “On Environment Protection” the functions of the relevant executive

authority of the Republic of Azerbaijan as stipulated in the first part of Article 63 are conducted by SSC of Azerbaijan.

18

**THE LAW ON NATIONAL ARCHIVE FUND OF
THE REPUBLIC OF AZERBAIJAN**

Adopted: 22 June 1999, № 694-IQ

EXTRACT

Article 5. Classification of the documents included in the national archive fund.

The documents below are included in the national archive fund:
statistical, scientific, technological, geological, normative-technical, project, construction, patent, cartography and other documents.

19

**THE LAW ON THE STATUS OF MUNICIPALITIES
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 2 July 1999, № 698-IQ

EXTRACT

Article 41. Provision of local budgets

4. The financial and agricultural statistics of enterprises and organizations owned by municipalities must be registered by the relevant executive bodies. Rules for registration are defined in legislation of the Republic of Azerbaijan.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 162, dated 27 July 1999 on application of the Law of the Republic of Azerbaijan “On the Status of Municipalities”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 41 paragraph 4 are conducted by the SSC of Azerbaijan.

**THE LAW ON NOTARY OF THE
REPUBLIC OF AZERBAIJAN**

Adopted: 26 November 1999, № 762-IQ

EXTRACT**Article 12. Office work and reporting on the notarial activity**

Notary publics and other officials conducting notarial activities has to conduct statistical reporting and accounting reporting, and submit to the relevant executive authority the reports and information about the notarial actions and state duty charged, taxes remitted to the budget.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 261, dated 18 January 2000 on application of the Law of the Republic of Azerbaijan “On Notary”: Functions of the relevant executive authority of the Republic of Azerbaijan are conducted by the SSC of Azerbaijan, Ministry of Finance and Ministry of Taxes.

**THE LAW ON PROSECUTION OF THE
REPUBLIC OF AZERBAIJAN**

Adopted: 7 December 1999, № 767-IQ

EXTRACT**Article 42. Statistical reporting of prosecutor's office**

Prosecutor's office in agreement with relevant executive authority prepares the unique statistical report form and procedures for conducting of the statistical reporting by the prosecution bodies.

NOTE: In accordance with the Decree of the President of Azerbaijan № 232 dated 24 December 1999 on application of the Law of the Republic of Azerbaijan “On Prosecution” the functions of the relevant executive authority are conducted by the SSC of Azerbaijan.

**LAW ON EMPLOYMENT OF THE
REPUBLIC OF AZERBAIJAN**

Adopted: 2 July 2001, N 170-IIQ

EXTRACT**Article 17. Participation of the employers in the providing of employment**

17.3 Employers shall inform corresponding executive body in the way defined by corresponding executive authority about availability of vacancy at latest within 5 days period since the vacancy is available.

17.5 Rules on submission of reports shall be defined by corresponding executive body.

17.6 Employer have rights to provide persons directly applied or sent by corresponding executive body with a job and get information from corresponding executive authority on the situation of labor market.

NOTE: According to the Decree of the President of the Republic of Azerbaijan dated 9 August 2001, № 549 on the application of the Law of the Republic of Azerbaijan “On Employment” the competencies of “corresponding executive authority” considered in Articles 17.3 (for the first case), 17.5 and 17.6 (for the second case) of the Law are carried out by the SSC of Azerbaijan.

**REGULATIONS ON COMPILATION AND
IMPLEMENTATION OF THE ANNUAL INCOMES AND
EXPENDITURES PROGRAM (BUDGET) OF THE STATE OIL
FUND OF THE REPUBLIC OF AZERBAIJAN**

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 12 September 2001, № 579**

EXTRACT

1.3. Compilation and implementation of the budget of the Oil Fund is conducted on the base of the principle of summarization of state sector's incomes and expenditures and conducting of unite macroeconomic policy.

3.1.5. When compiling the Oil Fund's budget, taking into account paragraph 1.3 of these Rules, possible influences on the macroeconomic situation, national economy's competitive ability upon entry of currency into the turnover when funding Oil Fund Projects and other factors are studied, for this purposes consultancies are held within the territory of the country with state bodies acting in the sphere of finance, monetary, economy, energy and statistics and their opinions are taken into consideration.

**REGULATION OF THE STATE OIL COMPANY OF THE
REPUBLIC OF AZERBAIJAN**

**Confirmed by the Decree № 844 of the President of the
Republic of Azerbaijan dated 24 January 2003**

Additions and amendments:

20 July 2009, № 126

EXTRACT

VI. Records, Report and control

6.1. The Company keeps the book-keeping account in the manner prescribed by the legislation, draws up the statistical reports and submits them to the corresponding state authorities.

**THE LAW OF THE
REPUBLIC OF AZERBAIJAN ON STATE
REGISTRATION AND STATE REGISTRY
OF LEGAL ENTITIES**

Adopted: 12 December 2003, № 560-IIQ

EXTRACT

Article 17. Notification on State Registration

17.2.1. daily sends data on state registration of commercial legal entities, and also branches or representative offices of foreign commercial legal entities in an electronic form and (or) on paper transmitters on jurisdiction to the proper authorities of executive power of the Republic of Azerbaijan

17.2.2. at liquidation in the cases set by the legislation, of commercial legal entities passed state registration, and also branches or representative offices of foreign commercial legal entities or at liquidation of records in the state register, during one day informs the proper authorities of executive power of the Republic of Azerbaijan about it.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 48, dated 12 April 2004 on application of the Law of the Republic of Azerbaijan “On State Registration of Legal Entities and State Register”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Articles 17.2.1 and 17.2.2 are conducted by the State Customs Committee of the

26

**THE LAW ON FAMILY PEASANT FARMS
OF THE REPUBLIC OF AZERBAIJAN**

Adopted: 14 June 2005, № 926 –IIQ

EXTRACT

Article 8. Duties of the family peasant farms

8.1.7. submits reports on one's activity to the relevant executive authority and municipalities in accordance with the procedure set out by the legislative.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 319, dated 1 September 2006 on application of the Law of the Republic of Azerbaijan "On Family Peasant Households": Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 8.1.7 are conducted by the Ministry of Taxes and SSC of Azerbaijan.

27

**THE LAW OF THE REPUBLIC OF AZERBAIJAN ON
HORSE BREEDING**

Adopted: 27 February 2007, № 255-IIIQ

*Additions and amendments:
2 June 2008, № 618-IIIQD*

EXTRACT

Article 28. Horse breeding

28.2. Legal and natural entities engaging in horse breeding should submit data regarding to this activity to corresponding executive authorities in accordance with term and form defined in legislation.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 661, 23 November 2007 on additional measures regarding to application of the law of the Republic of Azerbaijan "On Horse breeding": functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 28.2 are conducted by the SSC of Azerbaijan.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON PUBLIC DEBT**

Adopted: 22 May 2007, № 334-IIIQ

Additions and amendments:
5 March 2010, № 972-IIIQD

EXTRACT**Article 17. Foreign debts with no public responsibility**

17.2 For the drawing up balance payment of the country relevant executive authority body submits data (quarterly) on foreign debts of the banks with no public responsibility to the Central Bank of the Republic of Azerbaijan in accordance with Article 18 of this Law. Composition and order of submit of these data are defined by the Central Bank.

Article 18. Conducting of statistics on borrowing of banks

Statistics on foreign-held debt of the licensed banks of the Republic of Azerbaijan is conducted by the relevant executive authority.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 610, dated 6 August 2007 on application of the Law of the Republic of Azerbaijan “On Public Debt”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Articles 17.2 and 18 are conducted by the SSC of Azerbaijan.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON APICULTURE**

Adopted: 2 February 2009, № 765-IIIQ

Additions and amendments:
21 December 2010, № 38-IVQD

EXTRACT**Article 5. Main directions of the government regulations in the field of apiculture**

5.0.10. provide production of official statistical materials in the field of apiculture;

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan dated 14 April 2009, № 82 on application of the Law of the Republic of

Azerbaijan “On Apiculture”: functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 5.0.10 are conducted by the SSC of Azerbaijan.

30

THE LAW OF THE REPUBLIC OF AZERBAIJAN ON EDUCATION

Adopted: 19 June 2009, № 833-IIIQ

Additions and amendments:

21 December 2010, № 37-IVQD

3 December 2013, № 838-IVQD

EXTRACT

Article 29. Responsibilities of the State in the field of education

29.0.19. provide the establishment of unified system for statistical data in the field of education;

Note: In accordance with the Decree of the President of the Republic of Azerbaijan dated 5 September 2009, № 156 functions as stipulated in the Article 29.0.19 are conducted by the SSC of Azerbaijan.

31

THE LAW OF THE REPUBLIC OF AZERBAIJAN ON PHYSICAL CULTURE AND SPORT

Adopted: 30 June 2009, № 847-IIIQ

Additions and amendments:

31 May 2010, № 1019-IIIQD

21 December 2010, №38-IVQD

22 October 2013, №765-IVQD

EXTRACT

Article 4. Duties of the state in the field of physical culture and sport

4.0.24. collect, summarize, submit to the relevant executive authority, analyze of the statistical reports approved by the relevant executive authority from all physical training and sport oriented organizations, various types of sport schools

located in the territory of the country regardless the obedience and the type of property on the activities during year and conduct of monitoring.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan 27 August 2009, № 147 on application of the Law of the Republic of Azerbaijan “On physical culture and sport”: functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the Article 4.0.24 (in both cases) are conducted by the SSC of Azerbaijan.

32

**LAW OF THE REPUBLIC OF AZERBAIJAN ON
COMPULSORY INSURANCE AGAINST ABILITY TO WORK
AS A RESULT OF INDUSTRIAL ACCIDENTS AND
PROFESSIONAL DISEASES**

Adopted: 11 May 2010, № 999-IIIQ

Additions and amendments:

17 December 2013, № 847-IVQD

EXTRACT

Article 17. Calculation of the amounts of insurance payment

17.3 In case of failure to receive the necessary documents about average monthly wage of insurable injured person, the amount of monthly insurance payment is calculated based on average monthly wage defined for the necessary period in the appropriate field of economy by the corresponding executive authority.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 289, dated 2 July 2010 on application of the Law of the Republic of Azerbaijan “On compulsory insurance against losing ability to work as a result of industrial accidents and professional diseases” the functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in Article 17.3 are conducted by SSC of Azerbaijan.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON CULTURE**

Adopted: 21 December 2012, № 506-IVQ

EXTRACT

Article 28. Conduction of official statistics in the field of culture

28.1. Official statistics is conducted for the purpose of objectivity and comparability of data in the field of culture.

28.2. In the Republic of Azerbaijan conduction of official statistics in the field of culture as well as data collection, processing, inclusion in the base, transmission and dissemination are implemented as specified in the Law of the Republic of Azerbaijan “On Official Statistics”.

**THE ADMINISTRATIVE OFFENCES CODE OF
THE REPUBLIC OF AZERBAIJAN**

Adopted: 1 September 2000, № 906-IQ (with additions and amendments)

Additions: 20 October 2006, № 167-III QD

16 May 2008, № 607-III QD

20 October 2009, № 897-III QD

11 May 2010, № 1006-III QD

20 June 2014, № 987-IV QD

EXTRACT

Article 54. Violation of labour protection rules

54.0.9. Non introduction of statistical report in accordance with terms and form set by the appropriate body of executive power of the Republic of Azerbaijan about results of measures taken on labour protection, creation of proper work condition and their co-ordination with the effective norms-shall involve penalization at the rate of one thousand to two thousand manats

Article 181-3. Violation of legislation for obtaining of information

181-3.1. Limitation of the right of obtaining of open information by the information owner or issuance to person applied of the known false information -

results in application of penalty against natural persons at the amount of twenty to twenty five manats, against executives at the amount of eighty to ninety conventional financial units, against legal entities at the amount of two hundred fifty to three hundred manats.

181-3.2. Absence of organization on obtaining of information from the information holder -

results in application of penalty against natural persons at the amount of twenty to twenty five manats, against executives at the amount of eighty to ninety conventional financial units, against legal entities at the amount of two hundred fifty to three hundred manats.

181-3.3. Refusal to accept the written enquiry for obtaining of information -

results in application of penalty against natural persons at the amount of twenty to twenty five manats, against executives at the amount of ninety manats, against legal entities at the amount of three hundred manats.

181-3.4. Violation of legislation based rules for storage, compilation and protection of documents owned by information holder -

results in application of penalty against natural persons at the amount of twenty to twenty five manats, against executives at the amount of eighty to ninety conventional financial units, against legal entities at the amount of two hundred fifty to three hundred manats.

181-3.5. Persecution of the executive for disclosure of information on violations of public interests -

results in application of penalty against executives at the amount of eighty to ninety manats, against legal entities at the amount of two hundred fifty to three hundred manats.

181-3.6. Obtaining by enquirer of information under the excuse of provision of professional duties or use of position for personal needs, or use of information obtained in the course of duties for other purposes -

results in application of penalty against executives at the amount of eighty to ninety manats.

Article 190. Violation of rules of presentation of statistical data

Non-presentation or untimely presentation of data, necessary for conducting of statistic observations or state register of registration units or distortion of reports -

entails imposition of penalty in amount of three hundred to seven hundred manats.

Article 191. Promulgation of statistic secret

191.1. Promulgation of statistic secret i.e. data about natural (their representative and branch offices) and legal persons without their consent, passing of these data to state bodies, enterprises, organisations or natural persons, not possessing the right to use it -

entails imposition of penalty on natural persons in amount of fifteen to twenty five manats, official persons thirty five to fifty manats.

191.2. Promulgation of statistic secret by means of its publication in press -

entails imposition of penalty on natural persons in amount of thirty to forty, official persons seventy to ninety manats.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 650, dated 19 June 2012 on application of the Law of the Republic of Azerbaijan on “Confirmation, enactment of the Code of the Republic of Azerbaijan on Administrative Violation and related legal regulations”, dated 29 August 2000, № 389 and making amendments in Article 190 and 191 of this decree: functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in Article 54.0.9 are conducted by SSC of Azerbaijan.

35

THE FOREST CODE OF THE REPUBLIC OF AZERBAIJAN

Adopted: 30 December 1997, № H 424-IQ

EXTRACT

Article 50. Duties of forest management stakeholders at realization by them of forest management

To give in accordance with established procedure the information on use of forest fund, and also the information necessary for determination of the amount of payments for use of forest fund, to the enterprises of forestry, bodies of the state statistics.

36

LABOUR CODE OF THE REPUBLIC OF AZERBAIJAN

Adopted: 1 February 1999, № 618-IQ

EXTRACT

Article 212. Regulation of protection of labour by the State

1. The relevant Executive Authority shall:
determine the procedures for conducting single-state statistical reports on occupational safety in the Republic.

Article 215. Employer and Owner Occupational Safety Obligations

The owner and employer of the establishment shall be directly responsible for the occupational safety of employees in the workplace and for the application of regulations. They also shall be obliged to take the following measures in the workplace:

provide a statistical report on the application of current occupational safety standards and working conditions; on measures taken to implement the standards and the results of activities to achieve these goals. The required information shall be provided at specific times and in specific forms determined by the relevant executive authorities.

NOTE: In accordance with the Decree of the President of the Republic of Azerbaijan № 651, dated 19 June 2012 on “Application of the Law of the Republic of Azerbaijan on making amendments to the Decree of the President of the Republic of Azerbaijan № 122, dated 15 April 1999 on “Confirmation, enactment of Labour Code of the Republic of Azerbaijan and related legal regulations”: functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the seventh item of the second part of Article 212 and eleventh item of Article 215 are conducted by SSC of Azerbaijan.

37

THE CIVIL CODE OF THE REPUBLIC OF AZERBAIJAN

Adopted: 28 December 1999, № 779-IQ

Article 109. General Provisions with Regard to Cooperatives

109.14. Operations and accounting reporting of financial and economic activities, statistical reporting in the cooperative are implemented in accordance with procedures stipulated under the legislation of the Republic of Azerbaijan.

38

THE TAX CODE OF THE REPUBLIC OF AZERBAIJAN

Adopted: 11 July 2000, № 905-IQ

Additions and amendments:

1.6 November 2007, № 472-IIIQD

2. 21 December 2012, № 509 IV QD

EXTRACT

Article 24. Responsibilities of State Tax Authorities

24.0. State tax authorities shall:

24.0.7. in accordance with provisions of this Code and legislation, preserve the confidentiality of information concerning taxpayers, including the tax and commercial confidentiality;

Note: In accordance with the Decree of the President of Azerbaijan № 16, dated 11 November 2008 authorities of “corresponding executive body” considered in Articles 24.0.7 are conducted by the SSC of Azerbaijan and the State Protection Fund of the Republic of Azerbaijan.

**On application of the Law of the Republic of Azerbaijan on
“Amendments to the Tax Code of the Republic of Azerbaijan” dated 21
December 2012, № 509-IVQD**

Confirmed by the decree of the President of the Republic of Azerbaijan
dated 29 December 2012, № 802)

EXTRACT

6. To charge the SSC of Azerbaijan to submit e-statistical indicators on amount of average monthly wage on duties and professions in several fields of non-state sector by cities and regions to the Ministry of Tax of the Republic of Azerbaijan no later than 20-th day of the next month.

39

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON CUSTOMS CODE**

**Confirmed by the Decree of the President of the Republic of Azerbaijan
dated 24 June 2011, № 164-IVQ**

EXTRACT

317.2. Foreign trade customs statistics data in the Republic of Azerbaijan is presented to Milli Majlis of the Republic of Azerbaijan, the Central Bank of the Republic of Azerbaijan and relative executive authorities.

In accordance with the Decree of the President of the Republic of Azerbaijan № 499, dated 15 September 2011, **on application of Law of the Republic of Azerbaijan “On confirmation of Customs Code of the Republic of Azerbaijan”**: functions of the relevant executive authority of the Republic of Azerbaijan and as stipulated in Article 317.2 are conducted by the SSC of Azerbaijan.

STATUTE ON THE STATE STATISTICAL COMMITTEE OF THE REPUBLIC OF AZERBAIJAN

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 24 June 2009, № 115**

Additions and amendments:

1. 13 April 2010, Decree № 250
2. 15 February 2011, Decree № 381
3. 19 June 2012, Decree № 652

I. General provisions

1. The State Statistical Committee of the Republic of Azerbaijan (hereinafter referred to as the SSC of Azerbaijan) is the central executive authority running state policy in the field of statistics and forming official statistics on the social, economic, demographic and ecological situation of country on the base of unified methodology.

2. The SSC of Azerbaijan keeps the guidance of the Constitution of the Republic of Azerbaijan, Laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, international treaties in which the Republic of Azerbaijan consists one of the parties and this Statute in its activity.

3. The SSC of Azerbaijan acts in interrelation with the other executive authorities, local self administrative bodies, as well as with non-governmental organizations of the Republic of Azerbaijan while carrying out its duties and rights.

4. The SSC of Azerbaijan has independent balance, state property in its order corresponding to legislation, treasury and bank accounts, stamps and blanks with the description of its name and description of the state seal of the Republic of Azerbaijan.

5. Expenses and activities of the SSC of Azerbaijan are financed by the State Budget of the Republic of Azerbaijan and other sources considered in the legislative.

6. The SSC of Azerbaijan is located in Baku.

II. Activity directions of the SSC of Azerbaijan

7. The SSC of Azerbaijan has the following activity directions:

7.1 attends in the formation of the single state policy in the field of statistics and provides implementation of this policy;

7.2 provides on time collection of statistical data and correspondence to social-economic processes taking place in the country;

7.3 provides development of statistical field;

7.4 organizes and carries out statistical researches on the economic, social, demographic and ecological situation;

7.5 conducts the state register of the statistical units;

7.6 functions in other directions defined by legislation.

III. Duties of the SSC of Azerbaijan

8. The SSC of Azerbaijan carries out the following duties according to activity directions determined by this Statute:

8.1 to carry out normative regulation within the framework of its competencies;

8.2 to provide implementation of the State Programmes and development conceptions within the framework of its competencies;

8.3 to prepare the program (plan) of annual statistical works of the SSC of Azerbaijan and to approve with the agreement of the Cabinet of Ministers of the Republic of Azerbaijan in corresponding way;

8.4 to determine the features of coverage, type, periodicity and subject of each element for obtaining information related with the existing resources, economic, demographic, social and ecological situation in the program of annual statistical works;

8.5 to present a annual report on the implementation of the program of statistical works to the Cabinet of Ministers of the Republic of Azerbaijan and to publish this report;

8.6 to conduct censuses and surveys according to the normative legal acts of the Republic of Azerbaijan;

8.7 to provide obtaining of necessary statistical information on the base of official statistical reports, to organize present necessary data to the state statistical bodies in the e-document format by the all legal entities (their representative and branch offices) located in the territory of the Republic of Azerbaijan for conducting of the state (regional) observations, to carry out sample observations besides general statistical observations;

8.8 to adopt rules and instructions on the preparation of official statistical materials and compilation report forms in defined way by the Law “On Official Statistics” of the Republic of Azerbaijan and other normative-legal acts;

8.9 to organize working out of statistical data on the base of one methodology and modern information technologies;

8.10 to analyze statistical data on social-economic processes, the living level of population and expenditures, to organize social-demographic observations, the household statistics, to carry out surveys;

8.11 to compile summed and aggregated results by country and regions on the base of collected data, to publish statistical yearbooks, bulletins, round-up, expresses and other statistical materials in determined volume and title, to provide distribution among users, to publish round-up statistical data of wide interest in the press, to explain official statistical information;

8.12 to analyze statistical data, to carry out summary calculations of social-economic and demographic processes;

8.13 to provide public authorities, international organizations, legal entities and natural persons with statistical data on country, region and branch level by providing the confidentiality of primary data;

8.14 to improve the principles and methods of the collection, processing, dissemination and usage of statistical data, to apply statistical traditions and scientific achievements of leading countries in the field of official statistics, to prepare official statistical materials and implements statistical observations on the base of comparable methodology with standards adopted in international practice;

8.15 to prepare information on economic and social development of the Republic of Azerbaijan for the compilation of state budget and to present central executive authorities;

8.16 to carry out work on shifting to the system of national accounts, corresponding international standards with central executive bodies;

8.17 to provide report forms and instructions on its compilation free of charge to legal entities and natural persons (their representative and branch offices) submitting official statistical reports, to give information them on the time, periodicity and other necessary requirements for presenting statistical reports;

8.18 to compile the State Register of statistical units on the base of received and other data from the central executive authorities (tax bodies-red.) conducting the State Register of the legal persons and individual entrepreneurs, to carry out automated recording of statistical units having state registration in these authorities, to develop and use statistical classifications liked with international classifications and corresponding to indigenous situation in order to provide the comparability of produced statistical data by taking the requirements of the legislation of the Republic of Azerbaijan into consideration;

8.19 to provide implementation of the international treaties in which the Republic of Azerbaijan consists one of the parties within the framework of its competencies, to participate in the measures of international statistical organizations in defined way, to organize seminars jointly with them;

8.20 to hold press conferences with the representatives of mass media on regular base;

8.21 to provide scientific and education institutions with necessary statistical data for scientific researches on the base of contracts;

8.21-1. to provide creation of single statistical information system in the field of education;

8.22 to present information about legal and natural entities themselves upon their appeal;

8.23 to run statistical researches together with scientific units of the Azerbaijan National Academy of Sciences, ministry and other organizations and to prepare statistical methodology and standards with this purpose, assists for conducting alternative observations;

8.24 to carryout necessary measures in order to prevent obtaining, disseminating and using confidential statistical data contradicting the Law;

8.25 to provide the improvement of the level of specialty and knowledge of specialists working in the field of statistics, makes contracts with educational institutions on the preparation specialist staff;

8.26 to guaranteeing the reliability and objectivity of statistical information, its accuracy in reflecting the socio-economic events and processes taking place, its level of quality and, as well as ensuring that it is up to date;

8.27 to provide efficient use by destination of budget allowances, credits, grants and other financial allowances appropriated for SSC of Azerbaijan;

8.28 to provide realizing the enlighten works in the field of statistics and informing the population on activity of SSC of Azerbaijan, as well as creating website and entering the social information to this website on defined list by legislative and regular updating this information;

8.29 to undertake measures to improve of structure and activity of SSC of Azerbaijan and to raise the efficiency of the activity;

8.30 to consider incoming applications, proposals and complaints on activity of SSC of Azerbaijan and to undertake measures in defined way by legislative.

8.31 to implement other duties entrusted to the SSC of Azerbaijan by the legislation of the Republic of Azerbaijan.

IV. Rights of the SSC of Azerbaijan

9. The SSC of Azerbaijan has the following rights in order to carry out its duties:

9.1 to prepare or to attend in the preparation of draft the legislative acts concerning the statistical field;

9.2 to receive substantial and reliable statistical data in a defined way, volume and period for free of charge from executive bodies, legal entities (their representative and branch offices) regardless the type of property and organizational-legal form of the Republic of Azerbaijan, from legal entities of Republic located outside of borders of the Republic of Azerbaijan and from the representatives of foreign legal entities, branches acting in the territory of Republic, as well as from the citizens of and natural persons of the Republic of Azerbaijan, according to legislative acts, determined by the SSC of Azerbaijan;

9.3 to show initiative on support the international treaties of the Republic of Azerbaijan on the statistical field;

9.4 to cooperate with relevant international organizations, corresponding state bodies of foreign countries and to study relevant experience of foreign countries in a defined way by legislative.

9.5 to make corrections on reports in the case of distortion of data, to set out compulsory tasks to be implemented by legal entities (their representative and branch offices) and natural persons for the reflection of these corrections on primary statistical and accounting and other documents, to requires necessary information and references from them related with this issue;

9.6 to coordinate works on the approval and improvement of statistical report forms, to work out official statistical report forms, to determine their collection

periods and rules, to liquidate official statistical reports those not having importance anymore;

9.7 to render a statistical services which are not considered in the program on the statistical works to legal entities and natural persons by paying the fee to the state budget;

9.8 to sell produced statistical materials (books) and additional materials which is not considered in the program of statistical works to users, except executive, legislative and court authorities, mass media, in defined way and by paying the fee to state budget;

9.9 to get necessary data from central executive authorities operating the state register of the legal entities (their representative and branch offices) and individual entrepreneurs for establishing and conducting the state register of statistical units;

9.10 to publish data on the results of social, economic, demographic and ecological situation of the Republic of Azerbaijan, to work out methodological issues in the field of statistics, to give recommendations and suggestions according to the activity directions;

9.11 to select the source and method of data acquisition for carrying out works in the field of statistics, to determine the form and time of its dissemination;

9.12 to attract independent experts and specialists to its activity as defined by legislation;

9.13 to use statistical data of database of corresponding executive authorities on the base of contracts made;

9.14 to make decisions to be executed by legal entities and natural persons in the sphere of organizing statistical works, corresponding to authorities;

9.15 to apply administrative punitive measures on persons violating the rules of presenting statistical data within the framework of powers and disseminating statistical secret, as defined by legislation;

9.16 to implement other rights considered by the legislation of the Republic of Azerbaijan.

V. Organization of activity of the SSC of Azerbaijan

10. Central office of the SSC of Azerbaijan and bodies of its obedience as well as the State Statistical Committee of the Nakhchivan Autonomous Republic forms single system of the SSC of Azerbaijan. The SSC of Azerbaijan realizes its activity directly or by the same organizations.

11. The structure of the SSC of Azerbaijan is confirmed by the President of the Republic of Azerbaijan. The list of bodies (legal entities, organizations and etc.) of its obedience which are not included in the structure of the SSC of Azerbaijan and the number limit of employees of the bodies which are included in the Central Office of the SSC of Azerbaijan and its structure are confirmed by the Cabinet of Ministers of the Republic of Azerbaijan.

12. Chairman appointed and recalled by the President of the Republic of Azerbaijan has the leadership of the SSC of Azerbaijan. The Chairman of the SSC of

Azerbaijan personally carries responsibility for the implementation of duties entrusted to the SSC of Azerbaijan.

13. The Chairman of the SSC of Azerbaijan has first Deputy Chairman and two Deputy Chairmen appointed and recalled by the President of the Republic of Azerbaijan and they personally carry responsibility for the implementation of duties entrusted by Chairman.

14. The Chairman of the SSC of Azerbaijan:

14.1. organizes and leads the activity of the SSC of Azerbaijan;

14.2. approves the structure and staff list of the Central Office of the SSC of Azerbaijan and its obedience organizations funded from the budget within the framework of the defined structure, wage fund and the number limit of employees and estimate of expenditures.

14.3 approves statutes of structural divisions of the Central Office of SSC of Azerbaijan and organizations of its obedience, submits regulations of legal entities of its obedience for approval by the defined way.

14.4 makes statements, gives orders, signs normative-legal acts of compulsory execution on the activity of the Central Office of the SSC of Azerbaijan and organizations of its obedience within the frames of its powers;

14.5. appoints and recalls employees of the Central Office of the SSC of Azerbaijan and directly the chiefs of the subordinate structures of the SSC of Azerbaijan, according to legislation, under takes incentive and punitive disciplinary measures;

14.6. liquidates decisions contradicting the legislation of the officials of the SSC of Azerbaijan

14.7. represents SSC of Azerbaijan

14.8. implements other authorities according to the legislation of the Republic of Azerbaijan.

15. creates the Board consisting of the Chairman of the SSC of Azerbaijan (Chairman of the Board), Deputies Chairman, as well as Chairman of the State Statistical Committee of Nakhchivan Autonomous Republic, leading personnel of the Central Office of the SSC of Azerbaijan and organizations of its obedience. Scientists and specialists may be entered for membership of Board.

16. The number of the members of the Board of the SSC of Azerbaijan and membership is approved by the Cabinet of Ministers of the Republic of Azerbaijan.

17. The Board of the SSC of Azerbaijan in its meetings discusses the issues concerning with activity of the SSC of Azerbaijan, implementation of tasks entrusted, organization and development of statistics in the country and makes corresponding decisions on them. Representatives of executive powers, enterprises, organizations and departments, scientists and specialists having relation with the issues discussed may be invited to the meetings of the Board in cases of necessity.

18. Meetings of the Board of the SSC of Azerbaijan are powerful when more than half of the members participate in meetings.

19. Decisions of the Board of the SSC of Azerbaijan are approved (adopted) with the simple majority of votes of its members and shall be documented by protocols and approved by the Chairman of the SSC of Azerbaijan. In the event of the

equality of votes during the decision making, Chairman has the deciding vote. As a rule, decisions of the Board are implemented with the orders of the Chairman.

20. In the event of disagreement between the members of the Board, the Chairman informs the Cabinet of Ministers of the Republic of Azerbaijan on the fact of differences in opinion and implements own decision. The members of the Board may also inform the Cabinet of Ministers of the Republic of Azerbaijan on their personal opinions.

21. Scientific-methodological council, in cases of necessity a group of consultants consisting of scientists, highly experienced specialists is created with the purpose of improvement of the system of statistical indicators, its programs and methodology. The Chairman of the SSC of Azerbaijan approves Statute on scientific-methodological council.

41

STATUTE ON PROCEDURE AND PERIOD FOR TRANSFER OF STATE PROPERTY TO MUNICIPIALITIES

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 11 June 2001, № 498**

*Additions and amendments:
Decree dated 2 July 2010, № 291*

EXTRACT

8. Transfer of the state real estate to municipalities is conducted through introduction of relevant notes to the State Register of state property and presentation of information to the Ministry of Finances, State Real Estate Register Service and the SSC of Azerbaijan.

42

STATUTE ON CONDUCTION OF THE STATE REGISTER OF TERRITORIAL UNITS AND GIVING CERTIFICATES TO THEM

EXTRACT

Adopted: 8 December 2006, № 195-IIIQ

*Additions and amendments:
1. 30 June 2009, № 854-IIIQD*

III. Principles and composition of State Register

3.4.2 code list related to territorial units and administrative territorial districts in the “Administrative-territorial division classification” (hereinafter referred to as classification) approved by the relevant executive authority.

VIII. Inclusion of territorial units and administrative territorial districts in the State register and giving certificates to them.

8.1. For inclusion of available territorial units and administrative territorial districts in the State register the corresponding executive authority presents the following documents during 60 days after receipt of relevant letter of the structural division.

8.1.2. presents list of codes of territorial units and administrative territorial districts confirmed by corresponding executive authorities.

8.2. For inclusion of the recorded territorial units and administrative territorial districts in the State register or keeping of appropriate records in the State register and giving certificates to them based on 6.4, 6.5, 6.6, 6.7, 6.8, 6.9 and 6.10 of this Statute the corresponding executive authority presents the following documents during 30 days after receipt of relevant letter of the structural division:

8.2.2. presents list of codes of territorial units and administrative territorial districts confirmed by corresponding executive authorities.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan №527, dated 6 February 2007, on application of the Statute of the Republic of Azerbaijan “On operating of the territorial units state register and giving certificates to them”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the paragraph 3.4.2 are conducted by the SSC of Azerbaijan.

43

STATUTE ON OF THE NATIONAL FUND OF THE REPUBLIC OF AZERBAIJAN FOR ENTREPRENEURSHIP SUPPORT

**Confirmed by the Decree № 162 of the President of the Republic of
Azerbaijan dated 7 October 2009**

Additions and amendments:

13 October 2011, № 502

28 August 2013, № 961

EXTRACT

VII. Accounting and reporting in the fund

7.1. Fund maintains accounting and reporting system in accordance with the requirements of the legislation, produces statistic report and submits relevant financial and other reports to relevant agencies.

**STATUTE ON OPERATING OF THE STATE REGISTER
OF THE MUNICIPALITIES AND GIVING CERTIFICATES TO
THEM**

Adopted: 29 December 2009, № 936-IIIQ

Additions and amendments:
24 May 2010, № 271

EXTRACT

III. Principles and composition of State Register

3.4. The followings are maintained in documents folder in the State Register:

3.4.3. the relevant document reflecting code number (hereinafter referred to as statistical code of municipality) related to municipality in the “Statistical territory classification of municipalities”.

VI. Submitting of the documents

6.1.2. in accordance with paragraph 3.4.3 of this Statute the relevant executive authority submits letter on statistical code of municipality.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan №215, dated 10 February 2010, on application of the Statute of the Republic of Azerbaijan “On operating of the state register of the municipalities and giving certificates to them”: Functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in the paragraph 6.1.2 are conducted by the SSC of Azerbaijan.

**REGULATION
ON LOCAL EXECUTIVE AUTHORITY**

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 6 June 2012, № 648**

EXTRACT

Additions and amendments:

7 January 2013, № 808

6 February 2013, № 823

13 March 2013, № 844

28 August 2013, № 966

Article 4. Competencies of the head of local executive authority:

4.1. General competencies:

4.1.9. In accordance with Addition of this Regulation upon agreement with central executive authorities to appoint or recall the heads of its local departments or submit presentation to the relevant executive authority about their appointment or recall;

Addition to “Regulation on local executive authority”

2. Heads of local departments of the Ministry of Finance, Ministry of Agriculture, Ministry of Ecology and Natural Resources, Ministry of Communication and Information Technologies, the State Land and Cartographic Committee, the State Statistical Committee and the State Social Protection Fund of the Republic of Azerbaijan are appointed or recalled by heads of relevant central executive authorities based on presentation of heads of local executive authorities.

II SECTION

***DECISIONS AND STATUES,
EXTRACTS FROM THE DECISIONS AND
STATUTES
OF THE CABINET OF MINISTERS OF THE
REPUBLIC OF AZERBAIJAN***

**STATUTES AND EXTRACTS
confirmed by the Cabinet of Ministers**

**STATUTE OF THE REPUBLIC OF AZERBAIJAN
ON STATE REGISTER OF STATISTICAL UNITS**

Adopted: 9 September 1992, № 496

Additions and amendments:

1. 22 February 1993, № 126
2. 23 March, № 159
3. 2 August 1996, № 98
4. 16 August 2004, №114
5. 8 April 2006, № 101
6. 4 September 2008, № 202
7. 30 January 2010, № 23

1. This Statute defines procedure for recording of the economy objects (hereinafter referred as objects), procedure on up-date of information on their activity and periodicity, set up, conducting and principles of the use of the State Register of statistical units (hereinafter referred as register), procedure for its funding and liquidation.

2. The purposes in set-up and conducting of the register is to obtain and accumulate actual information on all below given objects engaged in public, economic, business activity:

- legal entities (their representative and branch offices) in accordance with the legislation of the Republic of Azerbaijan;
- those without the status of legal entities with the Head Offices located outside the Republic of Azerbaijan;
- engaged in business activity and not creating a legal entity;
- natural persons engaged in business activity.

This information will be submitted for the use of executive authorities of all levels, it will be also used in scientific and statistical researches.

3. Following objects established or working in the territory of the Republic of Azerbaijan must be included in the register:

a) enterprises covering all kinds of activities and types of ownership, departments, organizations, public and religious organizations, cooperatives, markets, banks, brokerage offices, as well as other objects;

b) structural divisions, representative and branch offices of enterprises, departments and organizations functioning in and outside the Republic of Azerbaijan;

c) structural divisions of head offices of enterprises whose activity differs from the enterprise's activity given in the "b" sub-paragraph of the 3rd paragraph who are treated as different objects of economic activity;

d) enterprises, organizations of the Ministry of Defense, defense divisions, interior, national security bodies included in the register in accordance with the defined procedure;

- e) legal entities (their representative and branch offices) and natural persons engaged in business activity and private labour activity.
4. Register is an information bank for the statistical units (legal and natural persons) being registered in executive bodies in accordance with the effective legislation.
 5. State is the owner of the register. The SSC of Azerbaijan and its bodies use and dispose the Register on behalf of the state.
 6. *(excluded)*.
 7. *(excluded)*.
 8. Register can be used in accordance with defined procedure by the legislative, executive bodies, by enterprises and organizations, public libraries, mass media, foreign companies and organisations, different citizens.
 9. The right to use the information of register free of charge is given to the Milli Majlis (Parliament), President's Administration, Cabinet of Ministers, Ministry of Economic Development, Ministry of Finance, National Bank, Ministry of Justice, relevant bodies of the Nakhchivan Autonomous Republic, as well as by remaining ministries and chief departments in accordance with the list approved by the SSC of Azerbaijan.
 10. Users listed in Article 9 can use Register's information on the base of the contract.
 11. The local statistical body submits the information on defined composition of the necessary economic indicators for conducting of the register by statistical units by once a year no later than 31 May
 12. *(excluded)*.
 13. *(excluded)*.
 14. Statistical bodies are responsible for conducting of the register. They insert into Register objects indicated in Article 3, and each of them are given identity and other classification codes. Such codes characterizing the object are used during the information analysis.
 15. *(excluded)*.
 16. Presents information on the abolishment of registered commercial legal entities, as well as representative or branch offices of foreign commercial legal entities or information in the state register to the statistical body.
 17. *(excluded)*.
 18. When conducting the register and using its information statistical bodies are obliged to provide confidentiality of state and commercial secrets.
 19. Expenditures for the set-up and conducting of the register can spend at the expense of the state budget. Fees for the use of the Register are paid by natural and legal persons.
Delivery of information from the register that falls out the Regulation as well as fee for the services rendered paid by natural and legal persons is defined by the contract.
 20. If the register is liquidated then its information will be given to the State Archive of the Republic of Azerbaijan.

**STATUTE
ON RULES FOR CONDUCTING THE STATE
LAND CADASTRE**

**Confirmed by the decision № 94 of the Cabinet of Ministers
dated 7 June 1999**

*Additions and amendments:
20 November 2006, Decree № 242*

RULES applicable to the maintenance of the state land cadastre

EXTRACT

5. The State Land Committee of the Republic of Azerbaijan submits general reports on use and quantity of lands by different regions, cities of republican subordination and Nakhchivan Autonomous Republic, after approval in the Board to the Cabinet of Ministers of the Republic of Azerbaijan and SSC of Azerbaijan no later than 30 April of each year.

RULES on land cadastre documentation

10. The state act on land property rights, the state act on land continuous use rights, certification on temporary land use rights and certification on cession of land for property are prepared in two copies.

Numbers of documents verifying rights for land property, use and rent reflect the code adopted in “Classification of administrative territorial division”, lot number of every owner by privatized lands of state and collective farms and other agricultural enterprises, as well as appropriate number of concluded contracts on rights for land for property, use and rent.

**STATUTE
on rules for conducting of land monitoring**

8. The State Land Committee of the Republic of Azerbaijan submits aggregated reports on all positive and negative changes occurred in unite land fund by different regions, regional centers, cities of republican subordination and Nakhchivan Autonomous Republic, after approval in the Board to the Cabinet of Ministers of the Republic of Azerbaijan and the SSC of Azerbaijan no later than 30 April of each year.

**RULES ON MAINTAINING OF RECORDS OF SALE OF
ETHYL (FOOD) SPIRIT, ALCOHOLIC BEVERAGES,
TOBACCO PRODUCTS, PLACING ORDERS FOR
PREPARATION OF EXCISE MARKS, SALE AND WITHIN
THE COUNTRY**

**Confirmed by the decision № 33 of the Cabinet of Ministers
dated 4 March 1999**

*Additions and amendments:
28 February 2007, № 42*

EXTRACT

6. Ministry of Finances, Ministry of Economy, Ministry of Agriculture, Ministry of Trade, Ministry of Internal Affairs, State Customs Committee, the Ministry of Taxes, city and regional (excluding city districts) executive authorities, and persons received licenses should submit to the SSC of Azerbaijan no later than 15th of the month following reporting month the report containing information on violations revealed during audit in the sphere of manufacture of ethyl (food) spirit, alcoholic beverages and tobacco products, their import and sale, as well as on licenses granted, excise marks.

The SSC of Azerbaijan should provide interurban unite recording system.

11. To charge the Ministry of Agriculture and Ministry of Trade to liquidate licenses of those persons who do not arrange conditions for conducting state control on manufacture, import and sale of ethyl (food) spirit, alcoholic beverages and tobacco products, as well as persons who do not submit monthly reports on manufactured and imported goods to the SSC of Azerbaijan.

**R E G U L A T I O N S
ON CONDUCTING OF THE STATE RECORDING,
USE OF INFORMATION RECORDS AND FORMATION
OF REPORTING INFORMATION IN THE SPHERE OF
PROVISION OF ROAD TRAFFIC SECURITY**

**Confirmed by the Decision № 60 of the Cabinet of Ministers
dated 6 April 1999**

*Additions and amendments:
11 August 2003, № 104*

EXTRACT

2.2 State Recording is conducted by Ministry of Internal Affairs, Ministry of Health, Ministry of Transport, the SSC of Azerbaijan and by other bodies in order to organize and apply formation and implementation of the state policy in the sphere of provision of road traffic security.

3.3 Information recorded is submitted to the SSC of Azerbaijan after they are summarized in the State Road Police of the Ministry of Internal Affairs, and is also presented to physical and legal persons upon their written or oral inquiry.

4.1 Reporting forms on provision of road traffic security are defined by the SSC of Azerbaijan upon agreement with the Ministry of Internal Affairs.

4.3 When certain amendments in the sphere of the provision of road security are made to the current legislation then introduction of appropriate change in reporting forms of information records is done by the SSC of Azerbaijan in accordance with this Regulation.

50

**REGULATIONS ON THE LIST OF THE ROAD
TRAFFIC SECURITY INDICATORS, RECORDING
AND REPORTING**

**Confirmed by the Decision of the Cabinet of Ministers
dated 6 April 1999, № 60**

EXTRACT

8. Forms of information of report character on traffic accidents and persons injured in the road traffic accidents are determined by the SSC of Azerbaijan and agreed with the Ministry of Internal Affairs.

9. Information on traffic accidents and persons injured in the road traffic accidents is summarized in the State Road Police of the Ministry of Internal Affairs and submitted to the SSC of Azerbaijan on quarterly base; further final report on growth rate since the beginning of the year is presented.

51

**REGULATIONS
ON CONDUCTION OF THE STATE STATISTICAL
REPORTING IN THE SPHERE OF FORESTRY**

**Confirmed by the Decision № 116 of the Cabinet of Ministers
dated 9 July 1999**

EXTRACT

*Additions and amendments:
7 January 2005, Decree № 5*

1. These regulations adjust conducting of statistical reporting taking into consideration the specific features and are used in set-up of the single state information system.

3. Statistical reporting conducted in forestry enterprises is based on the revision documents as well as on work carried out in forestry units, forest cutting billets, order and forest billets, summer, autumn, occasional delivery-acceptance in actual prices in accordance with the forecasts and orders adopted for different forestry units.

Forestry enterprises analyses, check reliability, and summarize different reports presented by different forest units and submits them to the Ministry of Ecology and Natural Resources of the Republic of Azerbaijan and local statistical bodies.

4. Forestry enterprises are responsible for the reliability of statistical reports submitted.

5. The “Ministry of Ecology and Natural Resources of the Republic of Azerbaijan compares statistical reports received from forestry units with adopted forecasts and orders, analyses, summarizes and submits them to the SSC of Azerbaijan by the deadlines defined.

Complied primary statistical report is used to characterize forestry enterprises.

6. State statistical reporting in the sphere of forestry is confirmed by the SSC of Azerbaijan and at this time its periodicity, deadline, volume and form is defined.

52

**PROCEDURES
FOR REGISTRATION OF THE INDICATORS ON
ECONOMIC AND FINANCIAL ACTIVITY OF THE
ENTERPRISES AND ORGANIZATIONS AT THE
OWNERSHIP OF MUNICIPALITIES**

**Confirmed by the Decision № 3 of the Cabinet of Ministers
dated 12 January 2000**

*Additions and amendments:
20 June 2013, № 148*

EXTRACT

1. Indicators on economic and financial activity of the enterprises and organizations at the ownership of municipalities are registered by the SSC of Azerbaijan. Enterprises and organizations submit reports based on statistical indicators and reports in accordance with procedure defined and by deadlines defined by the SSC of Azerbaijan.

2. Statistical bodies located within the territory of the municipalities summarize statistical information on enterprises and organizations (by cities and regions) on the

base of the recommendations prepared by the SSC of Azerbaijan and submit this information to the respective municipal bodies and to the SSC of Azerbaijan.

3. Upon necessity, at the expense and based on the order by the municipalities and through questionnaires agreed with the SSC of Azerbaijan observations not stipulated in the plan of statistical plan can be conducted in the territory of municipalities.

53

REGULATION ON STATE RECORDING OF WATERS

**Confirmed by the Decision № 7 of the Cabinet of Ministers
dated 17 January 2000**

EXTRACT

Additions and amendments:

6 February 2006, № 22

29 June 2005, № 122

8 April 2006, № 100

10. State statistical report forms on use of waters and instructions on their filling are prepared by Azerbaijan Irrigation and Water Industry Open Joint Stock Company, Ministry of Ecology and Natural Reserves and confirmed by the SSC of Azerbaijan.

12. All water users regardless of their type of ownership and subordination:

- Submit reports on the use of water on the base of forms and instructions on their filling confirmed by the SSC of Azerbaijan to Azerbaijan Irrigation and Water Industry Open Joint Stock Company, and the Ministry of Ecology and Natural Resources.

54

DECISION OF THE CABINET OF MINISTERS ON APPROVAL OF THE REGULATIONS ON ISSUANCE AND APPLICATION OF THE TAXPAYER'S IDENTIFICATION NUMBER

21 December 2000, № 222

EXTRACT

5. To commission the State Customs and the SSC of Azerbaijan to use in their work taxpayer's identification number issued to the legal and physical persons in accordance with the procedure defined by the Ministry of Taxes.

Regulations on issuance and application of the

taxpayer's identification number

**Confirmed by the Decision № 222 of the Cabinet of Ministers
dated 21 December 2000**

EXTRACT

4.5 Information on registration of taxpayers and liquidation of such registration by the tax authorities should be submitted to the relevant statistical body within 7 days following the reporting quarter.

55

**PROCEDURES
FOR CONDUCTING STATE STATISTICS AND
SUBMISSION OF INFORMATION ON
ENVIRONMENTAL PROTECTION**

**Confirmed by the decision № 40 of the Cabinet of Ministers
dated 22.02.2001**

*Additions and amendments:
28 March 2012, Decree № 71*

1. The Ministry of Ecology and Natural Resources of the Republic of Azerbaijan prepares the state statistical report forms based on information objectivity and its international statistical comparability, agrees, and correspondingly submits to the SSC of Azerbaijan no later than 1 July of each year.

2. Periodicity, timing, volume, and form of the state statistical reports on "Environment protection" submitted by The Ministry of Ecology and Natural Resources is determined by the SSC of Azerbaijan.

3. The Ministry of Ecology and Natural Resources presents the summarized information to the statistical body in accordance with the time defined in the "Program of statistical work (reglament)" of the SSC of Azerbaijan.

4. The SSC of Azerbaijan receives from the Ministry of Ecology and Natural Resources summary information in accordance with its functions and duties based on the "Programme of statistical works (reglament)", and use them in preparation of materials on economic and social situation of the country, publication of collections.

56

**RULES OF STATE ENUMERATION OF HARMFUL
SUBSTANCES THROWN INTO ATMOSPHERE AND
HARMFUL PHYSICAL IMPACTS ON ATMOSPHERE**

Confirmed by the Decision № 112 of the Cabinet of Ministers

dated 13 July 2002

EXTRACT

7. The SSC of Azerbaijan carries out the following issues in the field of state enumeration of harmful impact on atmosphere:

7.1 approves state statistical forms on harmful impact on atmosphere agreed with the Ministry of Ecology and Natural Resources and instructions on completion of these forms;

7.2 provides collection and maintenance of state statistical forms on harmful impact on atmosphere;

7.3 provides accounting and analysis of statistical data in the field of protection of atmosphere;

7.4 prepares final state statistical reports on the protection of atmosphere and presents them to the Ministry of Ecology and Natural Resources and other organizations interested in.

57

**ON CONFIRMATION OF VOLUME OF BENEFITS AND
RULES OF THEIR APPLICATION AND ASSESSMENT
METHOD OF IMPACT OF CHANGES IN GOODS (ACTIVITIES
AND SERVICES) PRICES ON SALE CONTRACT AND
DETERMINATION OF AMOUNT OF THE SHARED PARTS**

**Confirmed by the Decision № 165 of the Cabinet of Ministers
dated 28 October 2002**

EXTRACT

**ASSESSMENT METHOD
of impact of changes in goods (activities and services)
prices on sale contract**

6. Supplier (contractor) should indicate in tender proposal the source of indices (L_0, M_0) available for reference date and indices (L_1, M_1) available for the date of changes in prices.

Indices in the Republic of Azerbaijan should be based on official data of the SSC of Azerbaijan. These figures from other countries should be based on official data sources of appropriate states (governments) and approved (legalized) in a certain order.

58

**RULE ON SUBMISSION OF DATA IN E-FORM TO THE
STATE STATISTICAL AGENCIES FOR CONDUCTING
STATE (REGIONAL) SURVEYS**

**Approved by the Decree of the Cabinet of Ministers of the Republic of
Azerbaijan dated 11 February 2010, №35**

1. General provisions

1.1. The present Rule has been prepared for provision of the Article 1.3 of the Decree of the President of the Republic of Azerbaijan dated 21 December 2009, №194 on addendum to be made to the Law of the Republic of Azerbaijan “On Official Statistics” and determines the rule for submission of data in e-form to the State Statistical Agencies for conducting state (regional) surveys.

1.2. The purpose of submission of data by statistical units, farm enterprises and households in e-form to the State Statistical Agencies for conducting state (regional) surveys is an improvement of quality of relations with statistical agencies, reduction of information and time burden of respondents, facilitate data submission introducing modern information and communication technologies and to achieve its compliance with international standards.

1.3. The data of the e-document compiled in the form defined by the State Statistical Committee of the Republic of Azerbaijan (hereinafter the State Statistical Committee) and presented to the statistical agency are equal to data of a paper based document and have equal validity.

1.4. The necessary software and guidelines for compilation of data in e-form and submission to the statistical agencies for conducting state (regional) surveys are prepared by the State Statistical Committee and presented to respondents free of charge.

2. Main definitions

The concepts used in this rule express following meanings:

E-report (data) is a document which presents information in e-form;

Submitted e-report (data) is an e-document transmitted via e-mail;

Necessary software is a software used for compilation and transmission of reports (data) in e-form (Compiling Programme of E-report);

Data required for carrying out state (regional) surveys-official statistical report, sample statistical survey, inquiry, census forms, as well as data collected by other forms of statistical surveys;

Statistical units are legal (their representations and branches) and natural entities presented primary data for official statistics or assigned by statisticians for carrying out surveys, collecting and analysing of data.

3. Duties of the statistical unit presented necessary data in e-form for carrying out state (regional) surveys

3.1. Duties of statistical unit presented necessary data in e-form for carrying out state (regional) surveys are:

3.1.1. Ensure information security of the workplace where e-document exchange is carried out;

3.1.2. Keep all e-documents submitted to statistical bodies and received from statistical agencies at least 3 years;

3.1.3. Inform local statistical body where the unit is registered in case of changing e-mail address used for e-document exchange;

3.1.4. Follow all instructions and regulations of the State Statistical Committee related to e-document exchange, ensure submission of the e-reports (data) in time as specified by legislation;

3.1.5. Ensure submission of report paper form with equal validity if submission of e-report (data) will not be possible due to technical or other reasons.

4. Duties of the statistical agency receiving necessary data in e-form for conduction of state (regional) surveys

4.1. Duties of the statistical agency receiving necessary data in e-form for conduction of state (regional) surveys are:

4.1.1. Prepare necessary software and guidelines for development and submission of e-reports (data) to the statistical agencies and present it to the report (data) providers free of charge;

4.1.2 Officially register a contract during 2 days after submission of an inquiry by statistical unit about submission a report in e-form and deliver copy of contract to data provider;

4.1.3. Accept reports (data) from statistical unit, farm enterprises and households according to this rule and ensure confidentiality of individual data.

5. Basis of official registration for document exchange in e-form

5.1. The statistical unit intending submit necessary report (data) in e-form for conduction of state (regional) surveys have to conclude a contract with a local statistical agency submitting inquiry (inquiry and contract should be prepared in accordance with Annex 1 and 2).

E-report forms, as well as necessary software, guidelines and other methodological materials are available at the website of the State Statistical Committee of the Republic of Azerbaijan.

5.2. Statistical unit acquires right of submission of necessary data for conduction of state (regional) surveys in accordance with mutually signed contract.

5.3. During the period of validity of a contract the same report for same period have to be submitted by unit only at one form (electronic or paper);

6. The rule for carrying out document exchange in e-form

6.1. Statistical unit uses internet connection and necessary software for presentation of data in an e-form required for conduction of state (regional) surveys. This software can be downloaded by statistical unit from the web page of the State Statistical Committee or obtained from local statistical agency based on concluded contract.

6.2. Statistical unit presenting data required for conduction of state (regional) surveys enters the report data into computer by using E-report Compiling Program and sends it to the local statistical agency where this unit is registered.

6.3. Reports of statistical unit presenting data required for conduction of state (regional) surveys are accepted by the local statistical agency and adequate electronic notification is given to a data provider.

6.4. The moment when statistical unit accepts the notification forwarded by local statistical agency, is considered as a report acceptance time.

6.5. Settlement of disputes arising during exchange of documents in e- form is implemented as envisaged in section 7 of this Rule.

7. Settlement of disputes arising during conducting document exchange in e-form

7.1. Elimination of errors revealed during electronic exchange is realized between statistical units submitting report (data) and statistical agency.

7.2. In case of occurrence of controversy between statistical agency and statistical unit submitted report (data) regarding to accuracy of data indicated in e-document, a written appeal about a reason of dispute must be given to statistical agency (or to statistical units presenting report) indicating a date and number of e-document which is a subject of dispute. A disputed e-document and affirmative e-document in a file form should be attached to the appeal.

7.3. Submission and consideration of appeal are realized within the terms envisaged by legislation and e-documents are checked for accuracy during the study of appeal.

7.4. The statement should be drawn out according to dispute results and the essence of the dispute should be indicated. The statement should be signed by authorized representatives of the statistical unit presenting report and statistical agency.

7.5. If the Parties cannot come to an agreement, such controversies can be settled by legislation.

8. Finalization of conducting document exchange in e-form

8.1. The statistical unit submitting necessary data for conduction of state (regional) surveys may refuse to continue e-document exchange making an appropriate inquiry at least 10 days prior to submission the report (data).

8.2. The statistical agency may unilaterally refuse to conduct e-document exchange, notifying the unit at least 10 days prior the end of the reporting period in case of non-fulfilment of technical rules and standards by statistical unit submitting necessary data for conduction of state (regional) surveys.

Addendum № 1

to the rule on submission of data in e-form to the State Statistical Agencies for conducting State (regional) observations

_____ Head of Rural (urban) Statistical Department
of the State Statistical Committee of the Republic of Azerbaijan
(The State Statistical Committee of Nakhchivan Autonomous
Republic)

APPLICATION

**On submission of necessary data for carrying out state (regional) observations in e-form to
the State Statistical Agencies**

Please be so kind to give authorization to start receiving (cancel) of statistical reports (data) in e-form _____ from 20 _____
(should be underlined)

Find attached the following information on ourselves.

Full name of report (data) presenter (surname, name and patronymic of natural entity)
_____, TIN _____,

Telephone _____, e-mail _____

Information about the Head of applicant of natural and legal entity (surname, name, patronymic)

Signature _____

The stamp.

Date _____

Accept application (official of the statistical agency) _____
(surname, name, patronymic)

Signature _____

Date _____

The stamp.

Addendum № 2

to “The Rule on submission of data in e-form to the State Statistical Agencies for conducting State (regional) observations

CONTRACT № _____

on submission of data in e-form to the State Statistical Agencies for conducting State (regional) observations

_____ “ _____ ” _____ 201_

urban (rural)

Head (hereinafter the statistical agency) _____
(surname, name, patronymic)

of the State Statistical Committee of the Republic of Azerbaijan (hereinafter **statistical agency**) on the one side and

(full name of statistical unit which presents report (information), surname, name, patronymic and TIN of natural person)

_____(hereinafter **person who presents report**)
on the other side have to conclude and sign the present Contract on the following basis:

1. General provision

This Contract is compiled in accordance with Law of the Republic of Azerbaijan "On Official Statistics".

2. Subject of the contract

2.1. Subject of the contract is to forward statistical reports (data) in e-form by statistical units presenting report (information), its receiving by statistical agencies and sending notification in e-form to statistical units presenting report (information).

2.2. Parties accept that data of e-document (compiled and sent in defined form) and data of document in paper form are equal and both documents have equal legal force.

3. Rights of the Parties

3.1. Rights of the statistical units presenting statistical report (information) are the following:

3.1.1. Apply to statistical agency or court following the requirements of legislation in case of appearance of issues related with e-document exchange;

3.1.2. Refuse the contract by making appropriate application;

3.1.3. Don't submit statistical reports (data) in paper form during the period of validity of the contract.

3.2. Rights of the statistical agency are the following:

3.2.1. Admit only one form (electronic or paper) of the same report type on same reporting period that forwarded by statistical units presenting statistical report during the period of validity of the contract;

3.2.2. Refuse the contract bilaterally with notification at least 10 working days before the ending of the reporting period in case of non-fulfillment of technical rules and regulations by statistical units presenting reports;

3.2.3. Amend reports (data) and set necessary tasks for implementation by statistical units in case of disclosure of misinterpretation of data.

4. Obligations of the parties

4.1. Duties of the statistical units presenting statistical reports are the following:

4.1.1. Execute all instructions and regulations of the State Statistical Committee related to e-document exchange, send e-reports (data) timely as specified by legislation;

4.1.2. Provide information security of the workplace where e-document exchange is carried out;

4.1.3. Re-prepare and re-send error detecting reports;

4.1.4. Inform local statistical body during 3 working days where this unit is registered in case of changing e-mail used for e-document exchange;

4.1.5. Keep all e-documents presented to statistical bodies and received from statistical bodies at least 3 years;

4.1.6. Hand in an application to statistical body at least 10 working days before the submission of report (information) in case of rejection of e-document exchange

4.1.7. Provide submission of report in paper form which has the equal legal force as electronic in case of impossibility of submission of report (information) in e-form at a specified time due to technical failure of equipment or other reasons.

4.2. The statistical agency has the following duties:

4.2.1. Implement the tasks necessary for e-document exchange during 2 working days after acceptance of application of statistical units presenting statistical report;

4.2.2. Accept an e-report compiled in e-form from statistical units presenting statistical report and inform about that those who present report;

4.2.3. Provide preliminary verification of report accepted in e-form;

4.2.4. provide acceptance of report in paper form which has the equal legal force as electronic in case of impossibility of acceptance of report (information) in e-form at a specified time due to technical failure of equipment or other reasons,;

4.2.5. Keep in confidence accepted private data.

5. Responsibility of the Parties

Parties incur liability envisaged by the legislation of the Republic of Azerbaijan in case of non-fulfillment or improper fulfillment of obligations under the present Contract.

6. Dispute settlement

6.1. In case of appearance of controversies which may arise between the Parties on carrying out of the terms of this Contract, they assume necessary measures to solve them mutually;

6.2. In case of controversy in connection with authenticity of e-document data, interested party of the Contract makes a written request to the other party substantiating the causes and indicating date and number of e-document which is the subject of controversy;

6.3. Request will be presented in a period of time envisaged by the legislation and answered in written form after discussion;

6.4. The formal note reflecting substance and type of controversy will be prepared in accordance with consequences of resolution of conflict between the parties and signed by the representatives of the parties;

6.5. In order to resolve the conflict, the parties of the Contract should present controversial e-document and confirmation e-document in a file form. During adjudication of a controversy the parties of the Contract verify authenticity of document data;

6.6. If the Parties cannot come to an agreement, such controversies can be settled by legislation.

7. Validity of the contract

The present Contract comes into force since the date of its signing and valid till the cancellation by request of one of the parties.

8. Final provision

The present Contract has been developed in Azerbaijani language in two copies and each copy has equal legal force.

9. Details of the Parties

Local statistical agency

(local statistical agency)

(official's position, surname, name

and patronymic)

The stamp.

Report presenter

(full name of statistical unit which presents report,

(surname, name, patronymic and TIN of natural person)

(surname, name and patronymic of person authorized
to sign the contract)

The stamp.

59

**RULES
on foreign trade customs statistics publication**

**Confirmed by the Decision № 92 of the Cabinet of Ministers
dated 2 May 2012**

EXTRACT

1. General provision

1.2. FTCS (**Foreign Trade Customs Statistics - red**) is the structural part of official statistics.

2. Purpose of FTCS

2.2. FCTS characterizes the situation and dynamics of trade-economic relations of the Republic of Azerbaijan with other countries and has the following purposes:

2.2.3. for decision-making in the sphere of foreign trade policy and state regulation of foreign trade provision of the SSC of Azerbaijan with FTCS.

60

REGULATION ON “AZERSU” JOINT STOCK COMPANY

**Confirmed by the Decision № 50 of the Cabinet of Ministers
dated 22 March 2005**

EXTRACT

4. Share capital and property of company

4.14. The Company keeps the book-keeping, finance and statistical account, in the manner prescribed by the legislation of the Republic of Azerbaijan and international standards.

61

**REGULATION ON AZERBAIJAN TELEVISION AND
RADIO BROADCASTING CLOSED JOINT STOCK COMPANY**

**Confirmed by the Decision № 106 of the Cabinet of Ministers
dated 18 June 2005**

*Additions and amendments:
20 June 2013, Decree № 150*

EXTRACT

XI. Record and report, planning of works of the Company

11.2. The Company keeps the book-keeping and operating account in the manner prescribed by the legislation, draws up the statistical reports, makes balance and declaration.

62

REGULATION OF “AZERISTILIKTECHIZAT” OPEN JOINT STOCK COMPANY

**Confirmed by the decree of the Cabinet of Ministers
dated 14 December 2005, № 299**

6. Implementation of accounting and financial reporting in the Company.

6.1. The Company carries out accounting and statistical calculation pursuant to the appropriate legislation of the Republic of Azerbaijan and controls over implementation of this recording at incorporated enterprises and organizations according to the Law in effect.

63

**REGULATION OF OPEN JOINT STOCK COMPANY
“AZERBAIJAN INVESTMENT COMPANY”**

**Had been approved by meeting of Supervisory Board of Open Joint Stock
Company “Azerbaijan Investment Company” on 10.05.2006**

4.8. Company pays taxes and other compulsory payments, compile financial, statistical and other reports and present them to the corresponding state authorities in accordance with the procedures established by the Law.

64

**REGULATION ON AZERBAIJAN MELIORATION AND
WATER INDUSTRY OPEN JOINT STOCK COMPANY**

**Confirmed by the Decision № 149 of the Cabinet of Ministers
dated 17 June 2006**

EXTRACT

6. Record and report in the Company

6.1. The Company keeps the book-keeping, finance and statistical account, in the manner prescribed by the legislation of the Republic of Azerbaijan and international standards.

65

**REGULATION ON “AZERYOLSERVIS”
OPEN JOINT STOCK COMPANY**

EXTRACT

**Confirmed by the Decision № 180 of the Cabinet of Ministers
dated 15 November 2007**

6. Record and report in the Company

6.1. The Company keeps the book-keeping, finance and statistical account, in the manner prescribed by the legislation of the Republic of Azerbaijan.

66

**REGULATION ON “AZERBAIJAN HAVA YOLLARI” CLOSED
JOINT STOCK COMPANY**

**Confirmed by the Decision № 105 of the Cabinet of Ministers
dated 30 April 2008**

EXTRACT

5. Record and report in the Company

5.1. The Company keeps the book-keeping, finance and statistical account, in the manner prescribed by the legislation of the Republic of Azerbaijan.

67

**REGULATION OF “AZERBAIJAN GREENERY AND
LANDSCAPE SYSTEM” PUBLIC CORPORATION**

**Had been approved by the decree of the Cabinet of Ministers dated 6 May 2009,
№ 77**

10. Implementation of accounting and financial reporting in the Company

10.1. The Company carries out accounting and statistical calculation pursuant to the appropriate legislation of the Republic of Azerbaijan.

68**REGULATION ON “AZERBAIJAN DEMIR YOLLARI”
CLOSED JOINT STOCK COMPANY****Confirmed by the Decision № 36 of the Cabinet of Ministers
dated 15 February 2010****EXTRACT****5. Record and report in the Company**

5.1. The Company keeps the book-keeping and statistical account, in the manner prescribed by the legislation of the Republic of Azerbaijan. The financial account keeps in the manner prescribed by the International Standards of Financial Accounts.

69**LIST OF “SUBORDINATE ORGANISATIONS
NOT INCLUDED IN THE STRUCTURE OF THE
SSC OF AZERBAIJAN”****Confirmed by the Decision № 91 of the Cabinet of Ministers
dated 19 May 2010**

1. Main Computing Centre of the SSC of Azerbaijan.
2. Scientific–Research and Design Technological Center of the Statistical Information.
3. Educational Centre of the SSC of Azerbaijan.

70**REGULATION OF “AZERCOSMOS”
OPEN JOINT STOCK COMPANY****Confirmed by the decision № 240 of the Cabinet of Ministers
dated 23 December 2010****5. Implementation of accounting and financial reporting in the Company**

5.1. The Company carries out accounting and statistical calculation pursuant to the appropriate legislation of the Republic of Azerbaijan. The Company maintains the financial reporting in accordance with the International Financial Reporting Standards.

71

On confirmation of the regulation of “Azerbaijan Khazar Shipping” Closed Joint Stock Company and its structure

Confirmed by the Decision № 18 of the Cabinet of Ministers dated 24 January 2014

EXTRACT

8. Book-keeping and financial accounting in the Company

8.1. The Company keeps the book-keeping and statistical account, in the manner prescribed by the Laws of the Republic of Azerbaijan on “Accounting” and “Official Statistics”.

72

Regulation of “Azerbaijan Steel Production Complex” Close Corporation

Had been approved by the decree of the Cabinet of Ministers, dated 30 April 2014, № 117

8. Implementation of accounting and financial reporting in the Company

8.1. Company carries out accounting and statistical calculation pursuant to the Law of the Republic of Azerbaijan “On accounting” and “On Official Statistics”.

8.4. The Company organizes the financial accounting, reviews and approves quarterly and annual financial reports of agencies, representatives and branch offices as well as organizations of legal entity status, summarizes and also compiles general report on financial-economic activity and the balance.

III SECTION

***NORMATIVE DOCUMENTS APPROVED
BY THE SSC OF AZERBAIJAN***

**STATUTE ON THE REGIONAL AND CITY
STATISTICAL DEPARTMENT (DIVISION) OF THE
SSC OF AZERBAIJAN**

**Confirmed by the Injunction № 140/t of the SSC of Azerbaijan
dated 7 October 2009**

Additions and amendments:

- 1. 8 February 2010, Decree № 18/t*
- 2. 19 April 2010, Decree № 53/t*
- 3. 9 February 2012, № 22/t*

I. General provisions

1. Regional and city statistical department (division) is statistical body running state policy and regulation in the area of statistics in corresponding territory and forming official statistical data on social, economic, demographic and ecological situation in the regions of country on the base of uniform methodology. Regional and city statistical department (division) acts in the system of the SSC of Azerbaijan and is under of it.

2. Regional and city statistical department (division) keeps the guidance of the Constitution of the Republic of Azerbaijan, the Laws “On Official Statistics” and ”On Civil Service” of the Republic of Azerbaijan, other legislative acts, the Statue on the State Statistical Committee of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers, orders and directives of the SSC of Azerbaijan, as well as this Statute in its activity.

3. Regional and city statistical department (division) acts in interrelation with the local executive bodies and other public organizations while carrying out duties and functions considered in this Statute.

4. The state and non-government organisations shall not interfere to the implementation of powers of the regional and city statistical department (division) and not influence the staff of the statistical authorities in the performance of their tasks.

5. Regional and city statistical department (division) is a legal entity, has independent balance, bank accounts, stamp and blank with the description of its name and description of the state seal of the Republic of Azerbaijan.

Regional and city statistical department (division) is financed by the state budget of the Republic of Azerbaijan.

**II. Activity directions of the regional and city statistical department
(division)**

6. Activity directions of the regional and city statistical department (division) are following:

- 6.1. provides to implementation of the state policy in the field of statistics in region (city);
- 6.2. provides on time collection of statistical data and their correspondence to social-economic processes taking in the region;
- 6.3. provides local executive authorities with statistical materials characterizing social-economic, ecological and demographic condition of the territory;
- 6.4. Acts in other directions defined by the legislation.

III. Duties of the regional and city statistical department (division)

7. Regional and city statistical department (division) carries out the following duties according to the activity directions determined by the Statute:

7.1. works out monthly work plan on the base of annual statistical works program (plan) and quarterly economic work plans of regional and city statistical department (division) approved by the SSC of Azerbaijan and approves in defined way, gives report on the implementation of plan to the SSC of Azerbaijan;

7.2. obtains required statistical data on the base of official statistical reports, uses sample observations besides with general statistical observations;

7.3. analyzes social processes, living level and expenditures of population, organizes the conduction of observations, censuses, surveys and interviews on social-economic, demographic, households and price statistics in defined way by the SSC of Azerbaijan;

7.4. organizes preparation of official statistical materials as defined by the Law “On Official Statistics” of the Republic of Azerbaijan and other normative-legal acts;

7.5. organizes processing received statistical data on the base of single methodology and modern information technology;

7.6. analyzes statistical data, carries out calculations on social-economic processes;

7.7. publishes statistical data on the economic and social situation of the region (city);

7.8. compiles summed and aggregated results on the base of data collected from statistical units acting in the territory of the region (city), publishes statistical yearbooks, bulletins, round-up, expresses and other statistical materials in determined volume and title, provides dissemination of statistical publications among users;

7.9. organizes selling of produced statistical materials (publications) and other materials not considered in the annual statistical works program (plan) of local statistical bodies to users, except local executive, legislative and court authorities, mass media, in defined way and by paying the fee to state budget;

7.10. organizes meetings of instructive character with the participation of representatives of enterprises and organizations as well as related organizations concerning with register and report, also with various censuses;

7.11. provides local executive authorities with statistical materials characterizing social-economic and demographic condition of the territory;

7.12. provides report forms and instructions on its compilation free of charge to legal entities (their representative and branch offices) and natural persons submitting

official statistical reports, gives information them on the time, periodicity and other necessary requirements for presenting statistical reports;

7.13. holds press conferences with the participation of representative of mass media in cases of necessity;

7.14. provides scientific and education organizations with necessary statistical data for scientific researches on the base of contracts;

7.15. presents data to legal entities (their representative and branch offices) and natural persons concerning with them on the base of apply;

7.16. provides confidentiality of the primary private data of the legal entities (their representative and branch offices) and natural persons;

7.17. carries out necessary measures in order to prevent illegal acquisition, dissemination and use of confidential statistical data;

7.18. carries out logical and calculation control on reports for the provision of objectivity of statistical data;

7.19. participates in the measures undertaken with the attempt of the SSC of Azerbaijan in defined way;

7.20. increases the level of knowledge and specialty of specialists;

7.21. carries out other duties entrusted to regional and city statistical department (division) by the legislation of the Republic of Azerbaijan.

IV. Rights of the regional and city statistical department (division)

8. Regional and city statistical department (division) has following rights for the implementation of its duties:

8.1. preparation and improvement of normative-legal acts concerning with statistics, present proposals to the SSC of Azerbaijan related with the existing condition and development of statistics;

8.2 to receive substantial and reliable statistical data in a defined way, volume and period by the SSC of Azerbaijan for free of charge from legal entities (their representative and branch offices) and natural persons, from legal entities of Republic of Azerbaijan having legal registration in the territory of the region (city) and located outside of borders of the Republic of Azerbaijan, from the representatives of foreign legal entities, branches acting in the territory of region (city) regardless the obedience, the type of property and organisational-legal form;

8.3 to make corrections in the reports in evidence of distortion of data, to give a commission to legal entities (their representative and branch offices) and natural persons for reflecting of these corrections in primary statistical reports, accounting and other relating documents, and to demand from them necessary data and inquiry with respect to this issue;

8.4 to provide evidence of data on social-economic situation of the corresponding region (territory), to realize own activity based on principles of objective and comprehensive studying of the social-economic processes occurred in the territory;

8.5 to start with administrative execution and apply administrative measures on persons not submitting or delaying necessary information for carrying out state register of statistical units and statistical observations or presenting with distortion;

8.6 to attract the specialists of other enterprises and organizations for carrying out statistical works as defined by the legislation of the Republic of Azerbaijan;

8.7 to use administrative statistical data of data base of corresponding executive authorities on the base of agreed contracts;

8.8 to implement other duties entrusted to the regional and city statistical department (division) by the legislation of the Republic of Azerbaijan.

V. Organization of activity of the regional and city statistical department (division)

9. Chief appointed and lifted by the Chairman of the SSC of Azerbaijan holds the leadership over regional and city statistical department (division).

9.1. Chief of the regional and city statistical department (division):

9.1.1 organizes the activity of the regional and city statistical department (division) and carries personal responsibility for the implementation of duties entrusted to him;

9.1.2. makes duty distribution among employees;

9.1.3. appoints and lifts employees for administrative positions who passed job interview in Civil Service Commission under the President of the Republic of Azerbaijan based on the order of the SSC of Azerbaijan, undertakes stimulation and discipline reproach measures in defined way;

9.1.3-1. appoints and lifts other technical employees and temporary staff for position of chief specialists-statistician and leading specialist based on agreement of the SSC of Azerbaijan within his/her competencies.

9.1.4. provides obedience to existing legislation in the activity of statistical body;

9.1.5. within the frame of authorities, sets out orders and directives of compulsory execution by employees about the activity of department (division) and holds control in this area;

9.1.6. implements other authorities corresponding to the normative-legal acts of the Republic of Azerbaijan.

10. The base of the activity of the regional and city statistical department (division) is annual statistical works program (plan) of local statistical bodies approved by the SSC of Azerbaijan and the subject of annual statistical observations and researches are determined with the program.

11. Regional and city statistical department (division) gives orders on fixed assets and working capital, as well as other expensive goods of which value is indicated in independent balance and discards them from balance with the permission of the SSC of Azerbaijan.

12. The structure, staff list, expenditures, amounts of financing related with the implementation of statistical works of the regional and city statistical department (division) are determined and approved by the SSC of Azerbaijan.

LIST OF OFFICIALS WHO HAVE AUTHORITY TO CHARGE WITH ADMINISTRATIVE OFFENCES

Adopted by the Board of the SSC of Azerbaijan, №221/t,
dated 13 December 2007

EXTRACT

Additions and amendments:

1. 12 May 2010, № 69/t

1. The authority on issues on the Administrative offences code in the system of SSC of Azerbaijan shall be give to the Chairman, deputies of Chairman, Heads of divisions of Central Office of the SSC of Azerbaijan and their deputies, the Director of the Main Computing Centre and his deputies, the Chairman of the State Statistical Committee of the Nakhchivan AR, deputies of the Chairman, Heads of the regional statistical departments of the Nakhchivan AR and their deputies, Heads of the Statistical Office of Baku city and regional statistical departments of the Baku city and their deputies, regional and city statistical departments (divisions) and their deputies.

3. Approved list shall be located in the website of the SSC of Azerbaijan – www.stat.gov.az

REGULATION OF THE SSC OF AZERBAIJAN

Adopted by the Board of the SSC of Azerbaijan, №8/1,
dated, 14 April 2007

Additions and amendments:

1) 13 December 2012

1. General provisions

1. The Regulation of the State Statistical Committee of the Republic of Azerbaijan (hereinafter referred to as Regulation) determines general rules of the activities of the SSC of Azerbaijan in the implementing of duties entrusted to the SSC of Azerbaijan according to the Constitution of the Republic of Azerbaijan, Law “On Official Statistics”, decrees and orders of the President of the Republic of Azerbaijan,

decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan and the Statute of the SSC of Azerbaijan which confirmed by Order of the President of the Republic of Azerbaijan dated 26 June 2009, № 115.

2. The general requirements and periods defined by the Regulation shall be applied to structural departments of the SSC of Azerbaijan and organizations of its obedience.

3. Organization and carrying out of the non-confidential clerical works, acceptance, working out and distribution of the correspondence, including organization of the electronic turnover of the documents are implemented according to this Regulation which is based on requirements of the Constitutional Law “On Normative legal acts” of the Republic of Azerbaijan (21.12.2010, No.761-IQ), Law “On procedures for review of citizen applications” of the Republic of Azerbaijan (10.06.1997, No.314-IQ), Law “On Electronic signature and document” of the Republic of Azerbaijan (09.03.2004, No.602-IIQ) and other normative juridical acts.

Confidential clerical works are implemented on the base of rules according to the Law “On State Secret” of the Republic of Azerbaijan (07.09.2004, No.733-IIQ) and exemplary Statute about structural sections on protection of the state secret of the state powers, organizations, enterprises and offices.

2. Planning of works

4. SSC of Azerbaijan carries out its activity according to the programme and plans prepared for quarterly, annual and longer periods of time.

Planning of works in the SSC of Azerbaijan is based on the followings:

- Strategic program and conceptions on all-round development of the Republic of Azerbaijan;
- State Programme on improvement of the Official Statistics in the Republic Azerbaijan;
- Long-term plan on monitoring of activity of local statistical bodies;
- Annual report on result of activity of the SSC of Azerbaijan;
- Statute on the SSC of Azerbaijan.

SSC of Azerbaijan carries out its activity during year according to the annual “Programme of statistical works”, Action plans for works intend in the other State programmes which SSC of Azerbaijan took part, “Methodological and data users works plan”, “Work plan on inspection of the activity of local statistical bodies and render assistance to them”, as well as plans on quarterly “Works for analyze” and Meetings of Board of the SSC of Azerbaijan. These plans are prepared on the base of proposals of departments of the SSC of Azerbaijan and organizations of its obedience. As a rule, proposals on inclusion of tasks in the plans are submitted by departments of the SSC of Azerbaijan and organizations of its obedience to the corresponding divisions at latest 15 days before the beginning of compiling of these plans. In the plans of the SSC of Azerbaijan there are reflected the subject, coverage, type, development program of each action; title and periodicity of basic official statistical reporting forms or documents; titles (names and surnames) of the structural

sections and organizations (persons) of its obedience responsible for to be obtained data and for implementation of activities.

Plans of the SSC of Azerbaijan discussed and approved in the meetings of Board. Approved work plans introducing to the Chairman, Deputy Chairmen, and Head of the Central Office, structural divisions of the SSC of Azerbaijan and organizations of its obedience (in case of necessity to the organizations which take part implementation of plans).

5. On the base of plans of the SSC of Azerbaijan preparing plans of the structural divisions of the SSC of Azerbaijan and organizations of its obedience and implementing by the heads of same divisions and organizations.

6. Removing or adding new activities to the plan of the SSC of Azerbaijan, as well changing implementation period of these activities decided by the Board on the base of representations of the relevant Division of the Central Office of the SSC of Azerbaijan, organizations of its obedience and deputy chairmen.

3. Planning, implementation and carrying out rules of the Board meetings

7. Planning, implementation and carrying out rules of the Board meetings and control of fulfillment of their decisions is implemented according to the statute of the State Statistical Committee of the Republic of Azerbaijan and this regulation. Plans of Board meetings of the State Statistical Committee are compiled once in a quarter on the base of suggestions of leaders of structural divisions and subordination bodies. In the plan of Board meetings is showed date of conducting of meetings, issues included to journal and responder structural division responsible for issues prepared and submitted for consideration, name of organizations and persons. If necessary, issues not considered in the plans of board meetings could considered to discussion of board meeting by suggestion of Chairman of Committee, heads of departments and agencies subordinate office of the Committee, deputy chairmen of the relevant corresponding field, consent of Chairman of Committee on the base of presentation of chief of administration. With draw any issues from the plan of Board meetings of SSC of Azerbaijan and include issues not considered in the plan of Board meetings is implemented according to the 6th item of the 2nd article of this regulation.

Boarding meetings is held at least once a month.

Secretary of Board provides timely and qualitative preparation of presented decision projects and other materials. In the presented decision projects and detailed analysis of the issues discussed in other materials should reflect and should estimate real situation objectively, if necessary should shown period of presentation of report, fulfillment and data. In the decision projects should introduced projects in advance to the heads of relevant departments. Decision project discussed in the Board meeting of SSC of Azerbaijan proposals and remarks put forward in the discussions taking into account is re-used and presented for signing 3 working days after the latest meeting to the Chairman after approval of Board members. The copy of approved decision is sent to the structure and relevant sections of the bodies by the General Department.

Meetings is recorded by the Secretary of Board and signs by the Chairman and secretary of the Board.

8. In the Board meetings is accepted orders and decrees on non-urgent and not important discussions issues of the SSC of Azerbaijan.

Orders are accepted on carried out normative character, general importance in the statistical activity and important problems which is fulfillment scopes in a long period.

Decrees are accepted on operational and implementation issues with the single character.

Orders reflecting the short and laconic content of their name but decrees have not got any names.

The text of decision, order and decree is prepared by submission and the relevant sections of the structural associations and they are signed by executors, heads of relevant departments, lawyer, head of administration, responsible deputy Chairman on division of work.

Orders and decrees is signed by the Chairman of SSC of Azerbaijan and recorded in the special accounting register in defined form. Orders and decrees come into force from the time it is published.

9. Urgent issues on carrying out different duties could be discussed in the meetings of SSC with the Chairman and its deputy chairmen. Accepted decisions in those meetings are made official with protocols. Preparing of meeting protocols is carried out by the relevant departments of Administration and formalized with the signature of the person who chaired to the meeting.

4. Register and consideration of received and sent correspondence

10. Received and sent correspondence to SSC of Azerbaijan and the registration and review of other official documents is implemented according to the followings:

- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ),

- “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935),

- Law “On National Archive Fund” Republic of Azerbaijan (22 June, 1999, № 694-IQ),

- agreed with the National Archive Office of the Republic of Azerbaijan and approved by the SSC of Azerbaijan (7 December, 2007) “List of documents of the SSC of Azerbaijan and organization of its obedience, indicating the period of storage”.

Movement of the documents from receiving moment (or prepared for registered official) till the executed (or sent) moment is organized on turnover of the documents in the SSC of Azerbaijan.

Documentation and management of documents is organized by the General Division (Secretariat) of the Administration of SSC of Azerbaijan.

11. Received documents to the SSC of Azerbaijan are accepted in work days from 9.00 till 18.00.

12. In the State Bodies received documents in a paper and e-form should be the same, should describe national emblem as defined in the blank and should reflect the following requisite:

- register number and sent date;
- source of the relevant act and assignments of the President of the Republic of Azerbaijan, President Administration, Milli Mejlis, Cabinet of Ministries, Prime Minister and its deputies, if it will be answer to the inquires of state bodies then number of inquiry and date;
- signature of the Head of State authority, its deputy or the defined responsible person;
- surname and telephone number of executor.

E-documents (with indication of the fixed duration of storage by the state body authorized with management of archives and documents) related to the issues of special importance should be documented in a paper form.

13. Correspondence is returned when it's not compiled in a form according to the requirements of this Regulation and imported by mistaken.

Received correspondence to the SSC of Azerbaijan is accepted with the signature of recipient, time and date of the received document by the employee of the General Division (Secretariat) of the Central Office.

14. Received documents according to the demand of the regulation is taken to control and by the General Division (Secretariat) of the Central Office indicating received number and date after putting the stamp at the bottom of right corner of the first page of the document distributed as following:

1) Submitted to the Chairman of the SSC of Azerbaijan:

Tasks of the President and Government of the Republic of Azerbaijan, documents, letters, deputy inquiries, directly letters to the name of Chairman and to the SSC of Azerbaijan, documents on important issues of the activities of the SSC of Azerbaijan as well as documents demanded to decide fulfillment, received from President Administration, Milli Mejlis, Supreme Court, Chamber of Account and Procurator-general, ministries, committees and other central executive authority organs;

2) Submitted to the deputy chairmen of the SSC of Azerbaijan:

Correspondence directly addressed to their names, documents on issues of fields under their leadership according to the post division by Chairman, projects on the normative-legal acts, contracts, agreements, appeals of legal and natural entities addressed to their name by the instructions of the Chairman;

3) Submitted to the Head of Central Office of SSC of Azerbaijan:

Correspondence directly addressed to his (her) name, documents on issues of fields under their leadership according to the post division by Chairman, projects on the normative-legal acts, contracts, agreements, appeals of legal and natural entities addressed to their name by the instructions of the Chairman;

4) SSC of Azerbaijan sends to the leaders of the structural divisions and organizations under its subordination:

Projects on the normative-legal acts, contracts, agreements, appeals and complaints of legal and natural entities, answers to the given as well as other

documents given for consideration, submitting, to execute, answer and for getting acquainted addressed to their name by the corresponding instructions of the administration of the committee.

15. Making official, division and delivering to the addressed person of the documents registered by the general department is implemented every day (as a rule minimum twice in a day). Telegrams and other urgent documents immediately deliver to its address.

16. After determination of the executors by the leadership of the committee text of their instructions is included to the e-document turnover system by the collaborators of the reception room.

Appended instruction document is registered in the registration book after returning to the General department, in necessary cases is taken to control and delivered to the heads of the structural divisions of SSC of Azerbaijan.

Copies of the fulfillment documents commissioned to some structural divisions are delivered to all executors in the same period. An original document is delivered to the main executor (first connective executor shown in the list of the instructions).

17. Appended instruction documents are signing to the registration book and registration card at the time of delivering by the head.

18. Passing of received documents from one structural division to another by the instruction of leadership is implemented by the General Division (Secretariat) and this registered in the registration forms as well as in the corresponding book.

Correspondence among the structural divisions of the SSC of Azerbaijan could carry out in e-form by using of e-document turnover system.

19. Head of structural divisions of the SSC of Azerbaijan are responsible for executing documents in a high grade manner and on time.

20. Preparation, coordination and registration of sent correspondence is implemented according to the followings:

- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ);

- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ);

- “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935) and this Regulation.

21. Before sending a document for sign executor should check it’s properly compiled, the availability of the necessary signatures and applications.

22. Working out of the sent correspondence included: separation of correspondences by types, preparation of envelopes, define writing of cost of notification, compiled list of registered postal notifications and also turn over to the service of communication on that day and this works are carried out by the General Division (Secretariat).

Truthfulness of the address of the documents, existence of the additions shown in the basic document is checked out by the General Division (Secretariat) if any insufficiencies find out documents are returned to the executor for carrying out corresponding corrections.

Documents returned to the General Division (Secretariat) for sending are sent by the courier or by the communication services.

23. Letters (including tasks and instructions) to the local statistical bodies and the organizations under the subordination of SSC of Azerbaijan is sent by the signature of the management.

24. General Division (Secretariat) is responsible for delivering of correspondence to the address on time.

25. Correspondence from the General Division (Secretariat) is sent twice in a day at 11.00 and 15.00.

26. Means the registration of the document is intend put down registration number and date on it, showing of necessary data on the same document in the registration list. Registration of the documents in the SSC of Azerbaijan is carrying out by the General Division (Secretariat) of the Central Office and in the structural divisions and organization under subordination is implemented by the responsible employees for clerical work.

27. Not necessary documents for implementation duties of the SSC of Azerbaijan (books, booklets, bulletins, advertisement notifications and posters, meeting, consultation, conference and other programs of other measures and other data on such measures, reports on different issues and etc.) is not demanded to register. Such documents are registered in the corresponding divisions of the SSC of Azerbaijan.

28. Each document is registered only once in the SSC of Azerbaijan. Received documents are registered in the received days, sent and internal documents are registered in the signing and affirming days.

5. Preparation, compilation, co-ordination and publication of normative-legal acts, preparation, compilation and co-ordination rules of the orders of the Chairman of the Committee

29. Preparation, coordination and registration of drafts on normative-legal acts of the SSC of Azerbaijan and publication and state registration of these acts are implemented according to the followings:

- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, № 761-IQ);

- Statute “On the rules of review, approve and confirmation of the normative-legal acts of the executive authority bodies” confirmed by the Decree of the President of the Republic of Azerbaijan (24 August 2002, № 772) and this Regulation.

30. Preparation of the draft of normative-legal acts absolute is implemented by the participation of the lawyer of the SSC of Azerbaijan. Lawyer of the SSC of Azerbaijan is included to the working group created for the preparation of projects on normative-legal acts.

31. Drafts of the normative-legal acts are presented to the Chairman of the SSC of Azerbaijan to sign after given visa by the head of structural division, lawyer of the committee, Deputy Chairman leading to the concerned field.

32. The heads of structural division executing the same work personally carries responsibility for the preparation of normative-legal acts in a high grade manner, maintenance to the demands of the writing style of the text of draft and submitting to the Cabinet of Ministers of the Republic of Azerbaijan in the period determined by the legislation.

33. Statement prepared by the structural divisions of SSC of Azerbaijan or monitoring of used statements accordance to the normative-legal acts is implemented by the lawyer of the SSC of Azerbaijan.

Connection of activities of the structural divisions on the monitoring of normative-legal acts is implemented by the Lawyer of the SSC of Azerbaijan.

34. While preparing projects on economy, some fields of the state governance they should co-ordinate with organs of concerned state responsible for these fields.

35. Agreement is affirmed by the visa of the head (or deputy head) of the corresponding state body.

Suggestions to the projects prepared by the tasks of the President of the Republic of Azerbaijan and the Cabinet of Ministries of the Republic of Azerbaijan should give within 10 days.

Within 15 days if there are not any comments to the project then it is considered as coordinated.

36. Normative-legal acts and legal acts consisting of 3 copies with the documents affirming the same acts (order, the decision of Board Meeting and etc.) prepared by the SSC of Azerbaijan is presented to the Ministry of Justice for getting state registration. After passing rules of all procedure in the Ministry of Justice normative-legal acts including state report is registered within 10 days or act is refused getting to state registration.

37. Preparation, compilation of the organizational-ordering acts of the SSC of Azerbaijan and content of the requisites of these acts should meet demands of Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935).

38. Agreement of drafts (orders) organizational-ordering acts are implemented in a determined form.

39. Agreement list of drafts of the organizational-ordering acts are submitted to the Chairman of the SSC of Azerbaijan after giving visa by the Head of General and Personnel Divisions, lawyer of the SSC of Azerbaijan, Deputies of Chairman within 2 work days.

40. Organizational-ordering acts, as well as orders on main activity and working staff of SSC of Azerbaijan is agreed with the Lawyer of the SSC of Azerbaijan in accordance with legislation.

Persons are familiarizing with orders about them by their signatures. In the case of refuse with the familiarize of the documents is officially registered by the protocol of Personnel and General Divisions.

41. The following cases are approved by the Chairman of the SSC of Azerbaijan in the defined rules:

- confirmation of the organizational structure, staff tables and statutes of the statistical bodies;
- decisions on appointing and lifting of the heads of statistical bodies, business trips, holidays, pecuniary aids, on professional training, increase of specialty, encouraging of employees, additions to the salaries and rewarding.

6. Agreement of the rules on the drafts of normative-legal acts in SSC of Azerbaijan

42. Agreement of rules on the drafts of normative-legal acts in SSC of Azerbaijan carrying out according to the Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ) and to this Regulation.

43. Received drafts of the normative-legal acts to the SSC of Azerbaijan submitting to the Chairman of the SSC of Azerbaijan by the General Division (Secretariat) for review and to define executing structural division (divisions). Original draft is sent to the main executing division, copy of the draft to other executors and lawyer of the SSC of Azerbaijan (reference by the lawyer should be given for the all drafts of the normative-legal acts in the absolute order).

Review period of the draft of the normative-legal acts should not pass the period determined by the existence normative-legal acts. For the review of the draft of normative-legal acts could determined for a short period by the central state bodies and their officials.

Draft of the normative-legal acts is reviewed by the co-executors during 5 working days (if short period not determined by the Chairman of the SSC of Azerbaijan) and comments, suggestions is submitted to the main executor whose surname showed the first in the executor list.

Comments and suggestions of responsible structural divisions is generalized by the executor and prepared reply to the body who is executor of normative-legal acts in accordance with legislation. In this case not agreed issues showed in the prepared letter, existing comments and suggestions are based on arguments. Reply is submitted to the Chairman of the SSC of Azerbaijan (or person who is execute authority of the Chairman) for signing after giving visa by the main executor, lawyer of the SSC of Azerbaijan and responsible Deputy Chairman.

44. If there is not any additions and changes in the draft of normative-legal acts original draft is accepted for agreement (visa) and carried out corresponding notes in the prepared letter for sending the copy of the draft (Indicating surname, signature and receive date).

45. Agreement of the normative-legal acts inside of the SSC of Azerbaijan carrying out in the defined procedure.

46. Agreement sheet of the of the normative-legal acts together with draft are submitted to the Chairman of the SSC of Azerbaijan for the signing after giving visa

by the co-executors, Lawyer of the SSC of Azerbaijan, relevant Deputy Chairman and Head of the Central Office by compiling corresponding letter.

If there is not any comments and suggestions on normative acts by the executors in this case executor signs and in front of their name indicates that “There is not any comments and suggestions”. Corresponding letters of structural divisions which has not got any comments and suggestions on draft of normative-legal acts are added to the agreement sheet.

47. If the body which is prepared the draft of normative-legal acts fully agree with the comments and suggestions of the SSC of Azerbaijan is returned the draft for completing to the relevant state body and carried out register in the enclosed letter of the state body which is prepared the draft on it (The name, surname of the received person, received date of the document and signature).

If the drafts of normative-legal acts prepared according to the Law “On Normative-legal Acts” of the Republic of Azerbaijan (26 November 1999, № 761-IQ) and Statute “On the rules of review, approve and confirmation of the normative-legal acts of the executive authority bodies” confirmed by the Decree of the President of the Republic of Azerbaijan (24 August 2020, № 772) agreed with the SSC of Azerbaijan then its applied in determined periods with indicated documents.

48. In the case of refuse of agreement or not agreed with the comments and suggestions of the SSC of Azerbaijan could be organized the meeting by the participation of officials of the SSC of Azerbaijan by the purpose of approving of the mutual approvable Decree by the management of body which is prepared the draft on the normative-legal acts.

The decree on rules, period and participants of the meeting is determined by the initiator of the meeting, the officials of the body which is prepared the draft of normative-legal acts by the mutual agreement with the management of the SSC of Azerbaijan.

49. If approved acceptable Decree the draft is carrying out again and agreed with the SSC of Azerbaijan during 3 working days.

50. If prepared drafts regarding to the implementation of the urgent tasks of the President, Prime-minister, Deputies of the Prime-minister and the Head of President Administration of the Republic of Azerbaijan entered to the SSC of Azerbaijan, the comments of the SSC of Azerbaijan is sent to the execute body till at least 3 working days (if not determined other period in the task) to executive period of the document.

In necessary cases review period of the draft on normative-legal act prepared on the base of task of the upper state body could be prolonged by the state body which gave the same task on the base of internal document of the draft prepared body.

7. Rules on review of appeals of the citizens and arrangement of reception of the citizens

51. Review of appeals (received letter and telegrams) of the citizens and reception of the citizens, review of their applications and complaints is implementing

on the base of the Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ).

52. Management and officials of the SSC of Azerbaijan at the time of review to applications and complaints should implement the followings:

- should attentively examine essence of their, in necessity cases should require necessary documents and should carried out other measures for the solution of issue;
- should give information on the result of the review on the suggestions, applications and complaints to the citizens in written form;
- should approve substantiated decrees on suggestions, applications and complaints and provide timely and correctly implementation of these decrees.

53. Reception of the citizens by the management and other officials of the SSC of Azerbaijan are implemented in the times and dates informed in advance. In necessity cases management and officials receipt at once. Appeal considered as reviewed when given substantiated reply to the citizens.

54. If solutions of the presented issues in the appeals is not in responsibilities of the Management and other officials of the SSC of Azerbaijan sends that appeals to the relevant address not late more than 5 days and informs the appeal person about it, at the time of private receipt explains where could be appeal. Its impossible refuse the receipt.

Writing appeals could be signed by the citizens, the name, surname, address or working place should indicate. If these information could not indicated this appeal shall be considered anonymous. According to the existing legislative anonymous is not reviewed.

55. The Chairman of the SSC of Azerbaijan carries responsibility for the timely and qualitative review to the appeals of the citizens.

Applications, suggestions and complaints of the citizens are registered by the General Division (Secretariat).

56. Appeals should be reviewed within 1 month (expecting cases considered in the legislative), appeals which not require additional examine and revision should be reviewed at latest within 15 days. In the cases which required additional revisions, collecting of materials and carrying out other actions the Chairman of the SSC of Azerbaijan should prolong reviewing period maximum 1 month. SSC of Azerbaijan informs in written form about it to the citizen and state authority body that is responsible for control of appeal.

8. Control to the execution of documents

57. Control to the implementation of tasks on time and in a high-grade manner is carrying out on the base of followings:

- Law “On the rules of review of the appeals of the citizens” of the Republic of Azerbaijan (10 June 1997, № 314-IQ);
- Law “On Normative-Legal Acts” of the Republic of Azerbaijan (26 November 1999, №761-IQ);

- Statute “On rule of review, approve and confirmation to the normative-legal acts of executive authority bodies” (24 August 2002, №772) confirmed by the Decree of President of the Republic of Azerbaijan;

- other legislative acts and to this Regulation.

58. Control to the execution of documents in the SSC of Azerbaijan is carried out according to the Guidelines on clerical works.

The following documents are taken to the control:

1) Acts reflected the tasks of the President of the Republic of Azerbaijan to the SSC of Azerbaijan;

2) Orders and decrees of the Cabinet of ministers of the Republic of Azerbaijan, protocols of its meetings, orders reflecting tasks of the Prime-minister of the Republic of Azerbaijan.

3) Given tasks by the President of the Republic of Azerbaijan, Prime-minister and Deputies of the Prime-minister and management of the President Administration with notes “urgent”, “make a report” and “to proposal” (including tasks of meeting protocol and action plans), as well as controlled tasks;

4) Inquires of deputies of the Milli Mejlis and Law drafts prepared by their initiative and demanded opinion;

5) Letters of the State bodies that should reply, explanation, preparation of the suggestions to them;

6) Appeals of the legal and natural persons;

7) Entered drafts on normative-legal acts to the SSC of Azerbaijan for consent;

8) Offers, protocols, decisions of the Board meetings and tasks of the management of the SSC of Azerbaijan;

Execution period of the documents is considered from the date of entering to the SSC of Azerbaijan.

Execution period of the document could be prolonged by the Chairman of the SSC of Azerbaijan (not violate the requirements of the legislation) by the written request of the executor.

59. Control system in the SSC of Azerbaijan is the followings:

Chairman of the SSC of Azerbaijan - realizes general management and control of the activity of the SSC of Azerbaijan as well as execution of timely and in a high-grade manner of the documents;

Heads of the structural divisions of the SSC of Azerbaijan – is responsible for organize of works of the structural division on implementation of the tasks by the management, controls the execute discipline, implements daily control to the execution of the documents in the structural division, gives suggestions on making discipline responsibility to the employees who violate execution period and executed in a low-quality of the documents in control, personally responsible on labour and execute discipline and every week checks the execution of the controlled documents.

Head of the General Division (Secretariat):

- provide the registration and control of the documents on time;

- appoints the execution period according to the instructions of the Chairman and the Deputies of the SSC of Azerbaijan;

- implements control of the situation of the execute discipline of the SSC of Azerbaijan;
- gives information to the management on tasks taken to the control and their execution period;
- coordinates activities of the employers responsible for the period of execution of the documents and clerical work of structural division;
- personally responsible for the arrangement of clerical works in the SSC of Azerbaijan and the works of the General Division (Secretariat);
- submits written information to the management on structural divisions responsible for execution of controlled tasks timely or violate of execution period of the documents by the employees and in low quality execution of the document once in a month and also twice in a year prepares information to the discussion of Board meeting.

General Division (Secretariat) is responsible for: execution period and reviewing levels of the controlled tasks, control to the situation of execution discipline, registration, control of documents and to take out documents from control, preparation of the list of controlled tasks and providing employees of structural bodies who is responsible for the clerical works with the information on executive period of tasks, correct implementation of the controlled documents and documents which taken out from control, definition and determination of the executive period of the controlled documents.

Personnel Department is responsible for labor discipline.

“Internal audit” is implemented on the frame of authorities determined by the statue.

“E-internet – document turnover” software gives opportunity to carrying out all clerical data in a automatic condition, registration of given tasks, implementation all kind of controls on execution and executive situation, received, sent, internal, organizational order, agreements, normative-methodological documents, tasks, plan and data on reports. “E-internet – document turnover” is implemented by the Main Computing Centre (MCC) of the SSC of Azerbaijan.

60. Execution periods and review rules of the controlled documents is defined according to the Guideline on clerical works.

Submission of the controlled documents to the Chairman of the SSC of Azerbaijan for signing and visa is carrying out on the base of following rules:

- the letters addressed to the Milli Mejlis of the Republic of Azerbaijan, President Administration and Cabinet of Ministers is submitted to the Chairman of the SSC of Azerbaijan for signing after giving visa by the executor, head of the relevant sector, deputy and head of the structural division and deputy Chairman (who manages corresponding field);
- the letters addressed to other state bodies is submitted to the Deputy Chairman for the signing (who manages corresponding field) after visa by the executor, head of the relevant sector, deputy and head of the structural division.

Document is considered executed after solution of noted issues and replying to the relevant person (who sent documents) and taken out from control. Information of execution of document and taken out from control is indicated on the control sheet.

Only the Chairman of the SSC of Azerbaijan and official person (who take document into the control) could take out from control.

61. Following information are posted in the official web site of the SSC of Azerbaijan by the purpose of ensure transparence of the review procedures of the correspondence:

- the surnames, names and patronymics, positions and telephone numbers of the employees of the General Division (Secretariat) who is responsible for control execution period and review levels of documents in the SSC of Azerbaijan;
- the surname, name and patronymic, position and telephone number of the Head of the General Division (Secretariat);
- telephone number of the Statistical Information Division;
- reception table of the citizens by the management of the SSC of Azerbaijan;
- other information according to the current legislation.

9. Activity in the field of international collaboration

62. Activity in the field of international collaboration is implemented according to the followings:

- decree approved by the President of the Republic of Azerbaijan “On Presentation of information and reports on visits of high-level delegations” (5 November 2004, № 144);
- Law of the Republic of Azerbaijan “On Official Statistics” (18 February 1994, № 789); and other legislative acts.

63. The SSC of Azerbaijan shall, by the established procedure and in accordance with international legal standards, establish relations with the statistical authorities of foreign countries and with international organizations on matters within its competence, conclude cooperation agreements with them, acting as a representative of the Republic of Azerbaijan, organize conferences, meetings and seminars at international level and take part in the meetings organized by intergovernmental and non-governmental international organizations, according to international agreements, receive statistical information from foreign countries with a view to comparing the economic, demographic, social and environmental situation of the Republic of Azerbaijan with that of other countries.

64. Official reports submits to the President of the Republic of Azerbaijan on purpose, program, composition of delegations before the missions of the Chairman the SSC of Azerbaijan and Deputies of Chairman or delegation managing by them to the foreign countries and missions of the Heads or Deputy Heads of the Statistical Institutions of foreign countries also, the delegations managed by the Heads or Deputy Heads of the international organizations to Azerbaijan. After the missions report on the results of missions submits to the President of the Republic of Azerbaijan. Report on mission to foreign country is submitted by the Head of Delegation. Information on delegation of foreign countries, as well as delegation

managing by the Heads or Deputy Heads of the international organization is submitted by the person who is responsible for the organizing of the mission. If the President of the Republic of Azerbaijan will receive delegation of foreign countries, delegations managing by the Heads or deputy Heads of the international organization, in this case information on the purpose of the mission and relevant documents on the meeting is submitted in advance to the President Administration of the Republic of Azerbaijan by the person who is responsible for the organizing of the mission.

65. As a rule, information on program of mission and members of delegations is submitted at least 15 days before mission. Report on the results of mission should be submitted at least during 5 days after the mission.

66. After the mission employees of the SSC of Azerbaijan who participated in the conferences, meeting and seminars organized by international organization and statistical institutions of foreign countries submits report to the Chairman of the SSC of Azerbaijan and Ministry of Foreign Affairs of the Republic of Azerbaijan at least during 10 days.

10. Elucidation of activities of the SSC of Azerbaijan in Mass Media

67. Organizing works on posting of current data in the official web site of the SSC of Azerbaijan is carrying out by the Statistical Information Division. These data are submitted to the Statistical Information Division by the Division of the Central Office.

68. All normative-legal acts (excluded internal orders and normative-legal acts constituting state secret) prepared by the structural divisions of the SSC of Azerbaijan and approved by the President of Republic of Azerbaijan, Milli Mejlis, Prime-minister, President Administration and Deputies of the Prime-minister is posted in the official web-site of the SSC of Azerbaijan during 5 days after the adoption.

69. Information should submitted to the Assistant of the Chairman of the SSC of Azerbaijan by the structural divisions at least 2 days till the conducted time of planned activities (meetings, round tables, briefings) for the purpose of elucidation of activities of the SSC of Azerbaijan in Mass Media.

70. The Heads of the corresponding structural divisions are responsible for the timely posting of the normative-legal acts in the official web site of the SSC of Azerbaijan and submitting information on planned activities to the Assistant of the Chairman of the SSC of Azerbaijan on time.

71. Monthly control on posting of normative-legal acts in the official web site of the SSC of Azerbaijan is carrying out by the Assistant of the Chairman of the SSC of Azerbaijan.

72. Organizing and implementing of activities with the Mass Media on elucidation of press-conferences, briefings, round tables and seminars is implementing by the Statistical Information Division on the base of submitted documents of corresponding structural divisions of the SSC of Azerbaijan.

11. Making of nomenclature of the activities, forming of folders, preparation on turn over to archive and current usage rules

73. Making of nomenclature of the activities, forming of folders, preparation on turn over to archive and current usage rules in the SSC of Azerbaijan are organizing according to the “Guidelines on carried out clerical works of state authority bodies, organizations and enterprises” confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935).

74. Every year general nomenclature list of the activities of the SSC of Azerbaijan is compiling on the base of correctly forming of folders, ensure quickly finding of documents, systemizing and registration of matters, defining their retention period and timely turn over to archive.

Nomenclature compiles by the General Division (Secretariat) by the considering suggestions of the structural division and submitted to the Chairman of the SSC of Azerbaijan for approving.

75. Existing of all documents is checked out before turn over of folders to the archive by the General Division (Secretariat).

Turn over of folders to archive is determined according to the nomenclature.

All documents (excluding activities passed to the next year) of a year is forming in the corresponding folders. Number of lists in these folders should be maximum 200-250 pages. Documents files to the folder in one copy.

76. While preparing of documents to turn over to National Archive is making an examination, compiling acts on the list of permanently retention of documents and activities, separating documents and activates for abolishment.

12. Rules on working condition and to come to work in the SSC of Azerbaijan

77. Rules on working condition and to come to work in the SSC of Azerbaijan defined according to the Law “On Civil Service” of the Republic of Azerbaijan (21 July 2000, № 926-IQ) and to the Labor Code of the Republic of Azerbaijan (1 February, № 618-IQ): working day starting at 09:00, finished at 18:00, lunch time from 13:00 to 14:00, period of working week is 5 days (40 hours).

78. Some employees could be involved to the work during Day off or Holidays for the implementation of urgent and unexpected works (if urgency of these works influence to the non-stop activities of the structural divisions) as defined by legislation.

If needs official necessity prepares internal document to the Deputy Chairman (who manages corresponding field) by the Heads of the structural divisions on involving employees to the work in Day off and holidays. If the Deputy Chairman agreed with the internal document employees whose names indicated in the list prepared by the head of structural division should work in those days.

If working hours are about 5 hours in a month, these hours are not paying. If working hours are more than 5 hours for each working hours are paying extra salary.

79. The Heads of the structural divisions of the SSC of Azerbaijan is obliged for keeping order to the working condition by the way of regular organizing of activities of employees.

76

RULES ON SUBMISSION OF MICRODATA TO USERS WITH THE PURPOSE OF RESEARCH

**Adopted by the Chairman of the SSC of Azerbaijan,
dated 13 June 2011**

Main concepts

Microdata (primary data) are characterized account data of legal and natural entities and based on primary accounting;

Confidential statistical data are collected for production of official statistical materials and give possibility to identify statistical units directly or indirectly and reveal primary data;

Identification of statistical units is to reveal statistical unit based on primary data of unit that presents report directly or indirectly;

Direct identification of statistical unit is to reveal data and account units by means of title and address of account unit and tax payer's ID number presented by relevant executive authority;

Indirect identification of statistical unit is to reveal unit by means of information on address, property form, activity type and other statistical data except tax payer's ID number;

Submission of microdata on purpose of research – submission of primary data on purpose of research taking into account anonymity of statistical unit (to exclude information allowing its discernment).

1. General backgrounds

The current rules regulate submission of microdata (primary data) for implementation research works according to Law of the Republic of Azerbaijan "On Official Statistics". The 6th chapter of the Law of the Republic of Azerbaijan "On Official Statistics" is reflects primary statistical data and its confidentiality. Primary statistical data includes primary data about legal and natural entities and primary data collected on purpose of statistics couldn't be used for other purposes, excluding submission of data based on court decision. Moreover, according to article 16, if specified results don't give possibility to identify separate units, the access to confidential data for realization of concrete research projects that do not allow direct identification may be granted by the SSC of Azerbaijan office.

Rules refer to Administration of the SSC of Azerbaijan. Submission of microdata by local statistical bodies and Main Computing Center is prohibited.

2. The process of microdata submission

The process of microdata submission is carried out by following order:

3.1. User should apply to administration of the SSC of Azerbaijan in written form with regard to purposes and data;

3.2. Relevance of requirement of user and availability of required data is studied by science and methodological council of the Committee during the month after receiving of the application and substantiate the request;

3.3 The reference of members of science and methodological council are presented and applicant is invited to the council;

3.4 Applicant has to fill in correspondent application form with the purpose to receive necessary data after positive decision of the council;

3.5 The necessary data are submitted to user by appropriate department of the administration or appointed executive person.

3. Basis for obtaining of microdata (content of the application)

In order to obtain microdata applicant should refer to followings:

- impact of microdata on quality of research works and improvement of its results and economic efficiency of obtained results;

- requirement of head of the research (natural or legal entity) concerning to microdata;

- assurance of head of the research regarding to keep confidentiality of microdata;

- practice of researcher in the sphere of research and short description of research activity.

4. Application form concerning to microdata use

Applicant has to fill in application form by means of answering to indicated questions:

1. Requisites of legal and natural entities (please specified):

1.1 Name and address;

1.2 Legal status;

1.2.1 State sector;

1.2.2 Private organizations;

1.2.3 NGOs;

1.2.4 Public fund;

1.2.5 International organizations and etc..

1.3 Contact information on applicant;

1.3.1 Telephones (work, mobile);

1.3.2 E- address;

2. type of activity (the sphere of work):

2.1 University, institute and other educational institutions;

2.2 research organization;

2.3 other (should be indicated);

3. financial sources of the organization (activity):

3.1 state budget;

3.2 internal sources (excluding state budget);

external sources;

4. required data (should be indicated);

5. to provide assurance of nonuse of data in other purposes (confirming by signature the correctness and completeness of the data, using of data only for indicated purposes, as well as non-distribution of received data).

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**DOCUMENTS ON CONSIDERATION OF
ADMINISTRATIVE VIOLATION CASES BY THE
STATE STATISTICAL COMMITTEE OF THE
REPUBLIC OF AZERBAIJAN AND RULES OF THEIR
COMPILATION**

(Confirmed by the decree of the SSC of Azerbaijan dated 10 January 2012, № 1/1 and included in the State Register ((№ 15201201100011) of Legal Act in the Ministry of Justice of the Republic of Azerbaijan)

1. General provision

1.1. These rules had been prepared according to the Law of the Republic of Azerbaijan “On Official Statistics”, the Code of the Republic of Azerbaijan on Administrative Violations, the decree of the President of the Republic of Azerbaijan, dated 29 August 2000, № 389 “On application of the Law of the Republic of Azerbaijan on “Confirmation, enactment of the Code of the Republic of Azerbaijan on Administrative Violation and related legal regulations”.

1.2. The SSC of Azerbaijan considers administrative violation cases as stipulated in the Decree of the President of the Republic of Azerbaijan dated 29 August 2000, № 389 “On application of the Law of the Republic of Azerbaijan on “Confirmation,

enactment of the Code of the Republic of Azerbaijan on Administrative Violation and related legal regulations”.

1.3. In this Rules the documents on administrative violations mean protocols, decrees, decisions.

1.4. In case of identification of one of the reasons stipulated in article 409.1. of the Code of the Republic of Azerbaijan on Administrative Violation (hereinafter referred to as the Code) and grounds stimulating the administrative violations the execution of the case is initiated

1.5. Materials, information and applications shall be reviewed by the official authorized to initiate the execution of administrative violation cases. The basis for initiation of administrative violation case can be the presence in such materials, information and statements of actual information that indicate the signs of administrative violation and absence of circumstances that exclude the execution of administrative violation case.

1.6. Penalty for an administrative violation is imposed in accordance with Code.

1.7. When imposing administrative penalty on natural persons or officials are considered the character of the violation, personality of the person committed this violation, extent of the fault, status of property, and also circumstances mitigating and aggravating responsibility.

1.8. When imposing administrative penalty on legal persons are considered the character of the violation, financial and ownership conditions of the legal person, and also circumstances mitigating and aggravating the responsibility.

1.9. Imposition of administrative penalties does not release the person from fulfilling his duties, non-fulfilment of which has caused this administrative penalty.

2. Administrative violation protocol

2.1. The protocol (Annex 1) shall be made on execution of administrative violation case with exception stipulated in articles 368 and 412.1. of this Code. The protocol of administrative violation shall include:

2.1.1. date and venue of execution;

2.1.2. position, first/middle/last name of the person who had executed the protocol;

2.1.3. information on person, the administrative violation case is initiated against;

2.1.4. place, time of content of administrative violation;

2.1.5. relevant article of Code that stipulates the liability for such administrative violation;

2.1.6. first/middle/last names and resident addresses of victims and witnesses;

2.1.7. explanations of natural person or representative of legal person the administrative violation case is initiated against;

2.1.8. notes about the cases of any financial damage resulted from administrative violation;

2.1.9. other information necessary to execute the administrative violation case.

2.2. When executing the protocol rights and responsibilities, stipulated by this Code shall be made clear to the natural person or representative of legal person the administrative violation case is initiated against as well as other case participants and appropriate note shall be made in the protocol.

2.3. Natural person or representative of the legal person the administrative violation case is initiated against shall be given an opportunity to study the protocol of administrative violation.

2.4. Protocol shall be signed by the person who had made it, natural person or representative of legal person the case is initiated against. Should the natural person or representative of legal person refuse to sign a protocol appropriate note shall be made in the protocol. The natural person or representative of legal person may provide his explanations and comments on protocol and give motives for non-signing the protocol. Such explanations and opinions shall be attached to protocol. Natural person or representative of legal person the administrative violation case is initiated against as well as victim hold the right to receive the copies of protocol on administrative violation.

2.5. The protection of rights and legal interests of legal persons who are victims or legal persons the case on administrative violation is initiated against shall be provided by their representatives.

2.6. The representative of the legal person is an executive of legal person as well as other persons that are authorised in accordance with established procedure to represent the interests of the legal person. The authority of the representative of legal person is identified by documents that confirm his position.

2.7. Case on administrative violations conducted by legal persons shall be executed in the presence representative of Lawyer of the legal person. The case can be executed in their absence when there is information that such person was advised on the time and venue of the case hearing in timely manner or he did not submit a petition on postponing of case hearing as well as if such petition was overruled.

2.8. During the execution of the case on administrative violation the judge, authorized body (official) may deem the participation of representative of the legal person mandatory.

2.9. Cases on administrative violations shall be considered within fifteen days from the date of receive of protocols on administrative violations and other materials of the case by the judge, body (official), authorised to consider such cases.

2.10. Based on petition from the participants of administrative violation case or when it is necessary to establish additional circumstances, the judge, authorised body (official), considering the case may extend the period of case consideration for the period of up to one month by motivated decision.

2.11. Cases on administrative violation shall be considered as stipulated in the Article 423 of the Code.

3. Resolutions (decisions) taken during the consideration of administrative violation cases

3.1. Resolutions on following issues shall be taken during the consideration of case on administrative violations:

3.1.1. On application of administrative punishment;

3.1.2. On suspending the case;

3.1.3. On closing the case;

3.2. The resolution on closing of administrative violation case shall be made in following events:

3.2.1. if one of the circumstances stipulated by article 367 of the Code is present;

3.2.2. if the materials of case are sent to relevant executive authorities in accordance with Article 15.5 of the Code for disciplinary measures against the person;

3.2.3. when the administrative violation case is closed due to the fact that certain indications of criminal case are identified and the case materials are directed to prosecutor's office, investigation/questioning authority;

3.2.4. when the administrative violation case is directed to commission(collegial body) on affairs and protection of rights of not adults.

3.3. directing the case to judge, authorised body (official) based on subordination if consideration of the case is not within the competency of current judge, authorised body (official) (Annex 2);

4. Resolution on administrative violation case

4.1. Following is indicated in the resolution for administrative violation case (Annex 3):

4.1.1. position, first/middle/last names of the official that had made the resolution;

4.1.2. date and venue of case consideration;

4.1.3. information on person whose case was considered;

4.1.4. circumstances established during case consideration;

4.1.5. relevant article of this Code that stipulates the liability for administrative violation and type of imposed administrative penalty in relation to administrative violation;

4.1.6. penalty set for administrative violation;

4.1.7. relevant article of the Code that serves as basis for suspending or closing the case execution;

4.1.8. timing and procedure for protest submission on the resolution.

4.2. Simultaneous to administrative punishment the judge resolves the issues of compensation for damage caused due to administrative violation.

4.3. Issues on seized items and documents shall also be reflected in the resolution for administrative violation. In this:

4.3.1. non-usable items and documents shall be returned to owner, and if owner is not identified to the state they shall be kept in archive of the SSC of Azerbaijan till the date of expire;

4.3.2. documents recognized as materials evidences shall be stored together with the case on administrative violation for the established period of time or transferred to relevant persons;

4.4. the resolution on administrative violation case shall be signed by the official, who had made the resolution.

4.5. The resolution on administrative violation case shall be announced immediately upon the case consideration.

4.6. Copies of resolution shall be handed to natural person, representative of legal person the case was initiated against, and to victim within three days.

5. Resolution on suspending the execution of administrative violation case

5.1. The execution of administrative violation case can be suspended in following cases:

5.1.1. when the natural person the case is initiated against is hiding or his whereabouts are not identified for whatever reason;

5.1.2. if natural person the case is initiated against had mental or other serious health problems;

5.1.3. when the person who had committed the administrative violation is not identified.

5.2. When the execution of administrative violation case is suspended the authorized official shall implement all process actions on the case that are allowed to be performed in the absence of person the case is initiated against and take all measures stipulated by the legislation to dismiss circumstances stipulated by articles 415.1.1. and 415.1.3. of the Code and establish the reasons for suspending the case execution.

5.3. The execution of the case on administrative violation shall be suspended by there solution of authorised official. The resolution on suspension of administrative violation case execution shall include the information listed in Article 426 of the Code (Annex 4).

5.4. If circumstance indicated in articles 415.1.1. 415.1.3. of the Code are dismissed, the administrative violation case execution shall be restarted by the resolution of authorised official.

5.5. If execution on administrative violation case is suspended then flow of time of execution stipulated in article 36.1. of the Code is stopped. Suspending of the flow of time of execution on administrative violation case cannot continue for more than a year. When this time is over the execution on administrative violation case should be closed.

6. Resolution on closing the execution on administrative violation case

6.1. If any of circumstances stipulated in legislation exist, the authorized official executing the administrative violation case shall announce the resolution on closing the case (Annex 5):

6.1.1. the absence of event of administrative violation;

6.1.2. the absence of content of administrative violation;

6.1.3. cancellation of act that establishes the administrative responsibility;

6.1.4. expiry of dates of administrative violation by the time of its consideration in accordance with article 36 of the Code;

6.1.5. presence of resolution of the judge, authorised body (official) on application of administrative punishment on the person for the same event, or not cancelled resolution on close up of case on administrative violation, as well as presence of resolution on initiation of criminal case on the same event;

6.1.6. death of persons against whom the administrative violation case is initiated.

6.2. Copies of resolution on closing the case shall be sent to persons the case was initiated against.

7. Periods for filing of claims against the resolution

7.1. The filing of claim and objection for resolution on administrative violation case may be implemented within ten days from the date of receive of its copy.

7.2. If the period stipulated in article 7.1 of this Rules is missed for certain grounded reasons, the authorised body (official) may reinstate this period based on the petition of person filing the claim or objection.

7.3. If reinstatement of missed period is not possible the decision shall be made on denial of petition (Annex 6).

8. Decision on consideration of claim or objection against the resolution of administrative violation case

8.1. When considering the claim or objection against the resolution of administrative violation case one of the following decision shall be made:

8.1.1. on making no changes to resolution;

8.1.2. on satisfaction of claim or objection;

8.1.3. on changes to resolution without any additional punishment on the person the resolution is made against or reinforcement of punishment;

8.1.4. on cancellation of resolution or closing the execution of the case in accordance with articles 21 and 367 of the Code;

8.1.5. on cancellation of resolution and direction of case for re-consideration by the judge, authorised body (official), if requirements established by the Code are violated at the level that affected the Law full, all sided and complete investigation of the case;

8.1.6. on cancellation of resolution and direction of the case for reconsideration by subordinate instance, if it is established during the consideration of claim or objection that resolution is made by an unauthorised judge, body(official).

8.2. The decision on consideration of claim or objection shall include the information listed in article 426 of the Code.

9. Implementation of resolution on administrative violation case

9.1. In accordance with Article 440.1. of the Code an implementation of resolution on administrative violation case shall be the binding force for all state and local authorities, officials, natural and legal persons.

9.2. Resolution on administrative violation case shall be implemented immediately upon entering into force.

9.3. The judge, authorised body (official) shall be responsible for submission of resolution on administrative violation case for implementation.

9.4. Upon the consideration of claim or objection against the resolution of administrative violation case, the decision made shall be sent to the judge, authorized body (official) within three days from the date of entering into legal force.

9.5. If there are circumstances that do not allow to implement within the established timeframe the resolution on application of administrative penalty (with exception of those charged in place), judge, authorized body (official) that had made there solution may postpone its execution for the period of up to one month.

9.6. Payment of administrative penalties may be postponed by the judge, authorized body (official) who had made the resolution on penalty for the period of up to three months with consideration of financial status of the person under administrative liability.

9.7. If the person under administrative liability lacks to implement the resolution on application of administrative punishment, the count of timeframe of execution established in accordance with article 447.1. of the Code shall be stopped. In such case the implementation period shall be counted from the moment of this person`s arrest.

9.8. If implementation or resolution on application of administrative punishment is suspended or postponed in accordance with articles 443-445 of the Code the time count for implementation shall be stopped for the period of suspending or postponement.

10. Implementation of resolution on application of administrative penalty

10.1. The administrative penalty shall be paid by the person who had committed the administrative violation no later than within thirty days from the date when resolution is entered into force or in accordance with timing established by article 444 of the Code for the periods of suspending or postponement.

10.2. Administrative penalty is paid or transferred into the bank account of authorized credit entity by the person committed the administrative offence with exceptions stipulated by article 452.1 of the Code. Relevant information on bank or

authorized credit entity is provided to the person, who has committed the administrative offence by the authorized body (authorized officer), processing the administrative violation case.

10.3. If administrative penalty is not paid within timeframes stipulated by article 10.1 of this Rules, the copy of resolution on application of penalty shall be sent for the purposes of its payment by the authorized body (official) who had made the resolution to:

10.3.1. For natural persons- enterprise, entity, organization or authority, granting a pension, where the person under administrative liability works or studies to withhold the penalty from his salary, scholarship, pension or other sources of income;

10.3.2. for legal persons- to the bank or other credit entity to withhold the penalty from funds or profits of legal person.

In accordance with article 451.4.2 of the Code the Decree of the bank or other credit organization shall be fulfilled within 7 days from the moment of its receipt. In case of non-availability of money assets at the account of legal entity within such period, decree of the bank or other credit organization on application of administrative penalty shall be forthwith returned back to the judge, authorized body (official), issued such decree with indication of reason of its non-fulfilment.

10.4. In case when the person under administrative liability is dismissed from his position or when it is not possible to withhold the administrative penalty from his salary or other sources of income, the employer shall within three days send a copy of resolution on administrative penalty to the judge, authorized body (official) who had made the resolution with indication of person's new place of employment (if possible) and indication of the reasons for which the payment is not possible or acknowledgment of payment if payment is made.

10.5. If natural person the administrative penalty is applied to is unemployed, or the payment of administrative penalty from his salary or other sources of income is not possible, and in cases if information about accounts of legal entity in banks and other credit organizations is not available or when there are no funds on the accounts of legal persons or if the penalty is not paid voluntarily, the resolution on application of administrative penalty shall be subject to compulsory execution in accordance with procedures stipulated by respective legislation.

10.6. Implementation of resolution on application of administrative penalty charged at the place of administrative violation is realized as stipulated in article 452 of the Code.

11. Final articles

11.1. In accordance with article 429.1. authorised body (official) considering the administrative violation case upon the identification of reasons and grounds stimulating the administrative violations shall submit the memo to relevant enterprises, entities and officials on measures for dismissal of such reasons and grounds.

11.2. Specified enterprises, entities, organisations as well as officials shall inform the authorised body (official) on measures taken within one month from the date of receive of petition.

Annex 1
On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation

PRO T O C O L № _____

on commitment of administrative violation

“ _____ ” _____ 200__ _____ district (city)

I (we), _____
(Name, surname and patronymic of person compiling the protocol)

(Name, surname and patronymic of an official on whom a case on an administrative offence is tried, name of higher organization)

have determined:

while inspection _____

As a result _____
(name, surname and patronymic of official committed an administrative offence)

has committed administrative offence defined by the article of the Code on Administrative Offences of Azerbaijan Republic _____

(article of the Code on Administrative Offences is indicated)

This fact _____

(date of statement compiled as a result of inspection, names,

_____ surnames, patronymics and position of persons signing the inspection statement)

is approved.

Person on whom case on an administrative offence is tried _____

(name, surname and patronymic of official)

declares that, _____

(brief content of explanation)

Rights and duties considered by the articles 371 and 374 of the Code on Administrative Violations of Azerbaijan Republic were explained to natural person (legal entity) committed an administrative violation or to his representative.

Signatures: _____

(signature, name, surname and patronymic of a person compiling the protocol)

(signature, name surname, patronymic of a person on whom the protocol on an administrative offence is compiled or his representative)

Note: Corresponding note should be put on the protocol in case if a person committed an administrative offence refuses to sign the protocol. Official on whom the case on an administrative offence is tried has rights to present his views on the content of explanation and the protocol, to express the reasons for refusing to sign the protocol and to get the copy of protocol. His explanations and views are attached to the protocol.

I have received the copy of protocol _____

(name, surname, patronymic of an official or his representative)

“ ___ ” _____ 200__ year

_____ (signature)

Annex2
**On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation**

RESOLUTION № _____

**on submission of administrative violation case
to relative judge, authorised body (official)**

“ ___ ” _____ 200__ year _____ district (city)

I (we), the SSC of Azerbaijan _____
(name, surname, patronymic and position)

witness in the case _____
(name, surname, patronymic, position and organization he/she works for)

by viewing the information and facts available in other essential materials and because consideration of the case is not in my competence, following to submission of administrative violation case to relative judge, authorised body (official), considering the case of victim

(name, surname, patronymic of representative of natural or legal entity on whom the case is tried)

position and organization he/she works for)

have determined:

It is required to pay for financial damage for re-publication of missed statistical information (review) because of misrepresentation or corruption of official statistical data. Because the consideration is not in the competence of the SSC of Azerbaijan, for the purpose to submit administrative violation case to relative judge (authorised body) and basing on article 433.3.2. of the Code of the Republic of Azerbaijan on Administrative Violation

have decided:

To submit administrative violation case to the relative judge (authorised body) because it is not the competence of the SSC of Azerbaijan

(name, surname, patronymic of representative of natural or legal entity on whom the case is tried)

position and organization he/she works for)

To present (send) a copy of the resolution to an official on whom judgment is pronounced or to the representative of the person within 3 (three) days.

The representative of the SSC of Azerbaijan _____
(name, surname, patronymic and

position of official making decision)

(signature)

I have received the copy of resolution: _____
(name, surname, patronymic and position

of a person receiving the copy of resolution)

“ ___ ” _____ 200__ year.

(signature)

Annex 3
On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation

RESOLUTION № _____
On administrative penalty case

“ _____ ” _____ 200__ year _____ district (city)

I (we), the SSC of Azerbaijan _____
(name, surname, patronymic and position)

about _____
(name, surname, patronymic of representative of natural or legal entity on whom the case is tried)

_____ position and organization he/she works for)

have determined:

_____ (cases determined while trying the case)

As a result _____
(name, surname and patronymic of a person on whom the case is tried)

has committed an administrative offence defined by article _____
(corresponding article of the Code on Administrative Violation)
of the Code of the Republic of Azerbaijan on Administrative Violation.

Basing on articles 425-427 of the Code of the Republic of Azerbaijan Republic on Administrative Violation

have decided:

to set a penalty in amount of _____ manats
(in figures) _____ (indicate amount of penalty in words)

to _____
(name, surname, patronymic and position of a person)

_____ committed an administrative offence, organization he/she works for)

for administrative violation stipulated in article _____
(corresponding article of the Code of on Administrative Violation)

of the Code of the Republic of Azerbaijan on Administrative Violation.

To transfer an amount of the defined administrative penalty to the centralized incomes of the state budget by means of corresponding regional (city) financial body.

To present (send) a copy of the resolution to an official on whom judgment is pronounced or to the representative of the person within 3 (three) days.

Complaint on resolution adopted regarding to administrative violation case shall be expressed to judgment or higher officials within 10 (ten) days from the date of presentation of a copy of resolution in official manner as indicated in article 370.1. of the Code of the Republic of Azerbaijan on Administrative Violation.

The representative of the SSC of Azerbaijan _____
(name, surname, patronymic and

_____ position of official making decision)

_____ (signature)

I have received the copy of resolution: _____
(name, surname, patronymic and position

_____ of a person receiving the copy of resolution)

“ _____ ” _____ 200__ year. _____
(signature)

Annex 4
On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation

RESOLUTION № _____
on suspension of the execution of administrative violation case

“ ___ ” _____ 200__ year _____ district (city)

I (we), the SSC of Azerbaijan _____
(name, surname, patronymic and position)
about _____
(name, surname, patronymic of representative of natural or legal entity on whom the case is tried)

_____ position and organization he/she works for)

have determined:

_____ (cases determined while trying the case)

As a result _____
(name, surname and patronymic of a person on whom the case is tried)
has committed an administrative offence defined by article _____
(corresponding article of the Code on Administrative Violation)

_____ of the Code of the Republic of Azerbaijan on Administrative Violation.

Taking into account that _____
(basis for suspension the execution of case)

Basing on articles 425-427 of the Code of the Republic of Azerbaijan Republic on Administrative Violation
have decided:
that, execution of case on an administrative violation on _____
(name, surname, patronymic and position of a person

_____ committed an administrative offence, name of organization he/she works for)
shall be suspended as stipulated in _____
(number of article on suspension the execution of administrative violation case)

To present (send) a copy of the resolution to an official on whom judgment is pronounced or to the representative of the person within 3 (three) days.

Complaint on resolution adopted regarding to administrative violation case shall be expressed to judgment or higher officials within 10 (ten) days from the date of presentation of a copy of resolution in official manner as indicated in article 370.1. of the Code of the Republic of Azerbaijan on Administrative Violation.

The representative of the SSC of Azerbaijan _____
(name, surname, patronymic and

_____ position of official making decision)

_____ (signature)

I have received the copy of resolution: _____
(name, surname, patronymic and position

_____ of a person receiving the copy of resolution)

“ ___ ” _____ 200__ year. _____
(signature)

Annex 5
On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation

RESOLUTION № _____
on closing of execution of administrative violation case

“ ___ ” _____ 200__ year _____ district (city)

I (we), the SSC of Azerbaijan _____
(name, surname, patronymic and position)

about _____
(name, surname, patronymic of representative of natural or legal entity on whom the case is tried)

_____ position and organization he/she works for)

have determined:

_____ (cases determined while trying the case)

As a result _____
(name, surname and patronymic of a person on whom the case is tried)

has committed an administrative offence defined by article _____
(corresponding article of the Code on Administrative Violation)

of the Code of the Republic of Azerbaijan on Administrative Violation.

Taking into account that _____
(basis for suspension the execution of case)

Basing on articles 425-427 of the Code of the Republic of Azerbaijan Republic on Administrative Violation
have decided:

that, execution of case on an administrative violation on _____
(name, surname, patronymic and position of a person

_____ committed an administrative offence, name of organization he/she works for)

shall be suspended as stipulated in _____
(number of article on suspension the execution of administrative violation case)

To present (send) a copy of the resolution to an official on whom judgment is pronounced or to the representative of the person within 3 (three) days.

Complaint on resolution adopted regarding to administrative violation case shall be expressed to judgment or higher officials within 10 (ten) days from the date of presentation of a copy of resolution in official manner as indicated in article 370.1. of the Code of the Republic of Azerbaijan on Administrative Violation.

The representative of the SSC of Azerbaijan _____
(name, surname, patronymic and

_____ position of official making decision)

_____ (signature)

I have received the copy of resolution: _____
(name, surname, patronymic and position

_____ of a person receiving the copy of resolution)

“ ___ ” _____ 200__ year.

_____ (signature)

Annex 6
On documents on consideration of
administrative violation cases by the State
Statistical Committee of the Republic of
Azerbaijan and rules of their compilation

RESOLUTION № _____
on the denial of petition on reinstatement of missed periods

“ ___ ” _____ 200__ year _____ district (city)

I (we), the SSC of Azerbaijan _____
(name, surname, patronymic and position)

by viewing the petition on restatement of the period for appeal from the decision _____
(name, surname,

patronymic, position of a person on whom the case is tried, name of organization he/she works for)

have determined:

The period for appeal from the decision is missed for invalid reasons. Basing on articles 432.3 of the Code on Administrative Offences of Azerbaijan Republic

have decided:

To deny a petition on restatement of missed period for appeal.

(name, surname, patronymic, position of a person

on whom the case is tried, name of organization he works for)

To present (send) a copy of the resolution to an official on whom judgment is pronounced or to the representative of the person within 3 (three) days.

The representative of the SSC of Azerbaijan _____
(name, surname, patronymic and

position of official making decision)

(signature)

I have received the copy of resolution: _____
(name, surname, patronymic and position

of a person receiving the copy of resolution)

“ ___ ” _____ 200__ year.

(signature)

INTERNAL EXECUTION PROCEDURES ON FREEDOM OF INFORMATION IN THE STATE STATISTICAL COMMITTEE OF THE REPUBLIC OF AZERBAIJAN

Confirmed by the Chairman of the State Statistical Committee of the Republic of Azerbaijan, dated 21 November 2012.

Internal execution procedures on freedom of information in the State Statistical Committee of the Republic of Azerbaijan

1. General provision

1.1. These procedures had been prepared for the purpose to provide execution of item 1.1 of “National Plan of Actions on encouragement of Open Government for 2012-2015” confirmed by the decree of the President of the Republic of Azerbaijan dated 5 September 2012, № 2421.

1.2. In accordance with the Laws of the Republic of Azerbaijan “On Official Statistics” and “Obtaining information”, and the Statute on the SSC of Azerbaijan these Procedures determine the possibility freely, without any restrictions and on equal terms to obtain information available in the Board of the SSC of Azerbaijan and local statistical bodies as well as in their electronic information resources, by all statistical data users based on open society and democratic standards and principles of the government, and define the general rules of the SSC of Azerbaijan activity in the process of implementation of duties charged in this area.

1.3. Obtaining of information is allowed under the conditions that do not contradict targets of protection of political, economic, military, finance and credit and exchange policy interests of the Republic of Azerbaijan, protection of public rules, health and morals, protection of rights and independency, commercial and other economic interests of other persons, provision of penetration and impartiality of judgment.

2. Users rights for obtaining statistical information

2.1. Any user is entitled to apply directly or via his (her) representative to statistical bodies and to choose the type and form for obtaining the information.

2.2. Users can obtain information open, i.e. aggregated summary data freely, without any restrictions and on equal terms for everybody in accordance with 5th paragraph of 16th article of the Law of the Republic of Azerbaijan “On Official Statistics”.

2.3. Users engaged with research activities can obtain private data of separate statistical units providing their anonymity in accordance with 18th article of the Law

of the Republic of Azerbaijan “On Official Statistics” and “Rules on submission of microdata to users with the purpose of research” confirmed by the Chairman of the SSC of Azerbaijan on 13 June 2011.

2.4. Legal entities, state bodies and citizens can obtain information on themselves stored in data bank from statistical bodies in accordance with 12-th item of the Law of the Republic of Azerbaijan “On Official statistics”.

3. Forms of the Information Access

3.1. A requestor may require the implementing of the request in one of below manners or other available manner:

3.1.1. access to the place designated for familiarization with a document;

3.1.2. rewriting of the document;

3.1.3. copying of a document using information owner’s technical means or getting a certified copy of the document;

3.1.4. copying a document using a requestor’s technical means;

3.1.5. conversion of the document to electronic careers, etc.

4. Request for Information

4.1. A written request for information should contain:

4.1.1. name and family name of the requestor;

4.1.2. when the request is submitted by a legal entity – the name of the legal entity as well;

4.1.3. contact details on the requestor to enable the information owner to execute the request (mail or e-mail address, telephone or fax numbers);

4.1.4. content of the requested information, or type or name of the document, document details known to the requestor;

4.1.5. presentation form of the information.

5. Obligations of the SSC of Azerbaijan as information owner

5.1. The SSC of Azerbaijan is obliged to secure everyone’s free, unrestricted and equal right of access to pertaining information resources under the procedures established by the Law “On Official Statistics” and by the Law of the Republic of Azerbaijan “On right to obtain information” .

5.2 For these purposes, the SSC of Azerbaijan appoints an official on information matters, provides information services.

5.3. Appointment of an official on information matters cannot serve a ground for denial from the provision of information services

5.4. The SSC of Azerbaijan and its local statistical bodies shall:

5.4.1. provide impartially dissemination of information among users;

5.4.2. permitting the access to places designated for familiarization with the information;

5.4.3. maintain the register of documents;

5.4.4. register incoming, outgoing or internally produced documents – on the date of entry, dispatch or internal production;

5.4.5. register legal acts – date of signing;

5.4.6. register contracts – effective dates;

5.5. Accounting records, greeting correspondences, notifications, memos, guarantees, as well as programs of meetings, forums, conferences and other public events or the information on such events, various statistic statements are not recorded in the Register.

5.6. In addition to information listed in Article 15.1 of Law of the Republic of Azerbaijan “On right to obtain information” , the following details must be recorded in the Register:

5.6.1. name and family name of the requestor, when the request is submitted by a legal entity – the name of the legal entity as well;

5.6.2. mode of receipt and dispatch of the document (by e-mail, mail, fax, courier);

5.6.3. type of the document (request for information, offer, claim, complaint, report, normative act, etc.);

5.6.4. if applicable, the limitations for access to document, etc.

5.7. The Register is to reflect also the term stipulated by the law for implementing of the document requiring examination or reply, name of department, as well as name and surname of official preparing a reply.

5.8. In order to simplify the utilization of the Register and the search of documents, the SSC of Azerbaijan prepares a Register Utilization Manual.

5.9. The SSC of Azerbaijan and its local statistical bodies should communicate to a requestor the terms, policies and methods of the information access in understandable form.

5.10. When the statistical bodies do not possess the requested information, he should assist a requestor to find a probable location of such information.

5.11. When the request does not specify explicitly the required information or the presentation form of this information, the official should communicate with the requestor to define the matter according to the Law of the Republic of Azerbaijan “On right to obtain information”.

5.12. Verbal requests of persons who are not able to apply with written requests due to illiteracy or physical disability shall be prepared by the information owner’s officials in written form with indication of their names, family names, positions and then registered with indication of the date.

6. Restriction on presentation of data

6.1 Primary statistical data presented by the legal entities and natural persons shall be used only for aggregated statistical work, compiling collections and socio-economic analysis.

6.2. Data collected, processed and stored for the production of official statistics shall be confidential when they allow statistical units to be identified, either directly or indirectly, thereby disclosing individual information, primary statistical data of

legal and natural persons.

6.3. Primary data collected for statistical purposes, except the data given on the base of court decisions may not be used for other purposes.

6.4. The disclosure or dissemination of information covered by statistical confidentiality shall be considered to be deliberate or careless divulging of information on legal or natural persons.

7. Responsibility for organizing of information access

7.1. According to the Article 9 of Law of the Republic of Azerbaijan “On right to obtain information” the SSC of Azerbaijan are responsible for the organizing of the information access as provided by the legislation.

7.2. the official person determined by the management of the SSC of Azerbaijan for implementing of this function shall be responsible for the execution of the request for information.

8. Methods of Implementing of the Request for Information

8.1. The SSC of Azerbaijan executes a request under the following methods:

8.1.1. recording on electronic information carriers or sending to the e-mail address shown in the request;

8.1.2. enclosing letter of response on hard copy;

8.1.3. presenting a copy of the document or extract from the document directly to the requestor or sending to his mail address;

8.1.4. by fax;

8.1.5. verbally;

8.1.6. other methods taking into account the type of the information carrier.

8.2. Requests for information shall be implemented verbally only in below cases:

8.2.1. in case of direct appeal to officials;

8.2.2. when the details of the request for information are questioned;

8.2.3. when learning if the information owner possesses the information required to the requestor.

8.3. The official, replying to a request in a verbal form, is not required to read a document.

8.4. When the requested information is available in several languages, the document shall be presented in the language mentioned in the request as preferable.

9. Refuse to Execute the Request

9.1. The SSC of Azerbaijan refuses the execution of the request in the following cases:

9.1.1. when the request relates to the information access to which is limited by Law, or the requestor is not duly authorized to acquire such information or when the

requestor fails to present identification document as required by the Law of the Republic of Azerbaijan “On right to obtain information”.

9.1.2. when SSC of Azerbaijan lacks the required information or finds difficulty in determination of this information’s owner;

9.1.3. it is not practicable to determine which information is requested by the requestor.

9.1.4. if execution of the request requires systematization, review and documentation of the information it is announced to the requesters that these procedures are implemented on a paid basis according to the Law of the Republic of Azerbaijan “On Official Statistics”. If requester refuses to pay for this information the SSC of Azerbaijan has right not to execute the request.

9.2. The response on the refusal to execute the request for information should be explicit and grounded with indication of applicable articles of the legislation of the Azerbaijan Republic and the right of the requestor to appeal to a court.

10. Obligations of establishment of Internet information resources

10.1. The SSC of Azerbaijan establishes Internet information resources for promulgation of public information indicated in article 29.1. of the Law of the Republic of Azerbaijan “On obtaining information”.

10.2. The SSC of Azerbaijan should enable formation of Internet information resources of its subordinate local bodies. For this purpose, there could be established Internet information resources in field (corporative), regional and etc. form.

11. Extension of the Term of Execution of the Request for Information

11.1. Request for information is executed as soon as practicable, but not later than in 7 working days.

11.2. If this information loses its efficiency in this period, the request should be processed immediately or, if impractical, not later than in 24 hours.

11.3. The term of execution of the request for information as provided by the Law of the Republic of Azerbaijan “On right to obtain information” starts on the working day following the date of registration of the request.

11.4. If the SSC of Azerbaijan receives overmuch requests and therefore needs the additional time for preparation of the information, or if there is a need to define the essence of the request or to investigate a lot of documents to clear up the information, the SSC of Azerbaijan may extend the execution term provided by the present Law for additional 7 working days.

11.5. Information owner informs the requestor on the extension of the execution period with specification of the respective grounds within 5 working days.

12. When the Request for Information is Considered Executed

12.1. The request for information is considered executed when:

12.1.1. the information has been furnished to the requestor in the form and manner envisaged by the Law of the Republic of Azerbaijan “On right to obtain information”;

12.1.2. the information request has been forwarded as appropriate and the requestor is notified accordingly;

12.1.3. the requestor has been counseled on the options to familiarize himself with the disclosed information;

12.1.4. the requestor receives grounded notification on the refusal to execute the request for information.

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FOR NOTES
