

**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)

B a k u - 2018

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It has been compiled by the Department of Statistical Works Coordination and Strategic Planning of the State Statistical Committee of the Republic of Azerbaijan.

I SECTION

NORMATIVE LEGAL ACTS

AND

EXTRACTS ON ACTIVITY

OF THE

STATE STATISTICAL COMMITTEE

THE LAW ON OFFICIAL STATISTICS OF THE REPUBLIC OF AZERBAIJAN

Adopted: 18 February 1994, № 789

Additions and amendments:

16 May 2000, № 880-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-IVQD

31 October 2017, № 831-V QD

15 December 2017, № 920-V QD

12 October 2018, № 1270-VQD

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 applies 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 of 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 provides 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 1 GENERAL PROVISIONS

Article 1. Main definitions

Main definitions for the aim of this Law are the following:

Official Statistics – is activity in the field of production of official statistics, including administrative data;

Administrative data – is a data which are collected and used in official statistics in connection with the implementation of administrative duties by the relevant executive authorities and other government authorities;

State statistical bodies - are the central and the local statistical bodies within its hierarchy.

Statistical units – are legal (their representative and branch offices), and natural persons submitting primary data for Official Statistics, or for the conduction of observations, collection and analysis of data by statisticians on the base of this Law.

Production of Official Statistics - are the activities necessary for the collection, processing, storage, analysis and dissemination of the statistical information.

Confidential statistical data – are data obtained for the production of Official Statistics, when they allow statistical units to be identified directly or indirectly, thereby disclosing primary data.

Dissemination of statistical data – is giving to users, regardless of the form and means used access to Official Statistics not subject to statistical confidentiality.

Official statistical data - is obtained data at the result of summarizing and processing of administrative and preliminary statistical data on quantitative aspects of social economic, demographic, ecology on quantitative aspects of social processes on the base of official statistical methodology by the relevant executive bodies and other government authorities implementing production of official statistical data 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 entities and natural persons by respecting their rights and keeping the confidentiality primary data.

The main aim of Official Statistics is 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 law.

Official statistics have to provide real reflection of situation, justified dissemination of data among users, selection of factors having decisive importance for State Statistical Committee of the Republic of Azerbaijan, 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 is a single, centralized, country-wide system.

The organization of the system of statistics and providing its activities in the Republic of Azerbaijan shall be the task of the relevant executive authorities of the Republic of Azerbaijan and Nakhchivan Autonomous Republic, and their local bodies. Local bodies shall be obedient only to supreme relevant executive authority.

The relevant executive authority functions in the system of the central executive bodies of the Republic of Azerbaijan and organize Official Statistics within the “Programme of statistical works” adopted by the relevant executive authority in the republic. The Programme should be published in defined rule in order to inform government bodies, enterprises, organizations, institutions and the public. The Programme covers 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 also specifies 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 based on the Programme and the units called upon are obliged to provide the information necessary for the production of the respective statistics.

While processing statistical data on entrepreneurship activity the distribution of entrepreneurship subjects defined according to the Law of the Republic of Azerbaijan “On entrepreneurship activity”, is taken into account.

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

Article 4. Legislation on Official Statistics

The legislation on Official Statistics consists 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 organizations

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

- 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;

- organize 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 relevant executive authority of the Republic of Azerbaijan - by the established procedure and in accordance with international legal standards, establishes links 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.

SECTION II

DUTIES AND RIGHTS OF THE STATE STATISTICAL BODIES

Article 6. Duties of the state statistical bodies

The state statistical bodies within the limits of their competence are responsible for:

1) Preparing after consultation of the Statistical Council a draft of the Programme in accordance with Article 3 of the Law, preparing, organizing 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 relevant executive authority 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) Organizing 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 organizing 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 do not perform any tasks which is 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 have 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, 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 relevant executive authority.

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 statistical observations 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 statistical 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 (tax bodies-red) conducting the State Register of the legal persons and individual entrepreneurs for conducting and establishing 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, organizing and functioning of statistics and is connective between statistics and users. The Council acts on social base under the relevant executive authority. 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 relevant executive authority 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 is composed of the representatives of the statistical, finance, economics, taxes, customs bodies, banks, Trade Unions, private enterprises, educational institutions, academic establishments and organizations, and users of statistical information.

The members of the Council shall be approved by a decision of the relevant executive authority 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 organization and implementation of the Programme is 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 organizations are 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 are 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 is 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 which 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 applies to all statistical units responding defined criteria of coverage within the framework of the corresponding population. Such duty in sample surveys is applied only to those units that are determined on the base of sampling plan. The sampling plan is prepared by the relevant executive authority and serves 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 are implemented independent rule 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 is set up and operated.

The use of the statistical classification (coding of information) should 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 are 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 shall be operated by the relevant executive authority for carrying out official statistics, which contains information about address and statistical indicators characterizing main and not main activity, financial and economic activity of legal and natural person exercising economic, entrepreneurship and other types of activities not forbidden by legislation, as well as its distribution defined according to the of the Republic of Azerbaijan "On entrepreneurship activity".

Article 13. Access to administrative data sources

All state and local bodies present to the relevant executive authority access to administrative data sources 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 relevant executive

authority by established deadline and form according to the Program of statistical works.

Article 14. Relation of official statistical body with producers of administrative data

This Law does not provide the legal basis for the production of administrative data. 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 relevant executive authority. The relevant executive authorities responsible for the production of administrative data submit the report to the body involved in official statistics in defined time and volume.

The state statistical bodies have the right to access the statistics and to disseminate them taking into account the requirements of Article 22 of this Law. Producers of Administrative Statistics are obliged to transmit the said statistics 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 is characterizing primary information on legal and natural persons.

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

Primary data collected for statistical purposes can 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 is 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 should 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 is considered to be deliberate or careless divulging of information on legal or natural persons.

Data taken from publicly available sources are not considered confidential.

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

Article 17. Use of confidential statistical data

Confidential statistical data should 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 relevant executive authority for specific scientific research projects the envisaged results of which do not refer to identifiable individual units.

Access only 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 is limited to persons who in the performance of their tasks produce Official Statistics and to the extent, that these data are necessary for the working out of review materials. Access for scientific purposes is limited accordingly.

Article 20. Protection measures

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

SECTION VII DISSEMINATION OF INFORMATION

Article 21. Access to statistical information

The relevant executive authority ensures 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. 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

A fund to support the state statistical bodies is 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 statistical bodies and their maintenance are paid for from appropriations of the state budget of the Republic of Azerbaijan. Value of work performed additionally by local statistical bodies and not included in the Programme of statistical works is paid for by the user organizations and is transferred to the state budget.

Matters concerning the supply of materials to the state statistical bodies are decided by the relevant executive authority.

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

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

The staff of the state statistical bodies receives 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 is forbidden to perform additional work in any enterprise, institution or organization (excluding scientific or teaching activities) or to exercise entrepreneurial activity

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

Decree of the President of the Republic of Azerbaijan

Approved: 2 February 2006, № 360

Additions and amendments:

1. 13 April 2010, № 250

EXTRACT

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”**

Decree of the President of the Republic of Azerbaijan

Approved: 21 December 2009, № 194

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”**

Decree of the President of the Republic of Azerbaijan

Approved: 13 April 2010, № 250

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”**

Decree of the President of the Republic of Azerbaijan

Approved: 22 December 2011, № 549

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.

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**

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 Statue on scientific-methodological council.

Approved by the Decree of the Republic of
Azerbaijan dated 24 June, 2009, № 115

Structure of the State Statistical Committee of the Republic of Azerbaijan

1. Apparatus of the State Statistical Committee of the Republic of Azerbaijan (departments and sectors).
2. Local statistical authorities.

7

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**

EXTRACT

Scientific–Research and Statistical Innovation Center of the State Statistical Committee of the Republic of Azerbaijan.

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

**Confirmed by the Decision № 496 of the Cabinet of Ministers
dated 9 September 1992**

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
8. 14 February 2014 № 46
9. 13 May 2016, № 195
10. 22 September 2016, № 360

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 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, № 18/t
2. 19 April 2010, № 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.

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 № 34/2
- 2) 18 October 2015 № 22/2
- 3) 26 October 2016 № 9/1

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.21-IVKQ), Law “On applications of citizens” of the Republic of Azerbaijan (30.09.2015, No.1308-IVQ), 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.

Clerical work in the system of the State Statistical Committee is conducted in the state language of the Republic of Azerbaijan.

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”, “State Development Program of Official Statistics in the Republic of Azerbaijan”, 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 “Works for quarterly 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 and Deputy 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 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.

Organizations or structural units are indicated as an executor, official person is indicated in case implementation of the event is assigned to specific person.

Disposal part of the decision is expressed in the form of order and is continued with “decides” after name of the decision-making organization without stopping the text.

If the decision instructs to make several different measures, disposal part is divided into terms. Measures of the same nature are listed in the same term (in separate paragraphs).

The organization, structural unit or official person assigned to control implementation of the decision is indicated in the last term of the disposal.

8. In the Board meetings are 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 applications of citizens” of the Republic of Azerbaijan (30 September 2015, No 1308-IVQ), “Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state” 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 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 of the Central Office.

14. Received documents according to the demand of the regulation is taken to control and by the General Division 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, applications 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, applications 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, applications 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 and heads of the structural units that should be familiar with the document, copy of the document and text of relevant instructions is included to the e-document turnover system by the collaborators of the General department. Decrees and disposals of the President of the Republic of Azerbaijan and decisions and disposals of the Cabinet of Ministers are directly submitted to the deputy chairman and head of the administration of the State Statistical Committee by the General department for reviewing.

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).

Main executor should agree with the other executor (executors) on reference developed for information to the relevant management regarding conduction of the document. In case other executor (executors) don't agree on the reference, develops separate reference and submits to the general department to inform the management.

Joint executors of the document should submit the required materials (information) and provide other necessary support. Executors has the same obligation for timely and qualified development of the documents.

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 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.

18.1. Characteristics of clerical work regarding electronic documents:

18.1.1. The Committee has the right to conduct the clerical work in an electronic form.

18.1.2. When the document is accepted in an electronic form, the Committee should implement the information system indicated in the term 18.1.5 of this regulation.

18.1.3. General requirements on development of electronic documents are as follows:

18.1.3-1. Electronic document should meet the requirements indicated in the Law of the Republic of Azerbaijan "Electronic signature and electronic document".

18.1.3-2. Electronic document should support "Unicode" standard, "UTF-8" format.

18.1.3-3. Electronic document should have opportunities of reading and editing in table, presentation, text, graphic and archiving editors.

18.1.3-4. Electronic document should in the structure prescribed in the article 22 of the Law of the Republic of Azerbaijan "Electronic signature and electronic document".

18.1.3-5. Agreement of electronic document should be obtained through addition of electronic or enhanced electronic signature of the relevant official person.

18.1.3-6. All of the additions attached to the electronic document should be combined in the unified electronic file and approval by the electronic and enhanced electronic signature of the person authorized to approve this document.

18.1.3-7. Documents included into the Committee in paper form and their additions converted into a single electronic file in the same format by scanning included documents and their additions.

18.1.4. Original and copy of the electronic document is developed and approved according to the Law of the Republic of Azerbaijan "Electronic document and electronic signature" by taking into consideration of the following requirements:

18.1.4-1. Copy of the electronic document is in paper form;

18.1.4-2. Establishment date of the electronic document and name of the information system adopting the document is indicated in the copy of the electronic document;

18.1.4-3. “Copy of the electronic document __ page” is written in the copy of the electronic document by manual or printing and approved by seal of the General department without coat of arms;

18.1.5. Information system providing implementation of the following functions for conduction of clerical work with electronic documents is implemented:

18.1.5-1. Development of electronic document;

18.1.5-2. Addition of advanced electronic signature and requisites;

18.1.5-3. Sending electronic document;

18.1.5-4. Checking the authenticity of the electronic document;

18.1.5-5. Confirmation of receipt of an electronic document;

18.1.5-6. Registration of incoming or outgoing electronic document;

18.1.5-7. Provision of collective work during electronic document development, recording, sending and storing;

18.1.5-8. control of the implementation of the electronic document;

18.1.5-9. Search of electronic document;

18.1.5-10. Storage of electronic document

18.1.6. Electronic document is approved and registered after checking the following information.

18.1.5-6. E-document is adopted and registered after control of the following information:

18.1.6-1. using e-signature tools the validation of strengthened e-signature approving e-document based on control information;

18.1.6-2. all requisites of e-document;

18.1.6-3. competencies of signature owners who applied strengthened e-signature.

18.1.7. when e-document is printed, at the front side of the first page it should be placed the registration password or bar code automatically reflecting the followings:

18.1.7-1. Full name of the Committee;

18.1.7-2. Juridical address of the Committee;

18.1.7-3. registration number and registration date of e-document.

18.1.8. Before sending e-document the sender should check the correctness of its compilation (existence of e-signature, main and additional requisites) and addressing.

18.1.9. Adoption and registration of e-document is confirmed by sending electronic notification reflecting the followings from the information system to the sender of e-document:

18.1.9-1. information on notification sender;

18.1.9-2. date and time of adoption of e-document;

18.1.9-3. registration date and number of e-document.

18.1.10. In cases specified by article 27.3 of the law of the Republic of Azerbaijan “On E-signature and E-document”, i.e. if notification about failure to send new e-document is received, validation of e-document is not verified and if the receiver recognizes that e-document received upon checking the validation of e-document is auto

repeat of another document, then the receiving party should consider e-document as unsent by sending party.

18.1.11. Until sending party receives electronic notification about approval of e-document, in accordance with article 27.4 of the law of the Republic of Azerbaijan “On E-signature and E-document” the e-document is considered not received. If after sending e-document the notification is not received during the period indicated by sender or the period agreed between parties, then sender informs the receiver about it and delivers him/her the content of e-document using other communication facilities.

18.1.12. Document recorded as e-document is stamped with indication of registration number and date of e-document despite it is received in a hard copy.

18.1.13. Received and sent e-documents as well as documents under control in the Committee are approved by making appropriate note in e-registration book at all stages of document turnover and returned (excluding cases when signature is required on e-document flow).

18.1.14. Rules on storage of e-documents and their archives:

18.1.14-1. e-documents should be stored in a form that allows control of their completeness in electronic data storage device in accordance with the law of the Republic of Azerbaijan “On E-signature and E-document”;

18.1.14-2. period of storing of e-documents in electronic data storage device should be no less than specified by the Law of the Republic of Azerbaijan “On National Archive Fund” for paper copies of corresponding documents;

18.1.14-3. future use of information in e-documents as well as copying of e-documents into hard copy should be possible;

18.1.14-4. recovery of e-document in a format of its creation, sending or receiving should be possible;

18.1.14-5. e-document should retain information which enables definition of its destination, the sender, receiver, time and date of sending and receiving;

18.1.14-6. If other cases are not specified in the law of the Republic of Azerbaijan “On E-signature and E-document” or in the contract between parties then e-documents are kept in the format of their origin, sending or receiving;

18.1.14-7. e-documents are returned to the State Archives for permanent keeping in a format of their keeping in electronic data storage device;

18.1.14-8. archives of e-documents should be prevented from unauthorized entering, destruction and (or) distortion cases.

18.1.15. Protection of e-document is provided in accordance with the law of the Republic of Azerbaijan “On E-signature and E-document” and “Statute on electronic document turnover”.

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 the sent correspondence are implemented according to the Constitutional Law of the Republic of Azerbaijan “On Normative-Legal Acts” (21 December 2010, №21-IVKQ), Law of the Republic of Azerbaijan “On applications of the citizens” (10 June 1997, № 314-IQ), ““Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state” 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.

Text of the computerized written documents should be written in A4 format "Arial" 12 font in 1 or 1.5 line spacing interval.

In accordance with "Spelling rules of Azerbaijan language" confirmed by Decision of the Cabinet of Ministers of the Republic of Azerbaijan dated from 5 August, 2004, № 108 all job titles are written in small letters (minister of finance of the Republic of Azerbaijan, chairman of the State Statistical Committee of the Republic of Azerbaijan, president of Azerbaijan National Academy of Sciences, head of Beylagan Region Executive Authority, head of Labour statistics department of the State Statistical Committee of the Republic of Azerbaijan and etc.), excluding job titles of which first letter is written in capital (President of the Republic of Azerbaijan, Prime Minister of the Republic of Azerbaijan, General prosecutor of the Republic of Azerbaijan and etc.).

All copies of a document are signed.

Signature includes job title of a person who signed a document, his/her personal signature, name and surname. Where official who should sign a document is temporarily absent the document is signed by his/her deputy or acting official. In this case an actual title, name and surname of a person who signed a document are indicated. It is prohibited to sign document by writing the word "instead" or drawing a line in front of job title. Document sent to the state body is signed by the head of outgoing state body, and if he/she is absent it is signed by his/her acting deputy.

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 .

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

Documents returned to the General Division 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 is responsible for delivering of correspondence to the address on time.

25. Correspondence from the General Division 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 number of the document covers nomenclature number of the document and row number of the registration of the document , is given during registration of the document and reflected before number of pages and date in the registration

stamp.Registration of the documents in the SSC of Azerbaijan is carrying out by the General Division of the Central Office and in the structural divisions and organization under subordination is implemented by the employees conducting clerical work.

27. The registration of documents (books, newsletters, journals, bulletins and other periodical publications, yearbooks of statistical and reporting character, graphics and tables, advertising brochures, notifications, posters, price charts, invitations, tickets, programs of meetings and conferences, greeting postcards, accounting documents, contracts, invoices, estimates, several inquiry-information materials, reports, training programs, hydrometeorological and other forecasts) not essential for implementation of the duties of the SSC of Azerbaijan is not required. 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. Documents received through mails, e-mails, faxes, telephoned telegrams, messenger communications and clerical services are registered on the day of receiving of the documents directly included into the General department, the sent and internal documents are registered on the day of their signing or approval.

Date of signing or approval of a document is considered the date of a document. Date of a document is indicated by official who signs or approves it. Date of a document as well as dates in the content of a document should be indicated by figures. Elements of a date are indicates in the same line consecutively: day, month, year (for example: 20.12.15 or 20 December 2015).

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 officialization of drafts of normative-legal acts by the SSC of Azerbaijan, publication and state registration of these acts are implemented according to Constitutional Law “On Normative-Legal Acts” of the Republic of Azerbaijan (21 December 2010, № 21-IVKQ), Statute “On the rules of preparation and approval of the normative-legal acts of the executive authorities” 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. If in the acts of the President of the Republic of Azerbaijan and the Cabinet of Ministers of the Republic of Azerbaijan the period of 3 months or less is assigned for preparation of draft normative legal act the draft entered into the SSC should be given an opinion during 10 days.

35-1. If in the acts of the President of the Republic of Azerbaijan and the Cabinet of Ministers of the Republic of Azerbaijan other cases, excluding cases considered in 35-th item of this Regulation, are not considered according to 46-4-th article of the Constitutional Law then on agreement of draft normative legal act the SSC of Azerbaijan should give its consent or dissent on the corresponding project at latest 60 days after its acceptance and the approval is realized at least 5 days after.

35-2. If information on agreement is not presented during the period defined by 35-th or 35.1 items of this Regulation and if there is no any proposal to prolong the period of agreement grounding on the necessity of prolonging the period of agreement or refusal from prolonging this period, the draft of normative legal act is considered as agreed and the draft is submitted to norm-generating body together with corresponding accompanying letter forwarded to the state authority which does not duly submit the information on agreement.

35-3. According to 48.2-48.5-th articles of the Constitutional Law the documents reflecting data on substantiation of the necessity of accompanying letter and adoption of normative legal act, depending on its type, including financial-economic substantiation, agreement (approval) of the project, judgement of compulsory legal expertise, including subjection of the project to over-indulgence and other expertises, the list of persons who developed the project, indicating each of the state body, are added to the draft of normative legal act presented by the SSC of Azerbaijan to the Cabinet of Ministers; comparative table indicating the redaction of the article or other structural elements of the law, and other related documents (based on own decision) are added to the law drafts on making amendments to the law taking into account redaction of the article or other structural elements of the law and amendments proposed for the law by the project.

35.4. Drafts (excluding projects reflecting information restricted by the law) of normative legal acts developed by the SSC of Azerbaijan should be placed on “e-government” portal since the moment of its submission for approval. When the proposals on the drafts of normative legal acts placed on portal are considered advisable it is taken into account, if they are not considered advisable the reasonable answer is given to the person who made the proposal.

35.5. According to 48.7-th article of the Constitutional Law the draft of normative legal act is forwarded to the Cabinet of Ministers of the Republic of Azerbaijan in a paper form and at the same time as e-file by e-mail.

35.6. The draft of normative legal act developed by the SSC of Azerbaijan should be presented to the President of the Republic of Azerbaijan by the Cabinet of Ministers of the Republic of Azerbaijan, excluding cases when draft of normative legal act is developed by order of the President of the Republic of Azerbaijan or the necessity of presentation of the draft directly to the President of the Republic of Azerbaijan is substantiated.

36. Normative legal acts and legal acts developed by the SSC of Azerbaijan and compiled of 2 copies are presented to the Ministry of Justice for the state registration together with the document (order, decision of board and etc.) about confirmation of this act. According to 78.2 article of the Constitutional Law the SSC of Azerbaijan forwards normative legal act to the Ministry of Justice of the Republic of Azerbaijan after three days of its adoption for inclusion in the State Register of Legal Acts of the Republic of Azerbaijan.

37. Preparation, compilation of the organizational and administrative acts of the SSC of Azerbaijan and content of the requisites of these acts should meet requirements of “Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state” 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 Human Resources and Law department, 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 are agreed with the Lawyer of the SSC of Azerbaijan in accordance with legislation in force.

Persons are familiar with orders about their duties and sign the document. Cases of refusal to familiarize with documents are officially registered by the protocol of Human Resources and Law Department.

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 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 (21December2010, № 21-IVKQ) 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 citizens' applications and information requests and arrangement of reception of citizens

51. Review of private or collective proposals, applications and complaints (received letters and telegrams) delivered (submitted) in a written (including e-form) or oral form, and review of information requests and reception of citizens is regulated by the laws of the Republic of Azerbaijan "On applications of citizens" (30 September 2015, № 1308-IVQ) and "On obtaining information" (30 September 2005, № 1024-IIQ), "Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state" approved by the Decree of the President of the Republic of Azerbaijan dated 23 June 2016, № 950 and "Rule on making oral applications, reception, registration and answering through telephone application service" approved by the order of the Cabinet of Ministers of the Republic of Azerbaijan dated 1 September 2016, № 339.

52. Reception, registration and review of applications of citizens is implemented as follows:

52.1. officials of the SSC of Azerbaijan who review applications of citizens should provide conditions for freely implementation of rights of citizens to make written or oral proposal, to submit an application and to complaint about unlawful actions (inactivity) of officials in a manner identified and ensured by the Constitution and laws of the Republic of Azerbaijan. On review of applications of citizens the officials of the SSC of Azerbaijan should:

52.1.1. provide impartial, entirely and timely review of application, study the essence of an issue and request documents necessary for its solution;

52.1.2. inform citizens in a written form about the results of review of applications, indicate reasons of non-provision of applications, explain rules of lodging a complaint;

52.1.3. provide well-argued decisions on applications and timely and properly implementation of these decisions;

52.2. during review of application, to disseminate data obtained as regard to solution of issue indicated in application, as well as disseminate other information (excluding delivery of written application for review on relevance to subjects reviewing another application and their officials) of the state secrecy and protected by the law and collect, keep, use and disseminate private information of a special category is prohibited;

52.3. reception, registration and answering to oral applications through telephone application service is implemented in a manner defined by the Cabinet of Ministers of the Republic of Azerbaijan taking into account requirements of the law;

52.4. written and oral applications of citizens meeting requirements defined by Item 6 of the Law of the Republic of Azerbaijan “On applications of citizens” should be accepted and recorded in registration-control form (Annex 1) on the day of receiving. Registration-control forms are compiled in e-form and filled in according to Annex 1 of this Regulation;

52.5. for registration of applications the date and receipt number of application, as well as number of pages is indicated in registration stamp (Annex 2). Receipt number consists of the first letter of surname of applicant and serial number of received application (for example, E-366). The word “collective” is indicated briefly (Kol.) in the beginning of receipt number of collective applications. Collective applications of citizens are indicated in electronic information system by making appropriate records. Content of application as well as total number of signed persons and surnames and names of at least two of them should be indicated in the graph “Short content” of registration-control form of collective applications;

52.6. work on reception and answering to applications in the SSC is implemented online. E-applications are reviewed by written reply to e-mail indicated by applicant or mail at request of applicant. E-applications of citizens are registered in a certain order and electronic content is indicated in the compiled registration-control form;

52.7. in case if corrupt or incompleteness of enclosed documents is revealed during registration of applications, the General Department registers such applications through drawing up a statement and inform an applicant at the latest within 3 (three) working days, using contact information indicated in an application;

52.8. if address of applicant, as well as time of sending (receiving) of application is possible to identify only based on address and date of post stamp indicated in an envelope, then envelopes of such applications are kept;

52.9. if it is possible to get information on applicants in applications received in foreign language and as secogramme, the General Department should provide translation at the latest within 3 (three) working days after registration of such applications, and if it is not possible before registration;

52.10. applications are submitted from one structural divisions to another by consent of top manager of the SSC of Azerbaijan with a letter signed by head of relevant structural division through the General Department by making records in registration-control form;

52.11. information about receipt number and date, as well as execution of application is presented by telephone on request of applicant;

52.12. on registration of re-applications (excluding complaints related with entrepreneurship activity) of citizens the receipt number of initial application is given and serial number is added by indicating slash (for example, V-371/2). "Repeat" stamp is put on the top right corner of re-application, "Repeat" note is written in registration-control form and all previous correspondence is added. The received re-application is corresponded with previous applications in electronic information system. In the graph "Previous applications" the receipt number and date of initial application of the same citizen, information on its review by control (non-control), the topic of application, as well as information on sent to whom to review is indicated;

52.13. if submitted or sent written applications with the same content of the same citizen are received at the same date the General Department puts the same receipt number to them and adds other applications to initially received application;

52.14. reception, registration and answering to applications of citizen as regard to the same issue to several officials of the SSC of Azerbaijan is implemented as an independent application;

52.15. application is considered anonymous if it does not meet appropriate requirements of Article 6.3 of the Law "On applications of citizens", excluding cases when it is sent in a blank with firm requisites of legal entities or when contact information of at least one natural person is indicated. Anonymous applications are not accepted and not reviewed;

52.16. on review of issue indicated in application and well-argued answer to citizen (if collective applications it is sent to one of applicants) the application is considered as reviewed;

52.17. investigation of issues indicated in application and taken measures or subject to be applicationed on relevance as regard to the same issue is indicated in the letter of reply on review of application of citizen;

52.18. written applications of citizens are replied in official language. If letter of reply on application of citizen is sent to foreign country then informal translation to foreign language of the received application is also added to the letter of reply written in official language;

52.19. if application of citizen is sent for review on relevance then clerical index of relevant department or official is indicated before receipt number in indicated in accompanying letter, and the copy of accompanying letter is sent to the General Department at the same day;

52.20. when official of the SSC of Azerbaijan sends request on relevance in order to get additional information related with solution of issue indicated in application this request should be replied at the latest within 7 (seven) working days;

52.21. applications with request to provide information about the result of review from higher state authority, as well as other applications based on directive of the

Chairman of the SSC of Azerbaijan are taken under control and “Under control” stamp is put on application;

52.22. after review of applications of citizens by executors depending on content these applications and copy of collected related materials is presented to the General Department online for their centralized formation. Then “Recruitment” instruction and the signature of decision-making official and the date should be indicated on this application;

52.23. if issues indicated in applications of citizens are referred to information of the state secrecy or other information protected by the law according to the law of the Republic of Azerbaijan “On state secrecy”, then the information about impossibility of answering to application according to its content by that reason is presented to applicant;

52.24. it is prohibited to send applications of citizens for review on relevance to subject reviewing application about unlawful action (inaction) or officials;

52.25. if it is not possible to send application of citizen on relevance then the right to application to court in a manner defined by the law is explained to applicant.

53. Rule of unreviewed keeping of applications is defined as follows:

53.1. In case there is reason to keep the applications unreviewed, relevant reference is compiled on it and application is kept in file in the General department by writing instruction “keep unreviewed” of the chairman of the SSC on the reference. In case reasons to keep the application unreviewed are eradicated, review of it is provided;

53.2. An application is not considered in the following cases:

53.2.1. Unless an alternative order is envisaged to application and consider the application according to the article 5 of the Law of the Republic of Azerbaijan “On applications of citizens”;

53.2.2. Unless an application is met the requirements indicated in the articles 6.4-6.9 of the Law of the Republic of Azerbaijan “On applications of citizens”;

53.2.3. Unless there is a valid verdict of law court related to that issue indicated in the application;

53.2.4. Unless a substantial response on essence has been provided to the repeatitive application of the citizen 3 times a year;

53.2.5. Unless it is possible to send the application to an appropriate organization in order to get additional materials related to the issue indicated in the application or unless it is enough to send information in the application for sending appropriate body or for its solution;

53.2.5. Unless a requestor applications with a petition to stop considering the application;

53.3. A requestor is informed about suspension of an application (except anonymous application) pointing the reasons no later than 5 working days, but if there is a reason for the suspension of a verbal application, a requestor is informed immediately.

53.4. An application is provided in case of eliminating such cases that have grounds for suspension.

54. The following periods are provided in order to consider the applications:

54.1. Applications of citizens are considered within a maximum of 15 working days, while the applications requiring additional examination and investigation are considered within a period of 30 working days;

54.2. Public officer has the right to extend the date of consideration of an application within a period of 30 working days in case of requiring additional information or sending request to appropriate body. The applicationing citizen as well as superior state body which has sent the application to another organization to consider the application must be informed upon his request .

54.3. If information required in the application for the provision of information may become meaningless as a result of the consideration of the application in the mentioned period of time, such applications shall be considered immediately, while if this is impossible, they shall be considered no later than 24 hours.

54.4. If an application regarding breaches associated with corruption has been filed, the Chairman of State Statistical Committee of Azerbaijan shall appoint in-house examination of the application. The in-house examination shall be completed within a period of 20 days and the results of it shall be communicated to the Chairman of State Statistical Committee. In cases when it is necessary to require additional material, the Chairman of State Statistical Committee may extend this period by another 10 days.

54.5. If solution of an issue raised in an application does not have a bearing to their area of expertise of State Statistical Committee or his officials, they shall send the applications to an appropriate organization within 3 (three) days and inform the applicationing person. If issue raised in an application concerning to several bodies' authority, the copy of the application is sent to the same person no later than 3 (three) days.

54.6. the flow of considering an application is taken since an application is registered at the "General Department"

55. Reception of citizens and considering of an application are implemented as the following:

55.1. Reception of citizens shall be ensured not less than once a month according to the timetable for the reception of citizens. Citizens shall be received by the Chairman of State Statistical Committee and his officials on a previously established date and time. If it is required to take urgent measures related to an application of citizens, the Chairman of State Statistical Committee and his public officers shall receive citizens immediately;

55.2. Written application is accepted, registered and considered submitted during reception;

55.3. If solution of an issue raised in a verbal application of a citizen does not have a bearing to conduct additional examination, the application is repoded orally by the consent of the citizen during the reception. If it is impossible to respond orally to the application of a citizen during the reception, then it is submitted in a written form. If it is found out that a raised issue concerns to the authority of other bodies and their public officers, then the rule for application is explained where the requestor should apply respectively.

56. Registration of applications of citizens is implemented as the following:

56.1. General Department of State Statistical Committe submits references to the Chairman of State Statistical Committe by making them on monthly, quarterly and annually basis relevant to analysis and generalization on application of citizens and submit annual reports to superior state body.

56.2. Each application of citizens including repeatitive and unconsidered ones as well as materials collected for applications and responses to them are filed in folders in the relevant departments. File and volume number of the folder as well as numbers of papers of application in folder must be indicated in registration and control papers.

56.3. When applications are placed in folders, their completeness and proper layout must be checked. Otherwise, applications are not allowed to be collected in folders;

56.4. The period to keep documents about applications of citizens are appointed at least 5 (five) years considering the requirements of the Law of the Republic of Azerbaijan “On National Archive Fund”. The authority of State Statistical Committe and General Department are responsible for keeping the documents in safe concerning application of citizens.

56.5. After meeting the deadline of protection of documents concerning application of citizens, those documents are abolished by the rule set by Cabinet of Ministers of the Republic of Azerbaijan on the basis of the decision by the Chairman of State Statistical Committee.

56.6. State Statistical Committe ensuring free, unrestricted and equal information access to everybody from its information resources according to the Law of the Republic of Azerbaijan “On Right to obtain information”;

56.7. Request for information is executed as soon as practicable, but not later than in 7 working days. If this information loses its efficiency in this period, the request should be processed immediately or, if impractical, not later than in 24 hours.

56.8. The term of execution of the request for information as provided by the Law on Right to Obtain Information starts on the working day following the date of registration of the request. If the request is incomplete or inaccurate, the official should inform the requestor on identified deficiencies within 5 working days.

56.9. In cases provided by Article 24.4 of the Law of the Republic of Azerbaijan “On Right to obtain information” hereof the period of execution of the request starts on

the working day following the date of resubmission of the adjusted request, and in cases provided by Article 23.1 of this Law hereof the time for consideration of the request starts on the working day following the date of receipt of the request by the respective information owner, rather than the date of the first entry.

56.10. If State Statistical Committee receives overmany 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, then the execution term may be extended provided by the Law of the Republic of Azerbaijan “On Right to obtain information” for additional 7 working days. State Statistical Committee informs the requestor on the extension of the execution period with specification of the respective grounds within 5 working days.

56.11. The officials appointed by the authority of State Statistical Committee shall be responsible for the execution of the request for information.

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 applications of citizens” of the Republic of Azerbaijan (30 September 2015, №1308-IVQ); Law “On Normative-Legal Acts” of the Republic of Azerbaijan (21December2010, №21-IVKQ); 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 on execution of document in the SSC is conducted according to the “Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state”.

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) Applications 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 reasonable 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 :

- 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 ;
- 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 department is responsible to conduct admission, sending, registration of documents and correspondence that is not required to be registered, distributing to the structural units, registration, clearance of document, formalization of works, control over execution period of tasks in control, compilation according to the requirements of this regulation, archiving and reviewing periods, performance discipline, registration, taking into control of documents, taking out of control of executed documents, development of list of tasks in control, deliverance of notifications on execution period of documents to the structural units; proper implementation of taking into and taking out of control of documents, definition and changing of execution period of documents taken into control and forming the documents on nomenclature of works, handing over the archive, maintenance and provision of use of documents regarding service necessity;

Human resources and law department is responsible for labor discipline.

“Internal audit” is implemented on the frame of authorities determined by the statute.

“E–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. Control over exploitation of “E-internet – document turnover” is implemented by the Information Technologies department 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 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 ;

- telephone number of the Information and Public Relations Department;

- 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 working 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 Information and Public Relations Department. These data are submitted to the Information and Public Relations Department 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 be submitted to the Assistant of the Chairman of the SSC of Azerbaijan by the structural divisions at least 2 (two) 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 carried 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 implemented by the Information and Public Relations Department on the basis 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 organized according to the "Guidelines on conduction of clerical works in state authorities, legal entities and budget organizations that control package of stocks (shares) belong to the state" confirmed by the Decree of the President of the Republic of Azerbaijan, (27 September 2003, № 935) and "Law on access to information" of the Republic of Azerbaijan (30 September 2005, № 1024-IIQ).

74. Every year general nomenclature list of the activities of the SSC of Azerbaijan is compiled on the basis of correctly forming of folders, ensuring quick finding of documents, systemizing and registration of matters, defining their retention period and timely turn over to archive.

Nomenclature is compiled by the General Division by 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.

Turn over of folders to archive is determined according to the nomenclature.

All documents (excluding activities passed to the next year) of a year are formed in the corresponding folders. Number of lists in these folders should be maximum 200-250 pages. Documents are filed to the folder in one copy.

76. While preparing of documents to turn over to State Archive is making an examination, compiling acts on the list of permanent retention of documents and activities, separating documents and activating for abolishment.

76-1. Limitation of access to information intended for official use is eliminated not later than 5 years upon termination of the reasons leading to the limitation.

76-2. Limitation of access to individual information is in force for 75 years from receiving and documentation of document or 30 years from death of the individual or 110 years from date of birth in case death is not defined.

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.

*“Annex 1 to the Regulation of the
State Statistical Committee”*

State Statistical Committee

Structural unit _____

Registration-control sheet

(code of document)

(code of organization)

Applicant _____
(name, surname, patronymic name of the physical entity (representative),

Address or working place, phone number; name, legal address, phone number of legal
entity)

Inclusion number and date, number of sheets _____

Application form, inclusion method and type _____

Addressed to whom _____

Previous applications _____
(Access number and date, with control (without control), subject,
executor)

Person who sent accompanying letter _____
(name of organization or name, surname,

Patronymic name, number and date of official person)

Brief content _____

Executor _____

Instructions _____

Date of issuance into execution _____

Date of execution _____

(back side of the registration-control sheet)

Date of issuance of application to the executor	Executor	Notes on initial response or additional survey	Control or service notes

Date, index of execution (response)

Sent to whom _____

Content of the response _____

Taken out of control (date) _____ Supervisor's signature _____

Issue	Volume	Sheet	Fund
			List
			Issue

Annex to registration-control sheet

INDICATOR

On filling in the registration-control sheet

Applicant –name, surname, patronymic name of the physical entity (representative), address or working place, phone number; name, legal address, phone number of legal entity

Inclusion number and date, number of sheets –date of application to the SSC and registration number, general number of sheets added in the application.

Application form - letter, e-mail, telegram, fax.

Inclusion methods of application –by mail, telegram, fax, during acceptance, from mailbox of the organization.

Type of application –suggestion, application, complaint

Addressed to whom –position, surname, name and patronymic name of the person that application addressed

Previous applications –information on inclusion numbers and dates of previous applications sent by application before this application, reviewing with (without) control, subject of application and executor

Person who sent accompanying letter –name of the organization sent the letter, inclusion number and date of letter

Brief content –brief content of issue (issues) raised in the application

Executor –name of the structural unit responsible to review and solve the application, surname, name, patronymic name of its director, date of issuance of the application and date of execution (this graph is filled in the same manner in case the application is sent to the other relevant organization)

Instructions –position, surname, name and patronymic name of the official person appended instructions, content of instruction on the application, surname, name, patronymic name and position of the executor (executors).

Date of issuance into execution –date of issuance of application to the executing structural unit

Date of execution –is indicated according to the execution period prescribed in the law or instructions. In case period changes, position, surname, name and patronymic name of the official person adopting decision about changing previous period in the next graph of row by indicating new period.

Managing document code on country is indicated in the upper left corner of the registration-control sheet and code of the SSC in the right corner.

“Repeat” stamp is hit in the upper right corner of the registration-control sheet during registration of re-applications.

(on back side of the registration-control sheet)

Progress of execution

Date of issuance of application to executor –date of issuance of application to the direct executor is indicated in this graph (empty graphs are filled in during any displacement in progress of execution of the application)

Executor –position, name, surname, patronymic nme and phone number of the direct executor is indicated in this graph (empty graphs are filled in during any displacement in progress of execution of the application)

Notes on initial response or additional survey – brief content, address, date and registratio number (index) of initial response or survey

Control or service notes –reminder notes on the status of execution

Date, index of the execution (response) –date and registration index of document reflecting last decision on solution of the issue raised in the application

Sent to whom –All addresses that the document reflecting last decision on solution of the issue raised in the application

Content of the reponse –title of the response document by indicating last decision on solution of the issue raised in the application (“provided”, “partly provided”, “rejected”, “left unreviewed” or “explained”).

Taken out of control –position, surname, name and patronymic name of the director or other official person deciding on taking out of control of application.

Supervisor's signature –Signature of the official person responsible for control on the applications of citizens

Issue, volume, sheets – idenx of issue on nomenclature, number of volume (file), numbers of sheets in the file that completed documents are maintained (upon completion of work and sticking to the issue).

Fund, list, issue –compilation and list of the documents related to each other, index of the issue on nomenclature (the issue is filled after issuing to the archive).

Note:

1. Recommended size of registration-control sheets: A5/148x210 or A4/210x297.

2. Registration-control sheets used in cleciral work regarding applications of citizens by reflecting above mentioned requisities thourgh computer or typography are printed.

Annex 2 to the “Regulation of the State Statistical Committee”

Registration stamp

State Statistical Committee
Inclusion № _____
_____ pages
“ ” _____ year

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);

3.3. 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).

**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**

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.

**RULE ON SUBMISSION OF NECESSARY 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**

For the purpose of provision of execution of Item 1.3 of the Decree of the President of the Republic of Azerbaijan dated 21 December 2009, № 194 on “Application of the law of the Republic of Azerbaijan” on making additions and amendments to the law of the Republic of Azerbaijan “On Official Statistics” the Cabinet of Ministers of the Republic of Azerbaijan **decides**:

1. to approve “Rule on submission of necessary data in e-form to the statistical agencies for conducting state (regional) surveys” (enclosed).
2. This decision enters into force since the date of signing.

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

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

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 _____

The stamp.

Date _____

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

urban (rural)

“ ____ ” _____ 201_

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.

II SECTION

LAWS

CODES

DECREES

STATUTES AND EXTRACTS

confirmed by orders of the

President of the Republic of Azerbaijan

**THE CONSTITUTION OF THE REPUBLIC OF
AZERBAIJAN**

Adopted: 12 November 1995

EXTRACT**Article 32. Personal Inviolability**

VII. Information technologies cannot be used for disclosing information about private life, including convictions, religion and ethnic identity except in the cases when the concerned person has openly expressed his consent or when the statistic data of anonymous nature are being processed without discrimination and other cases provided by law.

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.

**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.

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

Adopted: 15 December 1992, № 405

EXTRACT

Article 7. Obligations of the entrepreneur

1. Obligations of the entrepreneur are the following:
to submit reports on activity to state statistical and finance bodies in the form defined.

17

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

Adopted: 4 March 1993, № 526

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 “on Antimonopoly activity” № 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 Economy of the Republic of Azerbaijan.

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

Adopted: 30 May 1996, № 94-IQ

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

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 and implementation of judicial reforms” 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.

**THE LAW ON FIRE SAFETY OF THE
REPUBLIC OF AZERBAIJAN**

Adopted: 10 June 1997, № 313-IQ

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 central executive authority of the Republic of Azerbaijan as stipulated in the eleventh section of the Article 4, second section of the Article 20 are conducted by the Ministry of Emergency Situations 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.

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

Approved: 15 May 2015, № 1281-IQ

EXTRACT**MadArticle 38. Self-regulation rights in the field of advertising**

38.0. Self-regulation rights in the field of advertising are as follows:

38.0.4. conduct advertising market statistics, obtain information about advertising activity of members of self-regulation organization;

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**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.

23

**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

III 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.

24

**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.

25

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.

26

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 mentioned in the second section of article 12 of the same law, 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 9. Prosecutor General's Office of the Republic of Azerbaijan**

Participates in development of methodology regarding unified accounting and statistical reports of detection of criminality crimes, movements of criminal cases;

Provides statistical reports, organizes generalization and improvement of prosecutor and investigative experience, implementation of scientific and technological means.

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 mentioned in the article 42 of the same law, are conducted by the SSC of Azerbaijan.

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

Adopted: 2 July 2001, N 170-IIQ

EXTRACT

Article 11. National and regional employment programs

11.2. The basis of the development of national and regional employment programs prepared by the relevant executive bodies are indicators of the economic and social development goals.

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 article 11.2 are carried out by the Ministry of Economy, State Statistical Committee and local executive authorities;

- 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.

**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

17.1. Corresponding executive authority of the Republic of Azerbaijan conducting state registration of non-commercial legal entities, as well as representative or branches of foreign non-commercial legal entity:

17.1.1 Submits information in the prescribed manner to the corresponding executive authorities of the Republic of Azerbaijan after conducting state registration of representative or branch of legal entity, foreign legal entity and including into the state register;

17.1.2. Submits information in the prescribed manner to the corresponding executive authorities of the Republic of Azerbaijan in case of cancellation of legal entities state registered or cancellation of records in the state registered as prescribed in the legislation.

17.2. Corresponding executive authority of the Republic of Azerbaijan conducting state registration of commercial legal entities, as well as representative or branches of foreign commercial legal entity:

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 17.1.1 and 17.1.2 are conducted by the Ministry of Taxes of the Republic of Azerbaijan, State Statistical Committee of the Republic of Azerbaijan, the Ministry of Labor and Social Protection of the Republic of Azerbaijan.

- 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 Republic of Azerbaijan, SSC of Azerbaijan and Social Protection Fund of the Republic of Azerbaijan, the Ministry of Labor and Social Protection of the Republic of Azerbaijan.

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

Adopted: 27 February 2007, № 255-IIIQ

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 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.

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

Adopted: 22 May 2007, № 334-IIIQ

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

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

5.0. State regulation of beekeeping is conducted by the corresponding executive authorities in the following directions:

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.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON EDUCATION**

Adopted: 19 June 2009, № 833-IIIQ

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 “on Education” dated 5 September 2009, № 156 functions as stipulated in the Article 29.0.19 are conducted by the SSC of Azerbaijan.

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

Adopted: 30 June 2009, № 847-IIIQ

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.

37**THE 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**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.

38**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”.

39**THE LAW OF THE REPUBLIC OF AZERBAIJAN ON AGRICULTURAL COOPERATION****Approved:** 14 June 2016, № 270-VQ**EXTRACT****Article 11. The state responsibilities in the field of agricultural cooperation**

11.0.12. Organize compilation of statistical information system on development and activity indicators of cooperatives according to the Law of the Republic of Azerbaijan “on Official Statistics”.

Adopted: 29 December 2015, № 96-VQ

EXTRACT

Article 198. Violation of labor protection rules

198.0.9. 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 labor protection, creation of proper work condition and their coordination with the effective norms-*shall involve penalization at the rate of one thousand to two thousand manats.*

Article 374. Violation of legislation for obtaining of information

374.1. 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 one hundred to one hundred fifty manats , against executives at the amount of five hundreds to seven hundred manats, against legal entities at the amount of five hundred to two thousand manats.

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

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

374.3. 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 eighty to one hundred manats manats, against executives at the amount of three hundred to five hundred manats, against legal entities at the amount of one thousand to one thousand five hundred manats.

374.6. 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 one thousand to one thousand five hundred manats.

Article 389. 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 five hundred manats.

Article 390. Promulgation of statistic secret

390.1. 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 one hundred to two hundred manats, official persons three hundred to five hundred manats, legal entities in amount of one thousand to two thousand five hundred manats.

390.2. Promulgation of statistic secret by means of its publication in press -
entails imposition of penalty on natural persons in amount of two hundred to three hundred manats, legal entities one thousand to two thousand five hundred manats.

Note: In accordance with the Decree of the President of the Republic of Azerbaijan № 795, dated 15 February 2016 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 December 2015, № 96-VQ and making amendments in Article 389 and 390 of this decree: functions of the relevant executive authority of the Republic of Azerbaijan as stipulated in Article 198.0.9 are conducted by SSC of Azerbaijan.

On approval of decision forms about sending, administrative violation case on relevance, protocol on administrative violation, decision made in handling the administrative violation case by the authorized body (official)

**Approved by the decision of the Cabinet of Ministers of the Republic of Azerbaijan
№ 466, dated 18 November 2016**

EXTRACT

The Cabinet of Ministers of the Republic of Azerbaijan **DECIDES** in order to provide implementation of subparagraph 1.2.2 of the Decree of the President of the Republic of Azerbaijan № 795 dated 15 February 2016 on implementation of the Law of the Republic of Azerbaijan № 96-VQ, dated 29 December 2015 “on Approval of The Code of Administrative Offences of the Republic of Azerbaijan”:

1. To approve the form of “Protocol on administrative violation” (Annex № 1).
4. To approve the form of “Decision on administrative punishment” (Annex № 4).
6. To approve the form of “Decision on suspension of proceeding on administrative violation case” (Annex № 6).
7. To approve the form of “Decision on termination of proceeding on administrative violation case” (Annex № 7).
8. To approve the form of “Decision on sending administrative violation case on relevance” (Annex № 8).

Annex № 1

On Administrative violation

Protocol

№ _____

" ____ " _____ 20 __ year

(Approval place of protocol)

(Position, name, surname, patronymic of protocol compiler)

_____ about
(name, surname, patronymic name of about whom administrative violation case is executed,
position, nationality, date of birth, identification document series number, name of legal entity,
organizational-legal form, legal address and taxpayer identification number in case of holding
accountable as an official)

Identified:

(place, date and essence of administrative violation)

As a result _____ by
(name, surname, patronymic name of physical entities committed administrative violation, name of
legal entity)

Administrative violation envisaged in the _____ article of the Code of Administrative Offences of
the Republic of Azerbaijan was committed.

It is confirmed by _____
(defined evidences)

(name, surname, patronymic name, place of residence of witness and suffered physical entities, content
of explanation, name, organizational-legal form, legal address and the identification number of a tax
payer of legal entity)

Proceeding is handled on administrative violation about _____

(name, surname, patronymic name of physical entity (representative of legal entity))

According to explanation _____

(content of explanation)

If special technical facility is used in detection of administrative violation, its:

_____, _____, _____, _____,
(indicator) (type) (brand) (model)
_____, _____,
(location) (Latest comparative state checking)
_____, _____
(serial number and date of document (date of next state checking)
certifying state checking)

Notes about whether administrative violation caused minor or material damage to person`s health
_____ Other
required information for handling proceeding on administrative violation

Signatures:

1. _____
(Position, name, surname, patronymic name of the protocol compiler)
2. _____
(name, surname, patronymic name of physical entity (representative of legal entity) that proceeding is handled on administrative violation about)
3. _____
(name, surname, patronymic name of the witness)
4. _____
(name, surname, patronymic name of the witness)

Physical entity (that proceeding is handled on administrative violation about, as well as other participants of handling proceeding on administrative violation are provided with explanation on rights and duties envisaged in the Code of Administrative Offences of the Republic of Azerbaijan.

Signatures:

1. _____
(name, surname, patronymic name of physical entity (representative of legal entity) that proceeding is handled on administrative violation about)
2. _____
(name, surname, patronymic name of other participant of handling proceeding on administrative violation indicating status)

Note. In case the physical entity (representative of legal entity) that proceeding is handled on administrative violation about refuses to sign the protocol, it should be indicated in the protocol. The physical entity (representative of legal entity) that proceeding is handled on administrative violation has right to submit his impressions on explanations and content of protocol, as well as the reasons for refusal to sign the protocol. Their explanations and impressions are included in the Protocol.

Attachment _____
(The name of the documents attached to the Protocol and number of pages)

I got copy of the Protocol in 20__il " ____ " _____:

Signature _____
(Name, surname and patronymic name of the physical entity (representative of legal entity) that proceeding is handled on administrative violation)

Or the copy of the protocol was sent to _____ address with letter № _____, dated 20__il " ____ " _____.

Approved by the decision of the Cabinet of Ministers of the Republic of Azerbaijan № 466, dated 18 November 2016.

Annex № 4

On administrative punishment

DECISION

№ _____

" _____ " _____ 20____ year

_____ (Place where the decision was taken)

(name, surname, patronymic name of the official decision maker, name and structure of the collegiate authority)

_____ about
(name, surname, patronymic name of physical entities committed administrative violation, position, nationality, date and place of birth, serial number of identification document while committed as an official)

reviewing protocol/prosecutor`s decision (line is drawn over non-required) dated 20____ year " _____ ", № _____ and other materials on administrative violation case

Identified:

(Cases defined during the proceedings)

As a result by _____
(Name, surname, patronymic name of the physical entity committed administrative violation)

Administrative violation was committed envisaged in the _____ article of the Code of Administrative Offences of the Republic of Azerbaijan. Pursuant to _____ article of the Code of Administrative Offences of the Republic of Azerbaijan

It is decided:

(Name, surname, patronymic name of the physical entity committed administrative violation)

Because of committing administrative violation envisaged in the _____ article of the Code of Administrative Offences of the Republic of Azerbaijan, _____ penalty type should be implemented.

(information about administrative penalty)

Property damage as a result of an administrative violation committed (if no payment dispute)

(content of damage, payment to whom, by whom should be indicated)

Taken during handling proceeding on administrative violation _____

(information about equipment and documents)

According to the _____ article of the Code of Administrative offences of the Republic of Azerbaijan

(Decision made should be indicated)

Expenses on administrative violation _____

(amount of expense, payment by whom should be indicated)

The copy of the decision is given to the physical entity the decision made on and aggrieved person. Within ten days from the date of issuance of the copy of the decision envisaged in the article 57 of the Code of Administrative Offences of the Republic of Azerbaijan, it can be appealed from the decision on administrative violation case to the authorized body (official) or court.

Signature _____

(position, name, surname, patronymic name of the decision maker)

M.Y.

Approved by the decision of the Cabinet
of Ministers of the Republic of Azerbaijan
№ 466, dated 18 November 2016.

Annex № 6

On suspension of administrative violation case

DECISION

№ _____

" _____ " _____ 20 ____ year

_____ (Place where the decision was taken)

_____ (name, surname, patronymic name of the official decision maker, name and structure of the collegiate authority) _____

_____ about
(name, surname, patronymic name of about whom administrative violation case is executed, position, nationality, date of birth, identification document series number, name of legal entity, organizational-legal form, legal address and taxpayer identification number in case of holding accountable as an official)

_____ reviewing protocol/prosecutor`s decision (line is drawn over non-required) dated 20 ____ year " _____ ", № _____ and other materials on administrative violation case

Identified:

_____ (Cases defined during the proceedings)

_____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

According to the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan, administrative violation case should be suspected based on _____

_____ (Reason to suspect administrative violation case).

Guided by the article _____ of the Code of Administrative Offences of the Republic of

It is decided:

_____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

Administrative violation case handled should be suspected.

During administrative violation case taken

_____ (information on equipment and documents)

According to the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan _____

_____ (It should be indicated which decision is made)

The copy of the decision is given (sent) to the physical entity, representative of the legal entity, aggrieved person and the relevant prosecutor within 48 hours.

Within ten days from the date of issuance of the copy of the decision officially envisaged in the article 57 of the Code of Administrative Offences of the Republic of Azerbaijan, it can be appealed from the decision on administrative violation case to the authorized body (official) or court.

Signature _____
(position, name, surname, patronymic name of the decision maker)

M.Y.

DECISION

on termination of proceeding on administrative violation case

№ _____

" _____ " _____ 20____ year

(Place where the decision was taken)

(name, surname, patronymic name of the official decision maker, name and structure of the collegiate authority)

_____ about
(name, surname, patronymic name of about whom administrative violation case is executed, position, nationality, date of birth, identification document series number, name of legal entity, organizational-legal form, legal address and taxpayer identification number in case of holding accountable as an official)
reviewing protocol/prosecutor`s decision (line is drawn over non-required) dated 20____ year " _____ ", № _____ and other materials on administrative violation case

Identified:

(Cases defined during the proceedings)

As a result _____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

According to the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan, administrative violation case has been launched.

However _____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

According to the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan, administrative violation case should be suspected based on _____

(Reason to suspect administrative violation case).

Guided by the article _____ of the Code of Administrative Offences of the Republic of

It is decided:

_____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

Administrative violation case handled should be suspected.

During administrative violation case taken

(information on equipment and documents)

According to the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan _____

(It should be indicated which decision is made)

Expenses on administrative violation _____

(amount of expense, payment by whom should be indicated)

The copy of the decision is given to the physical entity the decision made on and representative of legal entity.

The copy of the decision

Within ten days from the date of issuance of the copy of the decision envisaged in the article 57 of the Code of Administrative Offences of the Republic of Azerbaijan, it can be appealed from the decision on administrative violation case to the authorized body (official) or court.

Signature _____
(position, name, surname, patronymic name of the decision maker)

M.Y.

Approved by the decision of the Cabinet of Ministers of the Republic of Azerbaijan №466, dated 18 November 2016.

Annex № 8

On sending administrative violation case on relevance

DECISION

№ _____

" _____ " _____ 20____ year

_____ (Place where the decision was taken)

(name, surname, patronymic name of the official decision maker, name and structure of the collegiate authority)

_____ about
(name, surname, patronymic name of about whom administrative violation case is executed, position, nationality, date of birth, identification document series number, name of legal entity, organizational-legal form, legal address and taxpayer identification number in case of holding accountable as an official)

reviewing protocol/prosecutor`s decision (line is drawn over non-required) dated 20____ year " _____ ", № _____ and other materials on administrative violation case

Identified:

(Cases defined during the proceedings)

Guided by the article _____ of the Code of Administrative Offences of the Republic of Azerbaijan

It is decided:

_____ about
(name, surname and surname of the physical entity, name of legal entity committed administrative violation)

Protocol/prosecutor`s decision compiled and other materials (line is drawn over non-required) on administrative violation should be sent on relevance _____

_____ for
(name of the body that the case was sent, name, surname, patronymic name, position of the official)

Signature _____
(position, name, surname, patronymic name of the decision maker)

M.Y.

Adopted: 30 December 1997, № 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.

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.

43**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.

44**THE CUSTOMS CODE OF THE REPUBLIC OF AZERBAIJAN**

**Confirmed by the Law 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.

NOTE: 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”, the “relevant executive authorities” mentioned in the article 317.2 of the Code, mean the Cabinet of Ministers of the Republic of Azerbaijan, Ministry of Economy of the Republic of Azerbaijan, Ministry of Finance of the Republic of Azerbaijan, Ministry of Taxes of the Republic of Azerbaijan and State Statistical Committee of the Republic of Azerbaijan.

45**STATUTE ON PROCEDURE AND PERIOD FOR
TRANSFER OF STATE PROPERTY
TO MUNICIPALITIES**

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

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.

Adopted: 11 July 2000, № 905-IQ

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 the Republic of Azerbaijan № 393, dated 30 August 2000 on implementation of the Law of the Republic of Azerbaijan “on approval, entry into force of the Tax Code of the Republic of Azerbaijan and legal regulatory issues regarding it” and Tax Code of the Republic of Azerbaijan approved by this law, functions of “corresponding executive body” considered in Articles 24.0.7 are conducted by State Customs Committee; 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 Decree of the President of the Republic of Azerbaijan

Approved: 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.

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

EXTRACT

Adopted: 8 December 2006, № 195-IIIQ

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.

**STATUTE ON 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**

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

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**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 Labor and Social Protection; Ministry of Communication and High 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 executive authorities based on presentation of heads of local executive authorities.

52

**CHARTER OF THE STATE AGENCY ON VOCATIONAL
EDUCATION UNDER THE MINISTRY OF EDUCATION OF THE
REPUBLIC OF AZERBAIJAN**

**Approved by the Decree of the President of the
Republic of Azerbaijan № 869, dated 20 April 2016**

EXTRACT

3.1.28. State Agency submits statistical reports according to the Law of the Republic of Azerbaijan “on Official Statistics” and financial reports according to the Law of the Republic of Azerbaijan “on Accounting”, reports to the State Border Service about the results of activities.

53

**CHARTER OF “PROCUREMENT AND SUPPLY OF FOOD
PRODUCTS” OPEN JOINT STOCK COMPANY**

**Approved by the Decree of the President of the Republic
of Azerbaijan № 1048, dated 30 September 2016**

EXTRACT

8. Accounting, reporting and control in the company

8.1. The company conducts statistical accounting and compiles statistical reports according to the Law of the Republic of Azerbaijan “On Official Statistics”.

54

**CHARTER OF “AZERBAIJAN MORTGAGE FUND” OPEN JOINT
STOCK COMPANY**

**Approved by the Decree of the President of the Republic
of Azerbaijan № 940, dated 22 June 2016**

EXTRACT

11. Accounting and report in the joint stock company

11.3. The joint stock company conducts statistical accounting and compiles statistical reports according to the Law of the Republic of Azerbaijan “On Official Statistics”.

55**CHARTER OF THE “MIDA” LIMITED LIABILITY COMPANY**

**Approved by the Decree of the President of the
Republic of Azerbaijan № 858, dated 11 April 2016**

EXTRACT**10. Accounting, reporting and control in the company**

10.1. Accounting and statistical report is conducted in the joint stock company according to the Law of the Republic of Azerbaijan “on Accounting”. The joint stock company compiles financial reports according to the International Standards on Financial Reports.

56**CHARTER OF THE PUBLIC LEGAL ENTITY STATE
EXAMINATION CENTER OF THE REPUBLIC OF AZERBAIJAN**

**Approved by the Decree of the President of the
Republic of Azerbaijan № 860, dated 11 April 2016**

EXTRACT**7. Accounting**

7.1. The Center compiles statistical reports according to the Law of the Republic of Azerbaijan “On Official Statistics”.

57**CHARTER OF THE ACADEMY OF STATE BORDER SERVICE
OF THE REPUBLIC OF AZERBAIJAN**

**Approved by the Decree of the President of the Republic
of Azerbaijan dated 24 June 2016, № 978**

EXTRACT**1. General provisions**

1.6. The Academy compiles statistical reports according to the Law of the Republic of Azerbaijan “on Official Statistics” and financial reports according to the Law of the Republic of Azerbaijan “on Accounting”, reports to the State Border Service about the results of activities.

58**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****EXTRACT****VI. Records, Report and control**

6.1. The Company conducts accounting according to the Law of the Republic of Azerbaijan “on Accounting”, compiles and submits annual financial reports and according to the Code of Tax of the Republic of Azerbaijan tax reports and according to the Law of the Republic of Azerbaijan “on Official Statistics” statistical reports. The Company compiles other reports and information on financial and economic activity and submits to the corresponding authorities as prescribed in the law.

59**THE NATIONAL COORDINATING COUNCIL FOR SUSTAINABLE
DEVELOPMENT OF THE REPUBLIC OF AZERBAIJAN****Approved by the Decree of the President of the Republic
of Azerbaijan № 1066, dated 6 October 2016****EXTRACT**

4. Central and local executive authorities, legal entities whose shares (stocks) of control packages belong to the state should provide statistical information on indicators about achieving Sustainable Developments Goals of the State Statistical Committee of the Republic of Azerbaijan, report on measures taken to the Council once a year based on the application of the Council.

60**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****EXTRACT**

14.9. The State Customs Committee gives monthly information on customs statistics of foreign trade to the President of the Republic of Azerbaijan, the Cabinet of Ministers of the Republic of Azerbaijan, Ministry of Economy, Ministry of Finance, SSC of Azerbaijan and Central Bank in the defined form not later than fifteen days after the reporting period.

**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.

III SECTION

***DECISIONS AND STATUTES,
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***

62

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

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

EXTRACT

5. The State Committee of Property Issues 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.

63

**STATUTE ON RULES FOR CONDUCTING OF LAND
MONITORING**

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

EXTRACT

8. The State Committee of Property Issues 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.

64

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.

65

**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**

EXTRACT

XI. Registration, reporting and controlling in 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.

66

**REGULATION OF “AZERISTILIKTECHIZAT”
OPEN JOINT STOCK COMPANY**

**Confirmed by the decree of the Cabinet of Ministers
dated 14 December 2005, № 229**

EXTRACT

6. Registration, reporting and controlling 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.

67

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

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

EXTRACT

6. Registration, reporting and controlling in the Company

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

68

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

**Confirmed by the Decision № 188 of the Cabinet of Ministers
dated 11 May 2016**

EXTRACT

8. Registration, reporting and controlling in the Company

8.1. The Company carries out statistical accounting and compiles statistical reports according to the Law of the Republic of Azerbaijan “on Official Statistics”.

69

**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. Registration, reporting and controlling 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.

70

**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**

EXTRACT

10. Registration, reporting and controlling in the Company

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

71

**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. Registration, reporting and controlling 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.

72

**REGULATION OF “AZERCOSMOS”
OPEN JOINT STOCK COMPANY**

**Confirmed by the decision № 240 of the Cabinet of Ministers
dated 23 December 2010**

EXTRACT

5. Registration, reporting and controlling 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.

73

**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

11. Registration, reporting and controlling 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”...

**REGULATION OF “AZERBAIJAN STEEL PRODUCTION
COMPLEX” CLOSE CORPORATION**

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

EXTRACT

8. Registration, reporting and controlling 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.

**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**

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.

**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

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.

**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

2.1. Physical and legal entities should submit the followings to the Ministry of Ecology and Natural Resources of the Republic of Azerbaijan in order to get special permission:

2.1.4. Project of standards for the discharge of harmful substances into the atmosphere state statistical report 2 – TG.

3. State registration of harmful impacts on atmosphere is conducted by the State Statistical Committee and the Ministry of Ecology and Natural Resources of the Republic of Azerbaijan.

5. List of noxious substances state registered and normalized and sources of physical impacts on businesses, organizations, cities and other settlements is identified and approved by the Ministry of Ecology and natural resources and State Statistical Committee of the Republic of Azerbaijan based on the information about inventarization of physical impact sources on atmosphere.

6. The Ministry of Ecology and Natural Resources conducts the followings in the field of state registration of harmful effects on the atmosphere:

6.3. Reviewing statistical reports on harmful effects on the atmosphere and analytical analysis;

6.4. Provides information to the State Statistical Committee about list of premises with special permission for harmful substances and harmful physical effects on atmosphere.

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.

8. Duties in the field of registration of harmful effects of legal and natural entities on atmosphere are as follows:

8.2. Defines the composition and amount of noxious substances, at the same time types and size of harmful physical effect in the manner and time defined by the Ministry of Ecology and Natural Resources;

8.4. According to the forms and instructions agreed with the Ministry of Ecology and Natural Resources and approved by the State Statistical Committee, submits reports about harmful effects on the atmosphere to the corresponding authorities. They add information into the reports about amount of harmful substances and definition of harmful physical effect in which methodology.

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

**Approved by the Decision of the Cabinet of Ministers dated
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.

79

REGULATION ON STATE RECORDING OF WATERS

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

EXTRACT

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.

80

**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.

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**REGULATIONS 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**

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.

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**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.

**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. Purposes 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 Presidential Administration of the Republic of Azerbaijan, Cabinet of Ministers of the Republic of Azerbaijan, Parliament of the Republic of Azerbaijan, Ministry of Economy of the Republic of Azerbaijan, Ministry of Finance of the Republic of Azerbaijan, Ministry of Taxes of the Republic of Azerbaijan, Ministry of Health of the Republic of Azerbaijan, Ministry of Agriculture of the Republic of Azerbaijan, Ministry of Transport of the Republic of Azerbaijan, Central Bank of the Republic of Azerbaijan, SSC of Azerbaijan with FTCS.

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

**Confirmed by the decision of the Cabinet of Ministers
dated 22 February 2001, № 40**

EXTRACT

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.

Please send your suggestions or remarks regarding new publication of the booklet to the Department of Statistical Works Coordination and Strategic Planning of the State Statistical Committee of the Republic of Azerbaijan (tel.: 539-47-62).