

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

**WHAT ENTREPRENEUR SHOULD KNOW
ABOUT STATISTICS**

BAKU - 2016

INTRODUCTION

“Development of entrepreneurship is the state policy...”

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The entrepreneurs' handbook has been compiled based on extracts from legislation and normative legal acts of the Republic of Azerbaijan. The aim is to provide wider statistical knowledge of natural and legal entities engaged in entrepreneurship activity within cooperation with statistical bodies and acquaint them with statistics-related normative legal acts. We suppose that using this handbook processing and submitting of statistical information by entrepreneurship objects, building and realization of mutual relationships meeting modern requirements would be possible. We are confident that handbook would assist entrepreneurs in solution of several legal issues as well as organization of cooperation with statistical bodies.

Using the handbook entrepreneurs can get information on duties, rights and competencies of state statistical agencies as well as their responsibilities in front of statistical agencies. They can also get information about to be submitted reports, their periodicity and time of submission.

Along with items specified in the handbook entrepreneurs can enter the webpage of the Committee (www.stat.gov.az) and get comprehensive statistical information on the country development, progress of the State Statistical Committee, as well as changes related with improvement, cancellation and unification of statistical reports.

Moreover, you can forward (sc@azstat.org) your comments or suggestions (for inst., which areas would you prefer to be enlighten in the handbook and if you use the handbook in your activity and etc.) as regard to further publications.

THE CONSTITUTION OF THE REPUBLIC OF AZERBAIJAN

EXTRACT

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

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

24) statistics, metrology and standards.

THE CIVIL CODE OF THE REPUBLIC OF AZERBAIJAN

EXTRACT

Article 13. Entrepreneurial activity

Entrepreneurial activity is a person's activity conducted independently and for the main purpose of receiving obtaining profit from the use of property, the sale of goods, and the performance of works or provision of services.

Article 24. Definition of Natural Person

24.1. A natural person is an individual participating in legal relationships on his own behalf.

24.2. All citizens of the Republic of Azerbaijan, citizens of foreign countries and stateless persons who permanently live or temporarily reside on the territory of the Azerbaijan Republic are natural persons in the Republic of Azerbaijan.

Article 25. Civil Legal Capacity of a Natural Person

25.1. The civil legal capacity of a natural person is the ability of a person to possess civil rights and be liable for civil obligations. Civil legal capacity is recognized equally for all natural persons.

Article 43. Definition and Types of Legal Entities

43.1. A legal entity is a specially established organization, which has completed state registration as provided by law, owns its own property, bears liability for its obligations to the extent of its property, has the right to acquire and exercise property and personal non—property rights on its own behalf, is liable for its obligations, and acts as a plaintiff or defendant in court. A legal entity has its own balance sheet.

43.2. A legal entity may be established by one natural person or legal entity, or a group of natural persons and legal entities, may be based upon membership, may or may not depend on the existence of members, and may or may not be engaged in entrepreneurial activity.

43.6. A non-commercial legal entity may be established in the form of public associations, funds, unions of legal entities and in other forms stipulated by law. A non-commercial legal entity may engage in entrepreneurial activity only in

furtherance of its primary purpose for which it was established and where such activity corresponds to such purpose. A non-commercial legal entity may establish economic companies or participate in such companies to conduct entrepreneurial activity.

Article 53. Representative Offices and Branches

53.1. A representative office is a subdivision of a legal entity located somewhere other than the legal entity’s location, which represents the interests of the legal entity and protects such interests.

53.2. A branch is a separate subdivision of the legal entity located somewhere other than the legal entity’s location, which performs all of its functions or a part thereof, including representation.

53.3. Representative offices and branches are not legal entities and act on the basis of regulations approved by legal entities. The heads of representative offices and branches are appointed by legal entities and act on the basis of a power of attorney.

Article 54. Institutions

54.1. An institution is an organization established by a legal entity for the purpose of performing managerial, socio-cultural and other non-commercial functions.

54.2. An institution is not a legal entity and acts on the basis of regulations approved by the legal entity.

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 Azerbaijan Republic.

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

EXTRACT

Article 7. Duties of entrepreneur

1. Duties of entrepreneur are as follows:
to report to state, statistical and finance authorities in a specified form.

**THE LAW OF THE REPUBLIC OF AZERBAIJAN
ON OFFICIAL STATISTICS**

EXTRACT

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.

Article 1. Main definitions

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

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

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

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

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

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

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

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

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

Article 3. The system of official statistics

... The Programme shall cover the information obtained in the result of statistical observations to be organized concerning with studying the economic, demographic, social and environmental situation in the Republic of Azerbaijan, by taking existing resources, the burdens on respondents and the cost-effectiveness into account. The Programme shall specify the coverage, type, frequency and topic

features for each of the element for obtaining data. Unless otherwise provided in the Programme, the surveys and censuses are to be implemented by the SSC of Azerbaijan based on the Programme and the units called upon are obliged to provide the information necessary for the production of the respective statistics.

Article 6. Duties of the state statistical bodies

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

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;

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

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.

Article 7. Rights and powers of the state statistical bodies

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

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

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

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

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

....

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;

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

Article 11. Statistical observations

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

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

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

The duty to submit of data for exhaustive censuses shall be applied to all statistical units responding defined criteria of coverage within the framework of the corresponding population. Such duty in sample surveys shall be applied only to those units that are determined on the base of sampling plan. The sampling plan shall be prepared by corresponding executive body (*State Statistical Committee – red.*) and serve to the reduction of the representation of respondents and the purpose of reduction of burden on them.

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

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

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

Article 15. Primary statistical data and its use

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

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

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

Article 16. Statistical confidentiality and data from public sources

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

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

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

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

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

Article 17. Use of confidential statistical data

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

Article 18. Scientific research

Access to confidential data that do not allow direct identification may be granted by corresponding executive body (*State Statistical Committee – red.*) for specific scientific research projects the envisaged results of which do not refer to identifiable individual units.

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

Article 21. Access to statistical information

The corresponding executive body (*State Statistical Committee – red.*) shall ensure that statistics are disseminated in such a way, that all users have simultaneous access to the disseminated information in the framework of unified rules, legal regulation and time notably to the results that are specified in the Programme of statistics.

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

Article 22. Dissemination of confidential statistical data

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

Article 26. Responsibility for violating the legislation on statistics

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

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

Persons responsible for non-submission or unpunctual submission of data required for the production of official statistics for the distortion of reports, as well as for not providing access to administrative sources shall be brought to account in accordance with the procedure set out in the legislation. Responsibility on the part of legal and natural persons, for violation of the procedure shall not constitute justification for not submitting the statistical data.

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

**THE CODE OF THE REPUBLIC OF AZERBAIJAN
ON ADMINISTRATIVE VIOLATION**

EXTRACT

Article 198. Violation of labour protection rules

198.0.9. non-introduction of statistical report in accordance with a set by the appropriate body of executive power Azerbaijan Republic terms and form about results of measures taken on labour protection, creation of proper work condition and their co-ordination with the effective norms -

shall involve penalization at the rate of one thousand to two thousand manats.

Article 389. Violation of rules of presentation of statistical data

Non-presentation or untimely presentation of data, necessary for conducting of statistical observations or distortion of reports -

entails imposition of penalty in amount of 350-500 manats.

Article 390. Promulgation of statistical secret

390.1. Promulgation of statistical secret i.e. data about natural and legal persons (their representatives or branch offices) 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 100-200 manats, official persons 300-500 manats.

390.2. Promulgation of statistical secret by means of its publication in press -

entails imposition of penalty on natural persons in amount of 200-300 manats, official persons 500-700 manats.

THE LAW OF THE REPUBLIC OF AZERBAIJAN ON NOTARY

EXTRACT

Article 12. Office work and reporting on the notarial activity

Notary publics and other officials conducting notarial actives have to conduct statistical reporting and accounting reporting, and submit to the relevant executive authority of the Republic of Azerbaijan (State Statistical Committee, Ministry of Finance and Ministry of Taxes – red.) the reports and information about the notarial actions and state duty charged, taxes remitted to the budget.

THE LAW OF THE REPUBLIC OF AZERBAIJAN ON EMPLOYMENT

EXTRACT

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

17.3. Employers shall inform corresponding executive body in the way defined by corresponding executive authority (*State Statistical Committee – red.*) 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 (*State Statistical Committee – red.*).

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 (*State Statistical Committee – red.*) on the situation of labor market.

THE LAW OF THE REPUBLIC OF AZERBAIJAN ON FAMILY PEASANT FARMS

EXTRACT

Article 8. Duties of the family peasant farms

8.1.8. submits reports on one's activity to the relevant executive authority (*State Statistical Committee, Ministry of Taxes – red.*) and municipalities in accordance with the procedure set out by the legislative.

STATUTE ON THE STATE STATISTICAL COMMITTEE OF THE REPUBLIC OF AZERBAIJAN

EXTRACT

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.

II. Activity directions of the SSC of Azerbaijan

7. The SSC of Azerbaijan has the following activity directions:
- 7.2. provides on time collection of statistical data and correspondence to social-economic processes taking place in the country;
 - 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;

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:

8.6. 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;

8.10. 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;

8.12. 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;

8.17. 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;

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

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

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;

IV. Rights of the SSC of Azerbaijan

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

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;

9.5. 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;

9.9. 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;

9.14. 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.

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

EXTRACT

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) 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.

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.

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.

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.

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.

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.

**LABOUR CODE OF THE
REPUBLIC OF AZERBAIJAN**

EXTRACT

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 authority (*State Statistical Committee – red.*).

**REGULATION
ON STATE RECORDING OF WATERS**

EXTRACT

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.

DOCUMENTS ON CONSIDERATION OF ADMINISTRATIVE VIOLATION CASES BY THE STATE STATISTICAL COMMITTEE OF THE REPUBLIC OF AZERBAIJAN AND RULES OF THEIR COMPILATION

1. General provisions

1.3. In this Rules the documents on administrative violations mean protocols, decrees, decisions.

1.4. In case of identification of one of the reasons stipulated in article 409.1. of the Code of the Republic of Azerbaijan on Administrative Violation (hereinafter referred to as the Code) and grounds stimulating the administrative violations the execution of the case is initiated.

1.5. Materials, information and applications shall be reviewed by the official authorized to initiate the execution of administrative violation cases. The basis for initiation of administrative violation case can be the presence in such materials, information and statements of actual information that indicate the signs of administrative violation and absence of circumstances that exclude the execution of administrative violation case.

1.6. Penalty for an administrative violation is imposed in accordance with Code.

1.7. When imposing administrative penalty on natural persons or officials are considered the character of the violation, personality of the person committed this violation, extent of the fault, status of property, and also circumstances mitigating and aggravating responsibility.

1.8. When imposing administrative penalty on legal persons are considered the character of the violation, financial and ownership conditions of the legal person, and also circumstances mitigating and aggravating the responsibility.

1.9. Imposition of administrative penalties does not release the person from fulfilling his duties, non-fulfillment of which has caused this administrative penalty.

2. Administrative violation protocol

2.1. The protocol (Annex 1) shall be made on execution of administrative violation case with exception stipulated in articles 368 and 412.1. of this Code. The protocol of administrative violation shall include:

2.1.1. date and venue of execution;

2.1.2. position, first/middle/last name of the person who had executed the protocol;

2.1.3. information on person, the administrative violation case is initiated against;

2.1.4. place, time of content of administrative violation;

2.1.5. relevant article of Code that stipulates the liability for such administrative violation;

2.1.6. first/middle/last names and resident addresses of victims and witnesses;

2.1.7. explanations of natural person or representative of legal person the administrative violation case is initiated against;

2.1.8. notes about the cases of any financial damage resulted from administrative violation;

2.1.9. other information necessary to execute the administrative violation case.

2.2. When executing the protocol rights and responsibilities, stipulated by this Code shall be made clear to the natural person or representative of legal person the administrative violation case is initiated against as well as other case participants and appropriate note shall be made in the protocol.

2.3. Natural person or representative of the legal person the administrative violation case is initiated against shall be given an opportunity to study the protocol of administrative violation.

2.4. Protocol shall be signed by the person who had made it, natural person or representative of legal person the case is initiated against. Should the natural person or representative of legal person refuse to sign a protocol appropriate note shall be made in the protocol. The natural person or representative of legal person may provide his explanations and comments on protocol and give motives for non-signing the protocol. Such explanations and opinions shall be attached to protocol. Natural person or representative of legal person the administrative violation case is initiated against as well as victim hold the right to receive the copies of protocol on administrative violation.

2.5. The protection of rights and legal interests of legal persons who are victims or legal persons the case on administrative violation is initiated against shall be provided by their representatives.

2.6. The representative of the legal person is an executive of legal person as well as other persons that are authorised in accordance with established procedure to represent the interests of the legal person. The authority of the representative of legal person is identified by documents that confirm his position.

2.7. Case on administrative violations conducted by legal persons shall be executed in the presence representative of Lawyer of the legal person. The case can be executed in their absence when there is information that such person was advised on the time and venue of the case hearing in timely manner or he did not submit a petition on postponing of case hearing as well as if such petition was overruled.

2.8. During the execution of the case on administrative violation the judge, authorized body (official) may deem the participation of representative of the legal person mandatory.

2.9. Cases on administrative violations shall be considered within fifteen days from the date of receive of protocols on administrative violations and other materials of the case by the judge, body (official), authorised to consider such cases.

2.10. Based on petition from the participants of administrative violation case or when it is necessary to establish additional circumstances, the judge, authorised body (official), considering the case may extend the period of case consideration for the period of up to one month by motivated decision.

2.11. Cases on administrative violation shall be considered as stipulated in the Article 423 of the Code.

3. Resolutions (decisions) taken during the consideration of administrative violation cases

- 3.1. Resolutions on following issues shall be taken during the consideration of case on administrative violations:
- 3.1.1. On application of administrative punishment;
 - 3.1.2. On suspending the case;
 - 3.1.3. On closing the case;
- 3.2. The resolution on closing of administrative violation case shall be made in following events:
- 3.2.1. if one of the circumstances stipulated by article 367 of the Code is present;
 - 3.2.2. if the materials of case are sent to relevant executive authorities in accordance with Article 15.5 of the Code for disciplinary measures against the person;
 - 3.2.3. when the administrative violation case is closed due to the fact that certain indications of criminal case are identified and the case materials are directed to prosecutor's office, investigation/questioning authority;
 - 3.2.4. when the administrative violation case is directed to commission(collegial body) on affairs and protection of rights of not adults.
- 3.3. directing the case to judge, authorised body (official) based on subordination if consideration of the case is not within the competency of current judge, authorised body (official).

4. Resolution on administrative violation case

- 4.1. Following is indicated in the resolution for administrative violation case:
- 4.1.1. position, first/middle/last names of the official that had made the resolution;
 - 4.1.2. date and venue of case consideration;
 - 4.1.3. information on person whose case was considered;
 - 4.1.4. circumstances established during case consideration;
 - 4.1.5. relevant article of this Code that stipulates the liability for administrative violation and type of imposed administrative penalty in relation to administrative violation;
 - 4.1.6. penalty set for administrative violation;
 - 4.1.7. relevant article of the Code that serves as basis for suspending or closing the case execution;
 - 4.1.8. timing and procedure for protest submission on the resolution.
- 4.2. Simultaneous to administrative punishment the judge resolves the issues of compensation for damage caused due to administrative violation.
- 4.3. Issues on seized items and documents shall also be reflected in the resolution for administrative violation. In this:
- 4.3.1. non-usable items and documents shall be returned to owner, and if owner is not identified to the state they shall be kept in archive of the SSC of Azerbaijan till the date of expire;
 - 4.3.2. documents recognized as materials evidences shall be stored together with the case on administrative violation for the established period of time or transferred to relevant persons.
- 4.4. the resolution on administrative violation case shall be signed by the official, who had made the resolution.
- 4.5. The resolution on administrative violation case shall be announced immediately upon the case consideration.
- 4.6. Copies of resolution shall be handed to natural person, representative of legal person the case was initiated against, and to victim within three days.

5. Resolution on suspending the execution of administrative violation case

- 5.1. The execution of administrative violation case can be suspended in following cases:
- 5.1.1. when the natural person the case is initiated against is hiding or his whereabouts are not identified for whatever reason;
 - 5.1.2. if natural person the case is initiated against had mental or other serious health problems;
 - 5.1.3. when the person who had committed the administrative violation is not identified.
- 5.2. When the execution of administrative violation case is suspended the authorized official shall implement all process actions on the case that are allowed to be performed in the absence of person the case is initiated against and take all measures stipulated by the legislation to dismiss circumstances stipulated by articles 415.1.1. and 415.1.3. of the Code and establish the reasons for suspending the case execution.
- 5.3. The execution of the case on administrative violation shall be suspended by solution of authorised official. The resolution on suspension of administrative violation case execution shall include the information listed in Article 426 of the Code.
- 5.4. If circumstance indicated in articles 415.1.1. 415.1.3. of the Code are dismissed, the administrative violation case execution shall be restarted by the resolution of authorised official.
- 5.5. If execution on administrative violation case is suspended then flow of time of execution stipulated in article 36.1. of the Code is stopped. Suspending of the flow of time of execution on administrative violation case cannot continue for more than a year. When this time is over the execution on administrative violation case should be closed.

6. Resolution on closing the execution on administrative violation case

6.1. If any of circumstances stipulated in legislation exist, the authorized official executing the administrative violation case shall announce the resolution on closing the case:

- 6.1.1. the absence of event of administrative violation;
 - 6.1.2. the absence of content of administrative violation;
 - 6.1.3. cancellation of act that establishes the administrative responsibility;
 - 6.1.4. expiry of dates of administrative violation by the time of its consideration in accordance with article 36 of the Code;
 - 6.1.5. presence of resolution of the judge, authorised body (official) on application of administrative punishment on the person for the same event, or not cancelled resolution on close up of case on administrative violation, as well as presence of resolution on initiation of criminal case on the same event;
 - 6.1.6. death of persons against whom the administrative violation case is initiated.
- 6.2. Copies of resolution on closing the case shall be sent to persons the case was initiated against.

7. Periods for filing of claims against the resolution

7.1. The filing of claim and objection for resolution on administrative violation case may be implemented within ten days from the date of receive of its copy.

7.2. If the period stipulated in article 7.1 of this Rules is missed for certain grounded reasons, the authorised body (official) may reinstate this period based on the petition of person filing the claim or objection.

7.3. If reinstatement of missed period is not possible the decision shall be made on denial of petition.

8. Decision on consideration of claim or objection against the resolution of administrative violation case

8.1. When considering the claim or objection against the resolution of administrative violation case one of the following decision shall be made:

- 8.1.1. on making no changes to resolution;
 - 8.1.2. on satisfaction of claim or objection;
 - 8.1.3. on changes to resolution without any additional punishment on the person the resolution is made against or reinforcement of punishment;
 - 8.1.4. on cancellation of resolution or closing the execution of the case in accordance with articles 21 and 367 of the Code;
 - 8.1.5. on cancellation of resolution and direction of case for re-consideration by the judge, authorised body (official), if requirements established by the Code are violated at the level that affected the Law full, all sided and complete investigation of the case;
 - 8.1.6. on cancellation of resolution and direction of the case for reconsideration by subordinate instance, if it is established during the consideration of claim or objective that resolution is made by an un authorised judge, body (official).
- 8.2. The decision on consideration of claim or objection shall include the information listed in article 426 of the Code.

9. Implementation of resolution on administrative violation case

9.1. In accordance with Article 440.1. of the Code an implementation of resolution on administrative violation case shall be the binding force for all state and local authorities, officials, natural and legal persons.

9.2. Resolution on administrative violation case shall be implemented immediately upon entering into force.

9.3. The judge, authorised body (official) shall be responsible for submission of resolution on administrative violation case for implementation.

9.4. Upon the consideration of claim or objection against the resolution of administrative violation case, the decision made shall be sent to the judge, authorized body (official) within three days from the date of entering into legal force.

9.5. If there are circumstances that do not allow to implement within the established timeframe the resolution on application of administrative penalty (with exception of those charged in place), judge, authorized body (official) that had made there solution may postpone its execution for the period of up to one month.

9.6. Payment of administrative penalties may be postponed by the judge, authorized body (official) who had made the resolution on penalty for the period of up to three months with consideration of financial status of the person under administrative liability.

9.7. If the person under administrative liability lacks to implement the resolution on application of administrative punishment, the count of timeframe of execution established in accordance with article 447.1. of the Code shall be stopped. In such case the implementation period shall be counted from the moment of this person's arrest.

9.8. If implementation or resolution on application of administrative punishment is suspended or postponed in accordance with articles 443-445 of the Code the time count for implementation shall be stopped for the period of suspending or postponement.

10. Implementation of resolution on application of administrative penalty

10.1. The administrative penalty shall be paid by the person who had committed the administrative violation no later than within thirty days from the date when resolution is entered into force or in accordance with timing established by article 444 of the Code for the periods of suspending or postponement.

10.2. Administrative penalty is paid or transferred into the bank account of authorized credit entity by the person committed the administrative offence with exceptions stipulated by article 452.1 of the Code. Relevant information on bank or authorized credit entity is provided to the person, who has committed the administrative offence by the authorized body (authorized officer), processing the administrative violation case.

10.3. If administrative penalty is not paid within timeframes stipulated by article 10.1 of this Rules, the copy of resolution on application of penalty shall be sent for the purposes of its payment by the authorized body (official) who had made the resolution to:

10.3.1. For natural persons- enterprise, entity, organization or authority, granting a pension, where the person under administrative liability works or studies to withhold the penalty from his salary, scholarship, pension or other sources of income;

10.3.2. for legal persons- to the bank or other credit entity to withhold the penalty from funds or profits of legal person.

In accordance with article 451.4.2 of the Code the Decree of the bank or other credit organization shall be fulfilled within 7 days from the moment of its receipt. In case of non-availability of money assets at the account of legal entity within such period, decree of the bank or other credit organization on application of administrative penalty shall be forthwith returned back to the judge, authorized body (official), issued such decree with indication of reason of its non-fulfilment.

10.4. In case when the person under administrative liability is dismissed from his position or when it is not possible to withhold the administrative penalty from his salary or other sources of income, the employer shall within three days send a copy of resolution on administrative penalty to the judge, authorized body (official) who had made the resolution with indication of person's new place of employment (if possible) and indication of the reasons for which the payment is not possible or acknowledgment of payment if payment is made.

10.5. If natural person the administrative penalty is applied to is unemployed, or the payment of administrative penalty from his salary or other sources of income is not possible, and in cases if information about accounts of legal entity in banks and other credit organizations is not available or when there are no funds on the accounts of legal persons or if the penalty is not paid voluntarily, the resolution on application of administrative penalty shall be subject to compulsory execution in accordance with procedures stipulated by respective legislation.

10.6. Implementation of resolution on application of administrative penalty charged at the place of administrative violation is realized as stipulated in article 452 of the Code.

11. Final articles

11.1. In accordance with article 429.1. authorised body (official) considering the administrative violation case upon the identification of reasons and grounds stimulating the administrative violations shall submit the memo to relevant enterprises, entities and officials on measures for dismissal of such reasons and grounds.

11.2. Specified enterprises, entities, organisations as well as officials shall inform the authorised body (official) on measures taken within one month from the date of receive of petition.

LIST OF OFFICIALS WHO HAVE AUTHORITY TO CHARGE WITH ADMINISTRATIVE OFFENCES

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

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

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;

3.1.4. 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 unit presented necessary data in e-form for carrying out 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;

4.1.3. 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.

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.

Addendum

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)

CONTRACT № _____

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

_____ “ ____ ” _____ 20__
city (region)

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;

3.2.3. 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;

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

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

Report presenter

(local statistical agency)

(full name of statistical unit which presents report,

(official's position, surname, name

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

and patronymic)

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

The stamp.

The stamp.

Rules on online submission of official statistical reports to local statistical agencies

For submission of official statistical reports it is necessary to enter official web-page of the State Statistical Committee (www.stat.gov.az).

The screenshot shows the homepage of the Azerbaijan State Statistical Committee. The website is in Azerbaijani. The main navigation menu includes: Baş sahifə, Haqqımızda, Qanunvericilik, E - xidmətlər, Təsnifatlar, Statistik nəşrlər, Metaməlumatlar, and Bizimlə əlaqə. The 'E - xidmətlər' menu is highlighted with a red arrow. Below the navigation menu, there are sections for 'Statistik məlumatlar' (Statistical information) and 'Mətbu məlumat' (Printed information). The 'Statistik məlumatlar' section includes categories like 'Aylıq makroiqtisadi göstəricilər', 'Demografiya və sosial statistika', and 'İqtisadi statistika'. The 'Mətbu məlumat' section displays a list of recent news items with dates and titles. A red arrow points from the 'E - xidmətlər' menu to the 'E-hesabatlar' (E-reports) sub-menu.

After that it is necessary to go to E-reports menu and choose “Forms of statistical e-reports” or E-services menu and choose “Submission of official statistical reports”.

This screenshot shows the 'E-xidmətlər' (E-services) menu expanded. The menu items are: 'Rəsmi statistik hesabatların təqdim edilməsi', 'Statistik məlumatların buraxılış təqviminin və mətbu məlumatların yayım təqviminin təqdim edilməsi', 'Statistik məlumatların (göstəricilərin) verilməsi', and 'Statistik nəşrlərin (kitabların) onlayn satışı'. A red arrow points from the 'E-xidmətlər' menu in the previous screenshot to this dropdown menu. The background shows the website header and navigation menu.

After this selection the list of statistical domains will appear in the opened window.

Statistik hesabatların ill	
1. Əhali statistikas	
2. Əmək statistikas	
3. Sosial statistika	
3.1. Səhiyyə statistikas	
3.2. Humanitar və hüquqpozmalar statistikas	
3.3. Sosial statistika	
4. Kənd təsərrüfatı statistikas	
4.1. Kənd təsərrüfatı statistikas	
4.2. Meşə təsərrüfatı və balıqçılıq statistikas	
5. Qiymət statistikas	
6. Milli hesablar və makroiqtisadi göstəricilər statistikas	
7. Sənaye və tikinti statistikas	
7.1. Sənaye statistikas	
7.2. Tikinti statistikas	
8. Xidmət statistikas	
8.1. Nəqliyyat statistikas	
8.2. Rabitə statistikas	
8.3. Turizm və işə statistikas	
9. Energetika və ekologiya statistikas	
10. Ticarət statistikas	
11. Həyat keyfiyyətinin statistikas şöbəsi	
12. Keyfiyyətin idarə olunması və və məlumatlar şöbəsi	
13. Rayonların pasportu	
14. Rayonların (şəhər) statistika idarələrinin istifadəsi üçün müəssisələrin pasportu	

Statistik hesabatların formaları	
1. Əhali statistikas	
2. Əmək statistikas	
3. Sosial statistika	
3.1. Səhiyyə statistikas	
3.2. Humanitar və hüquqpozmalar statistikas	
3.3. Sosial statistika	
4. Kənd təsərrüfatı statistikas	
4.1. Kənd təsərrüfatı statistikas	
4.2. Meşə təsərrüfatı və balıqçılıq statistikas	
5. Qiymət statistikas	
6. Milli hesablar və makroiqtisadi göstəricilər statistikas	
7. Sənaye və tikinti statistikas	
7.1. Sənaye statistikas	
7.2. Tikinti statistikas	
8. Xidmət statistikas	
8.1. Nəqliyyat statistikas	
8.2. Rabitə statistikas	
8.3. Turizm və işə statistikas	
9. Energetika və ekologiya statistikas	
10. Ticarət statistikas	
11. Həyat keyfiyyətinin statistikas şöbəsi	
12. Keyfiyyətin idarə olunması və və məlumatlar şöbəsi	
13. Rayonların pasportu	
14. Rayonların (şəhər) statistika idarələrinin istifadəsi üçün müəssisələrin pasportu	

(E-services menu “Submission of official Statistical reports”)

(at the bottom of E-reports menu)

After one of these lists will be opened it is necessary to choose domain corresponding to statistical reporting form. At that time the new window is opened and the list of statistical reporting forms related to the domain, appears. For example, Labour statistics domain.

Əmək statistikas

№	Formanın Kodu	Formanın nömrəsi, adı	Dövrüliyi	Təqdim edilmə müddəti, gün	Hesabatları təqdim etmək üçün program təminatı
1.	03102109	1-əmək №-li forma (Əmək üzrə hesabat)	illik	fevralın 8-dən gec olmayaraq	Online
2.	03102110	1-emiqrasiya №-li forma (Haqqı ödənilən əmək fəaliyyəti ilə məşğul olmaq məqsədi ilə xarici ölkələrə göndərilən Azərbaycan Respublikası vətəndaşlarının sayı və tərkibi haqqında hesabat)	rüblük	hesabat dövründən sonrakı ayın 10-dan gec olmayaraq	Online
3.	03102111	2-imiqrasiya №-li forma (Əməkçi miqrantların sayı və tərkibi haqqında hesabat)	rüblük	Dövlət Miqrasiya Xidməti hesabat dövründən sonrakı ayın 10-dək təqdim edir	Online
4.	03102113	1-əmək şəraiti №-li forma (Əmək şəraitinin vəziyyəti, ağır və zərərli əmək şəraitində işə görə güzəşt və kompensasiyalar haqqında hesabat)	illik	yanvarın 25-dən gec olmayaraq	Online
5.	03102114 03102115 03102116	1- məşğulluq №-li forma (Əhalinin məşğulluğu haqqında hesabat)	aylıq rüblük, illik	aylıq - şəhər, rayon (şəhərlərdə rayon) məşğulluq orqanları hesabat dövründən sonrakı ayın 3-dək; rüblük, illik - şəhər, rayon (şəhərlərdə rayon) məşğulluq orqanları hesabat dövründən sonrakı ayın 7-dək	Online
6.	03102117	4-əmək №-li forma (İşçilərin sayı, hərəkəti və əmək haqqına dair hesabat)	aylıq	Kiçik sahibkarlıq subyekti olmayan hüquqi şəxslər hesabat ayından sonrakı ayın 15-dək; Kiçik sahibkarlıq subyekti olan hüquqi şəxslər hesabat rübündən sonrakı ayın 18-dək	Online
7.	03102121	3-əmək №-li forma (Dövlət qulluqçularının sayı və tərkibi haqqında hesabat)	illik	fevral ayının 10-dan gec olmayaraq	Online
8.	03102408	Cari ilin oktyabr ayı üzrə işçilərin peşə və vəzifələri, əmək haqqı və işlədikləri vaxt dair ilde bir dəfə keçirilən seçmə statistik müayinə anketi	ilddə bir dəfə	23 noyabrda gec olmayaraq	Online
9.	03102410	Əhalinin iqtisadi fəaliyyətinə dair rüblük seçmə statistik müayinənin sorğu anketi	rüblük	sorğu keçirilən dövrdən sonra 25 gün müddətində	Online
10.		Sağlamlıq imkanları məhdud olan şəxslərin iqtisadi əmək fəaliyyətinə cəlb olunması şərtləri barədə statistik müayinə anketi	birdəfəlik		Online

Here it is necessary to choose appropriate statistical reporting form and click *online*. Window opened could be in 2 forms:

1.

(System of submission of e-reports)

If the page is opened like that, then it is necessary to indicate 7-digits statistical code of an organization, enter password get on registration and click “Enter”.

If you're logged in for the first time it is necessary to register and get password. For that, it is necessary to enter 7-digits statistical code and click “Register”. After that the new window will be opened.

In the window it is necessary to indicate password consisting of figures (password should consist at least 6 and the most 10 figures), properly repeat password, indicate e-mail and then click “Register”. After registration you will get password; the password should be kept secret and should not be given to anyone besides authorized officials from the registered enterprise. If the password will be lost or forgotten it is necessary to write letter to email online@azstat.org. At that time password is erased and the enterprise could register again and get password in any time.

Moreover, as it is seen from picture “System of submission of e-reports”, to change password is also possible here. To change the password it is necessary to indicate 7-digits statistical code of enterprise and password get on registration and click “Change password”. At the opened window it is necessary to indicate new password and properly repeat it (if necessary, e-mail could be also changed) and click “Register”.

2.

If the window is opened like that then for submission of statistical report it would be sufficient to indicate 7-digits statistical code of enterprise and click “Enter”.

“Reporting form”:

Müəssisənin adı	Müəssisənin kodu	Fəaliyyət növü	Ərazinin kodu	Səhiyyə	Hüfuzat	İşçilərin sayı	Mülkiyyət	Bütçə	İri-kiçik
Qazax rayon icra hakimiyyəti	1102550	84111	501	0	91	43	1	0	İri

In this window it is necessary to indicate full name of statistical reporting form, informative notice about reporting period, a part indicating information in general register. At the same time it is considered the selection displaying the reporting period (the year, if report is monthly – the month, if quarterly – the quarter and etc.) and providing the possibility to view data of the previous reporting period,

to indicate “Blank report”. “Blank report” should be submitted by enterprise acting but not functioning in the current period of reporting.

“Online” form intended for reporting should comply with blank form; titles of tables should be indicated in the middle, line titles – in the left (keeping view of blank form) and

the figures – in the right part. Moreover, in the graphics intended for figures it should be permitted to indicate only figures (excluding the sign “-” in special cases), in the graphics intended for indication of full units the shortages should not be indicated, in the graphics intended for shortages it should be considered to indicate 1 figure after comma (in exceptional cases). In order to easy indicate figures in reporting form it should be surely considered use of arrows in a keyboard, “Tab” to skip to lines and columns. During this skip the figures should not be indicated (zeros as well).

I bölmə. Əsas kapitala yönəldilmiş investisiyalar			
(min manat, onda bir dəqiqliklə)			
Göstəricilərin adı	Sətir kodu	Hesabat ayında	Əvvəlki ayda
A	B	1	2
Əsas fondların istifadəyə verilməsi - cəmi	01		
Əsas kapitala yönəldilmiş investisiyalar - cəmi	02	66.9	14999.6
02-ci sətirdən:			
tikinti-quraşdırma işləri	03	66.9	12500.0
ondan təsərrüfat üsulu ilə yerinə yetirilən	04		
xaricdən investisiyalar	05		
05-ci sətirdən xarici ölkələr və beynəlxalq təşkilatlar üzrə		(daxil edəcəyiniz sətirlərin sayını yazın və kənarında tıklayın)	0
02-ci sətirdən iqtisadi fəaliyyət növləri üzrə - cəmi	06	66.9	14999.6
o cümlədən:		(daxil edəcəyiniz sətirlərin sayını yazın və kənarında tıklayın)	0
88000 - Səhiyyə sahəsində sair fəaliyyət	06.1	66.9	14999.6
Təbii mühafizə obyektlərinə	07		
o cümlədən:			
- su mənbələrinin mühafizəsi və istifadəsinə	08		
- atmosferin mühafizəsinə	09		
- torpaqların mühafizəsi və səmərəli istifadəsinə	10		

After completing the report in accordance with instruction it is necessary to click appropriate button for “Save”. At this time, if all terms of control related with report is not provided then information about errors will appear at the bottom of the page.

- ❗ 1 Bölmə I. Sütun 1: Sətir 1 = 2 + 4 + 5 + 6 + 7 1!=5
- ❗ 2 Bölmə I. Sütun 2: Sətir 1 = 2 + 4 + 5 + 6 + 7 1!=25
- ❗ 3 Bölmə I. Sütun 1: Sətir 8 = 9 + 10 + 11 + 12 1!=4
- ❗ 4 Bölmə I. Sütun 2: Sətir 8 = 9 + 10 + 11 + 12 1!=4
- ❗ 5 Bölmə I. Sütun 1: Sətir 13 = 1 + 8 1!=2
- ❗ 6 Bölmə I. Sütun 2: Sətir 13 = 1 + 8 1!=2
- ❗ 7 Bölmə I. Sütun 2: Sətir 14 = 15 + 16 + 17 + 18 1!=0.0
- ❗ 8 Bölmə I. Sütun 1: Sətir 23 = 14 + 19 0.0!=1.0
- ❗ 9 Bölmə I. Sütun 2: Sətir 23 = 14 + 19 0.0!=1.0
- ❗ 10 Bölmə II : Sətir 39: sərf edilən vaxt 0.0 ola bilməz!

Information about errors in a report should be short however clear and easy to understand.

After indicating the required figures in accordance with reporting form it is necessary to click “Save” button at the bottom the page. At this time, if report does not provide all necessary terms of control then informative notice about not providing of terms will appear

in the bottom of the page. In such case, it is necessary to make correction to report according to informative notice (blank as well) and again save.



When the report will be registered, user will see new page on the monitor. At this page it is also considered the possibility to print report and back to home page.