

Approved by
Director of the State Civil Aviation
Administration of the
Republic of Azerbaijan

Arif Mammadov

Administrative Regulation regarding the issuance of permission for the flight operations to/from the Republic of Azerbaijan

I. General

1. Name of the electronic services: Issuance of permission for flight operations to/from the Republic of Azerbaijan.
2. Content of the electronic services: Issuance of permission for the international services by regular and charter flights in civil aviation.
3. Legal basis for provision of electronic services:
 - Article 2 of the Decree of the President of the Republic of Azerbaijan No 429 “On some measures in the field of provision of public authorities with electronic services” dated 23 May 2011;
 - Articles 6.3, 6.4, 7, 22.1, 38, 39, 40 and 43.1 of Law of the Republic of Azerbaijan “On Aviation” No 944-IIQ dated 24 June 2005;
 - Article 8.41 of the “Regulations of the State Civil Aviation Administration of the Republic of Azerbaijan” approved by the Decree No 565 of the President of the Republic of Azerbaijan dated 20 April 2007.
4. Public authority providing electronic services: State Civil Aviation Administration of the Republic of Azerbaijan.
5. Other executers of electronic services: Heydar Aliyev International Airport and other international airports.
6. Automatized level of electronic services: full.
7. Execution period of electronic services: 45 days.
8. Outcome of electronic service: Permission.

II. Provision of electronic services

9. Type of electronic service: interactive.

Note: When necessary, an informative electronic service should be provided in accordance with the user's request.

10. Fees for electronic services: free of charge.

11. Users of electronic services: legal entities.

12. Place of the electronic services: www.caa.gov.az.

13. Information about the electronic services: www.caa.gov.az.

e-mail: eakbarov@caa.gov.az; tel.: +99412 4986822

14. Required electronic documents and their form of submission for provision of electronic services:

Cover letter signed by the authorized person, "R" Form, Air Operator Certificate, Certificate of Registration of the Civil Aircraft, Airworthiness Certificate of the Civil Aircraft, Noise Certificate of the Civil Aircraft, Radio Station License of the Civil Aircraft, Certificate of Insurance Liability for crew, passengers, baggage, cargo and third parties risks, Aviation Security Program of the Airline.

Note 1: This information is placed on the web site of the Administration.

Note 2: The absence of any of the aforesaid documents or cases prescribed by the legislation may be subject to the refusal to grant permission.

15. Electronic services may be provided only to the appropriately registered legal entities.

III. Administrative procedures for provision of electronic services

16. Administrative procedures for provision of electronic services are:

16.1. request for the interactive electronic services (including the documents indicated in paragraph 14 of this Regulation) are made to the official web site of the Administration from the e-mail address of the legal entities;

16.2. submitted documents are reviewed in terms of content and completeness;

16.3. in case of full compliance of the documents with the specified list, an e-mail is sent to the e-mail address of the user;

16.4. Request submitted regarding the permission to the "E-Services" section (in case of no discrepancies in the documents) of the official web site of the Administration is executed in 45 days.

Note 3: In case discrepancies are found in the submitted documents, a written notification is given to the applicant within 5 days. After remedial action and resubmission of the documents they will be considered within 45 days.

16.5. provision of these services are entrusted to Mr. Elmar Akbarov, chief of the Air transport section of the Administration.

16.6. Electronic version of the Permission appropriately signed by the authorized person of the Administration is placed on the “E-Services” section of the official web site.

17. General control for the execution of electronic services is entrusted to Mr. Fuad Guliyev, Deputy Director of the Administration.

17.1. Director Deputies regularly report to the Director of the Administration about the ongoing activities carried out for provision of electronic services (including other services).

Note 4: Informative electronic services are always opened to the users: no limitations can be set for the request.

18. If any dispute arises relating to the provision of electronic services applicants may use their rights to file a complaint. Complaints filed to the Director of the Administration should be justified and contain the necessary information for consideration. The consideration period of such complaint is settled according to the legislation in force.