

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

Arif Mammadov

Administrative Regulation regarding the issuance of special permission (license) for carrying passengers and cargo by air transport

I. General

1. Name of the electronic service: Issuance of special permission (license) for carrying passengers and cargo by air transport
2. Content of the electronic service: The purposes of licensing passenger and cargo carriage by air transport are:
 - a) to ensure safety and regularity of operations, including complying with established ecological standards during operations;
 - b) development of air services to adequately meet the demand for air transportation;
 - c) increasing the number of air carriers according to a demand of air services.
3. Legal basis of electronic service:
 - Article 2 of the Decree of the President of the Republic of Azerbaijan # 429 “On some measures in the field of provision of public authorities with electronic services” dated 23 May 2011;
 - Decree of the President of the Republic of Azerbaijan # 782 “On improvement of regulations for issuing special permission (license) to certain activity kinds” dated 02 September 2002:
 - Regulations for issuance of special permission (license) to air carriers for operating passenger and cargo traffic in air transport worked out in accordance with the legislation of the Republic of Azerbaijan governing entities of civil aviation.
4. Public authority providing electronic services: State Civil Aviation Administration of the Republic of Azerbaijan.
5. Other executers of electronic services: none.
6. Automatized level of electronic services: full.
7. Execution period of electronic services: 15 days after submission of the documents (in case of no deficiencies).
8. Outcome of electronic service: Special permission (license).

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: fee-based service.

A State tax is defined for appropriate activities. According to the provisions of the "List of the activities requiring special permission (license) and the amount of the State tax for such activities" approved by the Decree of the President of the Republic of Azerbaijan #510 dated 29 December 2006 the amount of State tax is defined as 5500 AZN.

Account for State tax transfer for the issuance of special permission (license):

Receiver Bank:

Name: State Treasury Agency
Code: 210 005
IBAR: 1401555071
correspondent account: 0132033003944
S.W.I.F.T.: CTREAZ22

Receiver Name: Baku Tax Department
Account number: 2117131
IBAR: 1400305751

Amount of
Transferred funds:

In number: 5500 (AZN)
In words: five thousand and five hundred manats

Purpose of payment: State tax paid for the issuance of license for personal data, information resources, activities on services and procedures according to the provisions Presidential Decree of the Republic of Azerbaijan #510 dated 29 December 2006.

Ministry of Communications and Information Technologies of the Republic of Azerbaijan

IBAR: 9900033991
Budget classification
code: 142215
Method of payment: transfer

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: faliyev@caa.gov.az; tel.: +99412 4939072

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

- Application form (name of legal entity, its business form, legal address, number of settlement account and name of the bank, as well as kind of activity should be indicated)
- Copy of legal documents of the airline
- Copy of the State Registration Certificate
- Copy of the Tax Registration
- Copy of document approving payment of State tax for obtaining the license (in amount of five thousand five hundreds manats)
- Copy of the Air Operator Certificate;
- Copy of Operations Specifications
- Copy of the Certificate of Registration of the operated Civil Aircraft;
- Copies of the Airworthiness Certificates and Noise Certificates
- Copy of the Radio Station License
- Copies of the following insurance documents:
 - (a) Casco insurance
 - (b) Certificate of Insurance Liability for third parties risks
 - (c) Certificate of Insurance Liability for crew risks
 - (d) Certificate of Insurance Liability for passengers, cargo shippers and receivers risks

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. requests 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 15 days.

Note 3: In case discrepancies are found in the submitted documents, a written notification is given to the applicant within 7 days. After remedial action and resubmission of the documents they will be considered and the appropriate decision (issuance or refusal from issuance of certificate) is made within 15 days.

16.5. provision of these services are entrusted to Mr. Elmar Akbarov, Fariz Aliyev, Head of the Licensing and State Registry Department 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 and 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.