

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

Arif Mammadov

Administrative Regulation regarding the issuance of special permission for goods (activities, services, outcome of mental work) under export control according to the Resolution of the Cabinet of Ministers of the Republic of Azerbaijan on “Export control” #230 dated 15 December 2005

I. General

1. Name of the electronic services: Issuance of special permission for goods (activities, services, outcome of mental work) under export control according to the Resolution of the Cabinet of Ministers of the Republic of Azerbaijan on “Export control” #230 dated 15 December 2005.
2. Content of the electronic services: Issuance of special permission for conducting customs documentation on import and export of air navigation equipment and avionics, engine devices and appropriate equipment in civil aviation, including their spare parts.
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;
 - 7-th and 9-th categories of the "List of executive bodies in charge for carrying out export control in accordance with the nomenclature of goods under export control, including issuance of special permission for categories and sections of goods (works, services, mental work) in the list defined by legislation as a outcome of works, services, mental work activities, conducting inspections before and after the issuance of special permission, monitoring the use of dual-purpose goods for the stated purposes” approved by the Cabinet of Ministers of the Republic of Azerbaijan No 230 dated 15 December 2005.
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: during the period of 7 days.
8. Outcome of electronic service: Special 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. Electronic services are provided by: www.caa.gov.az.

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

e-mail: aabdullayev@caa.gov.az; tel.: +99412 4939285

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

Letter from the head of the organization with the appropriate request;

Copies of the Agreements (Arrangements), including Annex (Annexes) thereto, if applicable.

Copy of the End User Certificate (or in other cases Certificate of origin of the goods).

Note 1: The information about this 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 individuals or 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 7 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 appropriate decision is taken within 7 days (issuance of Special permission or refusal from issuance of Special permission).

16.5. provision of these services are entrusted to Mr. Alasgar Abdullayev, Head adviser-legal adviser of the Administration.

16.6. Scanned copy of the Special permission 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.