

Resolution of the Cabinet of Ministers of the Republic of Azerbaijan  
June 14, 2015

**No. 216 Baku, 5 June 2015**

**On approval of “Rule on Registration of Grant Agreements/Contracts (Decisions/Orders)”**

With an aim to ensure the implementation of paragraph 2 of Decree No.240 of the President of the Republic of Azerbaijan, dated 24 July 2014, on abolition of “Approval of Rules for Registration of Contracts (Decisions) of Awarding and Receiving Grants”, Decree No.27 of the President of the Republic of Azerbaijan, dated 12 February 2004, the Cabinet of Ministers of the Republic of Azerbaijan decides:

“Rule on Registration of Grant agreements (decisions)” to be approved (attached).

Artur RASI-ZADE,

The Prime Minister of the Republic of Azerbaijan

**Approved**

by Resolution No. 216

dated 5 June 2015 of the

Cabinet of Ministers of the Republic of Azerbaijan

**The RULE**

**on Registration of Grant Agreements (Decisions)**

**1. 1. General Provisions**

1.1. This Rule is prepared in accordance with paragraph 4-2 of Article 4 of the “Law on the Grants” (hereinafter-the Law) of the Republic of Azerbaijan.

1.2. The Rule regulates the registration of Agreements (decisions) on Receiving (Awarding) Grants by physical and legal entities, as well as sub-grant, grant additions, also in exclusion of the donations, assistance formalized in other forms for purposes as indicated in paragraph 1 of Article 1 of the Law (hereinafter the agreement (decision)). The requirements of the Rule on registering the grant agreements (decisions) also apply to sub-grants and additional contracts related to grant agreement (decision), changes to duration, purpose, the grant amount in the respective agreements.

1.3. The registration of agreements (decisions) is carried out by the Ministry of Economy and Industry of the Republic of Azerbaijan, with respect to commercial entities; the State Committee on Affairs with Religious Institutions of the Republic of Azerbaijan, with respect to religious organizations; the Ministry of Justice of the Republic of Azerbaijan (hereinafter the registration body), with respect to other non-commercial entities and natural persons.

1.4. Agreements (decisions) on provision of grants by donors, being legal or natural entities of the Republic of Azerbaijan, as well as the branch and representative office of legal entity of the Republic of Azerbaijan to foreign recipients shall be presented by donors to the registration body for registration. Agreements (decisions) received by the recipients of the Republic of Azerbaijan shall be presented by the recipients to the registration body for registration.

1.5. Agreement (decision) must be submitted to the registration body for registration not later than 15 (fifteen) days from the date it is signed (issuance).

1.6. Relevant information on the grant awarded from the state budget must be submitted by the donor to the registration body registering the grant agreement (decision) not later than 3 (three) days, in accordance with the form as in Annex 5 of the Rule.

1.7. Banking transactions and any other transactions regarding the unregistered grant agreements (decisions) shall not be executed.

1.8. Banking transactions shall be carried out on the basis of notification confirming registration of the agreement (decision).

1.9. The registration body must provide general information to the mass media on registered grant agreements (decisions) at least once a year.

## **2. Documents to be submitted for registration of agreements (decisions)**

2.1. For registration of grant agreement (decision), the following documents shall be attached to the applications specified in annexes 1-4 of the Rule:

2.1.1. the original copy of the agreement (decision), as well as an additional agreement (decision) or amendments thereto signed by the parties;

2.1.2. the original copy of the planned project for implementation under the respective agreement (decision) signed by the parties;

2.1.3. a copy of the personal identification document of a physical person as a donor (recipient);

2.1.4. Excluding cases when the applicant organization is registered at the registration body who executes the registration of the grant, a copy of an extract from the State Register of legal entities and copy of the charter (regulation) of the legal entity as donor (recipient);

2.1.5. if the agreement (decision) is signed by non-legal representative, a copy of the relevant power of attorney of that person;

2.1.6. copy of the document evidencing that the donors are authorized to issue grant in the Republic of Azerbaijan, in accordance with paragraph 5 of Article 2 of the Law.

2.1.7. document on submission of financial reporting to the Ministry of Finance of the Republic of Azerbaijan by non-governmental organization and branch or representative office of foreign non-governmental organization;

2.1.8. In case of other person submits the application on behalf of persons specified in the paragraph 1.4 of the Rule, the power of attorney confirming the authority;

2.2. Copies of documents considered for submission in the 2.1.3, 2.1.5 and 2.1.6 sub-paragraphs of the Rule shall be approved in the notary order. If the agreement and other documents are in a foreign language, notarized translation shall be attached. Documents compiled in foreign country also must be legalized or apostil must be given.

### **1. 3. Issues scrutinized (assessed) by the registration body**

3.1. For provision of notification by the registration body, the following shall be scrutinized:

3.1.1. Compliance of the submitted documents and implementation of envisaged activities under respective agreement (decision) to the laws of the Republic of Azerbaijan, the charter (regulation) of the grant recipient, as well as compliance of agreement (decision) terms with the grant concept;

3.1.2. The conformity of grants awarded by organizations financed from the state budget of the Republic of Azerbaijan with the activity fields of their organizations;

3.1.3. Compliance of the recipient with criteria indicated in paragraph 2 of Article 3 of the Law and receiving grant from donors specified in Article 2 of the Law;

3.1.4. The relevant authority of the person who signed the agreement (decision);

3.1.5. Available information on the resident of the Republic of Azerbaijan as the donor (recipient) failure to comply with the laws of the Republic of Azerbaijan on the Prevention of the Legalization of Criminally Obtained Funds or Other Property and the Financing of Terrorism;

3.1.6. Submission of the documents specified in paragraph 2.1 of the Rule and the accuracy of the information provided in these documents;

3.1.7. In case of the organization awarding a grant is the state body, this organization must be in the list as specified in paragraph 2 of Article 2 of the Law;

3.1.8. In accordance with paragraph 3 of Article 4 of the Law, over the period of project implementation, if terms of changing the direction of grant funds, the sale and change into money of values provided as a grant or at the expense of the grant are not specified in the agreement (decision), the written permission of a donor shall be provided.

3.1.9. Clarity of the provisions of agreement (decision) and accurate description of the envisaged activities to be implemented.

### **4. Rule of registering agreements (decisions)**

4.1. The registration body, in the absence of grounds for suspension or rejection for registration, which are contained in Section 2 of the Rule, shall register the agreement (decision) within 15 days and provide notification as specified in Annex 6 of the Rule to the applicant legal or physical entity.

In case of additional scrutiny of the documents or matters specified in Sections 2 and 3 of the Rule is required, notification period can be extended for another 15 (fifteen) days.

4.2. Registration of agreement (decision) shall be executed in the annual registration book. An individual registration number is issued per each recorded agreement (decision). Individual registration number shall be specified in the bank documents when bank operations are conducted under respective agreement (decision).

4.3. The registration book shall be in thick cardboard face, thick and quality paper, strongly bound 34 cm x 27 cm in size, laced up and stamped. The number of the book, the year and the numbers indicating the start and final individual registration number of the agreement must be specified in the book (for example, C1, 2015, Grant No. 1-50). Registration book shall be closed when the year is over and a new book shall be compiled for the next year.

4.4. The Registration book consists of 2 sections, allocating 1 page per each agreement (Section 1-“General Information” (donor, recipient, agreement date, duration, contact telephone numbers, e-mail), Section 2-“Information on Grant agreement (decision)” (grant agreement (decision) name, the purpose, information on implementation of the planned project under the respective agreement (decision), amount of grant agreement (decision), information on additions and revisions/changes of the registered agreement (decision) (date and number), note) and is conducted in accordance with the form specified in Annex 7 of the Rule.

4.5. Individual grant registration number, agreement registration date and the page number shall be indicated at the right top of every page of the book.

4.6. In case of insufficiencies are identified in the submitted documents that are not grounds for rejection, the registration body shall suspend the registration of the agreement (decision), return the documents to the applicant and provide additional 5 (five) working days to correct insufficiencies.

## **5. Cases of rejection of registration of agreements (decisions)**

5.1. Registering of agreements (decisions) by the registration body shall be rejected in the following cases:

5.1.1. if documents specified on paragraph 2.1 of the Rule are not submitted;

5.1.2. if insufficiencies are identified at the result of scrutiny on matters specified in paragraph 3.1 of the Rule;

5.1.3. if the information described in the application and (or) the attached documents are falsified;

5.1.4. if the insufficiency identified by the registration body is not eliminated in accordance with the period specified in paragraph 4.6 of the Rule.

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**Annex number 1**

**To “The Rule on Registration of Grant agreements (decisions)”**

**Application form for registration of Grant agreements (decisions)**

**(for physical person)**

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(name of the body which executes the registration of the grant)

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(Applicant’s surname, name, father’s name, residence address)

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(Applicant’s personal identification document number, issuance date, the body issuing the identification document)

**By**

**APPLICATION**

**On behalf of Donor**

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(if a physical person surname, name, father’s name, address, personal identification document number, issuance date, body submitting the identification document, work place and position, if a legal entity name, organizational-legal form, the country of origin, registration number and date)

**and on behalf of recipient**

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(if a physical entity surname, name, father’s name, address, personal identification document number, issuance date, body issuing the identification document, work place and position, if a legal entity, name, organizational-legal form, the country of origin, registration number and date)

**between**

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(Agreement (decision) name and signed (awarded) date)

**grant agreement is signed (decision made).**

**Goal of the Grant**

---

**amount**

---

(by figure and word, the currency to be indicated)

**duration**

---

(start and completion date)

**Annex (the list of attached documents and the number of pages to be indicated)**

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(information on the attached documents to be indicated in separate lines)

**I request to register the grant agreement, considering the provided information.**

**Surname, name of the person signing the application.**

**father's name, position and signature**

**Date**

**Contact telephone numbers**

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**Annex number 2**

**To the "The Rule on Registration of Grant agreements (decisions)"**

**Application form on registration of Grant agreement (decision)**

**(for legal entity)**

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(name of the body which executes the registration of the grant)

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(Applicant organization's name, organizational-legal form)

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(Applicant organization's registration date, number and legal address)

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(Legal representative's surname, name, father's name (patronymic name), work place and position, address, number of personal identification document, issuance date and body issuing the identification document, number and date and number of extract from the State Register)

**by**

## **APPLICATION**

**On behalf of donor**

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(if a physical entity surname, name, father's name, address, personal identification document number, issuance date, body submitting the identification document, work place and position, if a legal entity name, organizational-legal form, the country of origin, registration number and date)

**and on behalf of recipient**

---

(if a physical entity surname, name, father's name, address, personal identification document number, issuance date, body issuing the identification document, work place and position, if a legal entity, name, organizational-legal form, the country of origin, registration number and date)

**between**

---

(agreement (decision) title and signed (awarded) date)

**grant agreement is signed (decision made).**

**Goal of the grant**

---

**amount**

---

(by figure and word, currency to be indicated)

**duration**

---

(start and completion date)

**Annex (list of attached documents and number of pages to be specified)**

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(information on attached documents to be specified in separate lines)

**We request to register the grant agreement, considering the provided information.**

**Surname, name of the person signing the application**

**father's name, position and signature**

(is confirmed with the stamp of the organization)

**Date**

**Contact telephone numbers**

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**Annex number 3**

**To "The Rule on Registration of grant agreements (decisions)"**

**The application form on registering the revisions to the Grant agreement (decision)**

**(for physical person)**

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(name of the body which executes the registration of the grant)

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(Applicant's surname, name, father's name, residence address)

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(Applicant's identification document number, issuance date, the body issuing the identification document)

by

## APPLICATION

**On behalf of donor**

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(if a physical entity surname, name, father's name, address, identification document number, issued date, body submitting the identification document, work place and position, if a legal entity name, organizational-legal form, the country of origin, registration number and date)

**and on behalf of recipient**

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(if a physical entity surname, name, father's name, address, identification document number, issuance date, body issuing the identification document, work place and position, if a legal entity, name, organizational-legal form, the country of origin, registration number and date)

signed between

(awarded) \_\_\_\_\_

(agreement (decision) title, signed (awarded) date and amount, date and number of the registration notification)

**to the grant agreement (decision) \_\_\_\_\_ dated \_\_\_\_\_ with**

(type of revised document

(additional contract, protocol, etc.) and name)

**revision was made.**

**Purpose of the revision** \_\_\_\_\_

(revision to grant amount, purpose, duration, etc.)

**Brief content of the revision** \_\_\_\_\_

**Annex (list of attached documents and number of pages to be indicated)**

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(information on attached documents to be indicated in separate lines)

**We request to register the revision to the grant agreement, considering the provided information.**

**Surname, name,**

**father's name of the person signing the application and signature.**

**Date**

**Contact telephone numbers**

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**Annex number 4**

**To “The Rule on Registration of grant agreements (decisions)”**

**The application form on registering the revisions to the Grant agreement (decision)**

**(for legal entity)**

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(name of the body which executes the registration of the grant)

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(Applicant organization's name, organizational-legal form)

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(Applicant organization's registration date, number and legal address)

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(Legal representative's surname, name, father's name, work place and position, address, number of identification document, issuance date and body issuing the identification document, number and date and number of extract from the State Register)

**by**

**APPLICATION**

**On behalf of Donor**

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(name of legal entity, organizational-legal form, country of origin, registration number and date, if physical person, surname, name, father's name, address, number of identification document, issuance date and body issuing the identification document)

**and on behalf of recipient**

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(name of legal entity, organizational-legal form, country of origin, registration number and date, if physical person, surname, name, father's name, citizenship, residence address, work place and position, number of personal identification document, issuance date and body issuing the identification document)

signed between (awarded) \_\_\_\_\_

(agreement (decision) title, signed (awarded) date and amount  
registration notification number and date)

**to the grant agreement (decision) \_\_\_\_\_ dated \_\_\_\_\_**

**with**

(type of the revised document (additional contract  
protocol etc.) and name)

**have been revised.**

Purpose of the Revision \_\_\_\_\_

(revision in the grant amount, purpose, duration etc.)

Brief content of the revision \_\_\_\_\_

**Annex (the list of documents and number of pages to be indicated)**

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(information on attached documents to be indicated in separate lines)

**We request to register the revision made in grant agreement, considering the provided information.**

**Surname, name**

**father's name, position of the person signing the application and signature**

(is confirmed with the stamp of the organization)

**Date**

**Contact telephone numbers**

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**Annex number 5**

**To “The Rule on Registration of grant agreements (decisions)”**

**On grant awarded from the state budget**

**INFORMATION**

<b>1</b>	<b>2</b>	<b>3</b>
1.	Background (contract or decision)	
1.	Name of the donor	
1.	Country of the Donor	
1.	Name of the Recipient	
1.	Country of the recipient	
1.	Name of the Contract (decision)	
1.	Purpose of the contract (decision) (subject)	
1.	Contract (decision) number	
1.	Start Date of implementation	
1.	Completion date	
1.	Grant amount and currency	
1.	Location of the contract implementation	
1.	Contribution of the Organization	
1.	Organizations involved in implementation	

1.	Date signed by the donor	
1.	Date signed by the recipient	
1.	Surname, name and position of the person signing the contract on behalf of the donor	
<b>1</b>	<b>2</b>	<b>3</b>
1.	Surname, name, father's name, birth date, number of identification card of the person signing the contract on behalf of the recipient	
1.	In case of the Contract (decision) is signed by non-legal person, his/her having relevant authority (information on power of attorney, surname, name, father's name, date of birth, number of the personal identification document, position)	
1.	Evaluation of the topics and opinion of the Council on matter of awarding the grant to non-governmental organization (information provided in the opinion)	
1.	E-mail address of the donor	
1.	E-mail address of the Recipient	
1.	E-mail address of the Bank	
1.	Additional information	

**The position, surname, name of the official person**

**of the state body signing the information, signature and signed date**

\_\_\_\_\_

**Annex number 6**

**To “The Rule on Registration of grant agreements (decisions)**

**Notification form for registration of agreements (decisions) regarding receiving (awarding) grant**

**NOTIFICATION**

**Name of the donor** (if physical person, surname, name, father's name) \_\_\_\_\_

**Name of the recipient** (if physical person, surname, name, father's name) \_\_\_\_\_

**Name of the grant agreement (decision) (goal)** \_\_\_\_\_

**Signed date of the grant agreement (decision)** \_\_\_\_\_

**Amount of the grant (or information on other material in the form of object)** \_\_\_\_\_

**Duration of agreement (decision)** \_\_\_\_\_

**Date of the grant agreement (decision) and individual registration number**

\_\_\_\_\_

**Information on addition and revision in the registered grant agreement (decision)** \_\_\_\_\_

**Notification date** \_\_\_\_\_

\_\_\_\_\_

(The position of the official person of the state body signing the notification

Surname, name and signature)

\_\_\_\_\_

**Annex number 7**

**To the "Rule on Registration of grant agreements (decisions)"**

individual registration number of the grant \_\_\_\_\_  
registration date of the grant \_\_\_\_\_

**REGISTRATION BOOK**

**SECTION I**

**GENERAL INFORMATION**



<b>Name of the Donor</b>	<b>Name of the Recipient</b>	<b>Date of Agreement (decision)</b>	<b>Duration of Agreement (decision)</b>	<b>Contact telephone numbers, e-mail address</b>

page \_\_\_\_\_

individual registration number of the grant \_\_\_\_\_

registration date \_\_\_\_\_

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## SECTION II

### INFORMATION ON GRANT AGREEMENT (DECISION)

<b>Name of the grant agreement (decision), goal</b>	<b>Information on planned project implementation under the respective grant agreement (decision)</b>	<b>Amount of the grant</b>	<b>Information on the addition and revision to the registered grant agreement (decision) (date and number)</b>	<b>Note</b>

page \_\_\_\_\_