

DECREE OF THE PRESIDENT OF AZERBAIJAN REPUBLIC

On the Activity of the Small and Medium Business Development Agency of the Republic of Azerbaijan

According to Item 32 of Article 109 of the Constitution of the Republic of Azerbaijan and the Decree of Azerbaijani President No 1771 of 28 December 2017 "On Further Improvement of Small and Medium Entrepreneurship," **I, hereby, resolve as follows:**

1. To ensure provision of SMEs with services and legal documents by central and local executive and municipal bodies, public legal entities established on behalf of the government and/or public legal entities with government-owned effective controlling interest, a single Electronic G2B (Government to Business) Registry shall be established.

2. Ensure approval of "The Charter of the Small and Medium Business Development Agency" of the Republic of Azerbaijan (attached).

3. Ensure approval of "The Structure of the Small and Medium Business Development Agency" of the Republic of Azerbaijan (attached).

4. Ensure approval of "The List of Services to be provided to Small and Medium Businesses at SMB Houses" (attached).

5. Stipulate the following:

5.1. the Small and Medium Business Development Agency of the Republic of Azerbaijan (hereinafter referred to as Agency) is a public legal entity established to support the development of micro, small and medium entrepreneurship in the country, participate in regulation of entrepreneurial activity, protect the interests of Small and Medium Enterprises (hereinafter referred to as SMEs) and solve their issues, provide SMEs with a number of services, ensure coordination of services rendered by government bodies and private entities to SMEs, and act as an Authorized body;

5.2. the Agency Charter fund shall constitute 5,0 (five) million manats to be allocated from the State Budget;

5.3. the Agency shall act as the Registry operator, in accordance with Section 1 of this Decree;

5.4. the Agency's activity shall comply with the principles of entrepreneurs' satisfaction, promptness, transparency, courtesy, responsibility, and comfort in their work;

5.5. the Agency staff shall comprise 240 employees.

6. The Cabinet of Ministers of the Republic of Azerbaijan shall:

6.1. prepare within a period of three months and submit to the President of the Republic of Azerbaijan proposals on harmonization of the Laws of Azerbaijan with the establishment of the Agency;

6.2. prepare within a period of three months and submit to the President of the Republic of Azerbaijan proposals on harmonization of the acts of the President of Azerbaijan with this Decree;

6.3. ensure within a period of three months and inform the President of the Republic of Azerbaijan about the aligning of laws and regulations with this Decree;

6.4. draw on international experience to prepare the draft Law of the Republic of Azerbaijan “On Development of Small and Medium Enterprises” and, within a period of six months, submit it to the President of the Republic of Azerbaijan;

6.5. prepare within a period of three months and submit to the President of the Republic of Azerbaijan proposals on improving the share and mechanism of micro, small and medium businesses’ (hereinafter referred to as entrepreneurs) participation in public procurement programs;

6.6. prepare within a period of three months and submit to the President of the Republic of Azerbaijan proposals on provision of services to entrepreneurs by the houses of small and medium business (hereinafter referred to as SMB Houses) as well as proposals on draft provision on the integration of envisaged e-SMB House portal in the single electronic platform;

6.7. determine within a period of three months the funding procedures to be approved by the President of the Republic of Azerbaijan on supporting the development of micro, small and medium businesses based on educational, scientific and research projects;

6.8. determine within a period of three months and subject to approval by the President of the Republic of Azerbaijan the order of maintaining the register envisaged under Section 1 of this Decree;

6.9. to improve social protection and financial standing of Agency employees, prepare within a period of one month and submit to the President of the Republic of Azerbaijan proposals on transferring a part of government fees and other legal payments levied by SMB Houses for provision of services (legal actions) to the Agency’s bank account;

6.10. establish within a period of one month the Agency charter fund by providing it with 2,0 (two) million manats, envisaged by sub-item 1.14.2.2, and 3,0 (three) million manats, envisaged by sub-item 1.13.1.1.3 of the Decree of the President of the Republic of Azerbaijan No 1756 “On some issues related to the application of the Law of the Republic of Azerbaijan on the State Budget of the Republic of Azerbaijan for 2018’ dated 25 December 2017;

6.11. ensure the next draft Budget of the Republic of Azerbaijan envisages 5,0 (five) million manats to replenish the Agency charter fund and present the President of the Republic of Azerbaijan with proposals on utilizing these financial resources to increase the Agency charter fund;

6.12. to ensure the activity of the Agency, envisage allocation of financial resources during the annual budget preparation process;

6.13. ensure implementation of Item 9.5 of this Decree when drafting all laws and regulations covering entrepreneurial activity;

6.14. to ensure implementation of harmonized policy aimed at the development of entrepreneurship, coordination and efficient coherence between the Agency and government bodies in providing SMEs with services at SMB Houses, establish within a period of 10 (ten) days a permanent Coordination working group under the Agency to consist of representatives of government bodies listed under Section 4 of this Decree;

6.15. to ensure the activity of the Agency and SMB Houses, provide within a period of one month the Agency and SMB houses with appropriate plots of land, administrative buildings and necessary equipment, in accordance with requirements of Item 12.1 of this Decree;

6.16. to ensure support of entrepreneurial activity throughout the territory of the Republic of Azerbaijan, take measures aimed at ensuring coherent implementation of joint programs (projects) by the Agency using financial support of other countries and international organizations;

6.17. central executive bodies must take into account the necessity to ensure harmonization of laws and regulations with this Decree, and inform within a period of five months the President of the Republic of Azerbaijan accordingly;

6.18. address all other issues arising from the Decree.

7. The Ministry of Economy of the Republic of Azerbaijan shall:

7.1. implement measures to organize the activities of the Agency;

7.2. approve within a period of three months the model provisions to regulate the activity of SMB houses, small and medium business development centers, Center of Public-Private Partnership Development and SMB development foundations;

7.3. determine within a period of one month the forms and methods of payment for employees of the Agency and SMB houses, and define wages of employees and staffing table with due account of Item 5.5 and Item 4.4 of the Decree of the President of Azerbaijan No 1771 of 28 December 2017 "On Further Improvement of Small and Medium Entrepreneurship" which regulate issues pertaining to the staffing table of departments and sectors of the Ministry of Economy of the Republic of Azerbaijan;

7.4. in case of detected violations of entrepreneurs' rights or unwarranted intervention with entrepreneurial activity by government bodies or public legal entities established on behalf of the government and/or public legal entities with government-owned effective controlling interest, ensure delivery of the evidence-based report by the Agency to the Prosecutor-General's Office;

7.5. establish clusters of micro, small and medium businesses and implement measures aimed at their development, and prepare (in cooperation with the Ministry of Taxes and Ministry of Labor and Social Protection of Population of the Republic of Azerbaijan) within a period of two months and submit to the President of the Republic of Azerbaijan the proposals on providing entrepreneurs, their cluster companies and cluster participants with tax privileges and exemptions;

7.6. address all other issues arising from the Decree.

8. The Ministry of Taxes of the Republic of Azerbaijan shall:

8.1. Jointly with the Agency, within a period of one month:

8.1.1. determine the criteria of "SMB cluster company" to commensurate with international experience and organizational and legal forms envisaged by the effective legislation;

8.1.2. ensure establishment of the registry of "SMB cluster company" and its registration as a commercial legal entity;

8.2. ensure within a period of two months, jointly with Ministry of Labor and Social Protection of Population, establishment of a single registry of micro, small and medium businesses;

8.3. in accordance with sub-item 8.1.2 and Item 8.2 of this Decree, ensure integration of registries into the Agency information system, real-time transmission of this information to the Agency and its continuous update.

9. Central and local executive and municipal bodies, public legal entities established on behalf of the government and public legal entities with government-owned effective controlling interest shall:

9.1. ensure within a period of one month after the commencement of activity by micro, small and medium businesses proper registration of services and legal documents to be provided for SMEs in the registry of services, in accordance with Section 1 of this Decree. Consequently, within the period of initial 10 (ten) days, all types of services and legal documents stipulated by the Decree should be entered into the registry;

9.2. prior to the launch of the registry, SMB houses shall provide a list of their services as required by Section 4 of this Decree, and ensure provision of services and legal documents to be entered into the registry, in accordance with Section 1 of this Decree;

9.3. to ensure provision of services and legal documents by SMB houses, subject to approval by the Agency, they should be provided with proper office facilities and staff, and equipped with technological, information and communications resources, in accordance with Item 9.2 of this Decree;

9.4. direct their attention, in particular, to courtesy, accountability, professionalism, ability to offer clarification and sociability of employees that will provide services in SMB houses;

9.5. according to Item 46 of Constitutional Law of the Republic of Azerbaijan "On normative legal acts," they can submit their normative legal acts regulating the activity of micro, small and medium business only after reaching an agreement with the Agency. Adoption of normative legal acts by central executive bodies, including those governing the activity of SMEs, must take place in consultation with the Agency;

9.6. provide the Agency with requested assistance and information with respect to its mandated objectives arising from this Decree;

9.7. to ensure effective provision of services enlisted in the registry as required by Section 1 of this Decree, as well as the list of services to be provided by SMB houses as required by Section 4 of this Decree, elaborate within a period of one month and submit to the Ministry of Economy of the Republic of Azerbaijan procedures (required documents, information, etc.) to regulate provision of services;

9.8. address all other issues arising from the Decree.

10. The Ministry of Transport, Communications and High Technologies shall:

10.1. equip SMB houses with appropriate channels of communication to ensure interaction between the Special Security Service of the Republic of Azerbaijan and information systems of state bodies to provide services at SMB houses jointly with the Agency;

10.2. address all other issues arising from the Decree.

11. The State Customs Committee of the Republic of Azerbaijan shall address all other issues arising from the Decree.

12. The Agency shall:

12.1. jointly with corresponding entities, implement measures aimed at establishment of SMB houses in favorable administrative and territorial entities, provide them with requisite resources by taking due account of the location of micro, small and medium businesses to enable them for an effective provision of "B2B" (business to business) and "G2B" (government to business) services within the framework of a single space platform;

12.2. address all other issues arising from the Decree.

13. ensure harmonization between normative legal acts and regulations of the Ministry of Justice of the Republic of Azerbaijan, central executive bodies and this Decree, and inform the Cabinet of Ministers of the Republic of Azerbaijan accordingly.

14. The Decree of the President of the Republic of Azerbaijan No 1771 of 28 December 2017 “On Further Improvement of Small and Medium Entrepreneurship” (Collection of Legislative Documents of the Republic of Azerbaijan, 2017, No 12, Item 2339) shall be amended as follows:

replace the word “Entrepreneurship” under Item 14.1.1 with the word “Business”;

Item 14.2. 2.1 to read as follows:

the Small and Medium Business Development Agency of the Republic of Azerbaijan (hereinafter referred to as Agency) is a public legal entity established to support the development of micro, small and medium entrepreneurship in the country, participate in regulation of entrepreneurial activity, protect the interests of Micro, Small and Medium Enterprises and solve their issues, provide entrepreneurs with a number of services, ensure coordination of services rendered to SMEs by government bodies and private entities, and act as an Authorized body.

Item 14.3. 2.2 to read as follows:

“Small and medium business houses, small and medium business development centers, the Center of Public-Private Partnership, and small and medium business development foundations shall be established within the Agency structure to provide a number of services (trainings, consultations, provision of information, business incubation, innovations, financial services, etc.) to micro, small and medium businesses in major cities and regions”;

In the first sentence of Item 14.4. and Item 2.6, replace the words “Executive Director” with the words “Management Board consisting of five members,” whereas in the second sentence, the words “Executive Director” shall be replaced with the words “Chairman of the Management Board.”

Ilham ALIYEV,
President of the Republic of Azerbaijan

City of Baku, 26 June 2018
No 148

Approved by the Decree
of the President of the Republic of Azerbaijan
No 148 of 26 June 2018

CHARTER

of the Agency for Small and Medium Business Development of the Republic of Azerbaijan

1. General provisions

1.1. Agency for Small and Medium Business Development of the Republic of Azerbaijan (hereinafter – Agency) is a public legal entity that supports the development of micro, small and medium entrepreneurship (hereinafter - entrepreneurship) in the country, takes part in its regulation, protection of the interests of micro, small and medium entrepreneurship subjects (hereinafter – entrepreneur) and solution of problems, provides a number of services to entrepreneurs, coordinates the services of government bodies and private institutions and acts as an authorized body.

1.2. Agency operates under the subordination of the Ministry of Economy of the Republic of Azerbaijan (hereinafter – Ministry).

1.3. Agency is guided by the Constitution of the Republic of Azerbaijan, international treaties joined by the Republic of Azerbaijan, laws of the Republic of Azerbaijan, this Charter, other decrees, as well as, orders of the President of the Republic of Azerbaijan, resolutions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, other regulatory legal acts, decisions, decrees and orders of the Ministry in its activity.

1.4. Agency operates in interaction with state and local authorities, international and nongovernmental organizations (public unions and foundations) and other legal entities and individuals while fulfilling its duties and exercising its rights.

1.5. Agency is engaged in public and social activities. Agency may engage in the entrepreneurial activity in order to achieve the goals set forth in this Charter.

1.6. Agency has an independent balance, property, treasury and bank accounts (in local and foreign currency), seal with its name on it, relevant stamps and letterheads and logotype.

1.7. Agency is entitled to conclude agreement, obtain property and non – property rights on its behalf and execute them, as well as, it has duties; it may act as a plaintiff or defendant in the court.

1.8. Agency is located in Baku.

2. Purpose and directions of Agency's activity

2.1. The purpose of Agency's activity is to take part in the regulation of micro, small and medium entrepreneurship activities, strengthen the role of micro, small and medium entrepreneurship subjects in the country's economy through the application of flexible management system and effective coordination mechanism that is widely used in international practice and meet modern requirements in this field, increase its special weight and competitiveness, expand access to financial resources and improve institutional support mechanisms, coordinate the activities of public and private entities in this field, achieve in creating favorable conditions for entrepreneurship development in the regions and involving local and foreign investment in this field.

2.2. Agency's activities include:

2.2.1. take part in the formulation and regulation of the single state policy in the field of micro, small and medium entrepreneurship (hereinafter – relevant field);

2.2.2. take necessary measures to protect entrepreneurs' rights in the relevant field;

2.2.3. ensure that government agencies provide services (including necessary onsite services) to entrepreneurs with better quality applying comfortable, new style and modern innovations in the relevant area in a single space;

2.2.4. control over the implementation of services at small and medium enterprises (hereinafter – SMEs), small and medium business development centers, Center for Development of State-Entrepreneurship Partnership, Small and Medium Business Development Funds on the principles of operability, transparency, courtesy, responsibility and comfort;

2.2.5. ensure that each service is carried out according to the law, and assessments are conducted for their quality and transparency at SMEs;

2.2.6. take measures related to the establishment and improvement of relevant software, information system, databases and service registry for the implementation of each service rendered by state agencies for entrepreneurs in an electronic form analyzing and assessing them;

2.2.7. take measures for the establishment of a favorable business environment in the relevant area.

3. Duties and rights of Agency

3.1. Agency has the following duties in accordance with the directions of activities specified by this Charter:

3.1.1. support the development of entrepreneurship;

3.1.2. analyze development trends in entrepreneurship in the country in line with global economic challenges, make suggestions to increase the role and share of entrepreneurs in meeting economic and social needs;

3.1.3. act as an authorized body for the protection of entrepreneurs' interests and the flexible solution of their problems;

3.1.4. conduct surveys among entrepreneurs, get to know their problems and entrepreneurship development trends, make suggestions on improving business and investment environment and the country's position in international ratings;

- 3.1.5. take part in the development and implementation of main directions, general conditions, forms and mechanisms of state support to entrepreneurs;
- 3.1.6. coordinate the activities of public and private entities in the relevant field and realize joint initiatives with them;
- 3.1.7. take measures to develop and implement suggestions on improving the effectiveness of state-entrepreneur relations and improving contact mechanisms in the relevant field;
- 3.1.8. make suggestions related to the establishment of industrial and service clusters, zones of special regime, techno-parks, agro-parks, markets, terminals, warehouses, centers, special purpose vehicle and model enterprises and take part in their activities;
- 3.1.9. take measures related to mutual trust between entrepreneurs and state agencies in the process of economic reforms implemented in the country ensuring their close involvement in the discussion of legislative acts prepared in the relevant field;
- 3.1.10. conduct impact analysis widely used in the international practice of legislative acts, including their drafts which affect the activities of entrepreneurs, carry out expertise of economic and other aspects and make proposals;
- 3.1.11. take measures related to the promotion of entrepreneurial activity among entrepreneurs and those who want to start entrepreneurial activity, especially among young people together with the representatives of the private sector and public organizations, establish public councils, as well as, implement joint programs in cooperation with scientific and educational institutions for this purpose, organize their cooperation with entrepreneurs;
- 3.1.12. support the registration of startups and patenting their innovative ideas;
- 3.1.13. coordinate mutual activity of startups and entrepreneurs with higher education and research institutions, industrial and technology parks, technological business incubators and technological transfer centers to promote innovative entrepreneurship, and also take part in the organization of the activities of business incubators, industrial and technology parks and educational centers in the relevant field;
- 3.1.14. organize and coordinate the services of central and local executive authorities and municipal bodies, public legal entities created on behalf of the state and legal entities which controlling shares are owned by state for entrepreneurs in a single space (at SMEs) and control over the provision of services in accordance with the principles of operability, transparency, courtesy, responsibility and comfort by ensuring the satisfaction of entrepreneurs;
- 3.1.15. act as an agent and representative to represent the interests of entrepreneurs at government agencies, as well as implement the functions of a competent economic operator and establish partnership relations with entrepreneurs;
- 3.1.16. ensure internal control, monitoring and evaluation of the provision of services in accordance with law, qualitatively and transparently at SMEs, small and medium business development centers, Center for Development of State-Entrepreneurship Partnership, Small and Medium Business Development Funds;
- 3.1.17. make suggestions related to simplifying the procedure for the provision of services organized at SMEs (documents required and periods);
- 3.1.18. accept state duties and service fees related to the services rendered by state agencies at SMEs;

- 3.1.19. extend access to preferential financial resources for entrepreneurs operating in the field ICT, as well as, functioning widely applying modern technologies and provide other assistance to them;
- 3.1.20. provide entrepreneurs with training, advice, information, participation in international exchange programs and other support services in order to educate them, increase their knowledge and skills, create business incubators, business accelerators and business support centers within SMEs or separately;
- 3.1.21. take part in the development process of curriculum, teaching programs, textbooks, media, and other communication policies and resource compilation for the purpose of the formation of entrepreneurial thinking style in education and social education (social pedagogy) systems and lifelong learning and formation of national-profile entrepreneurship culture (country-specific traditions, brands, kitchens, patterns, rhythms, competencies, values, etc.);
- 3.1.22. take measures to promote a healthy national education profile in order to create a healthy workplace in the field entrepreneurship;
- 3.1.23. closely cooperate with the organizations and business associations representing entrepreneurs, take joint measures to protect entrepreneurs' rights and develop them;
- 3.1.24. take actions together with relevant government agencies related to the formation of clustering and co-operation approach among entrepreneurs and increasing their interest;
- 3.1.25. organize coordination between entrepreneurs and industrial parks, estates, agroparks, clusters, private economic zones, model enterprises, techno- parks and innovation centers in the country, promote their registration as the resident of industrial zones together with competent state authorities;
- 3.1.26. promote co-operation between micro, small and medium entrepreneurs and large entrepreneurs operating in the country, support their merging in vertical clusters and develop and implement mechanisms, business models and special purpose vehicles in relation to this;
- 3.1.27. regularly inform micro, small and medium entrepreneurs about relevant incentive campaigns involving local and foreign business entities (formation of business ideas for entrepreneurs and beginners in entrepreneurial activity, training programs on business organization and development etc.), encourage their participation in these campaigns and ensure their cooperation with competent bodies;
- 3.1.28. ensure the establishment of "e – SME" portal (hereinafter – portal) in order to facilitate the centralized acquisition of information (documents, taxes and duties, reports, licenses and permits required by legislation to carry out entrepreneurial activity), knowledge and resources necessary for the implementation of entrepreneurial activity, its activity, the establishment of the section "Entrepreneur's Electronic Cabinet" and the system "Electronic entrepreneur" in the portal, and integration of electronic services with centralized state information systems;
- 3.1.29. create a "e-network of SME" within the portal in order to coordinate the activities of entrepreneurs operating in the country, organize and manage supply chain system and procurement network of entrepreneurship and ensure the integration of electronic services with centralized state information systems;

- 3.1.30. take measures on the flexible solution of the problems of entrepreneurs, receive and investigate their complaints, raise questions before state bodies and organizations in relation to decisions of state bodies and organizations violating the legal rights of entrepreneurs (act or omission);
- 3.1.31. make relevant suggestions to the state authorities single register and improvement of entrepreneurs;
- 3.1.32. carry out investigations, analyzes and monitoring in the field of entrepreneurship development in the country, prepare reports and make suggestions related to the elimination of deficiencies;
- 3.1.33. make suggestions related to identifying target areas in order to achieve development in the field of entrepreneurship and preparation of strategic plans, road maps, action plans in this area;
- 3.1.34. establish contacts with relevant bodies, government agencies, commercial and nongovernmental organizations, unions and associations of entrepreneurs, scientific-educational institutions operating in the relevant field;
- 3.1.35. involve government agencies and related organizations into working groups to be established in order to support entrepreneurs' development based on the Agency's suggestions, establish contact between working groups and implement coordinating activities;
- 3.1.36. assist entrepreneurs in solving the problems they face and raise issues in front of relevant authorities;
- 3.1.37. ensure the provision of tax, customs, accounting, office, consulting, laboratory examination, business incubation, training, mentoring, vocational training, marketing, legal, logistics, communication, security, public catering, campaigning, consulting services related to foreign economic operations and other services not prohibited for the effective implementation of entrepreneurial activity to entrepreneurs based on relevant contracts;
- 3.1.38. take support measures for the expansion of the involvement of the country's population in entrepreneurial activity, including the provision of self-employment of vulnerable populations, and also coordinate such support measures taken by relevant state bodies;
- 3.1.39. take various investment incentive measures with relevant government agencies in order to encourage potential investors to invest in entrepreneurs;
- 3.1.40. mediate between entrepreneurs who seek investment with foreign investors interested in investing, as well as suppliers and joint ventures, organize their meeting and provide the necessary support;
- 3.1.41. support the expansion of access of start-ups and entrepreneurs to financial resources (loans, investments, grants, business support (venture) capital etc.);
- 3.1.42. provide financial support to individuals with a new business idea and startups for their initial business activities, as well as, organize financing of projects through external grants, prepare different programs in this direction and conduct competitions;
- 3.1.43. coordinate projects that support startups and projects supporting entrepreneurs of donor and non-governmental organizations and implement joint initiatives;
- 3.1.44. implement programs, support measures and projects that allow entrepreneurs to build and expand their activities and offer a range of services and opportunities in combination;
- 3.1.45. implement initiatives that enhance access of promising and emerging entrepreneurs to preferential financial resources, cooperate with relevant public and private financial institutions in this direction;

- 3.1.46. support identifying and developing innovative entrepreneurs, enhancing their ability to utilize technological innovations, and entrepreneurs to carry out scientific research realizing different programs;
- 3.1.47. make suggestions on the establishment of technology parks, innovation centers for supporting research and development activities in the industry and implementing this activity;
- 3.1.48. take measures for increasing the effectiveness of interaction between educational, scientific and industrial fields, entrepreneurs to benefit from innovation infrastructure of universities, as well as, public and private research institutions, strengthening industry and university collaboration;
- 3.1.49. promote venture activity on innovative projects and encourage investors to invest in innovative entrepreneurs;
- 3.1.50. make suggestions on the development of the association of entrepreneurs specialized in innovation;
- 3.1.51. promote the establishment of business associations and public unions specialized in business, form a database, coordinate their activities and get acquainted with their annual reports, support local and international integration of associations, public unions and foundations and provide access to them;
- 3.1.52. investigate production and service fields in the country's economy, present projects related to the establishment of their industries;
- 3.1.53. provide relevant assistance in finding potential customers for goods produced, works done and services rendered by entrepreneurs, take measures to increase the participation of entrepreneurs in public procurement;
- 3.1.54. promote the role of entrepreneurs in the "green economy", and the expansion of the production of goods and services by them that provide environmental safety;
- 3.1.55. promote the development of women's entrepreneurship and take necessary measures in this field, taking into account the development priorities and national characteristics of the country's economy;
- 3.1.56. make suggestions on improving sales support mechanisms for entrepreneurs;
- 3.1.57. cooperate with international organizations, relevant state bodies (agencies) of foreign states and investors in order to explore the possibilities of applying international practice, study relevant experience of foreign states;
- 3.1.58. promote the participation of entrepreneurs in foreign and domestic exhibitions and take relevant measures in this field;
- 3.1.59. support entrepreneurs in mastering and applying international standards for the production, packaging, sale and export of products in order to increase the competitiveness and export orientation of the products manufactured by entrepreneurs and promote the sale of their products in domestic and foreign markets;
- 3.1.60. take measures for the investigation and application of standards to support entrepreneurs in reducing costs, increasing efficiency and accessing into new markets;
- 3.1.61. regularly provide explanatory and informative updates on relevant legislative acts related to the activities of entrepreneurs and amendments to those acts through mass media to entrepreneurs in an operative manner;
- 3.1.62. promote voluntarily involvement of young specialists and students in entrepreneurship ("Young Internship Programs") to support entrepreneurs and make suggestions for coordination in this field and cooperate with higher education institutions;

- 3.1.63. ensure the efficient use of the property under its ownership (balance), state budget and extra- budgetary state funds, loans, grants and other financial resources according to their purpose;
- 3.1.64. take measures to protect the state and commercial secrets, as well as the confidential mode;
- 3.1.65. ensure public awareness of its activities, the establishment of websites, placement of public information to be disclosed which it owns and has a list specified by law on that site and constant update of this information;
- 3.1.66. establish “call center” to effectively inform entrepreneurs about the activities of the Agency and issues that concern them, and organize its efficient operation;
- 3.1.67. make suggestions for training skilled professionals for entrepreneurs and curriculum development and take part in the implementation of these suggestions;
- 3.1.68. take measures to improve the structure and performance of the Agency;
- 3.1.69. prepare suggestions on the implementation of reforms related to the matters referring its activities and submit them accordingly;
- 3.1.70. hold competitions and conclude contracts in the manner specified by law to procure goods (works and services), as well as, meet needs in relevant field;
- 3.1.71. submit reports and annual work plans to the Ministry on the execution of the rights and duties assigned to the Agency by this Charter;
- 3.1.72. evaluate the effectiveness of support measures for entrepreneurs and submit reports on the results to the Ministry;
- 3.1.73. conduct research on the issues referring to its activities, establish working groups and commissions;
- 3.1.74. carry out other tasks defined by the acts of the President of the Republic of Azerbaijan;
- 3.2. The Agency has the following rights in accordance with the activities defined by this Charter:
 - 3.2.1. establish SMEs offering different services (business incubation, training, consulting services, information, legal aid, financial services, etc.) in one place and organize its activity being agreed with the Ministry;
 - 3.2.2. take measures with the relevant government agencies to assist entrepreneurs in staff training and professional development;
 - 3.2.3. take relevant measures for the out – of – court resolution of disputes through mediation that will arise in relation to the activities of entrepreneurs;
 - 3.2.4. take measures that encourage entrepreneurs to act as suppliers in the implementation of infrastructure projects based on state-entrepreneur partnership;
 - 3.2.5. act as an observer in the inspections carried out in the relevant field in the cases and manner specified by the Law of the Republic of Azerbaijan “On the regulation of inspections in entrepreneurship and the protection of interests of entrepreneurs”;
 - 3.2.6. study the best practice in the field of entrepreneurship, conduct researches, prepare analytical and methodical materials;
 - 3.2.7. hold international events in the relevant field in the Republic of Azerbaijan;
 - 3.2.8. select innovative and knowledge-based projects to be implemented by entrepreneurs through competition, ensure the attraction of funds in the form of one – time grants from international organizations and foundations as operators along with its own financial resources in order to provide technical, organizational and financial support for them;

- 3.2.9. provide assistance to the activities of refugee and IDP entrepreneurs, as well as to the development of micro, small and medium entrepreneurship in refugee camps, social entrepreneurship (self – employment), entrepreneurship among people with disabilities and youth;
- 3.2.10. conduct surveys among investors, together with the relevant government agencies in order to attract investment, make suggestions on improving investment environment and stimulating investments based on their suggestions;
- 3.2.11. take measures for entrepreneurs to expand their scientific research works and the application of innovations, produce innovative and high-tech competitive products and render services;
- 3.2.12. organize and manage development funds that will serve entrepreneurs;
- 3.2.13. ensure that online and distance learning and assistance programs (training, consulting, question and answer, business plans and investment projects etc.) are implemented;
- 3.2.14. involve experts and specialists in its activity on contract basis;
- 3.2.15. organize stimulating events and competitions in the relevant field, award winners or give presentations to the relevant government agencies for the purpose of applying government concessions;
- 3.2.16. make a request on necessary information (documents) to government agencies, municipalities, legal entities and individuals and receive such information from them;
- 3.2.17. inform the public about the measures taken, issue scientific-analytical magazine and bulletin, create a website, publish books, articles and other materials;
- 3.2.18. organize the implementation of research, statistics and analysis required for the development of entrepreneurs in collaboration with scientific and educational institutions;
- 3.2.19. take relevant measures together with the representatives of relevant government agencies, private sector and public associations in order to ensure the participation of entrepreneurs in public procurement for the purpose of enhancing local production and services, creating new entrepreneurs and promoting their sustainability;
- 3.2.20. organize projects together with legal and physical persons in order to ensure the involvement of entrepreneurs in business projects and their participation in these projects, take part in these projects and carry out any relevant activity that would serve the business interests of entrepreneurs in this regard;
- 3.2.21. make suggestions for the monitoring and improvement of the services of organizations belonging to entrepreneur support infrastructure in all regions;
- 3.2.22. create a database of qualified professionals for entrepreneurs;
- 3.2.23. hold conferences, meetings, seminars and other events in accordance with their activities;
- 3.2.24. open accounts in banks for the implementation of all types of cash assets, settlement, credit and cash transactions;
- 3.2.25. Receive payment for works done and services rendered by the private sector at SMEs;
- 3.2.26. use the property and intellectual property objects of physical and legal entities with the consent of the parties;

- 3.2.27. Apply for the allocation of real estate facilities and issuance of appropriate permits to ensure the activities of the Agency and entrepreneurs;
- 3.2.28. interact with other government agencies and institutions in the relevant field, including the use of existing infrastructure and networks in service to citizens, social innovation and support for entrepreneurs;
- 3.2.29. exercise other rights specified by the acts of the President of the Republic of Azerbaijan.

4. Management of the Agency

- 4.1. Agency applies advanced corporate governance standards in its activities.
- 4.2. Agency's governing bodies are the Supervisory Board and the Board of Directors.

5. Supervisory Board

- 5.1. Agency's Supervisory Board (hereinafter – Board) carries out general management and supervision of the Agency.
- 5.2. The Board consists of 7 members, including its Chairman: the Minister of Economy of the Republic of Azerbaijan, Deputy Ministers of Finance, Taxes, Labor and Social Protection of Population, Agriculture of the Republic of Azerbaijan, Deputy Chairman of the State Agency for Public Service and Social Innovations under the President of the Republic of Azerbaijan and the President of the National Confederation of Entrepreneurs (Employers') Organizations of the Republic of Azerbaijan. Chairman of the Board is the Minister of Economy of the Republic of Azerbaijan.
- 5.3. The Board operates on public (free of charge) basis.
- 5.4. The Board is independent in making decisions.
- 5.5. The Board fulfills the following duties:
 - 5.5.1. make suggestions regarding the inspection of financial and economic performance of the Agency;
 - 5.5.2. examine the findings of the inspection of external auditor, as well as other reviews and make suggestions on taking appropriate action;
 - 5.5.3. require the submission of oral and written reports, as well as any other document necessary for the fulfillment of the functions of the Board from the Chairman of the Board of Directors and other officials of the Agency;
 - 5.5.4. listen to the report of the Chairman of the Board of Directors on the activity of the Agency;
 - 5.5.5. review the applications of the Board members and Chairman of the Board of Directors and make decisions;
 - 5.5.6. make suggestions on increasing the authorized fund of the Agency and the number of employees on its structure.
- 5.6. Ordinary meetings of the Board are convened at least once a year. Extraordinary meetings of the Board are initiated by the member of the Board or the Chairman of the Board of Directors. Meetings of the Board are considered to be competent if the Chairman of the Board and at least 4 (four) other members take part. Decisions are made by the simple majority with one vote of each member at the meeting of the Board. Members are not allowed to remain neutral during the voting. If the votes are equal, the vote of the chairperson of the meeting is considered to be decisive.

5.7. Chairman of the Board of Directors takes part in the meeting of the Board.

5.8. When the matter concerning the interests of any member of the Board is raised on the agenda of the meeting, such member must give information on these interests in detail and not take part in the discussion of this matter. In this case, such member doesn't take part in voting for the matter and his / her participation is not taken into account while determining a quorum.

5.9. A decision on the matters not included in the agenda or for which all required documents have not been presented before the meeting cannot be made except for cases where all participating members have agreed.

5.10. The result of the meeting of the Board shall be formalized in the minutes signed by the members and the Secretary of the Board. If the Secretary of the Board couldn't take part in the meeting of the Board, Chairman of the Board appoints the person who will replace him. The Board approves the minutes and sends it to the Chairman of the Board of Directors.

5.11. The Secretary of the Board shall be appointed by the Chairman of the Board among the officers who are not the members of the Board and the Secretary of the Board shall report to the Chairman of the Board.

5.12. The Secretary of the Board shall:

5.12.1. arrange the meetings of the Board;

5.12.2. inform the members of the Board, as well as, the Chairman of the Board of Directors and persons invited to the meetings of the Board on the place and time of the meetings of the Board at least 3 (three) business days before the meeting;

5.12.3. compile the minutes of the meetings of the Board and submit to the members of the Board for signing;

5.12.4. prepare draft decisions of the Board and submit them to the Chairman of the Board for review and signing;

5.12.5. ensure that that the decisions taken by the Board are appropriately addressed.

5.13. The Chairman of the Board shall:

5.13.1. arrange the operation of the Board and supervise its activities;

5.13.2. determine the agenda of the Board meetings, convene meetings and chairs the meetings;

5.13.3. invite other persons to take part in the meeting of the Board at its own initiative, as well as, upon the request of any other member of the Board or the Chairman of the Board of Directors;

5.13.4. take other measures related to the organization of the Board's activity.

5.14. Members of the Board shall:

5.14.1. take part in the solution of the issues referring to the powers of the Board;

5.14.2. get familiar with the agenda of the Board's meeting and the materials intended for consideration;

5.14.3. make an opinion on the decisions to be made by the Board;

5.14.4. make suggestions to consider the issues referring to the Board's powers at the meetings of the Board;

5.14.5. get familiar with the decisions, minutes and other documents of the Board.

5.15. Members of the Board should be impartial to the issues discussed at the meetings of the Board and avoid actions that might damage the name of the Board member.

6. Board of Directors

6.1. The Board of Directors of the Agency consists of five members.

6.2. The Board of Directors shall be headed by a Chairman appointed and dismissed by the Minister of Economy of the Republic of Azerbaijan being agreed with the President of the Republic of Azerbaijan. The Chairman of the Board of Directors has the first deputy and three deputies appointed and dismissed being agreed with the Minister of Economy of the Republic of Azerbaijan. The first deputy and other deputies of the Chairman of the Board of Directors fulfill the tasks entrusted by him. If the Chairman of the Board of Directors is temporarily absent, the first deputy or one of the other deputies shall replace him by relevant order.

6.3. The Board of Directors fulfills the following tasks:

6.3.1. execute the decisions of the Board;

6.3.2. make suggestions and submit documents to the President of the Republic of Azerbaijan, the Ministry and the Board respectively;

6.3.3. make suggestions to the Board and the Ministry on the determination of strategic objectives and development directions of the Agency, as well as the improvement of its activity;

6.3.4. make decision on the conclusion of an agreement in the amount of more than 25 percent of the value of net assets of the Agency (special agreement) and an agreement which comprises 5 percent or more of the assets of the Agency with a competent persons by the consent of the Ministry;

6.3.5. approve annual business plan of the Agency being agreed with the Ministry;

6.3.6. inform the Board about current and operational issues.

6.4. The Chairman of the Board of Directors performs the following duties:

6.4.1. arrange the activity of the Agency, supervise its current activity and represent it;

6.4.2. make suggestions to the Ministry related to the improvement of the Agency's activity;

6.4.3. prepare and submit the budget of the Agency to the Ministry;

6.4.4. make suggestions and submit documents to the Board to fulfill the duties specified by the Charter;

6.4.5. make decision on the establishment of economic societies of the Agency or participation in them by the consent of the Ministry, as well as, establishment of bodies, affiliates and representative offices of the Agency;

6.4.6. make decision related to the organization and termination of the activity of SMEs at several facilities in terms of territory being agreed with the Ministry;

6.4.7. approve the description of the uniform of the employees of the Agency and other state bodies functioning at SMEs and rule for their transportation;

6.4.8. report to the Board on the performance status of the tasks entrusted to it by Charter related to the current activity of the Agency;

6.4.9. approve the cost estimates of the Apparatus and bodies of the Agency;

6.4.10. arrange salaries, contributions to salaries, bonuses and other payments for the employees of the Agency within the framework of the salary fund;

- 6.4.11. make decision on the appointment and dismissal of the employees of bodies, affiliates and representative offices, as well as, heads of economic societies of the Agency and SMEs, and encouragement and disciplinary measures about them;
- 6.4.12. approve internal rules of the Agency's activities, including the rules for recruitment, encouragement of employees and internal disciplinary rules, the rules and conditions of exclusion of conflict of interests in the activities of employees, exemplary forms of documents, as well as the statutes of the Agency's bodies, affiliates and representative offices;
- 6.4.13. approve rules of ethical conduct for employees of the Agency and SMEs, supervision, monitoring and evaluation of those rules;
- 6.4.14. review and submit the projects on legal acts related to the improvement of Agency's performance;
- 6.4.15. appoint local or external auditor of the Agency and accept the audit report;
- 6.4.16. ensure that the funds allocated to the Agency's disposal from the sources provided for by law are spent to maintain the Agency and perform tasks entrusted to it;
- 6.4.17. ensure that services rendered by the Agency are implemented on the basis of operativeness, transparency and accountability principles;
- 6.4.18. sign annual report, accounting balance and other financial statements of the Agency and submit the above mentioned documents to the Board together with external auditor's opinion;
- 6.4.19. take measures to improve the social protection and labor conditions of the Agency's employees, as well as labor protection;
- 6.4.20. organize, check and control the execution of acts adopted on the activities of the Agency;
- 6.4.21. give orders, decrees and instructions that are mandatory for execution within its powers for the management of the Agency and regulation of its current activity;
- 6.4.22. issue powers of attorneys, open settlement accounts and other accounts at banks, sign accounts and payment orders;
- 6.4.23. take measures to protect state secret and confidentiality on its activities;
- 6.4.24. establish commission, committees and working groups appropriate for its activities;
- 6.4.25. cancel the decisions of the Agency's officials that are contrary to the law;
- 6.4.26. inform the Ministry about current and operative matters;
- 6.4.27. ensure that costs are paid according to the income and expense estimates approved by the bodies, representatives offices and affiliates, as well as, subsidiaries of the Agency (including SMEs), settle the disputes;
- 6.4.28. make decision on the rules for the establishment and use of centralized funds of the Agency being agreed with the Ministry;
- 6.4.29. ensure the implementation of clerical and archive works at the Agency;
- 6.4.30. ensure that the Agency accepts and consider citizens' applications;
- 6.4.31. arrange conferences, meetings, workshops and other events;
- 6.4.32. make decision on all other matters that are not referred to the powers of the Board.

7. Authorized fund, property and basis of the financial activities of the Agency

7.1. The authorized fund of the Agency is 5.0 (five) million manats.

7.2. The property of the Agency comprises the authorized fund, other property provided by the founder, the funds allocated from the state budget, as well as income from activities, donations, grants, investments attracted and other funds not prohibited by law.

7.3. The Agency shall use its property only for the purposes specified in this Charter. The Agency shall carry out its powers in respect of the state property owned by the Agency in the manner specified by the Decree of the President of the Republic of Azerbaijan No. 586 dated June 6, 2007 "On improvement of the protection and effective use of state property".

7.4. The Agency is entitled to independently dispose of the profits derived from the activities of the Agency, its economic societies, bodies, affiliates and representative offices after the payment of taxes and other mandatory payments as prescribed by law.

7.5. A part of state duty and other charges paid for the services (legal actions etc.) rendered at SMEs which is specified by law and other regulatory acts shall be transferred to the account of the Agency.

7.6. The Agency shall use its property only for the purposes specified by this Charter.

7.7. The Agency shall determine the prices of the works and services it has provided and coordinated.

8. Form and scope of control over the Agency's activities

8.1. Control over the activities of the Agency is carried out by the President of the Republic of Azerbaijan, as well as, by the Ministry within the framework of the powers of the founder.

8.2. The annual report on the activities of the Agency is submitted to the Ministry.

9. Accounting and reporting at the Agency

9.1. The Agency shall keep accounting, compile, submit and publish its financial statements in accordance with the Law of the Azerbaijan Republic "On accounting".

9.2. The Agency shall keep statistical records and compile statistical reports in accordance with the Law of the Republic of Azerbaijan "On official statistics".

9.3. The agency shall ensure that the financial and economic performance of its bodies, affiliates, representative offices and economic societies are controlled.

9.4. The Agency shall involve an auditor for the independent verification of its performance.

10. Reorganization and liquidation of the Agency The reorganization and liquidation of the Agency is carried out by the President of the Republic of Azerbaijan.

Approved by the Decree
of the President of the Republic of Azerbaijan
No 148 of 26 June 2018

The structure of the Agency for Small and Medium Business Development of the Republic of Azerbaijan

1. Apparatus of the Agency for Small and Medium Business Development of the Republic of Azerbaijan
2. Small and medium enterprises
3. Small and medium business development centers
4. Center for Development of State-Entrepreneurship Partnership
5. Small and Medium Business Development Funds

Approved by the Decree
of the President of the Republic of Azerbaijan
No 148 of 26 June 2018

The List of services provided to micro, small and medium businesses at the Small and Medium Business Houses

No	Name of Government Body	Services provided
1	2	3
1.	Ministry of taxes of the Republic of Azerbaijan	<ol style="list-style-type: none">1. state registration of commercial legal entities and registration of physical persons by the tax authority2. changing the accounting data of commercial legal entities as well as physical persons implementing entrepreneurial activity without registering as a legal entity, including termination, restoration and liquidation3. changing the accounting data of commercial legal entities and exclusion from the state registry4. deregistration of physical persons5. registration and deregistration of a cash register6. accepting tax declarations7. issuance of "ASAN Imza"
2.	Ministry of Labor and Social Protection of Population of the Republic of Azerbaijan	<ol style="list-style-type: none">1. registration of notifications on labor agreement2. issuance of the mandatory state social insurance certificate3. accepting reports on mandatory state social insurance

		4. employment service (including self-employment)
3.	State Customs Committee of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. assignment of the authorized economic operator status 2. obtaining permits pertaining to customs procedures 3. customs registration of goods and motor vehicles 4. establishment of a duty free shop 5. issuance of certificate on subcontractors' exemption from taxes and import duties based on production sharing agreement 6. delivery of transport documents (bar code, international bill of lading, air consignment note, invoice, packing list, certificate of origin) to the owner of goods 7. implementation of customs valuation
4.	Ministry of Economy of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. issuance of licenses 2. issuance of the following permissions: <ul style="list-style-type: none"> - special economic zone registration certificate - industrial park registration certificate - investment promotion certificate - certificate of import of technical and technological equipment and plants for residents of industrial and/or technology parks, management entities and their operators, legal entities holding the investment promotion certificate, and physical persons carrying out entrepreneurial activity without registering as legal entities - certificate confirming the country of origin of goods

		<p>3. AZPROMO services</p> <p>4. registration of grants of commercial legal entities</p> <p>5. provision of consulting and coordination services:</p> <ul style="list-style-type: none"> - regarding the activity of Azerbaijan Investment Company OJSC - regarding the activity of the National Fund for Entrepreneurship Support
5.	Ministry of Internal Affairs of the Republic of Azerbaijan	granting permission for items belonging to certain participants of civil circulation and subject to special permission (with limited civil circulation), in accordance with the Law of the Republic of Azerbaijan “On the List of items belonging to certain participants of civil circulation and subject to special permission (with limited civil circulation).”
6.	Ministry of Environment and Natural Resources of the Republic of Azerbaijan	<p>1. granting permission for the use of special purpose water facilities</p> <p>2. provision of expert opinion on facilities subject to the procedure of state environmental expertise</p> <p>3. granting permission for atmospheric emissions of noxious substances and harmful physical influences</p> <p>4. granting fishing permits</p> <p>5. granting permission for creation of zoological collections, their enrichment, trading, importation in the Republic of Azerbaijan, and export</p> <p>6. granting permission (certificate) for the use of endangered wild species of flora and fauna in international trade transactions (introduction from the sea, export, re-export and import)</p> <p>7. granting permission for removal of green areas</p> <p>8. granting the “mining claim” status to subsurface allotments to ensure extraction of natural resources as well as construction and operation of underground units in the non-extractive industries’ area</p> <p>9. granting the “mining claim” status to subsurface allotments designated for geological exploration</p>
7.	Ministry of Energy of the	1. granting permission for export, re-export, import, re-import and transit of goods (works, services, intellectual

	Republic of Azerbaijan	<p>production) under the category of export control in accordance with the Law of the Republic of Azerbaijan “On export control”</p> <ol style="list-style-type: none"> 2. granting permission for generation of electrical power in excess of the voltage established by the Cabinet of Ministers of the Republic of Azerbaijan 3. granting permission for operation of electric units consuming electrical power in excess of the voltage established by the Cabinet of Ministers of the Republic of Azerbaijan 4. granting permission for operation of industrial gas units 5. granting permission for refining oil and oil products
8.	Ministry Emergency Situations of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. granting permission for export, re-export, import, re-import and transit of goods (works, services, intellectual production) falling under the category of export control in accordance with the Law of the Republic of Azerbaijan “On export control” 2. granting permission for items belonging to certain participants of civil circulation and subject to special permission (with limited civil circulation), in accordance with the Law of the Republic of Azerbaijan “On the List of items belonging to certain participants of civil circulation and subject to special permission (with limited civil circulation).” 3. granting an excerpt from the state registry of potentially dangerous items 4. granting permission for implementation of scientific research and engineering works including the use of ionizing radiation sources 5. granting permission for design, preparation, placement, construction, commissioning and decommissioning of units functioning as sources of ionizing radiation, as well as radioactive waste storage and disposal facilities 6. granting permission for design and development of technological equipment, radiation protection means for units functioning as sources of ionizing radiation, as well as radioactive waste storage and disposal facilities
9.	Ministry of Agriculture of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. services of Agrolizing OJSC

		2. provision of consulting and coordination services to agricultural projects and state credit management service
10.	Ministry of Finance of the Republic of Azerbaijan	application of state hallmark to products made of precious metals, including jewelry and other household items
11.	Ministry Culture of the Republic of Azerbaijan	1. granting certificate of protection of cultural values for export purposes 2. granting certificate of protection of cultural values to ensure temporary export of cultural values listed in the State Register of Intangible Cultural Heritage of the Republic of Azerbaijan with a view of carrying out an exhibition, concert tour, restoration works, international cultural events and presentations
12.	State Tourism Agency of the Republic of Azerbaijan	granting respective certificates of service quality assessment at tourism facilities
13.	Ministry of Transport, Communications and High Technologies of the Republic of Azerbaijan	1. granting a “permission” certificate confirming the right of foreign road transport vehicles to enter and/or leave the territory of the Republic of Azerbaijan, as well as the right of loading in/transit through the country 2. providing road carriers with foreign countries’ “permission” certificate allowing for international road transport operations in the territory of foreign countries in compliance with the international agreement on international road transport concluded between those countries and the Republic of Azerbaijan 3. granting “signs of distinction” to taxpayers for each motor vehicle carrying out cargo and passenger transportation in the territory of the Republic of Azerbaijan 4. granting “special signs of distinction” for motor vehicles employed by taxpayers to transport their cargoes and employees 5. conclusion of contracts to utilize vehicles in the implementation of passenger transportation (passenger transportation services) within cities (districts), as well as on intercity (inter-district) and international passenger transportation services 6. granting permission for distribution of publications in the Republic of Azerbaijan by international periodicals and magazines founded and established outside of the Republic of Azerbaijan 7. conclusion of agreement on allocation and use of number resource 8. granting a permit, approved by the Cabinet of Ministers of the Republic of Azerbaijan, for the use of radio

		<p>electronics equipment</p> <p>9. granting the technology park registration certificate</p> <p>10. granting the technological business incubator registration certificate</p> <p>11. granting certificate of import of technical and technological equipment and plants to residents of technology parks, management entities and/or their operators</p> <p>12. issuance of registration passports to operate bus stations</p> <p>13. granting a certificate of compliance with international agreements in the field of maritime transport</p> <p>14. granting a certificate for shipping agents' activity</p> <p>15. granting a certificate of compliance with requirements of international conventions to educational and training centers in the field of maritime transport, physical persons, and legal entities</p> <p>16. provision of consulting and coordination services to the State Fund for Development of Information Technologies of the Republic of Azerbaijan</p> <p>17. issuance of electronic signature</p>
14.	Ministry of Health of the Republic of Azerbaijan	<p>1. granting the ship sanitation certificate or the certificate of exemption from sanitation inspection</p> <p>2. certificate of state registration of a medical product</p> <p>3. granting permission for importation of medical products into the territory of the Republic of Azerbaijan</p> <p>4. granting permission for importation of psychotropic substances listed in List 1 and 2 of the Convention on Psychotropic Substances</p>
15.	State Agency for Antimonopoly Policy and Supervision of the	granting diverse legal documents regarding standard samples, measuring equipment and compliance assessment

	Consumer Market of the Republic of Azerbaijan	
16.	Intellectual Property Agency of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. registration of inventions, utility models and industrial designs 2. granting expert opinion on export of scientific and technical achievements, new technologies and equipment 3. registration of trademarks and geographical indications 4. granting respective legal documents concerning a copyright on new ideas
17.	Chamber of Auditors of Azerbaijan Republic	granting a certificate of passing the examination to qualify as an auditor
18.	State Advertising Agency of the Republic of Azerbaijan	granting permission for accommodation of outdoor advertising materials
19.	Baku Transport Agency	<ol style="list-style-type: none"> 1. granting a “sign of distinction” to taxpayers for each motor vehicle carrying out cargo and passenger transportation operations in the territory of the Republic of Azerbaijan 2. granting a “special sign of distinction” for motor vehicles employed by taxpayers to transport their cargoes and employees 3. conclusion of contracts to utilize vehicles for implementation of passenger transportation (passenger transportation services) within cities (districts), as well as on intercity (inter-district) and international passenger transportation services
20.	Food Safety Agency of the Republic of Azerbaijan	<ol style="list-style-type: none"> 1. granting an excerpt from the food safety registry to entrepreneurs doing business with food products 2. granting certificates of registration of imported and manufactured veterinary drugs 3. issuance of the food safety certificate 4. issuance of the certificate to evidence compliance of animals, transported and sold in the country, as well as raw materials and organic products of animal origin with veterinary standards (veterinary certificate, examination

		<p>report or stamp on meat, animals, poultry and other products)</p> <p>5. granting international veterinary certificate allowing for export of animals, raw materials and organic products of animal origin</p> <p>6. granting national quarantine certificate as well as the certificate of state registration of pesticides, biological preparations and agrochemical substances</p> <p>7. granting phytosanitary certificate for export/re-export, as well as the certificate for export/re-export of plants and plant raising products</p>
21.	Azerbaijan National Academy of Sciences	Granting certificate of importation of technical and technology equipment and units to residents of industrial or technology parks, managing companies and/or their operators
22.	District (city) executive body	<p>1. conclusion of contracts with legal entities and physical persons intending to carry out entrepreneurial activity aimed at development of the roadside safety infrastructure, except public roads</p> <p>2. granting the construction permit</p> <p>3. granting permission to commission a construction facility</p> <p>4. granting permission to select a place for provision of mobile (seasonal) services as well as for trade activity</p>
23.	State Statistical Committee of the Republic of Azerbaijan	accepting official statistics reports
24.	State Committee on Property Issues of the Republic of Azerbaijan	registration of real estate transactions
25.	Azerigas PU, Azerishiq OJSC, Azersu OJSC	<p>1. granting technical specifications to micro, small and medium enterprises</p> <p>2. granting certificates of identification of subscribers acting as micro, small and medium enterprises</p> <p>3. changing the names of micro, small and medium enterprises</p> <p>4. registration of new users and issuance of cards</p>

26.	Azerbaijan Airlines CJSC, Azerbaijan Railways CJSC, Azerbaijan Caspian Shipping Company CJSC	granting information and coordination of reception and fulfilment of orders
27.	Youth Foundation of the Republic of Azerbaijan	granting information and supporting projects of potential influence for the development of micro, small and medium enterprises
28.	Knowledge Foundation under the President of the Republic of Azerbaijan	granting information and supporting projects of potential influence for the development of micro, small and medium enterprises
29.	Mortgage and Credit Guarantee Fund of the Republic of Azerbaijan	1. providing credit guarantees to micro, small and medium enterprises 2. accepting customer applications for subsidies to assist in paying the interest on credits allocated to micro, small and medium enterprises