APPLICATION PROCEDURE FOR OPERATION OF REGULAR FLIGHTS TO/FROM INTERNATIONAL AIRPORTS OF THE REPUBLIC OF AZERBAIJAN
(Effective from 16.09.2024)

GENERAL PROVISIONS

1. The one of the functions of the State Civil Aviation Agency (Agency) is a consideration and issuance of permission to operate regular flights to the international airports of the Republic of Azerbaijan.

2. Notification of the airline's designation for regular flights should be sent by the national civil aviation authority under the terms of the Intergovernmental Air Services Agreement.

3. All documents should be provided in English or Russian languages.

4. The airline's documents for operating flights by aircrafts that are prohibited in the Republic of Azerbaijan will not accepted for consideration.

5. Upon the submission of the authorized airport authority in case the slots that have not been used within thirty (30) calendar days, the Agency reserves the right to revoke the granted permission without any prior notification to the airline.

6. The Agency does not consider claims for delays related to technical failure of electronic communications and the postal service. Delay in submission request and documents should be the subject to refusal the issuing permission.

7. Reasons for refusal to grant permission or revoke a valid permission:

- The missing of an approved slot by the authorized airport authority;
- Incomplete data in the application letter of the airline;
- Incomplete package of documents;
- The missing of necessary additional documents;
- Expired validity of the document submitted by the airline.

8. In case of replacing or submitting new documents, the airline should apply not later than fifteen (15) working days before the amendments enter into force.

A LIST OF REQUIRED DOCUMENTATION

I. Initial Request

1. Official letter including: requisitions of the airline (legal, postal address and contact details of the head office), type and registration number of planning aircraft, flight number, route, flight schedule, landing airports (with ICAO and IATA codes), a number of passenger seats / maximum weight of cargo.

2. Air Operator Certificate and Operational Specifications valid up to end of the forthcoming IATA season.

3. Documents issued by the national civil aviation Agency of the State of Registry (for each aircraft):

- Certificate of State Registration;
- Airworthiness Certificate;
- Noise Certificate;
- Radio Equipment Certificate;
- Certificate of Insurance Liability (for aircraft, crew, passengers, baggage, cargo and third parties risks).

4. For leased aircraft:

- Leasing agreement of airline including all data, requisitions of parties and expiry date of the agreement;
- *"*83*bis* Agreement" between the national civil aviation authorities of the State -Lessee and the State – Owner of the aircraft;
- The outcome of the last aircraft inspection.

5. Copy of "Slot Clearance Request" (SCR) approved by authorised airport authority.

6. Aviation Security Program of the airline.

7. Letter of attorney (with a notarized translation into Azerbaijani language) including passport data of airline representative in the Republic of Azerbaijan or Agent authorised by the Airline, if any.

8. IOSA Operator Certificate (if any).

9. Agency reserves the right to require additional documents from airline other than those listed.

II. Repeated Request

1. Documents specified in paragraphs 1-5
2. Documents specified in paragraphs 6-9 (if any changes available)