



Section 2.7 is filled in if the applicant is a legal person; its full name shall be written as it is registered in the State Register. For example:

Legal person		
2.7	Full name	V Θ T Θ N M M C

Applicant shall fill his/her legal and actual addresses in section 3 as shown below:

3.1	Postal code	A Z 1 0 7 3			
3.2	city (district)	B A K I			
3.3	village (settlement)				
3.4	street	L E V L A N D A U			
3.5	house №	1 6	3.6	apartment (room)	2 4 3

If legal and actual addresses are the same, the box “Actual address” is not filled in. If both legal and actual addresses are available, applicant shall put a cross (X) in the relevant box to be used for post communication or enter an appropriate address, if chooses the box “Other”, For example:

4.1	Postal address (choose and put X in the relevant box)	Legal	<input type="checkbox"/>	Actual	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
		A Z 1 0 0 0	B A K I	L A N D A U	E V I 0		

Sections 4.2 – 4.5 are filled in as shown below:

4.2	Phone (1):	9 9 4 1 2 4 0 3 8 3 0 0
4.3	Phone (2):	9 9 4 1 2 4 0 3 8 3 0 0
4.4	Fax	9 9 4 1 2 4 0 3 8 3 0 0
4.5	E-mail:	E X A M P L E @ E X A M P L E . C O M

If the Form is filled in by chief executive officer (legal representative) of an individual or a legal person or by an authorized representative, details of the identification document of this representative are provided in section 5.

Applicant’s surname, name and patronymic are provided in sections 5.1 – 5.3, the series of ID card – in section 5.4, the number – in section 5.5, the name of issuing organization – in section 5.6, date of issuance – in section 5.7, FIN number of document owner – in section 5.8.

When filling in section 5.8, Azerbaijan residents enter FIN number of ID card, residents of foreign countries – FIN number of the permit for permanent residence issued by the State Migration Service of the Republic of Azerbaijan.

Applicant's	
5.1 Surname	M İ R Z Ə Y E V
5.2 Name	V A Q İ F
5.3 Patronymic	S A H İ B
ID card	
5.4 Series	A Z E
5.5 Number	1 2 3 4 5 6 7 8 9 0
5.6 Issuing organization	N Ə S İ M İ R P İ
5.7 Date of issuance	0 1 0 1 2 0 1 0
5.8 FIN number	A B C D E F G

Section 5.8 shall not be filled in, if there is no FIN number (recognized in the Republic of Azerbaijan) contained in an identification document of chief executive officer (legal representative) of a legal person or an authorized representative of an applicant.

Details of foreign state and relevant authority or a person of the foreign state receiving the certificate of residency are provided in section 6 of the Form. The name of foreign state is provided in section 6.1; applicant shall put a cross (X) in boxes 6.3, 6.4 or 6.5 depending on whether a person to whom certificate of residence will be presented is an individual, a legal person or state authority. If TIN of a person to whom the certificate of residency will be presented is available, it is entered in box 6.6. For example:

6.1 Full name of foreign state	T Ü R K İ Y Ə R E S P U B L İ K A S I
6.2 A person to whom the residence certificate will be presented in foreign state	
6.3 Individual	<input type="checkbox"/>
6.4 Legal person	<input checked="" type="checkbox"/>
6.5 State authority	<input type="checkbox"/>
6.6 TIN	5 6 G H 9 0 6

If TIN of a person to whom the certificate of residency will be presented is not available, the box is not filled in. If a person to whom the certificate of residency will be presented is an individual, the name and surname are provided in sections 6.7 and 6.8; if a person to whom the certificate of residency will be presented is a legal person or state authority, full name is provided in section 6.9. For example:

Individual	
6.7 Surname	S M İ T H
6.8 Name	A D A M



