Approved by Resolution №171705000009300 of 12 June 2017 of the Collegium of the Ministry of Taxes of the Republic of Azerbaijan.

RULES for filling of the Application form for «Certificate of Residence» (DTA-01 Form)

DTA-01 Form shall be filled in by a person who intends to receive the certificate of residency and submitted to the tax authority at the place of his/her registration. Use a dark blue or black ballpoint pen for filling out the hard copy. Each box, wherever provided, should contain only one character, information presented should be easy readable.

Tax authority receiving the Form is provided in section 1.1 of the Application. For example:

		V	Е	R	G	İ	L	Ð	R		Ν	А	Ζ	İ	R	L	İ	Y	İ		Y	А	Ν	Ι	Ν	D	А	
1.1	Tax authority																											
	2	М	İ	L	L	İ		G	Ð	L	İ	R	L	Ð	R		D	Е	Р	А	R	Т	Α	М	Е	Ν	Т	İ

Applicant shall put a cross (X) in boxes 2.1 or 2.2 depending on whether the applicant is an individual or a legal person, applicant's TIN is provided in section 2.3. For example:

2.1	Individual			2.2	Le	gal p	ersoi	n	2	x		
2.3	TIN	0	9	8	7	6	5	4	3	2	1]

Sections 2.4, 2.5 and 2.6 are filled in if the applicant is an individual; surname, name and patronymic shall be written as they are indicated on the identification card. For example:

Indivi	dual															
2.4	Surname	S	Ð	М	Ð	D	0	v								
2.5	Name	Α	R	İ	F											
2.6	Patronymic	М	Ð	Н	Ð	Μ	М	Ð	D							

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 pers	on															
2.7	Full name	v	Ð	Т	Ð	N	М	М	С							
														· · · · ·		

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

3.1	Postal code	А	Z	1	0	7	3]													
3.2	city (district)	В	Α	Κ	Ι																
3.3	village (settlement)																				
3.4	street	L	E	v		L	Α	N	D	А	U										
3.5	house №	1	6							3.6		artme om)	ent	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 (obox)	choo	se an	ıd pı	ut X :	in th	e rel	evant			Le	gal			A	Actua	ıl			Otl	ıer	X		
	A Z 1 0 0 0									А	K	Ι	L	А	N	D	А	U	E	V	1	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:	Е	Х	Α	М	Р	L	Е	@	Е	Х	А	М	Р	L	Е	•	С	0	М				

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.

Appl	icant's																												
5.1	Surname	Μ	İ	R	Ζ	Ð	Y	Е	V																				
5.2	Name	V	Α	Q	İ	F																							
5.3	Patronymic	S	Α	Н	İ	В																							
ID ca	ID card 5.4 Serie A Z E 5.5 Number 1 2 3 4 5 6 7 8 9 0																												
5.4	Serie s A Z	er	1	2	3	4	5	6	7	8	9	0																	
5.6	Issuing organiz	N	Ð	S	İ	М	İ		R	Р	İ																		
5.7	Date of issuance	ce						0	1	0	1	2	0	1	0]		4	5.8 I	FIN	num	ber	Α	В	C	D	Е	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 for state	eign	Т	Ü	R	К	İ	Y	Ð		R	Е	S	Р	U	В	L	İ	К	А	S	Ι		
6.2 A per	rson to whom the re	esidence c	certific	ate w	vill b	e pre	sente	ed in	forei	gn s	tate													
6.3	Individual		6.4	L	egal	perso	on		X]	6.5	Sta	ate ai	utho	rity									
6.6	TIN	5 6	G	Н	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	Μ	İ	Т	Η										
6.8 Name	Α	D	А	М											

If legal person or state authority																			
6.9 Full name	G	A	М	М	A	Т	R	A	D	İ	N	G	L	L	C				

Applicant is required to provide detailed information on purpose of requesting certificate of residence in section 7.1. For example:

7.1. Detailed information of purpose of requesting certificate of residence

Our company provides service to Turkish enterprise "XYZ". This service is provided to meet shortterm need and there is no our permanent establishment in Turkey. Therefore, according to article 7.1 of international agreement signed between Azerbaijan and Turkey, profit gained by us from this activity shall be taxed only in Azerbaijan. For this reason, it is required to represent certificate of residence to "XYZ" enterprise so as not to withhold tax from the amount paid to us in Turkey.

If agreement which constitutes the basis for paying the income to be derived in foreign country by an applicant is available, its date is provided in section 7.3, its number – in section 7.4, as shown below:

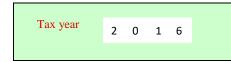
										Ι.						
7.3.	Date	2	9	0	8	2	0	1	6	7.4.	Number	8	8	s		

If amount of income to be derived in foreign country is known, currency and amount of income are provided in subsections 7.5.1 and 7.5.2 respectively and amount of income in AZN is provided in subsection 7.5.3. If currency of income is specified in AZN and subsection 7.5.2 is filled out accordingly, subsection 7.5.3 is not completed. For example:

7.5. Income to be d	erived																
7.5. Currency code	А	Z	N	7.	5.2 A	moun	t	1	0	0	0]
7.5.3 Amount in AZN	1	0	0	0													

If any information to be entered in sections 7.3 and 7.4 as well as 7.5.1 - 7.5.3 is not available, that section is not filled out.

If certificate is required for tax year, subsection 7.6.2 "Tax year" is filled out; if certificate is required for certain period between the two dates, subsection 7.6.1 "Period" is filled out. For example:



or

Period 0 1 0 4 2 0 1 5 - from 0 1 0 4 2 0 1 6 - to	or																				
	Period	0	1	0	4	2	0	1	5	-	from	0	1	0	4	2	0	1	6	-	to

Applicant shall put a cross (X) in boxes 7.7.1 or 7.7.2 depending on whether special form confirming the residence in other state is available or not.

7.7 Availability of	special form ce	rtifying the residency in other state	
7.7.1 Available	X	7.7.2 Not available	

If special form of other state is available, applicant shall attach that form along with its notarized translation into Azerbaijani language.

If additional documents are available, number of sheets is indicated as shown below. If filled out in hard copy, date of application is entered in the corresponding box, the Form is signed and sealed by the applicant, if available. For example:

	Attachments		Number of sheets 1 2	
		L.S.		
Date of application	0 1 0 9 2 0 1 6			Signature

If supporting documents to be attached to DTA-01 Form are in foreign language, their notarized translation into Azerbaijani language is required to be submitted according to paragraph 8.13 of "Regulations for administration of international agreements for the avoidance of double taxation between the Republic of Azerbaijan and other states". If the Form is signed and submitted by the authorized representative rather than by the applicant, the copy of the power of attorney notarized in the Republic of Azerbaijan for attesting the power of authorized representative to represent the applicant shall also be attached to the Form.