

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 I 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

If legal person or state authority																		
6.9	Full name	G	A	M	M	A		T	R	A	D	I	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																	
<u>Our company provides service to Turkish enterprise “XYZ”. This service is provided to meet short-term 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.</u>																	

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:

7.3.	Date	2	9	0	8	2	0	1	6	7.4.	Number	8	8	s							
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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 derived																			
7.5.1	Currency code	A	Z	N	7.5.2 Amount	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:

Tax year	2	0	1	6
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or

or	Period	0	1	0	4	2	0	1	5	- from	0	1	0	4	2	0	1	6	- to
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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 certifying the residency in other state	
7.7.1 Available <input checked="" type="checkbox"/>	7.7.2 Not available <input type="checkbox"/>

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:

		Number of sheets													
		Attachments													
		<table border="1"><tr><td>0</td><td>1</td><td>2</td></tr></table>			0	1	2								
0	1	2													
		L.S.													
Date of application	<table border="1"><tr><td>0</td><td>1</td><td>0</td><td>9</td><td>2</td><td>0</td><td>1</td><td>6</td></tr></table>						0	1	0	9	2	0	1	6	Signature _____
0	1	0	9	2	0	1	6								

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.