



## **Cabinet of Ministers of the Azerbaijan Republic**

### **Decision No 39**

#### **On approving the Regulations on state registration and inclusion into the state register of mechanical transport vehicles and their trailers in an established order and the Procedure for alienating and pledging transport vehicles**

*Baku city, 15 March 1999*

In order to ensure the execution of Decree No 24 of the President of the Azerbaijan Republic «On the application of the Law of the Azerbaijan Republic on traffic» dated 22 November 1998, the Cabinet of Ministers of the Azerbaijan Republic **resolves**:

1. To approve the Regulations on state registration and inclusion into the state register of mechanical transport vehicles and their trailers in an established order (attached).
2. To approve the Procedure for alienating and pledging transport vehicles (attached).
3. Decision No 262 of the Cabinet of Ministers of the Azerbaijan Republic on the Rules for state registration of mechanical transport vehicles and their trailers, dated 5 December 1995, shall be considered null and void.
4. The present Decision shall become effective from the date of publication.

*Prime Minister of the Azerbaijan Republic*

*Artur Rasizade*

*Published in the Collection of Laws of the Azerbaijan Republic (31 March 1999, No 3, Article 195) («VneshExpertService» LLC).*

*On the basis of: Dated 25 October 2001, No 168; dated 2 June 2003, No 73; dated 2 May 2006, No 119; dated 22 May 2006, No 129; dated 13 September 2006, No 207; dated 14 October 2006, No 224; dated 1 November 2006, No 235 with amendments and additions («VneshExpertService» LLC).*

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*Approved by  
Decision No 39*

# **Regulations on state registration and inclusion into the state register of mechanical transport vehicles and their trailers in an established order**

## **1. General provisions**

1.1. The present regulations have been prepared in line with the Law of the Azerbaijan Republic «On road traffic» and Decree No 24 of the President of the Azerbaijan Republic «On the application of the Law of the Azerbaijan Republic on road traffic» dated 22 November 1998, and establishes the rules for conducting state registration and inclusion into the state register (hereinafter referred to as registration) of mechanical transport vehicles and their trailers owned by legal entities and private individuals (hereinafter referred to as transport vehicles) on the territory of the Azerbaijan Republic.

1.2. All legal entities and private individuals regardless of the form of ownership and organizational and legal status (hereinafter referred to as owners of transport vehicles)\* shall conduct state registration of transport vehicles they own in the following bodies:

- 1) mechanical transport vehicles of all types, brands and models with engine capacity of 50 cubic centimeters and more, maximum design speed of more than 50 km/h, as well as their trailers and semi-trailers — at the Ministry of Internal Affairs of the Azerbaijan Republic;\*\*
- 2) streetcars and trolleybuses — at local bodies of executive authority;\*\*
- 3) caterpillar mechanical transport vehicles (tractors) not designed for operation in the public city traffic, mechanical transport vehicles used in agriculture, etc. — at the Ministry of Agriculture of the Azerbaijan Republic;\*\*
- 4) technological transport vehicles not designed for operation in the public city traffic — at the Ministry of Emergencies of the Azerbaijan Republic;\*\*
- 5) sporting transport vehicles designed for competitions — at the Ministry of Youth and Sports of the Azerbaijan Republic;\*\*

Mechanical transport vehicles of the Armed Forces of the Azerbaijan Republic shall be registered by the Ministry of Defense of the Azerbaijan Republic.\*\*

*Mechanical transport vehicles of other armed formations shall be registered by the same state bodies.*

1.3. State registration is conducted with the aim of determining the compliance of the structure, technical condition and equipment of transport vehicles with established safety rules, introducing changes to registered information on transport vehicles during their operation or breakdown, determining military serviceability of transport vehicles, establishing whether owners of transport vehicles are paying duties and taxes, and putting

transport vehicles onto a register in a centralized order and in regions, fighting crime and other offences.

A transport vehicle shall be registered in the name of its owner (legal entity and private individual), while transport vehicles owned collectively in the name of one person. The owners of permanently registered transport vehicles shall receive a state registration certificate for the transport vehicle and state license plate number (two for automobiles and one for motorcycles, tractors and trailers).

**Note:** The transport vehicles intended for use by secret and operative search bodies may, in addition to state license plate numbers issued at the time of registration, receive additional state registration numbers with the permission of the Ministry of Internal Affairs of the Azerbaijan Republic.

1.4. Legal entities and private individuals shall register their own transport vehicle with bodies responsible for state registration of transport vehicles at their legal and residential address in the following periods:

- 1) within 10 days from the time of acquisition;
- 2) within 10 days from the change of residence of a private individual and location of a legal entity;
- 3) within 10 days from the time of acceptance of a transport vehicle;
- 4) if a vehicle is imported from a foreign country — within 10 days from the date of customs clearance;
- 5) within 5 days from the time of change to engine, body and chassis number of a transport vehicle or occurrence of other circumstances requiring change of registration information.

1.5. Implementation of operations pertaining to the registration and re-registration of a transport vehicle and cancellation of registration, registration over a pledge, change in registration and technical indicators and other circumstances shall hereinafter be referred to as «registration actions».

1.6. Bodies performing state registration of transport vehicles shall carry out the following activities in connection with state registration of transport vehicles:

- production and request of the registration certificate for a transport vehicle, state license plate numbers and other special products and equipment;
- registration of transport vehicles, documentation of their alienation, registration of information about pledges of transport vehicles, issue of registration certificates and state license plate numbers for transport vehicles;
- keeping a record of registered transport vehicles by regions and in a centralized order, collection and preparation of necessary information for organization of it;
- distribution of state license plate numbers by serial numbers among districts;
- provision of structural subdivisions with state registration certificate forms, state license plate numbers and other special products and equipment for transport vehicles;

- control over distribution of state license plate numbers, registration certificates and other special products by structural subdivisions, and periodical inspections.

Keeping a record of commercial organizations, commission shops dealing with sale of transport vehicles and spare parts, provision of sold vehicles with «transit» plate numbers and datasheets for temporary access to road traffic and periodic control over their distribution in line with the established order shall be carried out by the Ministry of Internal Affairs of the Azerbaijan Republic.

1.7. The right to receive information about registered transport vehicles and their owners from the database of registered transport vehicles in a centralized order and by districts belongs only to inquiring agency, investigating bodies, courts and other bodies appointed by law.

1.8. It shall be prohibited to operate the following transport vehicles on the territory of the Azerbaijan Republic:

- 1) transport vehicles which have not been registered or cleared through customs;
- 2) transport vehicles without state license plate numbers or with state license plate numbers which have been forged or issued to another transport vehicle, or which fail to meet the state standard for state license plate numbers.

## ***2. Registration of transport vehicles***

2.1. Transport vehicles shall be registered in the name of private individuals above 18 years of age, while bicycles with suspended seats, mopeds and motorcycles — above 16 years of age, except for inherited transport vehicles. When registering a transport vehicle in the name of an underage heir, the registration document shall contain the surname, name and middle name of his/her parent and parent. Such a transport vehicle shall not be withdrawn from registration without the permission of the guardian body.

2.2. Transport vehicles of private individuals shall be registered at the place of their permanent or temporary (if there is no permanent registration) residence.

If there are reasons impeding registration at the place of owner's residence (his departure for temporary work on the basis of agreement, for education, military service or another place where the use of the transport vehicle is impossible due to a different reason), the registration of a transport vehicle can take place on the basis of mutual written consent at the place of residence of the owner's next of kin and at a previous place of residence where the owner shall return upon completion of education or military service. In such cases the owner of a transport vehicle shall provide documents confirming the above.

2.3. Transport vehicles of legal entities shall be registered in bodies conducting state registration of transport vehicles at their physical location. Transport vehicles being used by branches, subdivisions and other non-legal entities within institutions, enterprises and organizations may be registered at their location. In such cases, the registration certificate of a transport vehicle shall indicate the name and address of the owner and, additionally, the address of the branch using the transport vehicle.

2.4. When registering motor vehicles, except for cases when motor vehicles are produced by automobile manufacturers and on the basis of technical specifications approved by the

Ministry of Defense, owners shall submit to the registering authority the certificate (copy) issued by the State Traffic Police that the structure of the transport vehicle ensures safety of traffic. If there are notes restricting the use of the transport vehicle, appropriate notes shall be made in the registration certificate and registration card of the transport vehicle.

2.5. The special transport vehicles to which the State Standard «Transport Vehicles of Operational Services, Color Graphics, Identification Marking, Special Light and Sound Alarms» and other standard apply, as well as zonal standards prepared on their basis, shall have an identification sign meeting such standards.

2.6. The bodies conducting state registration of transport vehicles shall, within one day from the date of submission by the owner of the transport vehicle or another authorized person of documents and provision of the transport vehicle for verification of engine, body and chassis number and the color, conduct state registration of the transport vehicle, include it into permanent register and issue registration certificate of the transport vehicle and the state license plate number. If the submitted documents are found to contain drawbacks, the applicant shall be notified of them and state registration shall be conducted after they have been eliminated. A coupon on state technical inspection shall be issued to a registered transport vehicle.

Technical inspection shall be conducted by a controller (inspector) or chief controller (chief inspector) of these bodies. An appropriate note reflecting the result of the inspection is made in the application and an act approved by a stamp is written.

2.7. If it is impossible to provide a transport vehicle for registration activities due to technical deficiencies and other reasons, the owner of the transport vehicle shall indicate such reasons in the application and pay a duty for the service to be provided by the bodies conducting state registration of transport vehicles. The said bodies shall, within five days from the date of submission of a receipt confirming payment of the duty, inspect the transport vehicle at its location to verify the engine, body and chassis number, as well as the color.

**Note:** If the last day of the deadline indicated in this paragraph falls on a day-off, the following working day shall be considered to be the deadline.

2.8. To register a transport vehicle and include it into a permanent register, issue the registration certificate for the transport vehicle and state license plate number, and carry out other registration activities, the owner of a transport vehicle or another authorized person shall submit the following documents to the bodies conducting state registration of transport vehicles before a deadline established by the present Regulations:

- 1) application;
- 2) ID document of a citizen of the Azerbaijan Republic (or an ID document on registration of a foreigner on the territory of the Azerbaijan Republic or an ID document of a person without nationality registered within the Azerbaijan Republic);
- 3) document or court decision confirming ownership of the transport vehicle in an order established by legislation of the Azerbaijan Republic;

4) receipt confirming payment of duties and taxes or payments established by legislation of the Azerbaijan Republic;

5) clearance document issued by customs bodies for the transport vehicle purchased in a foreign state and imported to the Azerbaijan Republic by legal entities and private individuals, document on withdrawal of the transport vehicle from permanent registration in the state in which it was initially registered, its registration or transit «number plate».

2.9. The legality of the purchase and acquisition of the right to own a transport vehicle and number plates shall be confirmed by the following documents:

- acceptance certificate from the manufacturer or the factory which installed special equipment on the transport vehicle, and the invoice on the sale of the transport vehicle issued by the manufacturer. In the event of loss of the acceptance certificate, one of the following documents may be submitted;
- receipt on the transportation of the transport vehicle to the said enterprise issued by the railway, a certificate issued by the manufacturer (specifying body and chassis number), passport and certificate of the manufacturer;
- invoice issued by commission and commercial organizations;
- invoice issued by relevant bodies of the Ministry of Defense and other armed formations, a final certificate of the military unit and the certificate on technical condition, except for cases of sale into ownership of citizens;
- certificate from social security bodies on the issue of manually operated motor vehicles and cycle-cars;
- agreement on donation, sharing or annulment notarized in an order established by legislation or certificate on provision of ownership and inheritance rights for a transport vehicle;
- agreement on purchase and sale (Attachment 1 to the Regulations) or exchange (Attachment 2 to the Regulations) between the owner of the transport vehicle and the buyer in writing and approved in registration and examination units of the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic. An irrefutable condition of legality of the agreement is the presence of the seller and buyer (or people authorized by them) at the registration station. During the sale of transport vehicles to legal entities, additionally the acceptance certificate and a document or a copy of it confirming payment for the vehicle is required;
- other documents established by applicable legislation.

2.10. New transport vehicles imported to the republic for sale by enterprises, companies and organizations possessing the status of legal entities registered with the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic and specialized in trading in transport vehicles, shall be registered in the name of the legal entities and private individuals buying them on the basis of customs documents for their import, receipt confirming sale, «transit» plate numbers and other documents envisaged under Paragraph 2.8 of the present regulations.

2.11. The design of transport vehicles being registered shall meet the requirements of traffic safety and applicable standards, rules and norms on environment protection.

It shall be prohibited to import to the Azerbaijan Republic and register transport vehicles with the driver's seat on the right side.

2.12. Transport vehicles assembled and manufactured in line with Paragraph 2.11 of the present Regulations, corresponding to the conclusion of the technical commission of the Avtomobilist Union and Technical Requirements for Individually Produced Transport Vehicles, shall be registered on the basis of documents confirming legality of acquisition of their engines, units (joints), parts and materials in the name of owners in an order described in Paragraph 2.8 of the present regulations. It shall be prohibited to assemble transport vehicles using spare parts of vehicles of certain types produced by the manufacturer or repaired parts.

2.13. Transport vehicles won by citizens in lotteries conducted during sport events at indoor games halls, stadiums and in other cases shall be registered on the basis of an invoice issued by the selling ship in an order described in Paragraph 2.8 of the present Regulations. The reverse side of the invoice filled by members of the lottery commission shall contain information about the person who won the motor vehicle, be signed by the chairman of the lottery commission and the management of the institution conducting the activities and be approved by the stamp of the said institution.

2.14. Transport vehicles (confiscated or without the owner) sold by relevant state bodies through commission shops shall be registered on the basis of the decision (ruling) of a court or other state bodies and an invoice issued by the selling shop in an order described in Paragraph 2.8 of the present Regulations. If a transport vehicle accepted by a commission shop from financial and other state bodies does not have registration documents, then the following note shall be made in the invoice issued to the buyer: «Accepted and sold without registration certificate of the transport vehicle», which is approved by the signature and stamp of the director of the shop.

2.15. The transport vehicles passing tests in line with technical specifications of the manufacturer and motor-car repair factory shall receive registration certificates with the Testing sign and state license plate numbers for not more than one year.

2.16. Experimental models of transport vehicles undergoing tests shall receive certificates with the Testing sign and state license plate numbers. The expert conclusion of the manufacturer confirming compliance of the transport vehicle with safety and testing requirements established by the technical specification shall be considered as basis for registration.

2.17. The transport vehicle imported to the Azerbaijan Republic without withdrawal from permanent registration in the state of its original registration shall be temporarily registered in the name of its owner on the basis of permission issued by customs bodies, and shall be provided with the registration certificate and number plates. After receipt of a confirmation to the application sent by the body conducting state registration of transport vehicles to the original registration place of the transport vehicle, a permanent certificate shall be issued through the Central National Bureau of Interpol of the Ministry of Internal Affairs of the Azerbaijan Republic. If a transport vehicle is written off at its original registration by foreign embassies and consulates in the Azerbaijan Republic, an appropriate consular certificate is submitted to the registering body.

**Note:** Transport vehicles imported to the Azerbaijan Republic by refugees and internally displaced persons and other persons prior to the effective date of the Law of the Azerbaijan Republic On Traffic and legislative acts on customs issues, shall be registered on the basis of documents confirming ownership rights, and a notification to that effect shall be sent to the place of permanent registration of the transport vehicle.

### **3. Registration of transport vehicles owned by foreigners and foreign legal entities**

3.1. The transport vehicles of diplomatic missions and embassies of foreign states and their employees, international organizations and their employees, publishing, radio and TV bodies, banks, airlines, other legal entities of foreign states and their employees, other foreigners visiting the Azerbaijan Republic for a period not less than 30 days shall pass registration (re-registration) and other registration activities with the mediation of bodies of the Ministry of Foreign Affairs of the Azerbaijan Republic serving the diplomatic corps, or ministries and departments engaged in accommodating foreign citizens, or on the basis of the certificate on registration of a foreigner at a place of residence in an order described in Paragraph 2.8 of the present regulations.

3.2. The transport vehicles of citizens of foreign states and persons without citizenship living on the territory of the Azerbaijan Republic on a permanent basis shall be registered in the general order.

3.3. The transport vehicles of foreign representatives offices in the republic, foreigners and foreign legal entities listed in Paragraph 3.1 of the present Regulations shall receive registration certificates and state license plate numbers of the following series:

**SFR** — office and personal transport vehicles of the heads of diplomatic missions;

**D** — transport vehicles of foreign diplomatic missions (embassies, trade representatives, military attaches, consultants on economic relations, as well as other units which are part of consulates) or consular representatives, other international organizations equal to the embassy rank, as well as employees of diplomatic (rank) organizations of these representatives and their family members. On the request of diplomatic and consular representatives and international organizations, transport vehicles may receive state license plate numbers of **T** series.

To receive license plate numbers of **D** series for personal transport vehicles, diplomatic, consular cards issued by the Ministry of Foreign Affairs of the Azerbaijan Republic shall be submitted;

**T** is issued to transport vehicles of the administrative-technical and service personnel of diplomatic and consular representatives, other international organizations and family members of their employees;

To receive license plate numbers of **T** series for transport vehicles used for private needs, service cards issued by the Ministry of Foreign Affairs of the Azerbaijan Republic shall be submitted;

**M** is issued to transport vehicles of foreign companies, banks, airlines and other international organization operating in the Azerbaijan Republic in an established order, as well as employees of these representative offices accredited in the Azerbaijan Republic and their family members.

To receive license plate numbers of **M** series for transport vehicles used for private needs, a certificate of registration of a foreigner at a place of residence shall be submitted.



**K** is issued to transport vehicles of foreign mass media, their employees and family members.

To receive license plate numbers of **K** series for transport vehicles used for private needs, ID cards of correspondents or certificates issued to the technical personnel by the Ministry of Foreign affairs of the Azerbaijan Republic shall be submitted, while for family members of employees a certificate of registration of a foreigner at a place of residence.

**H** is issued to transport vehicles of Azerbaijani-foreign joint ventures operated by foreign persons or foreign employees of such ventures; to transport vehicles of foreigners visiting the Azerbaijan Republic on business or for private matters and for education; to transport vehicles of persons permanently living in the republic on an ID card or persons without citizenship; to transport vehicles hired by foreigners.

To receive state license plate numbers with **H** series, a certificate on registration of a foreigner at the place of residence or the ID card of the person without citizenship permanently living in the Azerbaijan Republic shall be submitted;

**P** is issued to transport vehicles being withdrawn from registration due to their export abroad; for transport vehicles purchased by foreigners and foreign legal entities in the Azerbaijan Republic and exported by them from the republic.

Trailers of transport vehicles owned by foreign legal entities and foreigners shall receive a series of state license plate numbers.

State license plate numbers of **SFR, D** and **T** series shall have red background and white symbols.

State license plate numbers of **M, K, H, P** and those awarded to trailers shall have yellow background and black symbols.

3.4. In the event of sale (handover to other persons) of transport vehicles imported from foreign states for private needs or for sale in the domestic market, their registration in the name of new owners shall be conducted on the basis of documents confirming legal completion of the transaction (invoice, agreement on donation, etc.), customs clearance (against payment of customs duty) and other documents stipulated under Paragraph 2.8 of the present Regulations.

#### ***4. Re-registration of transport vehicles***

4.1. Transport vehicles shall undergo re-registration in the following cases:

- 1) change of residence of a private individual or location of a legal entity;
- 2) change of owner of a transport vehicle;
- 3) change of surname, name and middle name of the owner;
- 4) change of type or model of the transport vehicle following its re-equipping and replacement of assembly units.

4.2. In the event of change of residence of a private individual or location of a legal entity, re-registration of transport vehicles is conducted on the basis of the owner's application in an order described in Paragraph 2.8 of the present Regulations.

4.3. In the event of change of the owner of a transport vehicle, re-registration is conducted on the basis of the owner's application and one of the documents listed in Paragraph 2.9 of the present Regulations in an order described in Paragraph 2.8.

In the event of death of the owner of the transport vehicle, if the agreement on donation issued on his behalf is notarized, registration of the transport vehicle in the name of a new owner shall be allowed against the provision of the donation agreement, death certificate of the previous owner or a notarized copy of the certificate.

4.4. In the event of change of surname, name and middle name of the owner, re-registration of a transport vehicle shall be conducted on the basis of the marriage certificate (copy) or other documents issued by district (city) registration offices of the Ministry of Justice or consulates of the Azerbaijan Republic abroad in an order described in Paragraph 2.8 of the present Regulation.

4.5. Re-registration of transport vehicles fitted with equipment and re-equipped or with replaced assembly units shall be conducted on the following basis:

- permission for equipping and re-equipping issued by an appropriate body conducting state registration of transport vehicles;
- technical passport with a note on equipping and re-equipping at a motor-car factory (enterprise), registration certificate (with date of new assembly, numbers of the supplied body, chassis and engine);
- acceptance certificate on equipping and re-equipping of the transport vehicle and its acceptance;
- document confirming equipping and re-equipping and payment receipt for the work done;
- and other documents stipulated under Paragraph 2.8.

**Note:** Besides the documents listed in Paragraph 2.9 of the present Regulations, the documents confirming legality of the acquisition of other assembly units shall be: commodity receipts (labels) from retail and commission shops or technical service stations selling units and parts; receipt issued in addition to the petty cash receipt, and a receipt confirming sale (release) of parts issued by enterprises.

4.6. Peculiarities of equipping, re-equipping and replacing assembly units:

- 1) equipping and re-equipping leading to a change in the type of a transport vehicle shall not be allowed;
- 2) equipping and re-equipping of transport vehicles of one type into another may be conducted by car service shops, motor-car factories, automobile transport enterprises and other enterprises dealing with repairs of transport vehicles.

The transfer of cars to front-wheel drive and vice versa, as well as the replacement of car bodies of other cars with similar ones shall be allowed within the technical specifications of the manufacturer only at car service centers;

3) the replacement of the body and assembly unit of a transport vehicle of the same model shall be allowed to enterprise mentioned in Paragraph 2 of this provision and to the owner of the transport vehicle;

4) it is allowed to install the engine and frame of transport vehicles of one and the same model within technical specifications. In other cases replacement may be conducted on recommendation of the manufacturer or on the basis of a conclusion of a Scientific organization on the safety of traffic.

The engines of cars of different models shall not be replaced. As a matter of exception, the engine of a particular model can be installed on another model. If so, engines shall meet the following requirements: power, crankshaft rotation frequency, mass, body size shall be similar to the same parameters of firm engines, it shall be securely fixed on the car, transmission and communications shall be tightly connected, the operation of the steering and breaking systems shall be ensured;

5) the assembly units of transport vehicles (body, engine, frame, engine block) during equipping and re-equipping shall remain at the disposal of owners and may be used at their discretion. On the basis of a certificate issued by bodies conducting state registration of transport vehicles, the owner of the transport vehicle may sell these assembly units through commission or retail shops to another person or present them in a notarized manner;

6) transport vehicles owned by handicapped citizens may be shifted from ordinary to manual operation if their drivers do not have medical contra indications to operate such transport vehicles and the reliability of the installed operating system has been verified. Manual operation systems shall be installed at car service centers.

#### 4.7. Order for registering replacements:

1) in the event of equipping and re-equipping of a transport vehicle, its owner shall receive a new registration certificate specifying the new model, chassis, frame, body and engine number. The Reason for Registration section shall state that equipping and re-equipping were carried out from the previous model (name of the previous model is stated) and the series and number of the previous registration document. The Year of Manufacture section of the certificate shall state the year in which the transport vehicle was equipped and re-equipped;

2) in the event of replacement of the body, engine and frame without changing the model or modification of the transport vehicle, as well as the replacement of the body of the truck, registration information shall be provided on the basis of documents confirming legality of acquisition and a new registration certificate shall be issued indicating the date of replacement, factory marking or, if there is documentary evidence, the year of manufacture of the assembly unit;

3) transport vehicles changed for operation on liquefied gas shall undergo re-registration on the basis of the certificate submitted by the owner on compliance of the transport vehicle with technical requirements and other documents established by the present Regulations;

4) re-registration may apply to trucks equipped at motor-car factories, manufacturing enterprises, car service centers and major motor-car centers possessing appropriate technological equipment and resources to implement the tasks listed on the register approved by relevant ministries and departments. The vehicles shall be equipped with the compressed gas system for use as engine fuel if the fuel supply system has passed compressed air trials at testing stations (testing camps) of the AvNagliyyet State Company.

The document confirming that motor cars with equipped, re-equipped and tested motor system which was changed from petrol to compressed natural gas and are in line with technical specifications after replacement and tests is the acceptance certificate which serves as the basis for re-registration of vehicles equipped and re-equipped to operate with compressed gas. Newly assembled motor cars shall be awarded new indices.

5) The transport vehicles whose owner has been changes and which have been taken outside the territory of bodies conducting state registration of transport vehicles shall undergo re-registration at a new place of registration.

6) If the donation agreement or the inheritance certificate state several persons, the transport vehicle being donated or inherited shall be registered in the name of one of them on written consent of all owners.

The re-registration of a transport vehicle from one spouse to the other shall be allowed on the basis of the joint application and the statement of the notary office which provides the ownership rights to a part of common property.

## **5. *Withdrawing the registration of a transport vehicle***

5.1. The owner of a transport vehicle or another person authorized to dispose of it shall withdraw the registration of a transport vehicle in the following cases:

1) in case of change of residence of the owner of the transport vehicle and if the new residence is located outside the territory of bodies conducting state registration, and in cases associated with changing the place of registration;

2) in case of termination of the ownership right to the transport vehicle or transfer of the transport vehicle to another person;

3) in case of damage to the transport vehicle.

5.2. The registration of a transport vehicle shall be withdrawn in an order established in Paragraph 2.8 of the present Regulations on the basis of the owner's application.

Relevant notes shall be made in the registration certificate of the transport vehicle to confirm surrender of state license plate number, reason with withdrawal and issue of «transit» plate number (except for item 3 in Paragraph 5.1.).

If the registration of a transport vehicle is being withdrawn due to damage, the registration certificate and state license plate number shall be submitted to the registering station. On the owner's wish, he/she can receive a certificate in the form described in item 5 of Paragraph 4.6.

**Note:** The registration of damaged transport vehicles of legal entities shall be withdrawn on the basis of a certificate approved by these organizations.

5.3. Registration of transport vehicles may be withdrawn on the basis of a court decision or ruling on a crime or another offense by other competent bodies adopted in line with applicable legislative acts.

Temporary restrictions on withdrawing the registration of transport vehicle and alteration of ownership rights for a transport vehicle may be imposed on the decision of the mentioned official bodies.

5.4. Withdrawing the registration of transport vehicles for hand over to motor-car maintenance center shall be conducted in line with the applicable order. In this case, state license plate numbers and registration certificates shall be submitted to the body conducting state registration of transport vehicles. The body will issue a certificate to the owner in line with the established form.

5.5. If the registration of a transport vehicle is being withdrawn due to the change of the owner, the registration certificate shall indicate the place where the previous owner left and the full name of the new owner.

5.6. The registration of a transport vehicle earlier imported from abroad may be withdrawn with the aim of alienation only provided its owner has a document confirming complete payment of taxes and duties relating to alienation. The document shall be issued by customs bodies, while for manually operated transport vehicles a permitting document shall be obtained with the mediation of social security bodies.

## **6. Temporary registration of transport vehicles**

6.1. The transport vehicles imported to the Azerbaijan Republic for a period of up to 30 days without withdrawal of their registration in foreign countries shall be immediately put on temporary register of the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic located near a border checkpoint of the Azerbaijan Republic. Owners of such transport vehicles shall receive a document for a period of up to 30 days (Attachment 3 to the present Regulations).

6.2. The transport vehicles imported to the Azerbaijan Republic for a period of more than 30 days without withdrawal of their permanent registration in foreign countries shall undergo temporary state registration on the basis of the owner's liability on return and a permitting document issued by customs bodies. Temporary registration shall be conducted at the body envisaged under Paragraph 1.2 of the present regulations for a period indicated in the owner's visa, while for citizens of the Azerbaijan Republic for the duration of the liability but not longer than one year. Foreign license plate numbers and documents shall be taken over temporarily. They shall be exchanged for temporary state license plate numbers and the registration certificate. When departing from the territory of the Azerbaijan Republic foreign registration documents and license plate numbers shall be returned to the owner of the transport vehicle.

6.3. To conduct temporary state registration of transport vehicles imported to the Azerbaijan Republic without withdrawal of registration in foreign states, their owners or other authorized persons shall submit the following to the Ministry of Internal Affairs of the Azerbaijan Republic:

- 1) registration certificate of the transport vehicle;
- 2) ID card of a citizen of the Azerbaijan Republic (certificate on registration of a foreign citizen on the territory of the Azerbaijan Republic or an ID card of the person without citizenship for use in the Azerbaijan Republic);
- 3) receipt confirming payment of duties and taxes, or payments established by legislation of the Azerbaijan Republic;
- 4) if necessary, a document confirming ownership right of the transport vehicle;
- 5) temporary permitting documents from customs bodies.

6.4. In the event of hand-over of the transport vehicle registered on the territory of the Azerbaijan Republic to another person on the basis of lease, power of attorney, etc., the said documents shall undergo registration within 10 days at the body specified in items 1-5 of Paragraph 1.2 of the present Regulations.

## **7. Temporary road traffic permit for transport vehicles without state registration**

7.1. The transport vehicles temporarily allowed access to road traffic shall have «transit» license plate number comprised of figures as established for the Azerbaijan Republic.

7.2. «Transit» license plate numbers shall be issued to:

- transport vehicles proceeding from the manufacturer, motor-car factories, customs bodies and commercial organizations to the place of registration;
- transport vehicle being withdrawn from registration for departure to another location or hand-over to commercial organizations;
- transport vehicle being transported to car service center or motor car factory for equipping and re-equipping into another model.

7.3. The registration certificate on the issue of «transit» license plate number or documents confirming the purchase of the transport vehicle shall contain relevant notes.

7.4. «Transit» license plate numbers shall be considered registered high-security forms equal to state plate numbers.

The State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic shall issue the required number of «transit» license plate numbers to manufacturers, enterprises trading in transport vehicles, retail shops and its registration stations.

7.5. During the registration of a transport vehicle its «transit» license plate number shall be submitted to the body conducting state registration of transport vehicles. «Transit» license plate numbers issued to the owner by the registering body for delivery of the transport vehicle to a commission shop shall be withdrawn by the shop and subsequently destroyed. This is accompanied by the writing of a certificate in the presence of employees of the registration unit of the State Traffic Police of the Azerbaijan Republic.

## **8. Registration certificate of a transport vehicle**

8.1. The registration certificate of a transport vehicle shall be issued in the form and in line with the rules established by Article 28 of the Law of the Azerbaijan Republic on Traffic.

8.2. In case of loss of the registration certificate of a transport vehicle, the owner of the transport vehicle or another authorized person shall produce a certificate confirming the loss with a commentary by a local police body and the city (district) service of the State Traffic Police in order to receive a duplicate.

## **9. State license plate numbers of a transport vehicle**

9.1. The state license plate number of a transport vehicle shall be prepared and issued in an order established by Article 29 of the Law of the Azerbaijan Republic on Traffic.

9.2. According to state standard of the Azerbaijan Republic AZS-005-96, «Number plates, types and main sizes of transport vehicles and their trailers and technical requirements for them», state license plate numbers may be of the following colors depending on the method of their application:

- 1) red for transport vehicles of diplomatic and equal organizations and their employees;
- 2) yellow for transport vehicles of foreigners, foreign legal entities or Azerbaijan-foreign joint ventures;
- 3) blue for transport vehicles used in passenger transportation;
- 4) black for transport vehicles temporarily imported from foreign states by private individuals and legal entities of the Azerbaijan Republic and temporarily registered by the state;
- 5) white for all other transport vehicles except for those listed in items 1, 2, 3 and 4 of the present paragraph.

**Note:** «Transit» number plates of transport vehicles shall have a green line.

9.3. In case of loss of the state license plate number its owner or another person authorized to dispose of it shall submit a certificate confirming the loss of the previous license plate number with a commentary provided by a local police body and the city (district) department of the State Traffic Police.

10. In case of discovery of signs of fraud in state license plate numbers, registration certificates and other documents submitted, as well as change of engine, body and chassis numbers, presence of information on discrepancy between the numbers of assembly units and registration documentation, or the fact that transport vehicles or documents are on the wanted list, such documents and transport vehicles shall be detained for investigations.

11. For breaching the present rules owners of transport vehicles shall bear responsibility in an order established by legislation of the Azerbaijan Republic.

12. The register and computer database on permanent state registration of transport vehicles, issue of the registration certificate for the transport vehicle and state license

plate numbers shall be kept at all times, while archive documents which serves as a basis for registration activities for two years.

The account of transport vehicles, file-keeping pertaining to registration activities, preparation, distribution, storage, control over registration certificates, state license plate numbers and other special products shall be regulated by additional instructions approved by bodies indicated in Paragraph 1.2 in line with the present Regulations.

13. In order to conduct state registration of a transport vehicle, put it on permanent or temporary register, issue the registration certificate or state license plate numbers, it shall be prohibited to require the owner of a transport vehicle to submit documents in addition to those envisaged by the present Regulations.

14. In case of refusal of a registering body to register a transport vehicle, the owner of the transport vehicle shall be informed of that and of the reason for the refusal in writing.

15. Senior officials of registering bodies shall be held accountable in line with applicable legislation of the Azerbaijan Republic for requiring owners of transport vehicles to submit documents in addition to those established by the present regulations to conduct state registration of the transport vehicle, to issue the registration certificate or the license plate number, for delaying the registration or withdrawal of the registration of transport vehicles and for an unfounded refusal to resolve the above issues.

16. The owner of a transport vehicle may file an administrative complaint or a legal suit for the delay in registration or withdrawal of the registration of a transport vehicle or for the refusal to conduct registration activities.

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*Attachment No 1  
to the Regulations,  
approved by Decision No 39  
of the Cabinet of Ministers  
of the Azerbaijan Republic  
dated 15 March 1999*

## **Agreement on purchase and sale of a transport vehicle**

City \_\_\_\_\_ « \_\_\_ » \_\_\_\_\_ 199 \_\_\_\_\_

We, Seller \_\_\_\_\_

*(private individual; ID card number, issue date, issued by, address)*

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*(legal entity: authorized person, ID card number, issue date and issued by, address)*

---

and Buyer \_\_\_\_\_



(private individual; ID card number, issue date, issued by, address)

---

(legal entity: authorized person, ID card number, issue date and issued by, address)

have concluded the following agreement:

The Seller is selling his/her own transport vehicle \_\_\_\_\_ with license plate number \_\_\_\_\_ year of manufacture \_\_\_\_\_ engine No \_\_\_\_\_ chassis No \_\_\_\_\_ body No \_\_\_\_\_ registration certificate No \_\_\_\_\_ series \_\_\_\_\_ issued on \_\_\_\_\_ 199\_\_\_\_ of the State Traffic Police (STP)

(name of registering body)

The transport vehicle has been sold for \_\_\_\_\_ manats.

The Seller has received the indicated amount from the Buyer.

3. One copy of the present Agreement is stored at the \_\_\_\_\_ STP, while the Seller and \_\_\_\_\_

(name of registering body)

the Buyer shall retain a copy each.\*\*\*

\_\_\_\_\_  
(full name and signature of the Seller)

\_\_\_\_\_  
(full name and signature of the Buyer)

4. The information stated in the Agreement has been examined by an STP employee \_\_\_\_\_

\_\_\_\_\_  
(surname of the employee of the registering body)

and corresponds to the documents submitted.

5. A duty has been paid for state registration of the transport vehicle in the amount of \_\_\_\_\_ confirmed by a receipt dated \_\_\_\_\_ 19 \_\_\_\_ No \_\_\_\_.  
Stamp of the registering body Head of the registering body

\_\_\_\_\_  
(surname, name, signature)

\_\_\_\_\_ 19 \_\_\_\_

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**Attachment No 2**  
to the Regulations,  
approved by Decision No 39  
of the Cabinet of Ministers  
of the Azerbaijan Republic  
dated 15 March 1999

# Agreement on the exchange of a transport vehicle

City \_\_\_\_\_ « \_\_\_ » \_\_\_\_\_ 199 \_\_\_\_\_

We, \_\_\_\_\_

*(private individual; ID card number, issue date, issued by, address)*

\_\_\_\_\_

\_\_\_\_\_

*(legal entity: authorized person, ID card number, issue date and issued by, address)*

\_\_\_\_\_

*(private individual; ID card number, issue date, issued by, address)*

\_\_\_\_\_

*(legal entity: authorized person, ID card number, issue date and issued by, address)*

have concluded the following agreement:

1. \_\_\_\_\_

*(private individual and legal entity, name)*

Is exchanging the transport vehicle \_\_\_\_\_ with license  
plate number \_\_\_\_\_ year of manufacture \_\_\_\_\_ engine No  
\_\_\_\_\_ chassis No \_\_\_\_\_ body No \_\_\_\_\_  
registration certificate No \_\_\_\_\_ series \_\_\_\_\_ issued on \_\_\_\_\_  
\_\_\_\_\_ 199 \_\_\_\_\_

\_\_\_\_\_ of the STP,

*(name of registering body)*

costing \_\_\_\_\_ manats for the transport vehicle owned by \_\_\_\_\_

\_\_\_\_\_ ,

*(private individual and legal entity, name)*

model \_\_\_\_\_ state license plate number \_\_\_\_\_ year of  
manufacture \_\_\_\_\_ engine No \_\_\_\_\_ chassis No  
\_\_\_\_\_ body No \_\_\_\_\_ registration certificate \_\_\_\_\_  
series \_\_\_\_\_ issued on \_\_\_\_\_

\_\_\_\_\_ of the STP,

*(name of registering body)*

costing \_\_\_\_\_ manats.

2. One copy of the present Agreement is stored at the \_\_\_\_\_

\_\_\_\_\_ at the STP,

(name of registering body)

exchanging [arties shall retain one copy each at their discretion.\*\*\*

\_\_\_\_\_  
(full name, signature of the party to the agreement)

\_\_\_\_\_  
(full name, signature of the party to the agreement)

3. The information provided in the Agreement has been examined by STP employee

\_\_\_\_\_  
(surname of an employee of the registering body)

and corresponds to the documents submitted.

4. A duty has been paid for state registration of the transport vehicle in the amount of \_\_\_\_\_ confirmed by a receipt dated \_\_\_\_\_ 19 \_\_\_\_ No \_\_\_\_\_.

Stamp of the registering body

Head of the registering body

\_\_\_\_\_  
(surname, name, signature)

\_\_\_\_\_ 19 \_\_\_\_

*Attachment No 3  
to the Regulations,  
approved by Decision No 39  
of the Cabinet of Ministers  
of the Azerbaijan Republic  
dated 15 March 1999*

Face cover

**Name of STP body** \_\_\_\_\_

**Coupon  
of temporary registration of transport vehicles imported to  
the Azerbaijan Republic for a period of up to 30 days  
without withdrawal of registration in foreign countries**

Reverse side

Series \_\_\_\_\_ No \_\_\_\_\_

Brand, model \_\_\_\_\_, year of manufacture \_\_\_\_\_

Type of transport vehicle \_\_\_\_\_, body type \_\_\_\_\_

State license plate number \_\_\_\_\_

Registration certificate \_\_\_\_\_ No \_\_\_\_\_

Place of permanent registration \_\_\_\_\_

Owner or representative: \_\_\_\_\_

Temporary address: \_\_\_\_\_

Valid \_\_\_\_\_

(name of STP body) (signature)

Stamp \_\_\_\_\_ 19 \_\_\_\_.

*Approved*  
*by Decision No 39*  
*of the Cabinet of Ministers*  
*of the Azerbaijan Republic*  
*dated 15 March 1999*

## **Order for alienating and pledging a transport vehicle**

### **1. Main provisions**

1.1. The present Rules have been prepared in line with the law of the Azerbaijan Republic on Traffic and Decree No 24 of the President of the Azerbaijan Republic on the application of the Law of the Azerbaijan Republic on Traffic dated 22 November 1998. the Rules define the order for alienating and pledging on the territory of the Azerbaijan Republic of mechanical transport vehicles of all types, brands and models owned by legal entities and private individuals (except for armed forces and other units of the Azerbaijan Republic) with engine volume of 50 cubic centimeters and more, maximum design speed of more than 50 km/h, as well as their trailers and semi-trailers (hereinafter referred to as transport vehicles).

1.2. transactions involving alienation and pledge of transport vehicles shall be concluded in line with applicable legislation of the Azerbaijan Republic.

1.3. Alienation and pledge of a transport vehicle shall be conducted only against submission of a certificate on examination of the transport vehicle with registration and inspection units of the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic (hereinafter referred to as registering stations) in line with applicable legislation of the Azerbaijan Republic.

1.4. Inspection of transport vehicles shall be conducted to establish whether it is on the wanted list, subject to temporary restrictions imposed by judicial or other competent state bodies on alienation and pledge due to a crime or other violations of law in line with applicable legislative acts, and to fight crime and other offences and ensure observance of human rights.

## **2. Order for issuing the certificate on inspection of a transport vehicle**

2.1. The person interested in alienating and pledging a transport vehicle (hereinafter referred to as the applicant) shall, prior to concluding a transaction, submit the transport vehicle together with the application, to a registering station for inspection. The registering station shall register the application in a special log, check registration documents of the transport vehicle, the number of its engine, body and chassis, color on the basis of information available in the database and after the inspection shall issue the certificate on the inspection of the transport vehicle (hereinafter referred to as the certificate).

2.2. If the applicant submits several transport vehicles, a separate certificate shall be issued for each transport vehicle.

2.3. If a transport vehicle cannot be submitted for technical disrepair or other reasons, the registering station may inspect such a transport vehicle at its location.

2.4. If permanent registration of a transport vehicle has been withdrawn due to the termination of ownership rights or hand-over to another person, its owner or another person authorized to dispose of it shall receive a certificate envisaged in Paragraph 2.1 of the present Rules.

2.5. The certificate shall be issued by the registering station of the area in which the transport vehicle is on permanent state registration. The transport vehicles whose permanent registration in foreign states has been withdrawn and which have been imported to the Azerbaijan Republic for alienation shall receive an appropriate certificate from the registration and inspection department of the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic provided required customs documents are available.

2.6. The transport vehicle being re-registered on the wish of its owners on the basis of the purchase-and-sale agreement on the area on which there is a registering station shall undergo inspection in an order established by the present Rules and appropriate notes shall be made in the registration certification upon its completion.

2.7. The transport vehicles permanently registered in the Azerbaijan Republic and temporarily registered outside the area on which there is a registering station may, after the inspection by the registration and inspection department of the State Traffic Police of the Ministry of Internal Affairs of the Azerbaijan Republic, receive a certificate on the basis of the lease agreement, power of attorney and on another basis.

2.8. If submitted documents or assembly unit numbers of a transport vehicle contain signs of fraud, if there is discrepancy between assembly unit numbers of the transport vehicle and registration information or if the transport vehicles or documents submitted are discovered to be on the wanted list, such documents and transport vehicles shall be detained until appropriate investigations have been held.

2.9. The certificate can be denied in the following cases:

- 1) in case of circumstances mentioned in Paragraph 2.8 of the present Rules;
- 2) if the transport vehicle is on a temporary state register or is temporarily registered in the Azerbaijan Republic;
- 3) in other cases stipulated by legislation.

The applicant shall be informed of the rejection in writing and the reason for the rejection shall be specified.

2.10. After the circumstances which serves as a reason for rejection of the application have been eliminated, the applicant has the right to apply to the registering station and, if he/she disagrees with the rejection, he/she may apply to court.

### ***3. Inspection certificate of a transport vehicle***

3.1. The certificate shall state:

- 1) name of the registering station;
- 2) name and legal address of the owner of the transport vehicle - legal entity or private individual;
- 3) brand, state license plate number, registration certificate, engine, body and chassis numbers, color and year of manufacture of the transport vehicle;
- 4) result of the conducted inspection;
- 5) validity term of the certificate;
- 6) registration number and date of issue of the certificate.

3.2. The certificate shall be signed by the head of the registering station and stamped.

### ***4. Validity term of the inspection certificate***

4.1. The certificate shall be issued for a period of 10 days.

4.2. An expired certificate shall be null and void.

### ***5. Mandatory requirements for alienating and pledging a transport vehicle***

5.1. The applicant shall submit an inspection certificate of the transport vehicle to the body documenting the alienation and pledging of a transport vehicle. The document confirming the transaction shall indicate the name of the registering station issuing the certificate, the registration number of the certificate and the date of its issue.

### ***6. Accountability***

6.1. Accountability for breach of the present Rules shall be established in an order established by legislation.

6.2. The decisions and actions of bodies conducting alienation and pledge of transport vehicle may be appealed against in an administrative or judicial order.

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*\* **Note:** The owner (representative of the owner) of a transport vehicle is a private individual or a legal entity owning the transport vehicle, or a person possessing, using or disposing of the transport vehicle on the basis of and in line with applicable legislative acts.*

*\*\* Hereinafter referred to as bodies conducting state registration of transport vehicles.*

*\*\*\* The number of copies of the Agreement shall be established as required by parties.*

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