



Registration of a branch or representative office in Azerbaijan



Registration steps

Step 1 (Deloitte)

Supply head office with the draft registration documents



Step 2 (Head office)

Complete the draft registration documents and send them to Deloitte for review



Step 3 (Deloitte)

Review and approval of the draft registration documents



Step 4 (Head office)

Signing, notarization and apostille or legalization of the registration documents



Step 5 (Deloitte)

Azeri translation, notarization of the registration documents and submission to the Tax Ministry



Step 6 (Deloitte)

Completion of registration by the Tax Ministry and receipt of an official stamp

List of documents

1	Application letter – to be drafted by Deloitte The letter must be signed by the head office or its duly authorized representative. The letter should be notarized by an Azeri public notary. Upon receiving power of attorney (granted by the client) this document can be signed by the Deloitte employee.
2	Branch/representative office regulations – to be drafted by Deloitte Two copies of the document must be signed by the head office or an authorized head office representative. Upon receiving power of attorney (granted by the client) this document can be signed by the Deloitte employee.
3	Head office’s board resolution on the establishment of the branch/representative office and on the appointment of the head of the branch/representative office* – to be drafted by Deloitte The document must be prepared on a head office letterhead, stamped with their seal and signed by an authorized head office representative. The document must be notarized by an authorized public notary in the head office’s country of residence and certified by apostille.
4	Power of attorney for the head of the branch/representative office* – to be drafted by Deloitte The document must be prepared on the head office’s letterhead, stamped with their seal and signed by an authorized head office representative. The document must be notarized by an authorized public notary in the head office’s country of residence and certified by apostille.
5	Memorandum and head office articles of association* The document must be notarized by an authorized public notary in the head office’s country of residence and certified by apostille.

List of documents (continued)

6	Head office's registration certificate or extracts from the trade register where the head office is registered* The document must be notarized by an authorized public notary in the head office's country of residence and certified by apostille.
7	Document confirming the legal address of the branch/representative in Azerbaijan A copy of the lease agreement or letter from the landlord certifying the legal address of the branch/representative office. This document must be notarized by an Azeri public notary.
8	Power of attorney to be given to Deloitte in order to carry out registration services – to be drafted by Deloitte* The document must be prepared on the head office's letterhead, stamped with their seal and signed by an authorized head office representative. The document must be notarized by an authorized public notary in the head office's country of residence and certified by apostille.
9	State duty State duty of AZN 220 must be paid to the Azerbaijan state budget prior to the submission of registration documents to the Tax Ministry. Upon receipt of a request from head office, Deloitte may pay the state duty and charge this to the head office or to the branch/representative.
10	Preparation of a corporate seal A corporate seal must be ordered from a specialized company in Azerbaijan. Deloitte will arrange the preparation of a corporate seal for the branch/representative office.

List of documents (continued)

*Azerbaijan is a signatory to the Hague Convention abolishing the requirement for the legalization of foreign public documents effective from 31 March 2004 (“Convention”). According to the Convention, legalization is not necessary with respect to public documents issued in a country which is a signatory to the Convention. These public documents only need to be certified in the form of an apostille by that country’s authority, i.e. this is the only procedure required to authenticate a foreign document.

However, if the documents are executed in a non-Convention country, the documents specified in points 3, 4, 5, 6 and 8 shall be legalized by the Azeri Embassy or a diplomatic representative office of any country representing the interests of the Azerbaijan Republic in the home country of the head office.

Furthermore, Azerbaijan does not apply the Convention to documents executed in Germany, and The Netherlands. Therefore, the legalization procedure indicated in the above paragraph will also be applicable to registration documents executed in Germany and The Netherlands.

Please consult Deloitte before obtaining legalization or an apostille for the above documents.



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