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Legal



**Corporate registration
and de-registration services**
Global, yet grounded

Registration of a limited liability company (“LLC”) or a branch/representative office (“Branch”) in Azerbaijan

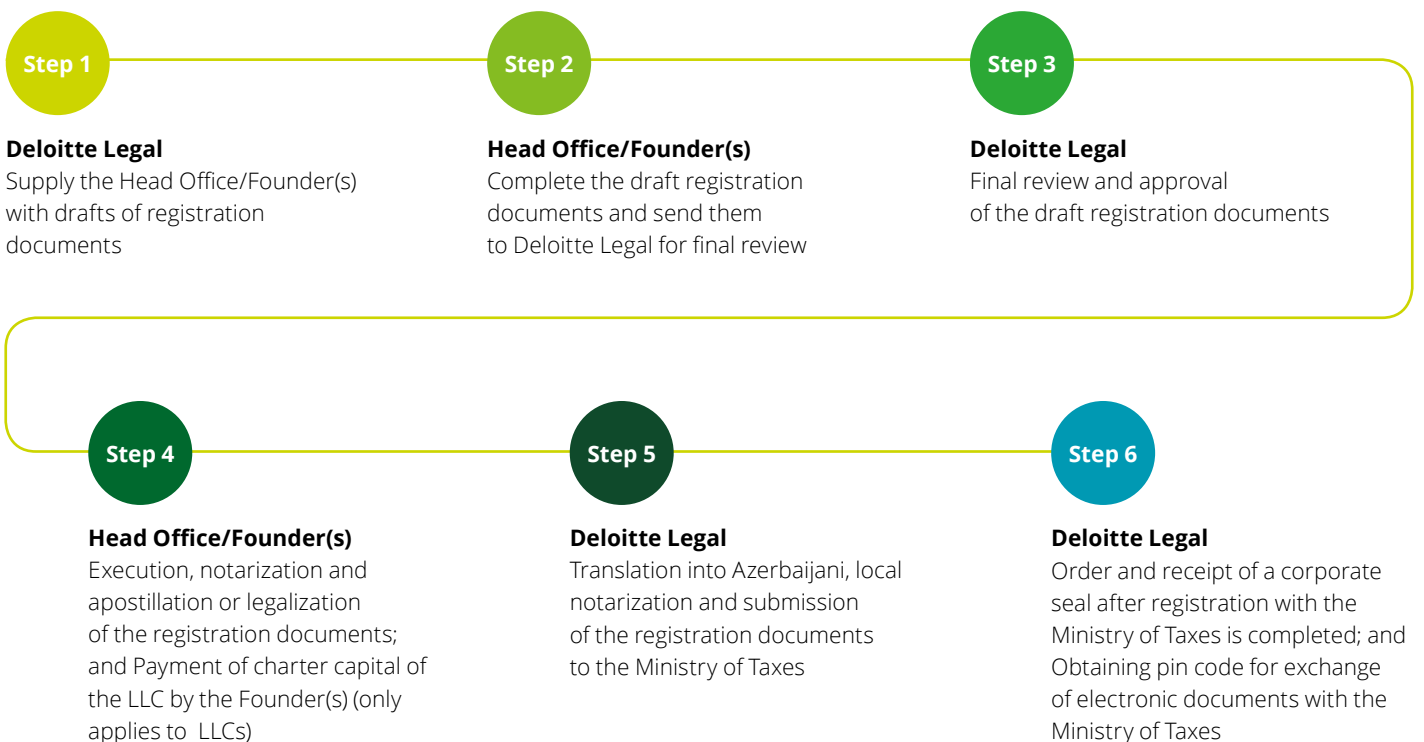
Azerbaijan’s fast-growing economy continues to attract international and local investment alike. Every year, numerous overseas companies set up operations in the country to take advantage of its growth opportunities. However, registration requirements and local regulations one must comply with can be challenging and foreign legal entities may often struggle to navigate Azerbaijan’s legal landscape on their own.

How can Deloitte Legal help?

We are experienced in registering branches, representative offices, limited liability companies, and joint ventures and stand ready to offer support and guidance on legal compliance. In particular, we can provide assistance with the following:

- Choosing the right legal form of registration
- Conducting actual registration procedures in Azerbaijan
- Post-registration support.

Registration steps



Our registration services cover the following:

- Providing the Head Office/Founder(s) with document drafts required for registration of a branch/representative office or an LLC in Azerbaijan;

- Providing the Head Office/Founder(s) with a list of other documents to be provided by the Head Office/Founder(s) for registration purposes;

- Review of the final versions of the documents completed by the Head Office/Founder(s);

- Providing guidance on execution, notarization and apostillation of documents provided by the Head Office/Founder(s);

- Translation and notarization of the executed, notarized and apostilled documents of the Head Office/Founder(s) in Azerbaijan;

- Submitting the complete package of documents to the Ministry of Taxes;

- Collecting the final registration documents from the Ministry of Taxes;

- Ordering a corporate seal for a branch/representative office or an LLC;

- Arranging of pin code for exchange of electronic documents with the Ministry of Taxes.

Post-registration support

A. Opening a bank account in Azerbaijan

Our bank account services cover the following:

- Assistance with notarization of bank signatures and seal cards for local and foreign employees as well as non-employees of a branch/representative office/LLC;
- Preparing and notarizing the documents necessary to open a bank account and register bank signatories;
- Accompanying the signatories to the notary public to notarize their bank signatory cards;
- Submitting the final package of documents to the authorized bank.

B. Obtaining an ASAN signature

Operation of a branch/representative office/LLC in Azerbaijan (e.g. submission of electronic reports, e-registration of employment agreements, etc.) requires an ASAN signature in the name of its Head. If the Head is a foreign citizen, getting an ASAN signature is possible once a temporary residence permit is obtained for him/her. In the absence of a temporary residence permit, an ASAN signature can be obtained through an “e-representative”, i.e. done for any local employee’s name based on the PoA issued by the Head.

Our ASAN/e-signature services cover the following:

- Providing draft documents on registration of ASAN/e-signature for the Head or, alternatively, his/her e-representative;
- Filling and submitting the necessary documents with the relevant state authority;
- Registration of the Head as an authorized person with the Ministry of Labor’s e-system.

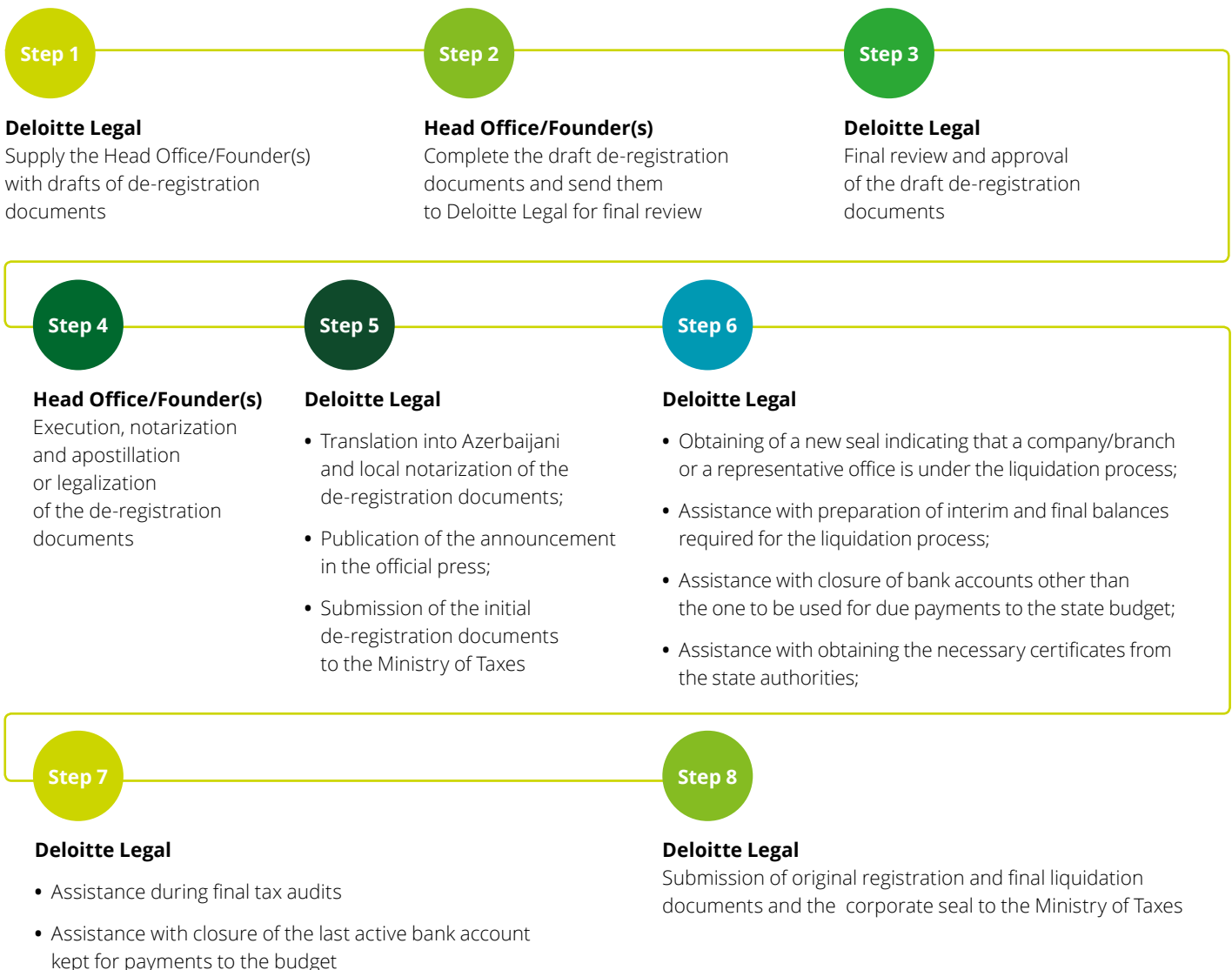
De-registration of an LLC or a branch/ representative office in Azerbaijan

Due to various economic reasons or intracompany circumstances, some business may need to conclude their activities in Azerbaijan. De-registration rules and requirement under Azerbaijani laws can be daunting and overseas companies are often unaware of them.

How can Deloitte Legal help?

Deloitte Legal is experienced in de-registering of companies (as well as of branches and representative offices).

De-registration steps



Our de-registration services cover the following:

- Supplying the Head Office/Founder(s) with the draft documents required to initiate the liquidation process;

- Review and approval of the draft documents completed by the Head Office/Founder(s);

- Translation into Azerbaijani and notarization of the executed and apostilled documents provided by the Head Office/Founder(s);

- Publication of an announcement in the official press and submission of the initial liquidation documents to the Ministry of Taxes;

- Obtaining of a new seal indicating that the branch/representative office/LLC is under the liquidation process;

- Assistance with closure of bank accounts;

- Assistance with termination of employment agreements and making final payments to the employees;

- Liaising with the state authorities during the liquidation process;

- Assistance with obtaining the necessary certificates from the state authorities;

- Assistance with preparation of interim and final balances required for the liquidation process;

- Submission of final liquidation documents and the seal to the Ministry of Taxes;

- Obtaining of the liquidation notification from the Ministry of Taxes.

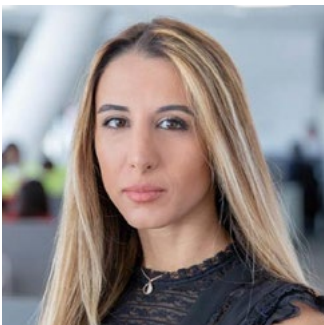
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