

“Approved”
Central Bank of the Republic
of Azerbaijan
Resolution № 34/3
“03” August 2016

REGULATIONS

on register of excerpts from the Government Payment Portal launched by the Central Bank of the Republic of Azerbaijan

1. General provisions

1.1. These Regulations have been developed in accordance with the Regulations on compiling and application of strict reporting forms in line with the functioning features of enterprises and organizations, as well as individuals engaged in entrepreneurship, approved by Resolution № 118 of the Cabinet of Ministers of the Republic of Azerbaijan dated 27 August 2004 and determine the rules for register of excerpts of the Government Payment Portal (GPP) launched by the Central Bank of the Republic of Azerbaijan.

1.2. Excerpts of the GPP are defined as receipts generated automatically when making payments using any settlement facility (cash, payment cards, bank accounts etc.) via the portal.

1.3. An excerpt from the GPP is a confirmation of a payment made via the portal.

1.4. The blank of GPP excerpts including the requisites determined herein is approved by the Ministry of Finance of the Republic of Azerbaijan.

1.5. GPP excerpts may not be replaced by initial recording documents with similar requisites.

2. Requisites of GPP excerpts

2.1. Irrespective forms of settlement, GPP excerpts have the same form and include the following requisites:

2.1.1. portal operator’s name;

2.1.2. unique receipt number and date;

2.1.3. the name of a public authority or a mass service entity;

2.1.4. payer’s registration code with the GPP and his/her full number;

2.1.5. service user’s (payer himself/herself or another person making his/her

payments) identification data in the internal information system of a public institution or a mass service entity (respectively his/her code, personal identification number (FIN), or TIN), full name, address, legal entity's or individual's TIN;

2.1.6. name of the service center (when payments are made at bank departments located at ASAN service centers of the State Agency for Public Service and Social Innovations under President of the Republic of Azerbaijan and via the agency's information resources);

2.1.7. name and TIN of the organization that receives the payment;

2.1.8. the paid amount in numbers and letters, service fee (if any), total amount (if service fee is charged);

2.1.9. document number;

2.1.10. code of the budget organization (when made to the state budget);

2.1.11. budget level code (when made to the state budget);

2.1.12. treasury account (when made to the state budget);

2.1.13. the name of the service (when making off-budget payments);

2.1.14. the form of a settlement;

2.1.15. transaction number (when made with payment cards);

2.1.16. operator's and payer's full names and signatures (in cash payments).

2.2. Additional requisites are included to GPP excerpts depending on the nature of transactions.

3. Numbering of GPP excerpts

3.1. The portal automatically numbers GPP excerpts.

3.2. The portal generates unique numbers for GPP excerpts in a centralized manner.

4. Register of GPP excerpts

4.1. Excerpts on payments made via the GPP are automatically registered in the portal.

4.2. Information on payments made in the GPP are maintained as an electronic document provided with electronic signature within the timeframe specified in Article 29.1.4 of the Law of the Republic of Azerbaijan on Electronic Signatures and Electronic Documents.

4.3. An excerpt confirming the payment made in the GPP may be received either immediately, or any time, and repeatedly.

4.4. Excerpts on GPP made payments are printed out and presented to a payer (except for the case when the payer makes the payment through the portal himself/herself).