

# **RULES FOR SUBMISSION OF INFORMATION BY REPORTING ENTITIES AND OTHER PERSONS PARTICIPATING IN MONITORING TO THE FINANCIAL MONITORING SERVICE AT THE CENTRAL BANK OF THE REPUBLIC OF AZERBAIJAN**

## **1. GENERAL PROVISIONS**

- 1.1. These Rules were prepared according to Article 11 of the Law of the Republic of Azerbaijan "On the fight against the legalization of money or other property obtained through crime and the financing of terrorism" (hereinafter - the Law) and clause 2.4 of the "Rule for the Preparation and Adoption of Normative Acts of the Central Bank of the Republic of Azerbaijan" approved by Resolution No. 184 of the Cabinet of Ministers of the Republic of Azerbaijan dated November 11, 2011.
- 1.2. These Rules define procedures for submitting data (hereinafter - data) provided for in Article 11.1 of the Law on transactions with cash or other property to the Financial Monitoring Service under the Central Bank of the Republic of Azerbaijan (hereinafter - Financial Monitoring Service) by reporting entities.
- 1.3. Information provided to the Financial Monitoring Service is kept confidential by the reporting entities. The mentioned information can be requested from the reporting entities only in connection with the criminal prosecution by the bodies carrying out the criminal process. In this case, the specified information is provided only on the basis of a legally binding decision of the court.
- 1.4. The Financial Monitoring Service ensures the confidentiality of the provided information and its use only for the purposes provided by the Law, as well as organizes the system of ensuring the security of this information.

## **2. BASIC NOTIONS**

- 2.1. For the purposes of these Rules, the following concepts are used:
  - 2.1.1. **Automated Data-Information System of the Financial Monitoring Service (ADIS)** - is a special purpose information system developed by the Financial Monitoring Service for the purpose of automatic registration of information submitted in the field of combating legalization of criminally obtained money or other property and the financing of terrorism, systematic collection of data, processing and further analysis.
  - 2.1.2. **The obliged person** - is an individual responsible for controlling the implementation of internal rules and procedures on the fighting against the legalization of criminally obtained money or other property and the terrorist financing at the managerial level of reporting entities that are legal entities, as well as at the managerial level of structural units, exchanging information with the Financial Monitoring Service, moreover, preparing and submitting relevant reports on transactions to be monitored.

## **3. INFORMATION TO BE SUBMITTED TO THE FINANCIAL MONITORING SERVICE**

- 3.1. Reporting entities shall submit information to the Financial Monitoring Service in accordance with these Rules on cash transactions with cash or other property equal to or greater than 20,000 (twenty thousand) manats or equivalent in foreign currency.
- 3.2. Regardless of the amount, information about the following funds or other property, transactions with them or attempts to conduct such transactions is submitted by the reporting entities to the Financial Monitoring Service:

- 3.2.1. transactions that cause suspicion or sufficient grounds for such suspicion to be related to criminal acquisition of funds or other property or financing of terrorism;
- 3.2.2. any transactions with funds or other property with persons suspected of involvement in the legalization of criminally obtained money or other property and financing of terrorism, transnational organized crime, as well as in supporting armed separatism, extremism and mercenaries, illegal circulation of narcotics or psychotropic substances, citizens of states (territories) that do not require the disclosure of identification information during financial transactions, with persons whose registration, residence or main place of activity is in that state (territory), as well as with persons who have an account in a bank registered in the specified states (territories).
- 3.2.3. transactions of politically exposed persons of foreign states with money or other property;
- 3.2.4. transactions of receiving funds from an anonymous account outside the jurisdiction of the Republic of Azerbaijan or transferring funds to an anonymous account outside the jurisdiction of the Republic of Azerbaijan;
- 3.2.5. transactions with list of persons who are subject to sanctions based on the relevant resolutions of the United Nations Security Council, legislation of the Republic of Azerbaijan and the international agreements that the Republic of Azerbaijan is a party to;
- 3.2.6. transactions in which parties cannot be precisely identified in accordance with the law, in which provision of identification information about the customer or beneficiary is refused and in which previously submitted identification information regarding a customer or beneficiary is found to be incorrect;
- 3.2.7. *transactions on the bank accounts of religious organizations, non-governmental organizations, including branches and representative offices of non-governmental organizations of foreign countries operating in the territory of the Republic of Azerbaijan, and the movement of financial resources provided to these organizations from foreign sources.*<sup>1</sup>
- 3.3. Information on the following transactions is submitted to the Financial Monitoring Service by other reporting entities in the cases provided for in clause 3.2 of these Rules:
  - 3.3.1. transactions related to the purchase and sale of real estate;
  - 3.3.2. transactions related to the management of the client's funds, securities or other property;
  - 3.3.3. transactions related to the management of the client's bank or securities accounts;
  - 3.3.4. creation of legal entities, provision and management of their activities, organization of fundraising for these purposes, as well as transactions related to the purchase and sale of legal entities.
- 3.4. reporting entities submit the following information to the Financial Monitoring Service:
  - 3.4.1. type of transaction;
  - 3.4.2. date of execution of the transaction (whether the transaction was performed or not, if it was performed, the date of the transaction, indicating the year, month and day);
  - 3.4.3. the amount and type of currency of the transaction;

- 3.4.4. when the transaction is carried out through a bank account, the number of that account and the name of the bank, its branch, department or other separate department servicing the account;
- 3.4.5. necessary information received by the reporting entities for the identification of the physical or legal person who carried out the transaction;
  - 3.4.5.1. in relation to a natural person - information reflected in the identity document (surname, first name and patronymic of the person, citizenship, place and date of birth, place of residence or registration, type, series and number of the document, date of issuance and validity period, issuer of the document name of the body);
  - 3.4.5.2. in relation to a legal entity - the legal entity's name, organizational-legal form, legal address, registration number or TIN, date of registration, country of origin;
  - 3.4.5.3. in relation to an individual entrepreneur - the information provided for in subclause 3.4.5.1 of these Rules and the TIN;
- 3.4.6. information about the beneficiary - information provided in subclauses 3.4.4, 3.4.5.1, 3.4.5.2 and 3.4.5.3 of these Rules, depending on whether the beneficiary is a legal entity, an individual or a natural person engaged in individual entrepreneurial activity;
- 3.4.7. if the transaction is carried out by a representative - the information specified in subclauses 3.4.5.1 of these Rules;
- 3.4.8. information describing the nature and purpose of the transaction, including its chronology;
- 3.4.9. which makes the transaction suspicious.
- 3.5. If additional customer due diligence of a legal or physical person was obtained by the reporting entities, apart from the information provided in clause 3.4 of these Rules, this information is also submitted to the Financial Monitoring Service.

#### **4. FORM AND MEANS OF INFORMATION SUBMISSION**

- 4.1. Information by reporting entities is entered in the form provided for in Appendix No. 1 to these Rules (hereinafter - the form) and submitted by one of the following means:
  - 4.1.1. on a paper signed and stamped by the responsible person of the reporting entity;
  - 4.1.2. in electronic format certified by electronic signature.
- 4.2. The form is drawn up on paper as follows:
  - 4.2.1. by filling out the electronic version of the form and printing it on a printer, or
  - 4.2.2. by manually filling out the form using a roller pen.
- 4.3. Data are presented on paper in the following manner:
  - 4.3.1. the information is put in an envelope made of opaque paper, which cannot be opened without breaking the integrity then sealed;
  - 4.3.2. in the upper left corner of the front side of the envelope, the name, address and number of the information according to the relevant form are recorded - if two or more information are placed in the envelope, the number of each information is recorded sequentially;
  - 4.3.3. the name and address of the Financial Monitoring Service is written in the lower right corner of the front side of the envelope;
  - 4.3.4. "INFORMATION" is marked on the lower right corner of the front side of the envelope;

- 4.3.5. the envelope is sent to the Financial Monitoring Service in the order of official submission or by registered mail;
- 4.3.6. if several forms are sent on paper, the number of attachments must be indicated in the cover letter.
- 4.4. Information is provided in electronic format in the following order:
  - 4.4.1. Responsible persons of the reporting entities who submit data in electronic format are registered by the Financial Monitoring Service in the Certificate registration service of the Electronic Signature Certification Center and provided with an electronic signature, as well as "User Name" and "Password".
  - 4.4.2. Responsible persons of registered reporting entities uploads data in electronic format by entering the "Username" and "Password" given to them on the official website of the Financial Monitoring Service or submit to the Financial Monitoring Service by filling out the "Information submission form" posted on the official website of the Financial Monitoring Service.
- 4.5. It is not allowed to submit data to the Financial Monitoring Service in any other way than in the form attached to these Rules.
- 4.6. The data submitted in electronic format are transferred to ADIS and are automatically registered through ADIS.
- 4.7. Branches, representative offices, or other separate units of reporting entities, which are legal entities, submit the information provided for in these Rules to the Financial Monitoring Service through their head offices.
- 4.8. The form drawn up on paper or in electronic format must be kept by the reporting entities for at least 5 years.
- 4.9. The Financial Monitoring Service immediately returns the submitted information to the reporting entity through the communication channel through which the information was submitted, along with a notification indicating a specific case of violation if the items marked with a "star" in the form are not filled in, if there are errors in the content of the data, as well as if the data is not submitted in the form attached to these Rules.
- 4.10. Violations specified in the notification are eliminated by the reporting entity and a revised form is submitted to the Financial Monitoring Service within 2 working days from the date of receipt of the notification.
- 4.11. Reporting entity can apply to the Financial Monitoring Service by an official letter for correction of the information provided before showing a specific reason. The letter must be signed by the supervisor of the reporting entity. The application is reviewed by the Financial Monitoring Service within 2 working days and if the application is considered justified, the Financial Monitoring Service amends the information mentioned in the reporting entity's letter and informs the reporting entity about it. The original copy of the corrected information is kept by the Financial Monitoring Service.
- 4.12. When the Financial Monitoring Service applies to the reporting entity regarding the correction of the error found in the information, the corrections in the provided information are carried out in accordance with clause 4.11 of these Rules.

## **5. COMPLETING THE FORM**

- 5.1. Information is submitted by entering the form, regardless of whether it is sent on paper or in electronic format.
- 5.2. The form consists of five sections and forty-three clauses.

- 5.3. The fields marked with an asterisk (\*) and the subclauses marked with an asterisk (\*) within them are mandatory.
- 5.4. In cases where the sending or receiving party is a client of the reporting entity, it is mandatory to fill in the paragraphs and sub-paragraphs marked with two asterisks (\*\*) on the form, as well as the sub-paragraphs marked with an asterisk (\*) within them.
- 5.5. When the required information is available in the paragraphs and subclauses marked with three stars (\*\*\*) in the form, filling in those paragraphs and subclauses, as well as the subclauses marked with an asterisk (\*) within them, is mandatory.
- 5.6. The "Information" section reflects information about the subject of monitoring and the information provided. This section includes the following items:
  - 5.6.1. Item 1.1 of the form indicates the name of the reporting entity;
  - 5.6.2. In paragraph 1.2, the date when the information was sent directly to the Financial Monitoring Service is recorded in the format "YYYY-MM-DDTHH:MM:SS" in the order of year, month, day, hour;
  - 5.6.3. In paragraph 1.3, the information number is entered starting with the number "1" in accordance with the sequence of the information provided by the reporting entity;
  - 5.6.4. In paragraph 1.4, using Appendix No. 2 to these Rules, the classification code of the information corresponding to the cases provided for in paragraph 3.1 or 3.2 of these Rules is entered;
  - 5.6.5. In clause 1.5, the name of the reporting entity's branch that compiled the information, and if the information is compiled by the reporting entity's head office, the name of the head office is included;
  - 5.6.6. In response to inquiries sent by the Financial Monitoring Service, when submitting information, a reference to the request number of the Financial Monitoring Service is included in paragraph 1.6;
  - 5.6.7. When the information on the "STR" and "TFR" classification codes provided for in Appendix No. 2 to these Rules is provided, the grounds for suspicion of such information must be included in clause 1.7. This clause is not mandatory for information related to other classification codes;
  - 5.6.8. When providing information on "STR" and "TFR" classification codes, one of the suspicion indicators defined by the Financial Monitoring Service is selected and entered in paragraph 1.8;
  - 5.6.9. Additional notes regarding information in clause 1.9 are included;
  - 5.6.10. information on the address of the reporting entity is entered in clause 1.10 (according to the procedure specified in subclause 5.8.5.14 of these Rules);
  - 5.6.11. Information on the responsible person of the reporting entity, and in the absence of a responsible person, on another person providing the information is included in clause 1.11.
- 5.7. The "Transaction" section displays information about transactions. This section includes the following items:
  - 5.7.1. In clause 2.1 a unique number assigned to each transaction by the reporting entity is entered. Communication number of transactions conducted by the reporting entity, or any other consecutive number starting with the number "1", or the number automatically determined in the "Information submission form" posted on the official website of the Financial Monitoring Service can be used as the transaction number. The transaction number must not be repeated in any case;

- 5.7.2. In clause 2.2, if the transaction has been executed, the date of execution of the transaction is indicated. If the transaction has not been performed, the date of submission of the request for the transaction to the reporting entity is entered in this column;
- 5.7.3. Clause 2.3 includes the type of transaction using Appendix No. 3 to these Rules. Subclause 2.3.1 may include additional information on the type of transaction;
- 5.7.4. Regardless of the currency of the transaction, the manat equivalent of the transaction amount is included in clause 2.4. If there is no amount in the transaction, the amount of the transaction is marked "0";
- 5.7.5. In clause 2.5, depending on the execution status of the transaction, one of the options "Executed" or "Not Executed" is entered;
- 5.7.6. ~~5.7.6. Əməliyyatın axşam kassasından həyata keçirilib-keçirilməməsindən asılı olaraq, 2.6-cı bənddə müvafiq qrafa "x" simvolu ilə aydın şəkildə işarələnir. 2.6-cı bənddə "Bəli" seçildikdə, 2.6.1-ci yarımbənddə axşam kassasına mədaxil etmənin tarixi il, ay, gün, saat ardıcılığı ilə "YYYY-MM-DDTHH:MM:SS" formatında daxil edilir; 5~~
- 5.7.7. Code of the city (district) where the structural division of the reporting entity where the transaction is carried out is located in paragraph 2.7; 6
- 5.7.8. The destination of the transaction is entered in clause 2.8
- 5.8. The "Sending party" section reflects information about the party that pays or sends the funds. This section includes the following items:
- 5.8.1. Type of funds sent using Appendix No. 4 is entered in these Rules in clause 3.1. If the type of funds is selected as "Other" in clause 3.1, a comment on the type of funds should be noted in Subclause 3.1.1;
- 5.8.2. In paragraph 3.2, the name of the country where the transaction was initiated is included using Appendix No. 5 to these Rules;
- 5.8.3. Type of foreign currency, the exchange rate of that currency in Subclause 3.3.2, and the foreign currency amount of funds in Subclause 3.3.3 is entered in Subclause 3.3.1 of clause 3.3 to these Rules by Using Appendix No. 6.
- 5.8.4. Depending on the type of transaction Sending party can be an individual or an account. Juridical person should be listed only as a constituent element of the account when it is sender;
- 5.8.5. If the sender is a natural person, the following information required by clause 3.4 shall be entered:
- 5.8.5.1. in Subclause 3.4.1 - gender;
- 5.8.5.2. In Subclause 3.4.2 - the name (must be entered in the order written in the document confirming the identity of the natural person);
- 5.8.5.3. In Subclause 3.4.3 - surname (must be entered in the order written in the document confirming the identity of the natural person);
- 5.8.5.4. In Subclause 3.4.4 – paternal name (must be entered in the order written in the document confirming the identity of the natural person);
- 5.8.5.5. In Subclause 3.4.5 - personal identification number (pin code of the ID card of a citizen of the Republic of Azerbaijan);
- 5.8.5.6. In Subclause 3.4.6 - place of birth - the names of cities, districts and other settlements of the Republic of Azerbaijan should be entered in the Azerbaijani language and without any additional notes (for example: city, district, village, settlement, etc.) (Example: Baku, Ganja, Gabala, etc.). The names of settlements of other countries can be entered freely);

- 5.8.5.7. In Subclause 3.4.7 - date of birth (in "YYYY-MM DD" format in order of year, month, day);
- 5.8.5.8. In subclause 3.4.8 - country of residence (using Appendix No. 5 to these Rules);
- 5.8.5.9. in subclause 3.4.9 - e-mail address;
- 5.8.5.10. In subclause 3.4.10 - country of citizenship (using Appendix No. 5 to these Rules);
- 5.8.5.11. In subclause 3.4.11 - the following information about the basis of the formation of funds; 7
  - 5.8.5.11.1. In subclause 3.4.11.1 - Action direction;
  - 5.8.5.11.2. In subclause 3.4.11.2 - Profession;
  - 5.8.5.11.3. In subclause 3.4.11.3 - Source of income.
- 5.8.5.12. In subclause 3.4.12 - the following information about the identity document:
  - 5.8.5.12.1. In subclause 3.4.12.1 - the type of document (using Appendix No. 7 to these Rules);
  - 5.8.5.12.2. In subclause 3.4.12.2 - series and number (must be entered in the order written in the document confirming the identity of the natural person);
  - 5.8.5.12.3. In subclause 3.4.12.3 - the date of issue (in "YYYY MM-DD" format in the order of year, month, day);
  - 5.8.5.12.4. In subclause 3.4.12.4 - validity period (in "YYYY-MM-DD" format in the order of year, month, day);
  - 5.8.5.12.5. In subclause 3.4.12.5 - the name of the issuing authority;
- 5.8.5.13. When the sender is a natural person engaged in entrepreneurial activity, information about his TIN is entered in subclause 3.4.12.
- 5.8.5.14. In subclause 3.4.13 - the following information about the address:
  - 5.8.5.14.1. In subclause 3.4.13.1 - designation of address (using Appendix No. 8 to these Rules);
  - 5.8.5.14.2. In subclause 3.4.13.2 - street name and number - names of streets, avenues and other residential areas of cities, districts and other settlements of the Republic of Azerbaijan should be entered in the Azerbaijani language and without any additional notes (for example: street, str, s.; avenue, ave., a., etc.) (Example: Bul-Bul 40). The names of settlements of other countries can be entered freely);
  - 5.8.5.14.3. In subclause 3.4.13.3 - city (as specified in subclause 5.8.5.6 of these Rules);
  - 5.8.5.14.4. In subclause 3.4.13.4 - district (as specified in subclause 5.8.5.6 of these Rules);
  - 5.8.5.14.5. In subclause 3.4.13.5 - postal code;
  - 5.8.5.14.6. In subclause 3.4.13.6 - country (using Appendix No. 5 to these Rules).
- 5.8.5.15. In subclause 3.4.14 - the following information about the phone:
  - 5.8.5.15.1. In subclause 3.4.14.1 - designation of the telephone number (using Appendix No. 8 to these Rules);
  - 5.8.5.15.2. In subclause 3.4.14.2 - the type of means of communication (using Appendix No. 9 to these Rules);
  - 5.8.5.15.3. In subclause 3.4.14.3 - the operator's code (Example: 012, 050, 055, 070, etc.);

- 5.8.5.15.4. In subclause 3.4.14.4 - telephone number (without mentioning the country and/or operator codes, the digits of the telephone number must be entered consecutively, that is, without any separators (Example: 5982056));
- 5.8.5.15.5. In subclause 3.4.14.5 - internal telephone number.
- 5.8.5.16. In subclause 3.4.15 - the following information about the workplace:
  - 5.8.5.16.1. In subclause 3.4.15.1 - the name of the workplace;
  - 5.8.5.16.2. In subclause 3.4.15.2 - the address of the workplace (according to the procedure specified in subclause 5.8.5.14 of these Rules);
  - 5.8.5.16.3. In subclause 3.4.15.3 - the telephone of the workplace (according to the procedure specified in subclause 5.8.5.15 of these Rules).
- 5.8.6. If the sender is an account, the following information required by clause 3.5 shall be entered:
  - 5.8.6.1. In subclause 3.5.1 - the account number (the characters of the account number must be written consecutively, that is, without any separators (Example: 3847845548454541USD));
  - 5.8.6.2. In subclause 3.5.2 - the currency in which the account is opened (using Appendix No. 6 to these Rules);
  - 5.8.6.3. In subclause 3.5.3 - the type of account servicing entity, depending on whether it is a bank or a non-bank organization;
  - 5.8.6.4. In subclause 3.5.4 - the name of the account servicing enterprise;
  - 5.8.6.5. In subclause 3.5.5 - the type of code of the account servicing entity, depending on whether it is a SWIFT or other code;
  - 5.8.6.6. in subclause 3.5.6 - SWIFT or other code of the account servicing entity;
  - 5.8.6.7. In subclause 3.5.7 - account opening date (year, month, day in "YYYY MM-DD" format);
  - 5.8.6.8. In subclause 3.5.8 - account closing date (in "YYYY-MM-DD" format in the order of year, month, day);
  - 5.8.6.9. In subclause 3.5.9 - the current status of the account (using Appendix No. 10 to these Rules);
  - 5.8.6.10. in subclause 3.5.10 - account balance; 8
  - 5.8.6.11. In subclause 3.5.11 - the IBAN code of the account servicing enterprise;
  - 5.8.6.12. In subclause 3.5.12 - type of account (using Appendix No. 11 to these Rules);
  - 5.8.6.13. In subclause 3.5.13 - the name of the branch of the account servicing enterprise.
  - 5.8.6.14. If the account is owned by a legal entity, the following information required by clause 3.5.14 shall be entered:
    - 5.8.6.14.1. In subclause 3.5.14.1 - the name of the legal entity (must be entered in the manner written in the constituent documents of the legal entity without the "quote" symbol (" " or « ») and without mentioning the organizational-legal form);
    - 5.8.6.14.2. In subclause 3.5.14.2 - organizational legal form (using Appendix No. 12 to these Rules);
    - 5.8.6.14.3. In subclause 3.5.14.3 - direction of action;
    - 5.8.6.14.4. In subclause 3.5.14.4 - the number or TIN given to the legal entity upon state registration (the symbols of the corresponding number must be listed consecutively, that is, without any separators (Example: 3847845548)); 9

- 5.8.6.14.4-1. In subclause 3.5.14.4-1 - the number given to the legal entity upon state registration (the symbols of the corresponding number must be written consecutively, i.e. without any separator)
- 5.8.6.14.5. In subclause 3.5.14.5 - date of state registration (in "YYYY-MM-DD" format in the order of year, month, day);
- 5.8.6.14.6. In subclause 3.5.14.6 - the city or district where it is registered (according to the procedure specified in subclause 5.8.5.6 of these Rules); 10
- 5.8.6.14.7. In subclause 3.5.14.7 - country of registration (using Appendix No. 5 to these Rules); 11
- 5.8.6.14.8. in subclause 3.5.14.8 - e-mail address;
- 5.8.6.14.9. In subclause 3.5.14.9 - the address of the legal entity (according to the procedure specified in subclause 5.8.5.14 of these Rules);
- 5.8.6.14.10. In subclause 3.5.14.10 - the phone number of a legal entity (according to the procedure specified in subclause 5.8.5.15 of these Rules)
- 5.8.6.14.11. In subclause 3.5.14.11 - the following information about the founder/shareholder of the legal entity. Here, the founder/shareholder of a legal entity means the direct or indirect ownership of a share that constitutes 10 or more percent of the shareholder's capital or voting rights or allows to have a significant influence on the decision-making of the legal entity of which it is a shareholder based on the contract. 12
- 5.8.6.14.11.1. In subclause 3.5.14.11.1 - Information about a natural person (Name, surname, patronymic, date of birth, e-mail)
- 5.8.6.14.11.2. In subclause 3.5.14.11.2 - Data on a legal entity (Name, registration number, TIN)
- 5.8.6.14.11-1. In subclause 3.5.14.11-1 - the following information about the natural person who is the head of the executive body of the legal entity: 13
- 5.8.6.14.11-1.1. In subclause 3.5.14.11-1.1 - name (according to the procedure specified in subclause 5.8.5.2 of these Rules);
- 5.8.6.14.11-1.2. in subclause 3.5.14.11-1.2 - surname (according to the procedure specified in subclause 5.8.5.3 of these Rules);
- 5.8.6.14.11-1.3. In subclause 3.5.14.11-1.3 - father's name (as specified in subclause 5.8.5.4 of these Rules);
- 5.8.6.14.11-1.4. In subclause 3.5.14.11-1.4 - date of birth (year, month, day in "YYYY-MM-DD" format);
- 5.8.6.14.11-1.5. In subclause 3.5.14.11-1.5 - email address.
- 5.8.6.15. In subclause 3.5.15, information about the natural person who has the right to sign on the account is entered (in accordance with the procedure specified in subclause 5.8.5 of these Rules);
- 5.9. The "Recipient" section reflects information about the party to whom the funds are paid or who received the funds. This section includes the following items:
- 5.9.1. Clause 4.1 specifies the type of funds received using Appendix No. 4 to these Rules. If the type of funds is selected in clause 4.1 "Other", a comment on the type of funds should be noted in subclause 4.1.1.
- 5.9.2. the name of the country where the transaction was completed is entered In clause 4.2 by using Appendix No. 5 to these Rules
- 5.9.3. When funds are received in foreign currency, the type of foreign currency is entered in subclause 4.3.1 of clause 4.3.1 using Appendix No. 6 to these Rules, the exchange rate of that currency is entered in subclause 4.3.2, and the amount of funds in foreign currency in subclause 4.3.3.

5.9.4. The recipient can be an individual or an account, depending on the type of transaction. A legal entity should be listed as a recipient only as a component of the account. Clauses 4.4 and 4.5 of this section are filled in according to the procedure specified in subclauses 5.8.5 and 5.8.6 of these Rules.

5.10. The "Representative" section displays information about the representative representing the "Sending Party" or "Receiving Party". This section is filled in according to the procedure specified in subclause 5.8.5 of these Rules.

5.11. In the text of the form, relevant information should be entered in Azerbaijani language with printed letters and space should be left between words. If relevant identifying information about the "Sender" or "Recipient" is in any foreign language, required information may be entered in that foreign language.

5.12. When data is entered manually, it should be written neatly using a rollerball pen (black or blue). It is not allowed to make corrections during manual data filling.

5.13. When the information is sent on a paper carrier, it is signed by the responsible person of the reporting entity and the seal of the reporting entity is affixed.

5.14. Information provided in electronic format is confirmed by electronic signature.

5.15. In case of technical or other problems related to filling out or sending the form, the reporting entity applies to the Financial Monitoring Service by phone or in writing through the "hotline".

## **6. TIMELINES FOR PROVIDING INFORMATION**

6.1. According to clause 3.1 of these Rules, the information on the transactions performed is submitted to the Financial Monitoring Service by the reporting entity within 3 working days from the receipt of the order (assignment) on the execution of those transactions.

6.2. In the cases provided for in clause 3.2 of these Rules, information on the transactions carried out must be submitted before the execution of that transaction. If it is impossible not to execute the transaction, or if it is known that the non-execution of the transaction will hinder the identification of the beneficiary, the reporting entity's must inform the Financial Monitoring Service immediately after the execution of the transaction.

## **7. PROVISION OF INFORMATION ON THE REQUEST OF THE FINANCIAL MONITORING SERVICE**

7.1. In cases provided by law, when the Financial Monitoring Service requests the submission of information on the transactions carried out, reporting entities must submit the data within one working day from the date of receipt of the request, unless another period is provided in the request. 14

7.2. ~~Maliyyə Monitorinqi Xidməti, həmçinin öz səlahiyyətləri daxilində cinayət yolu ilə əldə edilmiş pul vəsaitlərinin və ya digər əmlakın leqallaşdırılmasına və terrorçuluğun maliyyələşdirilməsinə qarşı mübarizə sahəsində xarici dövlətin səlahiyyətli orqanları ilə qarşılıqlı informasiya mübadiləsinin təmin edilməsi məqsədilə Azərbaycan Respublikasının tərəfdar çıxdığı beynəlxalq müqavilələrə uyğun olaraq monitorinq subyektlərinə həyata keçirilmiş əməliyyatlara dair məlumatların təqdim edilməsi barədə sorğu verə bilər. 15~~

7.3. ~~Maliyyə Monitorinqi Xidmətinin sorğusuna əsasən monitorinq subyektləri bu Qaydaların 7.1-ci və 7.2-ci bəndlərində nəzərdə tutulmuş məlumatları, sorğuda~~

~~başqa müddət nəzərdə tutulmayıbsa, sorğunun alındığı gündən bir iş günü müddətində təqdim etməlidirlər.~~

- 7.4. Reporting entities may provide information and documents on their own initiative that are not provided for in the request, but may be useful in the fight against money laundering or other property obtained through crime and the financing of terrorism.
- 7.5. Requests for the provision of information are sent by the Financial Monitoring Service on paper or in electronic format through a special communication channel of the Financial Monitoring Service.
- 7.6. When the information is submitted on paper based on the request sent by the Financial Monitoring Service, it shall be signed by the responsible person of the reporting entity, is confirmed by the seal of the reporting entity, is put in an envelope made of opaque paper that cannot be opened without breaking its integrity, is sent to the Financial Monitoring Service in the order of official submission or by registered mail.
- 7.7. When the information is submitted in electronic format based on the request sent by the Financial Monitoring Service, it is confirmed with an electronic signature