

*Agreed with:*

*E.S.Rustamov, Chairman of Central Bank*

*M.M.Panahov, Chairman of Central  
Election Commission*

*Approved by Decision #23-4 dated on August 24, 2009,*

*amended by Decision 1/12 dated on May 29, 2014 of*

*the Central Election Commission  
of the Republic of Azerbaijan*

## **INSTRUCTION**

### **on rules for opening specific election accounts in Municipal Elections**

This Instruction has been prepared pursuant to Articles 91 and 226 of the Election Code of the Republic of Azerbaijan (hereafter referred to as Election Code) and defines rules for opening specific election accounts of political parties, political party blocs and candidates to municipality membership pursuant to Law "On Banks" of the Republic of Azerbaijan.

1. Special election account shall be opened at least 24 hours prior to the collection of voters' signatures necessary for the registration of the candidate within 5 days after submitting notification to the relevant Constituency Election Commission on the candidate nomination.

2. Within 5 days after the political parties intending to establish single election fund for candidates submit the list of the candidates nominated within more than 1/3 part of municipalities to Central Election Commission of the Republic of Azerbaijan (hereafter referred to as Central Election Commission), specific election account shall be opened for the formation of single election fund.

3. Specific election account shall be opened only in "Azerbaijan International Bank" open stock-joint company or its branches. The accounts within the election constituencies where these branches do not exist shall be opened at the branches of "Kapital Bank Open Joint Stock Company".

**4. The candidate or his/her authorized representative shall submit the following documents to the relevant bank for opening specific election account:**

4.1. If a candidate is nominated through self-nomination, or by the initiative group of voters:

4.1.1. Application on opening of specific election account;

- 4.1.2. Identification documents of persons applying for opening of specific election account;
- 4.1.3. Approved copy of the notification compiled pursuant to Article 53.2 of Election Code, submitted to and approved by the relevant election commission;
- 4.1.4. Information on the liability, commitment before other countries and citizenship of the nominated person compiled pursuant to Article 53 of Election Code, as well as application on commitment on termination of his/her activity inappropriate with his/her with his/her duties when elected member to municipality;
- 4.1.5. Powers of attorney of candidate's authorized representative (if he/she appointed an authorized representative) made official in notary order;
- 4.1.6. A document containing a sample signature (of a person conducting operations with special election account) verified by notary.

**Note:** *The document implied in item 4.1.4 of the Instruction shall be submitted when the bank requires.*

4.2. The following documents should be submitted if a candidate is nominated by a political party:

- 4.2.1. Application on opening of specific election account;
- 4.2.2. Copy of the document on the registration of the political party approved in the notary order;
- 4.2.3. Copy approved in notary order of the charter of the political party in power;
- 4.2.4. Decision of convention (conference, session of the leading body) of political party on candidate nomination and relevant session minutes;
- 4.2.5. Information on the liability, commitment before other countries and citizenship of the nominated person compiled pursuant to Article 54 of Election Code, as well as application on commitment on termination of his/her activity inappropriate with his/her with his/her duties when elected member to municipality;
- 4.2.6. Copy of the notification on candidate nomination, approved by the Constituency Election Commission;
- 4.2.7. Powers of attorney of the authorized representatives on financial issues of the political party, which have been made official in a manner defined by Civil Code of the Republic of Azerbaijan;
- 4.2.8. Papers with signatures and stamp samples, approved in notary order.

**Note:** *The documents implied in item 4.2.3-4.2.5 of the Instruction shall be submitted when the bank requires.*

4.3. The following documents should be submitted if a candidate is nominated by the bloc of political parties.

- 4.3.1. Application on opening of specific election account;

4.3.2. Copy of the notification on candidate nomination, approved by the Constituency Election Commission;

4.3.3. Decision of convention (conference, session of the leading body) of political parties that enter the bloc on candidate nomination and relevant session minutes;

4.3.4. Decision of convention (conference, session of the leading body) of political party representatives that enter the bloc on candidate nomination by the political party bloc and relevant session minutes;

4.3.5. Information on the liability, commitment before other countries and citizenship of the nominated person compiled pursuant to Article 54 of Election Code, as well as application on commitment on termination of his/her activity inappropriate with his/her with his/her duties when elected member to municipality;

4.3.6. Powers of attorney of candidate's authorized representative on financial issues approved in order established by Civil Code of the Republic of Azerbaijan or verified by notary;

4.3.7. Papers with signatures and stamp samples, approved in notary order.

**Note:** *The documents implied in item 4.3.3-4.3.5 of the Instruction shall be submitted when the bank requires.*

5. The relevant bank should open a special election account for a candidate immediately but not later than 5 days after the documents mentioned above are submitted to the bank. All funds shall be transferred in manats to special election account.

6. The right to give orders on the allocations included in special election account shall belong to the candidate, the authorized representative of a candidate as well as authorized representative on financial issues appointed by a political party or the bloc of political parties.

7. Candidates, political parties, political party blocs may open only one special election account.

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