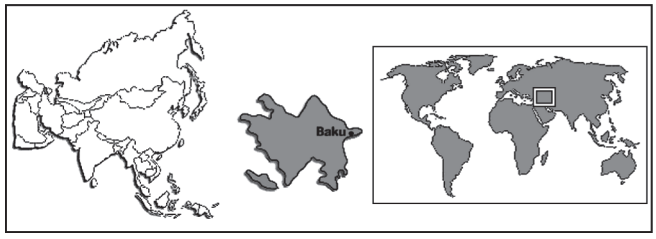
7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

Azerbaijan (AZ)
Amounts shown are expressed in Euro (EUR)



0. General Information

- IATA Area : 2
- Capital : Baku (BAK)
- Local Time : GMT + 4
- Daylight Saving Time : Azerbaijan does not observe DST
- ☎ Country Code : + 994
- Local Currency : Azerbaijanian Manat (AZN)
- Bank Information : Closed on Saturday and Sunday.
- Public Holidays :

Date
01 Jan 2015
08 Mar 2015
21 Mar 2015
09 May 2015
28 May 2015
15 Jun 2015
26 Jun 2015
18 Oct 2015
12 Nov 2015
17 Nov 2015
31 Dec 2015

Note:
Also Novruz, Ramadan and Sacrifice holidays may vary every year.

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)
  3. Montreal Protocol MP4 (1975)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

1. Airport Information

1.1. Customs Airports

- **Baku Heydar Aliyev International - GYD**
  Tel.: +99412 4374757
  Fax: +99412 4374767
  E-mail: info@bct.az
  Website: www.bct.az
  SITA: GYDCSXH
  GYDFMXH
- **Baku Zabrat - ZTX**
- **Gyandzha - KVD**
- **Nakhchivan - NAJ**

Notes
1. Baku Zabrat - ZTX is helicopter airport.
2. Baku Heydar Aliyev International - GYD (is main international airport in Azerbaijan, located 25 km from Baku).

1.2. Airport Facilities

1.2.1. Loading/Unloading equipment

- Baku Heydar Aliyev International Airport:
- Maindeck loaders, up to 30,000 kg. capacity.
- Forklifts, up to 10,000 kg. capacity.
- Pallet Build and Weighing Lift, up to 14,000 kg.
- Pallet Stacker System (35 positions for 10ft pallets and 34 positions for 20ft pallets).
- Conveyer belts up to 909 kg.
- Tractors.
- ULD Dollies.
- Cranes are available subject to 24 hours prior notice.
- Build-up and Weighing Workstations 7 units
- Pallet Distribution System 533 (10ft positions)

1.2.2. Storage

The following storage facilities are available:

- Cool Storage - Available (temp. to +4 degrees C, 2 rooms each 21 m² with height 4000 mm, door sizes 1550 x 2700 mm)
- Cold Storage - Available (temp. to -4 degrees C, 62 m² with height 4000 mm, door sizes 1550 x 2700 mm)
- Freeze Room - Available (temp. to -18 degrees C, 45 m² with height 4000 mm, door sizes 1550 x 2700 mm)
- -18 degrees C Freezer chambers for S7 pallets (16 positions)
- Safe for Valuables - Available (12 m² with height 3200 mm, door sizes 1470 x 2350 mm)
- DGR Room - Available (8 m² with height 3200 mm, door sizes 1470 x 2350 mm)
- Room for Radioactive Materials - Available
- Room for Human Remains - Available
- Total Storage Area 20,000 m³

1.2.3. Clearance

Shipment may be cleared by the consignee or his representative (agent) or by Baku Cargo Terminal Ltd. Clearance hours: see customs hours.

1.2.4. Customs hours

Monday through Friday from 09:00 to 13:00 hrs. and from 14.00 to 18.00 hrs., Saturday from 09:00 to 13:00 hrs.
Closed on Sunday and on holidays.
Clearance outside Customs hours possible as exception, only after prior arrangements.
Live Animals, plants, perishables, medicines, radioactive materials, dangerous goods may be cleared within Customs hours.

1.2.5. Delivery

Possible by appointing cargo agent.
Cleared goods 7 days in a week 24 hours in a day.
Uncleared goods only during customs hours.

1.2.6. (Re)-Forwarding

Possible by cargo agent or by BCT within country and region countries, except Armenia.

2. Import

2.1. General

2.1.1. Packing

No special packing required: IATA Rules and Recommendations apply.

2.1.2. Marking

No special marking required: IATA Rules and Recommendations apply.

2.1.3. Routing

Destination on AWB	
City Name	City Code
Baku	BAK
Gyandzha	KVD
Nakhchivan	NAJ

2.1.4. Language on documents

Azeri/English/Turkish/Russian.

2.2. Documentary Requirements

2.2.1. Commercial consignments

Normal import

- Commercial invoices signed by shipper must accompany consignment.
- Import licence if required.

2.2.4. Unaccompanied baggage

List of contents recommended.

2.3. Restrictions

2.3.4. Arms, ammunition and explosives

All arrangements concerning import licence must be made by consignee in advance and copy of relevant documentation must be send to the Baku Cargo Terminal, min. 24 hours prior to arrival.
Above mentioned formalities must be coordinated by the handling agent of the concerned carrier.
Carriers should send the shipments only after prior confirmation of the existence of the import licence from the shipper.

2.3.5. Narcotics and drugs

Special Permit from Ministry of Health of Azerbaijan Republic.

2.3.6. Human remains

Death certificate issued by competent authorities of the country of dispatch must accompany the consignment.

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2.3.14. Radio-active materials
All arrangements concerning import licence must be made by consignee in advance and copy of relevant documentation must be send to the Baku Cargo Terminal, min. 24 hours prior to arrival.
- Dangerous goods declaration
- Commercial invoices
- MAWB
- Export/Transit/Import licences

Above mentioned formalities must be coordinated by the handling agent of the concerned carrier.
Carriers should send the shipments only after prior confirmation of the existence of the import licence from the shipper.

2.4. Prohibitions
Doubtful cases: The shippers should contact the consignees.

2.5. Charges
(Baku Cargo Terminal Ltd.)
2.5.2. Handling
- General cargo (received cargo, check for completeness and condition, store and retrieve on request, load to truck)
  Per kilogram 0.25
- Valuable consignments (received cargo, check for completeness and condition, store and retrieve on request, load to truck)
  Up to 200 kg., per consignment 140.00
  Over 200 kg., per kilogram 0.70

2.5.4. Documentation
Arrival notice and notification ..... Free
Document delivery charge, per AWB ..... AZN 25.00

2.5.6. Storage
- General cargo
  First 48 hours ..... Free
  Up to 99 kg., per consignment, per day 2.97
  Over 100 kg., per kilogram, per day 0.03
- Radio-active and explosive materials
  Up to 29 kg., per consignment, per day 14.50
  Over 30 kg., per kilogram, per day 0.50
- Human remains ..... Free
- Refrigerated cargo
  Up to 99 kg., per consignment, per day 14.85
  Over 100 kg., per kilogram, per day 0.15
- Valuable consignments (if defined in shipment documents or by customs declaration)
  First 24 hours ..... Free
  Up to 29., per consignment, per day 30.00
  Over 30 kg., per kilogram, per day 1.00

2.5.7. Disassembly
De-consolidation, per HAWB 10.00

2.5.10. Others
Sorting of cargo per kg ..... AZN 0.15
Truck loading / unloading ..... AZN 0.05
Damage report ..... AZN 15.00
Weighing of consignment, per consignment 8.00
Duplicate delivery report 10.00
Photo 5.00

3. Transhipment/Transit

3.3. Restrictions
3.3.4. Arms, ammunition and explosives
Special permission of the government required. Application for permission should be submitted via diplomatic channels.
3.3.5. Narcotics and drugs
Same as for 2.3.5.
3.3.6. Human remains
Same as for 2.3.6.
3.3.14. Radio-active materials
Same as for 2.3.14.
3.3.15. Others
Dual Use Items
As per national legislation that is in line with international standards for carriage of certain goods using Azerbaijan as transit or transhipment (transfer) points the authorities in charge for export control measures have to be informed about the description and nature of cargo and in some cases the special permission of official authorities (such as Cabinet of Ministers, Ministry of Industry and Energy, Ministry of Communication and Information Technologies etc.) for transiting of such items have to be obtained in advance. Permissions for such items can be obtained similar to arms, ammunition and explosives (see 3.3.4.). and / or can also be facilitated through local agents and representatives.

3.4. Prohibitions
All cargo to, from or via Armenia.

3.5. Charges
3.5.6. Storage
- General Cargo
  First 14 days ..... Free
  Up to 99 kg., per consignment, per day 2.97
  Over 100 kg., per kilogram, per day 0.03
  - to be collected from importing Carriers.

4. Export

4.5. Charges
Baku Cargo Terminal Ltd.
4.5.2. Handling
- General cargo (unload from truck, check for completeness and condition, send cargo)
  Per kilogram 0.25
- Valuable consignments (unload from truck, check for completeness and condition, send cargo)
  Up to 200 kg., per consignment 140.00
  Over 200 kg., per kilogram 0.70
- Dangerous goods
  Consultations on 1st and 7th class 100.00
  Labelling 10.00
  Marking 5.00

4.5.4. Documentation
Issuance of AWB ..... AZN 25.00
Correction of AWB ..... AZN 25.00
DGD 100.00
Checklist and NOTOC information 200.00

4.5.10. Others
Weighing of consignment, per consignment 8.00
Duplicate acceptance receipt 10.00
Handling in case of return of consignment to forwarder, per kilogram 0.08
Damage report ..... AZN 15.00
Photo 7.00
Photocopy (A3) per page 1.00
Photocopy (A4) per page 0.50

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