Approved by the order of the State Administration of Radio Frequencies No. 158 dated November 1, 2021

**INSTRUCTION**

**on filling in the Questionnaires for Ship Radiocommunication Equipment**

1. **General provisions**

In accordance with paragraph 2.24 of the "Rules for allocation, registration, use and assignment of radio frequencies" approved by the Decision of the Cabinet of Ministers of the Republic of Azerbaijan No. 22 dated February 1, 2007, questionnaires submitted by the State Administration of Radio Frequencies (hereinafter SARF) to the user in accordance with the purpose of the network to be deployed shall be filled and returned. Along with this, according to paragraph 2.25, after payment for each radio communication facility on the basis of the submitted questionnaire materials, these radio communication facilities are registered in the SARF and permits for their use are issued.

Application forms for radio communication are to be downloaded from the official website of the SARF (https://dri.az/page/6). The requirements of this Instruction must be observed when filling out the application form. Once the application form is filled and approved, it is to be submitted to the SARF on paper or in electronic form (in scanned form via website dri.az).

At the same time, application documents can be submitted via the e-gov.az website (section on receiving applications and documents for registration of radio communications). In accordance with the administrative regulations, the request and the documents attached to it are investigated in the SARF, and if any deficiencies are found that can be eliminated and groundless for refusal, the applicant is notified in this respect in writing within 5 days. Once these deficiencies are removed and request is resubmitted, the review of deficiencies and issuance of relevant decision are to be made within 15 days.

**2. Basic concepts used in the form of a questionnaire**

**Emergency equipment** is a means of radio communication used in case of emergencies

**Rescue equipment** is a means of radio communication used to rescue the ship's crew

**3. Explanations on filling out the questionnaire form**

Line 1 ("Series and number of the license") indicates the number of the license assigned to the ship.

Line 2 (“Name of the owner, namely legal entity and physical person”) shall contain the full name of the state-registered legal entity or the full name of the physical person registered as a holder of Tax Identification Number.

Line 3 ("Address, phone, fax, e-mail") shall indicate the actual address, telephone (city, mobile), fax number and e-mail of a legal entity or individual. The mobile phone number must be a mobile phone number of the person designated as the coordinator. The email address is to be the organization's official email address, if not available, the corporate and personal email address of the contact person. For physical persons the mobile phone number and email address are to be the number and email address of the physical person.

Line 4 (“Ship name”) shall indicate the name of the ship registered in the state register.

Line 5 ("Ship type") shall indicate the type of ship (cargo carrier, passenger carrier, etc.).

Line 6 ("Ship's registration port") shall indicate the dislocation port where the ship is registered.

Line 7 ("exchange category") shall indicate the exchange category (open, public, limited).

Line 8 ("sailing area") indicates the navigation area of ​​the ship (Caspian Sea, international waters)

Line 9 ("Recognition signal") shall indicate the call signal assigned to the ship.

Line 10 (“Sequential Single Frequency selective-calling”) shall indicate the selective call assigned to the ship.

Line 11 ("Digital system") shall indicate the digital code assigned to the ship.

Page 2 (“Composition of Radio Equipment”) shall contain information in the appropriate columns according to the purpose of each radio communication device.