**RULES AND INSTRUCTIONS**

Each citizen that aims to be a user of radio frequency and radio electronic facility shall be aware of the below-mentioned information and observe the following rules:

* Legal and physical persons shall submit a written application to the State Commission for Radio Frequencies for allocation of radio nominals to radio electronic facilities to be manufactured, modernized or exported, as well as operated within the Republic
* Applications are reviewed based on the designation of the intended network, the range of radiofrequencies to be used, the number of radiofrequencies, the width of the bands, technologies to be used and other technical information about equipment
* In case of changing frequency bands (channels) being used for renewing existing radio communication networks and facilities, as well as if the dislocation site is changed in accordance with the decision of the Commission, it is required to properly resubmit the application to the Commission
* While installing radio electronic facilities on maritime vessels manufactured in foreign shipyards, as well as on planes produced abroad, the application for allocating radio frequencies shall be submitted by the customer of a vessel or a plane

The period of submission of application shall be as follows:

* As for the developed and manufactured radio electronic facilities, the submission period is required not to exceed the period of labelling or technical design;
* With respect to the radio electronic facilities purchased abroad, applications shall be submitted during the stage of negotiations;
* With regards to the radio electronic facilities utilized for the needs of scientific research institutes and experimental works, applications shall be submitted not later than the period of two (2) months from the date of approving thematic tasks;
* If the operable frequency range of radio electronic facility does not comply with the information in the table on allocation of frequency bands, then application on allocation of radio frequencies are not processed and the applicant shall obtain relevant official notification substantiated in appropriate manner;
* Applications on allocating radio frequencies for special telecommunication networks are considered directly at the meeting of the Commission, if required, the member of the Commission representing the applicant’s organization or official representative of an applicant shall submit information in this regard orally or in writing;
* Pursuant to the minutes of the meeting of the Commission, the copy of the decision on each application shall be submitted to the applicant within ten (10) days;
* Applications submitted to the Commission shall be processed within two (2) months;

While processing application on assigning radio frequencies, the following factors are to taken into consideration:

* Observation of the requirements envisaged by the existing normative and technical documents on conformance of the electromagnetic compatibility of radio electronic facility with the radiation characteristics;
* Elimination of radio interferences caused by the required frequency nominals to frequency nominals of radio electronic facilities;
* Observation of the terms of licenses granted in accordance with legislation;
* Compliance with the requirements on mandatory certification;
* Compliance with the terms on number resource given in accordance with legislation;
* Cases of violating international obligations taken by state entities for using radio frequencies to be assigned and used within the Republic of Azerbaijan;
* After obtaining a notification on the Commission’s decision, the user shall submit an application to the State Administration of Radio Frequencies within ten (ten) days to register particular frequency nominals (channels);

The confidentiality of the radio frequency users shall be preserved within the process of radio communication;

* Facilities that do not have certificates on compatibility or are faulty may not be utilised in radio communication networks;
* In case of ascertaining violations committed by the users in terms of utilising radio electronic facilities (and in case of exceeding technical thresholds of facilities), the State Administration of Radio Frequencies imposes restriction for using this facility or repeals the permit in this respect;
* During the process of radio communication, it is required to use call signs assigned by the State Administration of Radio Frequencies;
* The operation of radio communication networks shall not cause interferences to other radio communication networks