

**On approval of the " Rules for the determination, payment, suspension of payment of social payments and protection of social payment cases "**

DECISION OF THE CABINET OF MINISTERS OF THE REPUBLIC OF AZERBAIJAN

Guided by the eighth paragraph of Article 119 of the Constitution of the Republic of Azerbaijan, the Cabinet of Ministers of the Republic of Azerbaijan **decides:**

1. To approve the "Rules for the Determination, Payment, Suspension of Payment of Social Payments and Protection of Social Payments" ( [attached](#) ).

2. [The Resolution No. 311 of the Cabinet of Ministers of the Republic of Azerbaijan of September 21, 2015](#) "On approval of the Rules for the formalization, review and storage of documents and information submitted for the determination of social benefits, pensions and compensations" (Collection of Legislation of the Republic of Azerbaijan, 2015, No. 10, Article 1225 (Volume I)) is repealed.

**Ali A**

**Prime Minister of the Republic of Azerbaijan**

Baku, July 30, 2024

№ 368

By Resolution No. 368 of the Cabinet of Ministers of the Republic of Azerbaijan dated July 30, 2024, the above-mentioned Rules are **approved.**

**Determination, payment, suspension of payment of social payments and protection of social payment cases**

**RULE**

**1. General provisions**

1.1. This Rule is established by the State Social Protection Fund (hereinafter referred to as the Fund) under the Ministry of Labor and Social Protection of the Population of the Republic of Azerbaijan (hereinafter referred to as the Fund) to provide benefits provided for in the Constitutional Law of the Republic of Azerbaijan "On the Provision of the Former President of the Republic of Azerbaijan Family Members", the Law of the Republic of Azerbaijan "On Social Benefits" and the Law of the Republic of Azerbaijan "On Social Adaptation of Persons Released from Serving Sentences".

tentiary Institutions”, the pensions of the President of the Republic of Azerbaijan to categories of persons by decrees or orders of the President of the Republic of Azerbaijan, the allowance provided for in the “Rules for Regulating Debts on Monthly Payments to Employees of Enterprises Privatized and Transferred to Management Whose Health Has Been Damaged as a Result of an Industrial Accident or Occupational Disease or to Family Members of Employees Who Died as a Result of Such Accidents and to Other Persons in Their Care” approved by the Decree No. 81 of the President of the Republic of Azerbaijan dated August 4, 2008, and the Resolution No. 51 of the Cabinet of Ministers of the Republic of Azerbaijan dated March 19, 2010. The procedure for determining and suspending payment of compensation (hereinafter referred to as social payments) and protection of payment cases provided for in the “Rules for providing monthly compensation instead of compensation for damage to victims with refugee status who are entitled to compensation for damage caused by work injury or occupational disease at the enterprises of the Republic of Armenia and to victims of work injury or occupational disease at liquidated collective farms and state farms ” is established.

1.2. The application for the award of the pension of the President of the Republic of Azerbaijan to the family of a martyr (in accordance with this Regulation regarding the award of the pension of the President of the Republic of Azerbaijan for the family of the January 20 martyr), the pension of the President of the Republic of Azerbaijan to the family members of military personnel who died while fulfilling their international duty as part of the Soviet troops in Afghanistan, went missing and were declared dead by the court, the pension of the President of the Republic of Azerbaijan to persons with 81-100 percent impairment of body functions or with disabilities under the age of 18 and the allowance for caring for a child under the age of 3, taking into account the provisions of this Regulation, shall be made in accordance with the “Rules for the Award and Payment of the Pension of the President of the Republic of Azerbaijan for the Family of a Martyr” approved by the Resolution No. 18 of the Cabinet of Ministers of the Republic of Azerbaijan dated January 29, 2007, and the “Rules for the Award of the Pension of the President of the Republic of Azerbaijan to Military Personnel Who Died While Fulfilling Their International Duty as Part of the Soviet Troops in Afghanistan” approved by the Resolution No. 360 dated October 30, 2008, and the procedure for determining and paying the pension of the President of the Republic of Azerbaijan to the families of military personnel who died, went missing and were declared dead in the course of fulfilling their international duty as part of the armed forces of the Republic of Azerbaijan, approved by Resolution No. 294 dated July 9, 2019, the “Rules for paying the pension of the President of the Republic of Azerbaijan to persons caring for persons with 81-100 percent impairment of the functions of the body and persons with disabilities under the age of 18”, and the “Regulations on the calculation and payment of pensions under compulsory state social insurance and benefits paid at the expense of the insurer to persons who have temporarily lost their ability to work”, approved by Resolution No. 11 of the Cabinet of Ministers of the Republic of Azerbaijan dated September 15, 1998.

1.3. Social payments are assigned by the Fund proactively without application in accordance with paragraph 3.1 of this Regulation or upon application of persons entitled to receive them or their representatives in accordance with paragraph 4.1 of this Regulation .

1.4. After the electronic version of the documents (information) and their copies regarding the determination, payment and suspension of social payments provided for in this Regulation are approved by the strengthened electronic signature of the authorized official of the Ministry of Labor and Social Protection of the Population of the Republic of Azerbaijan (hereinafter referred to as the Ministry), they are entered into the “Social Payments” subsystem of the Centralized Electronic Information System (hereinafter referred to as MEIS ) of the Ministry or notifications are sent through that system (taking into account paragraph 5.8 of this Regulation).

## 2. Basic concepts

2.1. The terms used in this Regulation have the following meanings:

2.1.1. **person entitled to receive social payments** – a person to whom social payments are proactively or upon application in accordance with the regulatory legal acts specified in paragraph 1 of these Rules;

2.1.2. **proactive appointment** – automatic appointment of social payments by MEIS to persons entitled to receive social payments based on the information resources and systems of state bodies and institutions integrated into MEIS and the information system “Electronic Court” in accordance with paragraph 4.1 of the “Regulation on the Centralized Electronic Information System of the Ministry of Labor and Social Protection of the Population of the Republic of Azerbaijan” (hereinafter referred to as **the Regulation**), approved by Decree No. 634 of the President of the Republic of Azerbaijan dated 15.03.2019;

2.1.3. **social payment case** – a collection of relevant documents and (or) information (including information obtained electronically) related to the determination, payment and suspension of social payments;

2.1.4. **archived social payment case** – a social payment case whose payment has been temporarily suspended on the grounds specified in Part 8 of these Rules.

2.2. Other terms used in this Regulation have the meanings provided for in the normative legal acts of the Republic of Azerbaijan.

## 3. Proactive allocation of social payments

3.1. Proactive assignment of social payments (taking into account paragraph 3.2 of this Regulation) is carried out within 10 (ten) business days following the date of receipt of information on the emergence of a person's right to receive a social payment from the information resources and systems of state bodies and institutions integrated into the MEIS specified in paragraph 4.1 of the Regulations on the MEIS "Social Payments" subsystem.

3.2. Proactive determination of allowance for an adopted child, including a child under the age of 18 with a disability, is carried out no later than 5 (five) working days from the date of transmission of an extract from the court's resolution on the adoption of the child from the "Electronic Court" information system to the MEIS, in accordance with Article 118.20 of the Family Code of the Republic of Azerbaijan.

3.3. An allowance for supporting the initial material and living conditions of a specialist working in the liberated territories of the Republic of Azerbaijan, an allowance for raising a child placed in a family, including a child under the age of 18 with a disability, and an allowance for purchasing clothing for these children are assigned only proactively.

3.4. The proactive determination of social payments to persons sentenced to a fixed term of imprisonment is considered in accordance with Article 90.4 of the Code of Execution of Sentences of the Republic of Azerbaijan, also based on the following information transmitted to the MEIS:

3.4.1. the date on which the court decision entered into legal force;

3.4.2. term of imprisonment;

3.4.3. the date on which the sentence begins and ends;

3.4.4. place of serving the sentence;

3.4.5. Information about the prisoner's movements.

3.5. A notification about the result of the proactive determination of the social payment in one of the contact methods of the person or his legal representative in the MEIS (via e-mail or SMS) in the form specified in Appendix No. 4 to these Rules (in the form specified in Appendix these Rules for persons sentenced to a fixed-term or life imprisonment).

#### 4. Assignment of social payments upon application

4.1. In cases where it is not possible to proactively assign social payments in accordance with paragraph 3.1 of this Regulation, the assignment of social payments (taking into account paragraph 3.2 of this Regulation) is carried out by the Fund on the basis of a written application, including an electronic application, in the form specified in Appendix No. 1 to these Regulations, by persons entitled to receive them (children under the age of 18, as well as persons recognized by the court as incapacitated persons with limited capacity, one of their parents or other legal representatives (adoptive parent, guardian, custodian)) after the date of the emergence of such right to the local body of the Fund at the residence (hereinafter referred to as **the Body**) or to the "DOST" centers of the Sustainable Development Cooperative Social Security Agency under the Ministry (hereinafter referred to as the "**DOST**" centers) as well as to the unified coordination centers for applications of family members of martyrs, personnel injured in connection with the war and persons with disabilities, in the form specified in Appendix No. 1. A copy of the application for the assignment of social payments on the basis of an application. Social A copy of the identity card of the person entitled to receive payment (in the case of foreigners and stateless persons who have applied for the assignment of social benefits in accordance with Article 3.2 of the Law of the Republic of Azerbaijan "On Social Benefits", a copy of the permit granting the right to permanent residence in the territory of the Republic of Azerbaijan) and the following relevant documents and their copies (taking into account the requirements of paragraph 4.4 of these Rules) are required to be submitted:

4.1.1. for the purpose of determining a lifetime allowance for civil servants:

4.1.1.1. a certificate from a state body on the state salary of a civil servant;

4.1.1.2. *Extract from the "Labor and Employment" subsystem of the MEIS on labor contracts, specified in Part 2-1 of Article 7 of the Labor Code of the Republic of Azerbaijan, as well as in relation to labor contracts terminated before July 1, 2014, a copy of the labor book;* [\[1\]](#)

4.1.2. For women with five or more children (provided that the children are alive under the age of eight), including children under the age of eight who have lost their parents or are deprived of parental care, who have lost their parents or are deprived of parental care, the age limit shall be reduced by 5 years for the purpose of determining age-related benefits:

4.1.2.1. copies of the children's birth certificates and identity cards (a copy of the child's death certificate in the event of a child's death);

4.1.2.2. a copy of the court's legally binding decision on the adoption of the child(ren);

4.1.2.3. document confirming guardianship;

4.1.3. A copy of the child's birth certificate and identity card (a copy of the child's death certificate in case of death of the child) for the purpose of determining age-based benefits with a 5-year reduction in the age limit for women with a disabled child;

4.1.4. For the purpose of determining age-related benefits by reducing the age limit by 5 years for women with five or more children, including children under the age of eight who have lost their p

deprived of parental care and who have been adopted or placed under guardianship, or with a disability (provided that the children are alive under the age of eight):

4.1.4.1. a copy of the child(ren)'s birth certificate and identity card;

4.1.4.2. a copy of the woman's death certificate (court decision declaring her dead or miss court decision on the deprivation of parental rights, as well as the placement of the child in th the man;

4.1.4.3. a copy of the court's legally binding decision on the adoption of the child(ren);

4.1.4.4. document confirming guardianship;

4.1.5. For the purpose of granting a survivor's benefit to the child(ren) of the deceased pers

4.1.5.1. a copy of the death certificate of the head of the family (or a court decision decla missing or deceased);

4.1.5.2. a copy of the birth certificate of the deceased person's child(ren);

4.1.5.3. a certificate from the educational institution confirming that the deceased's child(re receiving full-time education under the age of 23;

4.1.6. a copy of the death certificate of the head of the family (or a court decision or disappearance or declaration of death) for the purpose of granting a survivor's benefit to a disab (children) over the age of 18 of the deceased person whose disability was determined befor reached the age of 18;

4.1.7. For the purpose of granting a survivor's benefit to an unemployed person who is c the deceased's children under the age of 8:

4.1.7.1. a copy of the death certificate of the head of the family (or a court decision decla missing or deceased);

4.1.7.2. a copy of the birth certificate of the deceased person's child(ren) under the age of 8;

4.1.7.3. a copy of documents (birth and marriage certificates) confirming the person's rel with the child(ren) or the deceased head of the family;

4.1.8. for the purpose of granting benefits to children of military personnel on active service:

4.1.8.1. a certificate from the local head office, department, department and division of Service for Mobilization and Conscription of the Republic of Azerbaijan confirming that the pei active military service ;

4.1.8.2. a copy of the child(ren)'s birth certificate;

4.1.8.3. a copy of the marriage certificate or paternity certificate;

4.1.9. for the purpose of granting benefits to guardians (custodians) of children who have parents and are deprived of parental care:

4.1.9.1. a copy of the child(ren)'s birth certificate;

4.1.9.2. document confirming guardianship (trusteeship);

4.1.10. A copy of the birth certificate of the child(ren) for the purpose of determining the a for low-income families with children under 1 year of age;

4.1.11. copies of the children's birth certificates for the purpose of determining the allow women with more than five children;

4.1.12. For the purpose of determining the allowance for an adopted child, including a chi the age of 18 with a disability:

4.1.12.1. a copy of the child(ren)'s birth certificate;

4.1.12.2. a copy of the court's legally effective resolution on the adoption of a child(ren) lost their parents or is deprived of parental care;

4.1.13. For the purpose of determining a monthly allowance for an employee of a privatized managed state enterprise whose health has deteriorated as a result of an industrial accident or occupational disease, or for the family members and other dependents of an employee who is a result of such an accident:

4.1.13.1. An act on an accident in production, drawn up in accordance with the "Investigation and Registration of Accidents in Production" approved by the Resolution No. 1 of the Cabinet of Ministers of the Republic of Azerbaijan dated February 28, 2000, or a certificate from the VYAkhundov Scientific Research Medical Prevention Institute under the Ministry of Health of the Republic of Azerbaijan on an occupational disease, and a copy of the court's legally effective decision on the occurrence of an accident with an employee in production due to the employer's failure to comply with labor protection rules;

4.1.13.2. a document confirming the date by which the monthly payment is to be paid to the employer;

4.1.13.3. a copy of the employee's death certificate for the purpose of determining monthly compensation for the deceased employee's family members and other dependents;

4.1.13.4. copies of documents confirming the relationship of the persons entitled to receive compensation benefit to the deceased employee (birth, marriage, death certificates of deceased family members);

4.1.14. For the purpose of determining monthly compensation instead of compensation for damage caused by a work accident to victims with refugee status who are entitled to compensation for damage caused by a work accident or occupational disease at enterprises of the Republic of Armenia and victims of work accidents or occupational disease at liquidated collective farms and state farms:

4.1.14.1. a copy of a legally effective court decision on an industrial accident caused by the employer's failure to comply with labor protection rules;

4.1.14.2. a copy of the death certificate of an employee who died in an industrial accident;

4.1.14.3. a copy of the documents confirming that the person is a person defined by Article 10 of the Civil Code of the Republic of Azerbaijan (birth, marriage, death certificates of deceased family members confirming the person's relationship with the deceased employee);

4.1.15. Opinion of the Interdepartmental Expert Council of the Ministry of Health of the Republic of Azerbaijan on the accident-related disability of persons involved in the elimination of the consequences of the radiation accident, as well as their children born after the accident, for the purpose of determining a lump-sum allowance for treatment for persons affected by the radiation accident each year;

4.1.16. For the purpose of determining a lump-sum benefit for the birth of a child:

4.1.16.1. a copy of the child's birth certificate;

4.1.16.2. certificate of the registration department of the Ministry of Justice of the Republic of Azerbaijan about the birth of the child;

4.1.17. For the determination of a lump sum funeral benefit:

4.1.17.1. a copy of the death certificate of the deceased person;

4.1.17.2. a certificate from the registration department of the Ministry of Justice of the Republic of Azerbaijan for receiving a funeral allowance;

4.1.17.3. a certificate from the head of the local executive authority for the administrative territory or district or the representative of the field administrative territorial district regarding the per

nized the funeral for persons who died before March 1, 2019, and a certificate from the municipality for persons who died after March 1, 2019;

4.1.18. for the purpose of assigning a lump-sum benefit to persons in need of medical assistance who have been released from serving sentences in penitentiary institutions:

4.1.18.1. a copy of the court's legally binding verdict on the person's conviction to imprisonment;

4.1.18.2. a certificate from the penitentiary institution confirming the person's release from a sentence;

4.1.18.3. a copy of the court's decision on the release of a person from serving a term of imprisonment for a certain period or life imprisonment on the grounds established by law;

4.1.19. For the award of a scholarship of the President of the Republic of Azerbaijan to persons awarded the title of "Hero of the Patriotic War" of the Republic of Azerbaijan or their family members:

4.1.19.1. A copy of the certificate of awarding the title of "Hero of the Patriotic War" of the Republic of Azerbaijan or the relevant Order of the President of the Republic of Azerbaijan;

4.1.19.2. Copy of the death certificate of the Hero of the Patriotic War of the Republic of Azerbaijan (if the title was issued posthumously or if the person died later);

4.1.19.3. a copy of documents confirming that the persons are family members of the Hero of the Patriotic War who are entitled to receive a pension (birth certificates of those persons in relation to their children of the Hero of the Patriotic War and their brothers and sisters raised in orphanages, birth certificates of the Hero of the Patriotic War in relation to their parents, as well as death certificates of deceased family members of the Hero of the Patriotic War);

4.1.19.4. certificate of marriage of the widow (husband) of the deceased Hero of the Patriotic War of the Republic of Azerbaijan with the Hero of the Patriotic War;

4.1.19.5. A certificate from the relevant educational institution confirming that the child (relative) of the Hero of the Patriotic War of the Republic of Azerbaijan under the age of 23 is studying at a vocational education, secondary specialized education or higher education institution;

4.1.19.6. If the Hero of the Patriotic War of the Republic of Azerbaijan has brothers and sisters who are under the age of 18 (until those who have completed their education, but no more than 23 years) or who are over the age of 18 and are being raised in orphanages with disabilities whose disabilities have been determined before reaching the age of 18, a certificate from that institution;

4.1.20. For the award of a scholarship of the President of the Republic of Azerbaijan to persons awarded the title of "National Hero of Azerbaijan" or their family members:

4.1.20.1. A copy of the certificate of awarding the title of "National Hero of Azerbaijan" or the relevant decree of the President of the Republic of Azerbaijan;

4.1.20.2. A copy of the death certificate of the National Hero of Azerbaijan (if the title was issued posthumously or if the person died later);

4.1.20.3. a copy of documents confirming that the persons are family members of the National Hero of Azerbaijan entitled to receive a pension (birth certificates of the persons in relation to their children of the National Hero of Azerbaijan and their brothers and sisters raised in orphanages, birth certificates of the National Hero of Azerbaijan in relation to their parents, as well as death certificates of deceased family members of the National Hero of Azerbaijan);

4.1.20.4. Certificate of marriage of the widow (husband) of the deceased National Hero of Azerbaijan to the National Hero of Azerbaijan;

4.1.20.5. A certificate from the relevant educational institution confirming that the child (relative) of the National Hero of Azerbaijan under the age of 23 is receiving vocational education, secondary specialized

ation or higher education;

4.1.20.6. If the National Hero of Azerbaijan has brothers and sisters who are under the age of 18 (until those who have completed their education, but no more than 23 years old), or who are over the age of 18 and are being raised in orphanages with disabilities whose disability has been determined before they reach the age of 18, a certificate from that institution;

4.1.20. For the appointment of the President of the Republic of Azerbaijan's pension for the January 20 martyr:

4.1.21.1. A copy of the certificate of awarding the honorary title of "January 20 Martyr" and the relevant Order of the President of the Republic of Azerbaijan;

4.1.21.2. Copy of the death certificate of the January 20 martyr;

4.1.21.3. a copy of documents confirming that the persons are family members of the January 20 martyr who are entitled to receive a pension (birth certificates of those persons in relation to the January 20 martyr and their brothers and sisters raised in orphanages, birth certificates of the January 20 martyr in relation to their parents, as well as death certificates of deceased family members of the January 20 martyr);

4.1.21.4. Certificate of marriage of the widow (husband) of the martyr of January 20 martyr;

4.1.21.5. A certificate from the relevant educational institution confirming that the child(ren) of the January 20 martyr under the age of 23 is studying at a vocational education, secondary special education or higher education institution;

4.1.21.6. If the martyr of January 20 has brothers and sisters who are under the age of 18 (until those who are studying complete their education, but no more than 23 years old), or who are over the age of 18 and are being raised in an orphanage with a disability whose disability has been determined before reaching the age of 18, a certificate from that institution;

4.1.22. For the purpose of determining the personal pension of the President of the Republic of Azerbaijan:

4.1.22.1. a copy of the relevant Order of the President of the Republic of Azerbaijan on granting an individual pension;

4.1.22.2. reference to the bank account number;

4.1.23. A copy of the certificate of awarding an honorary title or the relevant Order of the President of the Republic of Azerbaijan for the appointment of a scholarship of the President of the Republic of Azerbaijan for honorary titles;

4.1.24. For the award of a scholarship of the President of the Republic of Azerbaijan to participants in the Great Patriotic War of 1941-1945, persons who worked in the enterprises, departments, organizations of the city during the siege of Leningrad during World War II and were awarded the medal "For the Defense of Leningrad" and the badge "Living in the Siege of Leningrad":

4.1.24.1. Certificate of the Great Patriotic War participant or a certificate from the local health department, department and division of the State Service for Mobilization and Conscriptio of the Republic of Azerbaijan on being a participant in the Great Patriotic War;

4.1.24.2. Certificate of the medal "For the Defense of Leningrad" or the badge "Survivor of the Siege of Leningrad";

4.1.25. A copy of the "War Veteran" certificate for the purpose of awarding a pension of the President of the Republic of Azerbaijan to war veterans;

4.1.26. For the purpose of awarding a pension of the President of the Republic of Azerbaijan to persons who have worked for at least 25 years in scientific institutions and organizations or educational institutions at their main place of work, with an appropriate registration in the work book, who have an academic degree, are unemployed, and are entitled to a labor pension:

4.1.26.1. copy of the employment record book;

4.1.26.2. Copy of the diploma of Doctor of Philosophy or Doctor of Science.

4.2. If it is not possible to proactively assign a social payment to a person sentenced to a fixed-term or life imprisonment, a letter is sent by the administration of the penitentiary institution or the "DOST" center by mail, containing the relevant application of that person, a copy of his/her identity card, the relevant documents specified in paragraph 4.1 of this Regulation (and their copies), and the information specified in subparagraphs 3.4.1-3.4.5 of this Regulation regarding the [person](#).

4.3. When an application for the assignment of a social payment is made by a representative person entitled to receive it, in addition to the documents specified in paragraph 4.1 of these Rules, the assignment of the relevant social payment or their copies, copies of the representative's identification card and a document confirming his/her authority (power of attorney or document confirming that the person is a guardian (trustee)) are attached.

4.4. If the documents specified in paragraph 4.1 of this Regulation, which are necessary for the determination of social payments on the basis of an application, can be obtained from the relevant state body (institution) through the Electronic Government Information System, such documents and information shall not be required from the applicant. In cases where such documents or information cannot be obtained through the Electronic Government Information System, their submission is required from the relevant state body (institution) upon request with the consent of the applicant to be provided by the applicant.

## **5. Informing about the consideration of the application and its outcome**

5.1. The application is registered by sending a notification in the form specified in Appendix No. 3 to these Rules to one of the applicant's contact methods in the MEIS (e-mail address or SMS) or if it is submitted to the Institution or the "DOST" center for appointment based on the application received by mail or electronically.

5.2. If there are no grounds for refusing to grant a social payment to a person, within 5 (five) business days from the date of receipt of the documents by the Institution or the "DOST" center, the Fund shall make a decision on granting a social payment in the form specified in Appendix No. 4 to these Rules and a notification shall be sent to the postal address specified in the person's application to one of the means of communication (via e-mail address or SMS) in the form specified in Appendix No. 4 to these Rules (in the form specified in Appendix No. 8 to these Rules for persons sentenced to fixed-term or life-long imprisonment).

5.3. If the applicant is not entitled to receive social payments, within 5 (five) days from the receipt of the documents by the Institution or the "DOST" center, the Fund shall make a decision to refuse to grant the person social payments in the form specified in Appendix No. 5 to these Rules, indicating the reasons for the refusal, and a notification shall be sent to the postal address specified in the person's application or to one of the contact methods (e-mail address or SMS) in the form specified in Appendix No. 6 to these Rules.

5.4. If the documents submitted for the determination of a social payment, received by electronically, or their copies, are incomplete according to the list of documents specified in paragraph 4.1 of this Regulation, a notification shall be sent to the postal address specified in the application or to one of the means of communication (e-mail address or SMS) within 5 (five) days from the date of receipt of the application (taking into account the requirements of paragraph 5.4 of this Regulation) in the form established by Appendix No. 7 to this Regulation (in the form established by Appendix No. 9 to this Regulation in relation to persons sentenced to a fixed term imprisonment). In this case, the period for the determination of a social payment shall stop.

5.5. If the missing documents or their copies are not submitted within the period specified in paragraph 5.4 of these Rules (taking into account paragraph 5.7 of these Rules), the period for considering the application shall be suspended.

5.6. From the moment the missing documents or their copies are submitted, the period shall be resumed and the application for the determination of social payments shall be reconsidered in accordance with paragraphs 5.2-5.5 of these Rules.

5.7. In accordance with Article 62.2 of the Law of the Republic of Azerbaijan "On Administrative Proceedings", a notice sent to the applicant by postal communication is considered to have been submitted 5 days after the date of its submission to the post office, and a notice sent electronically is considered to have been submitted 3 days after the date of its submission.

5.8. Notifications under paragraphs 3.5, 5.1, 5.2, 5.3 or 5.4 of this Regulation shall be sent to the relevant penitentiary institution of the Penitentiary Service of the Ministry of Justice of the Republic of Azerbaijan at the place of serving the sentence for presentation to persons sentenced to a fixed term or life imprisonment.

5.9. The applicant (his/her legal representative) has the right to appeal the decision to grant a social payment in administrative and (or) judicial proceedings.

## **6. Conditions for determining social payments**

6.1. Social benefits are assigned in accordance with the Constitutional Law of the Republic of Azerbaijan "On the Provision of the Former President of the Republic of Azerbaijan and His Family Members", the Laws of the Republic of Azerbaijan "On Social Benefits" and "On Social Adaptation of Persons Released from Serving Sentences in Penitentiary Institutions".

6.2. Pensions and compensation of the President of the Republic of Azerbaijan paid to certain categories of persons shall be determined from the date on which the right to receive them arises, from the date of entry into force of the relevant Decree or Order of the President of the Republic of Azerbaijan on the establishment of such pension and compensation.

6.3. According to Part 8 of the "Rules for the determination and payment of monthly allowances instead of monthly payments to employees of privatized and managed state enterprises whose health has deteriorated as a result of an industrial accident or occupational disease, or to family members and other dependents of employees who have died as a result of such accidents and occupational diseases" approved by the Resolution No. 242 of the Cabinet of Ministers of the Republic of Azerbaijan on October 14, 2008, this allowance is assigned, regardless of the time of application, from the date specified in paragraph 5.1 of the "Rules for the regulation of debts for monthly payments to employees of privatized and managed state enterprises whose health has deteriorated as a result of an industrial accident or occupational disease, or to family members and other dependents of employees who have died as a result of such accidents and occupational diseases".

as a result of such accidents and occupational diseases" approved by the Decree No. 8 of the President of the Republic of Azerbaijan dated August 4, 2008, until the privatization of the enterprise is completed or until the date the concluded agreement on the right to manage comes into force.

6.4. In accordance with Article 9.1 of the Law of the Republic of Azerbaijan "On Social Security" monthly social benefits (except for the benefit paid to the wife (husband) of the deceased President of the Republic of Azerbaijan or to a dependent child) are paid for a maximum of three months preceding the date of application, and are determined from the date of the right to receive benefits regardless of the date of application.

6.5. The allowance paid to the wife (husband) or dependent child of the deceased former President of the Republic of Azerbaijan shall be determined from the date on which the right to receive allowance arose for these persons.

6.6. Childbirth allowance, burial allowance, and a one-time allowance to support the initial and living conditions of a specialist working in the liberated territories of the Republic of Azerbaijan shall be assigned regardless of the period of application.

6.7. Annual treatment allowance for persons affected by a radiation accident is paid once a year from the 1st of the month following the month of application and is determined for the period of disability.

6.8. The pension of the President of the Republic of Azerbaijan shall be granted to persons who have worked for at least 25 years in scientific institutions and organizations or educational institutions in their main place of work, who have an academic degree, are not employed, and are entitled to receive a pension. When working in scientific institutions and organizations or educational institutions in the Republic of Azerbaijan, the pension of the President of the Republic of Azerbaijan shall be granted to persons of this category on the basis of the documents specified in subparagraph 4.1.2 of the Regulation, and when working in scientific institutions and organizations or educational institutions in foreign countries, the Ministry shall grant the pension to persons of this category if the relevant documents are made in the labor book by the Ministry in accordance with the "Form of the Labor Book of Employees and Rules for its Compilation" approved by the Resolution No. 186 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 26, 1996.

## **7. Payment of social benefits**

7.1. Social payments are paid only in a non-cash manner through plastic cards based on agreements concluded by the Fund with relevant banks.

7.2. The Bank shall provide the Fund with information on persons who have not collected plastic cards from the Bank within the period specified in the contract provided for in paragraph 4.1 of this Regulation.

7.3. The Fund ensures that payments are delivered in full to persons entitled to receive social payments.

7.4. The pension of the President of the Republic of Azerbaijan to the family members of the deceased including the deceased person awarded the title of "Hero of the Patriotic War" or "National Hero of Azerbaijan" of the Republic of Azerbaijan, as well as military personnel who died while fulfilling international duty as part of the Soviet troops in Afghanistan, went missing, and were declared dead, living outside the borders of the Republic of Azerbaijan, shall be transferred to their

unts opened in banks of the Republic of Azerbaijan or to the countries where they live at t  
expense, according to their wishes.

7.5. The amount of overpaid social payments shall be withheld, based on the written conse  
person or by court order, in accordance with the Law of the Republic of Azerbaijan "On Admi  
Proceedings" and Article 12.2 of the Law of the Republic of Azerbaijan "On Social Benefits".

## 8. Suspension of payment of social benefits

8.1. Payment of social benefits shall be suspended in the following cases:

8.1.1. in case one of the cases provided for in Article 11 of the Law of the Republic of A:  
"On Social Benefits" occurs in relation to social benefits;

8.1.2. In relation to the pensions and compensation of the President of the Republic of A:  
paid to certain categories of persons:

8.1.2.1. when one of the circumstances that leads to the suspension of the payment of the pe  
compensation provided for in the relevant legal acts occurs;

8.1.2.2. if the person receiving the pension or compensation dies, is considered missing  
based on a legally effective court decision;

8.1.2.3. when the widow (husband) of a martyr, including a deceased person awarded th  
"Hero of the Patriotic War" or "National Hero of Azerbaijan" of the Republic of Azerbaijan , rema

8.1.3. Regarding the monthly allowance in lieu of monthly payment debts to empl  
privatized and managed state enterprises whose health has deteriorated as a result of an i  
accident or occupational disease, or to family members and other dependents of employees w  
died as a result of such accidents:

8.1.3.1. if the beneficiary dies, is deemed missing or dead based on a legally binding court c

8.1.3.2. when the privatization of a state enterprise is completed or when the contract concl  
the right to manage the enterprise comes into force.

8.1.3.2. Payment of social payments is automatically suspended by the "Social Pa  
subsystem of MEIS if there are supporting documents or information on the circumstances stip  
Article 11 of the Law of the Republic of Azerbaijan "On Social Benefits" and other relevant legal  
lead to the suspension of social payments in the following electronic information systems or resc

8.2.1. In MEIS:

8.2.1.1. information on persons receiving labor pensions;

8.2.1.2. information on the expiration of the person's disability period;

8.2.1.3. information on the employment contract ~~notification~~ ; [\[2\]](#)

8.2.2. In the automated registration information system "Civil status acts" of the Ministry o  
of the Republic of Azerbaijan:

8.2.2.1. death certificate of the person receiving social benefits;

8.2.2.2. certificate of remarriage of the widow (husband) of a martyr, including a decease  
awarded the title of "Hero of the Patriotic War" or "National Hero of Azerbaijan" of the Rej  
Azerbaijan ;

8.2.3. Court resolution on the cancellation of adoption in the "Electronic Court" informatio  
;

8.2.4. In the state electronic information system "Student-Graduate" and "Student-Cradua  
State Examination Center of the Republic of Azerbaijan and in the Register of Civil Servan

Republic of Azerbaijan:

8.2.4.1. information on the expulsion of persons studying full-time at educational institutions;

8.2.4.2. information on the re-employment of a person receiving a lifetime benefit for civil service;

8.2.5. Information on the renunciation of citizenship of the Republic of Azerbaijan by receiving social benefits in the unified migration information system of the State Migration Service of the Republic of Azerbaijan.

8.3. When the circumstances that led to the suspension of social payments are eliminated, a person applies with an application in the form specified in Appendix No. 1 to these Rules and the application to receive social payments is reviewed.

## 9. Protection of social payment cases

9.1. Social payment cases for proactively assigned social payments are stored in the "Social Payments" subsystem of the MEIS in accordance with the Decree No. 263 of the President of the Republic of Azerbaijan dated September 12, 2018 "On approval of the Rules for the formation, maintenance, integration and archiving of state information resources and systems" and some other documents related to e-government".

9.2. Social payment cases for which an appointment has been made on the basis of an application and applications for which an appointment has been refused are kept in the structural unit of the Department. The Department ensures the relevant activities for social payment cases (hereinafter referred to as **the Unit**).

9.3. The department conducts an inventory of social payment cases at least once a year.

9.4. The organization of the protection of documents related to applications for social payments is carried out in accordance with the following requirements:

9.4.1. Suitable places or rooms are allocated by the Head of the Department or his/her substitute. The Department stores archival documents and persons responsible for the protection of documents are appointed.

9.4.2. Dedicated areas or rooms are provided with special equipment (shelves, safes, boxes, etc.) or other equipment of such purpose) for the protection of documents;

9.4.3. Places or rooms where documents are stored are equipped with fire protection equipment and fire alarm systems. Technical means that create optimal temperature (humidity) and sanitary-hygienic conditions are used in places where documents are stored.

9.5. The compilation of the nomenclature of cases, the formation of folders, their preparation for transfer to the archive and the use of the current archive are carried out in accordance with the "Instructions on conducting clerical work in state bodies, legal entities owned by the state and shares (stocks) are controlled by the state" approved by the Decree No. 935 of the President of the Republic of Azerbaijan dated September 27, 2003.

9.6. Archived social payment cases and related correspondence are preserved in the Department for 15 (fifteen) years in accordance with the Law of the Republic of Azerbaijan "On the National Fund".

"Rules for the determination, payment, suspension of payment of social payments and protection of social payment cases"

DOWN

**The State Social Protection Fund under the Ministry of Labor and Social Protection of  
the Population of the Republic of Azerbaijan  
(or Sustainable and Operational Social Security Agency)**

\_\_\_\_\_  
(Name of the institution or "DOST" center)

Living at \_\_\_\_\_

by \_\_\_\_\_

(surname, first name and patronymic)

**APPLICATION**

Applicant's phone number \_\_\_\_\_

Identity card series, number \_\_\_\_\_

Date and place of birth \_\_\_\_\_

Please help me \_\_\_\_\_

(name of social payment)

you can set / stop / restore payment.

(Strike through those that are not necessary).

According to the legislation, I am assigned \_\_\_\_\_

(name of social payment)

I undertake to inform the relevant institution ("DOST" center) within 5 (five) days if an event occurs that causes the suspension of payment.

I am attaching the following documents and/or information to the application:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ the

Signature \_\_\_\_\_

"Rules for the determination, payment,  
suspension of payment of social  
payments and protection of social  
payment cases"

DOWN

Appendix No. 2

**For the determination of social payment  
about the receipt of the application**

NOTICE

“ \_\_\_ ” \_\_\_\_\_ 20\_\_ the

Dear

\_\_\_\_\_  
(surname, first name and patronymic)

Your application regarding the appointment of

\_\_\_\_\_  
(name of social payment)

“ \_\_\_ ” \_\_\_\_\_ on 20\_\_ \_\_\_\_\_

(name of the local branch of the Social Welfare Fund or the "DOST"  
center) has been entered.

You will be informed of the outcome of your application within 10 (ten)  
business days.

For contact – 142 call center.

"Rules for the determination, payment  
suspension of payment of social  
payments and protection of social  
payment cases"

Appendix No. 3

**The State Social Protection Fund under the Ministry of Labor and Social Protection of t  
Population of the Republic of Azerbaijan**

\_\_\_\_\_  
(Name of the structural unit of the Fund)

**About the determination of social payment**

DECISION

“ \_\_\_ ” \_\_\_\_\_ 20\_\_ the № \_\_\_\_\_

Social payment case No. \_\_\_\_\_

1. Person to whom the social payment is assigned \_\_\_\_\_

1-1. Legal representative: \_\_\_\_\_

2. District (city) of registration: \_\_\_\_\_

3. Date of receipt of the application for the determination of social payment to the Institution or the "DOST" center: \_\_\_\_\_

(day, month, city)

4. Date on which the person's right to receive social payments arose \_\_\_\_\_

(day, month, city)

5. Legal basis for determining social payment: \_\_\_\_\_

6. Type of social payment \_\_\_\_\_

7. Amount of social payment: \_\_\_\_\_

manat

(in numbers and words)

8. Additional information \_\_\_\_\_

9. Amounts of social payments calculated for the previous period			
Row No.	Past period		Amount (in manats)
	start date	son tarix	
1			
2			
3			
4			
5			

Leader: \_\_\_\_\_ M

(duty)

(surname, first name and patronymic)

(signature)

Executor: \_\_\_\_\_

(duty)

(surname, first name and patronymic)

(signature)

"Rules for the determination, payment, suspension of payment of social payment and protection of social payment cases"

DOWN

**About the determination of social payments**

**NOTICE**

“ \_\_\_ ” \_\_\_\_\_ 20\_\_ th

Dear \_\_\_\_\_

(surname, first name and patronymic)

you in the amount of \_\_\_\_\_ manat

\_\_\_\_\_ has been appointed.

(name of social payment)

To pay the mentioned social payment, you must present your plastic card and ID card.

by \_\_\_\_\_ submitting

(bank name)

You can buy it from any branch after \_\_\_\_\_ 20\_\_\_\_\_.

For contact – 142 call center.

"Rules for the determination,  
payment, suspension of payment  
social payments and protection of  
social payment cases"

**Appendix No. 5**

**The State Social Protection Fund under the Ministry of Labor and Social Protection of the  
Population of the Republic of Azerbaijan**

\_\_\_\_\_  
(Name of the structural unit of the Fund)

**On refusal to assign social payments**

**DECISION**

“ \_\_\_ ” \_\_\_\_\_ 20\_\_ the No \_\_\_\_\_

1. Person applying for the determination of social payment: \_\_\_\_\_

1-1. Legal representative: \_\_\_\_\_

DOWN

2. District (city) of registration: \_\_\_\_\_

3. Date of application for the determination of social payment  
 \_\_\_\_\_  
 \_\_\_\_\_ (day, month, city)

4. Type of social payment  
 \_\_\_\_\_

5. Legal basis for refusal to assign social payment: \_\_\_\_\_

6. Reason for refusal: \_\_\_\_\_

7. Additional information  
 \_\_\_\_\_

Leader: \_\_\_\_\_ M.Y.  
 \_\_\_\_\_  
 (duty) (surname, first name and patronymic) (signature)

Executor: \_\_\_\_\_  
 \_\_\_\_\_  
 (duty) (surname, first name and patronymic) (signature)

"Rules for the determination, payment, suspension of payment of social payment and protection of social payment cases"

**Appendix No. 6**

**From the determination of social payment about the refusal**

**NOTICE**

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ th

Dear \_\_\_\_\_  
 \_\_\_\_\_ (surname, first name and patronymic)

Regarding \_\_\_\_\_ the \_\_\_\_\_ appointment \_\_\_\_\_  
 \_\_\_\_\_ (name of social payment)

Your \_\_\_\_\_ application \_\_\_\_\_ has \_\_\_\_\_  
 reviewed, \_\_\_\_\_

Rejected due to \_\_\_\_\_.

For contact – 142 call center.

"Rules for the determination, payment,  
suspension of payment of social  
payments and protection of social  
payment cases"

**Appendix No. 7**

**For determining social payment  
about missing documents**

**NOTICE**

" \_\_\_\_ " \_\_\_\_\_ 20\_\_ the

Dear

\_\_\_\_\_  
(surname, first name and patronymic)

Regarding the \_\_\_\_\_ appointment of

\_\_\_\_\_  
(name of social payment)

The required documents were not fully attached to your application dated " \_\_\_\_ " \_\_\_\_\_ 20 \_\_.

The following documents are requested to be submitted in hard copy or electronically within 5 (five) business days:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For contact – 142 call center.

"Rules for the determination, payment,  
suspension of payment of social payment  
and protection of social payment cases"

**Appendix No. 8**

**About the determination of social payments**

DOWN

NOTICE

"\_\_" \_\_\_\_\_ 20\_\_ t

Dear \_\_\_\_\_

(surname, first name and patronymic)

you in the amount of \_\_\_\_\_ manat

\_\_\_\_\_ has be appointed.

(name of social payment)

For the payment of the mentioned social payment, your plastic card must be presented your representative based on a power of attorney and an ID card.

\_\_\_\_\_ (bank name)

can be picked up from any branch after \_\_\_\_ \_\_\_\_ 20\_\_.

For contact – 142 call center.

"Rules for the determination, payment, suspension of payment of social payment and protection of social payment cases"

**Appendix No. 9**

**For determining social payment about missing documents**

NOTICE

"\_\_" \_\_\_\_\_ 20\_\_ t

Penitentiary Service of the Ministry of Justice of the Republic of Azerbaijan

\_\_\_\_\_ (name of the penitentiary institution)

"\_\_" \_\_\_\_\_ To your letter number \_\_\_\_\_ dated 20\_\_year

\_\_\_\_\_ (surname, first name and patronymic)

Regarding the appointment of \_\_\_\_\_

(name of social payment)

The necessary documents have not been fully attached.

DOWN

The following documents are requested to be submitted in hard copy or electronically within 5 (five) business days:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For contact – 142 call center.

#### **LIST OF SOURCE DOCUMENTS USED**

1. Resolution of the Cabinet of Ministers of the Republic of Azerbaijan No. 157 dated May 1 **Official website of the Azerbaijan State Information Agency (AZERTAC) , May 13, 2025 , newspaper, May 16, 2025 , No. 100)**

#### **LIST OF AMENDMENTS AND ADDITIONS MADE TO THE DECISION**

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**[1]** By the Resolution of the Cabinet of Ministers of the Republic of Azerbaijan [No.157 dated May 12, 2025](#) ([official website of the Azerbaijan State Information Agency \(AZERTAC\), May 13, 2025, "Xalq" newspaper, May 16, 2025, No. 100](#)), subsection 4.1.1.2 of the "Rules for the determination, payment, suspension of payment of social payments and protection of social payment cases" was revised.

The previous edition said:

~~4.1.1.2. copy of the work book or an extract from the work book;~~

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**[2]** By the Resolution of the Cabinet of Ministers of the Republic of Azerbaijan [No.157 dated May 12, 2025](#) ([official website of the Azerbaijan State Information Agency \(AZERTAC\), May 13, 2025, "Xalq" newspaper, May 16, 2025, No. 100](#)), notification from subparagraph 8.2.1.3 of the "Rules for the determination, payment, suspension of payment of social payments and protection of social payment cases".

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