

2. AGENCY REGISTRATION AND APPROVAL

1. Registration

Registration is conducted at two levels. The first level is registration and approval of the contractor with ANAMA. This approval follows technical assessment process. Once approval is given for the technical capacity of the contractor, the formal registration of the contractor as a company or NGO can occur.

2. Approval

Approval for operations of a contractor in mine action in Azerbaijan must proceed in the following two stages:

- a) Approval of the technical capacity of the contractor by ANAMA and subsequent registration as a mine action contractor;
- b) Approval of the Registration of the contractor by the GOA.

Approval for operations of an international contractor requires initial approval from the GOA to enter into the country. The initial steps are to approach the embassy or consulate of the origin of the contractor to assist in this process.

The procedure for approval for Registration with the GOA is as follows:

- a) Agency's application to the Ministry of Justice.
- b) NGO application through the NGO Forum of Azerbaijan, which is forwarded to the Ministry of Justice.
- c) Company application through Ministry of Finance, Ministry of Justice and Ministry of Taxes.

Approval for registration of the contractor with ANAMA as a mine action contractor is by application through the ANAMA Project Management Team (PMT). Applications to the PMT should include:

- a) Letter of introduction;
- b) Resume of the contractor;
- c) Project proposal;
- d) Contractor Operating Procedures.