

STATUTE OF THE LEGAL DEPARTMENT OF THE STATE OIL FUND OF THE REPUBLIC OF AZERBAIJAN

1. GENERAL PROVISIONS

- 1.1. The Legal Department (the Department hereafter) is a structural unit of the State Oil Fund of the Republic of Azerbaijan (the Fund hereafter).
- 1.2. The Department is guided by the Constitution of the Republic of Azerbaijan, the laws of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the "Statute of the State Oil Fund of the Republic of Azerbaijan", the decrees and orders of the Fund, as well as this Statute in its activities.
- 1.3. The Department operates in collaboration with other structural units of the Fund in fulfilling the functions identified by this Statute.

2. THE MAIN OBJECTIVE OF THE ACTIVITIES OF THE DEPARTMENT

Legal support of the Fund's activities and legal advocacy of the Fund are the main purpose of the activities of the Department.

3. THE FUNCTIONS OF THE DEPARTMENT

The functions of the Department consist of the followings:

- 3.1. to ensure legal support of the Fund's activities;
- 3.2. to organize legal affairs as to defense of the legal interests of the Fund.

4. THE RESPONSIBILITIES OF THE DEPARTMENT

Department carries out the following responsibilities for the sake of performing functions established by this Regulation:

- 4.1. To participate in the preparation of legislative acts, internal orders and directions regulating the activities of the Fund and carry out legal expertise of these documents;
- 4.2. To prepare proposals independently or together with the other units in respect of the improvement of the legislative acts relating to the Fund's activities, as well as, making the changes and additions to the orders and directions of the Fund which are in force and cancellation of the legal documents which are invalid and lost their importance;
- 4.3. To ensure implementation of the tasks relating to the legal support of the Fund assigned by the Executive director, and in the case of necessity, to prepare reference materials on the legislation in force;
- 4.4. To provide explanations and recommendations as to inquire on legal issues arising in connection with the Fund's activities performed by structural units of the Fund, and to provide necessary materials on the legislation in force and its application;

- 4.5. To carry out legal expertise of draft documents relating to the Fund's activities prepared by structural units of the Fund;
- 4.6. To participate in drafting of civil legal contracts entered into by the Fund, and to carry out their legal expertise;
- 4.7. To manage and coordinate the works on collaboration with external legal counsels relating to the Fund's activities;
- 4.8. To provide legal support of labor relations in the Fund;
- 4.9. To represent the Fund before the state bodies, local self-government bodies, court (arbitration), legal entities and individuals with respect to the matters consistent with the purpose of activity of the Fund;
- 4.10. To participate in the commissions, working groups established in the Fund, and in the local and international meetings and events of various levels on matters consistent with the purpose of the activities of the Department.

5. ORGANIZATION OF THE OPERATIONAL PROCESS OF THE DEPARTMENT

- 5.1. The organizational structure and the number of employees of the Department are determined by the Executive Director of the Fund.
- 5.2. The operations of the Department are overseen by the Director of the Department. The Director of the Department is appointed and dismissed from his position by the Executive Director of the Fund. The Director of the Department bears personal responsibility for the accomplishment of the responsibilities assigned to the Department.
- 5.3. The Director of the Department:
 - 5.3.1. Allocates work the employees under his supervision, coordinates their activities and monitors the execution of duties and oversees employee discipline in the workplace;
 - 5.3.2. Informs the management of the Fund on important issues about the activities of the Department;
 - 5.3.3. Provides the management of the Fund with proposals regarding the enforcement of appropriate incentives and disciplinary measures for the employees of the Department;
 - 5.3.4. Ensures the review of incoming letters, requests, complaints and proposals in accordance with the legislation;
 - 5.3.5. Ensures the execution of the clerical work of the Department;
 - 5.3.6. Represents the Department.
- 5.4. In the case of absence of the Director of Department, his/her duties are delegated to one of the employees within the Department.
- 5.5. Employees of the Department are appointed and dismissed from their positions by the Executive director.