



Fees & Charges Regulation Frequently Asked Questions



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This leaflet outlines some of the questions most frequently asked by applicants and approval holders when they receive an EASA invoice.

For general questions, please also refer to the Agency's General Frequently Asked Questions page.

Please note that abbreviations are frequently used at the European Aviation Safety Agency. A document which expands these abbreviations is available [here](#)

A. General Questions

A.1 Do I have to pay? (01.06.2007)

The tables in the [annex](#) to [Regulation 593/2007](#) on the fees and charges levied by EASA, as last amended, set out the certification operations or service activities which attract a fee or charge. In general, all EASA certification operations and service activities are chargeable.

A.2 When do I have to pay? (01.06.2007)

After your application has been received by EASA and the eligibility has been checked, you will receive a letter notifying you of the fee to be paid. Please do not pay anything before you have received this invoice. The time frame within which all invoices should be paid is 30 days as from the date of invoice.

For operations which give rise to the payment of a flat fee: after receipt of the application at EASA, applicants are sent an invoice detailing the amount to be paid. The letter accompanying the invoice will describe the procedure to be followed with respect to the operation in question.

For operations which give rise to payment of fees on an hourly basis: the fee which is dependent on the number of working hours spent on the technical investigation will be invoiced either on a quarterly basis or prior to the issuance of the certificate or approval document.

A.3 Who sets EASA's fees? (01.06.2007)

EASA fees and charges are set by the European Commission, with the agreement of the EU Member States. They are laid down in [Commission Regulation 593/2007](#), as last amended, and are subject to regular reviews.

A.4 How much will I have to pay? (01.06.2007)

All the rates in the [annex](#) to [Regulation 593/2007](#), as last amended, are available [here](#). Please note that most applications (e.g. new type certificates, changes, repairs, supplemental type certificates, organisations approvals) are subject to flat fees. Hourly fees only apply for a limited number of specific applications (e.g. alternative procedures to DOA, AMOCs, validation support, MRB, flight conditions for permits to fly).



Please refer to B.5 and C.1.6. for questions relating to charging schemes for projects which are/were ongoing at the time of implementation of the Fees and Charges Regulation_593/2007, as last amended.

A.5 How is the inflation rate applied? (31.03.2011)

In accordance with Part V of the Annex to Regulation 593/2007 all fees and charges indicated in Part I, II and III of the Annex to [Regulation_593/2007](#), as last amended, will be indexed to the inflation rate yearly on 1st June.

Please refer to the Agency's [General Conditions and Terms of Payment](#) to find the applicable rates

A.6 How much do I have to pay if I withdraw my application or if the Agency interrupts the certification task? (01.06.2007)

For those products referred to in Tables 1, 2, 3, 4 and 6 of Part I of the annex to Reg. 593/2007, as last amended, the balance of the fee due, calculated on an hourly basis for the ongoing period of 12 months but not exceeding the applicable flat fee, shall be payable in full at the time EASA stops working, together with any other amounts due at that time, such as travel costs. The fees levied for previous completed periods will not be refunded.

For those products referred to in Table 5 of Part I of the annex to Reg. 593/2007, as last amended, the balance of the fee due, calculated on an hourly basis but not exceeding the applicable flat fee, shall be payable in full at the time EASA stops working, together with any other amounts due at that time, such as travel costs.

For organisations related approval fees referred to in Tables 7 to 10 of Part I of the annex to Reg. 593/2007, as last amended, the balance of the fee due, calculated on an hourly basis but not exceeding the applicable approval fee, shall be payable in full at the time EASA stops working, together with any other amounts due at that time, such as travel costs.

For organisations related surveillance fees referred to in Tables 7 to 10 of Part I of the annex to Reg. 593/2007, as last amended, the balance of the fee due, calculated on an hourly basis for the ongoing period of 12 months but not exceeding the applicable flat fee, shall be payable in full at the time EASA stops working, together with any other amounts due at that time, such as travel costs. The fees levied for previous completed periods will not be refunded.

For services all costs shall be payable in full at the time EASA stops working.

In all cases, when, at the request of the applicant the project is reactivated, this task shall be charged as a new project.

A.7 How much do I have to pay if I apply for the re-issuance of certificates and documents? (01.01.2009)

If documents are reissued on request of the applicant in the context of technical changes which do not require a project involvement of the Agency (e.g. amended TCs following minor changes by TC-holder DOAs) one hour will be charged.

If documents are reissued on request of the applicant to reflect editorial changes (e.g. change of company name) one hour will be charged.

If grandfathered documents are reissued in the EASA format on request of the applicant one hour will be charged.



If documents are reissued on request of the applicant in order to replace lost originals one hour will be charged.

A.8 Are travel costs included in the fees? (31.03.2011)

For certification tasks, the fee corresponding to the task carried out as set out in the Annex to Reg. 593/2007, as last amended, does not include the travel costs outside the EU member states.

The average travel costs inside the territories of the Member States will be deducted from the total travel costs due with the application of the "e" component.

The "e" component covers the average time spent by experts in the means of transport inside the territories of the Member States multiplied by the hourly fee set out in Part II of the Annex to Reg. 593/2007, as last amended, as well as the average ticket costs inside the member states. The "e" component will be clearly indicated in the travel costs break downs provided by the Agency.

The total amount of the "e" component will be revised once a year on 1st June. Please refer to the Agency's [General Conditions and Terms of Payment](#) to find the applicable rates.

For services based on an hourly rate, the cost of travel within or outside the EU member states will be invoiced in addition to the charges due. Please note that the "e" component is not applicable to services the Agency provides.

All travel costs will be divided proportionally amongst applicants if an expert visited more than one company in the course of one single trip.

All breakdowns will be provided without supporting documents (e.g. hotel bills) to protect the personal and financial data of the experts involved.

Travel costs are composed of:

A.8.1 *Standard "per diem" rates for days spent on business trips by experts*

Per Diems cover all expenses at the place of assignment including accommodation, meals, incidental expenses and travel allowances paid to staff. The standard rate varies according to the country and is published regularly by the European Commission (http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm).

Per diems are charged according to the following criteria:

- Full per diem is charged only for missions which include an overnight stay.
- For one-day business trips of more than 6 hours duration, 25% of the per diem is charged when the departure from the place of home/work is earlier than 07:00 hrs or the return to the point of departure is later than 20:00 hrs.
- For the final day of longer missions, no per diem is charged unless the traveller returns after 20:00 hrs to his/her normal place of work or home. In this case 25% of a per diem is charged.
- For business trips to a destination less than 100 km from the normal place of work or for business trips of less than six hours duration, no per diem is charged.



A.8.2 Transport costs

When travelling on business, all experts must use the most appropriate and cost-effective means of transport. As far as possible, public or shared transport will be used.

A.8.2.1 Air travel

All flight tickets will be booked according to the following logic:

- in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission for all segments that involve up to four hours continuous flying time;
- in business-class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission if the travel includes at least one segment involving at least four hours continuous flying time

Where the fare conditions require a weekend stay (Sunday rule), additional daily allowances may be paid where cost-effective.

A.8.2.2 Rail Travel

All journeys will be booked in the first-class travel by the shortest and most cost-effective route.

A.8.2.3 Car rental

Will be charged at the real cost

A.8.2.4 Car transfers

The use of private car will be charged on the basis of the kilometre allowance, currently fixed at 0.22 € per kilometre.

Car transfers are only allowed in case of service requirements or in individual situations (unsuitable public transport –cost-effectiveness).

A.8.2.5 Taxi (if applicable and only for services)

Will be charged at the real cost

A.8.3 Travel time

The time spent by the expert in the means of transport is charged at the hourly rate. In general, standard average travel times are applied.

Travel time is counted from the time of departure from the normal place of work of the expert (or home, if he/she leaves directly from home) to his/her arrival at the destination. The destination shall be the place at which the expert is staying (if there is an overnight stay) or the place at which the certification task or service is to be performed on that occasion.



If the outward or return journey is interrupted for reasons unrelated to the certification/service task in question, then travel time is counted from the start of the leg that can be considered part of the certification/service task.

If the outward or return journey is interrupted only for a change of transport mode (e.g. connecting flight) then 1 hour is added to the travel time regardless of the duration of the break itself.

No travel time will be charged for any kind of transport delay, regardless of the cause.

No more than 12 hours travel time will be charged to any calendar day. For the purpose of travel time calculation, a calendar day is not a unit of time equivalent to 24 hours but is calculated on the basis of the local time at destination. This means that if an expert leaves Chicago the evening of day N and lands in Cologne on day N+1 he/she would have been travelling over 2 calendar days.

A.8.4 Visa costs and health cost (compulsory pre-entrance tests, compulsory additional health insurance or vaccinations)

Will be charged at the real cost

A.8.5 Do I have to pay travel cancellation costs?

If the Agency cancels a trip upon request of the Applicant, eventual cancellation costs will be charged to the Applicant. If the trip has to be cancelled upon request of the Agency, all cancellation costs will be borne by the Agency.

A.9 How do I pay my fee? (01.06.2007)

Bank transfer is the only payment method accepted. EASA's full bank details are:

ING Matisse Business Branch
Avenue Henry Matisse, 16
B-1140 BRUXELLES
ACCOUNT NR: 310 1698326 39
IBAN: BE13 3101 6983 2639
SWIFT: BBRUBEBB

These details are also provided on every invoice.

Other types of payment, such as cheque, bankers draft or cash, cannot be accepted and will be returned to you, with a consequent delay in the processing of your application.

A.10 What reference should I include with my bank transfer? (01.06.2007)

You should indicate only the payment reference shown on the invoice. It is comprised of 12 digits and you will find it next to the EASA bank details on the invoice. It is very important to use the correct reference - if you use any other (such as the invoice number), EASA will be obliged to return the payment to you, at your expense. Please remember that EASA does not accept cash, cheques and credit card payments nor payments in currencies other than Euro. Only wire transfers in EURO are acceptable means of payment.

A.11 Why does EASA need my bank details? (01.06.2007)



If the certification operation attracts a fee, this is required in case we need to refund all or part of your certification fees. The required information is contained in the EASA Third Party Financial Information form, which is included at the end of each application form. If your details change, you should provide the EASA with a new EASA Third Party Financial Information form. Please remember to send the original document to us.

A.12 Do I have to fill in the EASA Third Party Financial Information form for subsequent applications? (01.06.2007)









No, as the EASA Third Party Financial Information for your organisation has been registered in our database with your first application, unless the information has changed there is no need to fill in the form again.

B.



FEES FOR THE CERTIFICATION OF PRODUCTS

B.1 Which application form should I use? (01.06.2007)

-  EASA Form 30 - Application for Type Certificate/Restricted Type Certificate
-  EASA Form 31 - Application for Approval of Major Change/Major Repair Design
-  EASA Form 32 - Application for Approval of Minor Change/Minor Repair Design
-  EASA Form 33 - Application for Supplemental Type Certificate
-  EASA Form 34 - Application for ETSOA (European Technical Standard Order Approval)
-  EASA Form 35 - Application for Statement of Compliance for ETSOA
-  EASA Form 36 - Application for FM change
-  EASA Form 42 - Application for AMOC

All application forms are available here

B.2 How are EASA approvals of changes/updates to Aircraft Flight Manual (AFM) charged? (01.06.2007)

Changes to AFM are chargeable. If such changes are part of a design approval or change thereto for which EASA approval is sought, the fees for the respective minor change, major change or supplemental type certificate cover the corresponding change to the AFM. For stand alone AFM approvals fees are charged as for a change to the corresponding product. For AFM changes classified as "major" normally the corresponding fee of a "simple" major change is charged.

B.3 Do fees for major changes only apply to the approval of changes for which an application has been submitted after the date of TC issue for the product concerned? (01.06.2007)

Applications for major changes received by EASA before the issue of the TC for the respective product will not necessarily be charged separately. If the application is received before all or most of the technical investigation for the TC has been carried out, EASA will make no additional charge. However, if the application is received when most, or all, of the technical investigation for the TC has been carried out, EASA reserves the right to levy the full charges due for approval of a major change.

B.4 Can EASA confirm that a single application may be presented for several aircraft types or models when the same change is applicable to these aircraft types or models? (01.06.2007)

In general, one application for TC, RTC, STC, Major and Minor Change can cover several models but not more than one type per certificate. EASA may deviate from this principle, - in case of validations of foreign approvals. For the validation of STCs and major changes, EASA will process the application in the same way as the certifying authority. If the certifying authority has processed such an application as a single application, then EASA shall do likewise; - if the technical change is identical for several product types and if no type specific compliance finding is required.



B.5 How is the fee calculated in case a project started before the implementation of the F&C Regulation 593/2007 (01.06 2007).

The new tariffs and charging schemes are immediately effective for all ongoing product certification projects and newly applied-for projects.

For all projects which attract a flat fee and which have a duration of less than one year to the date of certificate, one full flat fee multiplied by the proportion of the project duration under the new system divided by the overall project duration, will be charged in addition to the pro-rated fees due under the old system.

For all projects which attract a flat fee and which have a duration of more than one year to the date of the certificate, 1/365 of the annual fee will be invoiced for every day of the project duration under the new system, in addition to the pro-rated fees due under the old system. All working hours spent before the 1st June 2007 are charged i.a.w. Regulation (EC) No 488/2005 as amended.



C. FEES FOR THE APPROVAL OF ORGANISATIONS

C.1 General

C.1.1 When does the application or surveillance fee have to be paid by the organisation? (01.06.2007)

Any fees must be paid prior to any issuance, maintenance or amendment of the certificate. This means that the application fee must be paid prior to the commencement of any work. The first annual surveillance fee has to be paid immediately after receiving the certificate and upon receipt of the invoice.

C.1.2 Should administrative staff be included in the calculation of the number of staff? (1.06.2007)

Only administrative staff required to comply with the applicable Regulation and associated AMC/Guidance should be included in the calculation of the number of staff.

C.1.3 Should the total number of staff include contracted employees, employed by the company on a one year or two year contract basis. (01.06.2007)

Any staff employed by the organisation shall be included in the total number of staff. With regard to the contracted staff the organisation shall identify them in the box "contractors" in the EASA FORM and they will be added to the total number of staff for the fee purpose.

C.1.4 Can I apply for a re-calculation in my fee if there is a change of rating or scope within the invoice period? (01.06.2007)

In case of a change in the rating or the scope during the year covered by the surveillance fee, the Agency will re-calculate the surveillance fee for the next year.

C.1.5 Can I apply for a re-calculation in my fee if there is a change in the capacity of my organisation following, for example, a reorganisation or disposal? (01.06.2007)

In case of a change in the activity of an organisation, change to the number of staff or change to the organisation's turnover during the year covered by the surveillance fee, and upon declaration of this change as a significant change with the appropriate EASA Form, the Agency will re-calculate the next surveillance fee due.




C.1.6 How will the fee be calculated in case the invoice period started before the implementation of the F & C Regulation 593/2007 and ends thereafter? (01.06.2007)

The organisation remains in its current invoice cycle under Regulation 488/2005 as amended, until the end of the 2 year or 3 year cycle is completed. The organisation will be charged i.a.w. the Regulation Regulation 593/2007, as last amended, when the previous cycle is terminated.



C.2 Design Organisations (DOA)

C.2.1 *Which application form should I use for approval of Design Organisation services? (01.06.2007)*

-  EASA Form 80 - Application for DOA (Design Organisation Approval)
-  EASA Form 81 - Application for Alternative Procedure to DOA
-  EASA Form 82 – Significant changes to DOA

All application forms are available here

C.2.2 *How can I determine the amount of the fee applicable to my design organisation? (01.06.2007)*

The fee depends on two elements:

- the type of activity for which a DOA is applied.
- the number of staff related to the activities under the scope of the agreement.

C.2.3 *How can I calculate the number of staff for my Design Organisation? (01.06.2007)*

The number of staff should be calculated as follows:

For all sites involved in design and certification activities under the approval:

All staff involved in:


- Managing the design organisation;
- Drawing, calculating, testing, simulating;
- Producing and verifying compliance documentation;
- Performing airworthiness office tasks;
- System monitoring.

In addition, for Design subcontractors, the following staff should be counted:

- All staff involved in producing compliance documents;
- All staff involved in verifying compliance documents;
- All staff involved in airworthiness office tasks;
- All staff involved in system monitoring.

C.3 Production Organisations (POA)

C.3.1 *Which application form should I use for approval of foreign Production organisation services? (01.06.2007)*

-  EASA Form 50 - Application for Production Organisation Approval.

All application forms are available here




C.3.2 How do calculate my turnover? (01.01.2009)


Applicants should only specify the annual turnover which is or will be generated by the production of products, parts and appliances which will be released using privileges associated with the EASA POA according to Part 21A.163.

C.4 Maintenance Organisations (MOA) and Maintenance Training Organisations (MTOA)

C.4.1 Foreign Part 145 Organisations with bilateral agreements

C.4.1.1 Which application form should I use for approval of foreign Part 145 Organisations? (01.06.2007)

 EASA Form 16 - Application for Part-145 organisations located in the USA and subject to the BASA MIP agreement.

 EASA Form 17 - Application for Part-145 organisations located in Canada and subject to the Administrative AAM Agreement.

All application forms are available here


C.4.1.2 For which timeframe is the application fee levied? (31.03.2011)

The application fee for approvals related to a bilateral agreement covers the initial process and the first year, starting with the issue of the initial approval.

For the continued validity of the approval the applicant is charged an annual continuation fee.

C.4.2 Foreign Part 145 Organisations without bilateral agreements

C.4.2.1 Which application form should I use for application for a foreign Part 145 organisation not subject to a bilateral agreement? (01.06.2007)

 EASA Form 2 - Application for foreign Part-145 organisations not subject to a bilateral agreement which are located outside the territory of the EU.

All application forms are available here

C.4.2.2 Does "the fee will be based on the number of staff related to the organisation" mean the total number of staff employed in an organisation (including non technical)? (01.06.2007)

This means the total number of staff employed by the organisation in order to comply with EASA PART-145. This number should include, but is not limited to: the nominated Persons in accordance with Part 145.A.30 a & b - post-holders, managers, supervisors, certifying staff, technicians and mechanics for aircraft, engines and components, NDT personnel, technical support personnel such as planners, engineers, technical record staff,



librarians, quality control/assurance staff, specialized services staff, training staff, store department staff, purchasing department staff, contract staff in the above categories. Some of these staff are not considered as technical staff but shall be included in the total number of staff.

C.4.2.3 In case the technical ratings of an organisation contain several A ratings (A1, A2, A3, A4) and several B ratings (B1, B2, B3). Will this organisation be charged the highest A rating flat fee plus the highest B rating flat fee? (01.06.2007)

In the case of multiple A and B ratings, only the highest fee will be charged.

C.4.2.4 If a company has 100 staff, 50% working on EASA aircraft and 50% on NON EASA aircraft. Would the total number of staff for the EASA fee charging purposes be 50? (01.06.2007)

See answer C.4.2.2. There is no mechanism in Regulation 593/2007 to specify an "equivalent" number of staff based only upon turnover.

C.4.3 Foreign Part 147 Organisations without bilateral agreements

C.4.3.1 Which application form should I use for application for a foreign Maintenance Training organisation? (01.06.2007)



EASA Form 12 - Foreign Part 147 Approvals

All application forms are available here

C.4.3.2 Does "the fee will be based on the number of staff related to the organisation" mean the total number of staff employed in an organisation (including non technical)? (01.06.2007)

This means the total number of staff employed by the organisation in order to comply with EASA PART-147. This number should include, but is not limited to: the nominated Persons in accordance with Part 147.A.105 a, b & c - managers, quality assurance staff, trainers, examiners, practical assessors, instructors, contract staff in the above categories.

C.5 Continued Airworthiness Management Organisations (CAMO)

C.5.1 Which application form should I use for approval of foreign Continuing Airworthiness Management organisation services? (1.06.2007)

Procedures for foreign CAMO and the associated forms are in the process of being developed.

C.5.2 How can I calculate the number of staff for my Continuing Airworthiness Management Organisation? (01.06.2007)







The number of staff should be calculated for all sites and subcontractors based upon the requirements detailed in EASA Part M.A.706 and the relevant AMCs. Please note that all staff required to meet the manpower aspects of Part M.A.706 (f) should be included.



D. Services of the Agency

D.1 Which application form should I use for services of the Agency? (01.06.2007)

For the following services the appropriate forms should be used

-  EASA Form 37 – Application for the Approval of Flight Conditions for a Permit to Fly
-  EASA Form 38 - Application for Transfer of Certificates
-  EASA Form 40 - Application for Maintenance Review Board Report (MRB)
-  EASA Form 41 - Application for Validation Support (CSV)

All application forms are available here

D.2 Do EASA fees and charges for type certification also include fees for Maintenance Review Board (MRB) and Joint Operations Evaluation Board (JOEB) activities? (01.06.2007)

EASA is responsible for the provision of MRB services to applicants. Form 40 must be used to request the establishment of an MRB process or the revision of existing MRB reports. MRB activities are regarded as services and are therefore charged on an hourly basis.

JOEB activities are not yet within EASA's remit. However, it is intended to take over the coordination function for this activity from the JAA. Until a revised Fees & Charges regulation specifically addresses JOEB activities, the same principles as for MRB will be applied.

D.3 When do I have to pay for services? (01.06.2007)

The charges for services are based on the real costs of the Agency and on the number of hours spent. Invoices are sent either at the beginning of a project and/or when information regarding the costs becomes available at the Agency. This can be during and/or at the end of the project.

E. EASA FEES AND CHARGES - CONTACT

Queries related to Fees and Charges should be sent to: query.feesandcharges@easa.europa.eu