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| **Data protection:** Personal data included in this application is processed by EASA pursuant to Regulation (EU) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. It will be processed solely for the purposes of the performance, management and follow‑up of the Application by the Agency, without prejudice to possible transmission to internal audit services, to the Court of Auditors, to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the European Union. The Applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his personal data, he shall address them to the Agency at the following address: dpo [at] easa.europa.eu. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor. |

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| **1. Applicant Address and Contact Data** | | |
| **1.1 Applicant Data** | | |
| 1.1.1 Name and Address(registered (business) name and address/legal seat of the company) | Account Number | **3XXXXX** |
| (Company) Name |  |
| Street / Nr |  |
| Post Code |  |
| City |  |
| Country |  |
| 1.1.2 Contact Person(responsible for this application) | Title | Mr  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone / Fax |  |
| Email |  |

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| **2. Identification of Request** | | | | | | | | |
| **I hereby request EASA to:** | | | | | | | | |
| **2.1 Cancel** the below identified application | | | | | | | | |
| **2.2 Interrupt the performance of a task** related tothe below identified application  (Restricted to the following application types: TC, RTC and ETSOA, STC, Major Changes and Major Repairs, and Initial MRB or MTB process based Reports. | | Initial request | | | Extension (go to 2.2.1) | | | |
| a**s of** | dd/mm/yyyy | |  |  | | |
| **for a period of** | | 6 months | 12 months | | 18 months | |
| **Important note:** EASA will **automatically resume the performance of an interrupted task** related to an application after the expiry of the interruption period chosen by the applicant or earlier on demand of the applicant | | | | | | |
| **2.2.1 Extend** the interruption period for the below identified application | | **for a period of** | | 6 months | 12 months | | | |
| **2.3 Re-activate** the below identified application **prior to the expiry** of the interruption period as of: | | | | | | | | dd/mm/yyyy |
|  | Previously confirmed reactivation date: | | | | | | | dd/mm/yyyy |

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| **3. Identification of related ongoing application** | | | |
| **Your Reference** | indicate your original application reference/title | | |
| **EASA Task/Project N°** | **e.g. 100XXXXX or 00600XXXXX** | Application date | dd/mm/yyyy |

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| 3. Applicant’s declaration and acceptance of the General Conditions and Terms of Payment | | |
| I declare that I have the legal capacity to submit this request to EASA and that all information provided in this form is correct and complete.  I have understood that I am submitting a request related to an application for which fees or charges will be levied by EASA in accordance with Commission Implementing Regulation (EU) on the fees and charges levied by the European Union Aviation Safety Agency, as last amended and available from <http://easa.europa.eu/> > Regulations > Fees and Charges.  I acknowledge that I have read and understood the Agency’s Terms of Payment (see <https://easa.europa.eu/> > the Agency > FAQs > Downloads > Fees & Charges > Terms of Payment) and agree to abide by them. I declare to be aware that the fees or charges applicable to the above identified ongoing application, as well as all relevant travel costs must be paid in full at the time the Agency stops performing the task.  Moreover, I declare that I am aware of the consequences of non-payment. | | |
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| Date/Location | Name | Signature |
| This request should be sent by email to:  [Applicant.Services@easa.europa.eu](mailto:Applicant.Services@easa.europa.eu) | | **Completion Instructions**    Please double-click on the icon to access the completion instructions |