

EASA Financial Estimate and Request Acceptance Process

Duration: EASA usually provides the Declarant with a financial estimate for the request within approximately 5 working days from request receipt. This standard processing time depends on the completeness of your request and the complexity of your case.

You then have 90 days to agree to the estimate. EASA will not process your request without your agreement. The request process will be terminated if the estimate has not been agreed with within 90 days.

Notes: it is important that you sign your request. <u>Unsigned Requests will not be accepted.</u>

During the acceptance process you may be contacted by EASA staff to clarify some points relating to your Declarant account data and/or your request data. Delays in responding to these requests will lead to an extended processing time.

Application acceptance process

investigation of your application.

In case your request cannot be accepted, we will inform you of the reason for this decision and will always try to provide you with information on an alternative way forward.

This information sheet applies to request acceptance process variant 5 and is dated 05/07/2024.

Request submission to EASA Declarant **REQUEST** You submit your completed and signed request form and, if applicable, additional Account documents to the specified email address. **Completeness and eligibility check** The Applicant Relations Section will review your request and verify its completeness **Incomplete CHECK** and check whether the eligibility criteria have been met. You may be contacted in case of questions and whenever the request is deemed to be incomplete. In case you are a first time Declarant, an EASA Account will be created for you. Acknowledgement of request receipt Your request will now be recorded in the EASA system. You will receive an email **REGISTER** from the Applicant Relations Section, containing your task number, which you can use throughout the entire request process to identify it with. **Eligibility review** Reject The technical section in charge of your request will perform a first technical eligibility **REVIEW** review to ascertain that the request meets the criteria set for request acceptance. You may be asked for further information at this stage. Financial estimate (upon request only) The estimated effort to investigate your request will be assessed by the **ESTIMATE** responsible technical section. The Applicant Relations Section will inform you via email of the initial estimated number of working hours that will be needed to complete your request.. Agreement to the estimate You will be asked to accept the financial estimate. Please note that the estimate is not Cancel binding and may be amended during the technical investigation, should it turn out that **AGREE Application** the task is more or less complex than initially assumed. Work will only start after you have agreed to the estimate. Agreement must be received within 90 days, otherwise the application will be cancelled. Assign responsible entity EASA will take the decision on who will be the responsible PCM for your request. **ASSIGN** This could be an EASA internal staff member, or the work on your request is outsourced to a Certification Service Provider (CSP), e.g. a National Aviation Authority (NAA) or a Qualified Entity (QE). Request acceptance Once all preliminary checks have been successfully passed, your request will be Start technical investigation **ACCEPT** accepted by EASA. This will be communicated to you via email and will be accompanied Start financial process (F&C) by contact information of the person or entity responsible for the technical

CONTACT

Applicant Relations Section

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