|  |  |  |  |
| --- | --- | --- | --- |
| **Data protection:** Personal data included in this application is processed by EASA pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies 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@easa.europa.eu. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor. | | | |
| 1. Applicant’s Reference | | | |
| * 1. **Your Reference** | Please provide a brief, unique identifier that we will use to refer to your application | | |
| **2. Applicant Address and Contact Data** | | | |
| **2.1 Applicant Data** Legal name and seat of the company as it appearson the Business Registration or similar legal document | | | |
| 2.1.1 Name and Address  (Registered name and seat of the company) | Applicant Number | | if available, please enter your EASA applicant number (e.g.3XXXXX) |
| Company Name | |  |
| Street / Nr | |  |
| Post Code | |  |
| City | |  |
| Country | |  |
| **2.1.2 Applicant Website** | www. | | |
| **Important Note:** First time applicants need to submit a copy of the company’s **Business Registration** or similar legal document stating name and seat of the company together with the application. | | | |
| **2.2 Air Operator Certificate (AOC) Data** (may be left blank if same as 2.1.1) | | | |
| **2.2.1 AOC Name and Address** (Name and address as printed on the AOC) | AOC Name |  | |
| Street / Nr |  | |
| Post Code |  | |
| City |  | |
| Country |  | |
| **2.3 Doing business as Data** (if applicable) | | | |
| **2.3.1 Doing business as (or Trading) Name and Address** | Doing business as Name |  | |
| Street / Nr |  | |
| Post Code |  | |
| City |  | |
| Country |  | |

|  |  |  |
| --- | --- | --- |
| **2.4 Contact Person - Administrator User** | | |
| 2.4.1 Contact Person (responsible for the application for TCO Authorisation and future Administrator User for the TCO web-interface, managing content and Staff Users accounts) | Title | Mr  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax | + |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **2.5**  **Shipping Data** (may be left blank if same as 2.1.1) | | |
| 2.5.1 Shipping Name and Address (for the shipping of the original EASA TCO authorisation) | Company Name |  |
| Street / Nr |  |
| PO Box |  |
| Post Code |  |
| City |  |
| Country |  |
| 2.5.2 Contact Person (may be left blank if same as 2.4.1) | Title | Mr  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Technical Data | | | |
| **3.1 Air Operator Certificate** | a) AOC issued by the Civil Aviation Authority of: | | please indicate the state |
| b) AOC Number | | please indicate the AOC number |
| c) AOC issue date | | DD/MM/YYYY |
| d) Expiry date (if applicable) | | DD/MM/YYYY |
| **Important Note:** All applicants need to submit a copy of the company’s Air Operator Certificate (**AOC)** and the associated **operations specifications.** | | | |
| **3.2 Domain of intended operations** |  | Aeroplane | |
|  | Helicopter | |
|  | Aeroplane + Helicopter | |
| **3.3 ICAO Operator 3-letter code** (if applicable) | **\_\_\_\_ \_\_\_\_ \_\_\_\_** | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.4 EU SAFA ramp inspection Programme** | **Have you already been inspected under the SAFA Programme?** | | | | | | | | |
| Yes | | | No | | | unknown | | |
| **If yes, could you please indicate for the last inspection** (if available): | | | | | | | | |
|  | | the SAFA Report Number | | | please indicate the SAFA report number | | | |
| *and/or* | | where it took place | | | please indicate the Airport/Country | | | |
| *and/or* | | when it took place | | | DD/MM/YYYY | | | |
| **3.5 Commercial air transport operations under TCO Authorisation** | **Estimated earliest start date** | | | | | DD/MM/YYYY | | unknown | |
| Please describe briefly your envisaged operations into, within or out of the area of applicability of Part-TCO (e.g. destinations, frequencies, …) | | | | | | | | |
| **3.6 Status of the operator with respect to the EU Safety List pursuant to Regulation (EC) No 2111/2005** | **Have you ever been subject to an operating ban or operational restriction (listed in Annex A or in Annex B) ?** | | | | | | | | |
| Yes | | | | No | | | | |
| **If yes, could you please indicate if**: | | | | | | | | |
|  | the operating ban or operational restriction is **currently ongoing** | | | | | | | |
| or | the operating ban or operational restriction **was lifted on:** | | | | | | | MM/YYYY |
| **3.7 Status of the operator with respect to its competent Authority** | **Are you currently authorised by your competent Authority to operate to the area where Part-TCO is applicable?** | | | | | | | | |
| Yes | | | | No | | | | |

|  |  |  |
| --- | --- | --- |
| **4. Administrator User’s declaration and acceptance of the Terms of Use for the TCO web-interface** | | |
| I, [enter surname] [enter name], [enter here the job title], herewith declare to be duly authorised/empowered to validly represent [enter here the full name company name as shown on the certificate of incorporation, e.g. EXAMPLE Inc.] (the “Company”), a company incorporated and validly existing under [enter here the country/law under which the company is registered] law, with principal place of business at [enter here legal address of the company] for the purpose of registering and operating on the EASA TCO web-interface.  I herewith request the European Union Aviation Safety Agency to grant me the status of Administrator User for [enter here the full name company name as shown on the certificate of incorporation, e.g. EXAMPLE Inc.], as specified in the Terms of Use (hereafter ToU) available from <https://tco.easa.europa.eu/docs/tco_terms_of_use.pdf>. I declare I have read and understood the ToU and to be aware of the privileges and obligations deriving from this role. | | |
|  |  |  |
| Date/Location | Name | Signature |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Applicant’s declaration | | | |
| I declare that the Administrator User as per paragraph 4 of the present form is legally authorised to represent the company.  I declare that I have the legal capacity to submit this application to EASA and that all information provided in this application form is correct and complete.  I have understood that I am submitting an application for which fees or charges may 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 & Charges. | | | |
|  |  |  | |
| Date/Location | Name | Signature | |
| **Important Note:** EASA cannot accept applications without signature. Please make sure that you sign the application. | | | |
| This Application and the additional mandatory documents (CoI, AOC and the associated operations specifications) should be sent by e-mail:  [tco.applications@easa.europa.eu](mailto:tco.applications@easa.europa.eu)  copy [tco@easa.europa.eu](mailto:tco@easa.europa.eu) | | | **Completion Instructions**    Please double-click on the icon |