European Union Aviation Safety Agency

FAQ n.19295

FAQs:

A - General, Fees & Charges — FAQ

Question:

A.3 - When do I have to pay?

Answer:

Based on your application or based on your certificate or approval under the Agency's surveillance, you shall receive an invoice notifying you of the fee or charge to be paid. (EASA invoices feature the word "Invoice" in the title and an eight-digit invoice number starting with the digits '90'). Please do not pay anything before you have received such an invoice. The Terms of Payment for all invoices is 30 days (see also document 'General Conditions and Terms of Payment' in the Downloads section of this page).

Invoices are issued depending on the nature of the fee or charge:

- for applications subject to a one-time flat fee: after receipt and acceptance of the application by EASA
- for applications subject to an annual flat fee: after receipt and acceptance of the application by EASA and, thereafter, every 12 months up to approval
- for certificates/approvals subject to an annual surveillance/monitoring fee: after issuance of the certificate/approval and, thereafter, at the start of each annual billing cycle (every 12 months)
- for tasks subject to invoicing by work hours: on a quarterly, yearly or monthly basis
- for travel costs: as soon as the relevant data becomes available

In exceptional cases a payment may be required before the project can start or continue; in the case of hourly charging the invoice is based on the estimated number of working hours.

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Link:

https://www.easa.europa.eu/en/faq/19295