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| --- | --- | --- | --- |
| **Data protection:** Personal data included in this form 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 and management 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. You shall have right of recourse at any time to the European Data Protection Supervisor. | | | |
| **1. Type of Request** | | | |
| Registration of new applicant at EASA | | | |
| Modification of existing EASA applicant data | | **EASA Applicant N°** | **3XXXXX** |
| **Important Note:** In case of new applicants or changes to the legal (company) name and address, EASA requires a copy of the Business Registration or a copy of the natural person ID/passport to be submitted together with this form. | | | |
| **2. Applicant Data**  Please enter the full **name of the company** as it appears on the Business Registration or similar legal document. Enter the address of the registered office as it appears on the Business Registration or similar legal document. If applicable, also enter the Trade Name, Doing-business-as and the [Company registration number](file:///S:/II_A/3_DEPT_MGMT/7_APPLIC_PROCMT_SERV/E6/F.1.6_BPS/NEW_REMITS_IMPROVE/DOA/Update%20Nov2011/FO.DOA.00080-001.docx#field1_3). In case the applicant is not a company but a **natural person**, please enter the full name as it appears on the ID Card/Passport as well as the address of registry. | | | |
| Applicant Nature | Company  Natural Person | | |
| Legal (Company) Name |  | | |
| Trade Name | If applicable | | |
| Doing Business As | If applicable | | |
| Street / Nr |  | | |
| Post Code/City |  | | |
| Region/District |  | | |
| Country |  | | |
| Business Registration N**°** | If applicable | | |

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| **3. Shipping (Postal) Address Data**  The (company) name and address specified in this section is where EASA will send the original certificate/approval. | |
| New Address | Change of Address |
| (Company) Name |  |
| Trade Name | If applicable |
| Doing Business As | If applicable |
| Street / Nr |  |
| PO Box |  |
| Post Code/City |  |
| Region/District |  |
| Country |  |

[please duplicate this table if you would like to request the registration of several addresses]

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| **4. Billing Address Data**  The (company) name and address specified in this section will be printed on the invoice/s EASA will issue. A (company) name deviating from the one entered in section 2. is not accepted by EASA. | |
| New Address | Change of Address |
| (Company) Name | See section 2: Legal (Company) Name |
| Trade Name | If applicable |
| Doing Business As | If applicable |
| Street / Nr |  |
| PO Box |  |
| Post Code/City |  |
| Region/District |  |
| Country |  |
| **Financial Email** Please indicate an email address to which EASA should dispatch the PDFs of F&C invoices | **Generic or personal email address** |

[please duplicate this table if you would like to request the registration of several addresses]

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| 5. Contact Person Multiple contact persons may be registered in the EASA applicant data account. | | |
| Type of Contact | General Contact | Financial Contact |
| Title | Mr  Ms | |
| Name |  | |
| First name |  | |
| Job title |  | |
| Phone/Fax |  | |
| Email |  | |

[please duplicate this table if you would like to request the registration of several contact persons]

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| 6. Remarks |  |

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| **Please send this form to:** [Applicant.Portal@easa.europa.eu](mailto:Applicant.Portal@easa.europa.eu) |

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|  |  |  |
| Date/Location | Name | Signature |