|  |
| --- |
| **Data protection:** Personal data included in this application is processed by EASA pursuant to Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. 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. |

|  |  |
| --- | --- |
| 1. **Your Reference**
 | Please provide a brief, unique identifier that we will use to refer to your application |

|  |
| --- |
| 1. **Applicant Address and Contact Data**
 |
| **2.1 Applicant Address** 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 legal seat of the company) | Applicant Number | **3XXXXX** (if known) |
| Company Name |  |
| Trade Name |  |
| Street / Nr |  |
| Post Code |  |
| City |  |
| Country |  |
| 2.1.2 Contact Person(responsible for this application) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone / Fax |  |
| Email |  |
| **2.2 Billing Data** (may be left blank, if same as 2.1 Applicant Data) |
| 2.2.1 Billing Address(EASA Fees and Charges Invoices will state the address entered here) | (Company) Name | Same as in section 2.1.1 (other name only in exceptional cases) |
| Street / Nr |  |
| PO Box |  |
| Post Code |  |
| City |  |
| Country |  |
| 2.2.2 Contact Person(Responsible for ensuring the EASA terms of payment are honoured. The electronic invoice(s) will be issued to the email address indicated here) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone / Fax |  |
| Email | generic email address, if available, e.g. accounting@company.com |

|  |
| --- |
| 1. **Purpose of the application**
 |
| 3.1. Type of CAAC certificate holder  | [ ]  CAAC Production Certificate holder |
| [ ]  CAAC Technical Standard Order Approval holder |
| *Note: According to the TIP Chapter 6, only those CAAC Production Certificate holders, including holders of Chinese Technical Standard Order Approvals, whose design approval is validated or accepted by the EASA can be put in the list* |
| 3.2. Action requested on the list published by EASA | [ ]  New entry of CAAC PC holder / CTSOA holder |
| [ ]  Application for amendment of the existing content in the list:[ ]  Addition/Removal of P/Ns[ ]  Modification of other data in the list (e.g. Organisation name, address data…) |
| [ ]  Application for Continuation of validity of CTSOA Item ListNOTE: For an organisation to be maintained in the list of CTSOA holders whose production is accepted into the European Union, an application shall be submitted to EASA within the last month of validity of the CTSOA Item List, together with the attachments listed in Title 4 of this form. Failure to submit the requested documentation may result in the organisation being removed from the list published by EASA. |

|  |
| --- |
| 1. **Attachments to the application**
 |
| **Common to all applicants:** | [ ]  Customer letter or Letter of Intent or Purchase Order from an EU customer  |
| [ ]  First Article Inspections (FAI) for the relevant PNs requested to be entered in the list published by EASA, with translation into English |
| [ ]  Manufacturing quality assurance plan, detailing the quality checks performed during production, with translation into English |
| **In addition, for PC holders:** | [ ]  CAAC Production Certificate, with translation into English |
| [ ]  Evidence that the design approval is[ ]  accepted by EASA (minor changes, minor repairs): CAAC design approval, OR[ ]  validated by EASA through the issuance of an EASA TC, Major Change, Major Repair or STC: reference to the EASA design approval |
| [ ]  Audit plan of the last surveillance cycle by CAAC, with translation into English |
| [ ]  Letter from CAAC confirming that the PC holder complies with applicable production requirements |
| **In addition, for CTSOA holders:** | [ ]  CTSOA Certificate, with translation into English |
| [ ]  CTSOA Item List, with translation into English |
| [ ]  Evidence of the design validation of the CTSOA by EASA through the issuance of an ETSOA.For minor changes to CTSOA, evidence of the CAAC approval and evidence of the updated EASA validated certificate where applicable |
| [ ]  Audit report by CAAC for the last audit performed within the 2-year cycle of validity of the item list, with translation into English |
| [ ]  Letter from CAAC confirming that the CTSOA holder complies with applicable production requirements of the CTSOA |

|  |
| --- |
| 1. **Applicant’s declaration and acceptance of the General Conditions and Terms of Payment**
 |
| 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 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 <https://www.easa.europa.eu/regulations/fees-and-charges>. I acknowledge that I have read and understood the Agency’s Terms of Payment (see <https://www.easa.europa.eu/the-agency/faqs/fees-charges-faq#group-easa-downloads> ’General Conditions and Terms of Payment’) and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment. |
|  |  |  |
| Date/Location | Name of Accountable Manager | Signature of the Accountable Manager |
| **Important Note:** EASA cannot accept applications without signature. Please make sure that you sign the application. |
| This Application should be sent by e-mail to:foreignPOA@easa.europa.eu | **Completion Instructions**Please double-click on the icon to access the completion instructions |