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| **Data protection:** Personal data included in this form 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. It will be processed solely for the purposes of the operation of the EASA Environmental Portal and for actions related to the performance, management and follow-up of the individual aircraft noise data (noise certificate or relevant noise documentation) by the Agency and the processing of the related registrations, 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 requester 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 requester 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 requester shall have right of recourse at any time to the European Data Protection Supervisor. See the privacy policy at: https://www.easa.europa.eu/data-protection |

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| **1. Name and Address**  of the Competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA or TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator.  Please enter the full **name of the legal entity** 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). | | | |
| The legal entity is a: | Competent authority | | |
| EU/EEA air navigation service provider | | |
| EU/EEA airport operator | ICAO Airport Operator 4-letter code | **\_\_ \_\_ \_\_ \_\_** |
| EU/EEA/EFTA aircraft operator | ICAO Operator 3-letter code, if applicable | **\_\_ \_\_ \_\_** |
|  | IATA 2 letter code, if applicable | **\_\_ \_\_** |
| TCO aircraft operator | EASA TCO-code | **\_\_\_\_\_\_\_\_** |
|  | ICAO Operator 3-letter code, if applicable | **\_\_ \_\_ \_\_** |
|  | IATA 2-letter code, if applicable | **\_\_ \_\_** |
| Non-EU/EEA/EFTA non-commercial aircraft operator | ICAO Operator 3-letter code, if applicable | **\_\_ \_\_ \_\_** |
| 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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| 2. User Type Multiple contact persons may be registered in the EASA Environmental Portal account.  The legal entity’s first User shall be registered as Master User for the legal entity. The Master User is responsible for requesting additional legal entity Staff Users accounts. | |
| This request is for registration as: | Master user, please proceed with the completion of Section 3 of this registration form.  Staff User, please proceed with completion of Section 4 of this registration form. |

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| 3. Master User Only one contact person shall be registered as Master User in the EASA Environmental Portal account. | |
| **Important Note:** The legal entity’s first time User will be registered as Master User and **needs to submit a copy of the documentation listed in Section 7** of this registration form together with this registration form**.**  The Master User shall at all times remain the Agency’s point of contact, responsible within and on behalf of the legal entity for the administration/management of the entity’s account and Staff Users. The Master User shall undersign Section 5 (User’s declaration and acceptance of the Environmental Portal’s ANC Database Terms and Conditions) and Section 6 (Master User’s declaration) of this registration form. | |
| Title | Mr  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |

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| 4. Staff User Multiple contact persons may be registered as Staff Users in the EASA Environmental Portal account. | | | | |
| Title | Mr  Ms | | | |
| Name |  | | | |
| First name |  | | | |
| Job title |  | | | |
| Phone/Fax |  | | | |
| Email |  | | | |
| Legal entity’s Master User | Name |  | First name |  |
| Important note: Each Staff User shall undersign Section 5 (User’s declaration and acceptance of the Environmental Portal’s ANC Database Terms and Conditions) of this registration form.The Section 4 Master User shall undersign Section 6 (Master User’s declaration) of this registration form. | | | | |

**Please duplicate Section 4, if you would like to request the registration of several Staff Users in addition to the Master User.**

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| 5. User’s declaration and acceptance of the Environmental Portal’s ANC Database Terms and Conditions | | |
| I have understood and accept to be bound, or for my employer/company to be bound, by the terms and conditions stipulated in the EASA Environmental Portal’s ANC Database Terms and Conditions I undertake to abide by those Terms of Conditions. | | **EASA Environmental Portal ANC Database**  **Terms and Conditions**    Please double-click on the icon to access the EASA Environmental Portal’s ANC Database Terms and Conditions. |
|  |  |  |
| Date/Location | Name | Signature |
| **Important Note:** EASA cannot accept requests for registration without signature of the User. The person nominated in Section 3 (Master User) shall only sign this Section once when submitting a request for registration as Master User. All persons nominated in Section 4 (Staff Users) shall sign this Section. | | |

**Please duplicate Section 5 above, if you would like to request the registration of several users.**

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| 6. Master User’s declaration | | |
| **Important note:** The person to sign in this section is the person nominated in Section 3(Master User).  The person to sign in this section is the Master User being a legalrepresentative of the company, duly authorised to represent and validly bind the company for the purpose of this request. | | |
| I herewith request the European Union Aviation Safety Agency to grant access to the EASA Environmental Portal, as specified in the EASA Environmental Portal’s ANC Terms and Conditions to the person(s) identified above.  I herewith grant the person(s) identified above the authorisation to represent and validly bind the competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA or TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator for the purpose of:   1. registering the competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA or TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator on the EASA Environmental Portal; 2. managing and supervising the competent authority‘s, EU/EEA air navigation service provider‘s, EU/EEA airport operator’s, EU/EEA/EFTA and TCO aircraft operator‘s or, Non-EU/EEA/EFTA non-commercial aircraft operator’s online account; 3. any other actions offered by the EASA Environmental Portal, in particular the online submission and retrieval of the individual aircraft noise data (noise certificate or the equivalent noise documentation), or any related communications with the Agency.   I declare that I have the legal capacity to submit this request to EASA and that all information provided in this registration form is correct and complete.  I declare that I am authorised to represent the entity identified above. | | |
|  |  |  |
| Date/Location | Name | Signature |

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| 7. List of documentation to be provided with the Registration Form |
| * A copy of the articles of incorporation/business registration of the competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA or TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator stating the name of the legal entity, business registration number and legal seat. * A copy of the Aircraft Operator Certificate (only applicable to commercial EU/EEA/EFTA aircraft operator and TCO aircraft operator) * Evidence of the authorisation/powers of the person submitting the request to:   o (i) make the request for registration on behalf of the competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA and TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator;  o (ii) perform all actions with respect to and for the purpose of the competent authority, EU/EEA air navigation service provider, EU/EEA airport operator, EU/EEA/EFTA and TCO aircraft operator, or, Non-EU/EEA/EFTA non-commercial aircraft operator;  o (iii) validly represent and bind the User by such registration to perform any other actions offered by the EASA Environmental Portal, in particular the online submission of data, or any related communications with the Agency.   * The evidence of authorisation can be submitted to the Agency in the form of power of attorney, delegation, by-laws, board resolution, etc.. |
| **Note:** EASA reserves the right to request further information, if deemed necessary. |
| This registration form and the mandatory additional documents should be sent by e-mail to:  [environmentalportal@easa.europa.eu](mailto:environmentalportal@easa.europa.eu) |