

# European Union Aviation Safety Agency

## General Conditions and Terms of Payment



## 1 Table of contents

1	Table of contents.....	2
2	INTRODUCTION .....	3
2.1	Scope .....	3
2.2	Treatment of personal data.....	3
2.3	Electronic submission of decisions .....	4
3	GENERAL.....	5
3.1	Definitions .....	5
3.2	Eligibility check and acceptance of the application.....	5
4	PAYMENTS .....	5
4.1	General .....	5
4.1.1	VAT exemption .....	6
4.1.2	Recovery by offsetting.....	6
4.1.3	Overpayment.....	6
5	FAILURE TO PAY.....	6
5.1.1	Interest for late payment of invoices .....	6
5.1.2	Measures in case of non-payment .....	7
5.2	Fees for product certification and charges for services of the Agency .....	7
5.2.2	Invoices issued on an hourly basis shall be sent: .....	7
5.2.3	Transition from Regulation 319/2014 to Implementing Regulation 2019/2153 .....	7
5.2.4	Travel costs.....	7
5.2.5	Adjustment as per Annex 1, paragraph 3.2.11, to the Agreement between the USA and the EC on Cooperation in the Regulation of Civil Aviation Safety .....	8
6	STREAMLINED ACCEPTANCE OF EARLY APPLICATIONS IN THE CONTEXT OF THE UK WITHDRAWAL FROM THE EUROPEAN UNION .....	8
7	INDEXATION.....	8
8	CANCELLATION OF AN APPLICATION in case of insufficient information .....	8
9	APPEALS AGAINST THE AGENCY’S DECISIONS TAKEN IN THE FIELD OF THE FEES & CHARGES REGULATION.....	9



## 2 INTRODUCTION

### 2.1 Scope

These General Conditions and Terms of Payment, apply to the certification tasks the European Union Aviation Safety Agency, hereinafter “the Agency”, carries out and for the services it provides.

They also apply to all fees and charges levied by the Agency under Commission Implementing Regulation (EU) No 2019/2153<sup>1</sup> as compensation for the certification tasks it carries out and for the services it provides and, when referred to form an integral part of an invoice.

No stipulation, representation or warranty made or attempted to be made at any time by either the Applicant or the Agency shall vary, modify or counteract these General Conditions and Terms of Payment. No variation in these General Conditions and Terms of Payment shall be valid unless agreed in writing by the Executive Director of the Agency.

In the event that any part or parts of these conditions are held to be invalid, such invalidity shall not alter the validity of any other part or parts of the same and each clause and each sub-clause shall be capable of independent existence.

### 2.2 Treatment of personal data

The Agency shall process the personal data of the applicants in accordance with Regulation (EU) 2018/1725<sup>2</sup> 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.

In the framework of the performance of its tasks EASA shall treat, retain, use the personal data and shall transmit it to its own offices and National Aviation Authorities and Qualified Entities for the purposes of carrying out the certification tasks entrusted to it and the services it provides, in particular in the framework of the acceptance of applications, the activities of accounting, billing and auditing, security, administration and legal; systems testing, maintenance and development; statistical analysis and for ensuring compliance with legal and regulatory obligations applicable to 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.

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<sup>1</sup> Commission Implementing Regulation (EU) 2019/2153 of 16 December 2019 on the fees and charges levied by the European Union Aviation Safety Agency, and repealing Regulation (EU) No 319/2014 (OJ L 327, 17.12.2019, p. 36–65)  
<sup>2</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 December 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98)



The data shall be kept for no longer than is necessary for the purposes indicated above, for which they were collected. These data may, however, be kept for a longer period for historical, statistical or scientific purposes, without prejudice to any other provision of Regulation (EU) 2018/1725.

In accordance with Regulation (EU) 2018/1725, Applicants (data subjects) have the right to obtain access to and rectification of their personal data upon request to EASA Applicant Services. Data subjects may also, under certain circumstances, ask to have these data blocked and for the erasure of data about them which they consider to have been unlawfully processed. Finally, they have the right to object, on compelling grounds, to the processing of their data.

Data subjects shall address any queries concerning the processing of their personal data to the Agency at the following address: [dpo@easa.europa.eu](mailto:dpo@easa.europa.eu). Should data subjects believe that his or her rights have been infringed as a result of the processing of personal data, they can lodge a complaint with the European Data Protection Supervisor.

## 2.3 Electronic submission of decisions

The Agency shall send all correspondence and decisions related to the application and the resulting certificate/approval, including decisions related to amendments, limitations, suspensions and revocations, exclusively in electronic form to the e-mail address identified by the Applicant for this purpose in the application form. The applicant shall timely inform the Agency of any changes to this e-mail address.

Original certificates shall always be sent by surface mail. Copies of original certificates and may also be sent electronically.

Where EASA uses the “Request a Read Receipt” or similar function provided by an email software, the Applicant agrees to respond to it accordingly. Nevertheless the Applicant agrees that EASA’s correspondence to the specified email address shall in all cases be presumed to have been legally notified to Applicants on the same day it was sent by EASA.

Applicants can request to communicate with EASA by normal surface mail by e-mailing their request to [applicant.master@easa.europa.eu](mailto:applicant.master@easa.europa.eu). EASA shall confirm such requests within 15 working days by responding with a last email message to the email address the request came from specifying from which date it shall be applied. This change shall affect all future applications from the applicant and all further communication shall then only be sent by surface mail to the postal address mentioned on the application forms.



## 3 GENERAL

### 3.1 Definitions

For the purpose of this General Conditions and Terms of Payment:

“EASA Basic Regulation” shall mean Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91 (available from <http://easa.europa.eu/regulations>).

“Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 December 2018 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 (available from <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&rid=1>)

“Implementing Regulation 2019/2153” shall mean Commission Implementing Regulation (EU) 2019/2153 of 16 December 2019 on the fees and charges levied by the European Union Aviation Safety Agency, and repealing Regulation (EU) No 319/2014 (OJ L 327, 17.12.2019, p. 36–65) (available from <http://easa.europa.eu/regulations>)

“Applicant” shall mean a person, business, trust, or organization that has the legal standing to enter into a contract, take on an obligation, and assume responsibility for its actions.

### 3.2 Eligibility check and acceptance of the application

Acknowledgment of receipt e-mails automatically generated and dispatched by Agency’s tools, (e.g. Applicant Portal) shall not represent the Agency’s binding acceptance of an application.

## 4 PAYMENTS

### 4.1 General

The issue, maintenance or amendment of a certificate or an approval shall be subject to prior payment of the full amount of the fee due, unless the Agency decides otherwise after due consideration of financial risks.

An Applicant shall pay the amount due in full, including any bank charges related to the payment, within 30 calendar days from the date on which the invoice is notified to the applicant. The notification date shall be the invoice date.



Should an Applicant request clarification about the content or cost breakdown of an invoice, this request shall not suspend the payment period. In case the applicant's request finally leads to a correction of the invoice, the invoice shall be credited and the paid amount shall be reimbursed or offset against a new invoice.

Payments shall be deemed to have been made on the date on which the Agency's account is credited. Payments can exclusively be made by bank transfer in EURO to the bank account indicated on the invoice. All payments should bear the EASA invoice number, to ensure that the payment is identified and allocated to the correct account.

The Agency may return the payment, with all costs borne by the Applicant, if the invoice number(s) is/are not mentioned under the reference number on the payment or it is incorrect. In such case, the payment is deemed to not have been made yet.

#### 4.1.1 VAT exemption

In accordance with Article 13 (1) of Council Directive 2006/112/EC on the common system of value added tax (available from <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:347:0001:0118:EN:PDF>), EASA is not regarded as taxable person in respect of its activities and for collection of fees and charges for those activities.

#### 4.1.2 Recovery by offsetting

Where the applicant has claims on the Agency that are certain, of a fixed amount and due, the Agency may, after giving prior notification, effect recovery by offsetting.

#### 4.1.3 Overpayment

Where the fees or charges have been overpaid, the overpayment may be refunded or offset against another claim of the same Applicant. The refund or offset shall be done as soon as practicable.

## 5 FAILURE TO PAY

### 5.1.1 Interest for late payment of invoices

In the event of non-payment by the due date, the Agency is entitled to charge interest for late payment on the established entitlement at the rate applied by the European Central Bank to its most recent main refinancing operations in force on the 1st calendar day of the month in which the due date falls, increased by 8 percentage points.



### 5.1.2 Measures in case of non-payment

Failing to make payment by the due date, EASA reserves the right to invoke any measures separately or together as stipulated in Articles 4, 5 and 11 of Regulation (EU) 2019/2153:

- Charge interest for each calendar day of delay;
- Require a bank guarantee or secured deposit;
- Reject an application;
- Terminate an application;
- Suspend or revoke a certificate;

EASA has also the right to initiate an enforced debt recovery of all outstanding amounts including late interest through a legal action.

Before proceeding, the Agency shall consult the applicant on the Agency's intended measure.

## 5.2 Fees for product certification and charges for services of the Agency

5.2.1 The charging scheme as well as the invoicing logics applied with reference to the flat rates for certification tasks and services provided by the Agency are stipulated in the articles of the Implementing Regulation 2019/2153.

5.2.2 Invoices issued on an hourly basis shall be sent:

- after the completion of the continued airworthiness billing cycle or
- at regular intervals for performed working hours and/or
- when the information concerning the costs becomes available to the Agency. This may be during and/or at the end of the project.

### 5.2.3 Transition from Regulation 319/2014 to Implementing Regulation 2019/2153

The tariffs and charging schemes of the Implementing Regulation (EU) 319/2014 are effective as of 01 January 2020. They are applicable for all new tasks starting on or after 01 January 2020.

For on-going tasks that commenced before Implementing Regulation (EU) 2019/2153 entered into force, the transitional provisions are detailed in Article 21 of Commission Implementing Regulation (EU) 2019/2153

### 5.2.4 Travel costs

For those tasks which take place fully or in part outside the European Union, travel costs shall be charged in addition to any fee due.

Travel costs are charged at the end of the project or, for projects with a longer duration, as soon as the information becomes available to the Agency.



## 5.2.5 Adjustment as per Annex 1, paragraph 3.2.11, to the Agreement between the USA and the EC on Cooperation in the Regulation of Civil Aviation Safety

As from 1 January 2014, a 5% reduction shall be applicable to the fees due for the validation of the following tasks:

- (i) the design of an aircraft, aircraft engine, propeller, or appliance;
- (ii) a supplemental type certificate;
- (iii) certain major changes to a type design, as defined in the technical implementation procedures; or (iv) acoustical and emissions changes (fee tables 1 – 3 of Part I of the Annex to Implementing Regulation (EU) 2019/2153 and tables 1-4 of Part I of the Annex to Regulation (EU) 319/2014).

## 6 STREAMLINED ACCEPTANCE OF EARLY APPLICATIONS IN THE CONTEXT OF THE UK WITHDRAWAL FROM THE EUROPEAN UNION

The amount of the charges to cover the costs of issuing each approval is 8 working hours charged at the hourly rate referred to in point Part II of the Annex to Commission Implementing Regulation (EU) 2019/2153, subject to the annual inflation rate.

The application shall only be processed once the payment has been received by EASA. The payment is non-refundable, in case of termination of application and regardless of the outcome of the Brexit negotiations. Revised applications, received after payment of the charge, shall be considered as new application and shall attract a new charge.

## 7 INDEXATION

In accordance with Article 3 (5) of Commission Implementing Regulation 2019/2153 the amounts referred to in Parts I, II and IIa of the Annex to the Regulation shall be indexed based on the inflation rate defined in Part IV of the Annex; the indexation shall take place each year on January 1<sup>st</sup>, starting on 01 January 2021.

The indexation rates of the amounts set out in Parts I, II and IIa of the Annex of the Regulation shall be made available on the EASA website (<https://www.easa.europa.eu/the-agency/faqs/fees-charges-faq>)

## 8 CANCELLATION OF AN APPLICATION in case of insufficient information

After giving due notice to the applicant, the Agency may cancel an application ninety days after its submission, in the event that the information provided is insufficient to enable the Agency's formal acceptance.



## **9 APPEALS AGAINST THE AGENCY'S DECISIONS TAKEN IN THE FIELD OF THE FEES & CHARGES REGULATION**

Pursuant to Articles 108-109 of Regulation (EU) No 2018/1139 an appeal against decisions of the Agency taken in the field of Commission Implementing Regulation (EU) 2019/2153 can be filed in writing to the Agency, specifying the decision being contested and stating the grounds for appeal, within two months of the notification of the decision.

A charge as per Article 17 of Commission Implementing Regulation 2019/2153 shall be paid upon lodging the appeal. The amounts of charges are specified in Part III of the Annex to Implementing Regulation 2019/2153.

Appeals sent by mail are to be addressed as follows:

European Union Aviation Safety Agency  
The Registrar of the Board of Appeal  
Postfach 10 12 53  
50452 Cologne, Germany

Communications by fax are to be sent to the following fax number:  
+49 (0) 221 8999 0999.

