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| **Data protection:** Personal data included in this application 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, 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. Applicant’s Reference  |
| **1.1 Your Reference** | Please provide a short and unique reference to each application |
| **2. Applicant Address and Contact Data** |
| **2.1 Applicant Data** |
| 2.1.1 Name and Address (registered (business) name and address/legal seat of the company) | Applicant Number | **3XXXXX** |
| (Company) 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 |  |
| **Important Note:** First time applicants need to submit a copy of the company’s **Business Registration** or similar legal document stating name and seat of the company together with the application. In case the applicant is not a company but a natural person, a copy of the person’s **ID or passport** needs to be provided with the first application. |
| **2.2 Billing Data** (may be left blank, if same as Applicant Data under 2.1) |
| **2.2.1 Billing Address**(for the receipt of EASA F&C invoice/s) | (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(Financial) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |

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| **2.3 Shipping Data** (may be left blank, if same as Applicant Data under 2.1) |
| 2.3.1 Shipping Address (for the shipping of original EASA documents) | (Company) Name |  |
| Street / Nr |  |
| PO Box |  |
| Post Code |  |
| City |  |
| Country |  |
| 2.3.2 Contact Person(Shipping) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |

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| 3. Scope of Application |
| **3.1**  | **[ ]**  | **Initial Application for the acceptance of Alternative Procedures to DOA →** please continue with chapter 4 |
| **3.2**  | **[ ]**  | **Application subsequent to an update of the procedures as per one or more of the following reasons:** |
| 3.2.1 | **[ ]**  | Changes to the scope of work of the AP |
| 3.2.2 | **[ ]**  | Changes impacting the showing of compliance with Part 21 |
| 3.2.3 | Changes, other than above, affecting the content of the previous EASA finding of compliance |
|  | **[ ]**  | Change of ownership |
|  | **[ ]**  | Change to the company name and/or address |
|  | **[ ]**  | Other: → please specify |
|  | **→** please indicate your existing ADOA reference below. |
| 3.2.4 ADOA Reference: | ADOA Reference |
| 4. Scope of DesignDesign in accordance with applicable type-certification basis and environmental protection requirements: |
| **4.1 Eligibility**  | **4.2 Description of case** |
| [ ]  Type Certificate | *as per 21A.14(b)* | name of product |
| [ ]  STC | *as per 21A.112B(b) and GM 21A.112B(b)* | description and products on which it applies  |
| [ ]  Major Repair | *as per 21A.432B(b)* | description and products on which it applies  |
| [ ]  ETSOA | *as per 21A.602B(b)(2)* | provide ETSOA titles  |
| 5. Reference Procedures |
| **Reference** | **Title** | **Issue Date** |
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| *Please add rows to this table as applicable* |
| 6. Other Information |  |

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| 7. Outline of additional data requirements |
| Data to be submitted together with this application form:* A copy of the Business Registration or similar legal document stating name and seat of the company
 |
| **Additional information about your design organisation will be requested in a second stage.** |
| 8. 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 Regulation (EC) on the fees and charges levied by the European Aviation Safety Agency, available from <http://easa.europa.eu/>> Legislation > Fees & ChargesI acknowledge that I have read and understood the Agency’s General Conditions and Terms of Payment (see <http://easa.europa.eu/>> Legislation > Fees & Charges>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/Title | Signature |
| **Important Note:** EASA cannot accept applications without signature. Please make sure that you sign the application. |
| This application and a copy of the business registration of your company should be sent either by fax, email or regular mail to the: **European Aviation Safety Agency** Certification and Approval Support DepartmentPostfach 10 12 53D-50452 KölnGermany Fax: +49 – (0)221 - 89990 ext. ext. 9514E-mail: DOA@easa.europa.eu | **Completion Instructions**please double-click on the icon to access the completion instructions |