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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 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 Name and Address**  Registered (business) name and address/legal seat of the company | | | | | |
| Account Number  (if known) | **3XXXXX** | | (A)DOA Reference | | **if applicable** |
| The Applicant is a: | Company, incorporated and existing under the law of | | | | e.g. France |
| Natural Person | | | | |
| (Company) Name |  | | | | |
| Street / Nr |  | | | | |
| Post Code |  | | | | |
| City |  | | | | |
| Country |  | | | | |
| **2. Master User** | | | | | |
| Title | Mr  Ms | | | | |
| Name |  | | | | |
| First name |  | | | | |
| Job title |  | | | | |
| Phone / Fax |  | | | | |
| Email |  | | | | |
| 3. Declaration | | | | | |
| I herewith request the European Union Aviation Safety Agency to grant the status of EASA Portal Master User to the person identified above.  I declare that I have the legal capacity to submit this request for registration to EASA and that all information provided in this registration form is correct and complete.  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 Portal Terms of Use, including the Agency’s General Conditions and Terms of Payment to which they refer, and I undertake to abide by those Terms of Use. | | | | | |
|  | |  | |  | |
| Date/Location | | Name | | Signature | |

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| **4. Additional information** | |
| The following additional document(s) need to be submitted together with the EASA Portal Registration Form:In case the applicant is a company: Articles of incorporation of the entity/business registration stating the company name, business registration number and legal seat of the company (if not already provided to the Agency) Evidence of the authorisation of the Master User to represent and validly bind the Applicant for the purpose of:   1. registering the Applicant on the EASA Portal; 2. registering additional EASA Portal Users for the Applicant; 3. managing and supervising the Applicant’s online account; and 4. any other actions offered by the EASA Portal, in particular the online submission of applications to the Agency, 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.. In case the applicant is a natural person: Copy of the natural person’s ID or passport  **First time applicants:**  In case the applicant has never submitted an application to EASA, Form “FO.APMAN.00026 – EASA Applicant Account Creation/Modification Request” needs to be submitted in addition to the EASA Portal Registration Form. Please contact [Applicant.Portal@easa.europa.eu](mailto:Applicant.Portal@easa.europa.eu) for further information. | |
| **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:  [Applicant.Portal@easa.europa.eu](mailto:Applicant.Portal@easa.europa.eu) | **EASA Portal Terms of Use**    Please double-click on the icon to  access the EASA Portal Terms of Use. |
| **Important Note:** The registration can only be accepted once the completed and signed EASA Portal Registration Form and the full list of mandatory additional documents have been received by the Agency. | |