

**FAQ n.21898****FAQs:**

[Approval process](#), [Applications for product certification/validation of foreign certificates](#),  
[Certification of products and organisations](#)

**Question:**

**I would like to cancel, interrupt or re-activate my project; what do I need to do?**

**Answer:****Cancellation**

You may cancel your project at any time by completing form [FO.APMAN.00143](#) or by sending an email to applicant.services [at] easa.europa.eu quoting the EASA task number. We will confirm and, if applicable, proceed with any accounting adjustments.

Users of the Applicant Portal may cancel their application directly in the tool.

**Interruption**

To interrupt a project, please complete form [FO.APMAN.00143](#).

- An application may only be interrupted once, for a period not exceeding 18 months following the initial request to interrupt.
- If the initial request was for 6 or 12 months, the interruption may be extended to the total of 18 months.
- The application validity is not impacted by the interruption.
- An application cannot be interrupted retroactively. The interruption period starts on the date indicated by the applicant but not earlier than the date when the request is received by the Agency.

**Re-activation**

- EASA will automatically re-activate the application at the end of the interruption period – the applicant does not need to re-submit a new application to re-activate.
- Should the applicant wish to re-activate the project prior to the end of the requested interruption period, a request for early re-activation shall be submitted using form [FO.APMAN.00143](#).

**Fees and Charges**

- The fee of an application interrupted within the first year since the application receipt shall not be reimbursed.

- For applications interrupted after the first year, the balance of any fees or charges due for the ongoing billing cycle shall be 1/365th of the relevant annual fee or charge per day (Art. 10.3 and 16.3 of [Commission Regulation \(EU\) 2019/2153](#)).

- A re-activated application shall trigger a new fee or charge irrespective of the fees or charges already paid for the interrupted task (Art. 10.3 and 16.3 of [Commission Regulation \(EU\) 2019/2153](#)).

Form FO.APMAN.00143 can be downloaded [here](#).

If you have any invoicing related queries, please contact our Invoicing Section at applicant.services [at] easa.europa.eu (applicant[dot]services[at]easa[dot]europa[dot]eu)

For further information on the termination or interruption of your project, please refer to Article 10 and 16 of our fees and charges regulation [Commission Regulation \(EU\) No 2019/2153](#).

**Last updated:**

31/10/2023

**Link:**

<https://www.easa.europa.eu/pl/faq/21898>