



Completion Instructions for the Application for Third Country Operator (TCO) Authorisation

This Application Completion Instruction Sheet will provide you with any additional instructions and requirements necessary to complete the Application for TCO Authorisation. It is strongly recommended to use the English language in completing the form. Please complete the form in a **clearly legible** way.

# - Field Name	Completion Instructions
1.1 Your Reference	Please provide a unique internal reference to this application. This reference will be used as an identifier of your application in all communication, e.g. invoice/s, acceptance letter, by EASA.
2.1.1 Business Name and Address	<p>Applicant Number: If known, please enter your EASA Applicant Number. This number follows the pattern 3XXXXX and can be found on any application acceptance letter received for previous applications. It is called either "Customer Number " or "Applicant Number" on the application acceptance letter.</p> <p>Company Name: Please enter the full name of the company as it appears on the Business Registration or similar legal document stating name and seat of the company.</p> <p><i>NOTE: In case this is your first application to EASA, please submit a copy of the company's Business Registration or similar legal document stating name and seat of the company together with the application.</i></p>
2.1.2 Applicant Website	Please enter the website of the company.
2.2.1 AOC Name and Address	If applicable please also enter the AOC Name as it appears on the Air Operator Certificate (AOC) and address if different (2.1.1) .
2.3.1 Doing business as (or Trading) Name and Address	If applicable please also enter the Doing-business-as (or Trading Name) and address if applicable.
2.4 Contact Person - Administrator User	<p>The Contact Person - Administrator User shall at all times remain the Agency's point of contact, responsible within and on behalf of the company for the administration/management of the Entity's account and Staff Users. For more details, please refer to the Terms of Use of the EASA TCO web-interface, available on the EASA Website or on the following link https://tco.easa.europa.eu/docs/tco_terms_of_use.pdf.</p> <p>The Contact Person - Administrator User shall undersign the Part 4. of this application form (Administrator User's declaration and acceptance of the Terms of use for the TCO web-interface).</p>
2.5 Shipping Data	<p>The Shipping Name and Address of this section are the Name and Address where the original TCO Authorisation will be sent to.</p> <p>The contact person of this section is the person the whom original TCO Authorisation will be sent to.</p>
3.1 Air Operator Certificate	<p>a) Please enter the name of the State whose Civil Aviation Authority has issued the Air Operator Certificate (AOC) or equivalent document issued in accordance with ICAO Document 8335.</p> <p>b) Please enter the number of the Air Operator Certificate</p> <p>c) Please enter the date of issue mentioned on the Air Operator Certificate</p> <p>d) If applicable, please enter the date of expiration mentioned on the Air Operator Certificate</p>
3.2 Domain of intended operations	<p>Please specify the domain of operations your company intends to conduct into the area of applicability of Part-TCO which is currently:</p> <ul style="list-style-type: none">• the 32 EASA Member States (Member States of the European Union plus Iceland, Liechtenstein, Norway and Switzerland)• the following territories in which the Basic Regulation applies - Gibraltar, Åland Islands, Azores, Madeira, Canary Islands, Guadeloupe, French Guiana, Martinique, Réunion, Saint-Martin, Mayotte. <p><i>NOTE: A TCO authorisation will not be required for only overflying the abovementioned territories without intended landing.</i></p>
3.3 ICAO Operator 3-letter code	If applicable, please enter your ICAO 3-letter code.
3.4 EU SAFA ramp inspection Programme	The European Union Safety Assessment of Foreign Aircraft (SAFA) ramp inspection programme was established by the Directive 2004/36/CE of 21/04/2004 of the European Parliament and of the Council of 21 April 2004 on the safety of third-country aircraft using Community airports. As of 28 October 2014 the before mentioned legal framework will be repealed and replaced by the requirements in Annex II to the Commission Regulation (EU) 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, Subpart ARO.RAMP.



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3.5 Estimated earliest start date of commercial air transport operations under TCO Authorisation	<p>Please indicate the earliest foreseen date of start of operations to the area of applicability of Part-TCO which is currently:</p> <ul style="list-style-type: none">• the 32 EASA Member States (Member States of the European Union plus Iceland, Liechtenstein, Norway and Switzerland)• the following territories in which the Basic Regulation applies - Gibraltar, Åland Islands, Azores, Madeira, Canary Islands, Guadeloupe, French Guiana, Martinique, Réunion, Saint-Martin, Mayotte. <p><i>NOTE: A TCO authorisation will not be required for only overflying the abovementioned territories without intended landing.</i></p>
3.6 Status of the operator with respect to the EU Safety List pursuant to Regulation (EC) No 2111/2005	<p>Regulation (EC) No 2111/2005 of 14 December 2005 is the legal basis for the Commission to establish, and regularly update, the list of air carriers which are subject to an operating ban within the EU. The Commission has also established implementing rules with Regulation (EC) No 473/2006 of 22 March 2006. The list was first established with Commission Regulation (EC) No 474/2006, and has two annexes – Annex A includes all the operators which are subject to an operating ban (meaning that they cannot perform commercial operations in the EU airspace), whereas Annex B include the operators which are subject to operational restrictions (e.g. the ban applies to the whole fleet with the exception of specific aircraft, or only specific aircraft are banned from the EU). The list is regularly updated by the Commission.</p>
4. Administrator User's declaration and acceptance of the Terms of use for the TCO web-interface	<p>The person to sign in this section is the person nominated in 2.4 (Contact Person – Administrator User, responsible for the application for the TCO Authorisation and future Administrator User for the TCO web-interface, managing content and Staff Users accounts).</p> <p>The Contact Person – Administrator User nominated in 2.4 shall, by undersigning in this section, acknowledges that she/he has taken duly note and abides the Terms of Use (ToU) for the TCO web-interface available on the EASA Website or on the following link https://tco.easa.europa.eu/docs/tco_terms_of_use.pdf.</p>
5. Applicant's declaration and acceptance of the General Conditions for tasks not subject to compensation of the European Aviation Safety Agency	<p>The person to sign in this section is a legal representative of the company, duly authorised to represent and validly bind the company for the purpose of this Application.</p> <p>This person, by undersigning in this section, acknowledges that she/he has read and understood the Agency's General Conditions and agrees to abide by them.</p>