

**NATIONAL ADMINISTRATOR OF  
EUROPEAN REGISTRY AND KP REGISTRY**

**AGREEMENT TO THE GENERAL TERMS TO OPEN (OR AMEND) AND  
ADMINISTER AN AIRCRAFT OPERATOR HOLDING ACCOUNT**

(Pursuant to the Order of 28 December 2012 approving the standard agreements mentioned in Article R. 229-35 of the Environmental Code)

**Please complete, date, sign and return original application form**

**Enclose all required supporting documents**

**Send this original application form (including all pages) and  
supporting documents by registered post with acknowledgement of  
receipt to the following address:**

National Administrator of European Registry and KP Registry  
Caisse des Dépôts - Direction des retraites et de la solidarité- PAS700  
12 Avenue Pierre Mendès France  
75013 Paris - FRANCE

If you have any queries you can contact the Registry Management Team:

- By telephone: +33 1 58 50 87 00 and press 1: for aircraft operators
- By Email: [REGISTRE-AVIATION-FR@caissedesdepots.fr](mailto:REGISTRE-AVIATION-FR@caissedesdepots.fr)

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Application to open an aircraft operator holding account

or

Changes to account n° EU-100- \_\_\_\_\_

**INFORMATION ABOUT THE AIRCRAFT OPERATOR**

**I, the undersigned, Mr./Mrs...**

SURNAME _____	FORENAME _____
DATE OF BIRTH _____	PLACE OF BIRTH _____
POSITION _____	
Telephone n° 1 _____	Telephone n° 2 _____
Email _____	

**Representing the company:**

COMPANY NAME: _____
COMPANY INCORPORATION NUMBER: _____
FULL ADDRESS OF REGISTERED OFFICE (including State or Region and Country): _____ _____
UNIQUE IDENTIFIER _____
ICAO INDICATOR (if known) _____
INTRACOMMUNITY VAT NUMBER (if known) _____
MONITORING PLAN IDENTIFICATION CODE _____
FIRST YEAR TO WHICH EMISSIONS MONITORING PLAN APPLIES _____
- Is your company listed at the stock exchange? <input type="checkbox"/> Yes <input type="checkbox"/> No
- Is your company a subsidiary of a listed company? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If “Yes”, please indicate the name of the listed parent company and the percentage of shares held by the parent company.</b> _____
<b>If “No”, please provide the shareholder structure. The real owners need to be identified.</b>



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Request the opening (or modification) of an “Aircraft Operator Holding Account” and agree with the General and Special Terms and Conditions for opening and administering an “Aircraft Operator holding Account” in the European Union Registry and the PK Registry

- I certify that all information given in this Special Conditions is accurate
- I have read and understood the regulations applying to the European Union Registry and the PK Registry and agree to comply with those regulations
- I have read and understood all the provisions of the General Terms and Conditions for opening and administering an “Aircraft operator holding Account” deriving from the standard agreements referred to in Article R. 229-35 of the Environmental Code as approved by the Order of 28 December 2012 and published in the Official Bulletin of the Ministry of Ecology 25 January 2013 as well as the present Special Terms and Conditions and I declare to accept them unreservedly.

These conditions cancel and replace those that have been previously agreed with the National Administrator for the same purpose. They are applicable to the date of signature of this application form<sup>1</sup>.

**EXECUTED AT:**

**ON:**

**ORIGINAL SIGNATURE (REQUIRED)**

The signature must match the signature on your ID card or Passport

Signature of the Legal Representative

**SIGNATURE CARD - LEGAL REPRESENTATIVE**

NAME, FIRST NAME	SIGNATURE MODEL 1	SIGNATURE MODEL 2
<b>Specimen Signature (Two identical signatures)</b> The signature must match the signature on your ID card or Passport	Sign 1	Sign 2

<sup>1</sup> A lack of signature by the Holder of this application within [ 60 ] working days from the date of issue by the National Administrator, is a suspension of the operation (s) account (s) existing holder



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**INFORMATION ABOUT THE TWO AUTHORISED PERSONS TO REQUEST BUT  
NOT TO VALIDATE TRANSACTIONS (PA)**

The regulations require the appointment of two separate authorised persons.

**Mandatory data**

<b>AUTHORISED PERSON No.1 AUTHORISED TO REQUEST</b>	SURNAME _____ FORENAME _____	
	DATE OF BIRTH __ / __ / ____ PLACE OF BIRTH _____	
	FULL BUSINESS ADDRESS (including State or Region and Country) _____ _____	
	Telephone n° _____ Mobile phone no. (Required*) _____	
	Email** _____	
<b>Signature Specimen (Two identical signatures)</b> The signature must match the signature on your ID or Passport	Signature 1	Signature 2

**Mandatory data**

<b>AUTHORISED PERSON No.2 AUTHORISED TO REQUEST</b>	SURNAME _____ FORENAME _____	
	DATE OF BIRTH __ / __ / ____ PLACE OF BIRTH _____	
	FULL BUSINESS ADDRESS (including State or Region and Country) _____ _____	
	Telephone n° _____ Mobile phone no. (Required*) _____	
	Email** _____	
<b>Signature Specimen (Two identical signatures)</b> The signature must match the signature on your ID or Passport	Signature 1	Signature 2

\* To connect to the European Registry each Authorized Person receives a code SMS on his mobile phone. For security reasons the same mobile number cannot be assigned to several persons.

\*\*For security reasons same email cannot be assigned to several persons.



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- Application to open an aircraft operator holding account  
or  
 Changes to account n° **EU-100-** \_\_\_\_\_

**INFORMATION ABOUT THE TWO ADDITIONAL AUTHORISED PERSONS TO  
VALIDATE TRANSACTIONS (PAA)**

The regulations require the appointment of one or more persons authorised to validate transactions, who must be separate from the persons authorised to request transactions.

**Optional data**

<b>ADDITIONAL AUTHORISED PERSON No.1 AUTHORISED TO VALIDATE TRANSACTIONS</b>	SURNAME: _____ FORENAME: _____	
	DATE OF BIRTH: __ / __ / ____ PLACE OF BIRTH _____	
	FULL BUSINESS ADDRESS (including State or Region and Country): _____ _____ _____	
	Telephone n° _____ Mobile phone n° (Required*) _____	
	Email** _____	
<b>Signature Specimen (Two identical signatures) The signature must match the signature on your ID or Passport</b>	Signature 1	Signature 2

**Optional data**

<b>ADDITIONAL AUTHORISED PERSON No.2 AUTHORISED TO VALIDATE TRANSACTIONS</b>	SURNAME _____ FORENAME _____	
	DATE OF BIRTH __ / __ / ____ PLACE OF BIRTH _____	
	FULL BUSINESS ADDRESS (including State or Region and Country) _____ _____ _____	
	Telephone n° _____ Mobile phone no. (Required*) _____	
	Email** _____	
<b>Signature Specimen (Two identical signatures) The signature must match the signature on your ID or Passport</b>	Signature 1	Signature 2

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\*\*For security reasons same email cannot be assigned to several persons.



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#### ABOUT THE AUTHORISED PERSON FOR READ ACCESS ONLY

##### Optional data

<b>AUTHORIZED PERSON FOR READ ONLY ACCESS</b>	SURNAME _____ FORENAME _____		
	DATE OF BIRTH __/__/____ PLACE OF BIRTH _____		
	FULL BUSINESS ADDRESS (including State or Region and Country) _____		
	Telephone n° _____ Mobile phone no (Required) * _____		
	Email ** _____		
<b>Signature Specimen (Two identical signatures)</b> The signature must match the signature on your ID card or Passport		Sign 1	Sign 2

\* To connect to the European Registry each Authorized Person receives a code SMS on his mobile phone. For security reasons the same mobile number cannot be assigned to several persons.

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#### INFORMATION ABOUT THE CONTACT PERSON FOR THE BILLING

##### Mandatory data

<b>CONTACT PERSON FOR THE BILLING</b>	SURNAME _____ FORENAME _____	
	DATE OF BIRTH __/__/____ PLACE OF BIRTH _____	
	BILLING ADDRESS (complete if different from company address) _____	
	_____	
	Telephone N° 1 _____ Telephone N° 2 _____	
	Email _____	

#### INFORMATION ABOUT THE AVIATION OPERATOR ACCOUNT

##### Mandatory data

<b>ACCOUNT HOLDER:</b> _____ (By default, company name or name of the operator)
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## NATIONAL ADMINISTRATOR OF EUROPEAN REGISTRY AND KP REGISTRY

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### LIST OF DOCUMENTS REQUIRED

Please provide the following documents

- Note:** All documents submitted in a **language different from English or from French** must be translated by a sworn translator into English or into French.

<i>Documents required for the company</i>	Check
<p><b>1. Proof of Existence of legal entity</b> dated within the previous 3 months</p> <ul style="list-style-type: none"> <li>- France: <b>KBIS Extract</b>. – French certificate of incorporation - Original document required</li> <li>- Others countries: Notarized, legalized or certified true copy of foreign equivalent document (Ex : “Certificate of registration” or “Certificate of incorporation”)</li> </ul>	<input type="checkbox"/>
<p><b>2. Articles of Association</b> up to date and registered with corresponding legal authorities. (e.g. France: Commercial Court)</p> <ul style="list-style-type: none"> <li>- France: Original or notarized copy</li> <li>- Others countries: Notarized copy</li> </ul>	<input type="checkbox"/>
<p><b>3. Last annual accounts or financial statements</b> (audited or, failing that, certified by the tax authorities or by the financial director of the legal entity holding the account )</p>	<input type="checkbox"/>
<p><b>4. Account holder’s liability to VAT :</b></p> <ul style="list-style-type: none"> <li>- France and EEA: VAT registration number, failing that, a certificate of quality non-taxable.</li> <li>- OECD and others: Certificate of status of taxable / non-VAT registered.</li> </ul>	<input type="checkbox"/>
<p><b>5. Shareholder information</b> – Complete description of the Shareholder or Ownership Structure of the Company. All owners, particularly the Ultimate Beneficial Owners (UBO) who own or control 25% or more of the legal entity need to be identified. The Ultimate Beneficial Ownership (UBO’s) refers to the natural person(s) who ultimately owns or controls a customer and/or the person on whose behalf a transaction is being conducted. Documents submitted by non-listed companies need to be certified by the Legal Representative or a Director.</p>	<input type="checkbox"/>
<p><b>6. List of Directors of the legal entity</b> – Original document signed by the legal representative</p>	<input type="checkbox"/>
<i>Documents required for the legal representative or empowered representative by the company</i>	Check
<p><b>7. Notarized, legalized or certified true copy of a current valid National Identity Card or passport.</b> (both sides and legible – sign by the owner of the document - <b>NO</b> auto-certification)</p>	<input type="checkbox"/>
<p><b>8. Power of Attorney</b> The legal representative or empowered representative by the company must prove its legitimacy to bind the entity: Either the name is registered in the certificate of incorporation, in the Articles of association, or it has the necessary powers of attorney from the origin of a person designated in the certificate of incorporation or in the Articles of association. – Original document required</p>	<input type="checkbox"/>



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<i>Documents required for the authorized persons (AP) and additional authorized persons (AAP)</i>	Check			
	PA1	PA2	PAA1	PAA2
<b>9.</b> Notarized, legalized or certified true copy of a current valid <b>National Identity Card or passport.</b> (both sides and legible – sign by the owner of the document - <b>NO</b> auto-certification)				
<b>10.</b> Notarized, legalized or certified true copy of an <b>evidence of personal domicile</b> dated less than 3 months (e.g. gas electricity bill, telephone bill -not cell phone-)				
<b>11. Original extract of criminal record from residence country</b> dated less than 3 months				

**Note:** Please provide the same documents listed above for additional persons to read-only access

<i>Check in the form: Agreement to open or amend an non – operator account</i>	Check
The form is dated and signed by the legal representative, signed by authorized persons and all the form fields filled.	