



APPLICANT DETAILS

INTERESTED PARTY AND/OR NATURAL PERSON

NAME			
SURNAMES			
ID / PASSPORT			
ADDRESS			
ZIP CODE		POPULATION	
		PROVINCE/COUNTRY	
TELEPHONE		Email	

☐ Check the box only if you are a natural person and if you want to establish your address indicated above to communicate with this administration by mail for notification purposes.

INTERESTED LEGAL ENTITY AND/OR INSTITUTION

COMPANY NAME OR INSTITUTION			
TIN		TRADE NAME	
REGISTERED OFFICE			
ZIP CODE		POPULATION	
		PROVINCE/COUNTRY	
TELEPHONE		Email	

☐ Authorizes that his/her personal identity data may be consulted through the Data Verification System, under the terms established by Royal Decree 522/2006, of April 28, 2006, which eliminates the need to provide photocopies of identity documents in the administrative procedures of the General State Administration and its public bodies.

If there is no record of the consent for the consultation of the data by marking with an "X" the initial box of the previous paragraph, a photocopy of the National Identity Document or, in the case of foreigners, of the Foreigner's Identity Card, or of the residence card of a family member of a citizen of the Union, must be attached. In the case of citizens of the European Union or of a State to which the regime foreseen for the previous ones is extended by International Agreement, they shall submit a copy of their registration certificate, to which they must also attach a copy of their National Identity Card or passport, which documents must be in force.

TYPE OF APPLICATION

☐ REGISTER	☐ MODIFICATION	☐ UNSUBSCRIBE
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Indicate the approval for which you are applying as a DSA User.

DOCUMENTATION TO BE SUBMITTED WITH THE APPLICATION FOR USER REGISTRATION

National ID
Photocopy of the applicant's passport from his/her country of origin proving his/her identity, age and nationality.



COMPANIES/INDIVIDUALS OF SPANISH NATIONALITY

LEGAL ENTITIES

Proof of the representative capacity of the person signing the application.

Articles of incorporation and bylaws

CENTERS INDEPENDENT OF THE ADMINISTRATION WITHOUT THEIR OWN LEGAL PERSONALITY

Proof of the representative capacity of the person signing the application/Accreditation of the capacity to represent the person signing the application/Appointment certificate/Authorization deed

CENTERS DEPENDENT ON OTHER ADMINISTRATIVE BODIES

Certification of assignment to a public organization

Proof of the representative capacity of the person signing the application/Accreditation of the capacity to represent the person signing the application/Appointment certificate/Authorization deed

INDIVIDUALS

Registration in the social security regimes and/or in the special regime for self-employed workers.

National ID (if applicable)

Declaration of registration of the tax on economic activities (IAE).

FOREIGN COMPANIES/INDIVIDUALS

FOREIGN LEGAL PERSONS / UNINCORPORATED ENTITIES

Document that proves the existence of the entity. This document can be the articles of incorporation in your country and the bylaws of the entity registered in an official registry of your country or certification from a notary or registry or a tax authority attesting to the existence of the company. In the event that the documentation comes from a non-EU country, it must have the Hague Apostille certifying the authenticity of public documents issued in a country that is signatory of the XII Hague Convention of October 5, 1961.

Photocopy of the card or document accrediting the tax identification number, issued by the Spanish Administration, of the person signing form 036 as representative of the company (if applicable).

Photocopy of the document that accredits that the person who signs the present application has sufficient power for it. It will not be necessary if it appears as such in the document that accredits the existence of the company.

INDIVIDUALS



MODIFICATION/ DELETION OR UPDATE REQUESTED

(SELECT THE CAUSE OF THE CHANGE, DETAILING IT IN THE REMARKS BOX)	
(SELECT THE CAUSE OF THE CHANGE, DETAILING IT IN THE REMARKS BOX)	
(SELECT THE CAUSE OF THE CHANGE, DETAILING IT IN THE REMARKS BOX)	
IF	PLEASE INDICATE IF YOUR REGISTERED OFFICE COINCIDES WITH YOUR MAIN BASE OF OPERATIONS.

REMARKS*.

* Detail the reasons for the requested modification or cancellation.

ACCREDITATIVE DOCUMENTATION (List each of the documents provided)

1.	Change Management Plan, together with a List of approvals/authorizations/declarations issued and/or processed by EASA, affected by the modification	☐
2.		☐
3.		☐
4.		☐
5.		☐
6.		☐
7.		☐
8.		☐
9.		☐
10.		☐

* The request for modification or cancellation of data will not be processed such documentation is not submitted.



MODIFICATION REQUEST

BUSINESS CORPORATION

* They must present the corresponding deed together with its inscription in the Mercantile Registry.

NON-COMMERCIAL COMPANIES or SOLE BUSINESS ENTERPRISES

* Minutes, Certification of organic dependence of the entity, resolutions of appointments, ...

BUSINESS CORPORATION

* The accrediting documentation corresponding to the requested modification must be submitted.

Note 1: It is reminded that the applicant must have the necessary capacity of representation to request such modifications, otherwise he/she must also attach the documentation that accredits it.

Note 2: For data modification and/or update data, please provide more details in the REMARKS box.

**REPRESENTATIVES TO THE STATE AIR SAFETY AGENCY**

NAME AND SURNAME			
NATIONAL ID			
ADDRESS			
ZIP CODE		PROVINCE	
		TELEPHONE	
	Email		
APPOINTMENT OR POSITION HELD			

ACCREDITATIVE DOCUMENTATION (List each document provided)

1. ELECTRONIC REGISTRY OF APOWERS OF ATTORNEYS OF ATTORNEY of preferential use. ☐
2. Power of attorney as representative before the Aviation Safety State Agency. ☐

NAME AND SURNAME			
NATIONAL ID			
ADDRESS			
ZIP CODE		PROVINCE	
		TELEPHONE	
	Email		
APPOINTMENT OR POSITION HELD			

ACCREDITATIVE DOCUMENTATION (List each of the documents provided)

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2. Power of attorney as representative before the Aviation Safety State Agency.



LEGAL REPRESENTATIVES

NAME AND SURNAME			
NATIONAL ID			
ADDRESS			
ZIP CODE		PROVINCE	
		TELEPHONE	
	Email		
APPOINTMENT OR POSITION HELD			

ACCREDITATIVE DOCUMENTATION (List each of the documents provided)

- Deed of appointment of the corresponding position. Together with its registration in the Mercantile Registry (Mercantile Companies). ☐
- Minutes, Certification of organic dependence of the entity, resolutions of appointments, (Non-Commercial Companies) ☐
- In case of documentation from a foreign country outside the EU, it must contain the Hague Apostille. ☐

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NATIONAL ID			
ADDRESS			
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1.	Deed of appointment of the corresponding position. Together with its registration in the Mercantile Registry (Mercantile Companies).	☐
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3.	In case of documentation from a foreign country outside the EU, it must contain the Hague Apostille.	☐



NOTIFICATION CONTACT AND DISCREPANCY MANAGER

NAME	SURNAME	NATIONAL ID	INDICATE AREA OF CONTACT	
			General	Indicate Approval and Profile
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	
Email:	High: ☐ ☐ ☐ Low: ☐ ☐ ☐ Modification: ☐ ☐ ☐		☐	

GENERAL INSTRUCTIONS	
1	This form must be completed for all persons authorized by the Aeronautical Organization to carry out the telematic management with the Administration. Types of profiles: - Contact for notification purposes: person authorized by the Director Responsible for the organization to receive notifications addressed to the interested party, exclusively in those areas for which he/she has been authorized by him/her. - Discrepancy manager: person authorized by the Responsible Director to access the content of the notifications, answer discrepancies, as well as to send allegations, corrective action plan, root cause and evidence of closure. The above profiles are not mutually exclusive, i.e. the same person can be both a notification contact and a discrepancy manager.
2	Fill in this form digitally; if this is not possible, fill in by hand in capital letters. To be completed in case of: a) Initial registrations. It will be addressed to the Aircraft Safety Directorate (Air Transport Economic Analysis Service). b) Change in any of the notification contacts (registrations and cancellations). It will be addressed to the Service of the previous heading.
3	For each approval you have, you must indicate a contact for notifications.
4	Fill in the table with the data of the proposed persons each time there is a change of registration, cancellation and/or modification of the authorized personnel. In the column "Indicate scope of contact" you must indicate whether you are the contact for all notifications indicating General or whether you are the contact for a specific approval or declaration concrete. In the box for ADD/DROP/MODIFY you must indicate: REGISTRATION ☒ LEAVE ☐ = In cases of incorporation of a new person. UP ☐ DOWN ☒ = In cases in which a person ceases to perform the functions he/she was performing up to that . UP ☐ DOWN ☐ MODIFICATION ☒ = In cases where the person is still authorized, but there is a change of functions or email.
5	In the case of foreign notification contacts, who do not have access for identification, authentication and signature in the Ci@ve system, they can provide together with the email the E4F identification number (keys agreed upon) The format of the E4F identification number is PPP/TDxxx/nnnnnnnnnnnnn, (agreed keys). Where PPP is the numerical code of the person's country according to ISO-3166 coding (if not known, enter 000). TDxxx is the type of document the person provided for registration (if not known, enter T0000). nnnnnnnnnn is the identification number with a size between 2 and 17 characters.

Article 43 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations, regulates the practice of electronic notifications.

In accordance with the provisions of Article 43.2 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations, once **10 calendar days** have elapsed, since the notification was made available at the Electronic Headquarters, without having downloaded it, it will be understood that the notification has been rejected, with the effects of Article 41.7 of Law 39/2015 of October, of the Common Administrative Procedure of Public Administrations, that is, the act will be deemed to have been notified for all purposes.

**GENERAL DATA PROTECTION REGULATION:**

The Aviation Safety State Agency (Hereinafter AESA), as Data Controller of your personal data in compliance with the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) , informs you, explicitly and unequivocally, that we are going to proceed with the processing of your personal data obtained from the "APPLICATION FOR REGISTRATION / MODIFICATION / REMOVAL OF DSA USERS", for the treatments "Management of registrations, cancellations and modifications of DSA users"" with the purpose:

To carry out the "Registration, cancellation and modification of users in the DSA database". The user will not be able to deny consent as this is a legal obligation, defined by the "Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations".

This processing of personal data is included in the Personal Data Register of AESA. The legality of the processing is based on a legal obligation. Personal information will be retained for as long as necessary or until the right of cancellation or deletion is exercised.

The information may be disclosed to third parties to assist in the management of personal data, solely for the purpose described above.

The category of personal data processed is only "Identification data (name, ID card number, address, e-mail, signature, position, etc.)".

In accordance with the provisions of the aforementioned Organic Law on Data Protection and Guarantees of Digital Rights and the aforementioned General Data Protection Regulation, you may exercise your rights of access, rectification, deletion, portability of your data, limitation and opposition to its processing before the Data Protection Officer, by sending a communication to dpd.aesa@seguridadaerea.es.

For more information on the treatment of the data of character personal click the following link:

<https://www.seguridadaerea.gob.es/es/quienes-somos/normativa-aesa/proteccion-de-datos>:

By the company / institution (Legal Representative) / By the interested party (In case of natural person)

SIGNED BY,

Name and Surname

Cargo

Location

Date

Once the information provided has been validated, AESA may contact the person in question, so that, if necessary, he/she may complete and/or expand the information provided in this application.