

**DOCUMENTS TO BE SUBMITTED TO THE NACIONAL ADMINISTRATOR FOR THE PROCEDURE  
FOR THE REQUEST OF AN AIRCRAFT OPERATOR ACCOUNT OPENING**

Commission Regulation No 920/2012, of 7 October, amended by Commission Regulation No 1193/2011,  
of 18 November (Regulation)

The following documents are required to request the opening of an aircraft operator account in RPLE in the Union Registry and should be sent to the Portuguese Environment Agency (APA):

- Application for the account opening duly signed and initialed on every page by the account holder or its legal representative:

This is the pdf file generated in step B of the account opening request and it should be signed and initialed on every page by the account holder or its legal representative.

- Documents requested in the annex of the application:

These are the documents listed below related to the account holder, whether it is a person or a company, and related to the authorized representatives:

**DATA RELATED TO THE ACCOUNT HOLDER (ANNEX II AND VIII OF THE REGULATION)**

**A – IF THE ACCOUNT HOLDER IS A PERSON**

1. Copy of the identity document of the account holder, which can be one of the following:

- a) Identity card/ Citizen card issued by a member State of the European Economic System or the Organisation for Economic Co-operation and Development (OECD);
- b) Passport.

2. Copy of the identity document of the legal representative of the account holder (when he is not simultaneously an authorized representative of the account), which can be one of the following:

- a) Identity card/ Citizen card issued by a member State of the European Economic System or the Organisation for Economic Co-operation and Development (OECD);
- b) Passport.

3. Copy of proof of permanent residence of the account holder, which can be one of the following:

- a) Identity document, if it states the permanent residence address;
- b) Any other identity document issued by a national authority if it states the permanent residence address;
- c) If the country of residence does not issue identity documents that state the permanent residence address, a declaration of the local authorities that confirms the permanent residence address of the legal representative;
- d) Any other document normally accepted in the Member State of the administrator of the account as proof of permanent residence (water, gas, electricity, telephone receipts).

**NOTES:**

1. Any copy of a document submitted as evidence must be legalised. Contact details of the legalising entity must be included in the legalised copy or incorporate an annex. The date of the legalisation must not be more than three months prior to the date of this application.

2. The documents submitted in other languages other than Portuguese must be accompanied by a certified translation.

## **B – IF THE ACCOUNT HOLDER IS A COMPANY**

1. List of representatives of the social bodies with powers to compel the company: names and positions.
2. Copies of the documents proving the identity of the representatives of the social bodies with powers to compel the company:
  - a) Identity card/ Citizen card issued by a member State of the European Economic System or the Organisation for Economic Co-operation and Development (OECD);
  - b) Passport.
3. Copy of the identity document of the legal representative of the account holder (when he is not simultaneously an authorized representative of the account), which can be one of the following:
  - a) Identity card/ Citizen card issued by a Member State of the European Economic System or the Organisation for Economic Co-operation and Development (OECD);
  - b) Passport.
4. Copy of the instruments establishing the legal entity (copy of the deed of incorporation, stating the company name, its headquarters, its partner, the way to compel, the social purpose, among others) and copy of the document proving the registration of the legal entity. This certificate must be valid (not expired).

### **NOTES:**

1. Any copy of a document submitted as evidence must be legalised. Contact details of the legalising entity must be included in the legalised copy or incorporate an annex. The date of the legalisation must not be more than three months prior to the date of this application.
2. The documents submitted in other languages other than Portuguese must be accompanied by a certified translation.

## **DATA RELATED TO AUTHORIZED REPRESENTATIVES (ANNEX IX OF THE REGULATION) FOR ANY ACCOUNT TYPE**

1. Copy of the minutes of the meeting of the Board of Directors or of the management team of the company, duly signed by the representatives of the social bodies with powers to compel, appointing the authorized representative or the additional authorized representative, confirming that the authorized representative can approve transactions on behalf of the account holder and stating limitations to this right in case of more than one additional authorized representative.
2. Copy of the identity document of the authorized representative of the account holder (when he is not simultaneously an authorized representative of the account), which can be one of the following:
  - a) Identity card/ Citizen card issued by a member State of the European Economic System or the Organisation for Economic Co-operation and Development (OECD);
  - b) Passport.
3. Copy of proof of permanent residence of the account holder, which can be one of the following:
  - a) Identity document, if it states the permanent residence address;
  - b) Any other identity document issued by a national authority if it states the permanent residence address;

c) If the country of residence does not issue identity documents that state the permanent residence address, a declaration of the local authorities that confirms the permanent residence address of the authorized representative;

d) Any other document normally accepted in the Member State of the administrator of the account as proof of permanent residence (water, gas, electricity, telephone receipts).

4. Copy of the criminal record of the authorized representative (record of any criminal offenses for which the person identified has been punished).

NOTES:

1. Any copy of a document submitted as evidence must be legalised. Contact details of the legalising entity must be included in the legalised copy or incorporate an annex. The date of the legalisation must not be more than three months prior to the date of this application.

2. The documents submitted in other languages other than Portuguese must be accompanied by a certified translation.

3. Authorized representatives must be people over 18 years old.

4. An additional authorized representative cannot transfer its status to another person.

5. All authorized representatives and all additional authorized representatives of the same account must be different people.