

Questions and Answers from the working session with TCOs (16th February 2022 - 11:00 to 13:00 CET)

Q: Is it required to apply for a new accreditation using the electronic site?

A: No, the accreditation already issued does not expire (unless the requirements are no longer fulfilled, in which case it could be revoked) so, a new accreditation (again) using the electronic site is not required.

Q: Is the Hague Apostille required for the power of attorney?

A: Yes, the document proving the legal capacity to represent the air operator must be a public document, granting powers to act before the Administration and with the Hague Apostille. If the country has not joined the Hague Convention, other means, would be required (see presentation at AESA website).

Q: Can I use a National ID for the e4F?

A: No, a passport is required to use.

Q: How many people can be accredited as “Legal representative”?

A: There is no limitation. Taking into account situations like sickness or holidays, based in our experience, we recommend to accredit around 3 people per TCO, but not many more.

Q: If there are non-Spanish employees from the operator in Spain, can they apply for e4F?

A: No, the e4F is only for non-Spanish representant living outside of Spain.

Q: AESA accepts as legalized documents the insurance certificate sent via email from the insurance company or certificates from the CAA sent from the CAA via email? Is this going to be still valid or required?

A: AESA accepts documents when they are sent via email from the originator of the document. This is an option that we have accepted to make it easier for the TCOs. This is still accepted, but not necessary, as any document that is sent to as through the electronic site is accepted as legal. When an application is signed in the electronic site, all the documents provided are considered as valid and legal.

We request that from the 28th of March, any documentation that you need to provide to AESA, you do it through the electronic site and no longer via email. (except for occasional operations).

Q: Can a Spanish citizen living outside Spain apply for a e4F?

A: No, the e4F is only for non-Spaniards living outside of Spain. A Spanish citizen must use a digital certificate valid in Spain.

Q: Are ONPs (occasional operations) requested via the electronic site?

A: No, for the time being the request for authorization for occasional operations are still requested via email to permisos.comerciales@seguridadaerea.es.

Q: Is there any fee in any of the procedures?

A: No, all the procedures (Accreditation, authorization of flight programmes, occasional operations or flights with a special permit to fly) are free of charge.

Q: We have power of attorney that is notary approved and has an apostille. It's bilingual: in national language (Ukrainian) and English. Should it additionally have sworn translation into Spanish??

A: Yes, the Spanish legislation for administrative procedures requires that the administrative documents are in Spanish, therefore it must have a sworn translation. We also accept a reliable translation into Spanish accompanied by a statement from the accountable director attesting that the translation is reliable.

Q: please confirm passport national number accepted for verification or ID CARD company for example

A: No, it is required to use an international passport for the e4F.

Q: How to check a country is in the list of block permit countries?

A: Please check via email with us or with the TCO NAA. If any operator is interested (remember the block permit is only valid for occasional operations in 3rd and 4th freedom of the air) the TCO can ask their CAA to contact the Spanish CAA (DGAC).

Q: Regarding occasional approval - what is the processing time from email application? is there a max number of times per year that operator can use occasional?

A: The procedure requires that the request is done at least 2 working days before the date of the flight (and it is recommended that is not made with more than 20 days before the date of the flight). This will ensure that AESA can grant the authorization before the flight. Usually the authorizations are granted the same day, or in the 2 or 3 days after it has been requested depending on the workload of requests from other air operators, but always before the date of

the flight. If you experience a delay receiving a permit, please contact as in the email just in case there has been any problem with the request.

If the air operator is accredited with AESA there is no limit to the number of operations. Just bear in mind that if the air operator is not accredited in Spain, in accordance with Spanish regulation RD1392/2007, we can only authorize 3 operations per IATA season.

Q: Just to reconfirm, in case if the accreditation application had already been submitted via postal service (we have obtained the reply for a single document to be added), are we good to proceed with the initial way? In other words, we are only required to submit the single document via email as we were advised earlier by one of your colleagues.

A: Yes, any ongoing process can be carried out as usual. Now you also have the option to use the electronic site once you get the e4F and accredit the legal representation, and this option will be mandatory after the 28th of March.

Q: How will we process changes to our authorised flights after these have been granted e.g. cancelled flights? Will additional scheduled flights during the season need to be added as new requests??

A: Cancellation of the flights can be notified via email. Additional scheduled flights must be requested as an addition to a previously authorized programme using the electronic site.

Q: Am I right that we may apply for permits via accredited representative (third party company or person) or we may accredit our own person to deal with permits and accreditation??

A: It is not mandatory to have a third party company as representative. TCOs can use a third company or people from your own organization.

Q: Is there a template that can be used to request airline employee be designated as representative to file schedules??

A: There is no template. Please make sure that it is clear in the designation who is the air operator, who is the person or third company designated, and that is granting capabilities to act before the administration.

Q: How shall we apply for overflying flights and cargo??

A: Overflights requiring authorization must be requested as any other flight, depending if you are talking about an occasional operation, a flight with a Special permit to fly or a programme of flights. If the country of the air operator belongs to ICAO International Air Services Transit Agreement just the notification of the overflight is enough (unless it is flying with a Special permit to fly or if it requires other exemption for dangerous goods for example).

Q: This PoA must be registered in the Spanish Commercial Registry? When renewing the passport, the passport number will change should we issue a new PoA??

A: The PoA has to be accredited before AESA, it doesn't need to be registered in the Spanish Commercial Registry. The PoA is for a person, not the passport. The e4F is issued with the passport, so when the passport expires you will have to request a new e4F.

Q: Will charter (non-scheduled) operations require submission through the electronic site from 28 March 2022 onwards??

A: Yes, any procedure related with accreditation, authorization of flight programs, block permit authorization and flights with a special permit to fly, will have to be done in the electronic site.

Q: The bilingual power of attorney (in national language and English) that is notary approved and has an apostille - Should it additionally sworn translation into Spanish??

A: Yes, the Spanish legislation for administrative procedures requires that the administrative documents are in Spanish, therefore it must have a sworn translation. AESA also accept a reliable translation into Spanish accompanied by a statement from the responsible director attesting that the translation is reliable.

Q: Understand that if we have a Spanish branch with Clave, we need to use Clave. But I was thinking is it possible for the department dealing with these matters in Head Office can we assign people in HO to use ef4?

A: Yes, the air operator can designate any person to make the requests. If that person lives in Spain, he/she will have to use a digital certificate valid in Spain, and if he/she is a foreigner living outside of Spain he/she will have to request the e4F. In both cases, the air operator must designate them in a legal document in order for them to act as their representative.