



**NATIONAL REGISTRY OF GREENHOUSE GAS EMISSION QUOTAS AND CREDITS FOR FRANCE**

**AGREEMENT TO OPEN OR AMEND AN AIRCRAFT OPERATOR ACCOUNT**

**List of supporting documents to be attached to your application**

The documents requested relate to the account holder and to the individual persons authorised to act on the account.

**1. Supporting documents relating to the ACCOUNT HOLDER**

Different documents are required if the account holder is a legal entity or an individual.

In either case, the form of the documents, and the requirement for a certified or sworn translation, differ according to the account holder's country of residence or domicile.

**1.1. LEGAL ENTITY**

Ref. of document	Designation of document: purpose, nature, form	Country of residence	Original, Copy (not authenticated) or Certification: Notarised or with Apostille or Legalised	Translation into French or English by a sworn translator*
<b>Identity of the individual representing the holder</b>				
No.1	Current valid National Identity Card or passport <sup>1</sup>	France	N	No
	Current valid National Identity Card or passport <sup>2</sup>	EEE OECD	N	Yes****
	Passport	Other	N	Yes****
<b>Powers of the individual representing the account holder</b>				

<sup>1</sup> Identity documents issued in France must:

- be legibly photocopied front and back; the photocopy must be signed by the document holder
- show the holder's full name, date and place of birth, and nationality
- show the nature, date and place of issue of the document and the name and position of the person who issued or authenticated it
- include a photograph
- show an expiry date; documents without an expiry date are not accepted.

Declarations of loss are not accepted.

<sup>2</sup> Only National Identity Cards and passports will be accepted. A legible copy showing front and back, and including the holder's civil status, photograph and signature, the passport number and date of expiry must be provided.

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No.2	Appointment held under Articles of Association (or equivalent), otherwise powers exercised. The individual must supply proof of his/her authority to act on behalf of the legal entity holding the account: the individual should either hold an appointment under the Articles of Association, or present the necessary letters of authority granted by a person holding such an appointment.	France EEE OECD	O, N	Yes****
<b>Permanent residence of the individual representing the account holder</b>				
No.3	- official identity document if issued within the previous three (3) months, containing the postal address or - any other official document issued by national government, dated within the previous three (3) months, which contains the postal address or - a declaration issued by the local authorities, dated within the previous three (3) months confirming the individual's address of permanent residence or - evidence of domicile, dated within the previous three (3) months (gas/electricity bill, rent receipt, telephone bill)	France EEE OECD Other	C N, A, L A, L A, L	No Yes**** Yes**** Yes****
<b>Constitution of account holder</b>				
No.4	Certified copy of Articles of Association (registered and up to date with a Tribunal de Commerce in France).	France	C	No
	Certified copy of Articles of Association or equivalent (registered and up-to-date with the appropriate foreign legal organisation or authority)	EEE OECD Other	N, A, L A, L A, L	Yes
<b>Proof of Existence of account holder</b>				
No.5	Kbis extract dated within the previous three (3) months. Original document required.	France	O	No
	Certificate of registration/incorporation together with any other necessary documents, dated within the previous three (3) months providing evidence specifically of i) registered company or business name ii) address of registered office, iii) legal form and registration number and iv) identity of partners/directors.	EEE OECD Other	O, N, A, L	Yes****
No.6	Latest annual accounts or financial statements (audited or, failing that, certified by the tax authorities or by the financial director of the legal entity holding the account)	France	C	No
		EEE OECD Other	C	Yes****
<b>Criminal record certification of the individual representing the account holder</b>				
No.7	An "extrait de casier judiciaire" (bulletin N°3), dated within the previous three (3) months.	France	O	No
	An extract, dated within the previous three (3) months, from the <i>Criminal records</i> of the country of residence AND eventually upon special request an extract from the <i>Criminal records</i> in France.	EEE OECD Other	O	Yes****
<b>Account holder's liability to VAT</b>				



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No.8	Intra-community VAT number (simple declaration)	France EEE	-	No
	Otherwise, certificate of non-liability (original or certified copy)	France EEE	O, N, A, L	Yes****
	Certificate of VAT liability/non-liability	OECD Other	C	Yes****

\*\*\*\* : The translation is required only if the supplied document is not already in English or French



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**1.2. INDIVIDUAL**

Ref. of document	Designation of document: purpose, nature, form	Country of residence	Original, Copy (not authenticated) or Certification: Notarised or with Apostille or Legalised**	Translation into French or English by a sworn translator*
<b>Identity of the holder</b>				
<b>No.1</b>	Current valid National Identity Card or passport <sup>3</sup>	France	N	No
	Current valid National Identity Card or passport <sup>4</sup>	EEE OECD	N	No
	Passport	Other	N	No
<b>Permanent residence of the individual representing the account holder</b>				
<b>No.3</b>	- official identity document if issued within the previous three (3) months, containing the postal address or - any other official document issued by national government, dated within the previous three (3) months, which contains the postal address or - a declaration issued by the local authorities, dated within the previous three (3) months confirming the individual's address of permanent residence or - evidence of domicile, dated within the previous three (3) months (gas/electricity bill, rent receipt, telephone bill)	France EEE OECD Other	C N, A, L A, L A, L	No Yes**** Yes**** Yes****
<b>Criminal record certification of the individual representing the account holder</b>				
<b>No.7</b>	An "extrait de casier judiciaire" (bulletin N°3), dated within the previous three (3) months.	France	O	No
	An extract, dated within the previous three (3) months, from the <i>Criminal records</i> of the country of residence AND eventually upon special request an extract from the <i>Criminal records</i> in France.	EEE OECD Other	O	Yes****

\*\*\*\* : The translation is required only if the supplied document is not already in English or French

<sup>3</sup> Identity documents issued in France must:

- be legibly photocopied front and back; the photocopy must be signed by the document holder
- show the holder's full name, date and place of birth, and nationality
- show the nature, date and place of issue of the document and the name and position of the person who issued or authenticated it
- include a photograph
- show an expiry date; documents without an expiry date are not accepted.

Declarations of loss are not accepted.

<sup>4</sup> Only National Identity Cards and passports will be accepted. A legible copy showing front and back, and including the holder's civil status, photograph and signature, the passport number and date of expiry must be provided.



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## 2. Supporting documents to be provided for EACH AUTHORISED INDIVIDUAL

The form of the documents, and the requirement for a certified or sworn translation, differ according to the country of residence or domicile of each authorised person.

Ref. of document	Designation of document: purpose, nature, form	Country of residence	Original, Copy (not authenticated) or Certification: Notarised or with Apostille or Legalised**	Translation into French or English by a sworn translator*
<b>Identity of the authorised individual</b>				
<b>No.1</b>	Current valid National Identity Card or passport <sup>5</sup>	France	N	No
	Current valid National Identity Card or passport <sup>6</sup>	EEE OECD	N	No
	Passport	Other	N	No
<b>Permanent residence of the individual representing the account holder</b>				
<b>No.3</b>	- official identity document if issued within the previous three (3) months, containing the postal address or - any other official document issued by national government, dated within the previous three (3) months, which contains the postal address or - a declaration issued by the local authorities, dated within the previous three (3) months confirming the individual's address of permanent residence or - evidence of domicile, dated within the previous three (3) months (gas/electricity bill, rent receipt, telephone bill)	France EEE OECD Other	C N, A, L A, L A, L	No Yes**** Yes**** Yes****
<b>Criminal record certification of the authorised person</b>				
<b>No.7</b>	An "extrait de casier judiciaire" (bulletin N°3), dated within the previous three (3) months.	France	O	No

<sup>5</sup> Identity documents issued in France must:

- be legibly photocopied front and back; the photocopy must be signed by the document holder
- show the holder's full name, date and place of birth, and nationality
- show the nature, date and place of issue of the document and the name and position of the person who issued or authenticated it
- include a photograph
- show an expiry date; documents without an expiry date are not accepted.

Declarations of loss are not accepted.

<sup>6</sup> Only National Identity Cards and passports will be accepted. A legible copy showing front and back, and including the holder's civil status, photograph and signature, the passport number and date of expiry must be provided.



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	An extract, dated within the previous three (3) months, from the <i>Criminal records</i> of the country of residence AND eventually upon special request an extract from the <i>Criminal records</i> in France.	EEE OECD Other	O	Yes****

\*\*\*\* : The translation is required only if the supplied document is not already in English or French