

## Non-Resident Aircraft Operator Holding Account Opening and maintenance Requirements in the Spanish Section of the Union Registry

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0. Compulsory audit letter
1. Request for the opening and maintenance of an account.
2. Annex I (Appointment of Legal Representatives)<sup>1</sup>.
3. Annex II (Appointment of Authorised Representatives).
4. Annex III (Direct debit / Transfer payment).
5. Specific powers granted by the Applicant to the legal representative, except in the cases of a sole or joint and several director or CEO, in which case, only the deed of the corresponding appointment will be necessary. In the case of specific powers, it must be taken into account that it is essential to follow the attached model power of attorney specifying the powers to be conferred and the form in which these are conferred. These powers must be either notarial abstracts or copies authorised by a notary public<sup>2</sup>.
6. Account holders that are part of a group shall provide a document clearly identifying the structure of the group. You can use the template from our website. The date of the certification or legalisation shall not be more than three months prior to the date of application<sup>3</sup>.
7. Documentation<sup>4</sup> regarding **each of the Aircraft Operator's representatives**:
  - a) Documentation that corroborates the identity of each of the Aircraft Operator's representatives; this may be a copy of one of the following documents:
    - Identity card issued by one of the Member States of the European Economic Area or of the Organisation for Economic Co-operation and Development;
    - Passport.

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<sup>1</sup> Legal Representative: is the person who represents the company before the Registry (in case of a legal entity) and is in charge of appointing the rest of the Authorized Representatives. Every account must have at least one Legal Representative, which must coincide with one of the Authorized Representatives of the same.

<sup>2</sup> Any copy of a document that is provided as documentary evidence in the framework of this process must be certified as a true copy by a notary public. Regarding documents issued outside Spain, **the copies must be legalized**. The date of certification or legalization must not be more than **three months prior** to the date of application.

<sup>3</sup> Those reports required by Law 22/2015, of July 20, 2015, on Account Auditing, such as the management report and the account auditing report, shall be admitted as identification of the structure of the group, provided that such reports clearly identify the complete structure of parent companies and subsidiaries in which the company of the owner of the facility is integrated. Otherwise, a specific affidavit containing such information must be issued by the company.

- Foreigner id No.
- b) Documentation that corroborates the permanent residency details of each of the Aircraft Operator's representatives; this may be a copy of one of the following documents:
- Identity document presented in accordance to the previous section if it contains details of the permanent address;
  - Any other identity document issued by a State and which contains the permanent address details
  - If the country of permanent residence does not issue identity documents containing the address of permanent residence, a statement is required from the local authorities confirming the permanent residence of the representative of the aircraft operator. If the country of residence is Spain, a municipal census certificate is also required;
  - Any other document that is usually accepted in the Member State of the National Administrator as proof of the permanent residence of the representatives.
- c) Criminal record certificate for each of the authorised representatives of the aircraft operator account.

## 8. Rules and Security Advice.

All physical documentation should be sent in Spanish (English version is only for translation purposes) to the following address (it could additionally be advanced by e-mail: [correo.titulares.renade@grupobme.es](mailto:correo.titulares.renade@grupobme.es)):

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