THE PRE-HIRING DECLARATION (DECLARATION PREALABLE A L'EMBAUCHE/ (D P A E)

Pursuant to article R. 423-6 of the French code of civil aviation, all employers must notify CRPN of any new employment contract with a professional or trainee air crew member before any air crew employment can begin. If the employer fails to submit this notification, it can be submitted by the employee themselves. None of the benefits provided under the French code of civil aviation can be paid if the notification mentioned in the first two paragraphs has not been submitted.

- ➡ The DPAE submission requirement
- Consequences if no DPAE is submitted
- ⇒ How to submit a DPAE

The DPAE submission requirement

This paperwork is obligatory and must be completed before any air crew employment can begin.

It is a prerequisite in order for your air crew staff to be covered for aviation risks, including any air traffic accident.

You will need to specify the air crew member's position.

Consequences if no pre-hiring declaration (DPAE) is submitted

For the air crew member or their beneficiaries:

CRPN will not be able to pay the air crew member or their beneficiaries any of the benefits normally awarded by the scheme, including in the event of an air traffic accident.

For the employer:

CRPN will be able to assume the member's rights and hold the delinquent employer liable by suing them for damages.

How to submit your pre-hiring declaration (DPAE)

You can enter your declaration in your employer space, or send the CRPN the necessary elements through our contact form.

Otherwise, the DPAE may also be sent by post or email using the CRPN form "PRE-HIRING DECLARATION (DPAE)"



PRE-HIRING DECLARATION (D P A E)

THIS DOCUMENT MUST BE COMPLETED PRIOR TO HIRING AND

Cadre réservé CRPN **RETURNED TO CRPN** (EMPLOYERS DEPARTMENT) A - EMPLOYER SIRET No. | _| NAF (APE) code |<u>|</u> Company name Company address Zip code Town: Country: Telephone number (country code) Email address (Please only enter one and write legibly) **B – FUTURE AIR CREW EMPLOYEE** Last name at birth Last name used First name Sex (M or F) French Social Security No. Key: | : Date of birth day month Place of birth: "Département" Town: Country: **SCHEDULED DATE OF HIRE** Day Month Year ☐ Aerial work **Category** ☐ Air transport ☐ Testing and receipt **Position** (please check the air crew member's position within their category) □ Pilot □ Test pilot □ Parachutist □ Trainee pilot □Onboard equipment services ■ Mechanic ☐ Flight attendant ☐ HHO/HEMS ☐ Trainee ☐ Test flight engineer ☐ Other (specify position)..... You are responsible for checking your employee's professional qualification; you are civilly and criminally liable for ensuring that they hold the appropriate air crew license. Employee's address Required Zip code Town: Country: The personal data saved from your responses will undergo computer processing by the CRPNPAC, as data controller, with a view to the settlement of CRPN pensions. The European General Data Protection Regulation no. 2016/679/EU of 27 April 2016, and the French Data Protection Act no. 78-17 of 6 January 1978 amended apply to the responses given on this form. You have a right to obtain information, to access, rectification and erasure of your personal data, and a right to restrict the processing of your data. Furthermore, you have the right to define what happens to your data after you die. You can exercise these rights with the Data Protection Officer of the CRPNPAC at: <u>protection.domnees@crpn.fr</u>. If, after having contacted the Data Protection Officer, you feel that your data protection rights have not been respected, you can send a complaint to the CNL. Anyone found guilty of fraud or false declarations with a view to obtaining or attempting to obtain undue advantages is punishable by a fine and/or imprisonment (Articles 313-1, 441-1 and 441-7 of the French Criminal Code). Signature Signed at (location):

For more information: https://www.crpn.fr/informatique-et-libertes/