



REA Central Validation Service: Registration of participants, Legal validation and LEAR appointment

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Days**
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Presentation Outline

1. REA Central Validation Service
2. Communication with the CVS
3. Access to your PIC and document management
4. Legal validation: legal existence and legal status
5. Legal Entity Appointed Representative (LEAR)
6. Guidance documents

REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal status** of entities
- Validates the appointment of Legal Entity Appointed Representatives (**LEAR**)
- Prepares the **Financial Capacity Assessment** for the RAO
- Performs **third country control analysis**
- Validates **legal changes** of validated entities requested by LEARs
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)
- Assesses **Universal Takeovers** of validated entities
- Creates Legal Entities and **Bank Account Files** in cooperation with DG BUDG

Validation Process Overview

Registration

Organisations have to register in the Participant Register

Verification & validation of legal data

Based upon legal documents

LEAR

Mandatory for all validated participants

FCA

Financial Capacity Assessment if needed

COMMUNICATION VIA PARTICIPANT REGISTER



Communication

(e.g. request to submit legal documents or to appoint a LEAR)

All communication to -and from- participants is exclusively managed **through the Participant Register**

For Action - PIC 906733982 Validation and LEAR appointment - Supporting documents



European Commission <EC-NO-REPLY@nomail.ec.europa.eu>

To [redacted]

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Dear Participant,

Following the registration of your organisation in the EU Funding & Tenders Portal, we are now ready for your legal entity validation (validation of your participant identification code (PIC)) and appointment of the legal entity appointed representative (LEAR).

This validation will be done in accordance with the rules set out in the [Rules on legal entity validation, LEAR appointment and financial capacity assessment](#) available in the Funding & Tenders Portal Reference Documents.

Please **upload** the documents listed below within **5 days** after receiving this message:

1 /. Validation

1. Legal entity form (private entity)
2. VAT Exemption
3. Registration Document

Messages are notified via e-mail to the contact person (i.e. self-registrant or appointed LEAR)

Registration of an organisation

(at proposal stage)

Participant Register

 Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

**Search for a
registered
organisation**

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

**New
registration**

How to register in the Participant Register

Participant's Register Need help?

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name * 240

Registration country * ↕

Registration number 50

VAT number * 20 not applicable 500

[Review the Form](#) [Next](#)

Identification (duplicate check)

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

Registration completed

New Participant Identification Code (PIC)
in a "declared" status

(e.g. Name, e-mail address of the self-registrant and the back-up)

Access lost to non-valid/valid PICs

DECLARED PIC

in case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

VALID PIC

If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

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Validation Rules

- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders
- Validation is required for all beneficiaries and affiliated entities (linked third parties under Horizon 2020)
- PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System

Legal validation documents

- ✓ **Legal entity form** (template to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 6 months)
 - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Registration extract** (<6 months) – for private law bodies
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

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LEAR role and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory.

The LEAR:

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but *not* at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
 - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
 - ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

LEAR appointment documents

1. LEAR appointment letter and Roles and Duties of LEARs (duly signed by both the legal representative and the LEAR)
2. Declaration of Consent to the EU Funding & Tenders Portal Terms and Conditions (duly signed by legal representative)
3. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
4. Proof of empowerment of the legal representative

Scanned version of these documents shall be uploaded in the Participant Register. Originals of 1 and 2 must be kept in the entity's premises.

Guidance documents

- Rules on Legal validation, LEAR appointment and financial capacity assessment:
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf
- How to register in the Participant Register:
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

Thank you for your attention!

Questions?