



REA Central Validation Service

Legal Validation of Participants

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Presentation Outline

REA Central Validation
Service

Registration of
Participants

Legal validation

Legal entity appointed
representative (LEAR)

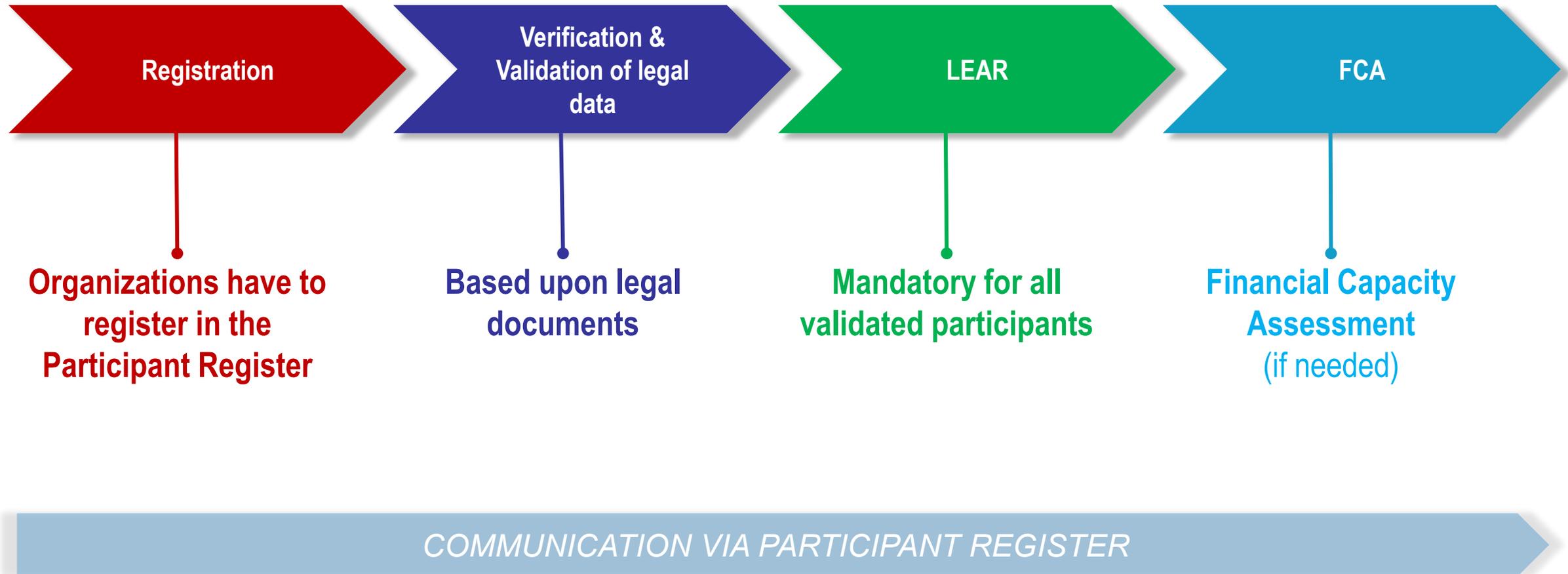
Communication

REA Central Validation Service

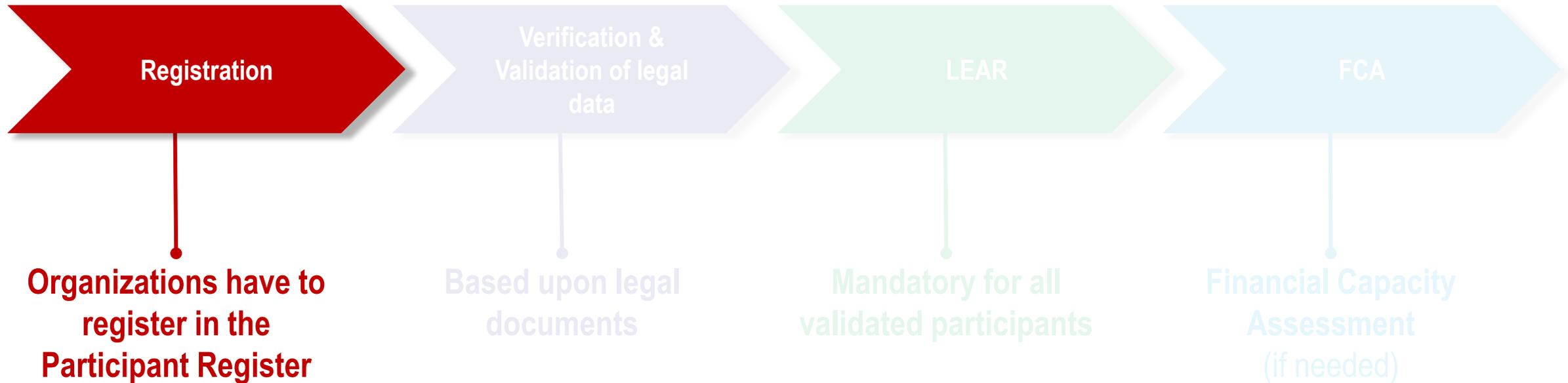
(REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Encoding **Bank Account requests**
- Prepares the **Financial Capacity Assessment**
- Performs **ownership control assessments** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

Validation Process Overview



Validation Process Overview



Registration of an organisation (at proposal stage)



European
Commission

EU Funding & Tenders Portal

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Participant Register



The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

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.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Registration of an organisation (at proposal stage)

Is your organisation already registered? PIC search

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

 Find 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

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

How to register in the Participant Register

The screenshot shows the 'Participant Register' interface. At the top, there is a progress bar with six steps: 1. Identification (highlighted with a red location pin), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. A 'Need help?' button is in the top right. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name * (text input, 240 characters)
- Registration country * (dropdown menu)
- Registration number (text input, 50 characters)
- VAT number * (text input, 20 characters) with a toggle for 'not applicable' (500 characters)

At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

Registration completed

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

Identification

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

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

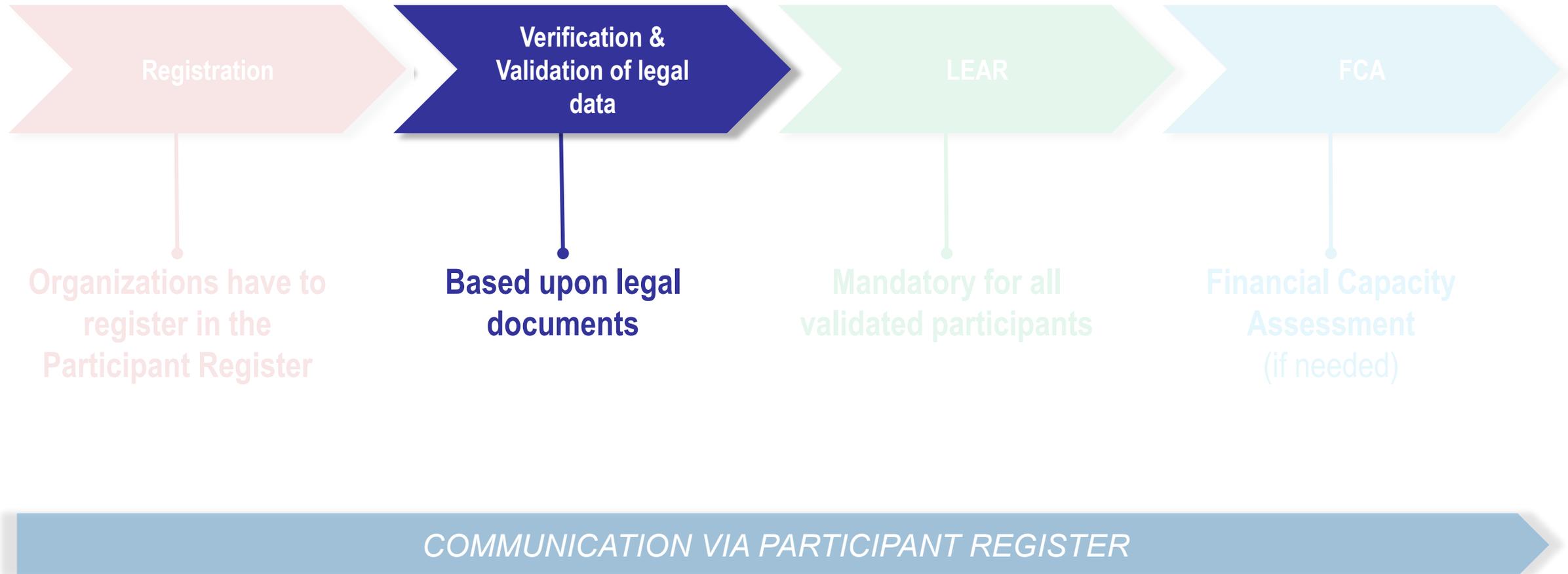
Registration

Validation & Verification of
Legal Data

LEAR

FCA

Validation Process Overview



Legal validation

- Project PROPOSALS can be submitted with a DECLARED (*NON-VALID*) PIC
- Validation of the PIC: registration data is verified by the REA Central Validation Service *before* the signature of the first grant agreement or contract
- The legal validation of a participant is *done once*: a valid PIC is *reused* for future EU-funded project participations



Validation is based on legal supporting documents, in accordance with the EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Legal validation documents

- ✓ **Registration extract** (< 1 year) – for private law bodies
- ✓ **VAT extract** (< 1 year)
 - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

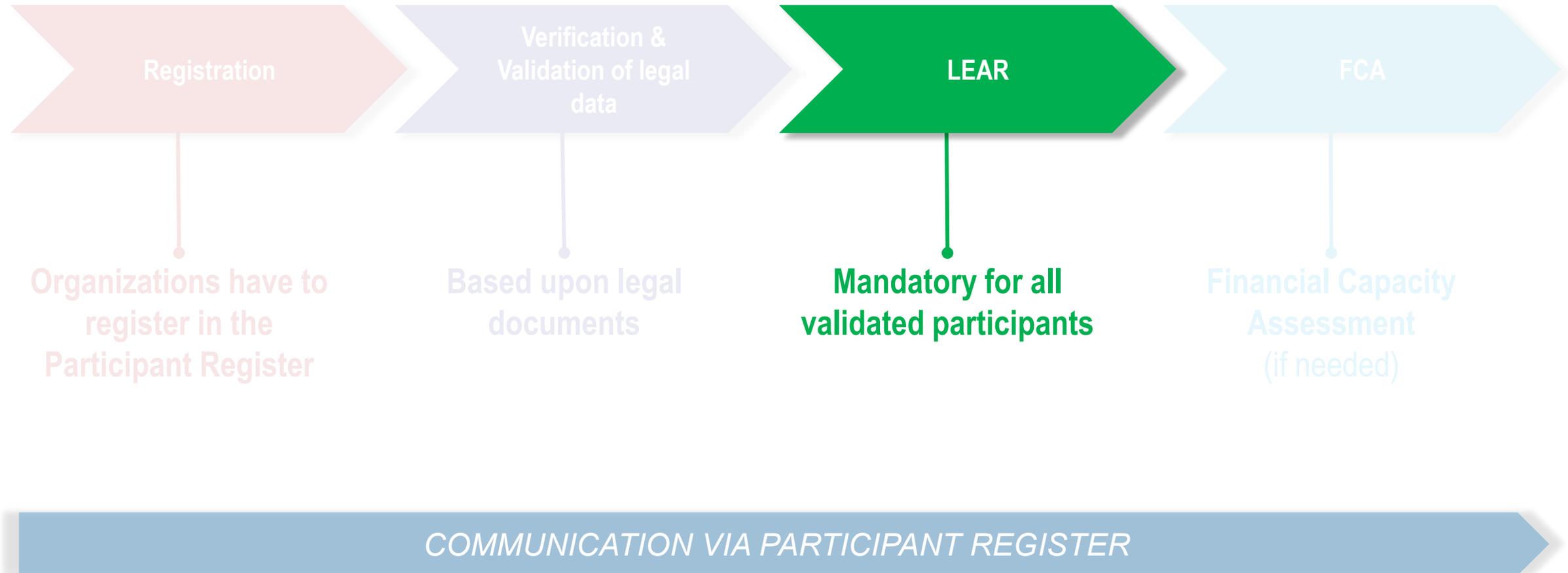
Registration

Validation & Verification of
Legal Data

LEAR

FCA

Validation Process Overview



LEAR roles and duties

The *Legal Entity Appointed Representative* (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**)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

LEAR appointment documents

1. LEAR appointment letter (duly signed by both the legal representative and the LEAR)
2. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
3. Proof of empowerment of the legal representative

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

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Communication

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

All communication is exclusively managed through the Participant Register

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

to me ▾

Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.

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

Access lost to a declared or valid PIC

Declared PIC

- In case the self-registrant left the organisation, and no one has access to a declared 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/>

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, RES Helpdesk, specific FAQs on the Tenders Portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>



Legal notice on the Funding and Tenders Portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>