



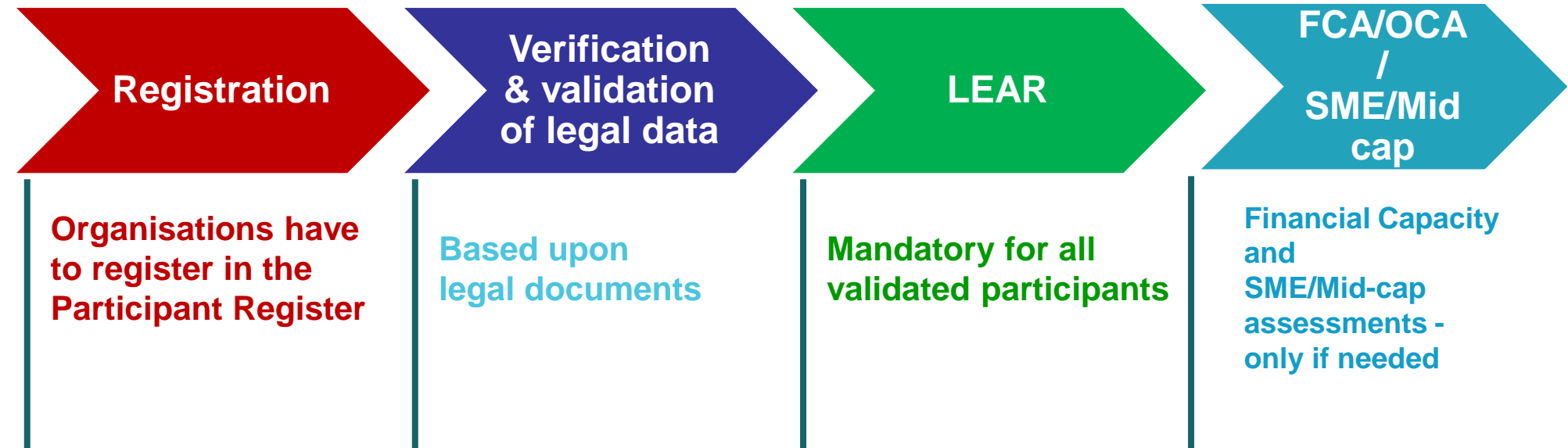
REA Central Validation Service  
Legal validation and financial capacity  
assessment

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# 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 analyses** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

## Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

# Registration of an organisation (at proposal stage)



European  
Commission

## EU Funding & Tenders Portal



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Funding ▼

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Projects & results ▼

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Guidance & documents ▼

[Home](#) > [Funding](#) > [Participant Register](#)

### 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 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.

### 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.

# How to register in the Participant Register

Identification (duplicate check)  
(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 completed

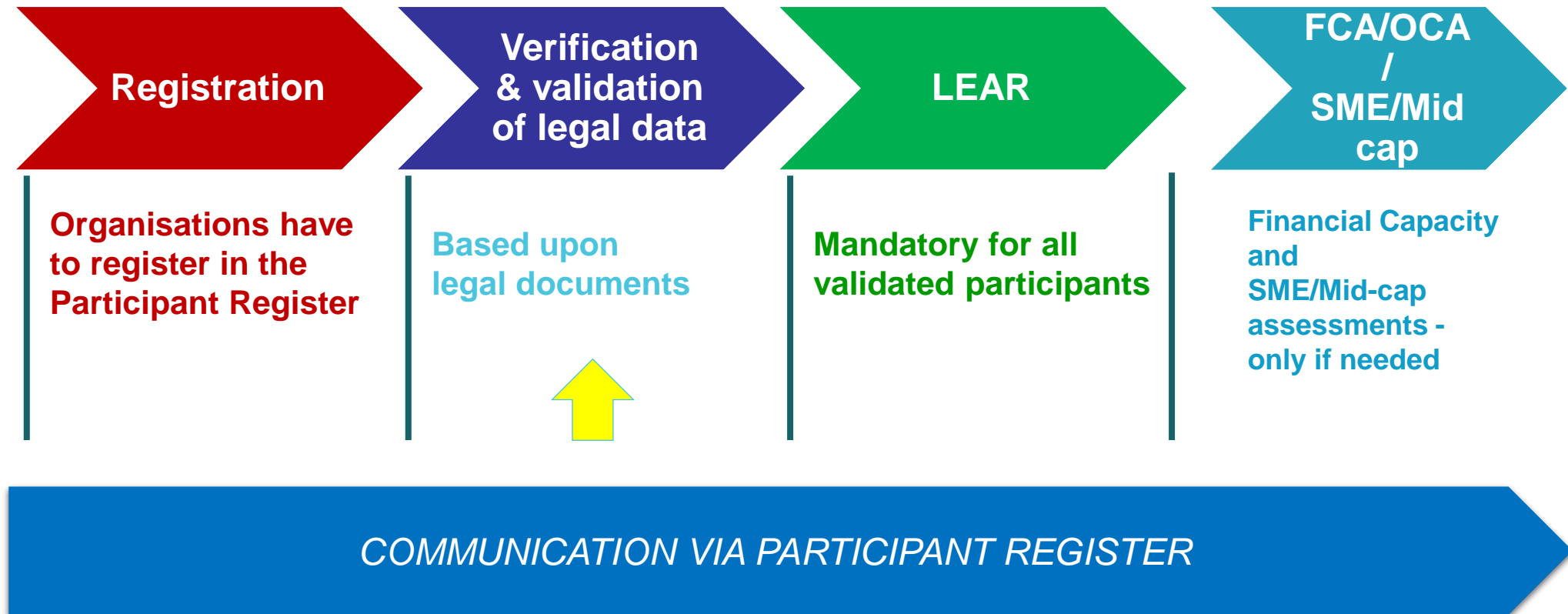
New Participant Identification Code (PIC)  
in a "declared" status

The screenshot displays the 'Participant's Register' interface. At the top, a progress bar shows six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name \* ⓘ: Text input field with a character count of 240.
- Registration country \* ⓘ: Dropdown menu.
- Registration number ⓘ: Text input field with a character count of 50.
- VAT number \* ⓘ: Text input field with a character count of 20 and a toggle switch labeled 'not applicable'.

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

## Validation Process Overview



## Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract
- It is reused for future participations in EU grant, procurement actions and contribution agreements



# 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
- Legal Validation is required for all beneficiaries and affiliated entities (linked third parties under Horizon 2020)

# Legal status

Supporting legal documents define the legal status of the applicant.

Why is legal status important?

- programmes may have differences in terms of funding rates (e.g. **non-profit** entities)
- programmes/calls may establish specific eligibility criteria (e.g. **SMEs, Middle-capitalisation companies**)

# Special legal statuses

- private entity or public body
- non-profit or for-profit organisation
- small or medium sized enterprise (SME)
- middle-capitalisation enterprise (mid-cap)
- non-governmental organisation (NGO)
- civil society organisation
- international organisation (IO)
- research organisation
- secondary or higher education establishment

# How to log in the Participant Register

The screenshot displays the European Commission's Participant Register interface. At the top, the header includes the European Commission logo, the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)', and a user greeting 'Welcome Alberto' next to an 'EU Login' button. A navigation bar contains links for 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left-hand sidebar lists 'My Person Profile', 'My Organisation(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area is titled 'My Organisation(s)' and shows a search bar with 'Results: 2'. Below is a table with columns for 'LEGAL NAME', 'PIC', 'VAT', 'STATUS', and 'ACTIONS'. Two rows are visible, with the second row's 'ACTIONS' column containing a dropdown menu with options: 'View Organisation', 'Modify Organisation', 'Edit Organisation Roles', and 'View Partner Search Profile'. Red arrows highlight the 'EU Login' button, the 'My Organisation(s)' sidebar item, and the 'Modify Organisation' menu option.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Alberto | **EU Login**

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | **My Organisation(s)** | My Formal Notification(s) | My Task(s)

My Organisation(s) | Results: 2 | Search..


LEGAL NAME	PIC	VAT	STATUS	ACTIONS
	890116427		Declared	Actions
	904615308		De	View Organisation <b>Modify Organisation</b> Edit Organisation Roles View Partner Search Profile

1 | 10

# Legal validation documents

## Requests in Participant Register

PIC 904615308



Organisation Data   Legal Information   Authorised users / LEAR    Bank Accounts   Financial capacity

Messages   Documents **3**   SME

[+ New message](#)

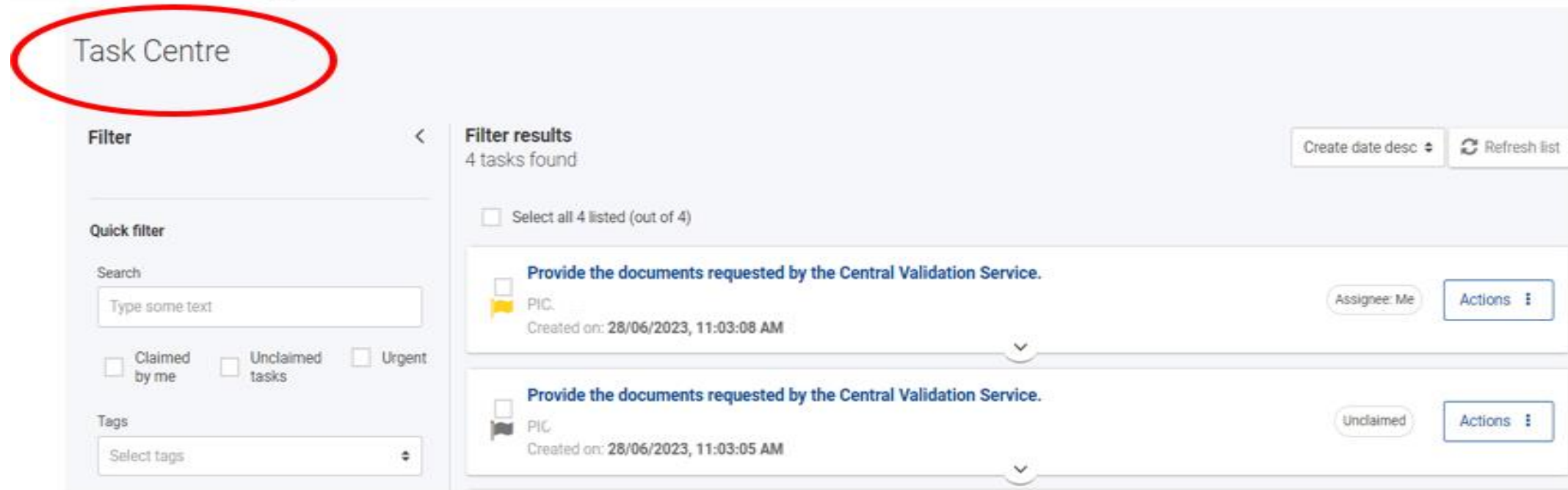
Messages

Read messages of your organisation and send messages to the EC ValidationServices.

	Subject ↕	Message	Context ↕	Date ↕	Actions
	PIC No 904615308 - LEAR appointment - Supporting documents	Dear Participant, We understand that you have r...	Other	08/07/2021	<a href="#">View</a>
	PIC No 904615308 - Validation and LEAR appointment - Supporting documents	Dear Participant, Following the registration of...	Other	08/07/2021	<a href="#">View</a>

# Legal validation documents

Please use *My Tasks* section to provide the Legal Entity documents







The screenshot displays a 'Task Centre' interface. The title 'Task Centre' is circled in red. On the left, there is a 'Filter' sidebar with a 'Quick filter' section containing a search box and checkboxes for 'Claimed by me', 'Unclaimed tasks', and 'Urgent'. Below this is a 'Tags' section with a dropdown menu. The main area shows 'Filter results' with '4 tasks found'. At the top right of the main area are buttons for 'Create date desc' and 'Refresh list'. A 'Select all 4 listed (out of 4)' checkbox is present. The task list contains two entries, both titled 'Provide the documents requested by the Central Validation Service.' The first entry is assigned to 'PIC' and created on 28/06/2023 at 11:03:08 AM, with 'Assignee: Me' and 'Actions' buttons. The second entry is also assigned to 'PIC' and created on 28/06/2023 at 11:03:05 AM, with 'Unclaimed' and 'Actions' buttons.

# Legal validation documents

Please provide the requested documents

Please upload the supporting documentation as requested by the Central Validation Service

 Documents [+ Add document](#)

Document type	Document name	Upload date	Status	Actions
 REGISTRATION DOCUMENT			REQUESTED	<a href="#">Upload</a>
 VAT EXEMPTION			REQUESTED	<a href="#">Upload</a>
 LEGAL ENTITY FORM (PRIVATE ENTITY)			REQUESTED	<a href="#">Upload</a>

If you are not able to provide all required documentation at this time please say why and, if possible, indicate when it will be available 2000

I confirm, that provided documents cover all required attributes

Cancel

Submit

# Legal validation documents

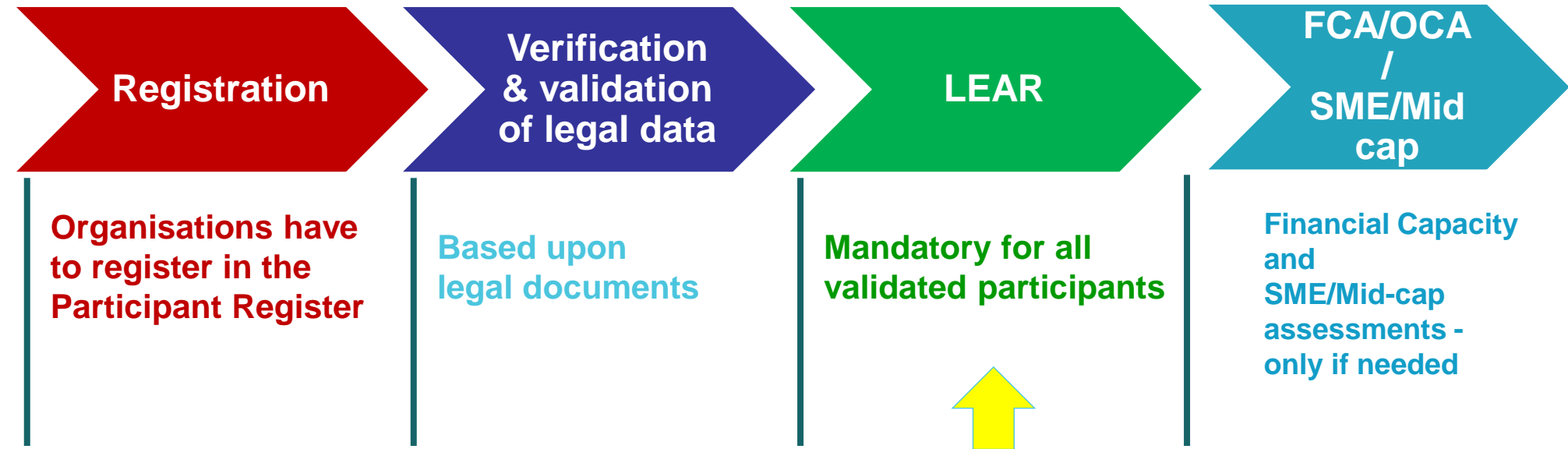
- ✓ **Legal entity form** ([template](#) to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 12 months)
  - *If not registered for VAT – proof of VAT exemption*
- ✓ **Registration extract** (< 12 months) – for private law bodies
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations



# Legal validation documents

- ✓ **Official:** delivered by official national authorities. They can NOT be replaced by self-declarations or by sworn or solemn statements before a judicial or administrative authorities, notaries or public officers
- ✓ **Uploaded by the participant** (as scanned versions) via the Participant Register
- ✓ **In any of the official EU languages.** Free translation in English is required for non EU languages

## Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

# LEAR roles 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**)

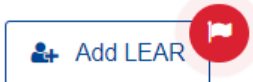
# How to appoint a LEAR

## Authorised Users

First name	Last name	Role	E-mail
Alberto	Romero	Self Registrant	<input type="text"/>
Alina	Ungureanu	Self Registrant	<input type="text"/>

## LEAR

Your organisation must now nominate a [Legal Entity Appointed Representative \(Legal Entity Appointed Representative, LEAR\)](#). Click the 'Add LEAR' button to provide the LEAR data and generate the documents to be printed and signed. Once signed, scan them and upload them along with the rest of supporting documents (copies of IDs for the LEAR and the organisation's legal representative appointing it, and the documents substantiating the empowerment of the latter). Once all necessary documents are uploaded, you will be able to 'Send LEAR for validation'. You will need to keep the original signed documents at your premises, in case of future audits or controls.



# LEAR key information

## LEAR EU login



The values to be entered must correspond to the LEAR's [EU Login](#). An automatic check will be made to verify if the LEAR has an EU Login based on the declared values. If the EU Login is not recognised, you will be unable to enter the remaining LEAR data. However, the LEAR will be invited to create his/her account upon your confirmation. If the EU Login exists, you will be able to enter the remaining data required. Please enter the first name and last name exactly as written in the identification document you will provide for validation.

Professional email *	<input type="text" value="Professional email"/>	509
First name *	<input type="text" value="First name"/>	139
Last name *	<input type="text" value="Last name"/>	139

- ✓ Name and email shall match name and email of the linked EU Login account
- New LEAR or new email = new EU Login account

# LEAR data

## LEAR Data



In order to reduce the chance of error and speed the validation process, the LEAR appointment documents will be created using the data input. The activation of the LEAR account requires a PIN code that will be sent to the LEAR upon completion of the validation process. If you provide the LEAR's mobile phone number this PIN code will be sent by SMS, avoiding delays and other problems of postal delivery. It is therefore recommended to provide a mobile phone number, which will be used exclusively for this purpose.

Professional email

First name **Alina**

Last name |

Mobile phone ⓘ

Expected format: +CCNNNNNNNNNNNNNNNNxBBBBB

30

I do not want to give a mobile phone number to receive the PIN

Copy the organisation's contact details

**Mobile phone number to receive PIN code**

# Legal representative data

## Legal Representative data



The LEAR must be appointed by the legal representative of the organisation (this could be, for example, the CEO of the company, the [vice]rector of the university..., always in accordance with the statutes of your organisation). Below you can enter his/her name and role and in the documents section (next step) you will be asked to also upload the documents confirming their identity and legal empowerment. Please enter the first name and last name **exactly** as written in the identification document you will provide for validation.

Legal Representative same as the LEAR  Yes  No

Title	<input type="text" value="Title"/>	40
First name *	<input type="text" value="Alina"/>	134
Last name *	<input type="text"/>	130
		120

# 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.*



# LEAR appointment documents

## Documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.		
Declaration of consent to the terms of use of the F&T EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.		
Legal Representative authorisation		Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function		
LEAR identity document		Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR		

## LEAR data

✓ Urgent request for PIN code:

- send an email to [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

OR

- provide mobile phone number (used only for PIN code)

## Bank accounts (BAs)

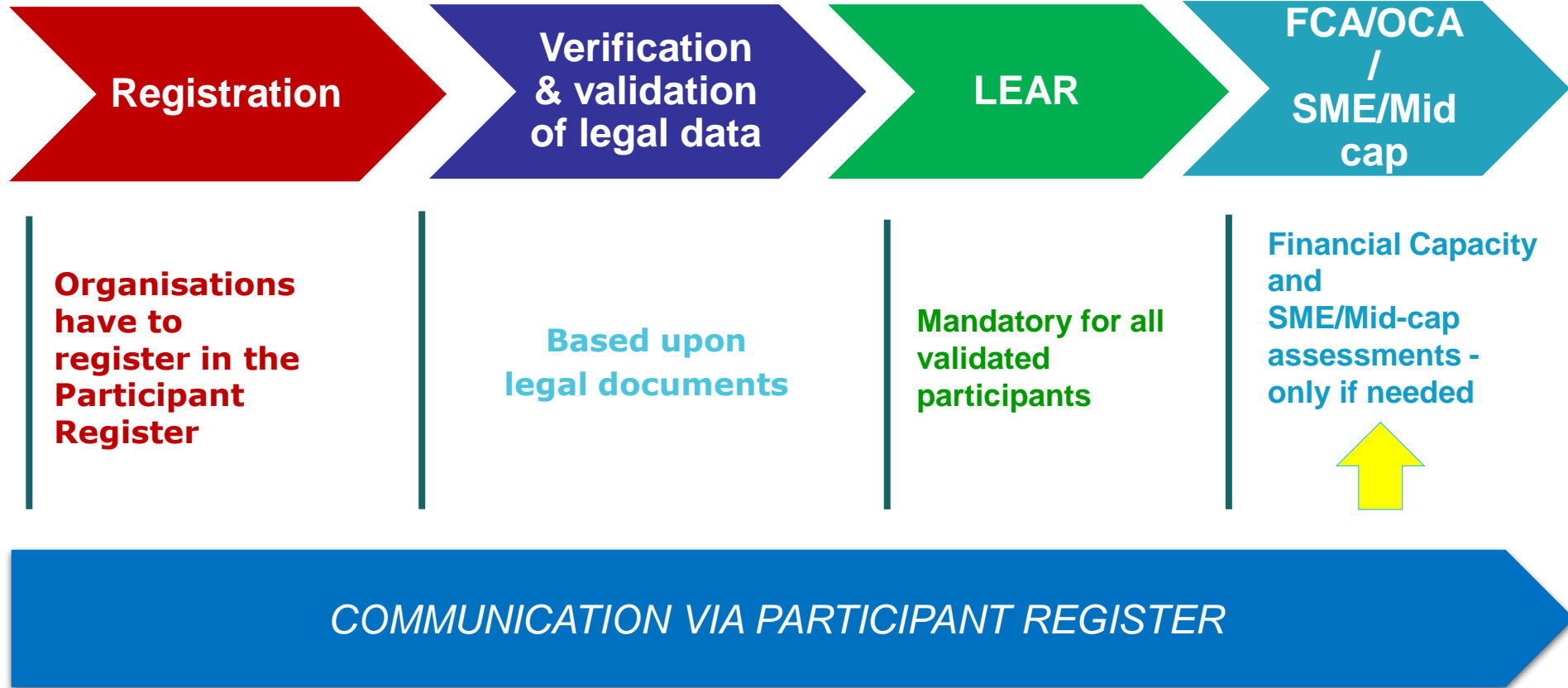
- If needed, during the Grant Agreement Preparation, participants can search for available bank account(s) in the Funding & Tenders Portal's Grant Management Service System
- If no account exists, the system displays an explanatory message on how to request the validation of a BA
- Participants should start the BA work-flow by uploading the requested documents via the Participant Register



- REA CVS will launch BA validation and will inform the LEAR once validated



## Validation Process Overview



# Financial Capacity Assessment (FCA)

- Legal basis:
    1. Financial Regulation (2018/1046) arts. 196 and 198.
    2. Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.
    3. Regulation (EU) 2021/697 establishing EDF, Art.14, and the respective call document (*point 7 – Financial and operational capacity and exclusion*)
  - FCA will be done for all beneficiaries except for:
    - i. public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
    - ii. if the individual requested grant amount is not more than 60.000 EUR.
- ➔ If FCA must be checked, you will be contacted by the Central Validation Service via the Participant Register in the F&T Portal.

# Financial Capacity Assessment (FCA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile  
My Organisation(s)  
My Formal Notification(s)  
**My Task(s)**

## Task Centre

Save **Filter results** 2 tasks found Create date desc Refresh list

**Filter** Selected criteria Search: 885167584  
Dismiss all

Select all 2 listed (out of 2)

[Provide the documents for your Financial Capacity Assessment.](#)

PIC: 885791391

# Financial Capacity Assessment (FCA)

## Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	Financial capacity	Messages <b>1</b>	Documents	SME
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**Financial capacity**      Closing date      Upload documents      Confirm/Submit

You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available [here](#).

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data Required	<b>Provide necessary financial information</b>



# Financial Capacity Assessment (FCA) Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	Financial capacity	<b>Messages <sup>1</sup></b>	Documents	SME
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[+ New message](#)

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

Subject	Message	Context	Date	Actions
* Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	<a href="#">View</a>

« 1 »

# FCA supporting documents

(via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account



**For the 2 most recent closed and approved financial years**  
(in official language)

- ✓ New established entities: Business Plan.
- ✓ External audit report (or signed self-declaration) if requested EU-contribution exceeds € 750.000 (art. 196 FR).
- ✓ Explanatory notes and/or annexes that form part of the above financial statements (if available).

**Once completed, the assessment is valid  
for 18 months from the closing date**

# 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](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?