REA Central Validation Service

Getting started - Registering your organization

Presentation Outline

REA Central Validation Service

Registration of participants

Legal validation and Legal entity appointed representative (LEAR)

Communication

Guidance documents

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**)

European Commission

Registration of an organisation
(at proposal stage)

European Commission | **EU Funding & Tenders Portal**

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Search...

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.

How to register in the Participant Register

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 completed

↓

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

Validation Process Overview

Registration → **Verification & validation of legal data** → **LEAR** → **FCA**

Organisations have to register in the Participant Register

Based upon legal documents

Mandatory for all validated participants

Financial Capacity Assessment if needed

COMMUNICATION VIA PARTICIPANT REGISTER

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Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or the Contract

- The legal validation of a participant is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is **reused** for future participations in EU grant and procurement actions

- 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

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Legal validation documents

✓**VAT extract** (< 1 year)

 ✓*If not registered for VAT – proof of VAT exemption*

✓ **Registration extract** (< 1 year) – for private law bodies

✓ **Law/decree/decision** – for public law bodies

✓ **Treaty** – for international organisations

✓ **Statutes** – for non-profit organisations

LEAR role and duties

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**)

European Commission

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 the LEAR appointment letter (1) must be kept in the entity's premises.

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

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

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.

All communication is exclusively managed **through the Participant Register**

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, 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?