REA Central Validation Service

Getting started -Registering your organisation

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VALIDATION PLANNING

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 analyses** for specific programmes

- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

Registration of an organisation (at proposal stage)

Participant Register

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

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.
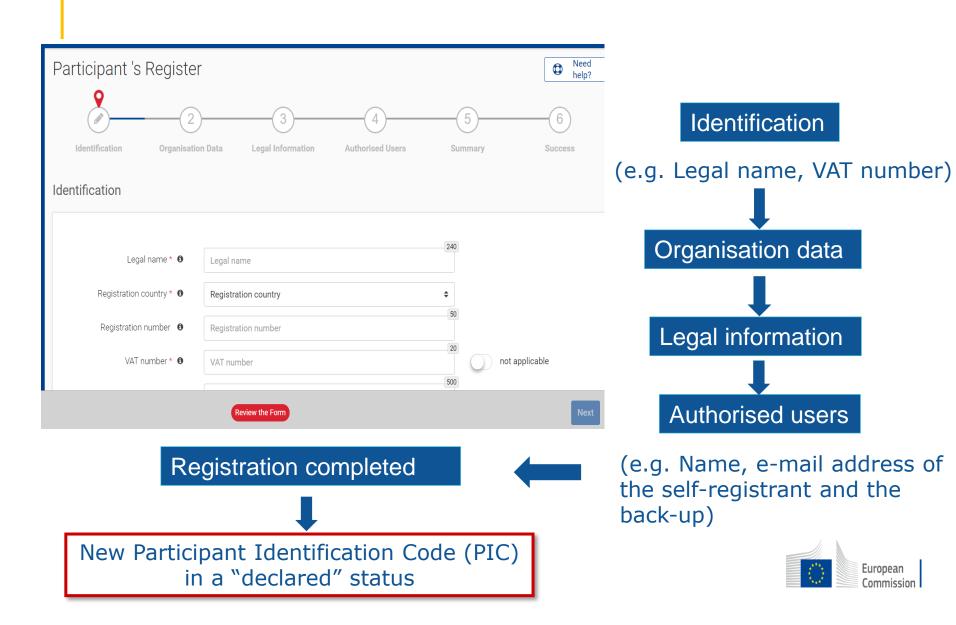
Register your organisation

Search for a registered organisation

New registration

European Commission

How to register in the Participant Register

Participant 's Register

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

Identification

Legal name * ❶ [Legal name] 240

Registration country * ❶ [Registration country ⇕]

Registration number ❶ [Registration number] 50

VAT number * ❶ [VAT number] 20   ⬤ not applicable 500

Review the Form   Next

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

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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 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

European Commission

Legal validation documents

✓ **Legal entity form** (<u>template</u> to be completed, dated, stamped and signed)

✓ **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

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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)

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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

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