



# REA Central Validation Service

## Getting started - Registering your organization

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# Presentation Outline

REA Central  
Validation Service

Registration of  
participants

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

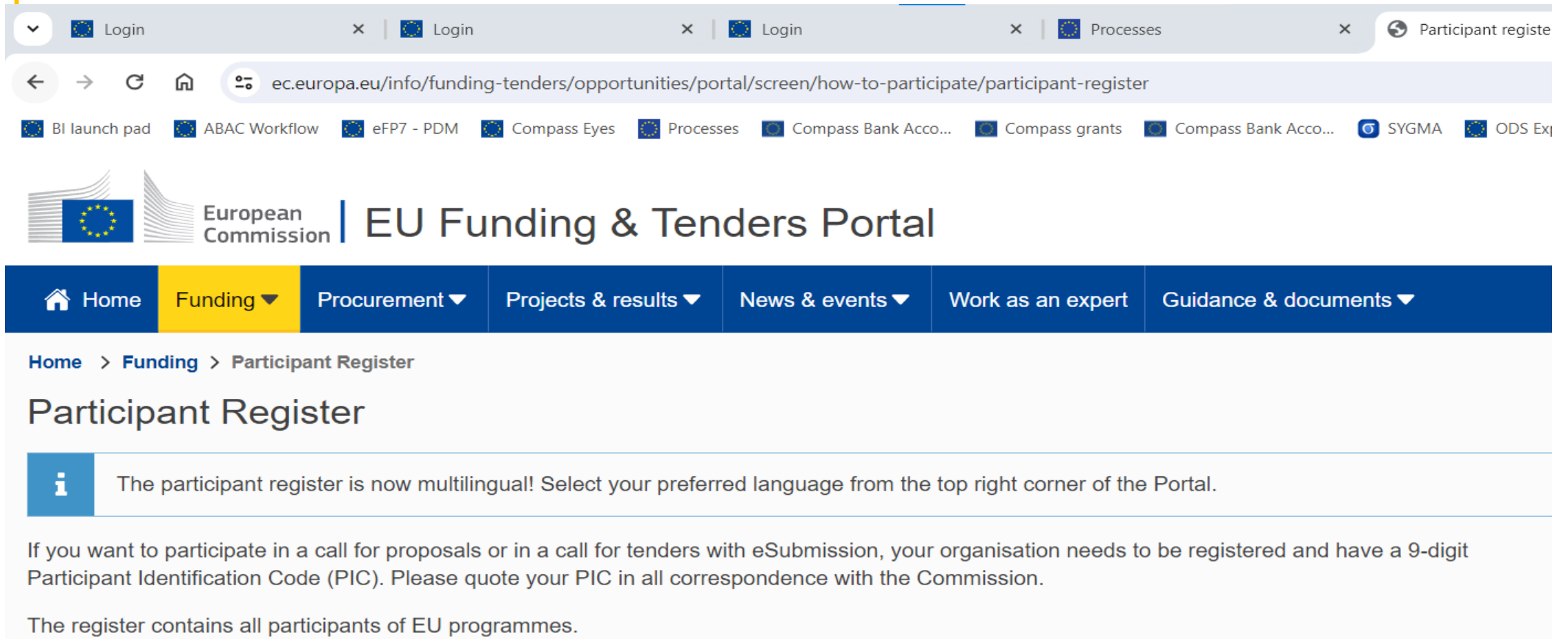
Communication

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**)

# Registration of an organisation (at proposal stage)



The screenshot shows a web browser with multiple tabs open, including 'Login' and 'Processes'. The address bar displays the URL: [ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). The browser's toolbar includes navigation icons and a search bar. Below the browser, a navigation menu is visible with the following items: Home, Funding (highlighted in yellow), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. The main content area features a breadcrumb trail: Home > Funding > Participant Register. The title of the page is 'Participant Register'. An information icon (i) is followed by the text: 'The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.' Below this, a paragraph states: '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.' A final paragraph reads: '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.

### 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.

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

The screenshot shows the 'Participant's 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. 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 switch for 'not applicable' and a 500 character limit.

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

Identification

(e.g. Legal name, VAT number)



Organisation data



Legal information



Authorised users

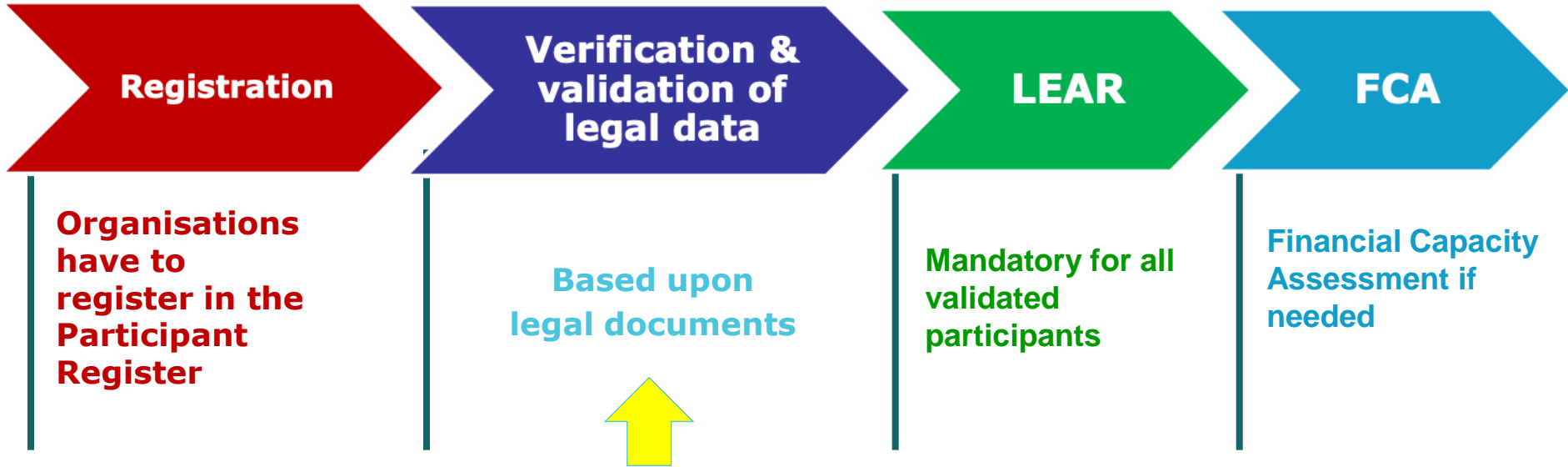
(e.g. Name, e-mail address of the self-registrant and the back-up)

Registration completed



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

Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

# Legal validation

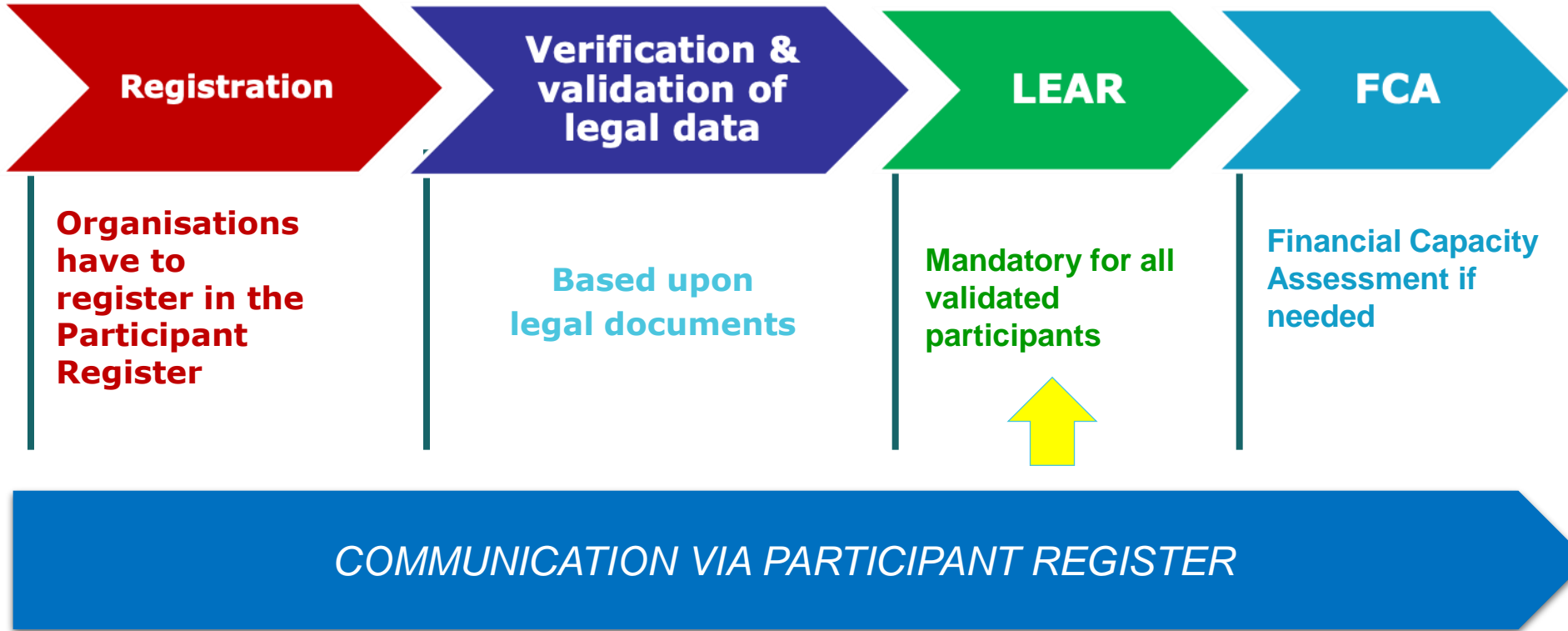
- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or the Contract
- The legal validation of a participant is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is reused for future participations in EU grant 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



# Legal validation documents

- ✓ **Legal entity form** (template 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/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

## Validation Process Overview



# 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 (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.*

# 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](mailto: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](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?