



REA Central Validation Service

Getting started -Registering your organization

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Presentation Outline

REA Central
Validation Service

Registration of
Organisations

Legal validation and Legal
entity appointed
representative (LEAR)

Financial capacity
assessment

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)



European
Commission

EU Funding & Tenders Portal

[Home](#) [Funding](#) [Procurement](#) [Projects & results](#) [News & events](#) [Work as an expert](#) [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.

[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

Participant's Register Need help?

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

Identification

Legal name * ⓘ 240

Registration country * ⓘ ▾

Registration number ⓘ 50

VAT number * ⓘ 20 not applicable

500

[Review the Form](#) [Next](#)

How to register in the Participant Register

Participant's Register Need help?

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

Identification

Legal name * 240

Registration country * 50

Registration number 50

VAT number * 20 not applicable 500

[Review the Form](#) [Next](#)

Registration completed

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

Identification

(e.g. Legal name, VAT number)

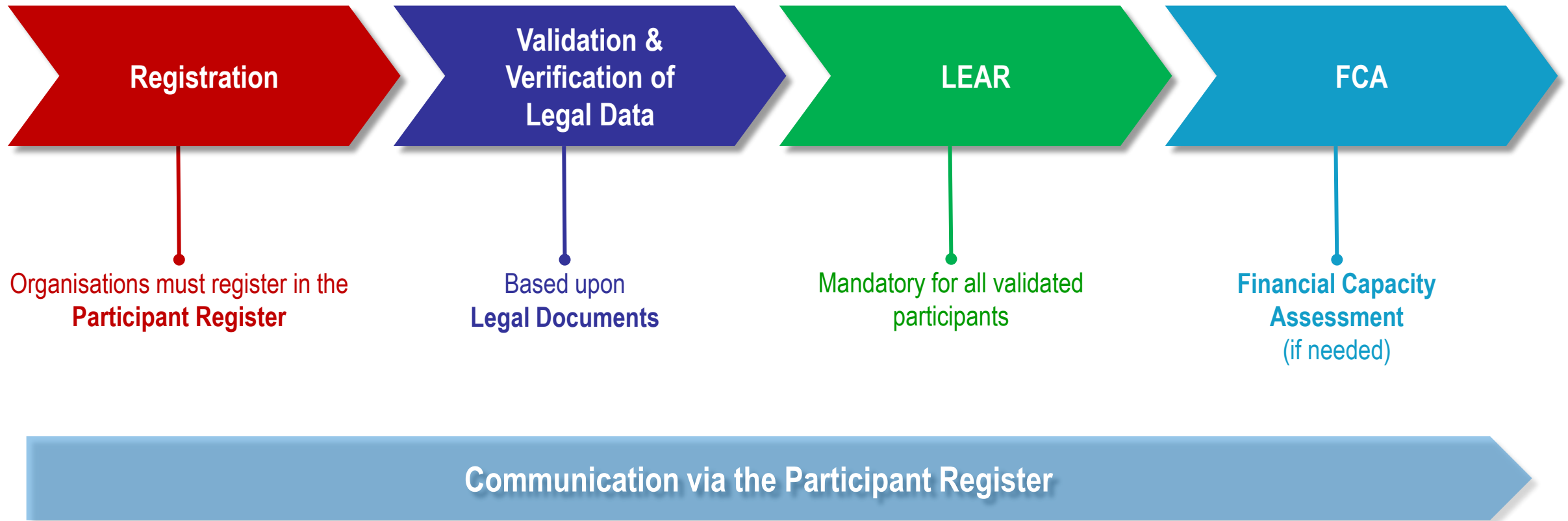
Organisation data

Legal information

Authorised users

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

Validation 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 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

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Legal validation documents

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

✓ **VAT extract** (< 1 year)

✓ **Registration extract** (< 1 year)

Registration

Validation & Verification of
Legal Data

LEAR

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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

Registration

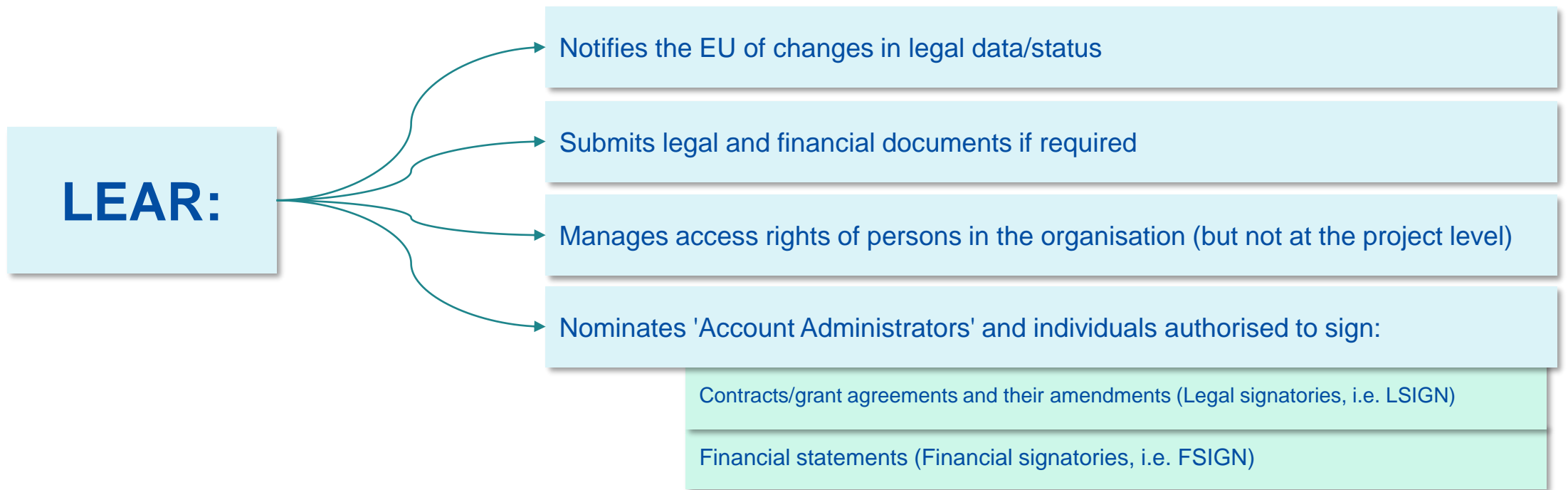
Validation & Verification of
Legal Data

LEAR

FCA

LEAR role and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory



Registration

Validation & Verification of
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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.

Registration

Validation & Verification of
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LEAR

FCA

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

Financial Capacity Assessment (FCA)

Legal basis

- Financial Regulation (2018/1046) articles 196 and 198
- Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.
- Call for Proposals (see the section “**Financial capacity**”)

Registration

Validation & Verification of
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Financial Capacity Assessment (FCA)

Legal basis

- Financial Regulation (2018/1046) articles 196 and 198
- Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.
- Call for Proposals (see the section “Financial capacity”)

When is the FCA needed?

✓ ALL beneficiaries, except for:

public bodies (including local, regional or national authorities)

individual requested grant amount of **LESS than EUR 60,000**

If FCA must be checked, you will be contacted by the Central Validation Service via Participant Regis

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

Balance Sheet

Profit & Loss account

- REVENUES
- EXPENSES

- Net result

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

Balance Sheet

**Profit & Loss
account**

**Explanatory
notes**

**Annexes
to the FS**

Details on accounts

Breakdown on items

Additional explanations

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

Financial Audit report

Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

Balance Sheet

Profit & Loss account

Explanatory notes

Annexes to the FS

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

if the requested EU-contribution exceeds
EUR 750.000 (art. 196 FR)

Financial Audit report

Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

Self Declaration on the accounts

I, the undersigned
declare that the
accounts are:

- VALID
- no audit required

Signed

Balance Sheet

Profit & Loss account

Explanatory notes

Annexes to the FS

Registration

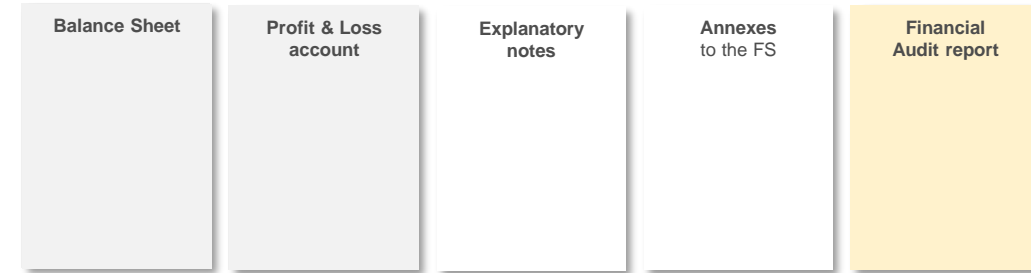
Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report



Registration

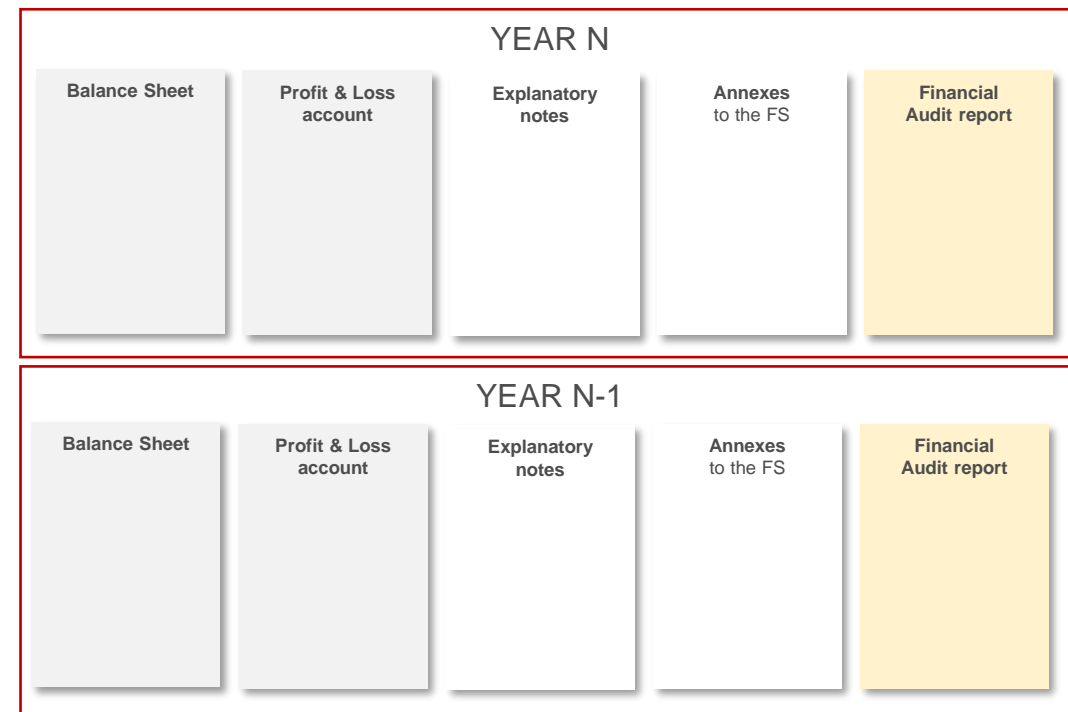
Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report



For the 2 most recent closed and approved financial years

- official language
- dated
- signed

Registration

Validation & Verification of
Legal Data

LEAR

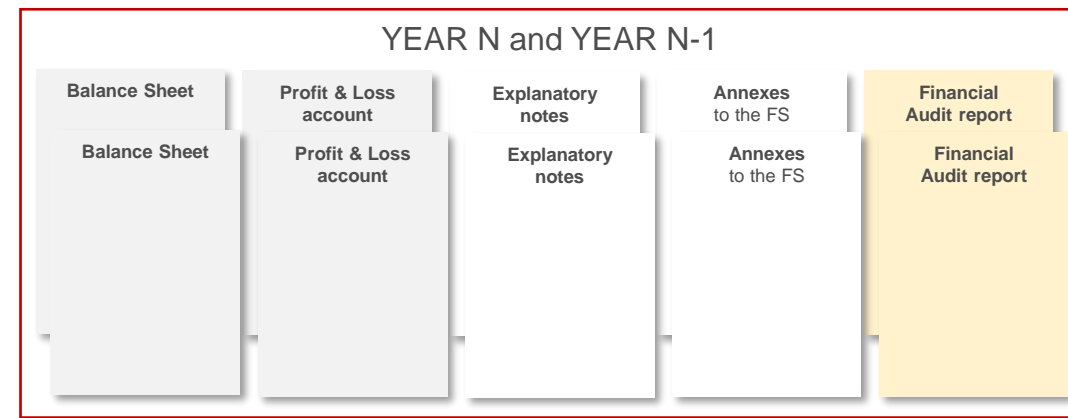
FCA

FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report

Newly established entities

- ✓ Business plan



For the 2 most recent closed and approved financial years

- official language
- dated
- signed

Business plan

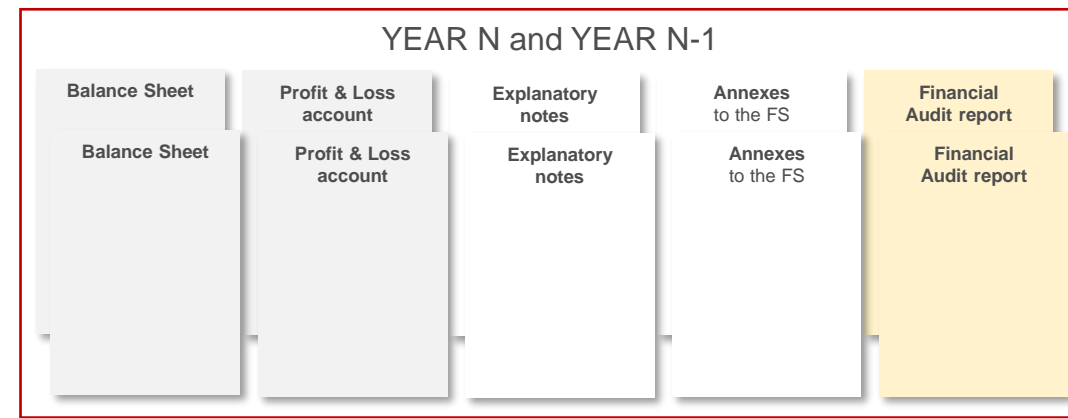
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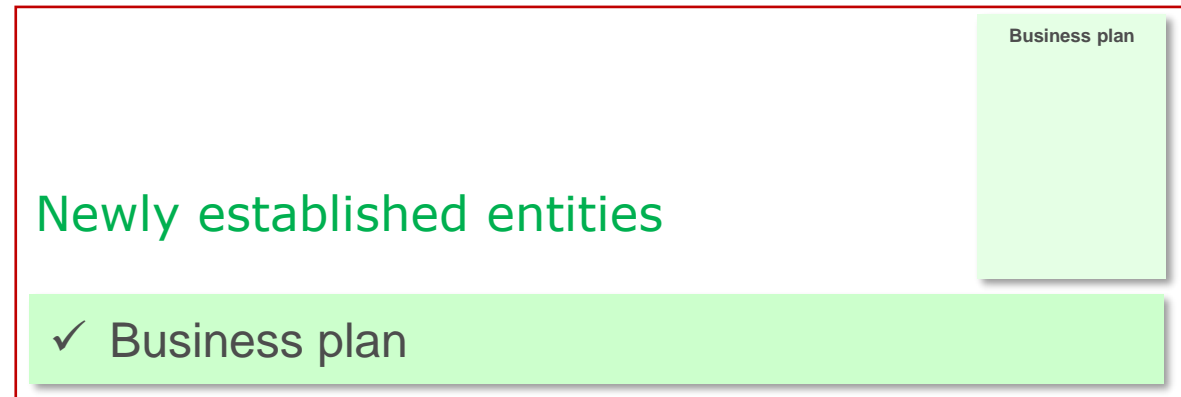
FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report



For the 2 most recent closed and approved financial years

- official language
- dated
- signed



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

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Financial Capacity Assessment: Requests in Participant Register

PIC 89010101

Organisation Data	Legal Information	Authorised users/ LEAR	Financial capacity	Messages	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 and loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified 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 remated to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data required	Provide necessary financial information

Financial Capacity Assessment: Requests in Participant Register

PIC 89010101

Organisation Data	Legal Information	Authorised users/ LEAR	Financial capacity	Messages	Documents	SME
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Financial Capacity Assessment: Requests in Participant Register

PIC 89010101

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	Data required	Provide necessary financial information





Financial Capacity Assessment: Requests in Participant Register

PIC 89010101

Organisation Data	Legal Information	Authorised users/ LEAR	Financial capacity	Messages	Documents	SME
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Messages

Read messages of your organisation and send messages to the EC Validation Services.

Subject	Message	Context	Date	Actions
 Financial capacity assessment – Request for documents	Dear Participant, Following your recent a...	Financial Capacity Assessment	28 /06 /2024	 View

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?