



## **REA Central Validation Service**

**Getting started - Registering your organisation, Legal validation, Financial capacity assessment**

**INFO SESSION - OPEN CALL FOR PROPOSALS  
EU4HEALTH ANNUAL WORK PROGRAMME  
2024, 26 JUNE 2024**

**Alina UNGUREANU, REA D4  
Florin PUIU, REA D4**

# Presentation Outline

REA Central  
Validation Service

Registration of  
participants

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

Communication

Financial capacity  
assessment

Guidance  
documents

# Registration of an organisation (at proposal stage)

## Participant Register

 Need help?

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

**Search for 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

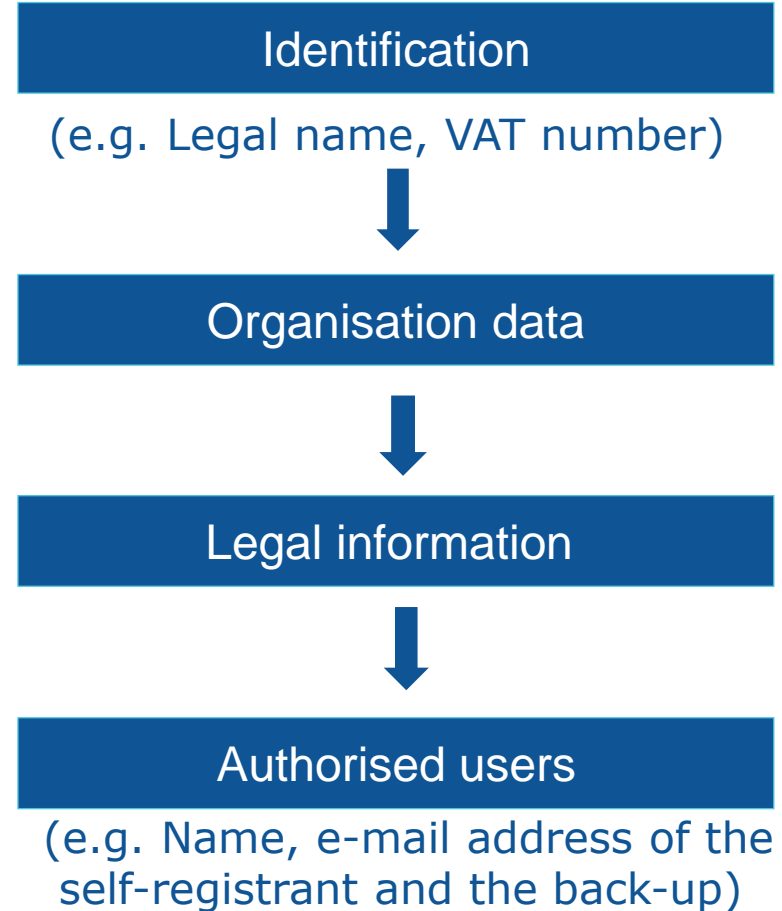
**New  
registration**

# 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 'not applicable' toggle switch.

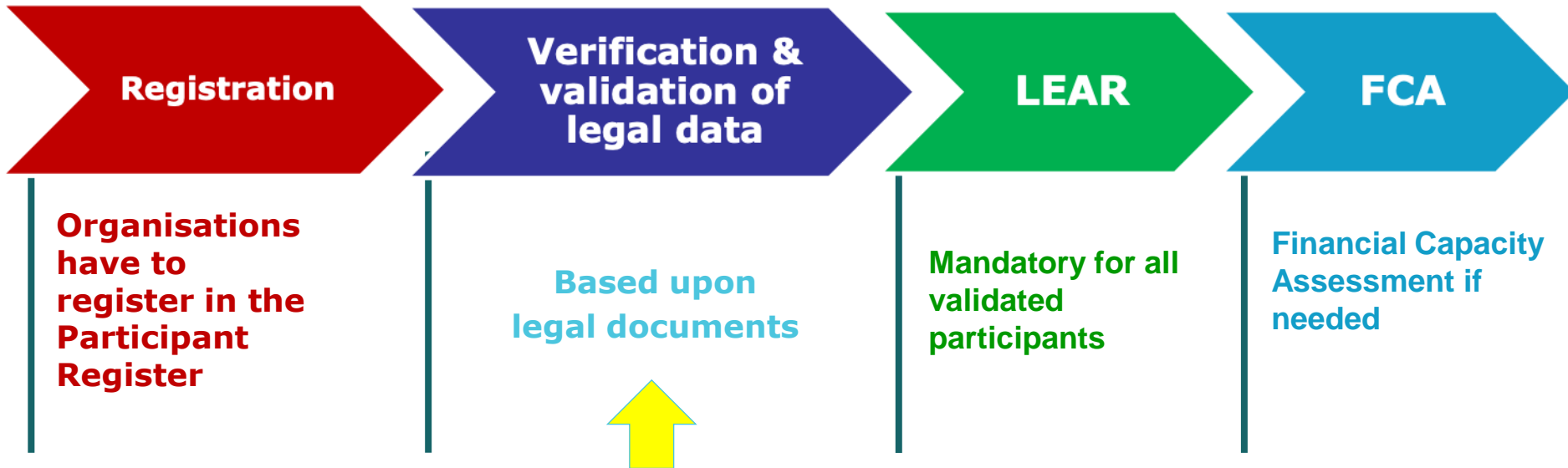
At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).



Registration completed

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

Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

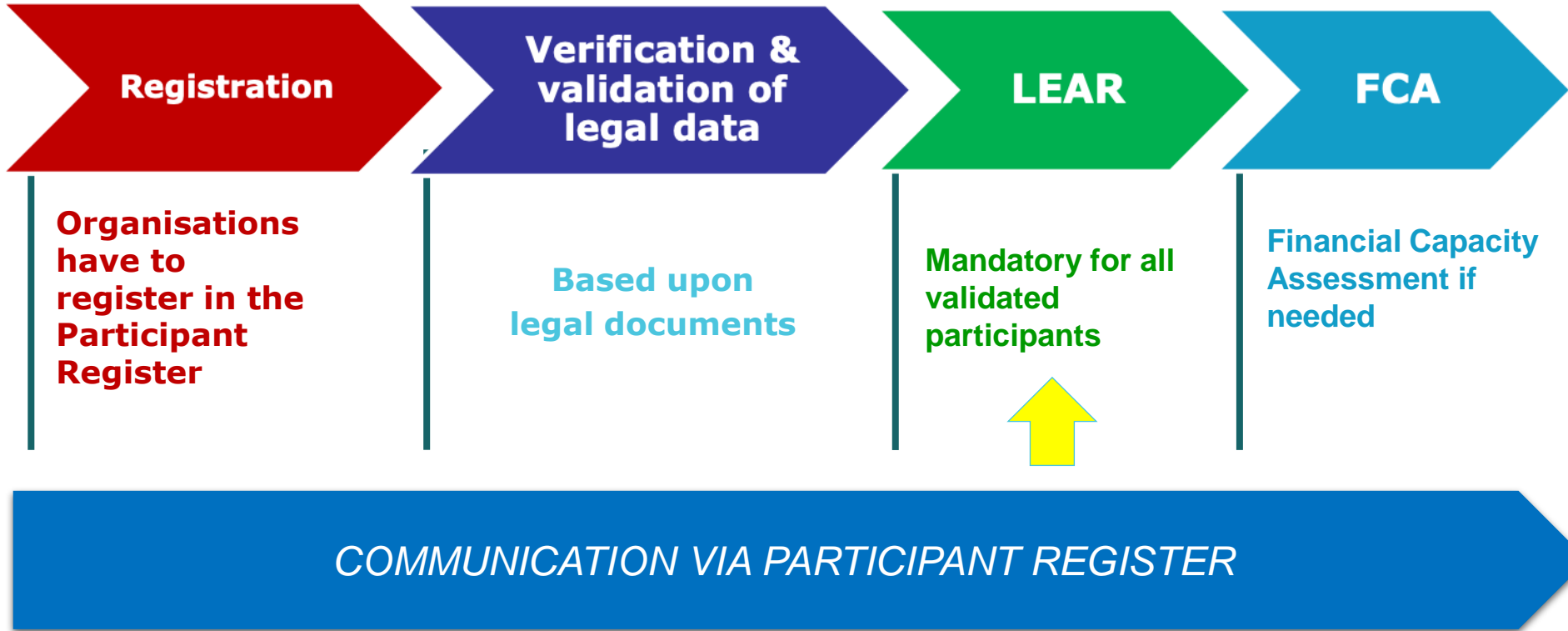
# Legal validation

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

# 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](mailto: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)

# Access lost to a declared or valid PIC

## Declared PIC

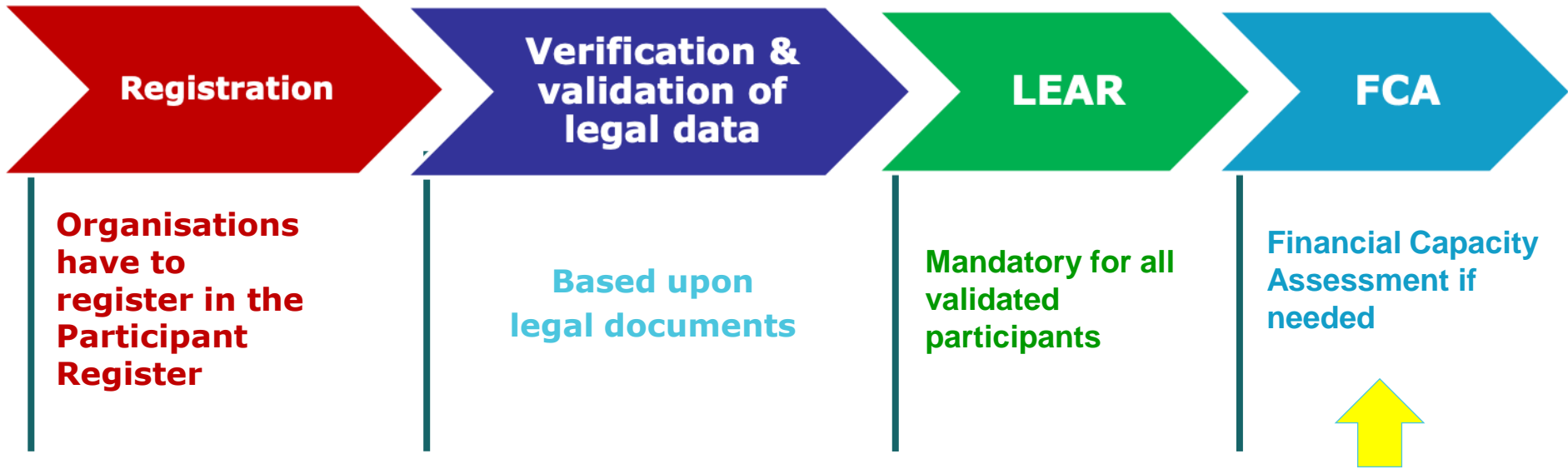
- In case the self-registrant left the organisation and no one has access to a declared PIC – a new PIC needs to be created and REA CVS informed

## 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/>

# Validation Process Overview



# COMMUNICATION VIA PARTICIPANT REGISTER

# 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:

# 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 is **greater than EUR 60,000**

and

If FCA must be checked, you will be contacted by the Central Validation Service via Participant Register in the F&T Portal.

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

## Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY



# FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

**Balance Sheet**

**Profit & Loss  
account**

- REVENUES
- EXPENSES

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- Net result

# 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

# 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

# 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

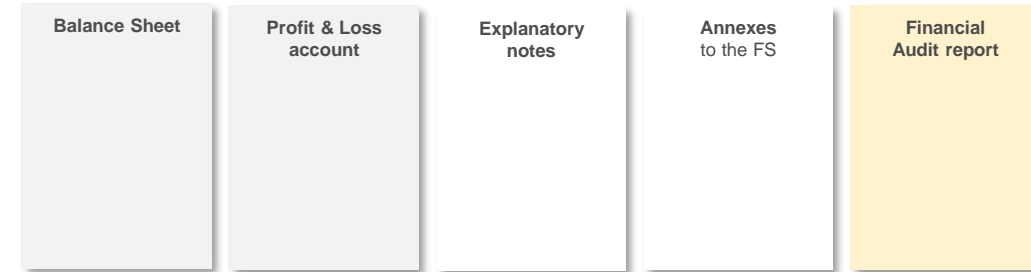
## Profit & Loss account

## Explanatory notes

## Annexes to the FS

# FCA supporting documents (via Participant Register)

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



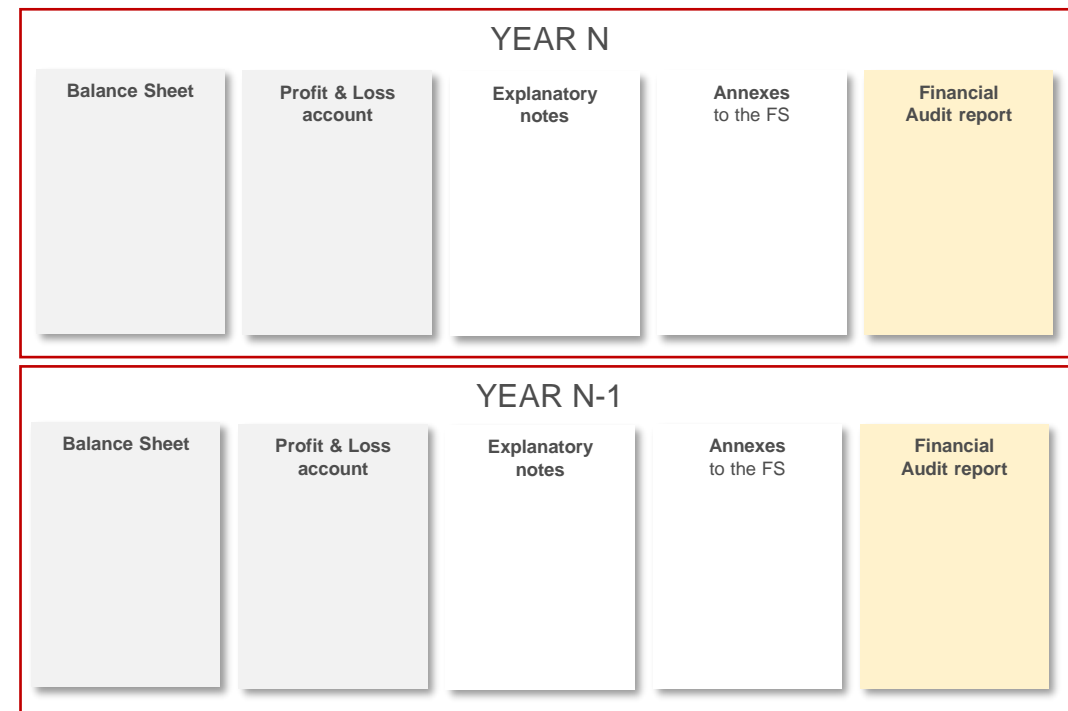
# FCA supporting documents (via Participant Register)

✓ 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**

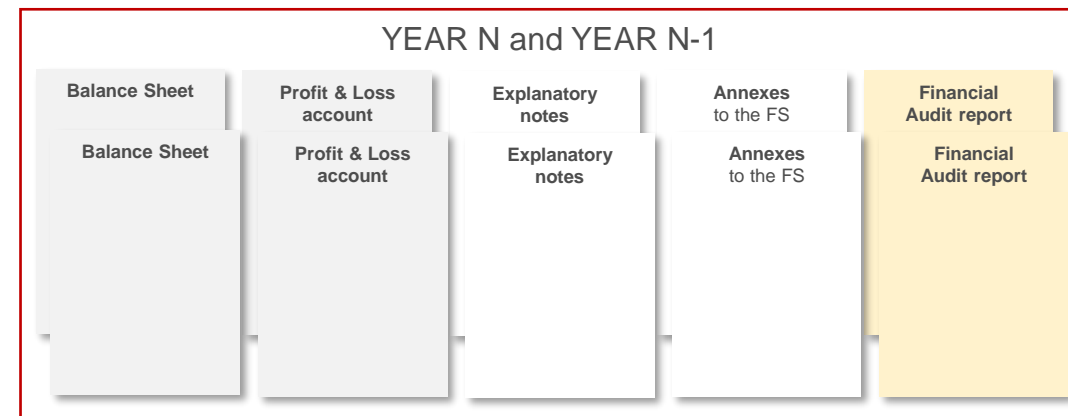
- official language
- dated
- signed

# 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

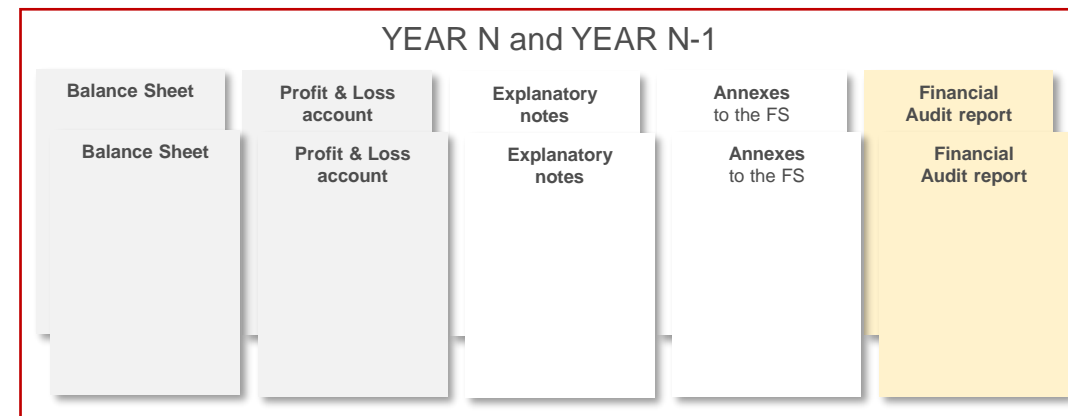
# FCA supporting documents (via Participant Register)

✓ 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

**Newly established entities**

✓ Business plan


Business plan

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



# Financial Capacity Assessment: Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	<b>Financial capacity</b> 	<b>Messages</b> <b>1</b>	Documents	SME
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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: Requests in Participant Register


PIC 890116427

Organisation Data   Legal Information   Authorised users / LEAR   Bank Accounts   Financial capacity    **Messages 1**   Documents   SME

[+ 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 › »

# 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>

Questions, please...

