

### REA Central Validation Service: Registration of participants

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### **Presentation Outline**

- 1. Registration of participants
- 2. REA Central Validation Service
- 3. Communication
- 4. Guidance documents



### 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

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.

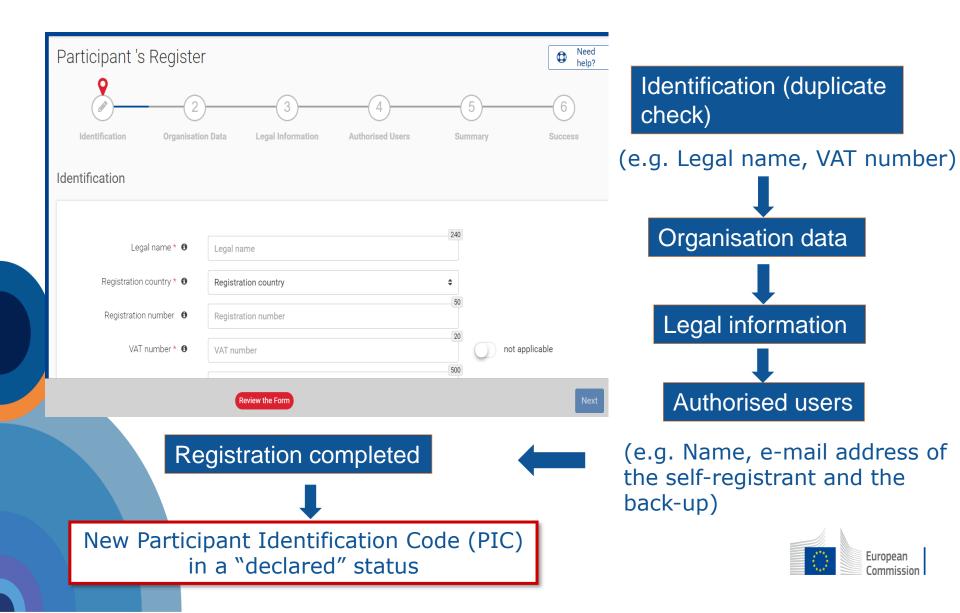
Need help?

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.

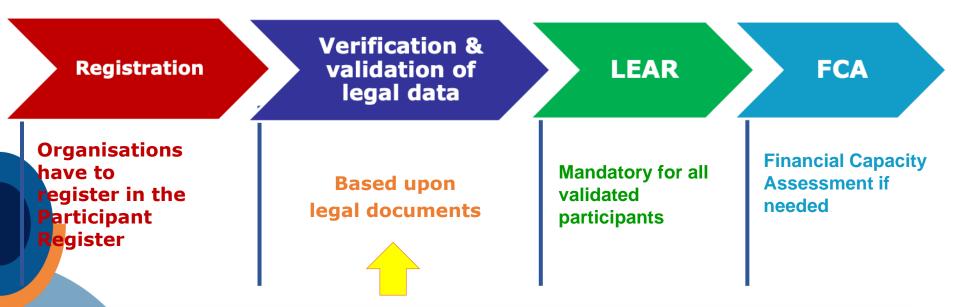
Register your organisation



### How to register in the Participant Register



#### Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER



# 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
- Creates Legal Entities and Bank Account Files
- Prepares the Financial Capacity Assessment for RAO
- Performs ownership control analyses for specific programmes
- Performs ex-post status verifications (e.g. SME & MID cap status checks)



### 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 in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract

It is reused for future participations in EU grant and procurement actions



### Validation Rules

 Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the <u>Rules on Legal Entity Validation, LEAR Appointment and Financial</u> <u>Capacity Assessment</u> for EU Grants and Tenders

Validation is required for all beneficiaries and affiliated entities

PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System



### Legal Entity Validation Documents

- Legal Entity Form (template to be completed, dated, stamped and signed)
- ✓ VAT extract (< 6 months)</li>
  ✓ If not registered for VAT proof of VAT exemption
- Registration extract (<6 months) for private law bodies
- Law/decree/decision for public law bodies
- Treaty for international organisations
- Statutes for non-profit organisations

#### ✓ Financial Identification Form (if BAF requested)



### Communication

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

# All communication to -and from- participants 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 <u>Online Manual</u> if you participate in the <u>programmes</u> <u>managed on the Funding & Tenders Portal</u>.

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 <u>EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu</u>.

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



### Lost access – PIC account

#### Declared/Non valid PIC

 In case the self-registrant left the organisation and no one has access to a non-valid 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: <u>https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-</u> <u>2027/common/guidance/rules-lev-lear-fca\_en.pdf</u>
- How to register in the Participant Register: <u>https://webgate.ec.europa.eu/funding-tenders-</u> <u>opportunities/display/OM/Online+Manual</u>

 Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal: <u>https://ec.europa.eu/info/funding-</u> <u>tenders/opportunities/portal/screen/support/support</u>

Legal notice on the Funding and Tenders Portal (terms and conditions, data protection): https://ec.europa.eu/info/fundingtenders/opportunities/portal/screen/support/legalnotice



## Thank you for your attention!

# **Questions?**

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