



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

 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

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 20

VAT number * 500 not applicable

Review the Form Next

Identification (duplicate check)

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

Registration completed

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

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

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

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 [Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#) 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)
 - ✓ *If not registered for VAT – **proof of VAT exemption***

- **Registration extract** (<6 months) – for private law bodies
- **Law/decreed/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 [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)

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:
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?

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