



# **REA Central Validation Service**

## **Getting started - Registering your organization**

**DIGITAL-2025-EDIH-AC-08  
VIRTUAL INFORMATION SESSION  
30-04-2025**

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# Presentation Outline

REA Central  
Validation Service

Registration of  
participants

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

Financial Capacity  
Assessment

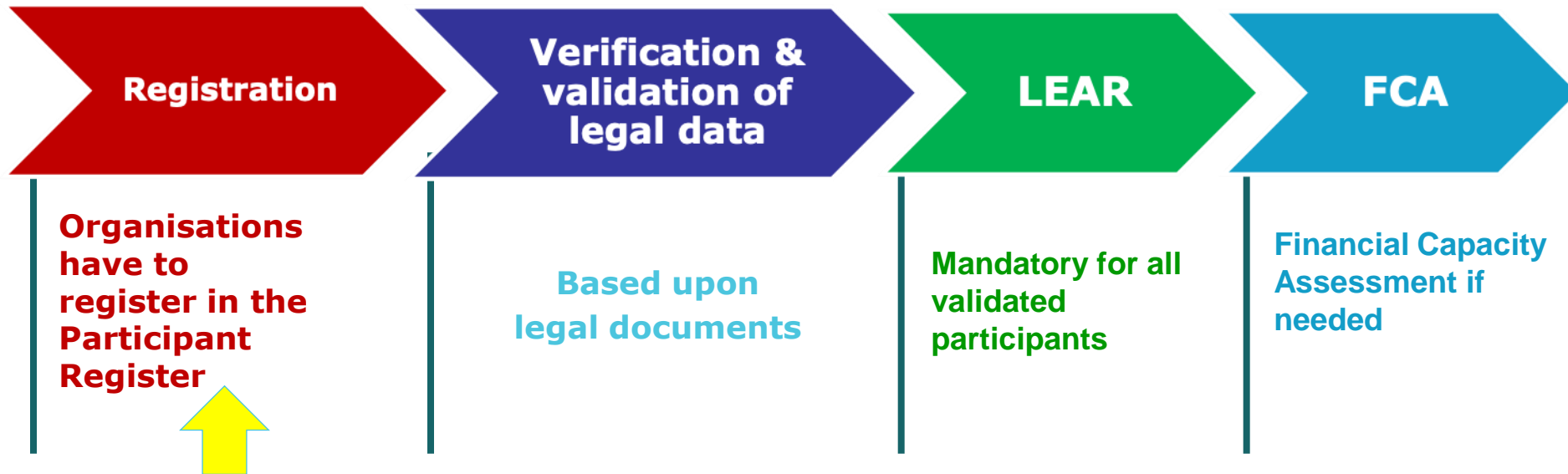
Communication

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
- Encodes **Bank Account requests**
- Prepares the **Financial Capacity Assessment**
- Performs **ownership control assessments** for specific programs
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

## Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

# Registration of an organisation (at proposal stage)



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

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## 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)

EU Funding & Tenders Portal

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

### 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 2 3 4 5 6

Identification Organisation Data Legal Information Authorised Users Summary Success

Identification

Legal name \*  240

Registration country \*  50

Registration number  20

VAT number \*  500 ☐ not applicable

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

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)



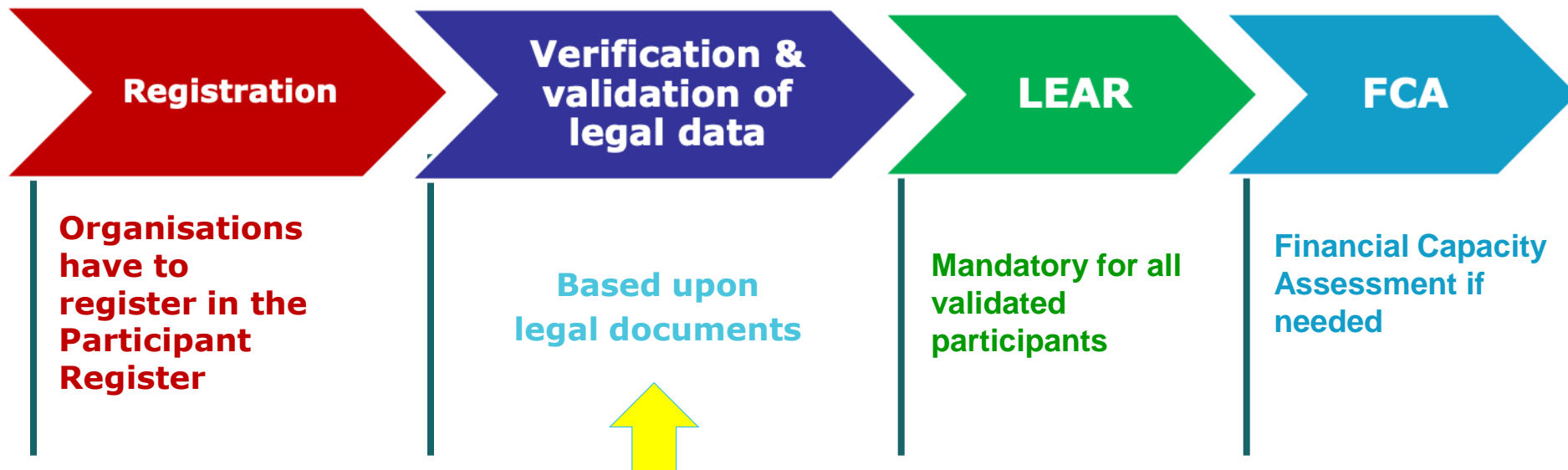
Registration completed



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



## Validation Process Overview



*COMMUNICATION VIA PARTICIPANT REGISTER*



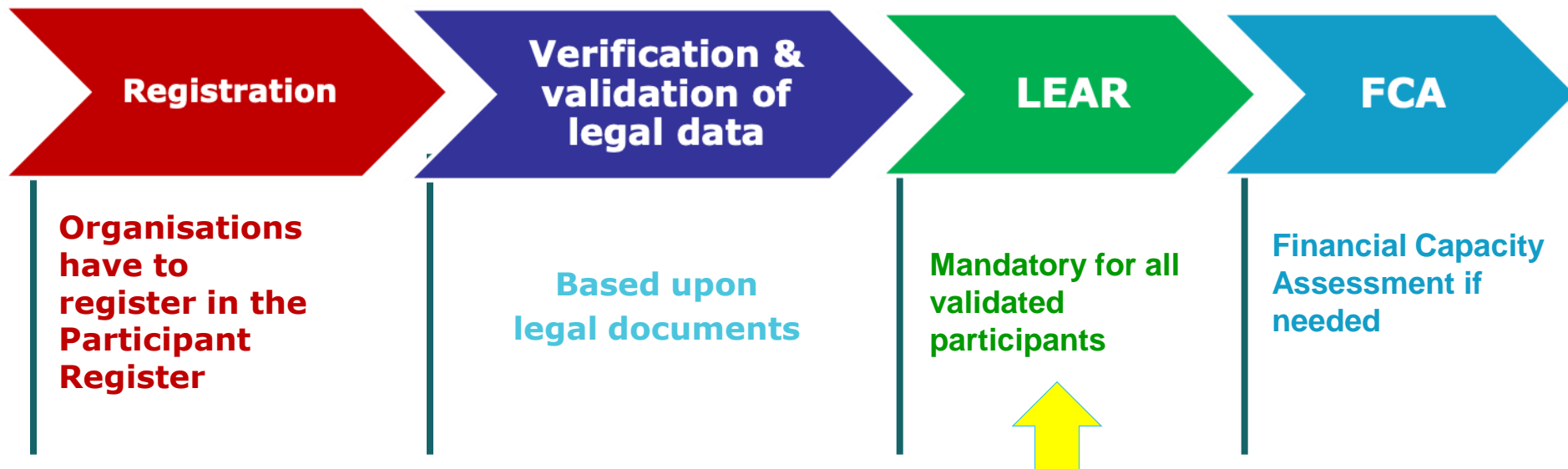
# Legal validation

- 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



COMMUNICATION VIA PARTICIPANT REGISTER

# 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

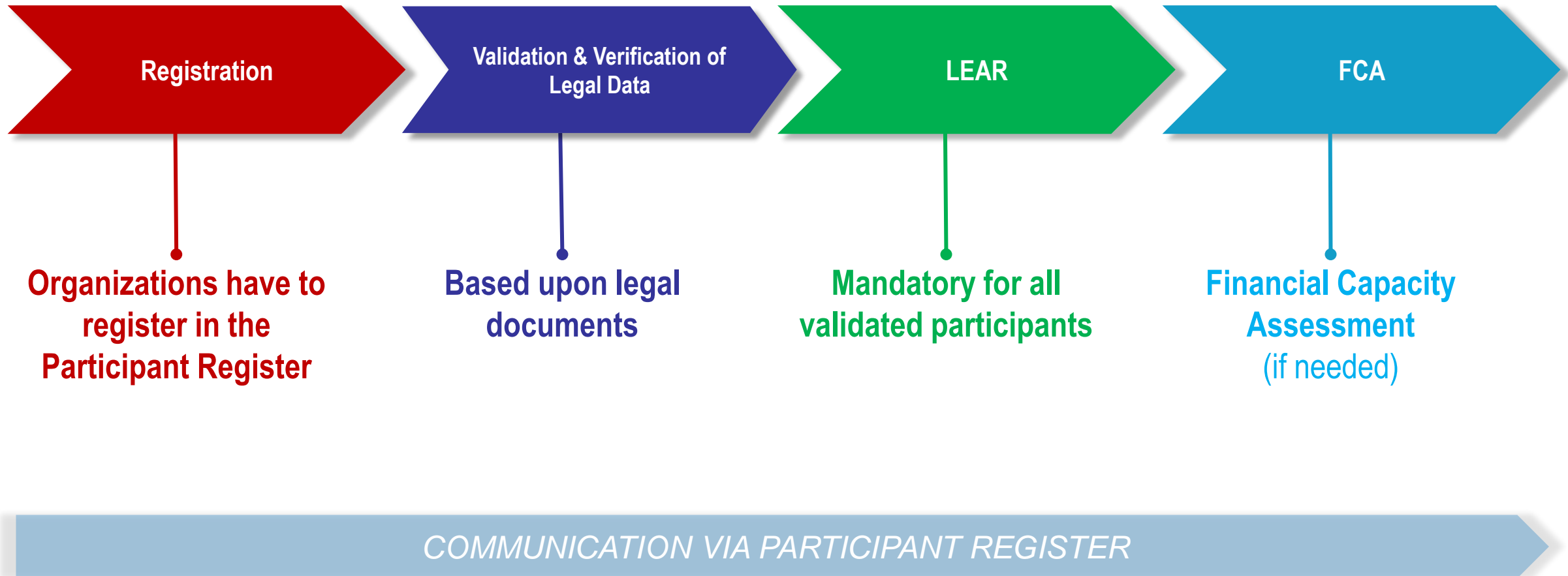
## Valid PIC

- 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/>



# Validation Process Overview



# Financial Capacity Assessment (FCA)

## Legal basis



**Financial Regulation (2024 / 2059)**  
(articles 199 and 201)



**Rules on Legal Entity Validation,  
LEAR Appointment and Financial  
Capacity Assessment for EU Grants  
and Tenders.**



**Call for Proposals**  
("7. Financial & operational  
capacity and exclusion")

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Financial Capacity Assessment (FCA)

## Legal basis



**Financial Regulation (2024 / 2059)**  
(articles 199 and 201)



**Rules on Legal Entity Validation,  
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**Call for Proposals**  
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Registration

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FCA

# Financial Capacity Assessment (FCA)

## Legal basis



**Financial Regulation (2024 / 2059)**  
(articles 199 and 201)



**Rules on Legal Entity Validation,  
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Capacity Assessment for EU Grants  
and Tenders.**



**Call for Proposals**  
("7. Financial & operational  
capacity and exclusion")

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Financial Capacity Assessment (FCA)

## When is the FCA needed?

✓ **all beneficiaries**, except for:

**public bodies** (including local, regional or national authorities)

individual grant requests of **less than 60,000 EUR**

✓ **may be requested** for other beneficiaries/ affiliated entities

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. 199 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

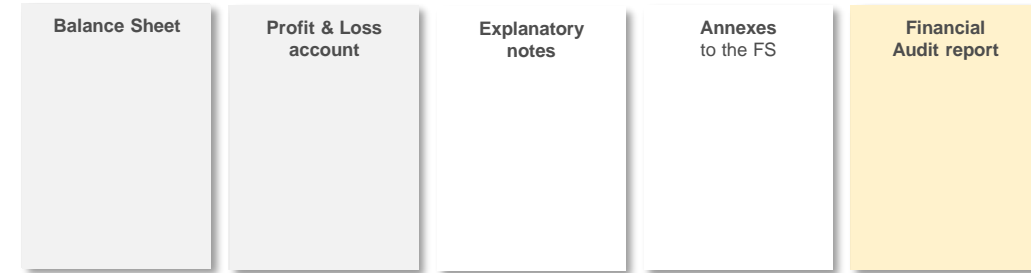
LEAR

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

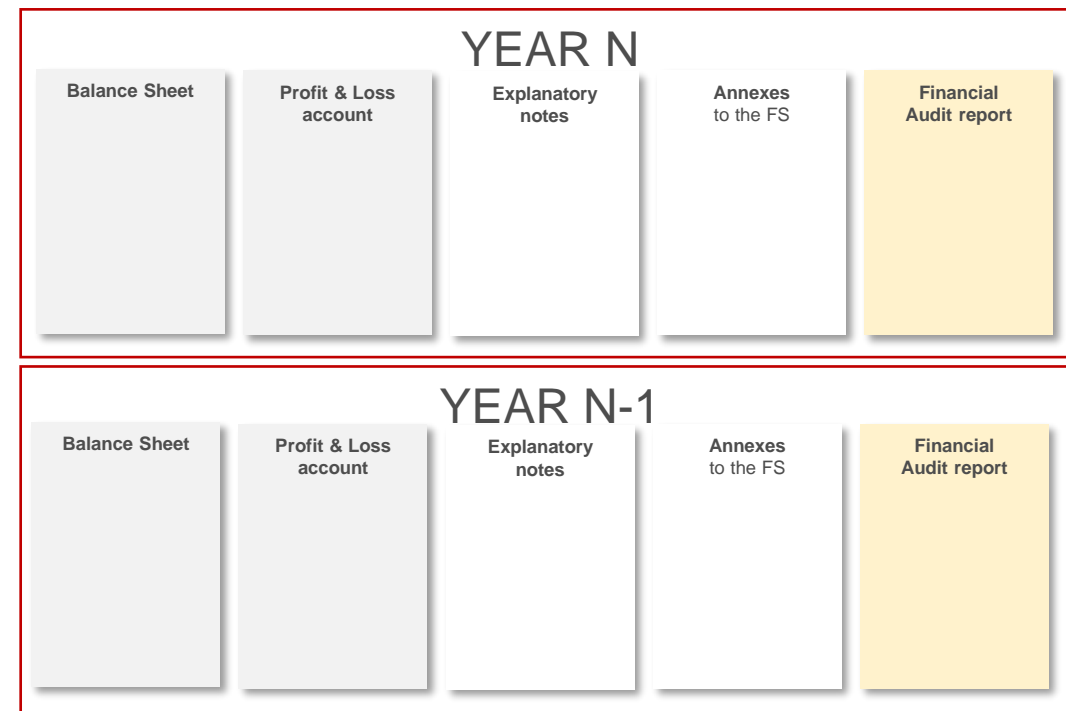
# FCA supporting documents (via Participant Register)

✓ 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 (EU languages)
- dated
- signed

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

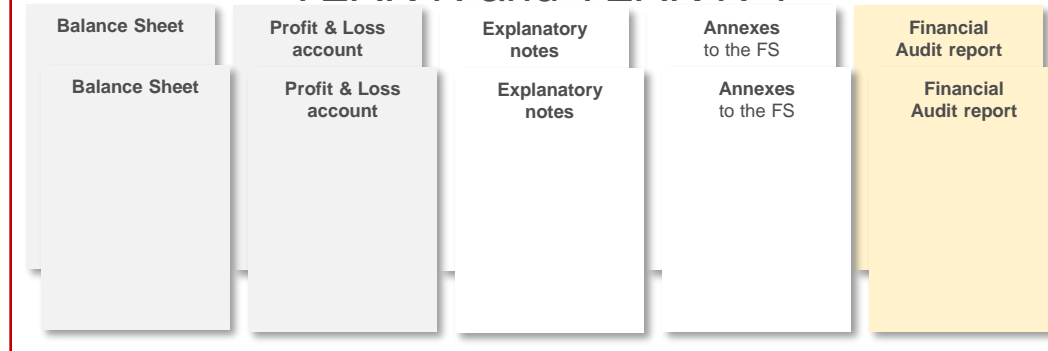
✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

## Newly established entities

✓ Business plan

## YEAR N and YEAR N-1



## For the 2 most recent closed and approved financial years

- official language (EU languages)
- dated
- signed

## Business plan

Forecasts on:

- Sales
- Expenses
- Investments
- Financing

sources

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

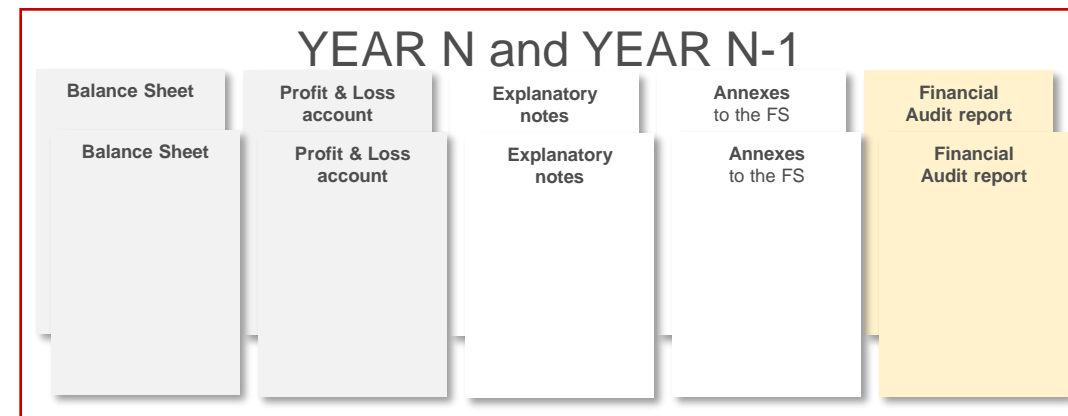
# FCA supporting documents (via Participant Register)

✓ 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 (EU languages)
- dated
- signed

Newly established entities

✓ Business plan

Business plan

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

Registration

Validation & Verification of  
Legal Data


LEAR

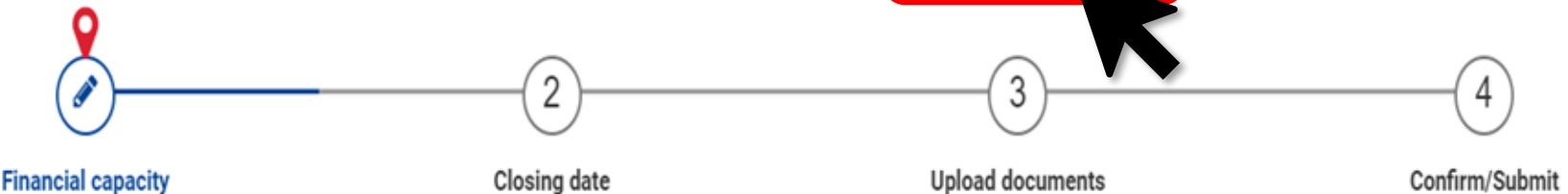
FCA



# Financial Capacity Assessment: Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	<b>Financial capacity</b> 	Messages <b>1</b>	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 & 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>

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Financial Capacity Assessment: Requests in Participant Register


PIC 890116427

Organisation Data

Legal Information

Authorised users / LEAR


Bank Accounts

Financial capacity 

**Messages 1**






Documents





SME



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	

  **1**  

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# 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?