

LEAR APPOINTMENT LETTER

(This document will be automatically generated by the Participant Register once all the information required for the LEAR appointment has been filled in. You should print it, have it signed by the legal representative and the LEAR and then upload it in the Participant Register with the supporting documents. Originals should be kept on file for controls.)

Subject: **PIC:** [insert PIC number]
Legal entity name: [insert organisation name]

I, [insert full name as per official ID document], in my capacity as [insert function] and authorised to legally represent [insert organisation name]

hereby appoint

as our legal entity appointed representative (LEAR):

LEAR	
First name:	[insert first name]
Last name:	[insert last name]
Postal address:	[insert street, postcode, city and country]
Email¹:	[insert email address]
Telephone:	[+ number]
Mobile phone:	[+ number]

and acknowledge and confirm that they will be responsible for representing and managing our organisation in the EU Funding & Tenders Portal, in line with the LEAR roles and duties set out below.

I also

hereby confirm the agreement

of my organisation to:

- use the Funding & Tenders Portal electronic exchange system for all EU funding/tenders that are managed through this Portal
- accept the [EU Funding & Tenders Portal Terms and Conditions](#) for all services provided through this Portal

¹ Please use the same email as the one used for creating the EU Login account.

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- ensure that we have at all times a valid LEAR appointed and to immediately replace the LEAR if needed.

EXAMPLE, NOT TO COMPLETE

LEAR ROLES AND DUTIES

1. What is a LEAR?

LEAR stands for **legal entity appointed representative**.

For organisations (i.e. not individuals), this is a person formally appointed by the legal representative to represent and manage the organisation in the [EU Funding & Tenders Portal](#) — the EU's dedicated single electronic data interchange area for funding and tenders.

Individuals automatically have the role of LEAR.

2. What can a LEAR do?

As a LEAR you can:

- **view** your organisation's **legal and financial data** in the Participant Register
- introduce **updates/changes** and request their validation
- **monitor** the status of **validations**
- **monitor** all uses made of your organisation's **participant identification code** (PIC).

3. What must you do?

As a LEAR you have certain formal obligations:

- **provide** up-to-date legal and financial data (including — on request — supporting documents) on your organisation.
- **maintain** and **update** this data (i.e. enabling it to be used for contracting and other transactions between your organisation and the EU). This means you must **regularly check** that the data is correct and immediately request changes.
- enter and update the names of the colleagues authorised to act as **legal representatives and signatories** for your organisation (so-called 'LSIGNS'). These are persons who are able to commit your organisation legally by signing grant agreements or contracts and authorising amendments to them.

You must also revoke this assignment for any colleague who no longer has these powers.

- enter and update the names of the colleagues authorised to **sign financial statements** or **invoices** on behalf of your organisation (so-called 'FSIGNS').

You must also revoke this assignment for any colleague who no longer has this authorisation.

 All tasks must be done directly in the Participant Register.

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In addition, you are responsible for **sharing** your organisation's **PIC code** with colleagues who might need it for dealings with the EU (e.g. to submit proposals for funding or tenders via the Funding & Tenders Portal).

4. Delegating your rights and duties to others

You can delegate any of the rights and obligations listed above to one or more colleagues, who will act as **account administrators** (so-called AccAds).

To do so, you must nominate them for this role using the Identity and Access Management module in the Participant Register.

These account administrators can NOT then delegate these rights/obligations further to other people.

SIGNATURES

For the legal entity

[signature]

[date] [stamp]

For the LEAR

[signature]

[date]

Supporting documents to be also uploaded:

1. Legal documents proving the legal representative's identity (copy of valid identity card, passport or similar)
2. Legal documents proving that the legal representative is entitled to sign on behalf of the organisation
3. Legal documents proving the LEAR's identity (copy of valid identity card, passport or similar)

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HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2014	Initial version
1.1	06.02.2015	Minor formatting changes: Deletion of Commission as addressee. Addition of versioning table. Update of enclosures list and instructions. Change of blue colour.
2.0	17.08.2015	Addition of mobile phone field to facilitate the communication of PIN code for the activation of the LEAR account via SMS.
3.0	22.11.2017	Update to reflect the changes in the LEAR nomination process (original documents to be kept by the organisation while electronic copies to be uploaded via the Participant Portal). Merge of the LEAR appointment letter and LEAR roles and duties documents
4.0	16.01.2018	Changes to include procurement
5.0	02.06.2020	Changes due to new validation rules. New SEDIA Portal.
6.0	01.09.2022	Links to language versions.
7.0	01.02.2024	Merge of LEAR appointment letter with declaration of consent to the use of the T&Cs of the Portal. Updates in line with the update of the Validation Rules.