

## LEAR APPOINTMENT LETTER

*(This document will be automatically generated by the Participant Register once all the information required for the LEAR appointment will have been filled in. You should print it on the organisation's letter-headed paper, 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:**  
                          **Legal entity name:**

I, Mr/Ms/Mrs/Miss ....., in my capacity as ..... and authorised to legally represent my organisation, have **appointed** as our **legal entity appointed representative (LEAR)**:

First name: .....  
Last name: .....  
Title: Mr/Ms/Mrs/Miss  
Gender: .....  
Postal address (street, postcode, city and country): .....  
e-mail: .....  
Telephone: +(.....)  
Fax: +(.....)  
Mobile Phone (optional)<sup>1</sup>: +(.....)

### SIGNATURE

For the legal entity

[forename/surname/function]

[signature]

[date]    [stamp]

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<sup>1</sup> The activation of the LEAR account requires the log in with a PIN code. If you provide a mobile phone number, this PIN code can be sent by SMS. Otherwise we have to send it by post. The number will be used exclusively for sending the PIN code.

## ROLES AND DUTIES OF LEARS

### 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 of the organisation to perform certain tasks on behalf of his/her organisation, as part of its participation in EU funded grants, procurements and prizes that are managed via the [Participant Portal electronic exchange system](#) — the EU's dedicated (secure) website 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
- ask to validate **updates of** this information where necessary
- monitor whether or not this information is **validated**, and when
- 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. These are people 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 any colleagues authorised to **sign financial statements** on behalf of your organisation.

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

- **share** 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 Participant Portal*).

 All tasks must be done directly in the Participant Register.

#### 4. Delegating your rights and duties to others

You can delegate any of the rights and obligations listed in sections 2 and 3 above to one or more colleagues, who will act as **account administrators**.

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. Declaration of consent to the Participant Portal Terms & Conditions
2. Legal documents proving the legal representative's identity (copy of valid identity card, passport or similar)
3. Legal documents proving that the legal representative is entitled to sign on behalf of the organisation
4. Legal documents proving the LEAR's identity (copy of valid identity card, passport or similar)

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.
<a href="#">2.0</a>	17.08.2015	Addition of mobile phone field to facilitate the communication of PIN code for the activation of the LEAR account via SMS.
<a href="#">3.0</a>	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

Sample, not for use