

LEAR APPOINTMENT SELF-CHECKLIST

This is a checklist to facilitate the compilation of all the compulsory documents for the designation of your Legal Entity Appointed Representative (LEAR) in order to comply with the Horizon 2020 rules. Please, make sure that all the below listed documents are duly filled out and signed before shipping.

1	LEAR Appointment Letter Completed and signed [handwritten blue ink (original) signature] by the legal representative	Original	
2	Roles and Duties document Signed [handwritten blue ink (original) signature] by both the legal representative and the LEAR (Horizon 2020 version)	Original	
3	Declaration of Consent to the terms and conditions of use of the electronic exchange system Completed and signed [handwritten blue ink (original) signature] by the legal representative	Original	
4	Copy of the official proof of identity for the legal representative (Valid ID card, passport, etc.)	Copy	
5	Copy of the official proof of identity for the legal representative (Valid ID card, passport, etc.)	Copy	
6	Legal document(s) proving that the legal representative is entitled to sign on behalf of the organisation	Copy	

N.B. All documents have to be sent in paper format, within one single envelope, by regular mail (or, preferably, express courier). Before sending, please be sure that you have included all the documents listed above (by ticking the box corresponding to each document that has to be prepared and sent) in your delivery.