

Validation of organisation

If your proposal is successful, the Commission will need to validate the information you provided when registering your organisation. It cannot sign a grant agreement until it has done this. In particular:

- clarify any details and
- submit official **supporting documents** (via the [My Organisations](#) page)

For this, the Commission will contact the person who registered the organisation:

- the Commission will check that your organisation is legally recognised ('legal existence') and has the right legal status to qualify for H2020 funding
- in certain cases it will check that your organisation's finances meet the H2020 criteria ('financial capacity')

REQUESTED DOCUMENTS

For validation, **you will be asked to provide supporting documents** to demonstrate the following:

- legal name
- legal form
- legal address – address of head office or, for individuals, their habitual residence

You can provide documents in any [official EU language](#) but you may be asked to provide an English translation. A translation is required for documents submitted in languages other than the EU official languages. The supporting documents have to be **recent** at all times. A VAT or VAT exemption document cannot be older than 6 months.

Specifically, you will be required to provide the following supporting documents – in printed or electronic format:

Signed identification document

1. **for individuals ('natural persons')**

- copy of valid identity card or passport

AND

- if the person is VAT registered, an official VAT document

2. **for public bodies**

- copy of the resolution, law, decree or decision establishing the public body; or, failing that, any other official demonstrating its status as a public body

AND

- if the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested

3. for businesses and other types of organisation

- copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number
- copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document). If the organisation is not VAT registered, proof of VAT exemption must be provided.

4. SMEs (small and medium-sized businesses)

- SME status will be validated based on a self-declaration through a web-based questionnaire in the Beneficiary Register of the Participant Portal. This questionnaire allows you to determine your status in a user-friendly way.
- If the SME status is an eligibility criterion and based on the result of the SME questionnaire, you may request the Validation Services to confirm this status. In this case and in case of ex post checks or audits, the following documents will need to be submitted:
 - balance sheet, profit and loss accounts, staff head count expressed in annual work units - AWU (for your organisation and for linked and partner companies)
 - a self-declaration, including a bona fide estimate (in the form of a business plan) made in the course of the financial year in case you are a newly established enterprise (e.g. start-up companies) that has not yet closed accounts
 - a declaration of the investment made and the likely expected return to demonstrate that, despite the lack of turnover, your enterprise is engaged in an economic activity (if you are an enterprise whose activity implies a long time-to market).

VALIDATED STATUS

Final PIC: If you have been validated, your registration and status will be confirmed in the Beneficiary Register and you will obtain a final Participant Identification Code.

Duplicate PICs

If someone creates a new PIC for your organisation while you already have one, your LEAR or Account Administrator should contact the Validation Services via the messaging tool in the Beneficiary Register (My Organisations page on the Participant Portal) so that they transfer any information related to this duplicate PIC to the correct PIC.