

## LEAR APPOINTMENT LETTER

*(This document will be automatically generated by the Beneficiary 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 Beneficiary Register with the rest of supporting documents)*

**Subject:**           **PIC:**  
**Legal entity name:**

I, Mr/Ms/Mrs/Miss ....., in my capacity as ..... and thereby authorised to legally represent my organisation (as substantiated in the enclosed documents), 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 .....

date           signature           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 and prizes that are managed via the [Participant Portal electronic exchange system](#) — the EU's dedicated (secure) website for funding.

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 Portal Beneficiary Register;
- ask us to validate **updates of** this information where necessary;
- monitor whether or not this information has been **validated** by us, 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:

- **providing** us with up-to-date legal and financial data (*including — on request — supporting documents*) on your organisation, via the Beneficiary Register.
- **maintaining** and **updating** 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** the data is correct and request any changes immediately, via the Beneficiary Register.
- entering and updating on the website the names of any colleagues authorised to act as **legal representatives and signatories** for your organisation. These are people who are able to commit your organisation legally (*for instance, signing grant agreements and authorising amendments to them*).

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

- entering and updating on the website 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.

- **sharing** your organisation's **PIC code** with any colleagues who might need it for any dealings with the EU (*e.g. to submit proposals or manage grants via the Participant Portal*).

#### 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 Beneficiary Register.

These account administrators cannot then delegate these rights/obligations further, to other people.

#### SIGNATURES

For the legal entity

For the LEAR

date      signature      stamp

date      signature

Other documents to be also uploaded:

1. 'Declaration of consent to Participant Portal Terms and 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.
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'