

LEARの変更申請

概要説明編

LEARの変更申請

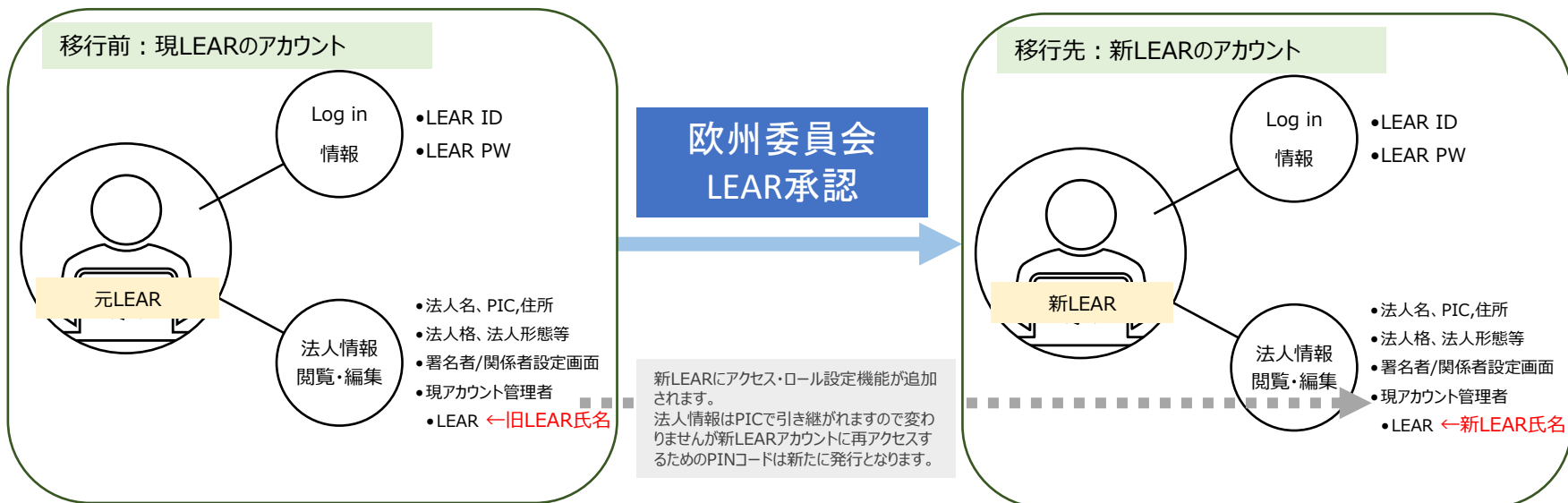
LEAR変更申請とは

法人の法定代理人から任命を受け、Funding & Tenders Portal Electronic Exchange Systemにおいて、法人の基本データを管理している責任者（Legal Entity Appointed Representative :LEAR）を変更する手続きです。使用されるプラットフォームと申請書類は初期のLEAR承認申請と同じです。**申請者は初期申請の時（研究者）とは異なり現LEAR or LEARが設定したAccount Administrator(AccAD)権限を持つ方の何れかが行ってください。**

*AccADについてはP. 6 参照

新しいLEARの申請から承認の流れ

1. 新LEARが自身のログインアカウントを登録する。※任命者（＝法廷代理人）のログインアカウントは不要です。
 2. 現LEARが自身のアカウントで新LEARとその任命者を登録し、承認申請を行う。
 3. 欧州委員会が新LEARを承認し、新LEARのアカウントに法人登録情報（編集権限有）が移行される。
 4. 欧州委員会が新LEARに新たなPINコードを付与する。
 5. 新LEARがPINコードで特別権限（法人基本情報変更・役割設定・管理）を有効化する
- ※データ移行後、前LEARのアカウント内には、個人ID情報、研究者名、法人名（PIC）、法人住所が残ります。



LEARの変更申請

新LEARの承認申請後、前LEARのアカウントは一時的にロックされます。再度ログインするためには、LEARのアカウント権限のアクティベーションを行ってください。

LEARアカウントのアクティベーションとは：

新LEARが申請前に登録した個人アカウントでは、まだ法人情報の管理権限が備わっておりません。アクティベーションでは、LEARの承認申請完了後に欧州委員会から送られてくる**PINという鍵コード**を用いて、**LEARのアカウント機能をアップグレード+ログインパスワードの再設定**を行います。

※LEARの承認申請時に携帯番号を登録されている場合は、LEAR承認後すぐPINコードが携帯にSMSが届きます。郵送を希望された場合は、コードが届くまでに2週間程度かかります。

アクティベーションを完了後のLEARアカウント

European Commission | Funding & tender opportunities | Welcome Jorge

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

Results: 3

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Test	922615210	666666666666	VALIDATED	Actions
Test On-behalf	922613076		SLEEPING	Actions
Test organisation	922549250	0847854785	VALIDATED	Actions

View Organisation
Modify Organisation
View Proposals
View Roles
View Projects
View Partner Search Profile

このようにログインが可能となり、ロールの閲覧・設定を含む複数の操作オプションが与えられます。
(申請前は管理者への連絡オプションのみ)

LEARに求められる役割・義務

Funding & Tenders Portal Electronic Exchange Systemでの以下の管理を担当する。

〔義務〕

法人基本データの管理（更新、申請、定期的確認）

- 最新の法人基本データの維持
- 法人基本データ変更時の再申請
- 法人代表の情報変更
- DoH、助成合意書の署名者の追加設定・権限削除
- 財務報告データの署名者追加設定・権限削除
- 応募を希望する所属研究者からの問い合わせへの対応
- LEARの変更申請（退任等で担当が変わる場合）

〔オプション〕

- LEARの事務的補佐役（Account Administrator）の追加

※オプションの設定ですが、LEARが退職等となり責任者不在となっても、Account Administratorのアカウントにて、新しいLEARの申請が可能のため登録をお勧めいたします。

Account Administratorの登録はLEARのアカウントから承認プロセスなしで設定が可能です。

LEARの変更申請

日本の機関での任命例...

<任命者の例>

総長、理事長、機構長、代表取締役社長等（※支部の代表者等は不可）

<任命されるLEARの例>

副学長、所長、部局長（その他組織図上に記載される役職者）

※上記は一例で、LEARの役職を縛るものではありません。

LEARの変更申請

日本機関に求められた事がある資料（要英訳）

ガイドライン「Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment」Page 17-
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

基本資料（必須）

- LEAR 承認申請兼LEARの役割についての同意書（欧州委員会のフォーム）
- F&Tポータル使用についての同意書（欧州委員会フォーム）

補足資料（必須）

- ◆ 任命者（法定代理人）の本人確認資料（原則パスポートの写し）
- ◆ 新しく任命されるLEAR候補者の本人確認資料（原則パスポートの写し）
- ◆ 任命者（法定代理人）の役割・責任を証明する資料
例）定款等での法定代理権を説明する資料＋組織図等
※組織図のみでは法的証明としては不足

注意点

- ✓ 過去に同意書の署名欄の署名が個人IDと異なる署名方法（例：同意書は英語、パスポートの署名は漢字等）の場合は一度で通過しない場合があります。問題が起こった場合は署名を個人ID(パスポート)と同様にし再提出してください。
- ✓ 任命者を法定代理人以外とする場合、法定代理人→代理人への委任状に加え、法定代理人、代理任命者、LEARの3名分の本人確認資料の提供を求められます。

LEARの変更申請

Account Administrator権限の設定

LEARからの依頼で、LEARの代理でAdministrationを実行する権限を持つアカウントで、略称AccADと呼ばれます。

Account Administratorは、以下のような場合に必要となりますが、問題が起きる前に事前設定が必要です。

設定は強制ではありませんが、該当する機関は一時的でも良いので、AccADの事前登録をお勧め致します。

AccADを事前設定をご希望の方は、操作編（P.8～）の通り操作を行ってください。それ以外の方は、LEARの変更操作編（P.16～）へお進みください。

AccADが必要となる場合

- LEARが日頃よりADMIN作業を代行させたい場合
- 現LEARが新LEARを申請中、一時アクセスが不可となった場合
- LEARが急遽退職し、管理者不在となる事を防ぎたい場合

代行可能な作業と代行出来ない作業

〔代行可能なLEARの作業〕

法人基本データの管理（更新、申請、定期的確認）

- 最新の法人基本データの維持
- 法人基本データ変更時の再申請
- 法人代表の情報変更
- DoH、助成合意書の署名者の追加設定・権限削除
- 財務報告データの署名者追加設定・権限削除
- 応募を希望する所属研究者からの問い合わせへの対応
- LEARの変更申請（担当が変わる場合）

LEARの変更含め署名者設定も可能だが、自分以外のAccADの追加は出来ません。

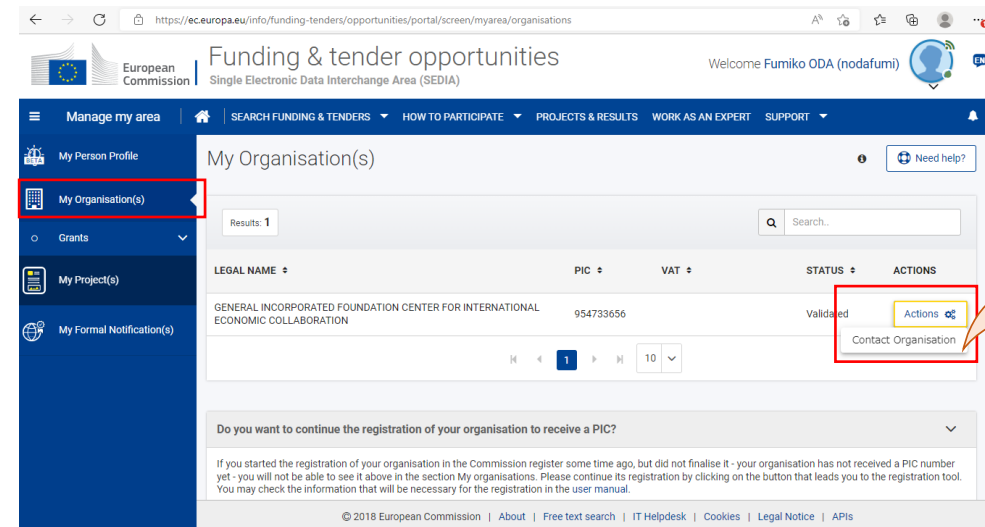
〔代行出来ないLEARの作業〕

- 自分のAccAD権限の削除
- 他のAccADの権限の追加・削除

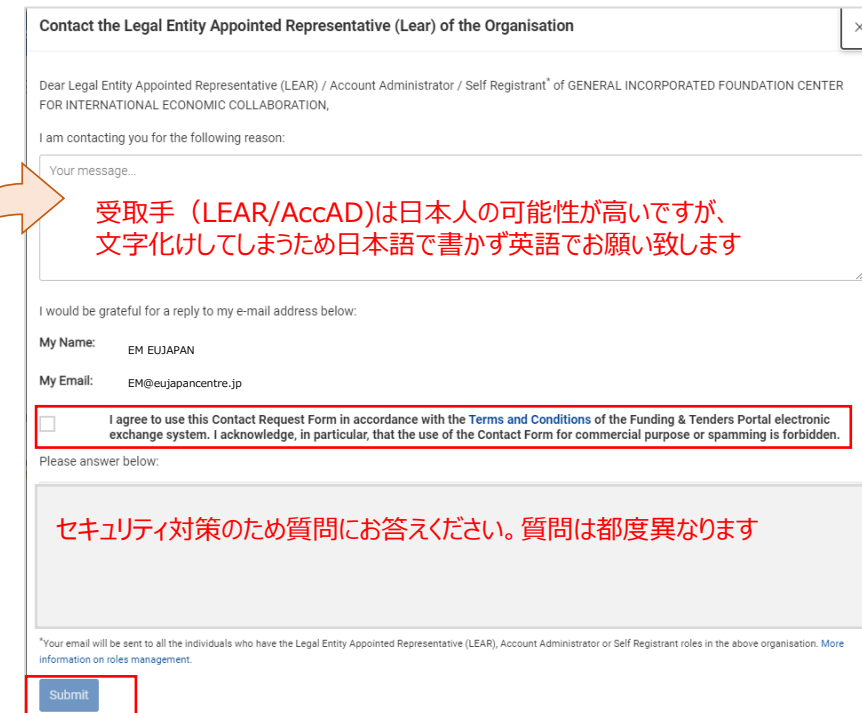
LEARの変更申請

現LEAR/AccADが何方か分からない場合は、以下の方法で所属機関のLEAR/AccADに連絡をお取りください。

① My Organization > Action > Contact Organization



② メッセージを記載、同意事項に✓を入れ、セキュリティの質問に回答しSubmitボタンを押す



Contact the Legal Entity Appointed Representative (Lear) of the Organisation

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant* of GENERAL INCORPORATED FOUNDATION CENTER FOR INTERNATIONAL ECONOMIC COLLABORATION,

I am contacting you for the following reason:

Your message...

I would be grateful for a reply to my e-mail address below:

My Name: EM EUJAPAN

My Email: EM@eujapancentre.jp

☐ I agree to use this Contact Request Form in accordance with the [Terms and Conditions of the Funding & Tenders Portal electronic exchange system](#). I acknowledge, in particular, that the use of the Contact Form for commercial purpose or spamming is forbidden.

Please answer below:

セキュリティ対策のため質問にお答えください。質問は都度異なります

Submit

③ 現LEAR/AccADから返信が無い場合や、途中LEARが退職しACCADの設定がない事が判明した場合は、NCP Japanまでお問い合わせください。

AccADの事前設定

(希望者のみのオプションです)

LEARが分かる機関で特にAccADの登録を希望されない場合はこのステップは不要です。
直接LEARの変更申請の操作編（P.16）へお進みください。

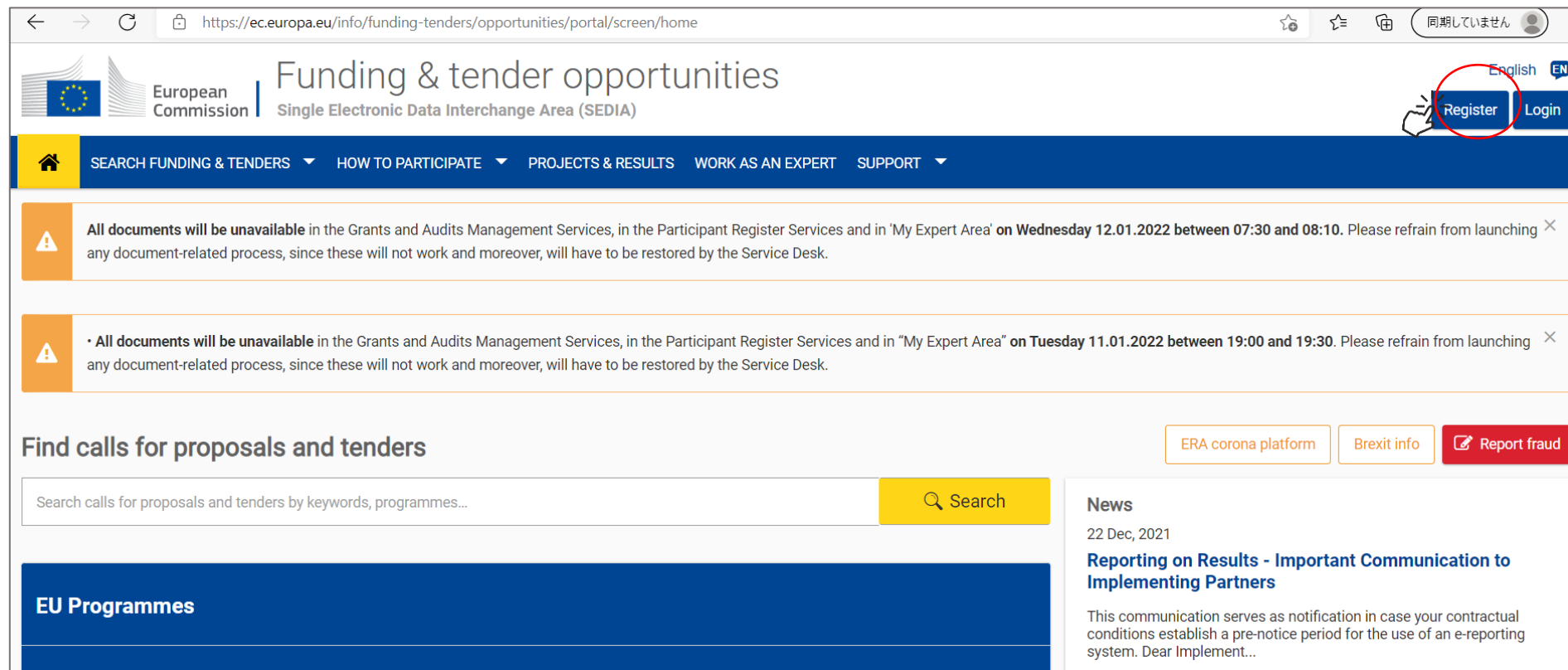
操作担当者

- 現LEAR
- AccAD候補者


AccADの設定（オプション）

【AccAD】個人アカウントを作成する。

Registerから個人アカウントを取得してください。



← → ↺ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> ☆ ☆ 同期していません

 **Funding & tender opportunities**
Single Electronic Data Interchange Area (SEDIA)

English EN

Register **Login**

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on **Wednesday 12.01.2022 between 07:30 and 08:10**. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area" on **Tuesday 11.01.2022 between 19:00 and 19:30**. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... **Search**

EU Programmes

ERA corona platform Brexit info Report fraud

News
22 Dec, 2021
Reporting on Results - Important Communication to Implementing Partners
This communication serves as notification in case your contractual conditions establish a pre-notice period for the use of an e-reporting system. Dear Implement...

画面操作方法はこちら

個人登録: https://www.ncp-japan.jp/wp/wp-content/uploads/2022/02/Registration_ID_20220201.pdf

AccADの設定（オプション）

【現LEARアカウント】ログインしてMy Organizationを開く。

現LEARの方は、自身のアカウントからMy Organizationを開いてください。

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I refuse cookies



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome Euj centre



Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



My Person Profile

My Organisation(s)

Grants

My Proposal(s)

My Formal Notification(s)

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

ERA corona platform

Brexit info

Report fraud

EU Programmes

Asylum, Migration
and Integration
Fund (AMIF)

Border
Management and
Visa Instrument
(BMVI)

Customs Control
Equipment
Instrument (CCEI)

Connecting Europe
Facility (CEF)

Citizens, Equality,
Rights and Values
Programme (CERV)

Creative Europe
(CREA)

Customs
Programme (CUST)

Digital Europe
Programme
(DIGITAL)

Europe Direct (ED)

European Defence
Fund (EDF)

European
Parliament (EP)

EU Anti-fraud
Programme (EUAF)

European Solidarity
Corps (ESC)

Erasmus+
Programme
(ERASMUS+)

European Social
Fund + (ESF)

European Maritime,
Fisheries and
Aquaculture Fund
(EMFAF)

Euratom Research
and Training
Programme
(EURATOM)

Fiscals
Programme (FISC)

News

07 Oct, 2021

Lump sum funding works in practice

Lump sum funding was tested extensively in the 'Horizon 2020 lump sum pilot' during the last three years of the programme. We collected and analysed feedback fr...

07 Oct, 2021

Horizon-Interreg Synergies Mapping Tool going live on 13 October 2021

The brand new dashboard of the Horizon-Interreg Synergies Mapping Tool will be presented at an info session, hosted by the 19th European Week of Regions and Cit...

20 Sep, 2021

Webinar on avoiding errors in personnel cost accounting in Horizon 2020 grants, 30 September 2021, 10:00 CEST

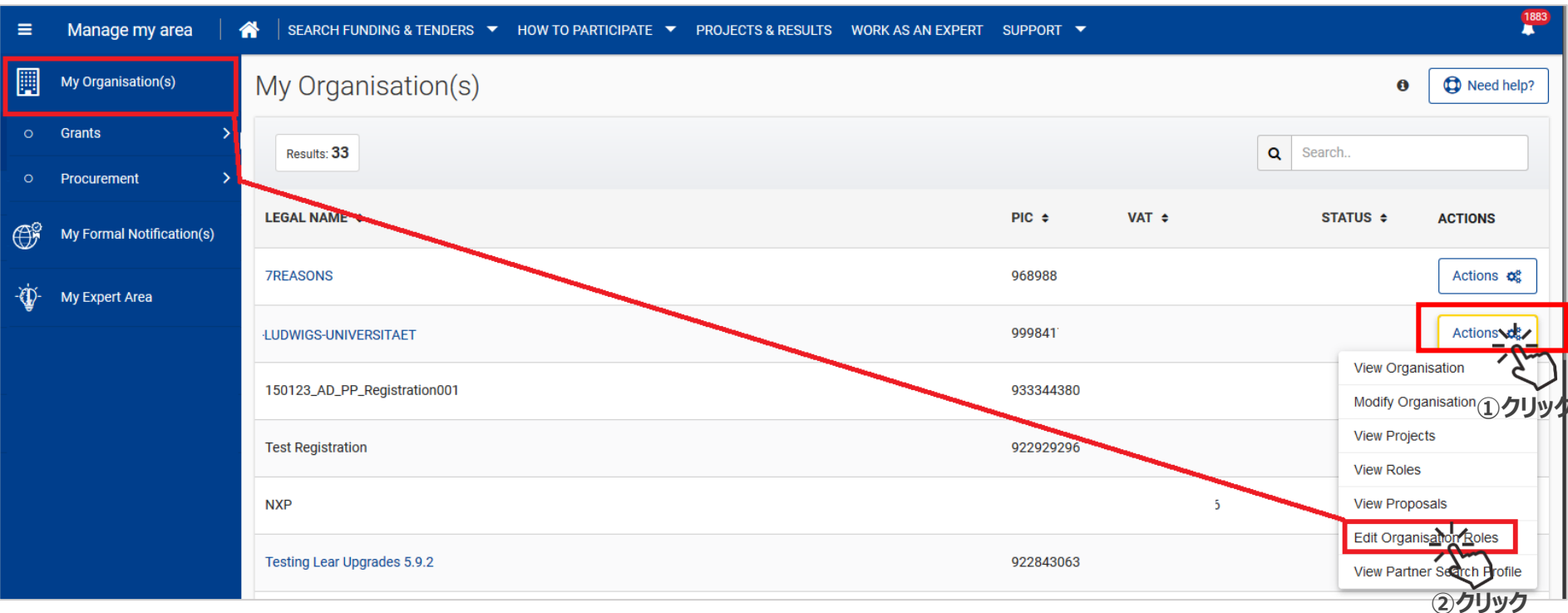
On 30 September 2021 from 10:00 to 12:00 (CEST, Brussels time) the Commission is organising a webinar on the rules for reporting costs in grants under Horizon 2...


All news >

AccADの設定（オプション）

【現LEARアカウント】 Actionのオプションにて“Edit Organization Roles”を選択。

所属法人名のACTIONSをクリックし、プルダウンオプションから“EDIT Organization Roles”を選択してください。
“Edit Organization Roles”が無い場合は“View Roles”を確認してください。



Manage my area |  SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

My Organisation(s)

Results: 33

LEGAL NAME PIC VAT STATUS ACTIONS

7REASONS	968988			Actions
LUDWIGS-UNIVERSITAET	999841			Actions
150123_AD_PP_Registration001	933344380			
Test Registration	922929296			
NXP		5		
Testing Lear Upgrades 5.9.2	922843063			

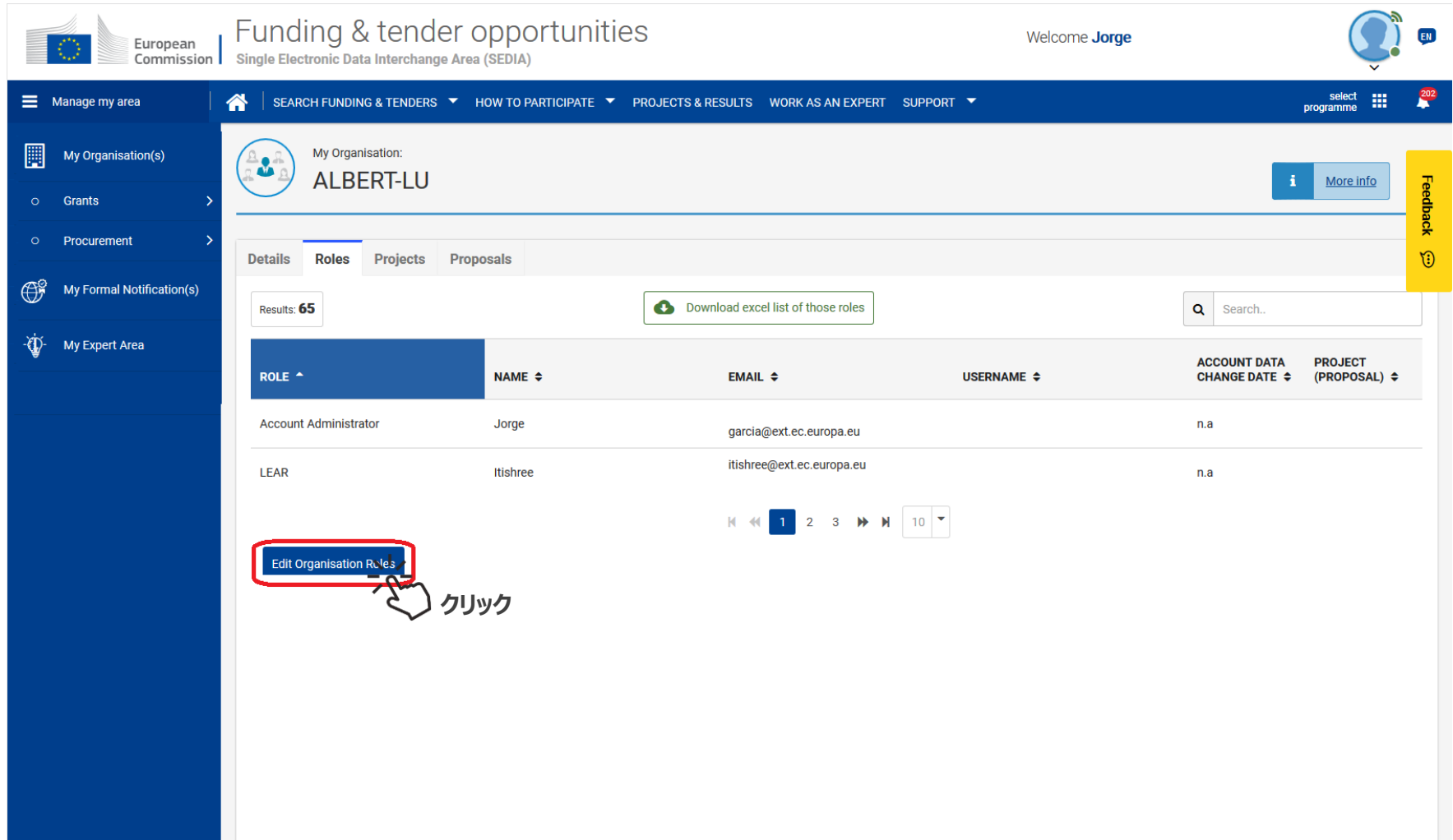
View Organisation
Modify Organisation ① クリック
View Projects
View Roles
View Proposals
Edit Organisation Roles
View Partner Search Profile

② クリック

AccADの設定（オプション）

【現LEARアカウント】 Edit Organization Rolesを選択。

現在のロール設定状況が表示されます（現時点ではLEAR, LSIGN/FSIGNのみ）。
このリストにAccADを追加するため、“EDIT Organization Roles”をクリックしてください。



The screenshot shows the user interface of the European Commission's Funding & tender opportunities portal. The user is logged in as Jorge. The main navigation bar includes links for Manage my area, SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, and SUPPORT. The left sidebar lists My Organisation(s), My Formal Notification(s), and My Expert Area. The main content area displays the user's organization as ALBERT-LU and shows a list of roles. The 'Roles' tab is selected, showing a table with columns for ROLE, NAME, EMAIL, USERNAME, ACCOUNT DATA CHANGE DATE, and PROJECT (PROPOSAL). The table lists two roles: Account Administrator (Jorge) and LEAR (Itishree). Below the table, there is a pagination control showing 1 of 10 results. A red box highlights the 'Edit Organisation Roles' button, with a hand icon pointing to it and the text 'クリック' (Click).

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Jorge

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Grants
Procurement

My Formal Notification(s)

My Expert Area

My Organisation: ALBERT-LU

Details | Roles | Projects | Proposals

Results: 65 | Download excel list of those roles | Search..

ROLE ^	NAME ^	EMAIL ^	USERNAME ^	ACCOUNT DATA CHANGE DATE ^	PROJECT (PROPOSAL) ^
Account Administrator	Jorge	garcia@ext.ec.europa.eu		n.a	
LEAR	Itishree	itishree@ext.ec.europa.eu		n.a	

1 2 3 10

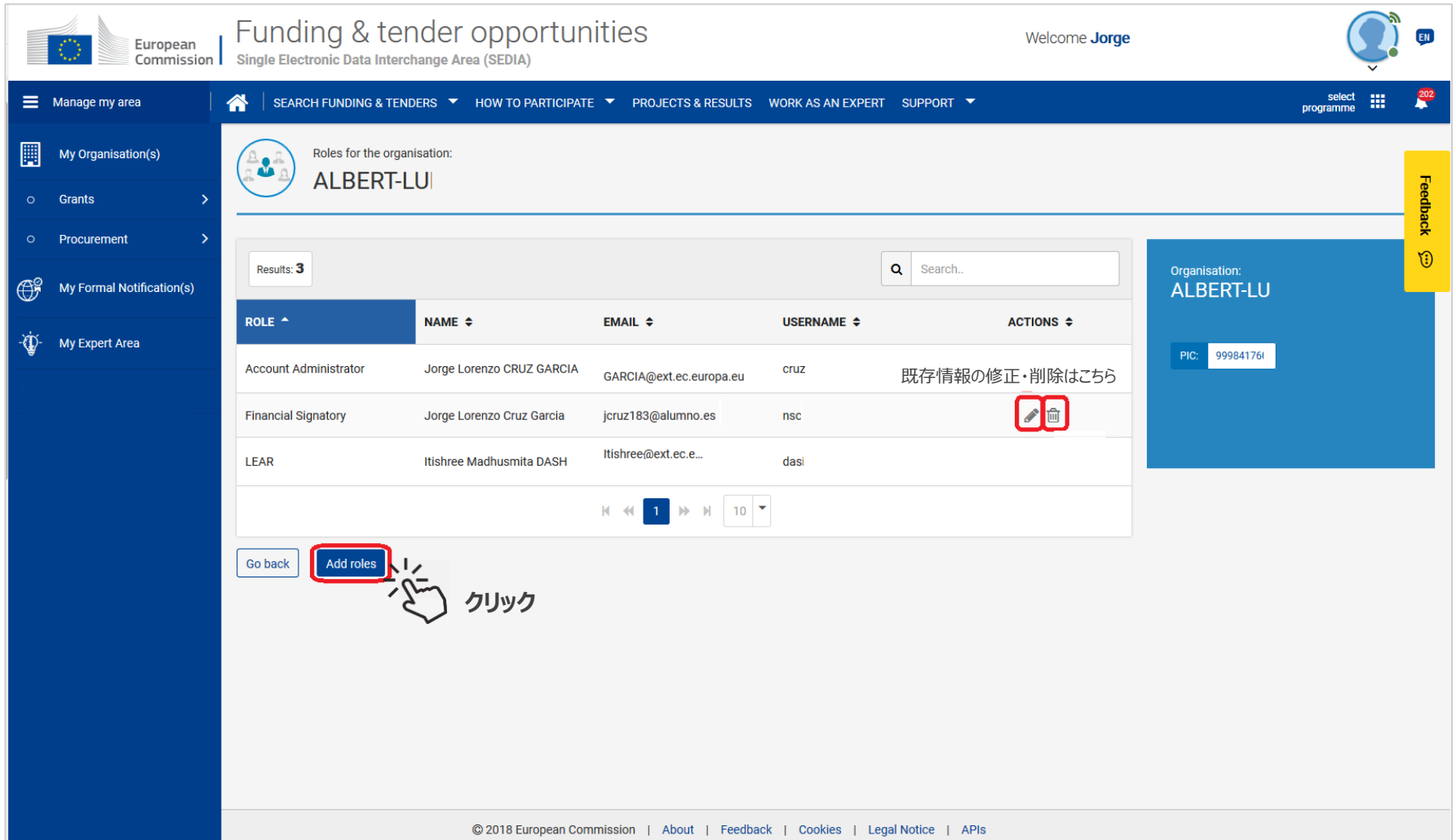
Edit Organisation Roles

クリック

AccADの設定（オプション）

【現LEARアカウント】 Add Rolesボタンをクリックする。

画面左下の“Add Roles”をクリックし、新規ロールの情報入力ページへ進んでください。





European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Jorge

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Grants
Procurement
My Formal Notification(s)
My Expert Area

Roles for the organisation: ALBERT-LU

Results: 3

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Account Administrator	Jorge Lorenzo CRUZ GARCIA	GARCIA@ext.ec.europa.eu	cruz	既存情報の修正・削除はこちら
Financial Signatory	Jorge Lorenzo Cruz Garcia	jcruz183@alumno.es	nsc	 
LEAR	Itishree Madhusmita DASH	Itishree@ext.ec.e...	dasi	

Go back | **Add roles** | クリック

Organisation: ALBERT-LU
PIC: 99984176I

Feedback

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AccADの設定（オプション）

【現LEARアカウント】ロール情報を入力する。

RolesにAccount Administratorを選択し、AccADが個人アカウントで使用了た氏名、メールアドレスを入力してください。

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Jorge

Manage my area | My Organisation(s) | Grants | Procurement | My Formal Notification(s) | My Expert Area

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS

Roles for the organisation: ALBERT-LU

Please enter the contact name and details

Role *

First Name *

Last Name *

Email *

* required field

Ok Cancel

クリック

Plugging down option

- Legal Signatory (LSIGN)
- Financial Signatory (FSIGN)
- Account Administrator(AccAD)

Organisation: ALBERT-LU

99984176

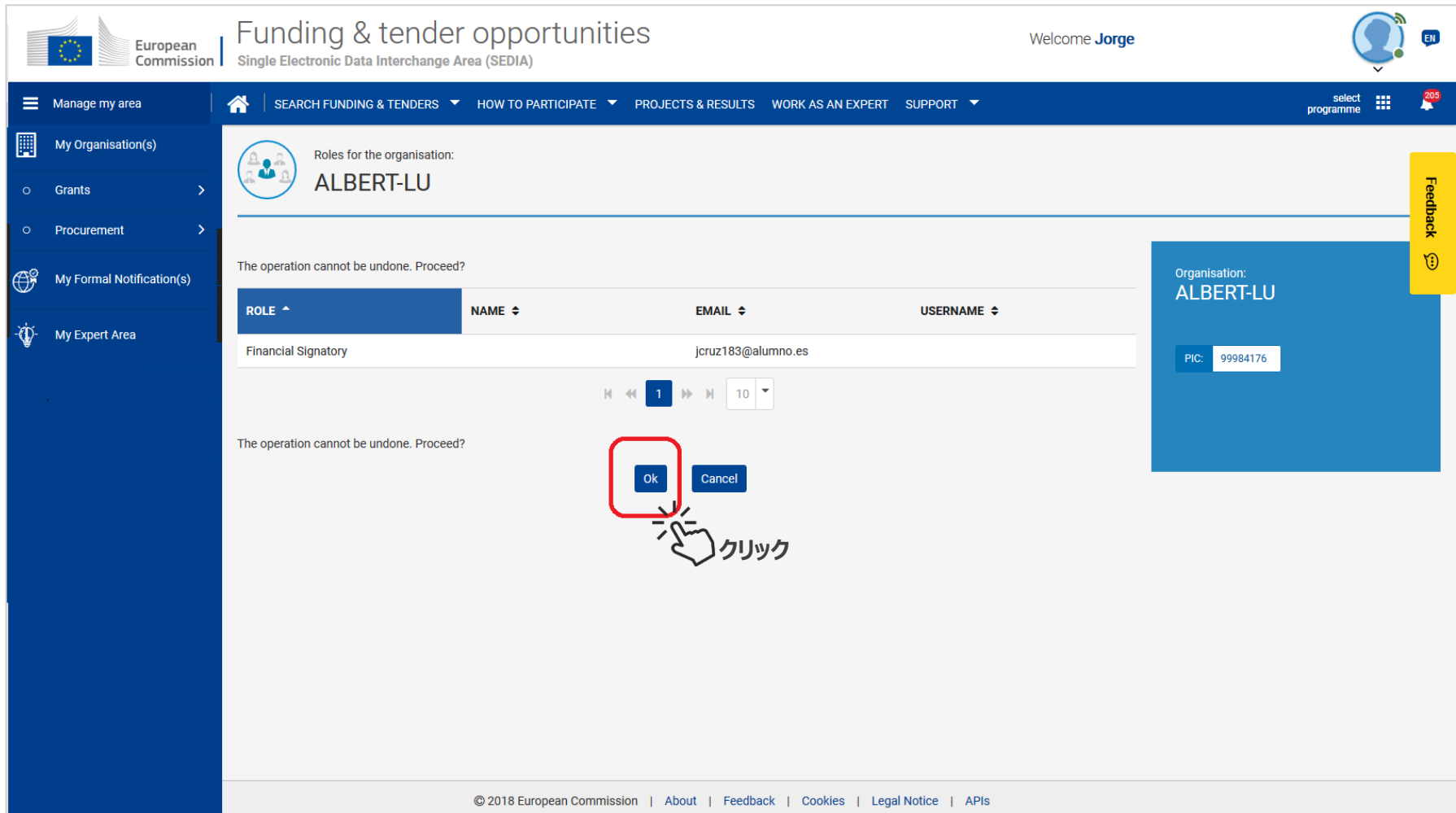
Feedback

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AccADの設定（オプション）

【現LEARアカウント】 AccAD設定を完了する

確認画面が表示されるのでOKを選択してください。



The screenshot displays the AccAD setup interface. At the top, it says 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. The user is logged in as 'Jorge'. The left sidebar contains navigation links: 'Manage my area', 'My Organisation(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area shows 'Roles for the organisation: ALBERT-LU'. Below this, a table lists roles:

ROLE ^	NAME ⇅	EMAIL ⇅	USERNAME ⇅
Financial Signatory		jcruz183@alumno.es	

Below the table, there is a confirmation message: 'The operation cannot be undone. Proceed?'. Below this message, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red box, and a hand icon with the text 'クリック' (click) is pointing at it. On the right side, there is a blue box showing 'Organisation: ALBERT-LU' and 'PIC: 99984176'. At the bottom, there is a footer with copyright information and links: '© 2018 European Commission | About | Feedback | Cookies | Legal Notice | APIs'.

完了したらAccADがLEARと同じ情報が見れるか確認し、新しいLEARの設定へ進んでください。

LEARの変更申請

操作編

操作担当者

- 現LEAR
- 新LEARの候補者

LEARの変更申請

【新LEAR】個人アカウントを作成する。

研究者からLEARの個人登録を依頼されたら、個人アカウントを取得します。
操作方法は、研究者の個人登録と同じです。

The screenshot shows the European Commission's 'Funding & tender opportunities' portal (SEDIA). The URL in the browser is <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>. The page features a search bar, a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A red circle highlights the 'Register' button in the top right corner. Below the navigation menu, there are two orange warning boxes. The first box states: 'All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on Wednesday 12.01.2022 between 07:30 and 08:10. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.' The second box states: 'All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area" on Tuesday 11.01.2022 between 19:00 and 19:30. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.' Below the warning boxes, there is a section titled 'Find calls for proposals and tenders' with a search bar and a 'Search' button. To the right of the search bar, there are links for 'ERA corona platform', 'Brexit info', and 'Report fraud'. At the bottom left, there is a blue box labeled 'EU Programmes'. At the bottom right, there is a 'News' section with a date '22 Dec, 2021' and a title 'Reporting on Results - Important Communication to Implementing Partners'. The text below the title reads: 'This communication serves as notification in case your contractual conditions establish a pre-notice period for the use of an e-reporting system. Dear Implement...'.

画面操作方法是こちら

個人登録: https://www.ncp-japan.jp/wp/wp-content/uploads/2022/02/Registration_ID_20220201.pdf

LEARの変更申請

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Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome Euj centre



Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



My Person Profile

My Organisation(s)

Grants

My Proposal(s)

My Formal Notification(s)

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

ERA corona platform

Brexit info

Report fraud

EU Programmes

Asylum, Migration
and Integration
Fund (AMIF)

Border
Management and
Visa Instrument
(BMVI)

Customs Control
Equipment
Instrument (CCEI)

Connecting Europe
Facility (CEF)

Citizens, Equality,
Rights and Values
Programme (CERV)

Creative Europe
(CREA)

Customs
Programme (CUST)

Digital Europe
Programme
(DIGITAL)

Europe Direct (ED)

European Defence
Fund (EDF)

European
Parliament (EP)

EU Anti-fraud
Programme (EUAF)

European Solidarity
Corps (ESC)

Erasmus+
Programme
(ERASMUS+)

European Social
Fund + (ESF)

European Maritime,
Fisheries and
Aquaculture Fund
(EMFAF)

Euratom Research
and Training
Programme
(EURATOM)

Fiscals
Programme (FISC)

News

07 Oct, 2021

Lump sum funding works in practice

Lump sum funding was tested extensively in the 'Horizon 2020 lump sum pilot' during the last three years of the programme. We collected and analysed feedback fr...

07 Oct, 2021

Horizon-Interreg Synergies Mapping Tool going live on 13 October 2021

The brand new dashboard of the Horizon-Interreg Synergies Mapping Tool will be presented at an info session, hosted by the 19th European Week of Regions and Cit...

20 Sep, 2021

Webinar on avoiding errors in personnel cost accounting in Horizon 2020 grants, 30 September 2021, 10:00 CEST

On 30 September 2021 from 10:00 to 12:00 (CEST, Brussels time) the Commission is organising a webinar on the rules for reporting costs in grants under Horizon 2...

All news >

LEARの変更申請

【現LEARアカウント】 ActionのプルダウンオプションにてModify Organizationを開く。

My Organizationを開き、ActionsオプションからModify Organizationを選択してください。

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Euj centre

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | My Organisation(s) | Grants | My Proposal(s) | My Formal Notification(s)

My Organisation(s)

Results: 1

Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Sangyo Kyoryoku Centre	905069850		Declared	Actions

1 10

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

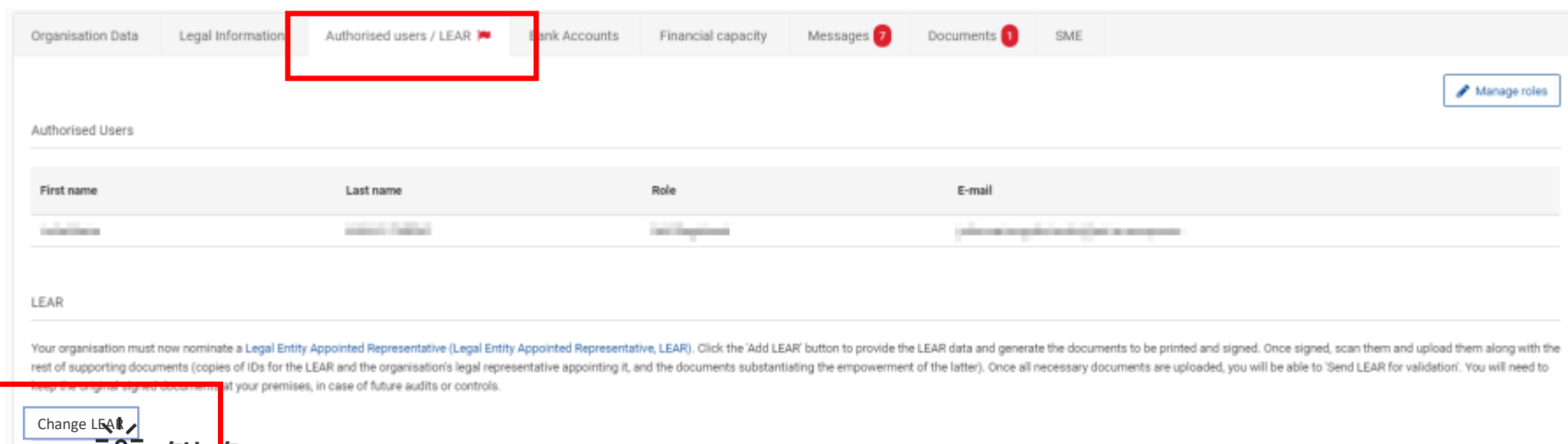
View Organisation
Modify Organisation
Edit Organisation Roles
View Partner Search Profile

クリック

LEARの変更申請

【現LEARアカウント】 Authorized Users / LEARのタブを選択し、「Change LEAR」ボタンをクリックする。

このChange LEARボタンが表示されない場合は「Message」にて審査担当へお問い合わせください。



Organisation Data Legal Information **Authorized users / LEAR** Bank Accounts Financial capacity Messages ⁷ Documents ¹ SME

[Manage roles](#)

Authorized Users

First name	Last name	Role	E-mail

LEAR

Your organisation must now nominate a Legal Entity Appointed Representative (Legal Entity Appointed Representative, LEAR). Click the 'Add LEAR' button to provide the LEAR data and generate the documents to be printed and signed. Once signed, scan them and upload them along with the rest of supporting documents (copies of IDs for the LEAR and the organisation's legal representative appointing it, and the documents substantiating the empowerment of the latter). Once all necessary documents are uploaded, you will be able to 'Send LEAR for validation'. You will need to keep the original signed document at your premises, in case of future audits or controls.

[Change LEAR](#)

クリック

LEARの変更申請

【現LEARアカウント】新LEARの氏名とメールアドレスを入力する。

新LEARのメールアドレス、氏名（パスワード以外の個人アカウント情報）を入力し、「NEXT」ボタンをクリックしてください。

この時、新LEARの個人アカウントのメールアドレスおよび氏名のスペルをご本人によくご確認ください。

【新LEARアカウント】アカウント登録のメールが届くので了承する

新規登録されたLEAR宛に登録完了のメールが届きます。受け取りましたら了承を選択してください。

LEAR EU login



The values to be entered must correspond to the LEAR's EU Login. An automatic check will be made to verify if the LEAR has an EU Login based on the declared values. If the EU Login is not recognised, you will be unable to enter the remaining LEAR data. However, the LEAR will be invited to create his/her account upon your confirmation. If the EU Login exists, you will be able to enter the remaining data required. Please enter the first name and last name exactly as written in the identification document you will provide for validation.

Professional email *	<input type="text" value="Professional email"/>	509
First name *	<input type="text" value="First name"/>	139
Last name *	<input type="text" value="Last name"/>	139

一旦ストップ

✕ Close

Next

【操作の一時保存をご希望の場合】

ウィザードを途中で終了するには画面左下「閉じる」ボタンをクリックする。

変更内容を保存したい場合は「保存」をクリックすると、入力したデータが下書きとして保存される。

※保存せずウィザードを終了した場合は途中入力のデータはすべて消去されますのでご注意ください。

クリックして次へ

LEARの変更申請

【現LEARアカウント】新LEARのデータを入力する。

LEAR Data



In order to reduce the chance of error and speed the validation process, the LEAR appointment documents will be created using the data input. The activation of the LEAR account requires a PIN code that will be sent to the LEAR upon completion of the validation process. If you provide the LEAR's mobile phone number this PIN code will be sent by SMS, avoiding delays and other problems of postal delivery. It is therefore recommended to provide a mobile phone number, which will be used exclusively for this purpose.

Professional email

First name

Last name

Mobile phone Expected format: +CCCNXXXXXXXXXXXXNNxBBBBB

☐ I do not want to give a mobile phone number to receive the PIN

Mobileを記入すると、承認後すぐにPINコードが携帯にSMSで送付されます。
携帯番号でなく郵送をご希望の場合、郵便到着までに2週間程度かかります。

Copy the organisation's contact details

こちらを押すと現LEARご本人のお名前が記載されてしまいますので押さずに次へ進んでください。

Title

Position in the organisation

Department in the organisation

Gender

Country

Street name and number

PINを携帯電話ではなく郵送で希望される場合は住所の記入欄にECがそのままデータを利用して日本での郵送システム上必要な情報が記載されているかご確認ください。
例) 郵便番号、市町村の記載等

Close Save

Previous Next

LEARの変更申請

【現LEARアカウント】新LEARを任命出来る法人代表者の氏名、役職等を記載する。

※任命者のメールアドレス記入は求められません。

Legal Representative data



The LEAR must be appointed by the legal representative of the organisation (this could be, for example, the CEO of the company, the [vice]rector of the university..., always in accordance with the statutes of your organisation). Below you can enter his/her name and role and in the documents section (next step) you will be asked to also upload the documents confirming their identity and legal empowerment. Please enter the first name and last name **exactly** as written in the identification document you will provide for validation.

Legal Representative same as the LEAR ☒ Yes ☐ No

Title

Title

40

First name *

XXXX

128

Last name *

XXXXXXXXXX

126

Position in the organisation *

CEO

117

✕ Close

✓ Save

Previous

Next



LEARの変更申請

【現LEARアカウント】新LEARの 申請資料をダウンロード・アップロードする

登録を終えると申請レターが自動生成されます。その他資料は各自準備しSTATUSの赤矢印ボタンを押して添付してください。
※黄矢印は「提出済」を示します。別ファイルで置き換える場合は黄矢印ボタンを押して新しい資料をアップロードしてください。

Documents

LEAR EU login












LEAR Data

Legal Representative data

Documents




入力したデータが反映されているPDFレター 2 種をダウンロード
任命者、LEAR本人の署名を追加しPDFでアップロードする。

本人確認資料、法人代表権限の証明はひな形がありません。
各法人で準備しアップロードしてください。
提出済となると矢印は黄色に変更、「Scanned and
Uploaded documents」に提出日時が表示されます。

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.		
Legal Representative identity document		Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the Legal Representative		
Declaration of consent to the terms of use of the F&T EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.		
Legal Representative authorisation		Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function	 (1).pdf 25/04/2021, 08:13	
LEAR identity document		Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	 25/04/2021, 08:13	
Other documents				

Personal data: Your personal data will be processed in accordance with the Regulation (EU) 2018/1725. Please refer to this [link](#) for detailed information.

Legal Representative changes

Field name	Previous value	New value
		

The changes listed above will change the document(s) generated so the system will generate a new version of document(s) to be signed and uploaded.
The document type(s) uploaded will automatically be removed as [it is | they are] no longer valid.

LEARの変更申請

【現LEARオフライン】自動作成された書類の署名（LEAR Appointment Document）

自動生成された「LEAR Appointment Document」にあたるLEAR Appointment LetterとRoles and Duties of LEARの雛形の例です。Legal Representative（任命者）と、LEAR双方からの署名が必要です。

1 枚目：LEAR Appointment Letter

LEAR APPOINTMENT LETTER

法人のPIC, 法人名

by the Participant Register once all the information filled in. You should the Participant that would like to co-refer to templates & forms section of the Portal Reference Documents.

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): +(...)

LEARの登録で入力したデータが反映
(氏名、性別、住所、Tel, Fax, Mobile)

法人を代表する権限を持った任命者名と役職

2 – 3 枚目：Roles and Duties of LEAR

ROLES AND DUTIES OF LEARS

LEARの定義

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 their organisation, as part of its participation in EU funded grants, procurements and prizes that are managed via the [EU Funding & Tenders Portal](#) — the EU's dedicated website for funding and tenders.

LEARの権限

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).

LEARの義務

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.

— 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 [Funding & Tenders 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 **less** or more colleagues, who will act as **account administrators**.

To do so, you must nominate them for this role using the **security and access management** module in the Participant Register.

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

事務作業を分担できる補佐の追加について

SIGNATURES
For the legal entity [signature]
[date] [stamp]

任命者署名欄

For the LEAR [signature]
[date]

LEAR署名欄

Supporting documents to be also uploaded:

1. Declaration of consent to the [EU Funding & Tenders 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)

※LEARの権限・義務については本ガイドラインの概要編（Slide3）を再度ご確認ください

LEARの変更申請

【現LEARオフライン】自動作成された書類の署名（Declaration of Consent）

**DECLARATION OF CONSENT TO THE EU FUNDING & TENDERS PORTAL
TERMS AND CONDITIONS**

法人のPIC, 法人名 by the Participant Register once all the information required for you should print it, have it signed by the legal representative and then upload it in the Participant Register with the rest of the documents. Originals should be kept on file for controls. If you would like to consult other language versions, please refer to templates & forms section of the Portal Reference Documents page.

Subject: PIC:
Legal entity name:

I, Mr/Ms/Mrs/Miss in my capacity as and authorised to legally represent my organisation agree to:

- the use of the EU Funding & Tenders Portal electronic exchange system for managing the EU grants, procurements and prizes of my organisation
- under the terms and conditions set out in the [EU Funding & Tenders Portal Terms and Conditions](#).

I acknowledge that each time my organisation uses the electronic exchange system, we reaffirm acceptance of the then-current terms and conditions.

SIGNATURE
For the legal entity:
[forename/surname/function]
[signature]
[date] [stamp]

Legal Representative (任命者) の
氏名と役職（CEO, President等）

法的に法人を代表する法人代表として、
F&Tポータルの利用規約を確認し同意する事、
法人がシステムを使用する際も
その時点での利用規約に同意する事を確認。

任命者署名欄

LEARの変更申請

【現LEARオフライン】本人確認資料、法人代表の権限証明の準備

【本人確認資料】

原則はパスポートの写真・署名があるページの写し

※パスポート以外の公的な本人確認資料を提出する場合は、フリー翻訳を添付してください。結果的に交渉翻訳を求められる場合もございます。

※本人の写真がない公的な本人確認資料は原則認められません。

【法人代表の権限証明】

LEAR申請レターに署名した任命者が、実際に法人の代表（法定代理人）の立場にあるのか（LEARを任命可能な立場にあるのか）を証明する資料です。

例）定款等法人代表のお名前や権限が記載されているもの＋組織図・ウェブサイト等

※例は以前に審査を通過したと報告があった提出書類です。











LEARの変更申請

【現LEARアカウント】LEAR 申請資料をアップロードする

すべての資料をアップロードし、Submitボタンが表示されたらクリックして送信してください。
※すべての資料をアップロードするまでSubmitボタンは表示されませんのでご注意ください。




Documents



Document Type	Document generated	Description	Scanned and uploaded documents	Status
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Legal Representative changes

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LEARの変更申請

LEARの登録変更後の作業

【現LEARアカウント】

申請中、一時アクセスが不可となります。完了後は個人アカウントのみが残ります。

【新LEARアカウント】

承認完了のメールとPINが別々に届きます。その後のステップについては以下リンクへアクセスし、「LEARアカウントのアクティベーションとLSIGN・PLSIGNのロール設定」の手順をご確認ください。

https://www.ncp-japan.jp/wp/wp-content/uploads/2022/06/AssignLSIGN_PLSIGN.pdf

お問い合わせ: [ncp-japan\(@\)eu-japan.or.jp](mailto:ncp-japan(@)eu-japan.or.jp)

