



**FUEL CELLS AND HYDROGEN**  
JOINT UNDERTAKING

**Legal status and  
financial capacity**

**Guarantee fund**

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## 1. Validation of Legal Entities

- Validation workflow
- Documents for validation
- The **L**egal **E**ntity **A**ppointed **R**epresentative (LEAR)

## 2. Financial Validation

- Financial Capacity Assessment
- Bank accounts

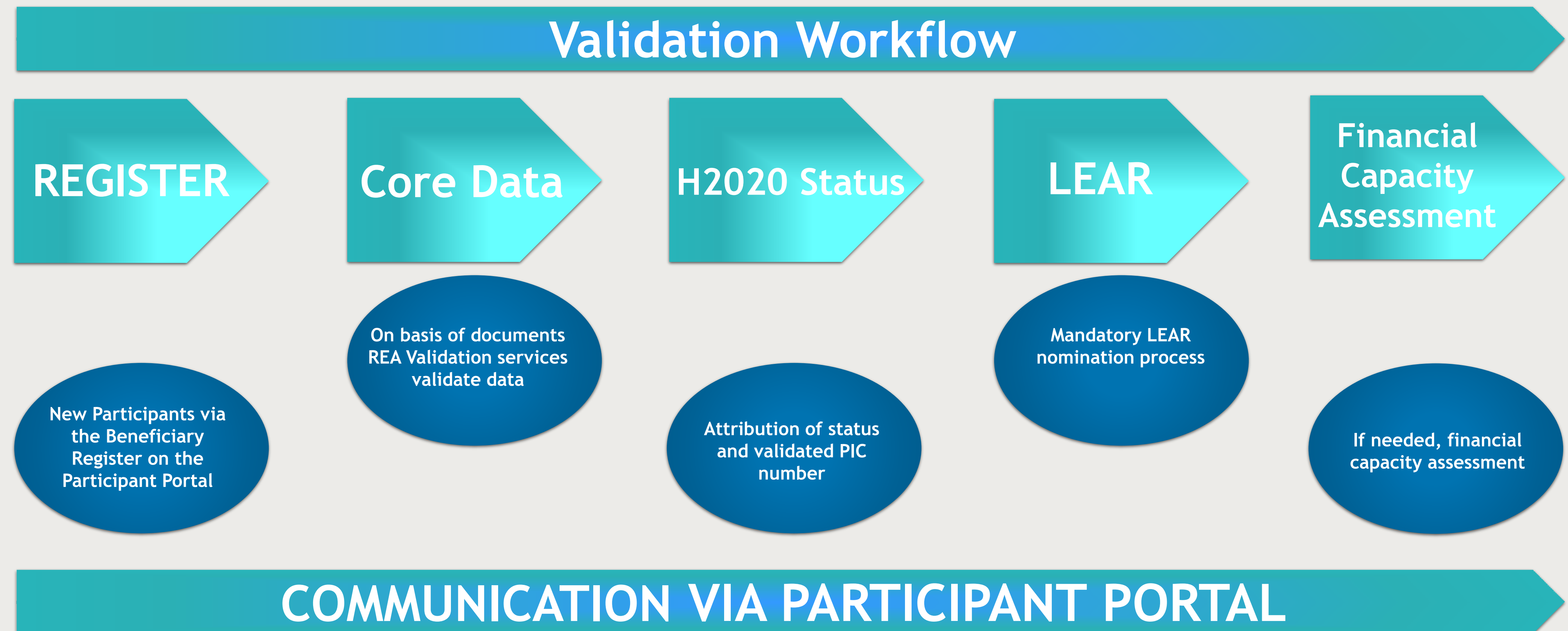
## 3. Guarantee Fund

- Overview



# 1. Validation of Legal Entities

## Validation Workflow (1)



# 1. Validation of Legal Entities

Validation Workflow (2)



**Validation is required for all entities (including third parties)**

**The validation of a participant is unique and valid throughout the entire H2020 programmes**

**Validation process carried out by the Research Executive Agency (REA)**

**During the validation of a legal entity, REA verifies:**

- legal existence,
- H2020 status of an applicant,
- Extended Mandate of the LEAR and
- Financial capacity assessment (when required)



# 1. Validation of Legal Entities

Documents for validation – Legal existence and H2020 status



- Legal entity identification form (duly completed and signed)
- Official VAT document (or proof of VAT exemption, if applicable)

## Depending on the type of organization:

- SME
  - Registration extract not older than 6 months
  - Balance sheet and Profit and Loss accounts
  - Staff head count expressed in annual working units
- Research organization
  - Official document attesting that one of the main objectives of the organization is carrying out research or technological development
- Non-profit organization
  - Official document attesting that the organization has a legal or statutory obligation not to distribute profits to shareholders or individual members
- Secondary or higher education establishment
  - Official document that the organization is recognized as such by the national education system and is entitled to deliver diplomas recognized by the State



# 1. Validation of Legal Entities

The Legal Entity Appointed Representative (LEAR) – Roles



**The appointment of a Legal Entity Appointed Representative (LEAR) is **mandatory**. Without LEAR it is not possible to obtain the grant. Role of the LEAR:**

- Notifies the EU of changes in legal data/status;
- Submits documents related to Financial Capacity Assessment if required;
- Nominates/update in the Participant Portal the names of the legal representatives and signatories for the organisation
- Nominates/update in the Participant Portal the persons who may sign financial statements



**No LEAR nomination may cause delays in the whole validation process and the signature of the GA, thus give priority to LEAR validation**





# 1. Validation of Legal Entities

The LEAR – Documents for validation



- Letter of Appointment (dated and signed by legal representative and the LEAR)
- Declaration of consent to the Participant Portal Terms and Conditions (dated and signed by the legal representative)
- Valid proof of identity of the legal representative and the LEAR
- Proof of empowerment of the legal representative



**Upload scanned versions, but keep the originals of the LEAR appointment letter and the declaration of consent available at any time for checks or audits!**



# 1. Validation of Legal Entities


The LEAR – Validation by REA validation services



## REA confirms the appointment by sending to the LEAR:

- the activation instructions by e-mail
- the account activation PIN code either by post or by SMS if the LEAR's mobile phone number was provided



**Should you encounter any problems with the LEAR appointment, please contact the Validation Services via the messaging service in the My Organisations menu, clicking on the  (Modify Organisations) action button of the Participant Portal.**





## 2. Financial Validation

The four steps of the financial capacity assessment



**Legal entities subject to a mandatory verification of their financial capacity are identified**

**These Legal entities provide – if not already available – their financial information and relevant supporting documents covering the last closed financial year; the information is then verified by the validation services**

**REA validation services proceed with financial analysis and provide with ratios**

**On the basis of the above, FCH JU takes the appropriate decisions and measures**



## 2. Financial Validation

Legal entities subject to financial capacity assessment



### Categories of Legal entities **not** subject to Financial Capacity Assessment:

- natural persons in receipt of scholarships
- public bodies
- international organisations
- higher or secondary education establishments
- legal entities guaranteed by a Member State or associated country

### All other legal entities subject to Financial Capacity Assessment if:

- Coordinators **AND**
- the requested FCH JU funding for the action is  $\geq$  EUR 500,000



Financial Capacity Assessment can also be performed ad hoc on any beneficiary if based on available information there are grounds to doubt the financial capacity (e.g. indication of weak financial capacity from other sources, involvement in cases of serious administrative errors or fraud, recovery order for an outstanding amount issued by an EU body on which the payment is significantly overdue, substantial findings in EU audits within the last 2 years that put in doubt the financial capacity)



## 2. Financial Validation

The documents needed for the Financial Capacity Assessment



1. Profit and loss account
2. Balance sheet
3. Explanatory notes/annexes of the above financial statements
4. Audit report if your requested FCH funding is superior to EUR 750,000

**Financial capacity assessment to be carried out on the last two closed financial years**

**You can check your financial capacity yourself by using the H2020 Financial self-check tool:**

**<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html>**





## 2. Financial Validation

Conclusions of financial capacity assessment and protection measures



Result		Protection measures
Negative	Insufficient	<i>The Legal Entity cannot participate, except in duly justified reasons to be considered by the Authorising Officer.</i>
	Weak	<ul style="list-style-type: none"> <li><i>The LE cannot be coordinator but can participate in the project</i></li> <li><i>The LE may be subject to additional monitoring (e.g. through additional reviews or on-the-spot checks)</i></li> </ul>
Positive (*)	Acceptable, Good	<ul style="list-style-type: none"> <li><i>The LE can be excluded from the coordination but can participate in the project</i></li> <li><i>The LE may be subject to additional monitoring (e.g. through additional reviews or on-the-spot checks)</i></li> </ul>
Positive	Acceptable, Good	None
(*) Financial capacity assessment is positive (acceptable or good), but: <ul style="list-style-type: none"> <li><i>Indication of weak financial capacity from other sources</i></li> <li><i>involvement in cases of serious administrative errors or fraud</i></li> <li><i>recovery order for an outstanding amount issued by an EU body on which the payment is significantly overdue</i></li> <li><i>substantial findings in EU audits within the last 2 years that put in doubt the financial capacity</i></li> </ul>		



## 2. Financial Validation

Bank account



Bank accounts have to be validated in advance of any payment by the EU

You will be informed in due time via your account in the Participant Register

You will have to fill in the Participant Register the basic information required to identify the bank account and upload relevant supporting documents. For these you have the choice between:

- Either a bank statement issued within the last 6 months
- Or a Financial Identification Form (that you can download in the Participant Register itself) which must be stamped, dated and signed by a bank representative.



Scan PDF are accepted. Original forms not required



**Ensure the bank account is in EURO!**



# 3. Guarantee Fund

## Overview



- **The GF is an internal fund that covers the risk of non-payment by H2020 beneficiaries**
- **Already existed in FP7 but the FCH JU didn't participate in it**
- **The Fund belongs to all beneficiaries, is kept by the European Investment Bank and is managed by the European Commission (DG ECFIN invests funds in the financial markets)**
- **Benefits:**
  - Reduced Financial Capacity Assessment
  - Limited protection measures following weak Financial Capacity Assessment (e.g. no reduction on pre-financing, no trust accounts, no bank guarantees...)





# Legal & Financial Validation

H2020 online manual



The H2020 Online Manual is published on the Participant Portal  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation_en.htm)

It includes a dedicated section on the legal and financial validation rules as well as the LEAR role and tasks

- What you need to know about Horizon 2020 calls
- Find partners or apply as individual
- **Register in the Participant Register**
  - Registration of your organisation
  - LEAR appointment
  - Validation of potential beneficiaries
  - Bank account validation
  - Financial capacity assessment
  - Data update
  - Certifications
- Submit a proposal
  - Get prepared
  - Electronic proposal

## Register in the Participant Register

**If you want to participate in a project proposal, your organisation needs to be registered in the [Participant Register of the Participant Portal](#) and have a 9-digit Participant Identification Code (PIC).**

You can verify whether your organisation is already registered and has a PIC on the Participant Portal '[Participant Register](#)' page. If not, you can start the registration process on the same page and, once completed, get the PIC to be quoted in your proposal and in any correspondence with the Commission.

**If your proposal is successful,** you will receive a notification that your proposal is selected for funding. When needed, the Commission will ask you to:

- provide supporting documents to confirm the information declared during the registration of your organisation ([validation of the legal entity](#))
- appoint a "Legal Entity Appointed Representative" (the so-called "[LEAR](#)")
- provide supporting documents to verify the [financial viability](#) of your organisation





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### **For further information**

[www.fch.europa.eu](http://www.fch.europa.eu)

[www.hydrogeneurope.eu](http://www.hydrogeneurope.eu)

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