**LEGAL ENTITY APPOINTED REPRESENTATIVE DECLARATION**

*This document must be uploaded on the relevant Partner section of the Application Form or Project Approved Form once all the information required for the LEAR appointment has been filled in. You should sign it on the organisation’s letter-headed paper by the legal representative and the Lear and then upload it in the referred sections. Originals should be kept on file for controls.*

Project acronym:

Partner number:

Title:

Full name:

Postal address:

City/Country:

E-mail:

Telephone: + (…)……………………………….. Mobile Phone: + (…)……………………..

I, (full name) ……………………….……………………, in my capacity as ………………………..…………………… and authorised to legally represent my organisation, have appointed as our legal entity appointed representative (LEAR):

SIGNATURE

For the legal entity

[Full name/Function]

[Signature]

[Date] [Stamp]

A digital signature is welcomed

**LEAR’s ROLES AND DUTIES**

**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 organization or 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, procurements and prizes that are managed, in this particular case, via the Interreg “Atlantic Area” Programme website.

Individuals automatically have the role of LEAR.

**2. What can a LEAR do?**

As a LEAR you are in capacity and entitled to commit (in formal, legal and financial terms in relation to the Programme) the organization you represent.

A LEAR can:

* **View** your organisation’s legal and financial data in all the documents related to the Programme;
* 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 **identification data as project partner**.

**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 Programme or 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. As referred before, these are people who can

commit your organisation legally by signing grant agreements or contracts and authorising amendments to them.

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

* Enter and update 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.

* When applicable and relevant, **share your organisation’s** Interreg “Atlantic Area” Programme website **login and password** with colleagues who might need it for dealings with the EU *(e.g. as Lead Partner, to submit proposals for funding or tenders, Modification Requests, etc. via the SIGI / AA Platform and, as* *project partners, modification request to the Lead Partner).*

SIGNATURE

For the legal entity

[Forename/Surname/Function]

[Signature]

[Date]

SIGNATURE

For the Lear

[Forename/Surname/Function]

[Signature]

[Date]

A digital signature is welcomed