EIT Community

Funded by the European Union

Legal Entity Validation

Practical tips on the documentation review performed by the

EIT Community Onboarding Service

www.eit.europa.eu

Documents Reviewed by the EIT Community Onboarding Service

Certificate of Legal Representative (LRO)

What to submit:

- Official document confirming who can legally represent the organisation

What "good" looks like:

- Clearly states:
  - ✓ Legal name of the entity
  - ✓ Full name of the Legal Representative(s)
  - ✓ Whether they can act **individually or** if they must do it **jointly**
- It must state general powers to sign on behalf of the entity, <u>not limited to specific projects or funding amounts</u>
- Signed and issued in the last 12 months
- The document is either in English or in its original language + an English translation prepared by the entity

Common issues:

- Appointment tied to a specific project only
- No clarity on representation powers (individual vs joint signature)
- Informal letters instead of official and duly signed documents
- Missing English translation (if not issued originally in English)

Registration Certificate

What to submit:

- Official extract from a national register (e.g. Companies House for private entities, Law or Decree establishing a public entity)

What "good" looks like:

- The document clearly shows:
  - ✓ Legal name of the entity
  - ✓ Registration number
  - ✓ Legal Address of the entity
- Issued by the Official National Registry in the last 12 months
- The document must be either in English or in its original language + an English translation prepared by the entity

Common issues:

- No mention of type of representation powers
- Outdated extract (more than 12 months since date of issue)
- Missing English translation (if not issued originally in English)

VAT Certificate

What to submit:

- Official VAT (Value Added Tax) registration document issued by the tax authority

What "good" looks like:

- VAT number clearly visible
- Issued by the Official Tax authority in the last 12 months
- The document must be either in English or in its original language + an English translation prepared by the entity

Common issues:

- Submitting internal documents or screenshots of the VAT Information Exchange System (VIES) Portal instead of an official certificate issued by the Tax Administration
- Missing English translation (if not issued originally in English)

Financial Documents (if requested)

What to submit:

- Latest financial statements (balance sheet + profit & loss)
- Audit report (when the entity is subject to audit)

What "good" looks like:

- The financial statements are complete, adopted and signed
- They cover the 2 most recent financial years
- The document must be either in English or in its original language + an English translation prepared by the entity

Common issues:

- Partial or not sufficiently detailed documents
- Draft or unsigned versions
- Missing English translation (if not issued originally in English)