

# EURAMET

## EMRP Contracts - Validation Process Information



uncontrolled document (March 2014)

---

According to 'Guide 1: Eligibility Criteria for EMRP Calls', being a validated legal entity is one of our criteria in order to be able to issue a contract (see Section 3.3 in Guide 1). EURAMET verifies the legal existence and status of organisations by using the **European Commission's Unique Registration Facility (URF)**.

The following information is our current understanding of the validation process. However, please visit the URF user guide (<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>) for the most up-to-date information and steps to take in order to get validated.

**Please note:**

Each organisation must be "validated" **before** entering a contract with EURAMET. This includes funded JRP-Partners, unfunded JRP-Partners, EMRP Researcher Grant Beneficiaries (Home, Employing and Guestworking Organisation), as well as Linked Third Parties.

Validation by the URF can take a long time (several months), therefore it is **URGENT** that any organisation that is not yet validated and is submitting an application, begins the process immediately, and submits all required forms quickly.

- Note that the URF is run by the European Commission (EC) and not EURAMET. EURAMET *cannot* help with the application process and *cannot* speed it up.
- You need to register your organisation, and follow a registration validation process by submitting a number of forms/documents to allow the EC validation services verify the legal existence of an applicant.
- Please go here to register your organisation:  
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html> and select "Register Organisation"
  - Register with the **European Commission Authentication Service (ECAS)** and log in
  - Fill in the fields as requested
  - Upload the necessary supporting documents for the validation of your organisation (providing its legal existence and legal data):
    - An extract of registration (or its equivalent: Company Register, Official Journal) showing the name of your organisation, the address of the head office and registration number.
    - A copy of a document proving VAT registration and confirming your VAT number (the extract must not be older than 6 months). If you do not have a VAT number, please send a document proving the VAT exemption.
    - If you have applied for any other statuses than Legal person or enterprise, please send the appropriate supporting document.
- Once the registration process is completed, the URF will immediately send a confirmation e-mail containing the data you have submitted and the Participant Identification Code (PIC) of the organisation. **NOTE** that this does not mean the organisation is validated and you must proceed with the validation process. (page 55 onwards of the URF user guide)
- When you submit the registration data of your organisation you will be allowed to modify the registration data and to upload supporting documents up to the moment when validation is complete and a **Legal Entity Appointed Representative (LEAR)** is appointed. Only the LEAR and/or the Account Administrator, appointed by the LEAR, will be able to modify the data of the respective organisation.

**For those not valid at the time of application please inform EURAMET MSU ([emrpA169@npl.co.uk](mailto:emrpA169@npl.co.uk)) when the organisation has received confirmation from the URF that it has been successfully validated as a legal entity**

