**LEGAL APPOINTMENT LETTER**

*(To be printed on your organisation’s letterhead, signed and sent by regular mail to the following address, together with the enclosures (see below))*

European Commission

Research Executive Agency-Validation Services

COV 2 - 13/132

B-1049 Brussels

Belgium

Subject: PIC:   
Legal entity name:

I, Mr/Ms/Mrs/Miss *……………………*[[1]](#footnote-2)*,* in my capacity as *……………………*[[2]](#footnote-3) and thereby authorised to legally represent my organisation (as substantiated in the enclosed documents), 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):   
Email:   
Telephone:   
Fax:

SIGNATURE

For the legal entity

date signature stamp

Enclosures:

* ‘Role and duties of LEARs’ document, signed by both the legal representative and the LEAR
* Legal documents proving the legal representative’s identity (copy of identity card, passport or similar)
* Legal documents proving that the legal representative is entitled to sign on behalf of the organisation
* Legal documents proving the LEAR’s identity (copy of identity card, passport or similar)

1. Please insert the name of the person, who signs this form representing the entity [↑](#footnote-ref-2)
2. Please insert the function of the person who signs this form [↑](#footnote-ref-3)