**LEGAL ENTITY FORM EDCTP**

Please complete, sign this form and attach copies of official supporting documents as indicated below for public and private organisations respectively. Please note that if your organisation has a validated PIC number (Horizon 2020), only the first three documents mentioned below under supporting information are required.

|  |  |
| --- | --- |
| Full official legal name: |  |
| Acronym/Abbreviation (if applicable) |  |
| Legal status (by check marks):Please select one of the options for (a) and (b) and choose one out of (c)-(h). | **select one** (a) □ public or □ private |
| **select one** (b) □ not-for profit or □ for profit |
| **select one**1. □ international organisation
2. □ secondary or higher education establishment
3. □ research organisation (not-for-profit)
4. □ small or medium sized enterprise
5. □ entity without legal personality
6. □ other *(please specify)*
 |
| Main registration number |  |
| Secondary registration number (if applicable) |  |
| Date of main registration |  |
| Address of main registration  |  |
| Official working address (if different) |  |
| Web page of entity |  |
| VAT-registration number  |  |
| Name and function of Legal Representative |  |
| **Validated** Horizon 2020 Participant Identification Code ([PIC-number](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html)) (if applicable) |  |

|  |  |
| --- | --- |
| Date and Place: | Stamp of organisation: |
| Signature of Legal Representative: |  |

|  |
| --- |
| Supporting information and official documents required to be included for **public organisations** |
| **1** | If applicable, proof of PIC validation (screenshot) |
| **2** | Proof of assignment/competence of authorised legal representative of the organisation and his/her function. This may follow from the decree establishing the organization, the statutes of an organization etc. The person/functionary named in this document may have authorized another person. In that case, please also provide a copy of the letter of delegation. |
| **3** | Completed and signed Declaration of Honour |
| 4 | If you do **not** have a validated PIC number, please also provide: Copy of the resolution, law, decree or decision establishing the public body; or failing that, any other official document demonstrating its status as a public body |
| 5 | Where applicable, proof of (number of) registration of organisation |
| 6 | If the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested |

|  |
| --- |
| Supporting information and official documents required to be included for **private organisations** |
| **1** | If applicable, proof of PIC validation  |
| **2** | Proof of assignment/competence of authorised legal representative of the organisation and his/her function. This may follow from the decree establishing the organization, the statutes of an organization etc. The person/functionary named in this document may have authorized another person. In that case, please also provide a copy of the letter of delegation. |
| **3** | Completed and signed Declaration of Honour |
| 4 | If you do **not** have a validated PIC number, please also provide: Copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number |
| 5 | Proof of (number of) registration of organisation |
| 6 | Copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document). If the organisation is not VAT registered, proof of VAT exemption must be provided. |

Additional information may be requested for SMEs (small and medium-sized businesses)