

URF
Portal

REGISTRATION OF ORGANISATIONS

Registration of Organisations

- “ Registration of Organisations (beneficiaries and partners) is done in URF
- “ URF: **U**nique **R**egistration **F**acility
- “ Aim: Keep a single registration record per Organisation in any European Programme
- “ Unique **P**articipant **I**dentification **C**ode: **PIC** code



Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education And Formation > Participant Portal > Home



BEN TATE ▼

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

Register

My Organisations

Search

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

You need to log in with your ECAS account

Logging in to URF

” Log in with ECAS



The screenshot shows the ECAS login interface. At the top, there is a header with the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". Below this, a blue bar contains the word "External". A breadcrumb trail reads "EUROPA > Authentication Service > Login". On the right side of the header, there are links for "Login", "New password", "Sign Up", and "Help".

The main content area is divided into two sections. The left section features the ECAS logo, which is a circular emblem with the text "ECAS authenticates you on European Commission websites". Below the logo, it says "(authenticates your identity on European Commission websites)" and "research requires you to authenticate".

The right section is the login form. It starts with the heading "Login" followed by a link "Not registered yet". Below this is a grey box asking "Is the selected domain correct?" with the text "External" and a link "Change it". The login form itself has two input fields: "Username or e-mail address" and "Password", both marked with an asterisk to indicate they are required. Below the password field is a link "More options...". At the bottom of the form, there is a "Login!" button and a link "Lost your password?".

At the very bottom of the page, there is a section titled "Or log in with your" followed by a "Token" link with a small icon of a calculator.



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME

ORGANISATIONS ▼

EXPERTS ▼

SUPPORT ▼



BEN TATE ▼

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION

RESUME REGISTRATION

How to update your organisation data?

Modify registered data

If the Validation Services have not started the validation of your data yet:

To modify the data of your organisation, click the **My Organisations** option in the Organisations menu, then click the **ED** button next to the name of your organisation.

Upload supporting documents

If the Validation Services have already started the validation process:

You are able to **upload additional documents up to 10 MB**. Once uploaded, these documents may not be withdrawn or modified.

Modify validated data

If your data has been validated by the Validation Services:

Only the **Legal Entity Appointed Representative (LEAR)** (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the **My**

English(en)

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?

Does it have a Business Registration Number?

Does it have a website?

B-CO

Belgium

☐ Yes ☒ No

☒ Yes ☐ No

963852741

☐ Yes ☒ No

Close

Next >

Organisation data

Please enter the data for the organisation.

[More info on NACE code](#)

Enter information about your organisation

Are you registering on behalf of

another organisation?

☒ No ☐ Yes

Is the organisation a Legal Person?

☒ Yes ☐ No, I'm a natural person.

Is it a non-profit organisation?

☐ Yes ☒ No

Is it a public body?

☐ Yes ☒ No

Is it a NGO?

☐ Yes ☒ No

Business Name

B-CO

Business Registration Number *

963852741

Registration Date *

01-01-2011

Registration Authority *

BE

Establishment/Registration Country *

Belgium

Region/County

Prov. Oost-Vlaanderen

Legal Name *

B-CO

Official Language *

Dutch

Close

Save Draft

Delete Draft

Next >

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *


P.O. Box

Postal Code

CEDEX

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

[Close](#)[Save Draft](#)[Delete Draft](#)[< Back](#)[Next >](#)

English(en)

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Mr

Position in the organisation

Director

Department

Professional E-mail *

ben.tate.b.co@gmail.com

Gender *

☒ Male ☐ Female

Last Name *

TATE

First Name *

Ben

Address

Use the existing Legal Person's address?

Street Name and Number *

1 Mother Lane

P.O. Box

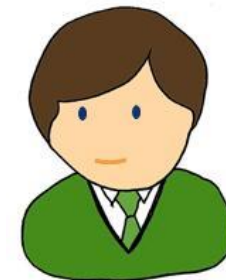
Postal Code

9000

CEDEX (France only)

City *

Peaceville



Close

Save Draft

Delete Draft

< Back

Next >

English(en)



WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Select a Programme from the list



[< Back](#)

[Save Draft](#)

[Delete Draft](#)

[Close](#)

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type:

Youth associations

Is your organisation a small/medium-sized enterprise (SME)?:

☒ Yes ☐ No

Organisation description:

2 persons business with outsourced manufacturing etc;

Close

< Back

Save Draft

Save and Return

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Select a Programme from the list 

[< Back](#)

[Save Draft](#)

[Delete Draft](#)

[Close](#)

English(en)

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation

Address

Contact

Specific programs

Organisation information

Establishment/Registration Country *	Belgium
Legal Name	B-CO
Official Language *	Dutch
Business Name	B-CO
Business Registration Number	963852741
VAT number	
NACE code	
Registration Date	2011-01-01
Registration Authority	BE
Legal Form	

Legal Address information

Street Name and Number *	1 Mother Lane
P.O. Box	

Print

Save Draft

Delete Draft



Confirm

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	B-CO
Legal Address	, 1 Mother Lane, Peaceville, Belgium
VAT	
Business Registration Number	963852741
EAC/EACEA - specific information	
Organisation type	Youth associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	2 persons business with outsourced manufacturing etc;

PIC number: 949831179

Thank you for using the Participant Portal

[Print](#)[Close](#)

Adding documents in URF

URF DOCUMENTS

URF Documents

- “ For every Organisation, certain documents need to be added in URF:
 - “ **Legal identity verification documents**
 - “ **Financial statements**
- “ These documents can not be added during the registration. They need to be added afterwards

URF Documents

” Log in to URF and go to My Organisations

Contact | Legal Notice | English ▼

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

BEN TATE ▼

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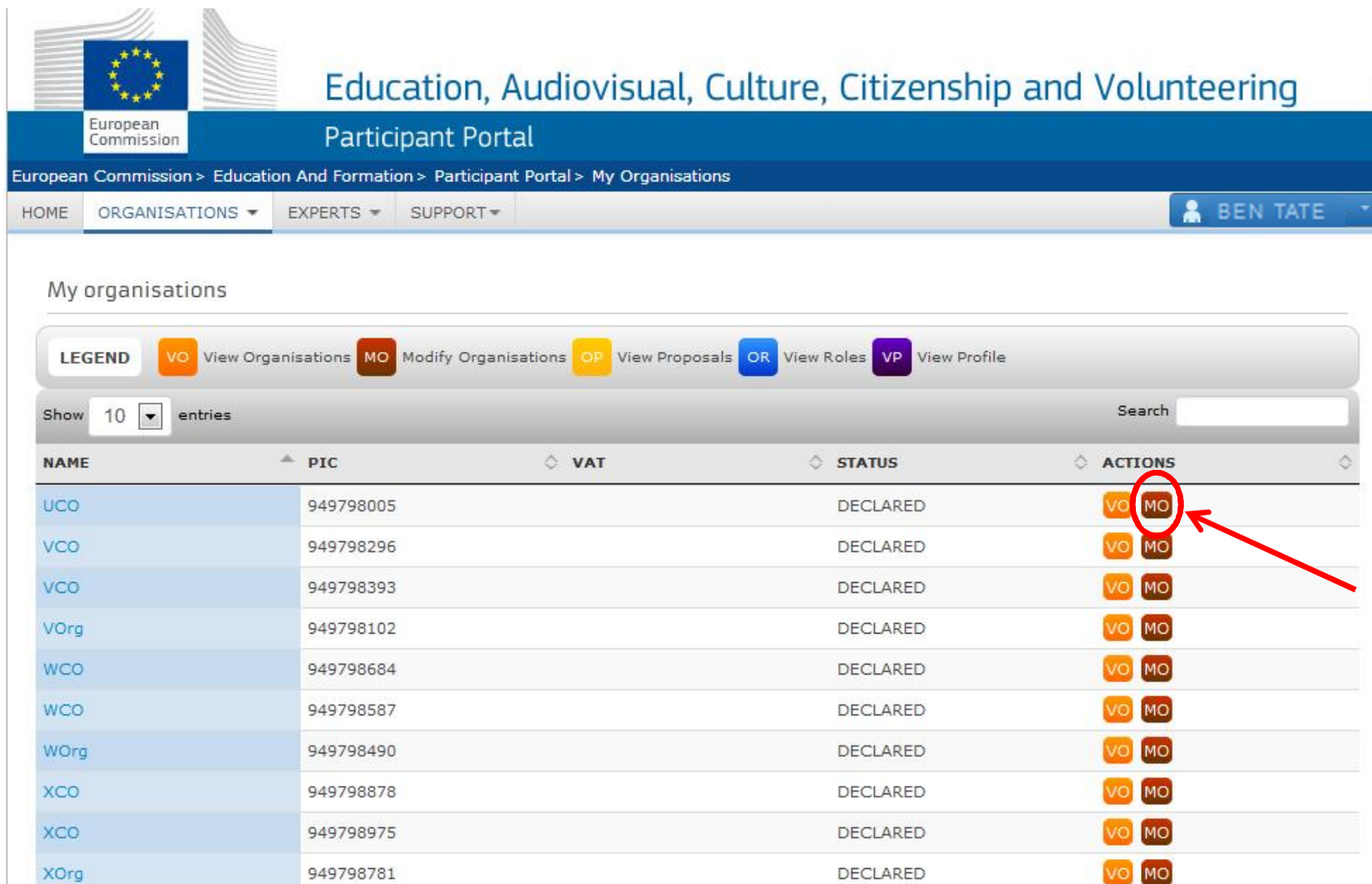
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

URF Documents

” Click on the **MO** icon next to the organisation



The screenshot shows the 'Participant Portal' for the European Commission, specifically the 'My Organisations' section. The header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header is a navigation bar with links: HOME, ORGANISATIONS, EXPERTS, and SUPPORT. A user profile 'BEN TATE' is visible in the top right corner.

The main content area is titled 'My organisations'. It features a legend with icons for various actions: VO (View Organisations), MO (Modify Organisations), OP (View Proposals), OR (View Roles), and VP (View Profile). Below the legend, there is a search bar and a dropdown menu set to '10 entries'.

The table below lists several organisations, each with a 'NAME', 'PIC', 'VAT', 'STATUS', and 'ACTIONS' column. The 'ACTIONS' column contains two icons: 'VO' and 'MO'. A red circle highlights the 'MO' icon in the first row, and a red arrow points to it from the right.

NAME	PIC	VAT	STATUS	ACTIONS
UCO	949798005		DECLARED	VO MO
VCO	949798296		DECLARED	VO MO
VCO	949798393		DECLARED	VO MO
VOrg	949798102		DECLARED	VO MO
WCO	949798684		DECLARED	VO MO
WCO	949798587		DECLARED	VO MO
WOrg	949798490		DECLARED	VO MO
XCO	949798878		DECLARED	VO MO
XCO	949798975		DECLARED	VO MO
XOrg	949798781		DECLARED	VO MO

URF Documents

” Click on the Documents tab

Message: Documents Organisation Legal Address Contact Person LEAR

Organisation Data
Please enter the data for the organisation.

Effective Date *:

PIC 949798005

Is the organisation a Legal Person? ☒ Yes ☐ No, I am a Natural Person.

Is it a Non-Profit Organisation? ☐ Yes ☒ No

Is it a Public Body? ☐ Yes ☒ No

Is it a NGO? ☐ Yes ☒ No

Legal Name *

Business Name

Official Language *

Establishment/Registration Country *

Legal Form

VAT number

Business Registration Number *

Registration Date *

Registration Authority *

NACE code

Choose your Framework Program

Update your data **Reset filter** **Quit**

URF Documents

” Click on Add a new document

The screenshot displays the 'URF Documents' web interface. At the top, a navigation bar contains tabs for 'Messages', 'Documents' (which is selected), 'Organisation', 'Legal Address', 'Contact Person', and 'LEAR'. On the left side, there is a blue sidebar with the heading 'Documents'. Below this heading, it explains that users can review, add, and update documents for the current organisation, with a file size limit of 6 Mb per file. It also includes an important note about the immediate effect of updates and a disclaimer about ensuring document consistency and quality, recommending PDF format and listing acceptable document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption, and Registration Documents (Extract of registration). The main content area features a blue button labeled 'Add a new document' at the top, which is highlighted with a red rectangular box. Below this button is a yellow warning box with an exclamation mark icon, stating: 'No documents have been submitted for this organisation yet. To add a supporting document, click the 'Add new document' button above.' At the bottom of the interface, there is a footer bar with a dropdown menu labeled 'Choose your Framework Program', two buttons labeled 'Update your data' and 'Reset filter', and a 'Quit' button on the far right.

URF Documents

” Click on Browse to upload the document

The screenshot shows the 'Documents' tab of the URF system. The main interface includes a navigation bar with tabs: Messages, Documents, Organisation, Legal Address, Contact Person, and LEAR. The 'Documents' section has a blue sidebar with instructions and a disclaimer. The main content area features a yellow warning box stating 'No documents have been submitted for this organisation yet.' and a blue button 'Add a new document'. A file upload dialog is open, showing a list of files: 'Financial Statement.doc' and 'Legal identity verification.doc'. A red arrow points from the 'Browse...' button in the main interface to the file list in the dialog. The dialog also shows a 'File name' field and 'Open' and 'Cancel' buttons. At the bottom of the main interface, there are buttons for 'Choose your Framework Program', 'Update your data', 'Reset filter', and 'Quit'.

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect. Please click the 'Submit' button to save your changes.

Disclaimer: Supporting documents are for information only. They do not ensure their quality. Scanning documents may potentially introduce viruses or other malware into your systems. It is recommended to scan PDF file formats using the following Form (Legal extract, VAT Registration registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click

File

Document Type

Archive

Browse...

Financial Statement.doc

Legal identity verification.doc

Submit for processing

Choose your Framework Program

Update your data

Reset filter

Quit

URF Documents

” Select the document type

The screenshot displays the 'Documents' tab in a web application. On the left, a blue sidebar contains instructions and a disclaimer. The main area features a yellow warning box and a 'Document Type' dropdown menu. The dropdown is open, showing a list of document types, with 'Balance sheet + Profit loss accounts' highlighted. The interface includes a top navigation bar, a bottom status bar, and a file upload section.

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File: C:\Users\hielje\Desktop **Browse...**

Document Type: **Archive**

- Archive
- Balance Sheet
- Balance sheet + Profit loss accounts**
- Business Plan
- Cert. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity
- FEL form natural person
- FP7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note

Description

Original Language

Choose your Framework Program **Update your data** **Reset filter** **Quit**

URF Documents

” Select the Year and enter a Description

The screenshot shows the 'Documents' section of the URF application. The top navigation bar includes 'Messages', 'Documents' (selected), 'Organisation', 'Legal Address', 'Contact Person', and 'LEAR'. On the left, a blue sidebar contains instructions for document submission, including a 6 Mb file size limit and a list of accepted document types (FEL Form, VAT extract, etc.). The main content area features a yellow warning box stating that no documents have been submitted yet. To the right, a form for adding a new document is displayed. The form fields are: 'File' (with a text input showing a local path and a 'Browse...' button), 'Document Type' (a dropdown menu set to 'Balance sheet + Profit loss acco'), 'Year' (a dropdown menu set to '2011', which is highlighted with a red rectangle), and 'Description' (a large text area). Below these fields is a checked 'Original Language' checkbox and a 'Submit for processing' button. At the bottom of the page, there is a footer bar with a 'Choose your Framework Program' dropdown, 'Update your data' and 'Reset filter' buttons, and a 'Quit' button.

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File C:\Users\hielje\Desktop Browse...

Document Type Balance sheet + Profit loss acco

Year 2011

Financial Statement for B-CO

Description

Original Language ☒

Submit for processing

Choose your Framework Program Update your data Reset filter Quit

URF Documents

” Click on "Submit for processing"

The screenshot shows the 'Documents' tab of the URF system. On the left, a blue sidebar contains instructions: 'On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file. Important: Your updates here take immediate effect when you click the 'Submit for processing.' button. Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).' A yellow warning box states: 'No documents have been submitted for this organisation yet. To add a supporting document, click the 'Add new document' button above.' The main form area includes fields for 'File' (with a 'Browse...' button), 'Document Type' (set to 'Balance sheet + Profit loss acco'), 'Year' (set to '2011'), and a 'Description' text area containing 'Financial Statement for B-CO'. The 'Original Language' checkbox is checked. A red box highlights the 'Submit for processing' button. The bottom navigation bar includes a 'Choose your Framework Program' dropdown, 'Update your data', 'Reset filter', and 'Quit' buttons.

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File C:\Users\hielje\Desktop Browse...

Document Type Balance sheet + Profit loss acco

Year 2011

Description Financial Statement for B-CO

Original Language ☒

Submit for processing

Choose your Framework Program Update your data Reset filter Quit

URF Documents

” The document is added successfully

The screenshot displays the 'Documents' section of a web application. At the top, a navigation bar includes tabs for 'Messages', 'Documents', 'Organisation', 'Legal Address', 'Contact Person', and 'LEAR'. The 'Documents' tab is active. On the left, a blue sidebar titled 'Documents' provides instructions on how to use the page, including a disclaimer about document consistency and quality. The main content area features a blue button 'Add a new document', a 'Filter' input field, and a 'Sort v' dropdown. A table lists the documents, with the first entry highlighted by a red box: 'Financial Statement.doc' with a status of 'RECEIVED', a description 'Balance sheet + Profit loss accounts (2011)', and a date '2013-11-27'. At the bottom, there is a 'Choose your Framework Program' dropdown, 'Update your data' and 'Reset filter' buttons, and a 'Quit' button.

Document Name	Status	Description	Date
Financial Statement.doc	RECEIVED	Balance sheet + Profit loss accounts (2011)	2013-11-27

CONTACTS IN URF

Contacts in URF

“ **Self-Registrant**



“ **Contact person – Default self-registrant**



“ LEAR is available when editing

“ **Not to be used**

“ Project contact person details are entered in the application form

“ The contact persons for the Organisation are stored in URF

UPDATE CONTACT DETAILS

Update contact details

Who can update the organisations details in URF?

- “ The **self-registrant** – the person who creates the organisation details in URF
- “ The **contact person** - this is by default the self-registrant
Once the contact person is updated both the self-registrant and the contact person can edit the organisation details.
- “ The declared **LEAR** (Legal Entity Appointed Representative)
– once the Lear is entered, the self-registrant will no longer have access to edit the organisation – (only for centralised actions)

Update contact details

No access to edit organisation details in URF?

- “ Ask the contact person as defined in URF

How do I find the contact person of an organisation?

- “ During registration, if a duplicate organisation is found you are able to send an email to the contact person

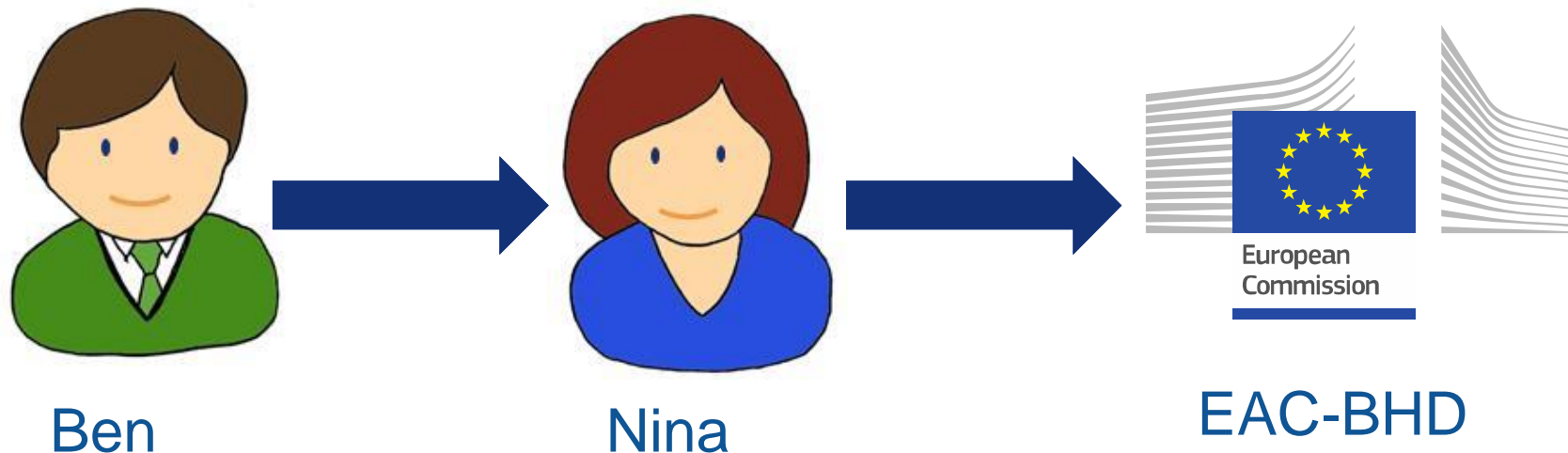
What if a duplicate organisation is found?

- “ Contact the organisation to find out who can edit it, perhaps it is a colleague
- “ False organisation? Notify the NA
- “ Organisations can not be deleted

Update contact details

What if all contact persons have left the organisation?

- “ In case the Self-Registrant & Contact person leaves, a request to change the contact person should be made to the **NA helpdesk**, the NA helpdesk will forward the request to **EAC BHD**





Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal


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If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

My organisations

LEGEND					
VO	View Organisations	MO	Modify Organisations	OP	View Proposals
OR	View Roles	VP	View Profile		
Show	10	entries	Search		
NAME	PIC	VAT	STATUS	ACTIONS	
B-CO	949831276		DECLARED	VO	MO
Showing 1 to 1 of 1 entries.				← PREVIOUS	1 NEXT →

“ Status of organisation will remain "Declared" in URF

Welcome **Helen DOYLE**, you can edit B-CO 949831276

Messages

Documents

Organisation

Legal Address

Contact Person

LEAR

Organisation Data

Please enter the data for the organisation.

Effective Date *:



PIC

949831276

Is the organisation a Legal Person?



☒ Yes ☐ No, I am a Natural Person.

Is it a Non-Profit Organisation?



☐ Yes ☒ No

Is it a Public Body?



☐ Yes ☒ No

Is it a NGO?



☐ Yes ☒ No

Legal Name

B-CO

Business Name

B-CO

Official Language *



Dutch



Establishment/Registration Country *



Belgium



Legal Form



ASSOCIATION



VAT number

Yes

No

Business Registration Number *

852741963

Registration Date *

01-01-2011

Registration Authority *

BE1

NACE code



Manufacture of communication e



Choose your Framework Program

Update your data

Reset filter

Quit

User manual

Welcome **Helen DOYLE**, you can edit B-CO 949831276

Messages Documents Organisation Legal Address Contact Person **LEAR**

Contact Person

If no LEAR has been nominated yet for the organisation, you can modify your Contact Person information. The Contact Person can be contacted by the Validation Services prior to LEAR nomination.

Have you registered on behalf of another organisation?

Title

Position in the organisation

Department

Professional E-mail *

Gender *

First Name *

Last Name *

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)


City *

Country *

Region/County

Phones

Main Phone *

 ☒ No ☐ Yes

☒ Male ☐ Female

Jeroen

Van Hiel

1 Mother Lane

9000

Gent

Belgium ▼

Prov. Oost-Vlaanderen ▼



Choose your Framework Program ▼

Update your data

Reset filter

Quit


Welcome **Helen DOYLE**, you can edit B-CO 949831276

Messages Documents Organisation Legal Address Contact Person **LEAR**

Contact Person

If no LEAR has been nominated yet for the organisation, you can modify your Contact Person information. The Contact Person can be contacted by the Validation Services prior to LEAR nomination.

Have you registered on behalf of another organisation?

 ☒ No ☐ Yes

Title

Position in the organisation

Department

Professional E-mail *

Gender *

First Name *

Last Name *

Address

Street Name & Number

P.O. Box

Postal Code

CEDEX (France only)

City *

Country *

Region/County

Phones

Main Phone *


Changes were made in the following tabs:

Contact Person

Are you sure you want to submit your changes?

OK

Cancel

Choose your Framework Program 

Update your data

Reset filter

Quit

Registered first for EACEA /REA or Erasmus+ Decentralised

LIGHT AND FULL VALIDATION IN URF

Light and full validation

- “ Erasmus+ Decentralised (Light)
 - “ **Status will remain Declared in URF**
 - “ **Validation of organisation done in EPlusLink by NA**
- “ EACEA or REA (Full)
 - “ **Organisations registered for centralised projects will go through the centralised validation cycle in URF**
 - “ **The LEAR contact is responsible for updating of the organisation details**

Light and full validation

URF Statues

- “ Erasmus+ Decentralised
 - “ **DECLARED:** self-declared according what the user entered in URF
- “ First registered for EACEA or REA
 - “ **VALIDATED:** The core fact is validated
 - “ **SUSPENDED:** The legal entity is "frozen" because of an external reason (Bankruptcy, etc.)
 - “ **SLEEPING:** Some data was passed, but the contact person does not react on any demands from the validation team. This is a detailed case of DECLARED
 - “ **DEPRECATED:** In the case of LegalEntityUpdate Event, the receivers will also receive the event when duplication did occur. In this and in this case only, the validityType will be DEPRECATED and the masterPIC will be filled in.
 - “ **BLOCKED**

Light and full validation

URF Statues

- “ Erasmus+ Decentralised
 - “ **DECLARED:** self-declared according what the user entered in URF
- “ First registered for EACEA or REA
 - “ **VALIDATED**
 - “ **SUSPENDED**
 - “ **SLEEPING**
 - “ **DEPRECATED**
 - “ **BLOCKED**
- “ For more information, go to:
<https://ec.europa.eu/research/participants/portal/page/registerorganisation#>

UPDATE ORGANISATION DETAILS

Registration of an organisation - Mozilla Firefox

https://www.acceptance.ec.europa.eu/research/participants/urf/secure/eacData.do

English(en)

EAC PROGRAMME SUBMIT DONE

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €
- A year turnover of less than 50M €

EAC

Organisation type:

Large enterprise

Is your organisation a small/medium-sized enterprise (SME)?:

☐ Yes ☒ No

Organisation description:

Organisation centred in the

Same fields are available during organisation registration but are not mandatory.

The fields are mandatory in the application form and are only completed if presented in URF.

Erasmus+

Application Form
Call: 2014
KA1 - Learning Mobility of Individuals
Form Version 0.9
Adobe Reader Version 10.1.0

Select PIC: 111 Check PIC

Name: B-Co

Address: 1 Mother Lane, Peaceville

C.1.1. Profile


* Type of Organisation SME

Is your organisation a public body? No

Is your organisation a non-profit? No

Close < Back Save Draft Save and Return

Warning: JavaScript Window - OrganisationTypeCCM2Id

 The organisation profile data must be specified in the URF/PDM system. After the organisation profile data are updated in the URF/PDM system please re-validate by clicking the 'Check PIC' button.

OK

Address: 1 Mother Lane, Peaceville


C.1.1. Profile

* Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Validate Submit



An error message is displayed on validation if **Type of Organisation** is missing in URF

Update of organisation data - Mozilla Firefox

https://www.acceptance.ec.europa.eu/research/participants/urf/secure/update.do;jsessionid=JPYkSdMD31QQ7sMhypn82W87mfhPbyFWdmDZh02YwW1pT6TGqmKXI-849165231?

Welcome **Helen DOYLE**, you can edit **Alfa Laval Kolding A/S 949823516** English(en)

Messages Documents Organisation Legal Address Contact Person LEAR

Organisation Data

Please enter the data for the organisation.

Effective Date *	<input type="text"/>
PIC	949823516
Is the organisation a Legal Person?	<input type="radio"/> Yes <input checked="" type="radio"/> No, I am a Natural Person.
Is it a Non-Profit Organisation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a Public Body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a NGO?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Name *	<input type="text" value="Alfa Laval Kolding A/S"/>
Business Name	<input type="text" value="Alfa Laval Kolding A/S"/>
Official Language *	<input type="text" value="English"/>
Establishment/Registration Country *	<input type="text" value="Denmark"/>
Legal Form	<input type="text" value="-- Please Select --"/>
VAT number	<input type="text" value="DK30938011"/>
Business Registration Number *	<input type="text" value="231302"/>
Registration Date *	<input type="text" value="30-09-1970"/>
Registration Authority *	<input type="text" value="Commerce and Companies Agency"/>
NACE code	<input type="text" value="-- Please Select --"/>

Choose your Framework Programme

Update your data Reset filter Quit

User manual

Choose your Framework Programme

- Erasmus+
- Creative Europe
- Europe for Citizens
- EU AID Volunteers

Update of organisation data - Mozilla Firefox

https://www.acceptance.ec.europa.eu/research/participants/urf/secure/update.do?pic=949585866&source=EAC

Welcome **Helen DOYLE**, you can edit B-CO 949585866

English(en)

Messages Documents Organisation Legal Address Contact Person LEAR **EAC**

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type: Large enterprise

Is your organisation a small/medium-sized enterprise (SME)?: ☐ Yes ☒ No

Organisation description: Organisation centred in the

Erasmus+ Update your data Reset filter Quit

Fill in the details, then click on "Update your data"

Registered via REA

- “ If the organisation has registered first via REA, these organisation fields will be missing
- “ The Organisation contact person (LEAR) must edit these fields in URF