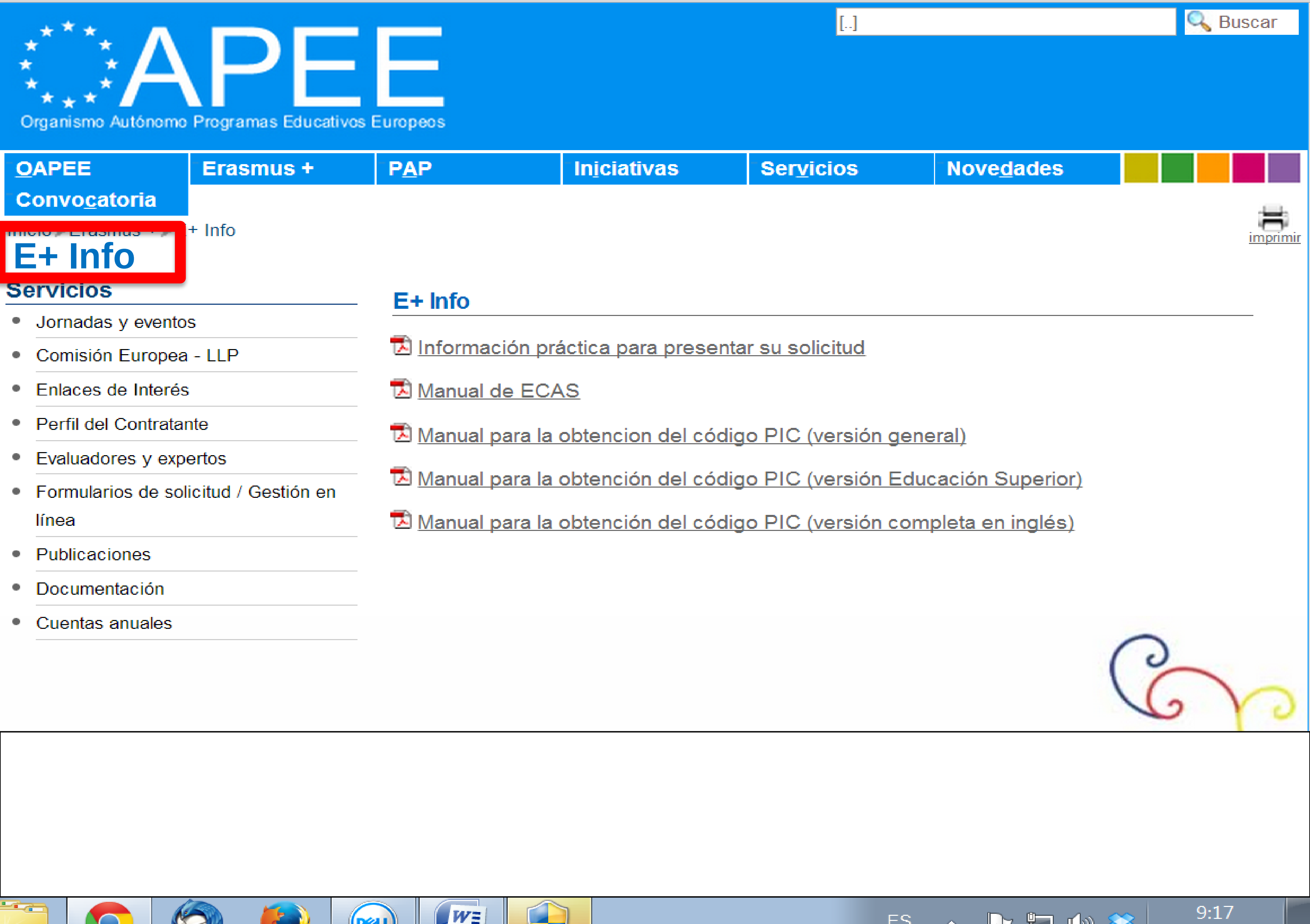
Información práctica antes de rellenar una solicitud

GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE
APEE
Erasmus+

Erasmus+. Información práctica


OAPEE
Organismo Autónomo Programas Educativos Europeos
[..]
Buscar
OAPEE
Convocatoria
Erasmus +
PAP
Iniciativas
Servicios
Novedades
imprimir
Inicio > Erasmus + > E+ Info
E+ Info
9:17

Servicios

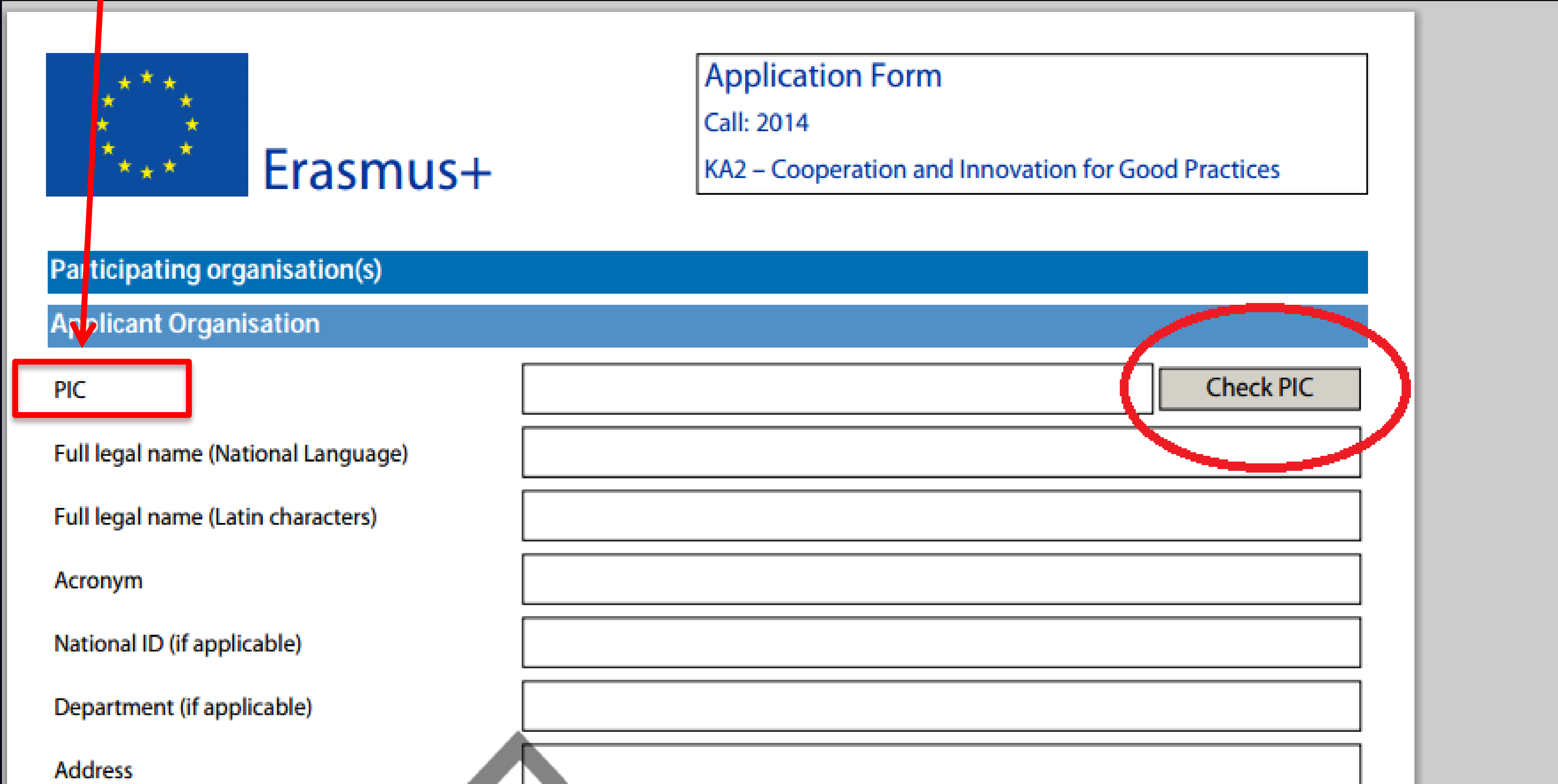
- Jornadas y eventos
- Comisión Europea - LLP
- Enlaces de Interés
- Perfil del Contratante
- Evaluadores y expertos
- Formularios de solicitud / Gestión en línea
- Publicaciones
- Documentación
- Cuentas anuales

E+ Info

- Información práctica para presentar su solicitud
- Manual de ECAS
- Manual para la obtencion del código PIC (versión general)
- Manual para la obtención del código PIC (versión Educación Superior)
- Manual para la obtención del código PIC (versión completa en inglés)

Objetivo : **Obtención del PIC**

PIC = Participant Identification Code
(Código de identificación del participante)



Application Form
Call: 2014
KA2 – Cooperation and Innovation for Good Practices

Participating organisation(s)

Applicant Organisation

PIC
Full legal name (National Language)
Full legal name (Latin characters)
Acronym
National ID (if applicable)
Department (if applicable)
Address

Erasmus+. Información práctica

Pasos necesarios :

1º. Apertura de una cuenta en ECAS

*ECAS = European Commission Authentication System

(Sistema de autenticación del usuario de la Comisión Europea)

2º. Alta de la institución en el URF

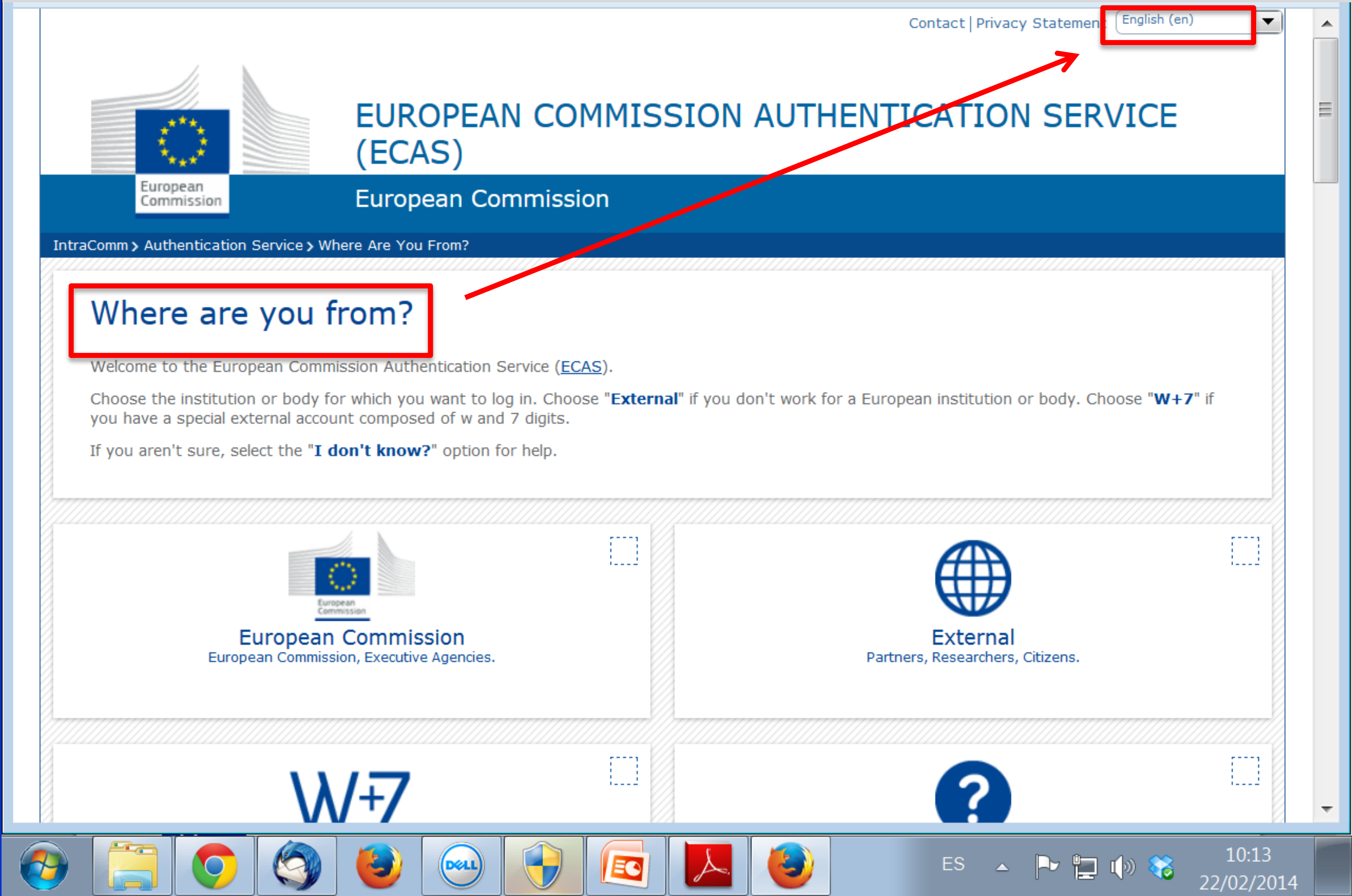
*URF = Unique Registration Facility (Servicio de registro único)

Erasmus+. Información práctica

1º Paso. Apertura de una cuenta en ECAS: (5 minutos)

- ✓ Se recomienda tener una única cuenta ECAS por institución.
- ✓ Si la institución ya dispone de una cuenta en ECAS no es necesario crear una nueva cuenta.
- ✓ Enlace para abrir la cuenta: **https://webgate.ec.europa.eu/cas/**

Erasmus+. Información práctica



Contact | Privacy Statement
English (en)
European Commission

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission

IntraComm › Authentication Service › Where Are You From?

Where are you from?

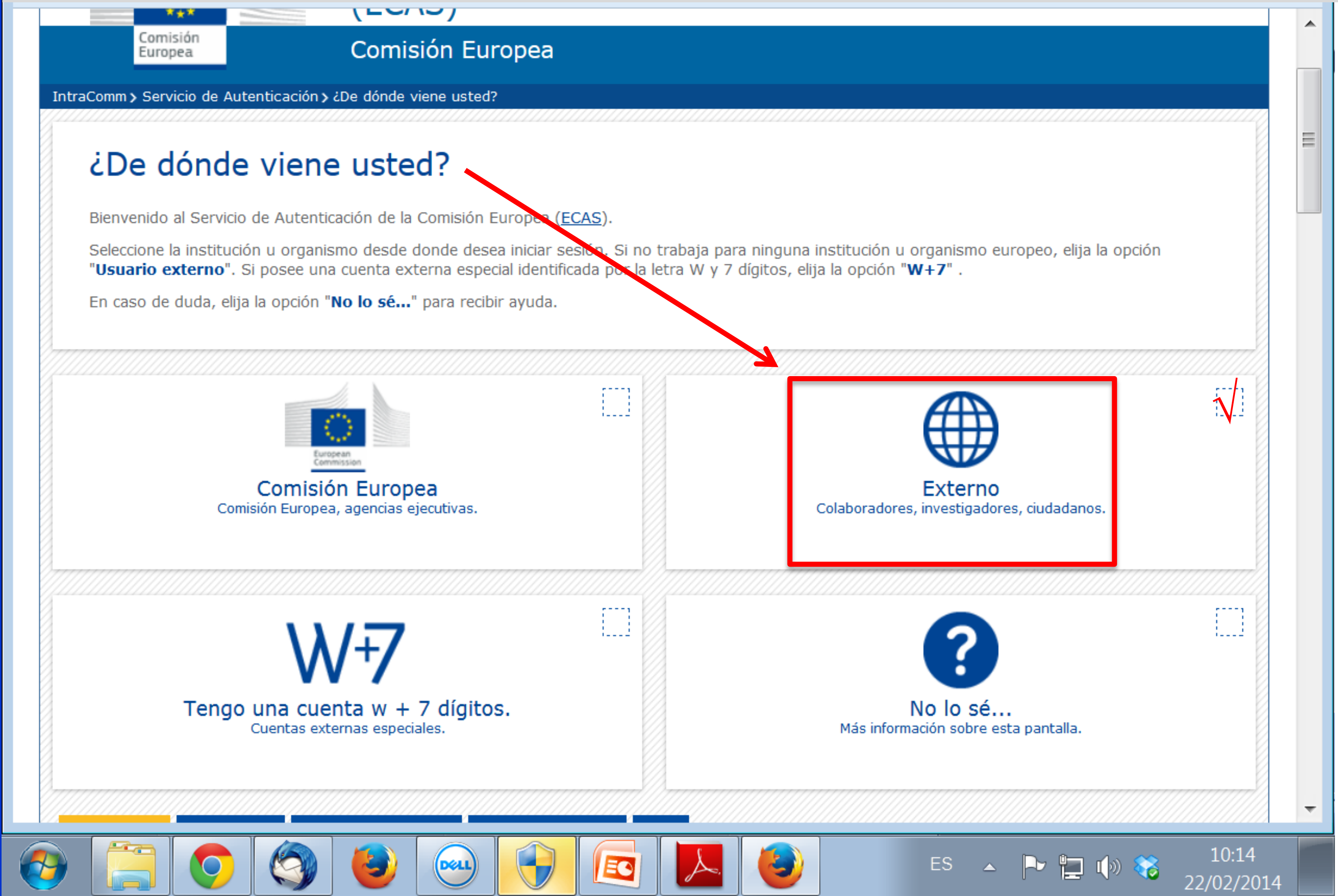
Welcome to the European Commission Authentication Service (ECAS).

Choose the institution or body for which you want to log in. Choose "**External**" if you don't work for a European institution or body. Choose "**W+7**" if you have a special external account composed of w and 7 digits.

If you aren't sure, select the "**I don't know?**" option for help.

European Commission
European Commission, Executive Agencies.
External
Partners, Researchers, Citizens.
W+7
ES
10:13
22/02/2014

Erasmus+. Información práctica



(ECAS)
Comisión Europea
Comisión Europea
IntraComm › Servicio de Autenticación › ¿De dónde viene usted?

¿De dónde viene usted?

Bienvenido al Servicio de Autenticación de la Comisión Europea (ECAS).

Seleccione la institución u organismo desde donde desea iniciar sesión. Si no trabaja para ninguna institución u organismo europeo, elija la opción "**Usuario externo**". Si posee una cuenta externa especial identificada por la letra W y 7 dígitos, elija la opción "**W+7**" .

En caso de duda, elija la opción "**No lo sé...**" para recibir ayuda.

☐ **Comisión Europea**
Comisión Europea, agencias ejecutivas.

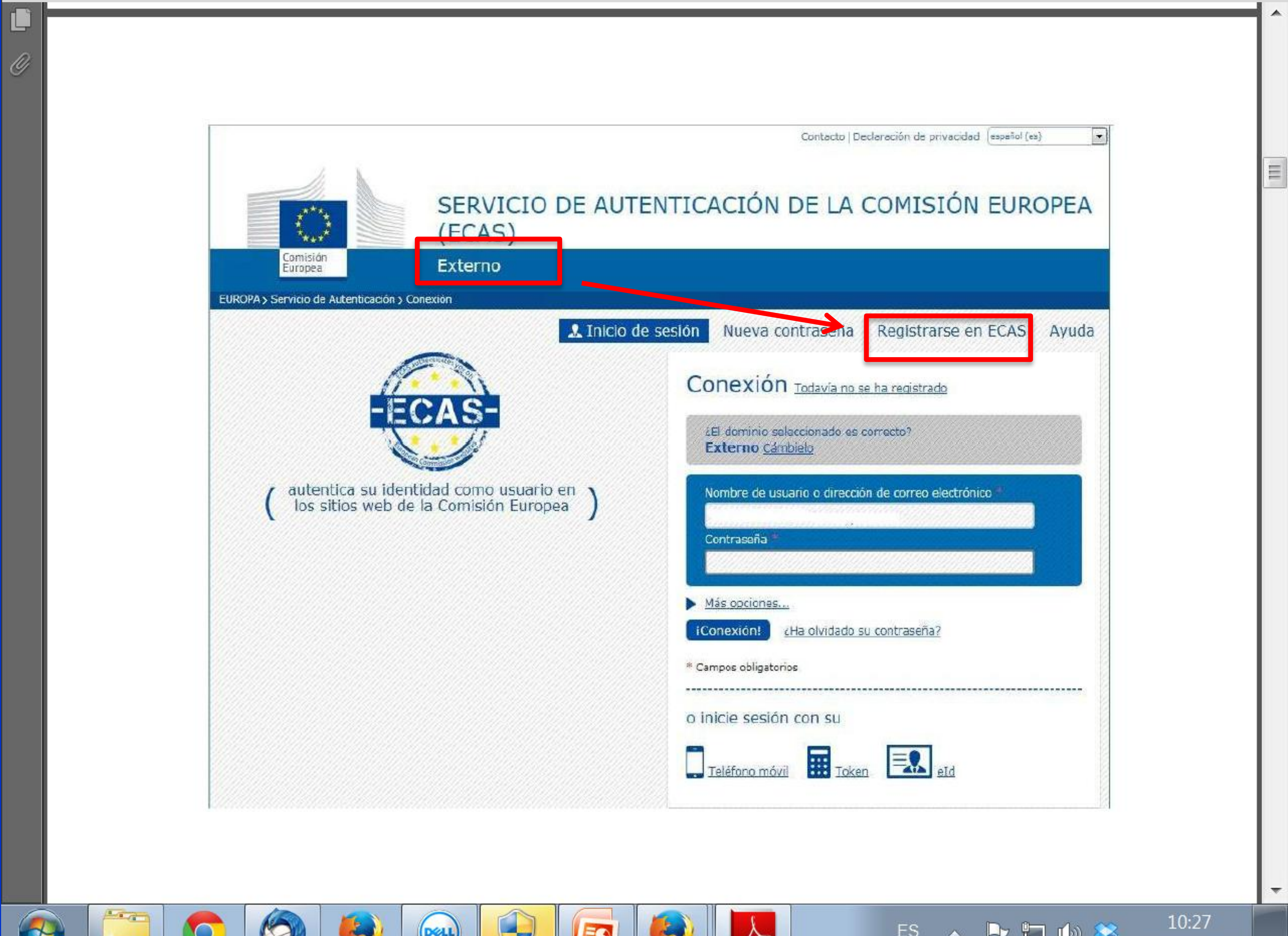
☑ **Externo**
Colaboradores, investigadores, ciudadanos.

☐ **Tengo una cuenta w + 7 dígitos.**
Cuentas externas especiales.

☐ **No lo sé...**
Más información sobre esta pantalla.

European Commission
W+7
ES
10:14
22/02/2014

Erasmus+. Información práctica



Contacto | Declaración de privacidad español (es)

Comisión Europea

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

Externo

EUROPA › Servicio de Autenticación › Conexión

Inicio de sesión | Nueva contraseña | Registrarse en ECAS | Ayuda

(autentica su identidad como usuario en los sitios web de la Comisión Europea)

Conexión

Todavía no se ha registrado

¿El dominio seleccionado es correcto?
Externo Cámbielo

Nombre de usuario o dirección de correo electrónico *

Contraseña *

Más opciones...

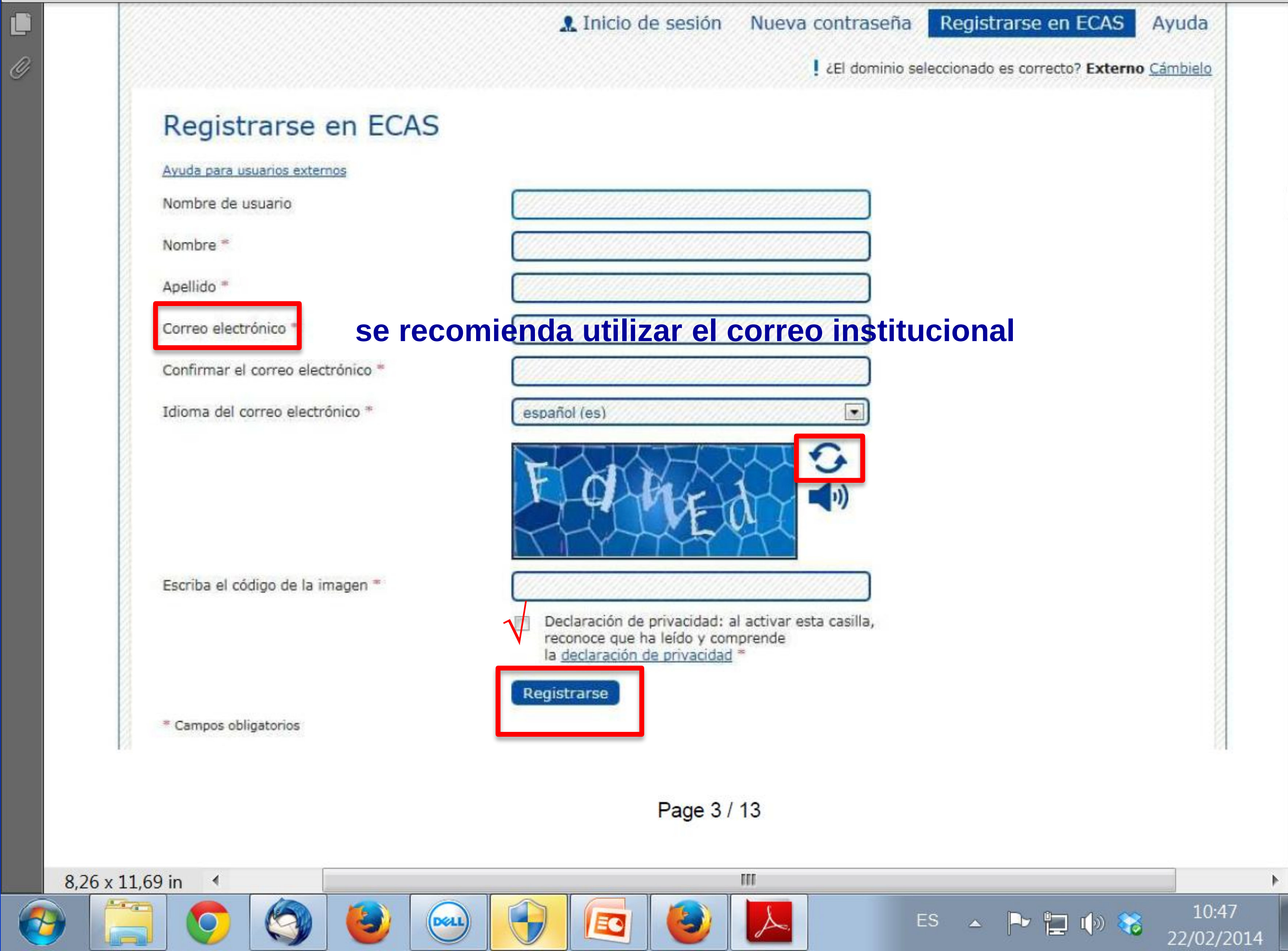
¡Conexión! ¿Ha olvidado su contraseña?

* Campos obligatorios

o inicie sesión con su

Teléfono móvil | Token | eId

Erasmus+. Información práctica



Inicio de sesión
Nueva contraseña
Registrarse en ECAS
Ayuda

! ¿El dominio seleccionado es correcto? **Externo** Cámbielo

Registrarse en ECAS

Ayuda para usuarios externos

Nombre de usuario

Nombre *

Apellido *

Correo electrónico *

Confirmar el correo electrónico *

Idioma del correo electrónico * español (es)

Escriba el código de la imagen *

☐ Declaración de privacidad: al activar esta casilla, reconoce que ha leído y comprende la declaración de privacidad *

√

Registrarse

* Campos obligatorios

se recomienda utilizar el correo institucional

Page 3 / 13

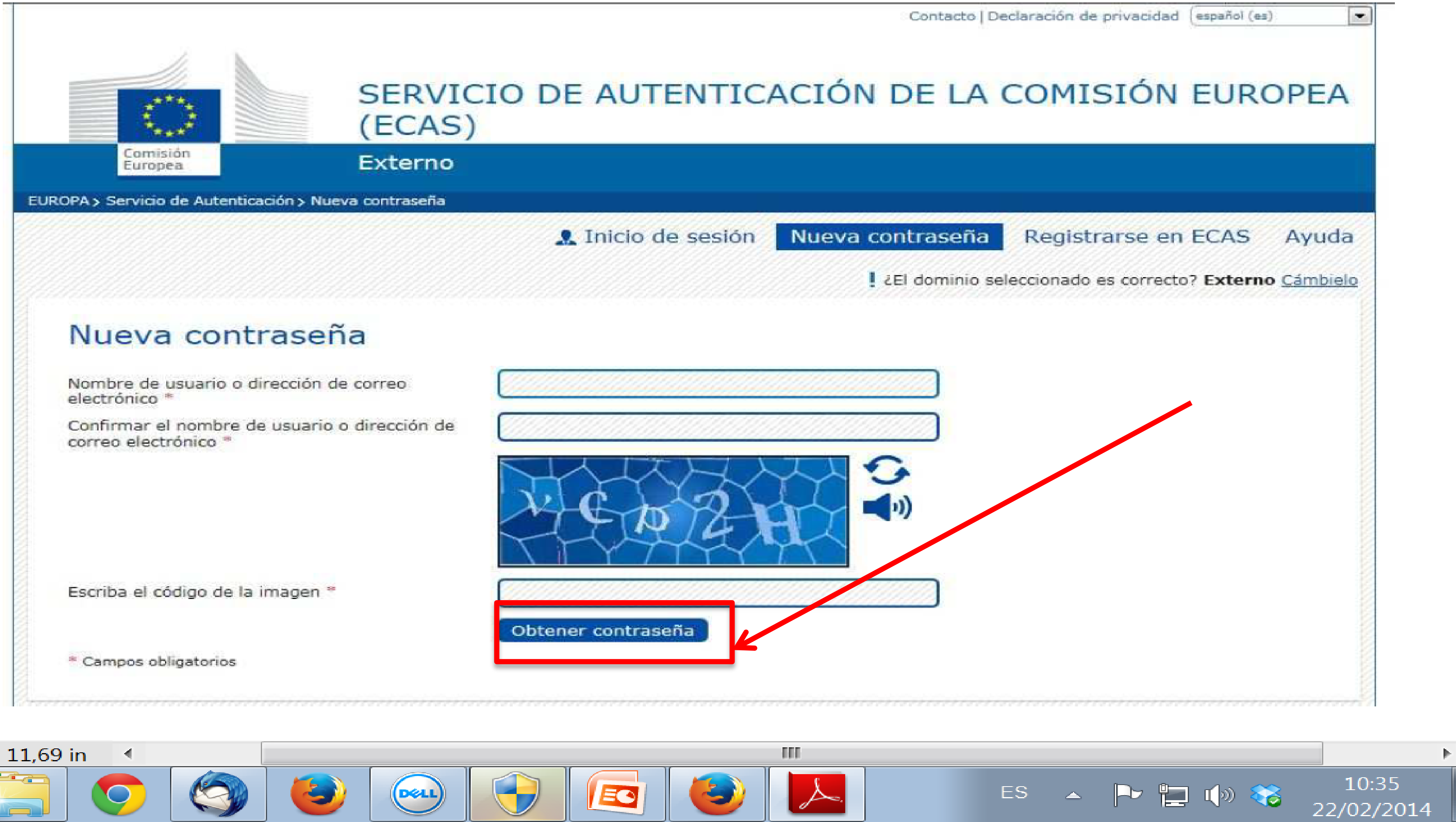
8,26 x 11,69 in

ES
10:47
22/02/2014

En unos minutos recibirá un mensaje en su correo electrónico que rellenó al registrarse. Este mensaje contiene su nombre de usuario para la cuenta creada y un enlace para crear su contraseña.

Estimado/a XXX,
Ha completado su registro en ECAS, Servicio de Autenticación de la Comisión Europea.
Su nombre de usuario es: XXX.
Para crear su contraseña, pulse este enlace
Dispone de un máximo de 1h30 para crear su contraseña

Erasmus+. Información práctica



Contacto | Declaración de privacidad

español (es)

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

Externo

EUROPA > Servicio de Autenticación > Nueva contraseña

Comisión Europea
Inicio de sesión
Nueva contraseña
Registrarse en ECAS
Ayuda

! ¿El dominio seleccionado es correcto? **Externo** Cámbielo

Nueva contraseña

Nombre de usuario o dirección de correo electrónico *

Confirmar el nombre de usuario o dirección de correo electrónico *

Escriba el código de la imagen *

Obtener contraseña

* Campos obligatorios

26 x 11,69 in
ES
10:35
22/02/2014

Erasmus+. Información práctica

Con esto, el proceso habrá terminado. Ya podrá acceder a ECAS con su nombre de usuario (o correo electrónico) y la contraseña que haya creado .

Pasos necesarios :

1º.Apertura de una cuenta en ECAS√

*ECAS = European Commission Authentication System

(Sistema de autenticación del usuario de la Comisión Europea)

2º. Alta de la institución en el URF y obtención del PIC.

*URF = Unique Registration Facility (Servicio de registro único)

Erasmus+. Información práctica

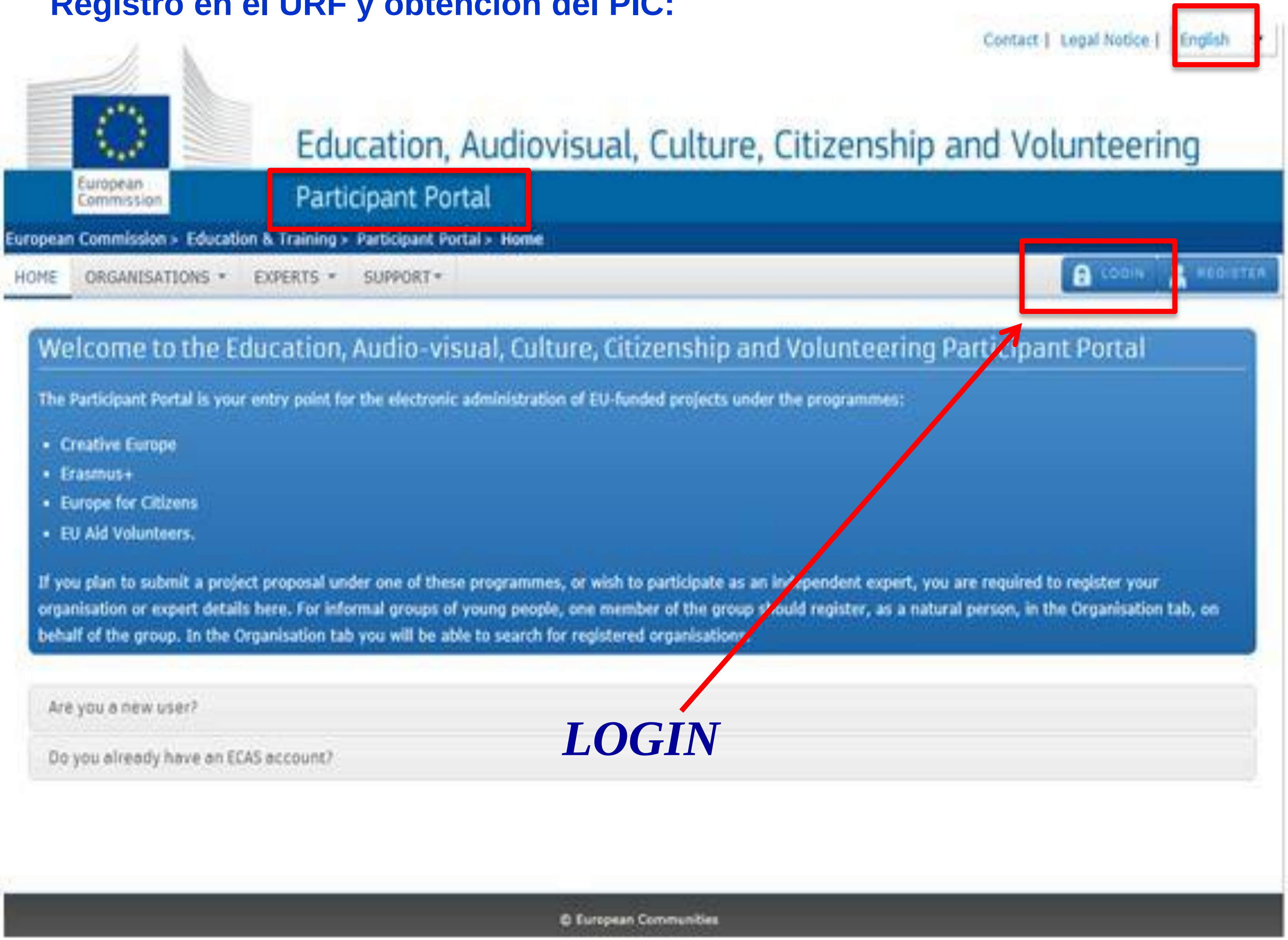
2º paso: Registro en el URF y obtención del PIC: (10 minutos)

- ✓ Si la Institución tiene ya un código no necesita obtener uno nuevo.

- ✓ Enlace para darse de alta:

  http://ec.europa.eu/education/participants/portal/desktop/en/home.html

Registro en el URF y obtención del PIC:


Contact | Legal Notice | English
European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission › Education & Training › Participant Portal › Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
LOGIN
REGISTER

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. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. 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?

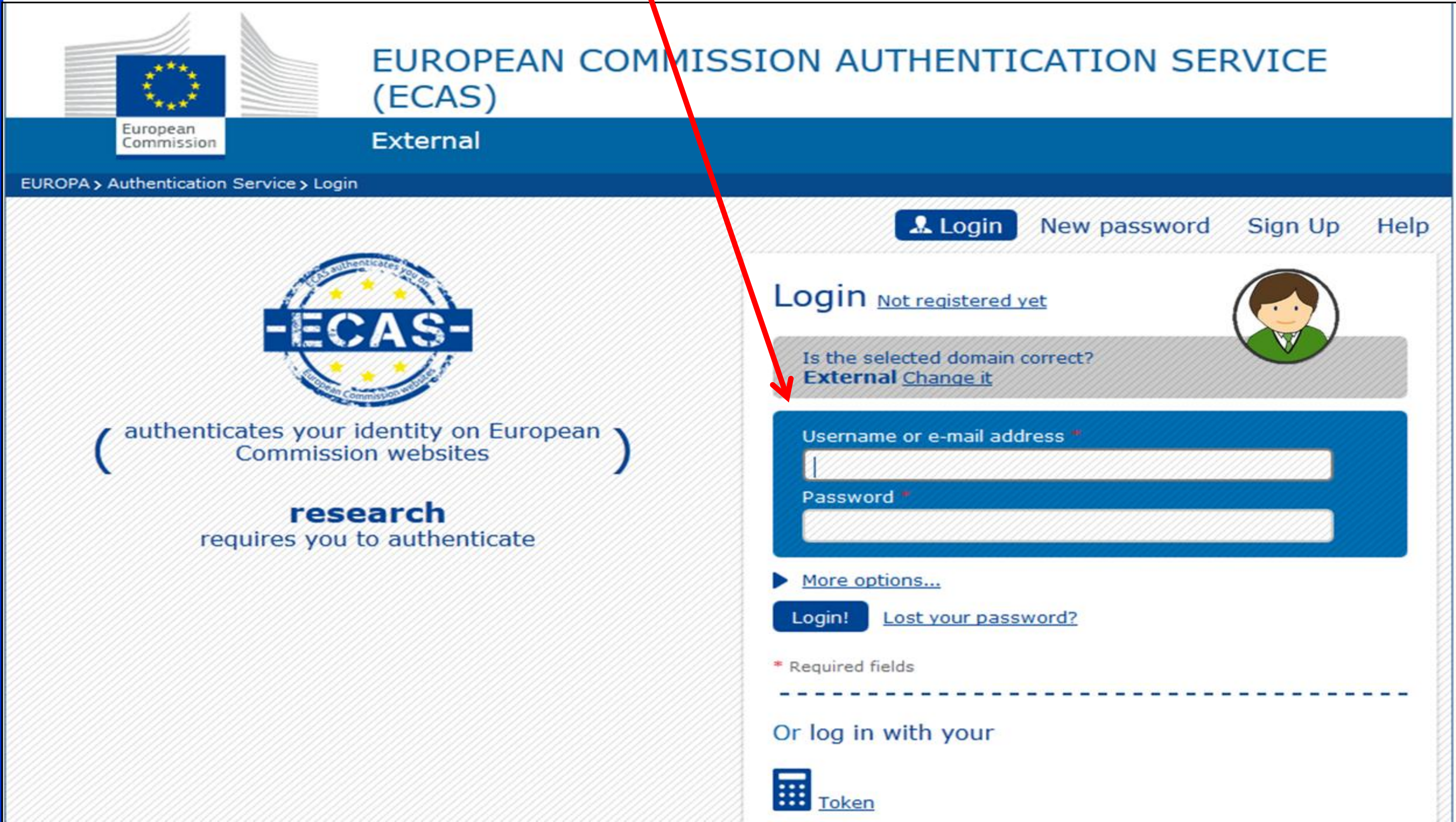
© European Communities

LOGIN

Erasmus+. Información práctica

Registro en el URF y obtención del PIC:

Login con los datos de la cuenta ECAS, que lleva de nuevo al portal del participante.



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login | New password | Sign Up | Help

ECAS

(authenticates your identity on European Commission websites)

research
requires you to authenticate

Login Not registered yet

Is the selected domain correct?
External Change it

Username or e-mail address *

Password *

More options...

Login! Lost your password?

* Required fields

Or log in with your

Token

Erasmus+. Información práctica

Importante

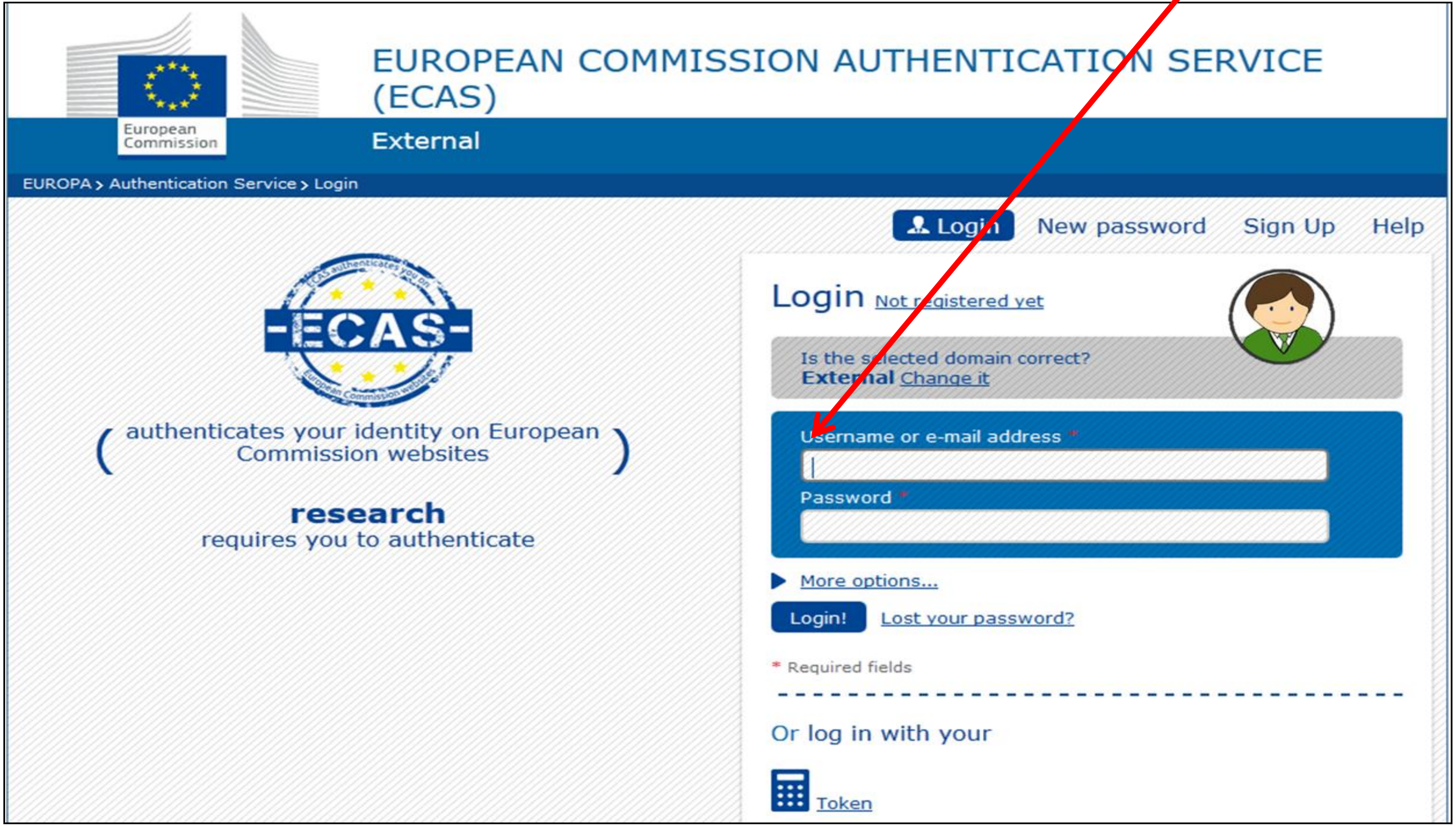
Todas las Instituciones que hayan obtenido la nueva Carta Erasmus de Educación Superior (ECHE), tendrán que registrar necesariamente sus datos en el Sistema de Registro Único (Unique Registration Facility o URF), con las mismas claves de usuario y contraseña utilizadas para la solicitud de la ECHE.

Erasmus+. Información práctica

Registro en el URF y obtención del PIC:

Ciclos formativos de grado superior:

Login con los datos de la cuenta ECAS utilizada para la solicitud de la **ECHE**.



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

European Commission
Login
New password
Sign Up
Help
ECAS
ECAS authenticates you on European Commission websites

(authenticates your identity on European Commission websites)

research
requires you to authenticate

Login Not registered yet

Is the selected domain correct?
External Change it

Username or e-mail address *

Password *

More options...
Login!
Lost your password?

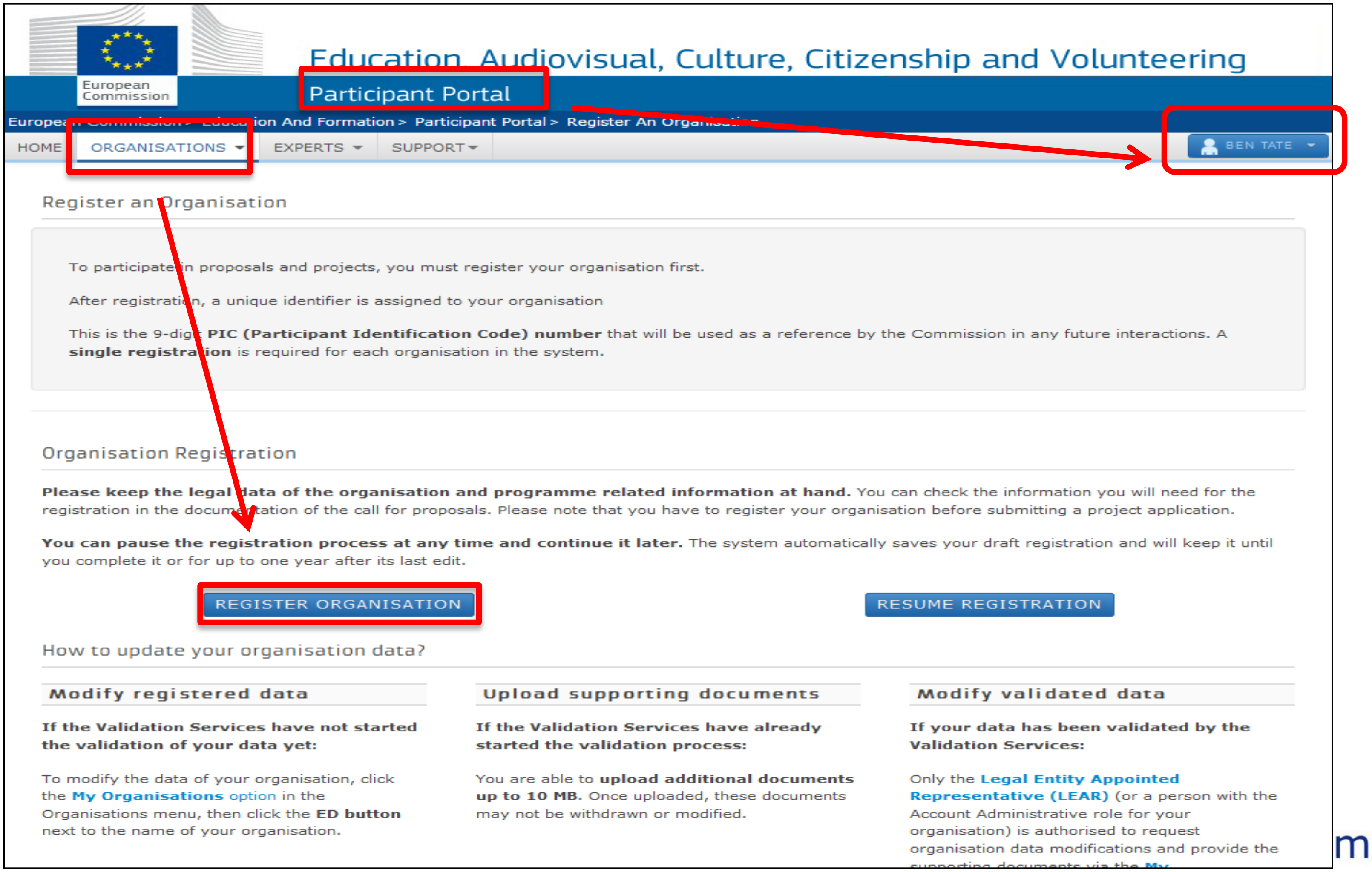
* Required fields

Or log in with your

Token

Registro en el URF y obtención del PIC:

Seleccionar “Organisations” y después “Register organisation”


European Commission
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 ORGANISATION
RESUME REGISTRATION

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.

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

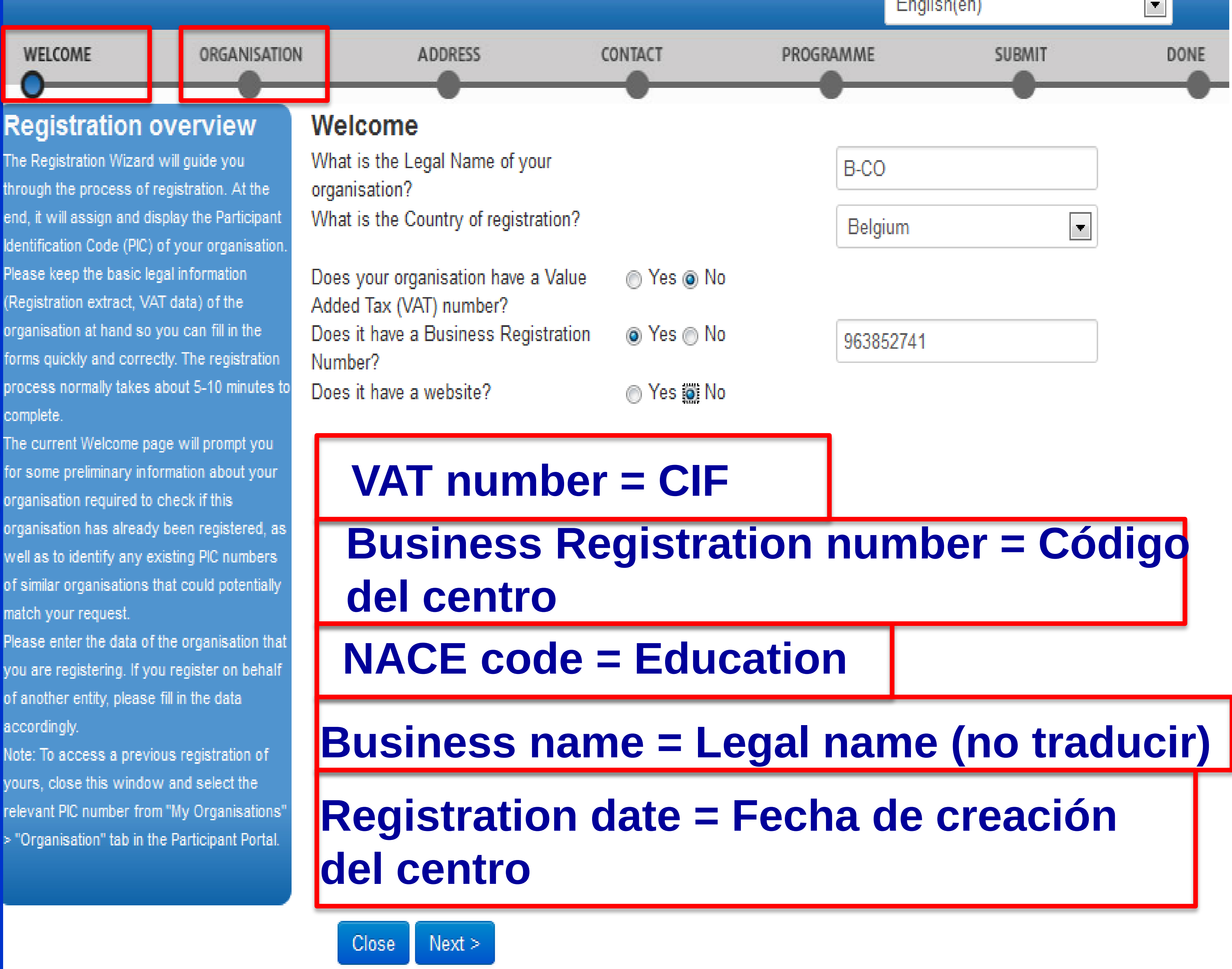
If the Validation Services have already started the validation process:

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



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?		B-CO
What is the Country of registration?		Belgium
Does your organisation have a Value Added Tax (VAT) number?	○ Yes ● No	
Does it have a Business Registration Number?	● Yes ○ No	963852741
Does it have a website?	○ Yes ● No	

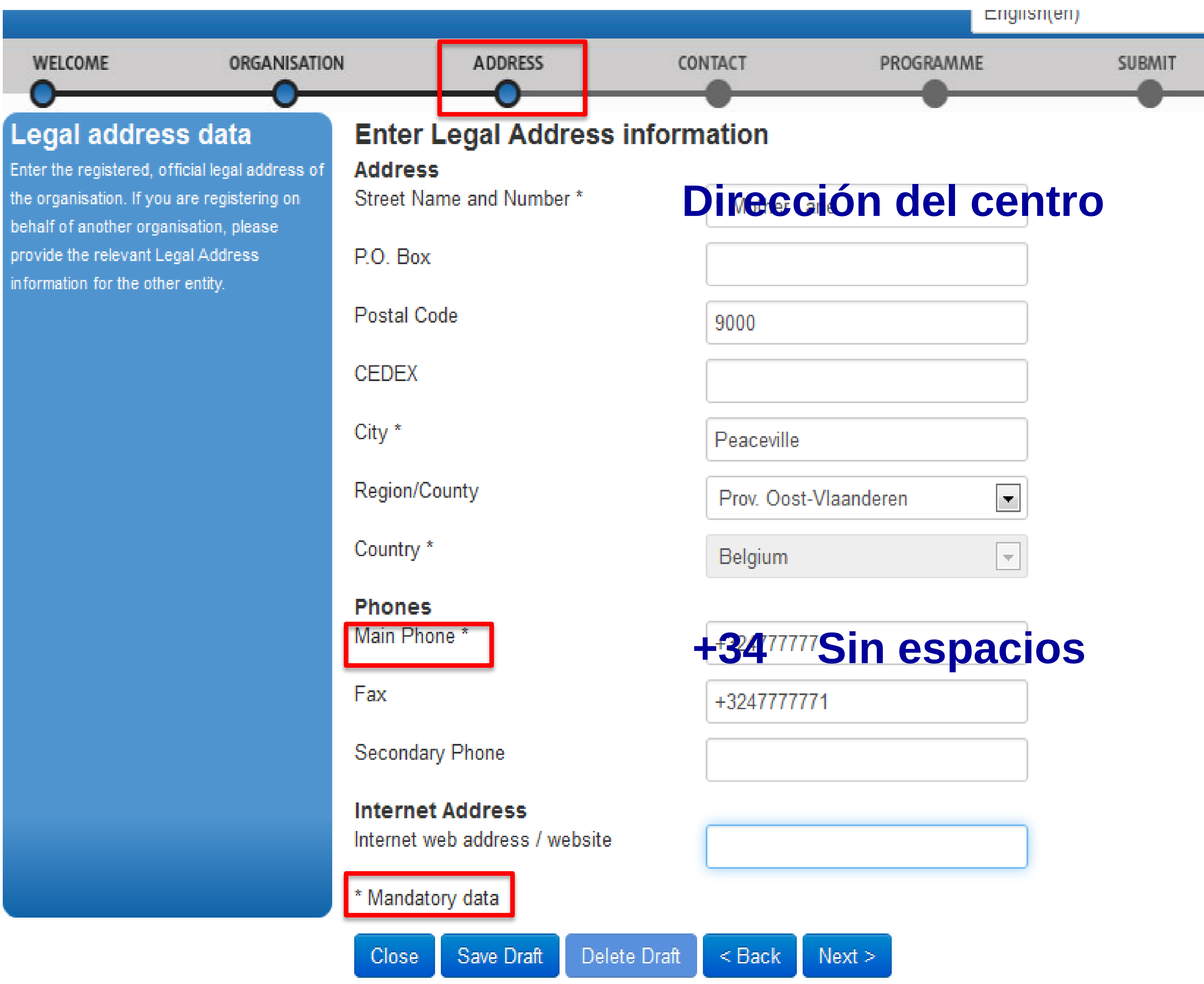
VAT number = CIF

Business Registration number = Código del centro

NACE code = Education

Business name = Legal name (no traducir)

Registration date = Fecha de creación del centro


English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
Close
Save Draft
Delete Draft
< Back
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 * [illegible]

P.O. Box

Postal Code 9000

CEDEX

City * Peaceville

Region/County Prov. Oost-Vlaanderen

Country * Belgium

Phones

Main Phone * +3247777777

Fax +3247777771

Secondary Phone

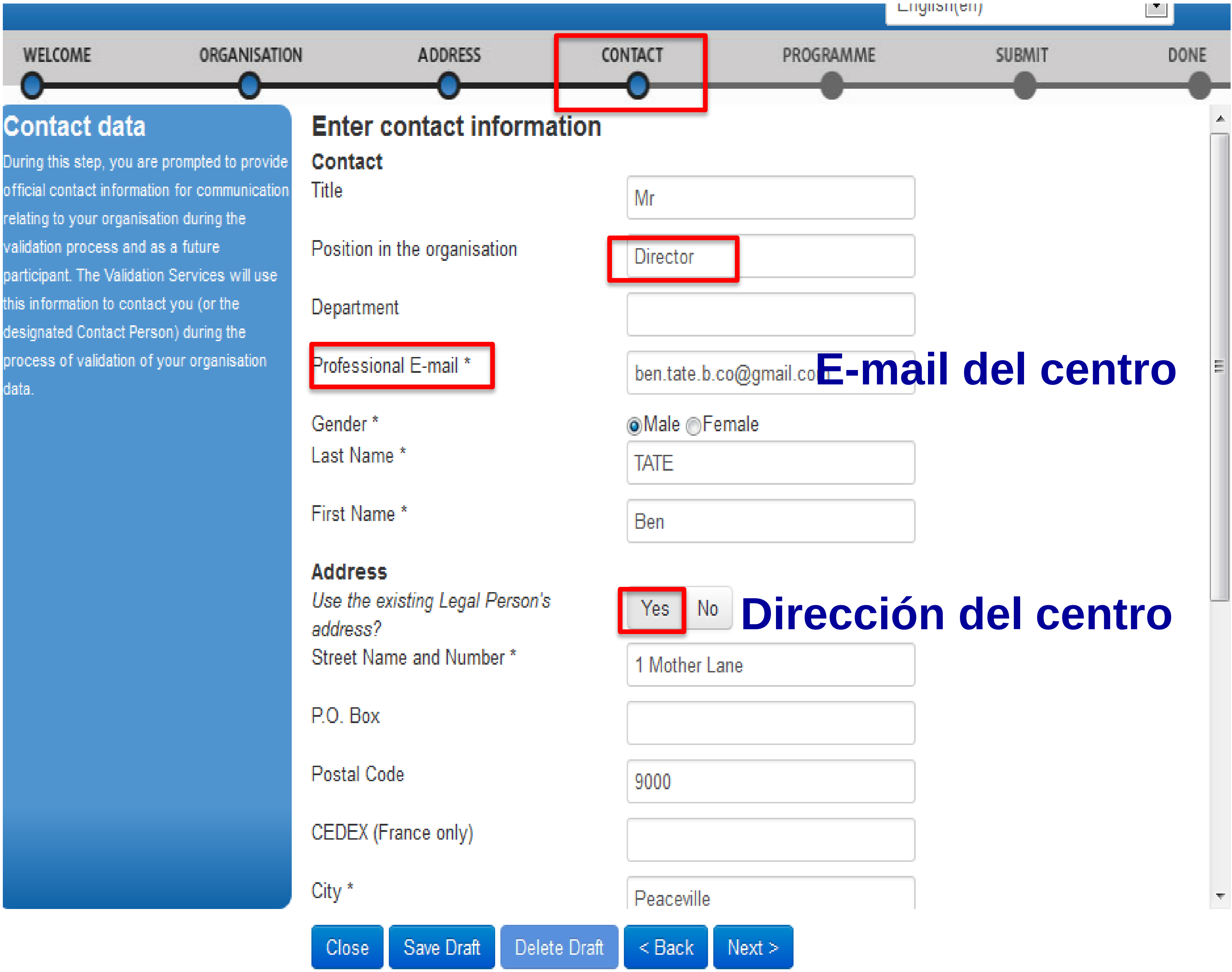
Internet Address

Internet web address / website

* Mandatory data

Dirección del centro

+34 Sin espacios


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.co
Gender *	● Male ○ Female
Last Name *	TATE
First Name *	Ben

Address

Use the existing Legal Person's address?	[✓ Yes] No
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 >

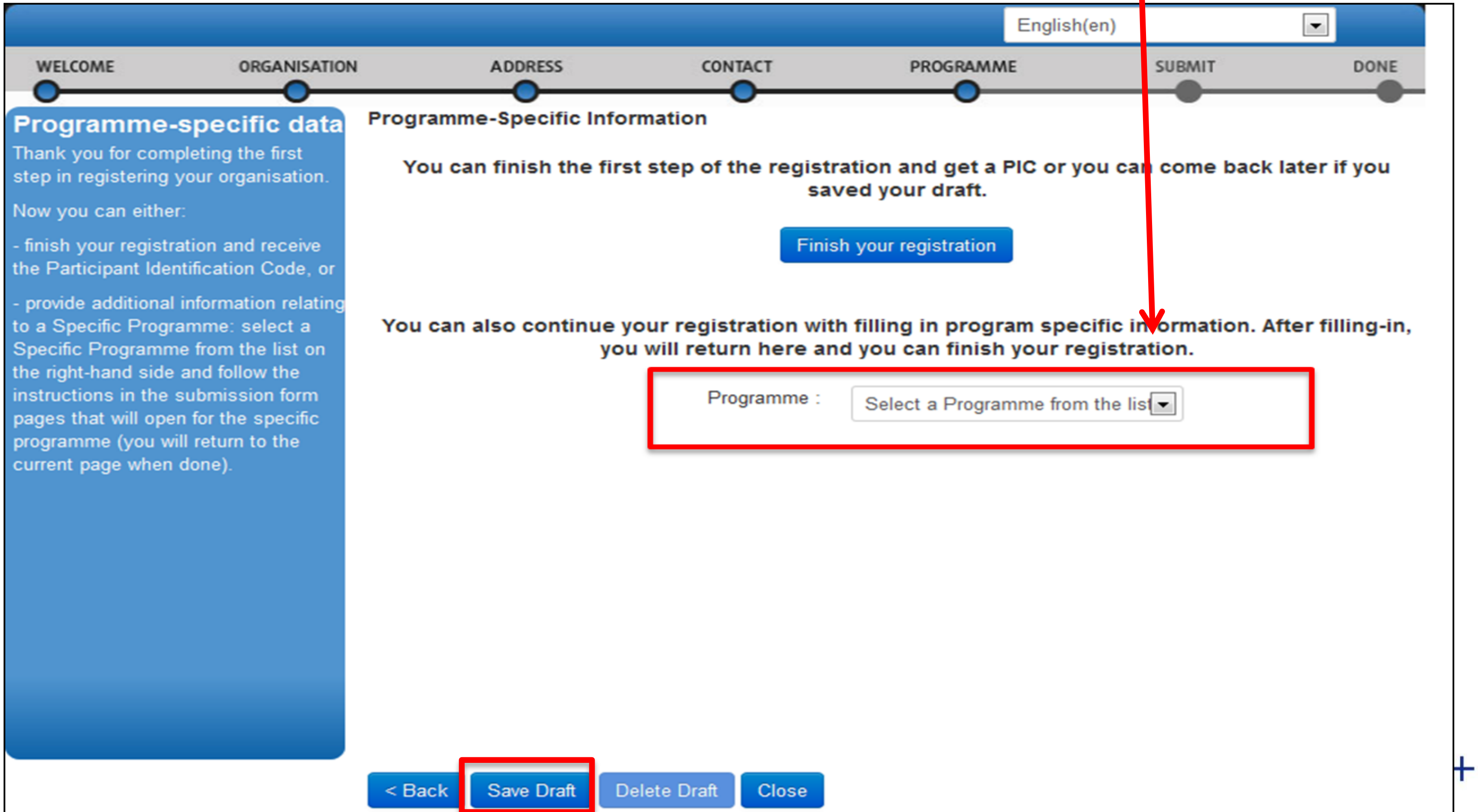
E-mail del centro

Dirección del centro

Registro en el URF y obtención del PIC

Importante

Antes de pulsar sobre “Finish your registration”, **es obligatorio** pulsar primero sobre “Select a programme from the list” y **seleccionar Erasmus +**.


English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Finish your registration
< Back
Save Draft
Delete Draft
Close

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

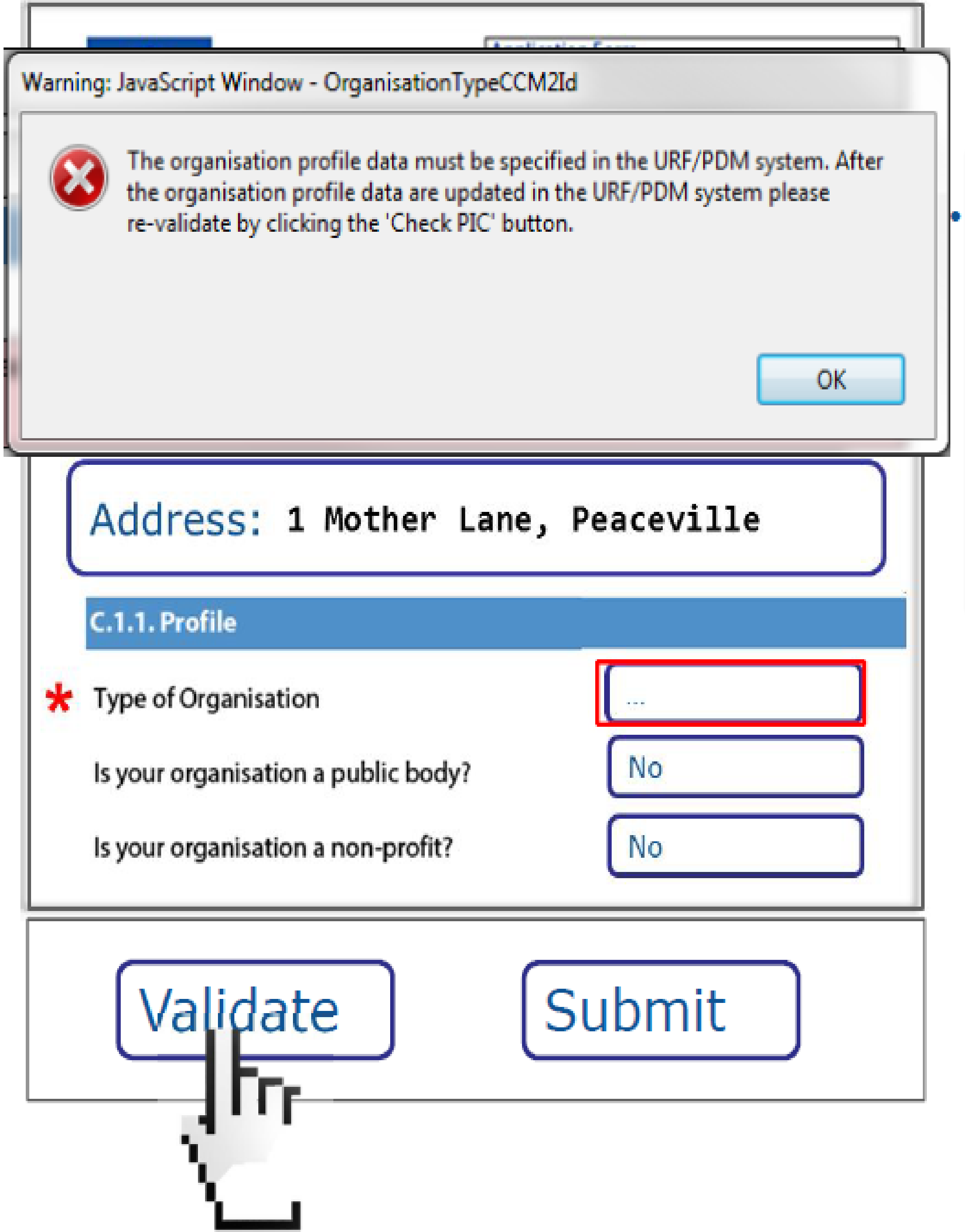
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

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.

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



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.

Address: 1 Mother Lane, Peaceville

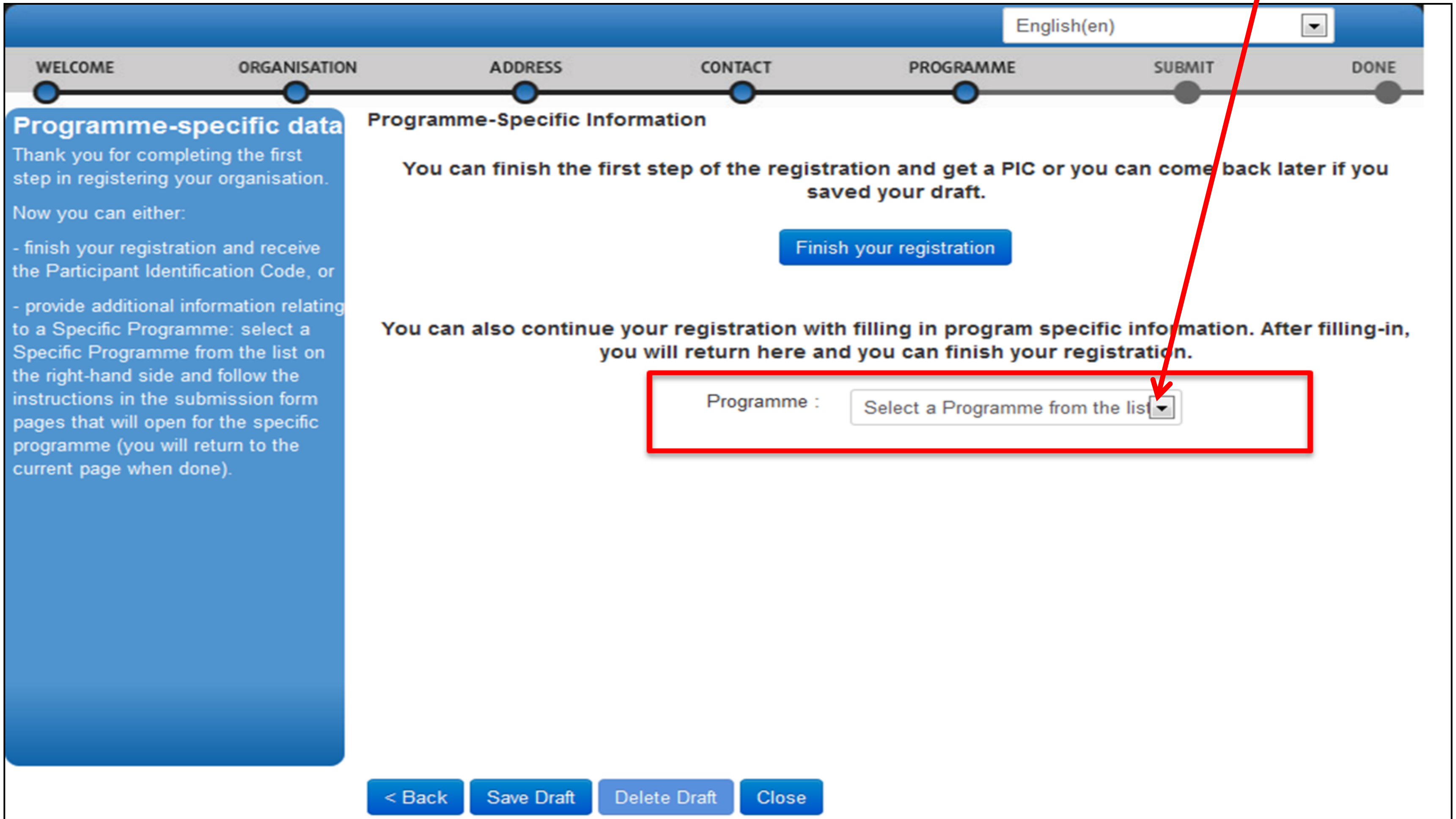
C.1.1. Profile

* Type of Organisation	...
Is your organisation a public body?	No
Is your organisation a non-profit?	No

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

Registro en el URF y obtención del PIC

Antes de pulsar sobre “Finish your registration”, **es obligatorio** pulsar primero sobre “**Select a programme from the list**” y **seleccionar Erasmus +**.



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.

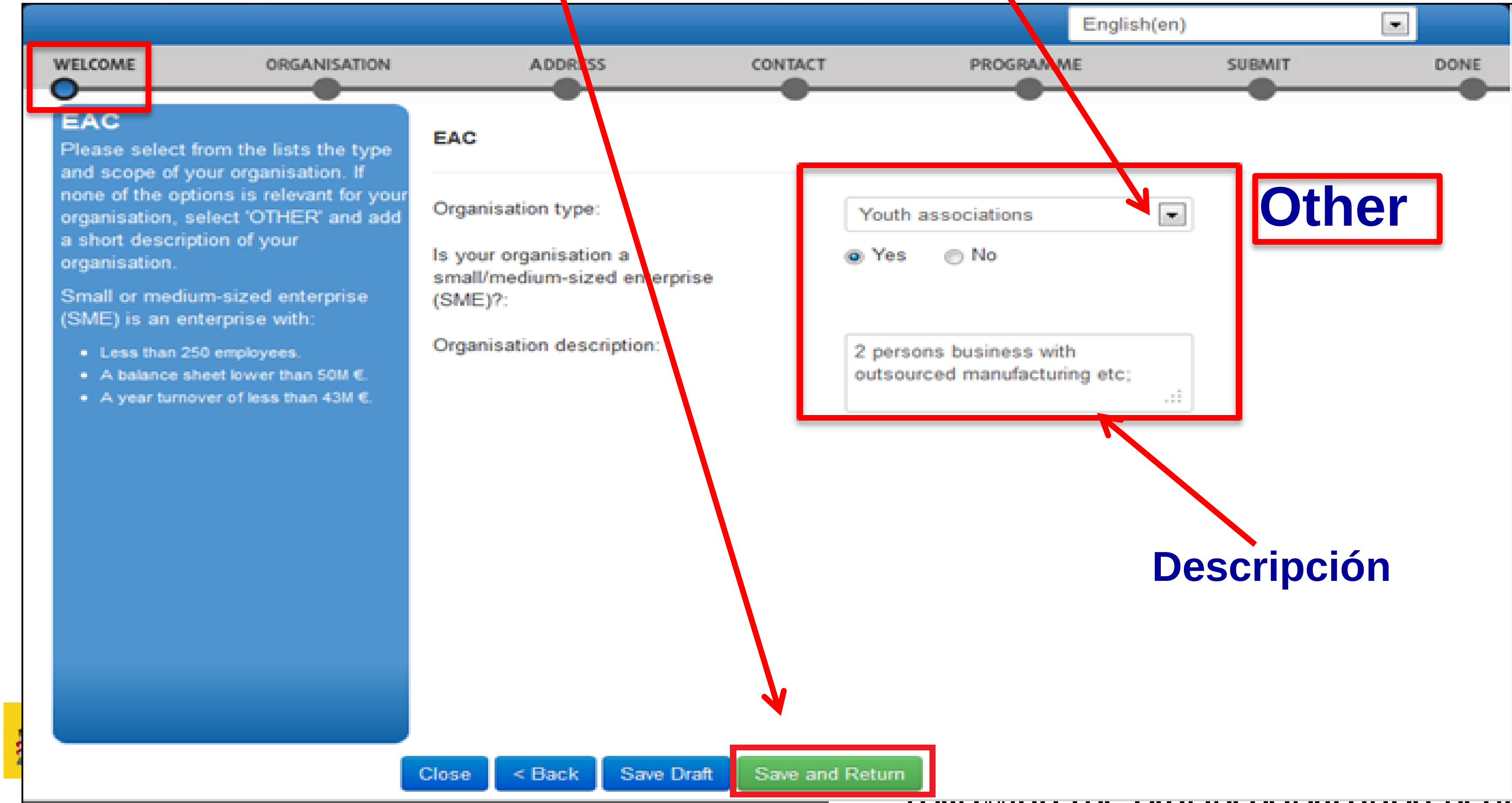
Programme : Select a Programme from the list

< Back
Save Draft
Delete Draft
Close

Erasmus+. Información práctica

Registro en el URF y obtención del PIC:

- ✓ **Es obligatorio** cumplimentar el campo "**Organisation type**" a pesar de no llevar asterisco. Si no, no se podrá cumplimentar el formulario de solicitud.
- ✓ Después pulsar sobre "Save and Return".


English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Close
< Back
Save Draft
Save and Return
Other
Descripción

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

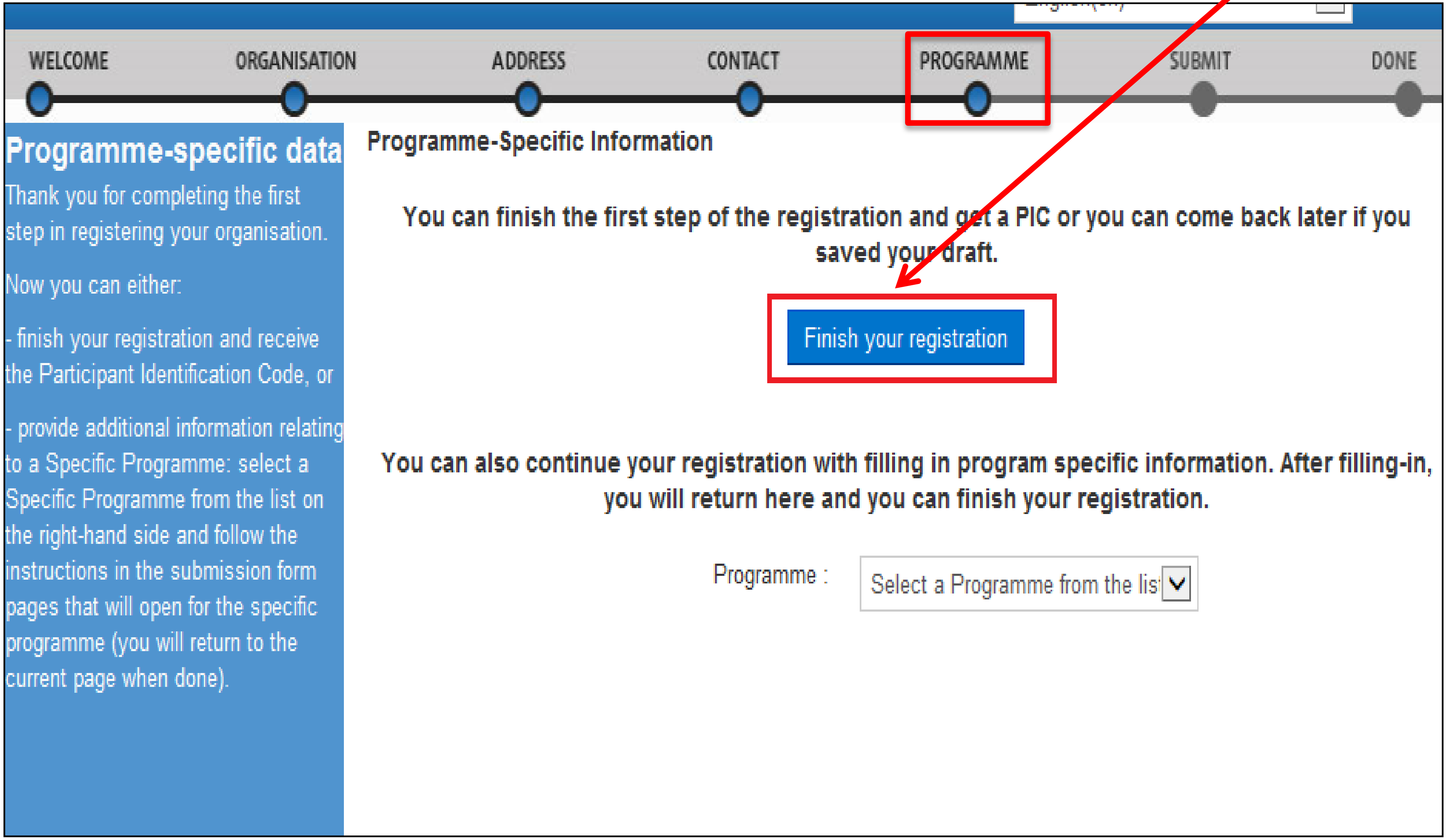
Organisation type: Youth associations

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

Organisation description: 2 persons business with outsourced manufacturing etc;

Registro en el URF y obtención del PIC:

Se vuelve a la pantalla anterior donde hay que pulsar sobre “**Finish your registration**”


WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Finish your registration
Programme :
Select a Programme from the lis

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).

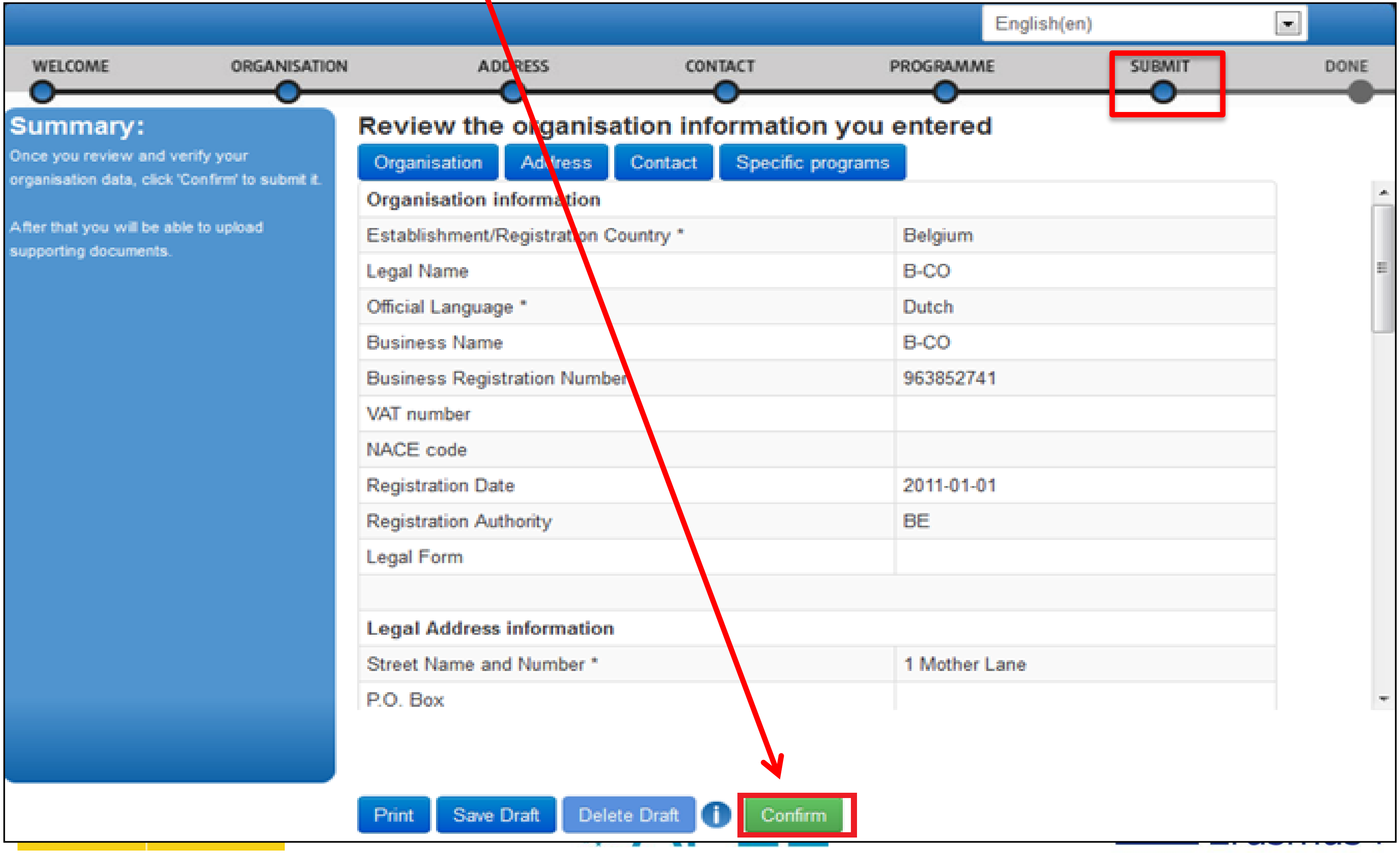
Programme-Specific Information

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

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.

Registro en el URF y obtención del PIC

Podrá entonces **revisar** la información proporcionada:


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.

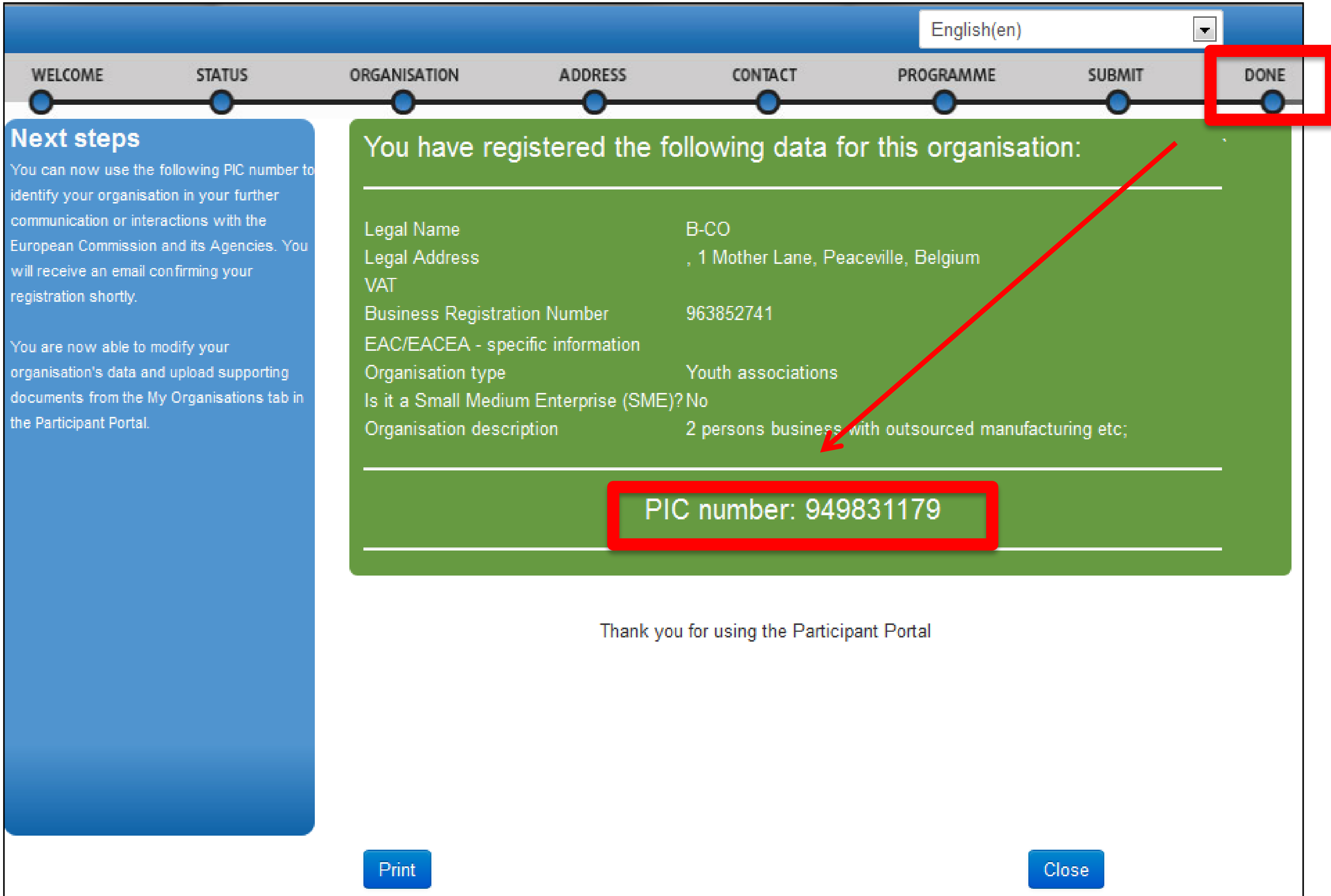
Review the organisation information you entered

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

Obtención del PIC:



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.

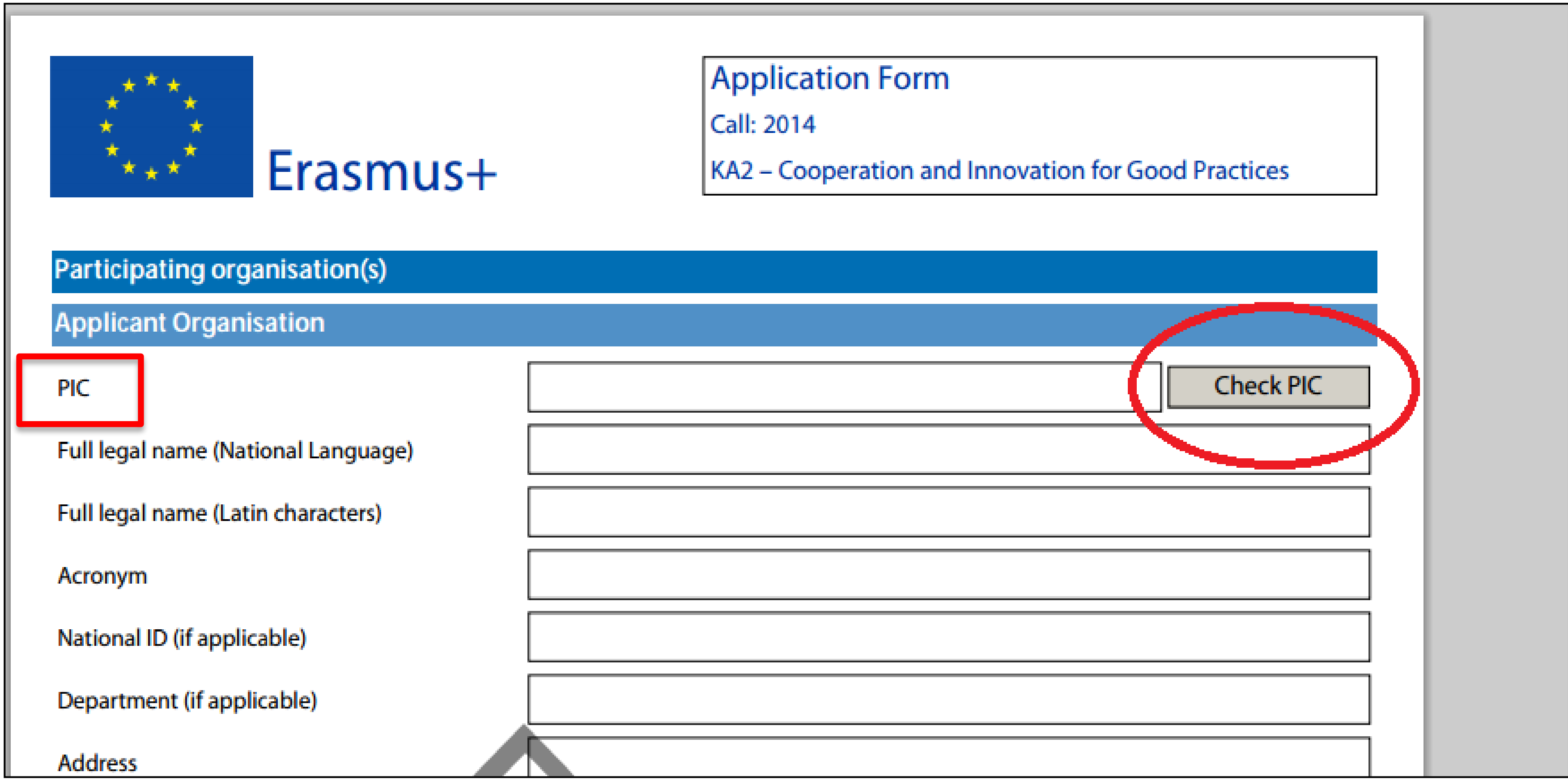
You have registered the following data for this organisation:

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

Objetivo cumplido: ya tenemos el PIC



Erasmus+

Application Form
Call: 2014
KA2 – Cooperation and Innovation for Good Practices

Participating organisation(s)

Applicant Organisation

PIC	
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	

Erasmus+. Información práctica

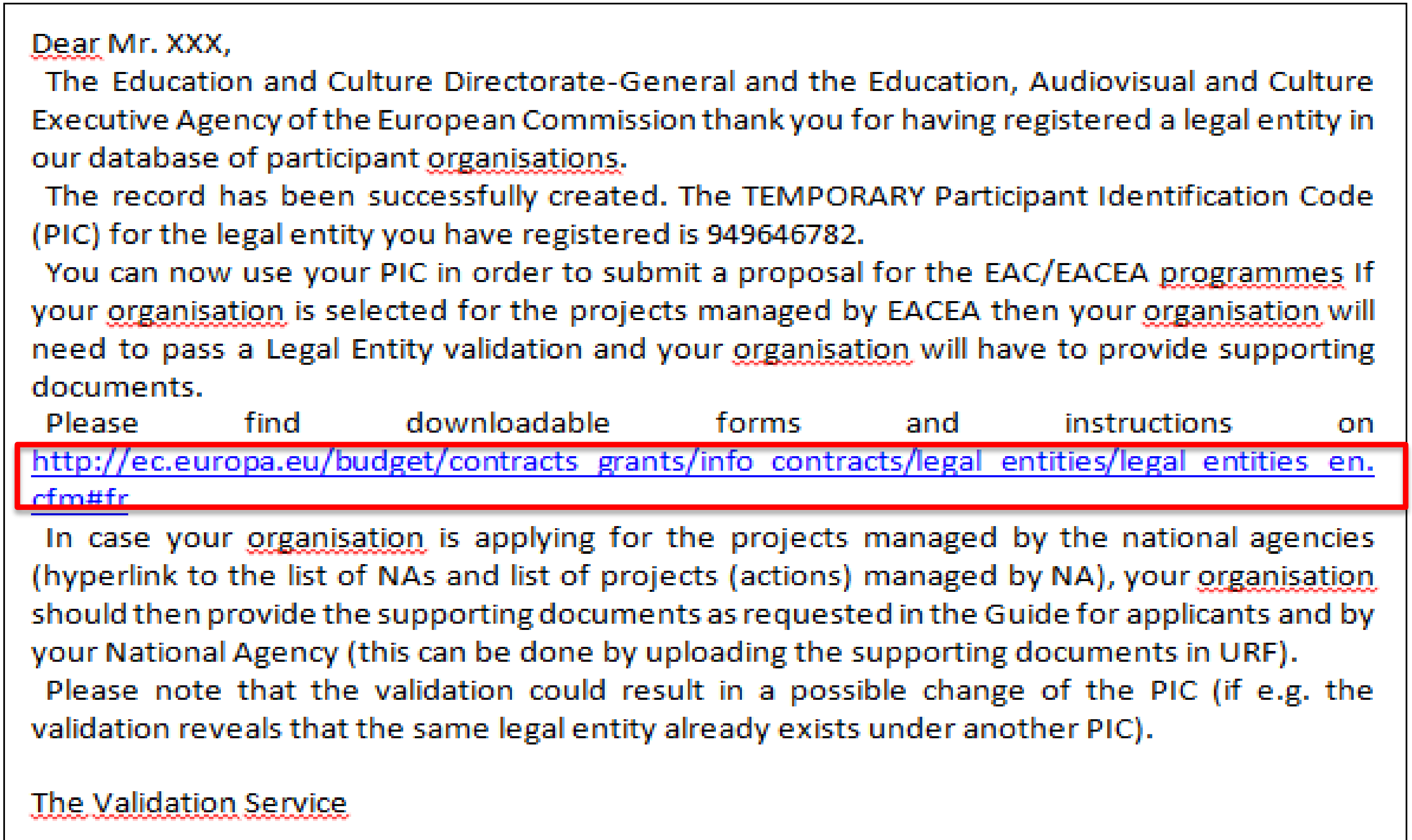
IMPORTANTE

- ✓ **Las instituciones de Educación Superior (Ciclos de grado superior) tienen que comunicar el PIC a la EACEA para poder finalizar el proceso de obtención de la Carta Erasmus** **http://ec.europa.eu.en/yourvoice/ipm7forms7dispatch?form=ErasmusCharter**

Erasmus+. Información práctica

Obtención del PIC:

Una vez finalizado el proceso se recibirá un mensaje a la dirección de correo electrónico facilitada **confirmando** la creación del PIC:



Dear Mr. XXX,

The Education and Culture Directorate-General and the Education, Audiovisual and Culture Executive Agency of the European Commission thank you for having registered a legal entity in our database of participant organisations.

The record has been successfully created. The TEMPORARY Participant Identification Code (PIC) for the legal entity you have registered is 949646782.

You can now use your PIC in order to submit a proposal for the EAC/EACEA programmes If your organisation is selected for the projects managed by EACEA then your organisation will need to pass a Legal Entity validation and your organisation will have to provide supporting documents.

Please find downloadable forms and instructions on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#fr

In case your organisation is applying for the projects managed by the national agencies (hyperlink to the list of NAs and list of projects (actions) managed by NA), your organisation should then provide the supporting documents as requested in the Guide for applicants and by your National Agency (this can be done by uploading the supporting documents in URF).

Please note that the validation could result in a possible change of the PIC (if e.g. the validation reveals that the same legal entity already exists under another PIC).

The Validation Service

Erasmus+. Información práctica

Subir 3 documentos a URF:

Tras la obtención del PIC y en cualquier caso **antes de la presentación de la solicitud de fondos**, las organizaciones deberán subir al URF los tres siguientes formularios:

1) Formulario de **entidad legal**
   http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

2) Copia de la resolución, ley, decreto o decisión por la que se crea la entidad en cuestión o en su defecto un **certificado emitido por la autoridad educativa** de la que dependan indicando la existencia y oficialidad de la institución, así como las enseñanzas impartidas en la misma, o bien una copia en formato PDF de la información referida a la institución que aparezca en la página del Registro Estatal de Centros Docentes No Universitarios (RCD) del Ministerio de Educación, Cultura y Deporte https://www.educacion.gob.es/centros/home.do

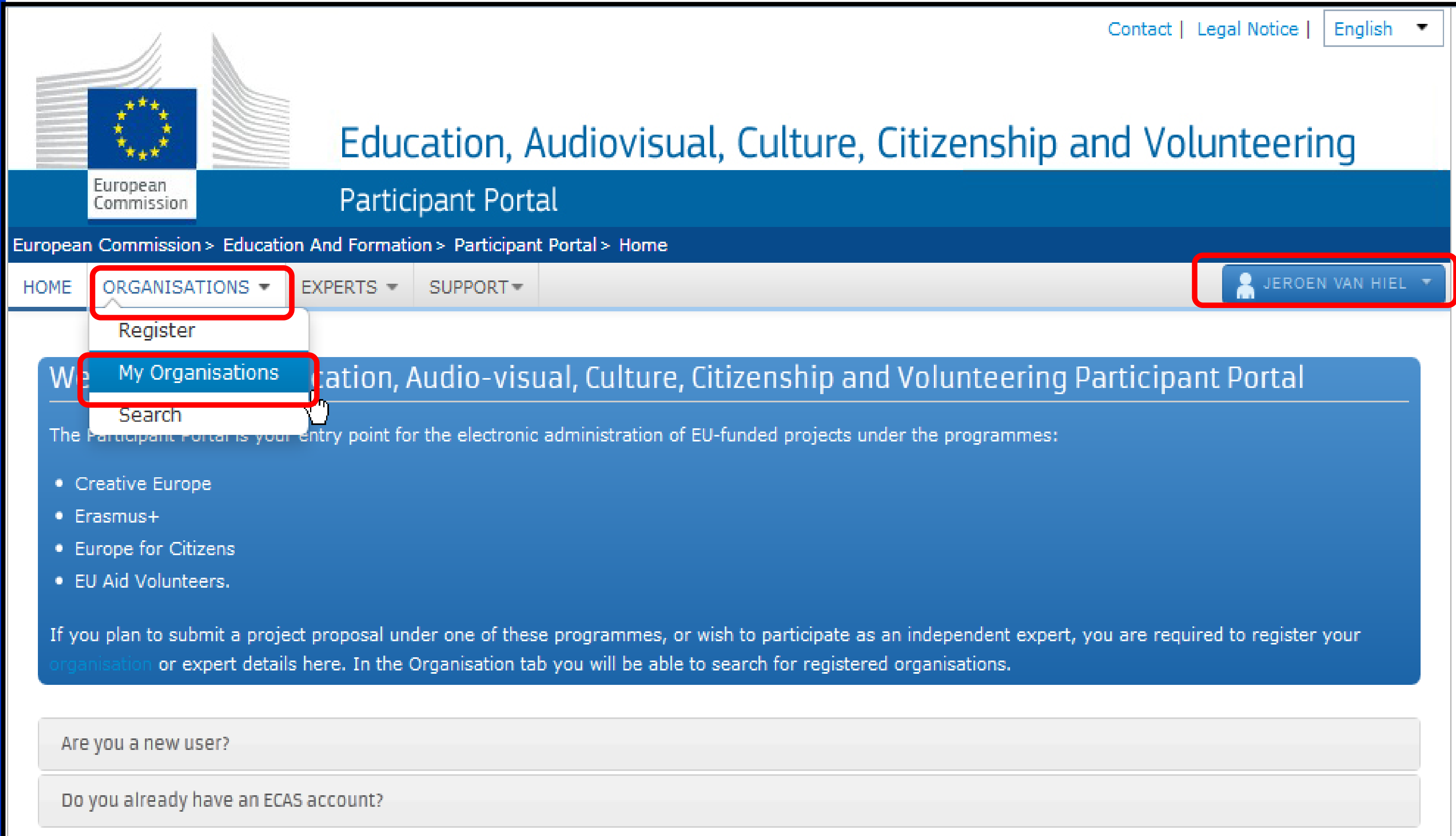
3) Ficha de **identificación financiera** (antigua ficha de terceros).

   http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Erasmus+. Información práctica

Subir documentos a URF:

Entrar en el portal del participante (http://ec.europa.eu/education/participants/portal/) con las claves de la cuenta ECAS e ir a “My organisations”



Contact | Legal Notice | English
European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education And Formation > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
JEROEN VAN HIEL
Register
My Organisations
Search
Are you a new user?
Do you already have an ECAS account?

We… …cation, 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:

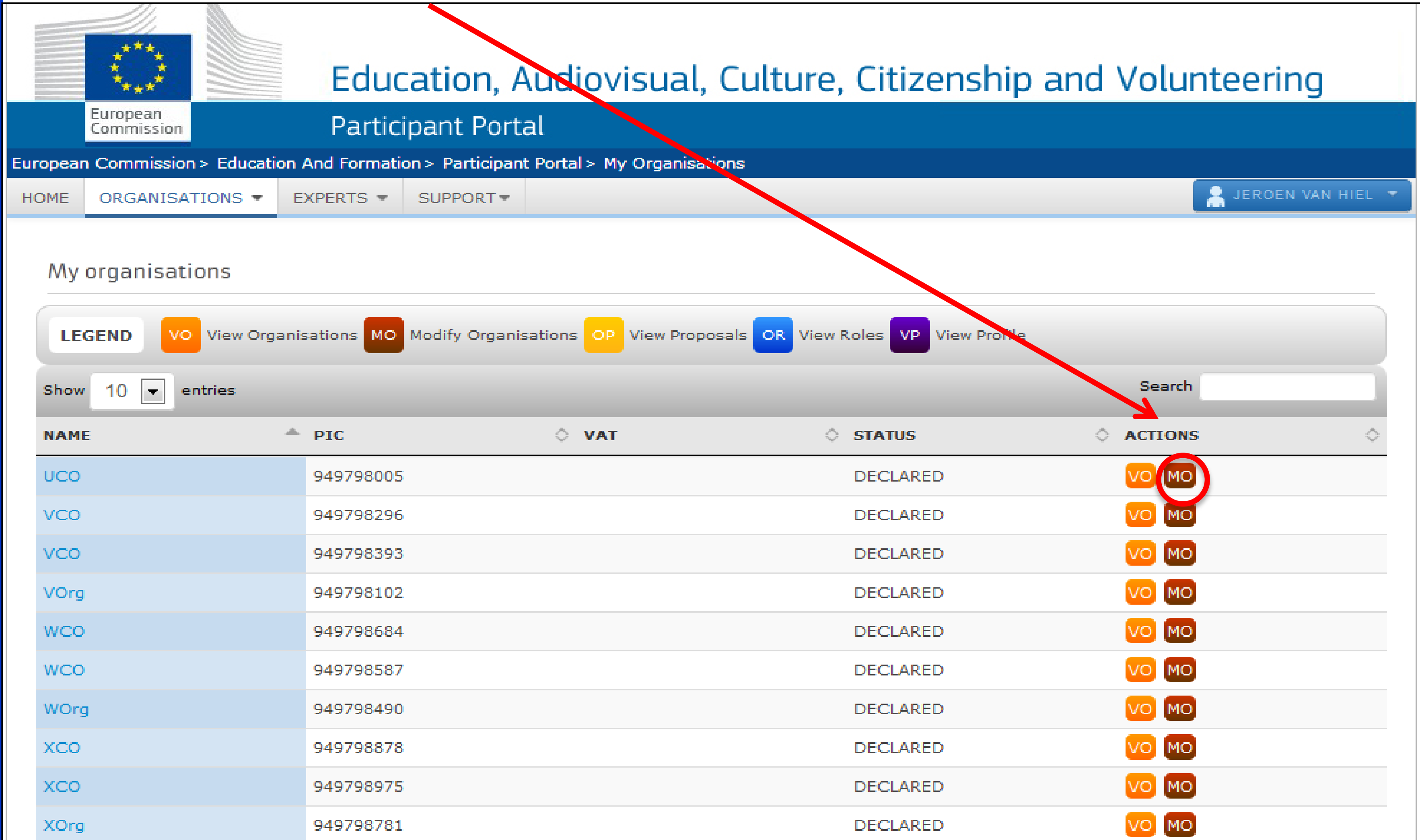
- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

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.

Erasmus+. Información práctica

Subir documentos a URF:

Hacer click en el icono MO



European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education And Formation > Participant Portal > My Organisations
HOME
ORGANISATIONS
EXPERTS
SUPPORT
JEROEN VAN HIEL

My organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries

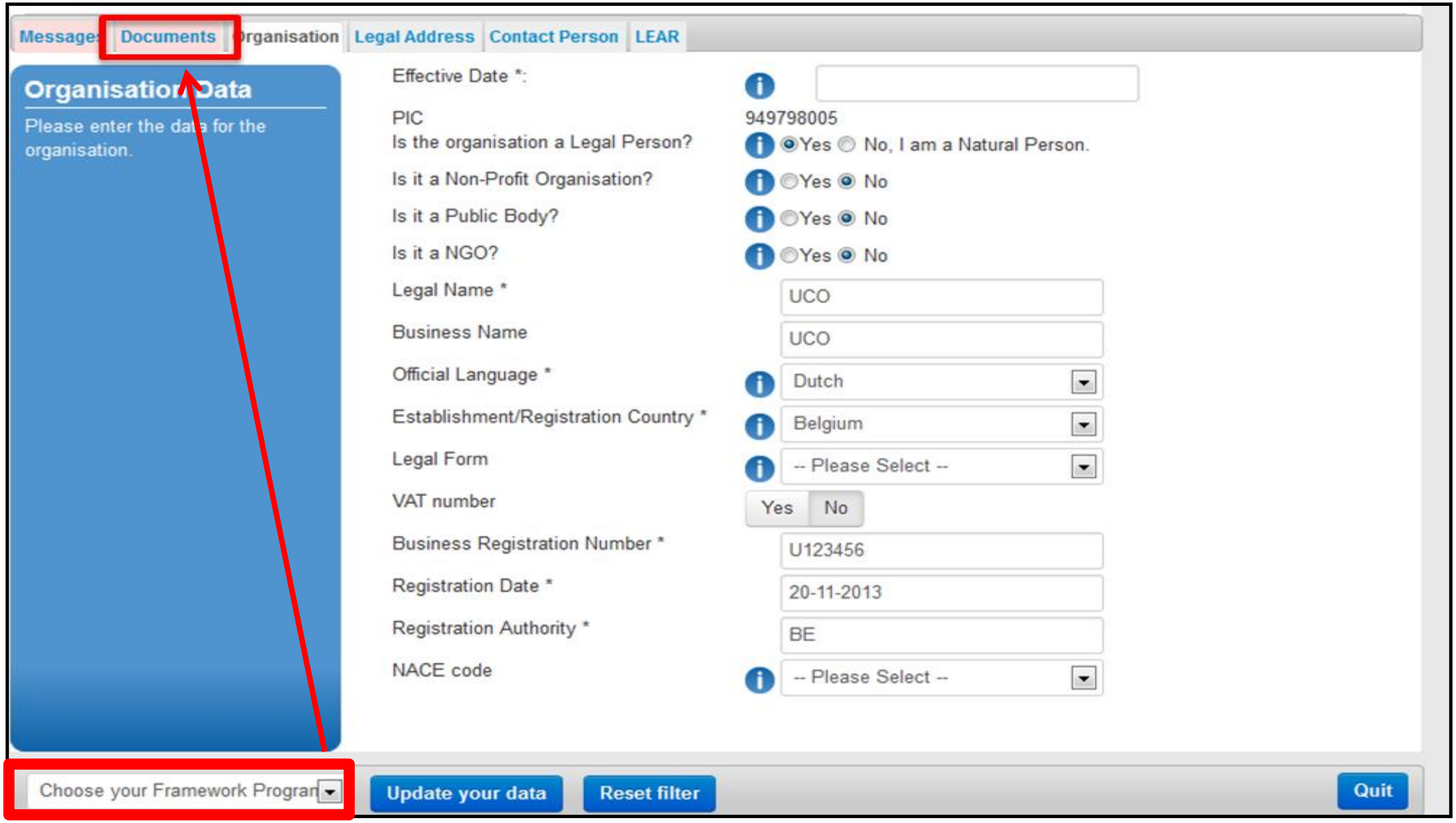
Search

NAME	PIC	VAT	STATUS	ACTIONS
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

Erasmus+. Información práctica

Subir documentos a URF:

Hacer click en la pestaña **documentos** una vez **seleccionado el programa** Erasmus+ en el menú inferior.


Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Update your data
Reset filter
Quit

Organisation Data

Please enter the data for the organisation.

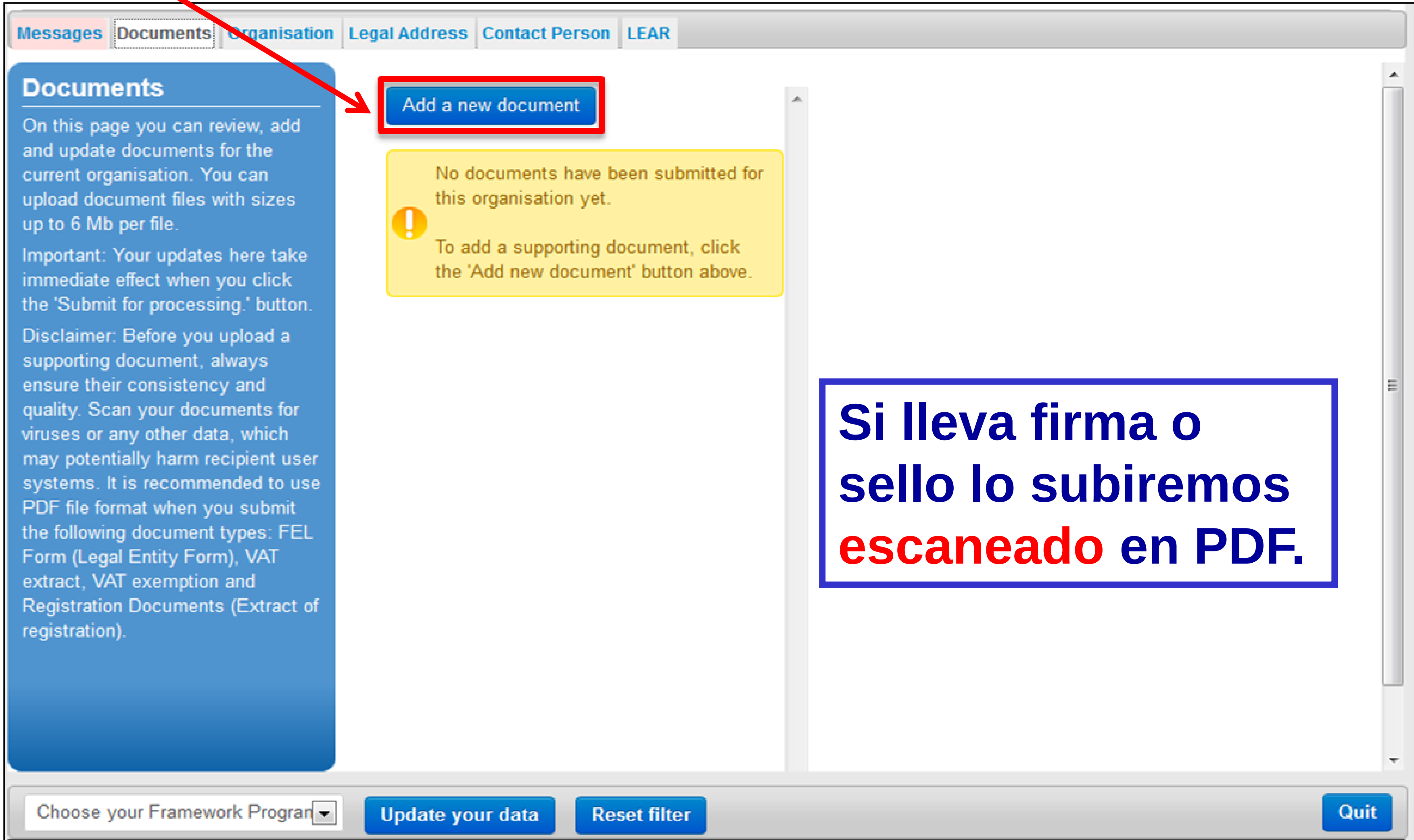
Effective Date *:	
PIC	949798005
Is the organisation a Legal Person?	● Yes ○ No, I am a Natural Person.
Is it a Non-Profit Organisation?	○ Yes ● No
Is it a Public Body?	○ Yes ● No
Is it a NGO?	○ Yes ● No
Legal Name *	UCO
Business Name	UCO
Official Language *	Dutch
Establishment/Registration Country *	Belgium
Legal Form	-- Please Select --
VAT number	Yes No
Business Registration Number *	U123456
Registration Date *	20-11-2013
Registration Authority *	BE
NACE code	-- Please Select --

Choose your Framework Program

Erasmus+. Información práctica

Subir documentos a URF:

Añadir nuevo documento


Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Add a new document
Choose your Framework Progran
Update your data
Reset filter
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 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).

No documents have been submitted for this organisation yet.

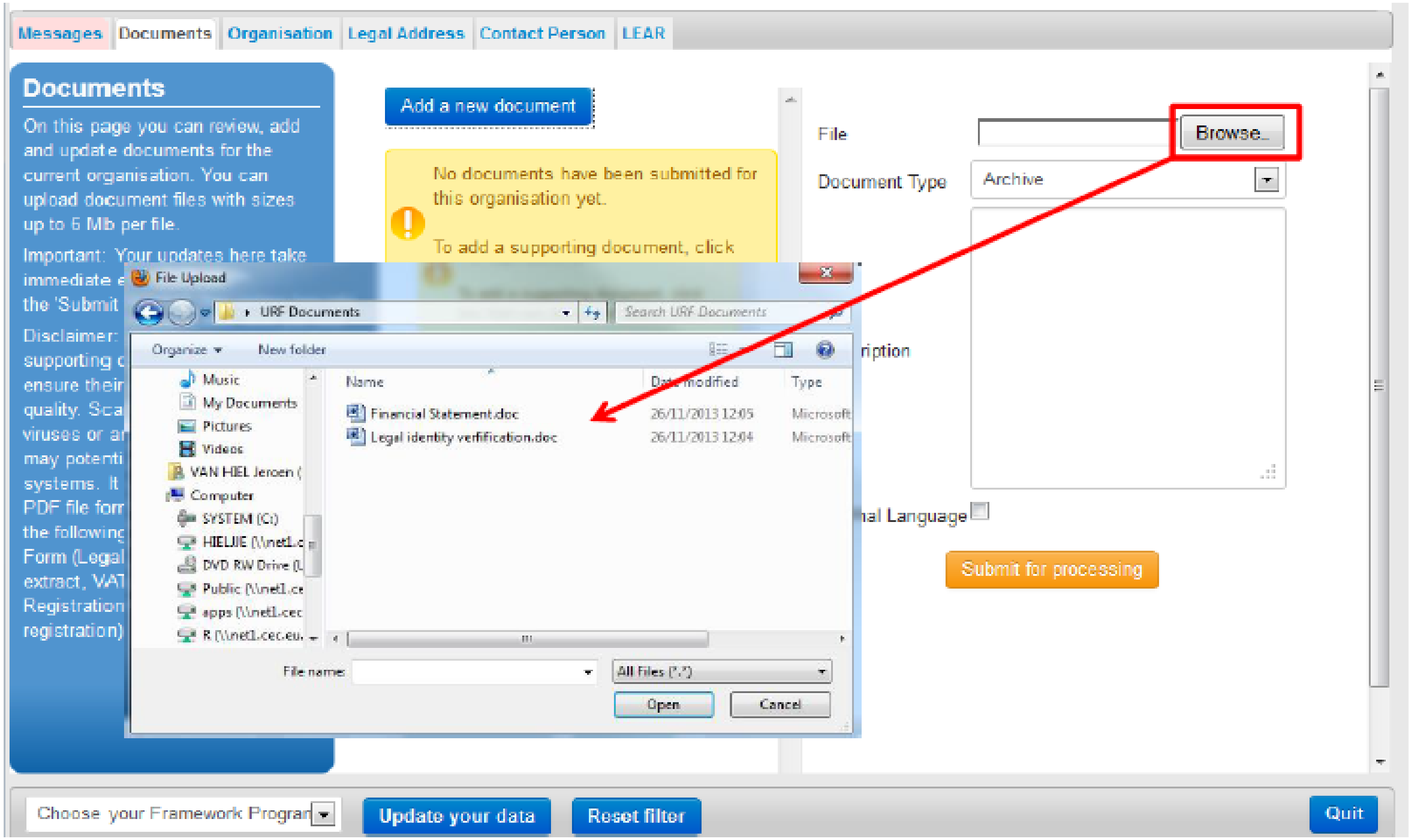
To add a supporting document, click the 'Add new document' button above.

Si lleva firma o sello lo subiremos escaneado en PDF.

Subir documentos a URF:

Hacer Click en **Browse** para subir el documento

- Click on Browse to upload the document



Messages
Documents
Organisation
Legal Address
Contact Person
LEAR

Documents

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Important: Your updates here take
immediate e
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Disclaimer:
supporting
ensure their
quality. Sca
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systems. It
PDF file for
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: ☐ Browse...

Document Type: Archive

ription
nal Language ☐
Submit for processing

File Upload

URF Documents
Search URF Documents
Organize
New folder
Music
My Documents
Pictures
Videos
VAN HIEL Jeroen (
Computer
SYSTEM (C:)
HIELJIE (\\net1.c
DVD RW Drive (
Public (\\net1.ce
apps (\\net1.cec
R (\\net1.cec.eu.

Name	Date modified	Type
Financial Statement.doc	26/11/2013 12:05	Microsoft
Legal identity verfification.doc	26/11/2013 12:04	Microsoft

File name:

All Files (*.*)

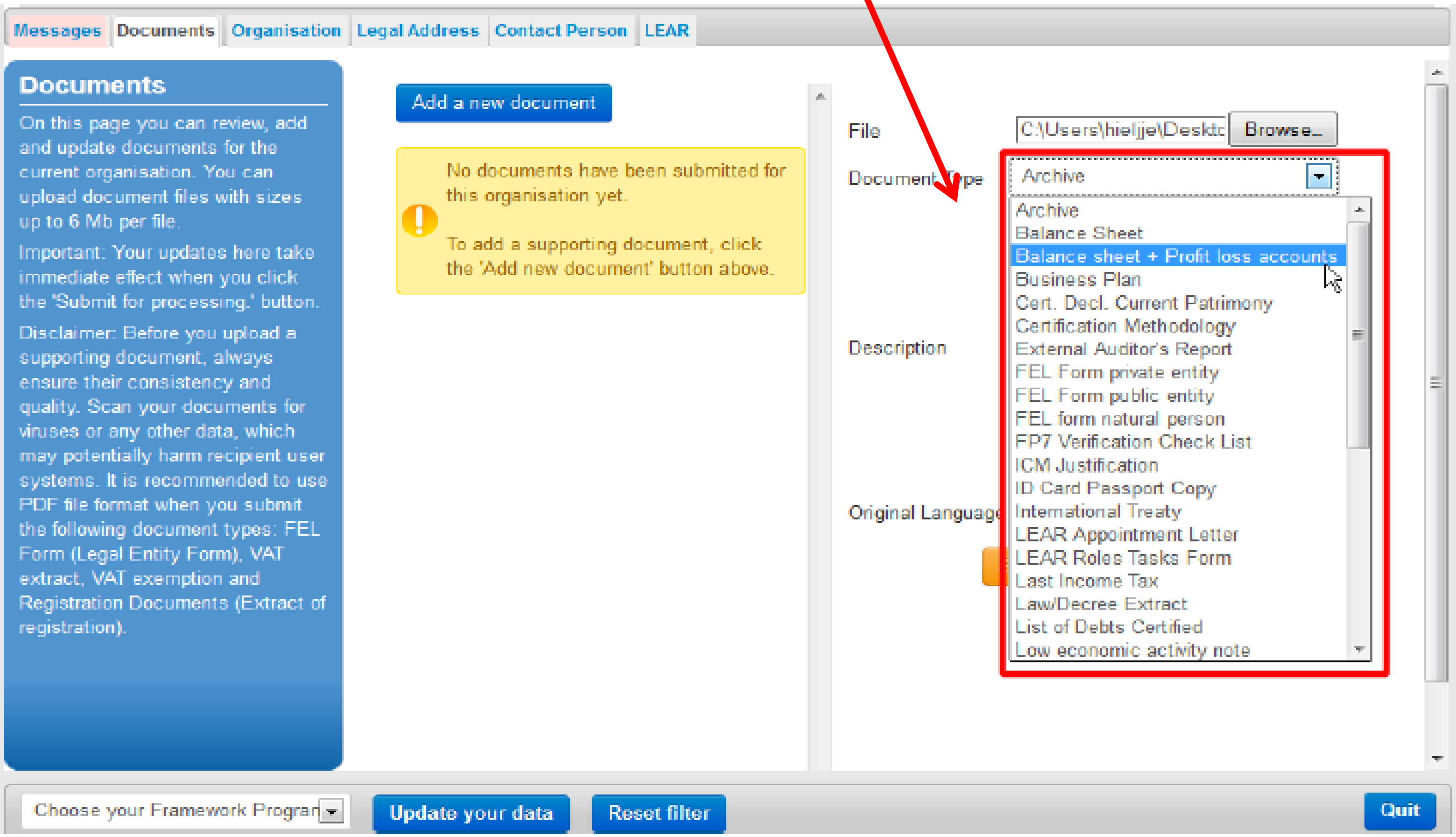
Open
Cancel
Choose your Framework Progran
Update your data
Reset filter
Quit

Subir documentos a URF:

Seleccionamos el **tipo** de documento

Erasmus+. Información práctica

- Select the document type


Messages
Documents
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Legal Address
Contact Person
LEAR
Add a new document
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C:\Users\hieljje\Desktc
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 Progran
Update your data
Reset filter
Quit

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No documents have been submitted for this organisation yet.

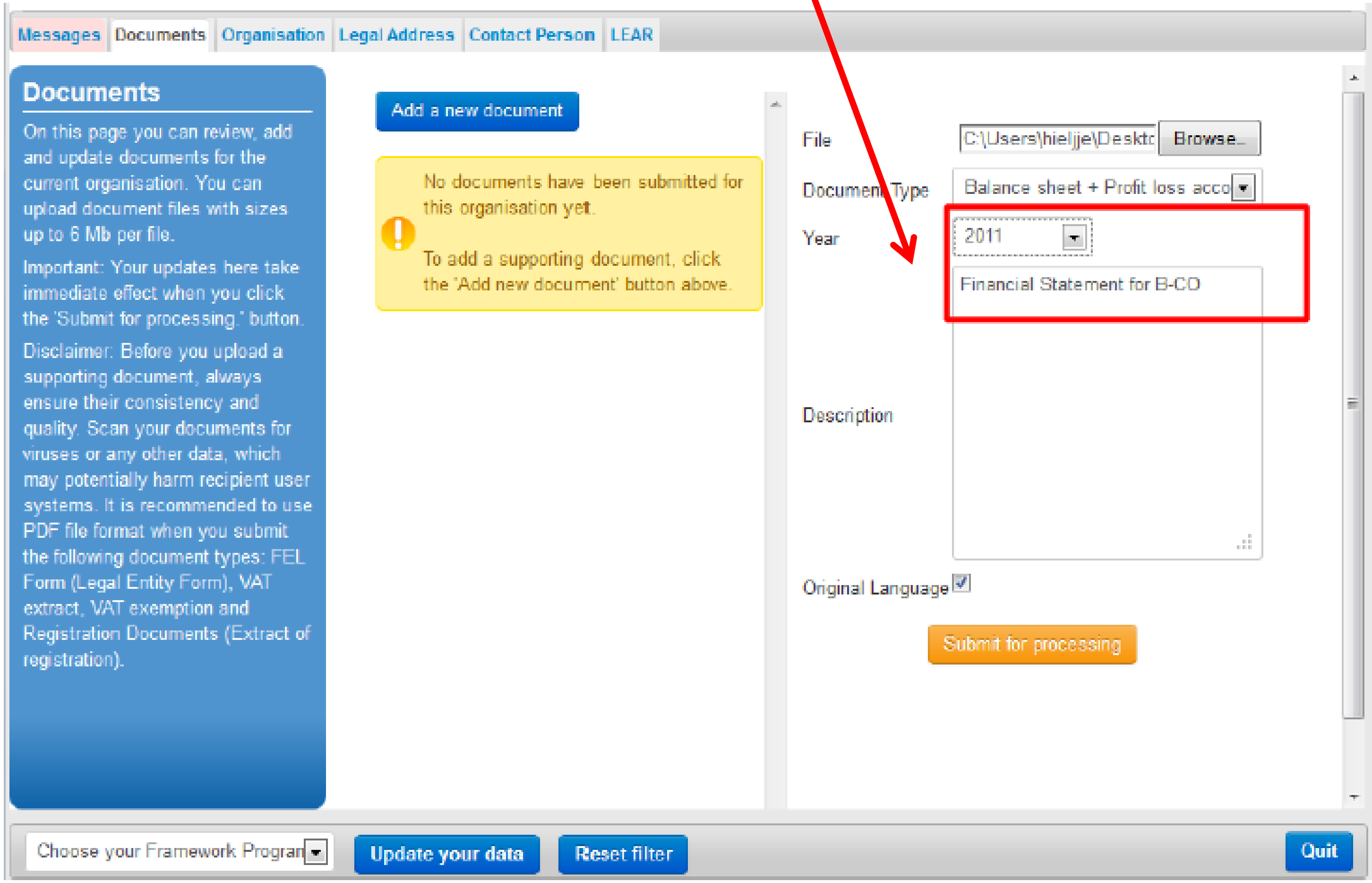
To add a supporting document, click the 'Add new document' button above.

Subir documentos a URF:

Ponemos el **año** y una **descripción**

Erasmus+. Información práctica

- Select the Year and enter a Description


Messages
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Legal Address
Contact Person
LEAR
Add a new document
Browse...
Submit for processing
Choose your Framework Program
Update your data
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No documents have been submitted for this organisation yet.

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

File: C:\Users\hieljje\Desktc

Document Type: Balance sheet + Profit loss acco

Year: 2011

Description: Financial Statement for B-CO

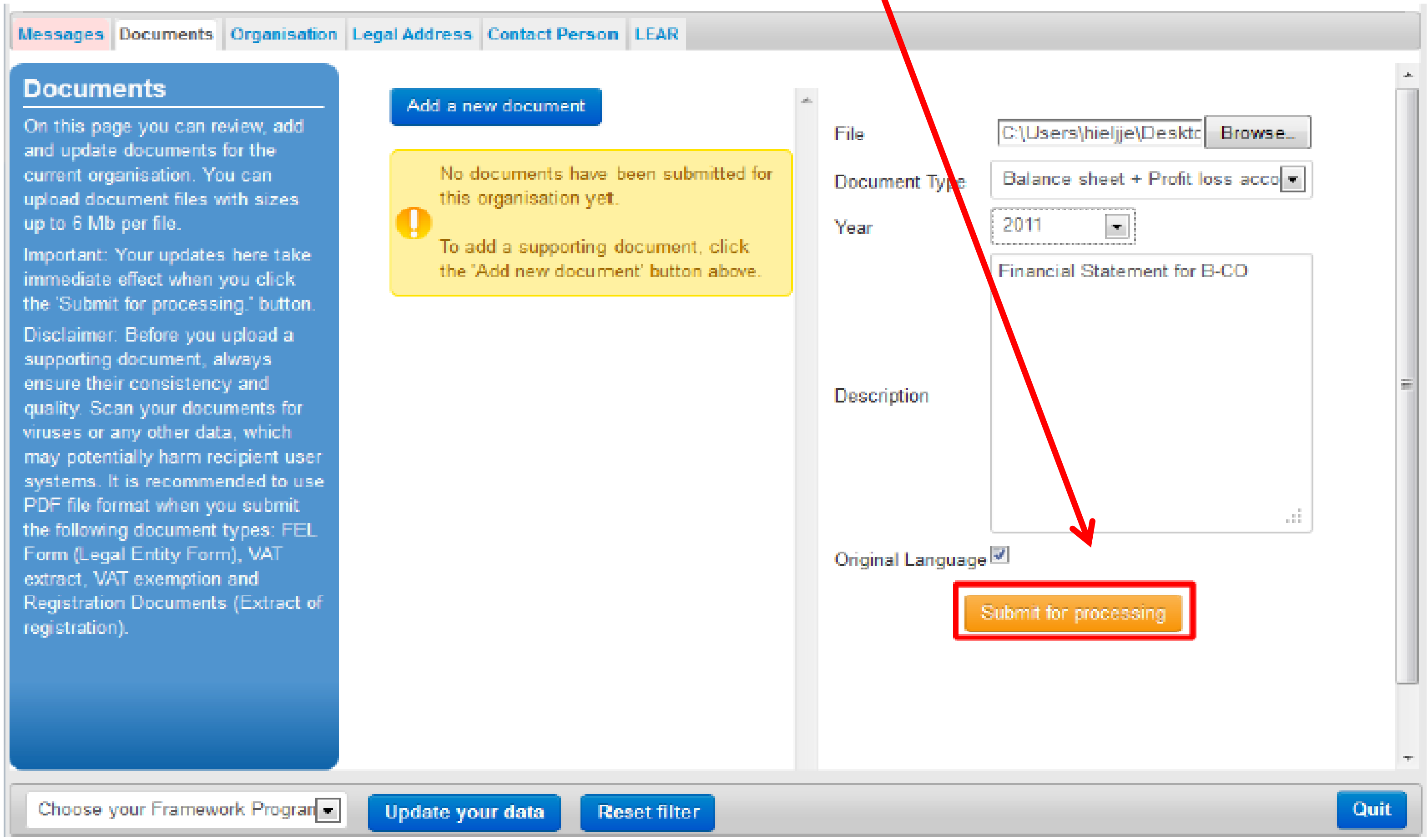
Original Language ☑

Subir documentos a URF:

Hacer Click en “**Submit for processing**”

Erasmus+. Información práctica

- Click on "Submit for processing"


Messages
Documents
Organisation
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Contact Person
LEAR
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Browse...
Submit for processing
Choose your Framework Program
Update your data
Reset filter
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To add a supporting document, click the 'Add new document' button above.

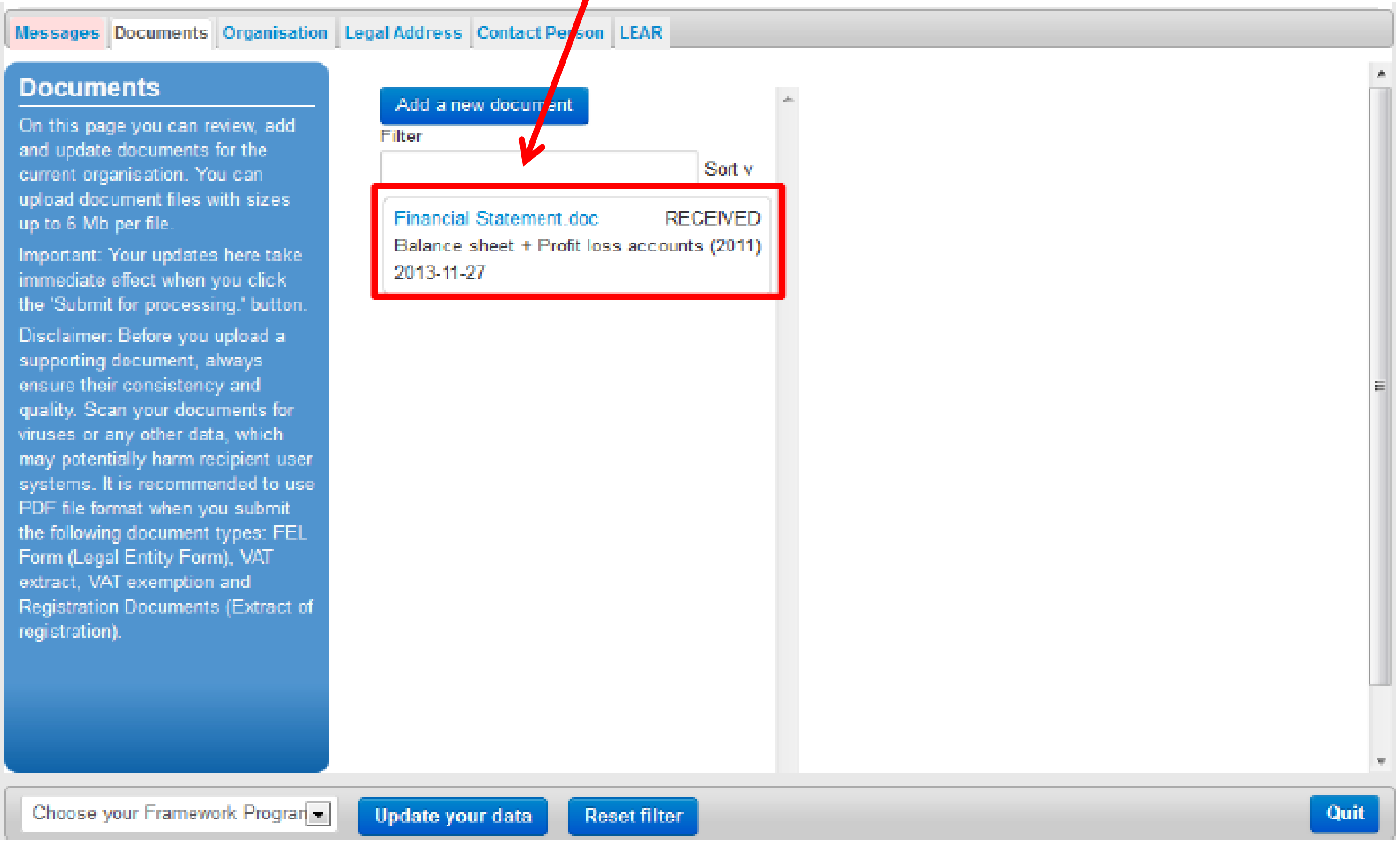
File: C:\Users\hieljje\Desktc
Document Type: Balance sheet + Profit loss acco
Year: 2011
Description: Financial Statement for B-CO
Original Language ☑

Subir documentos a URF:

El documento **se ha añadido** con éxito

Erasmus+. Información práctica

- The document is added successfully


Messages
Documents
Organisation
Legal Address
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LEAR
Add a new document
Filter
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Choose your Framework Program
Update your data
Reset filter
Quit

Documents

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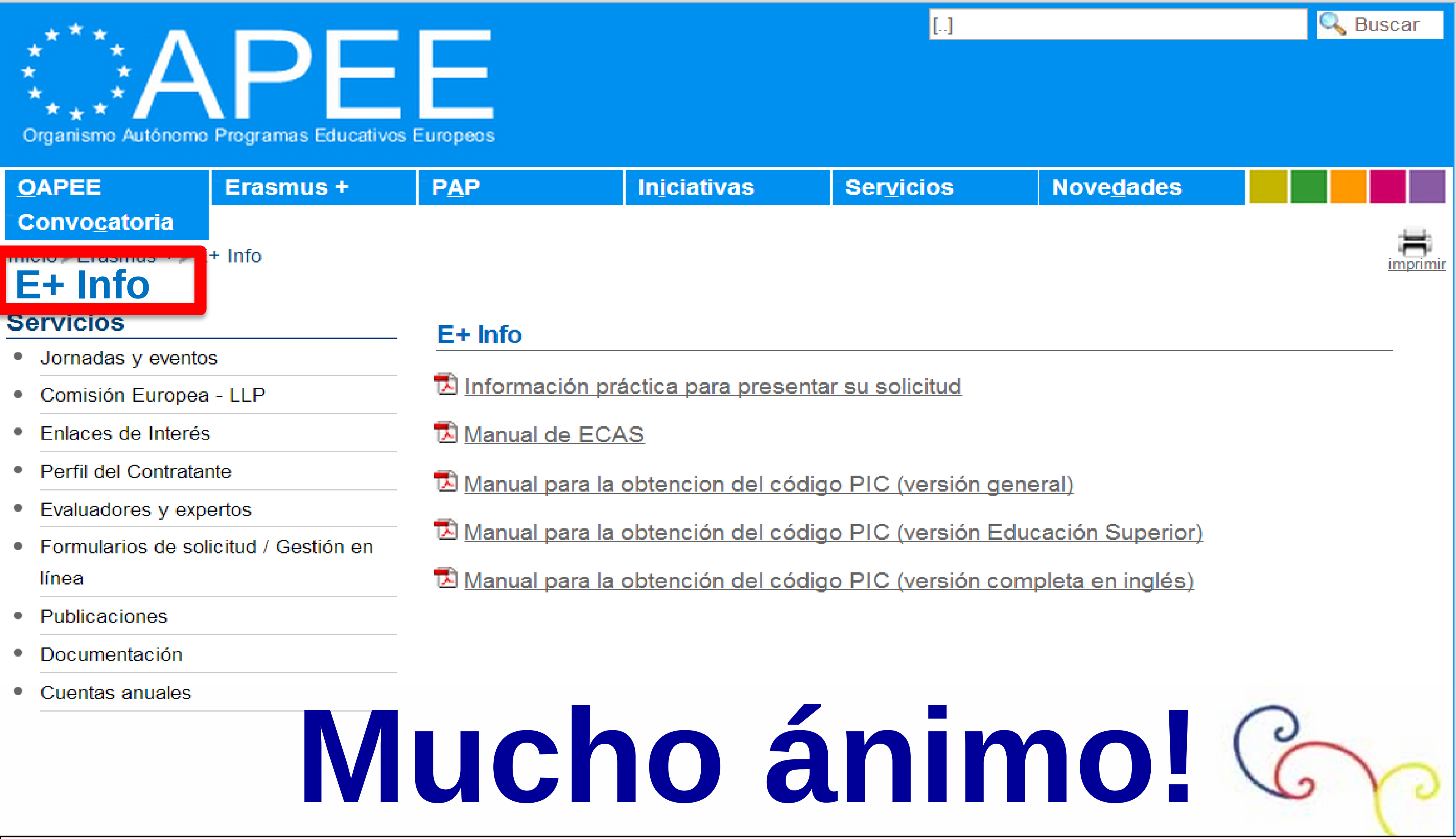
Financial Statement.doc RECEIVED
Balance sheet + Profit loss accounts (2011)
2013-11-27

Erasmus+. Información práctica


[..]
Buscar
OAPEE
Organismo Autónomo Programas Educativos Europeos
OAPEE
Convocatoria
Erasmus +
PAP
Iniciativas
Servicios
Novedades
imprimir

Inicio > Erasmus + > E+ Info

E+ Info

Servicios

- Jornadas y eventos
- Comisión Europea - LLP
- Enlaces de Interés
- Perfil del Contratante
- Evaluadores y expertos
- Formularios de solicitud / Gestión en línea
- Publicaciones
- Documentación
- Cuentas anuales

E+ Info

- Información práctica para presentar su solicitud
- Manual de ECAS
- Manual para la obtencion del código PIC (versión general)
- Manual para la obtención del código PIC (versión Educación Superior)
- Manual para la obtención del código PIC (versión completa en inglés)

Mucho ánimo!

Erasmus+. Información práctica

Subir 3 documentos a URF:

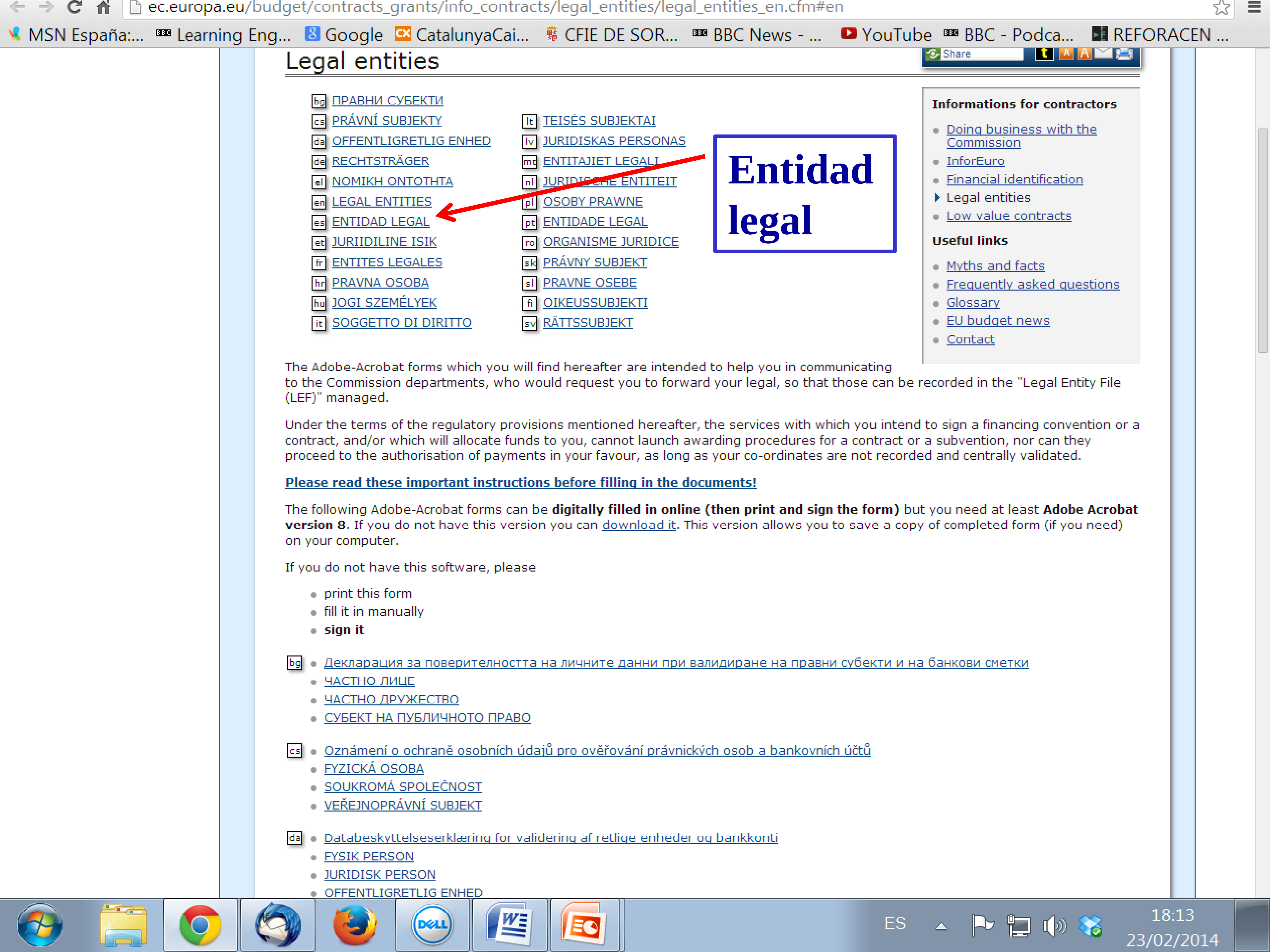
Tras la obtención del PIC y en cualquier caso **antes de la presentación de la solicitud de fondos**, las organizaciones deberán subir al URF los tres siguientes formularios:

1) Formulario de **entidad legal**
   http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

2) Copia de la resolución, ley, decreto o decisión por la que se crea la entidad en cuestión o en su defecto un **certificado emitido por la autoridad educativa** de la que dependan indicando la existencia y oficialidad de la institución, así como las enseñanzas impartidas en la misma, o bien una copia en formato PDF de la información referida a la institución que aparezca en la página del Registro Estatal de Centros Docentes No Universitarios (RCD) del Ministerio de Educación, Cultura y Deporte https://www.educacion.gob.es/centros/home.do

3) Ficha de **identificación financiera** (antigua ficha de terceros).

   http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm



Legal entities

- bg ПРАВНИ СУБЕКТИ
- cs PRÁVNÍ SUBJEKTY
- da OFFENTLIGRETLIG ENHED
- de RECHTSTRÄGER
- el NOMIKH ONTOTHTA
- en LEGAL ENTITIES
- es ENTIDAD LEGAL
- et JURIIDILINE ISIK
- fr ENTITES LEGALES
- hr PRAVNA OSOBA
- hu JOGI SZEMÉLYEK
- it SOGGETTO DI DIRITTO
- lt TEISĖS SUBJEKTAI
- lv JURIDISKAS PERSONAS
- mt ENTITAJIET LEGALI
- nl JURIDISCHE ENTITEIT
- pl OSOBY PRAWNE
- pt ENTIDADE LEGAL
- ro ORGANISME JURIDICE
- sk PRÁVNY SUBJEKT
- sl PRAVNE OSEBE
- fi OIKEUSSUBJEKTI
- sv RÄTTSSUBJEKT

Entidad legal

Informations for contractors

- Doing business with the Commission
- InforEuro
- Financial identification
- Legal entities
- Low value contracts

Useful links

- Myths and facts
- Frequently asked questions
- Glossary
- EU budget news
- Contact

The Adobe-Acrobat forms which you will find hereafter are intended to help you in communicating to the Commission departments, who would request you to forward your legal, so that those can be recorded in the "Legal Entity File (LEF)" managed.

Under the terms of the regulatory provisions mentioned hereafter, the services with which you intend to sign a financing convention or a contract, and/or which will allocate funds to you, cannot launch awarding procedures for a contract or a subvention, nor can they proceed to the authorisation of payments in your favour, as long as your co-ordinates are not recorded and centrally validated.

Please read these important instructions before filling in the documents!

The following Adobe-Acrobat forms can be **digitally filled in online (then print and sign the form)** but you need at least **Adobe Acrobat version 8**. If you do not have this version you can download it. This version allows you to save a copy of completed form (if you need) on your computer.

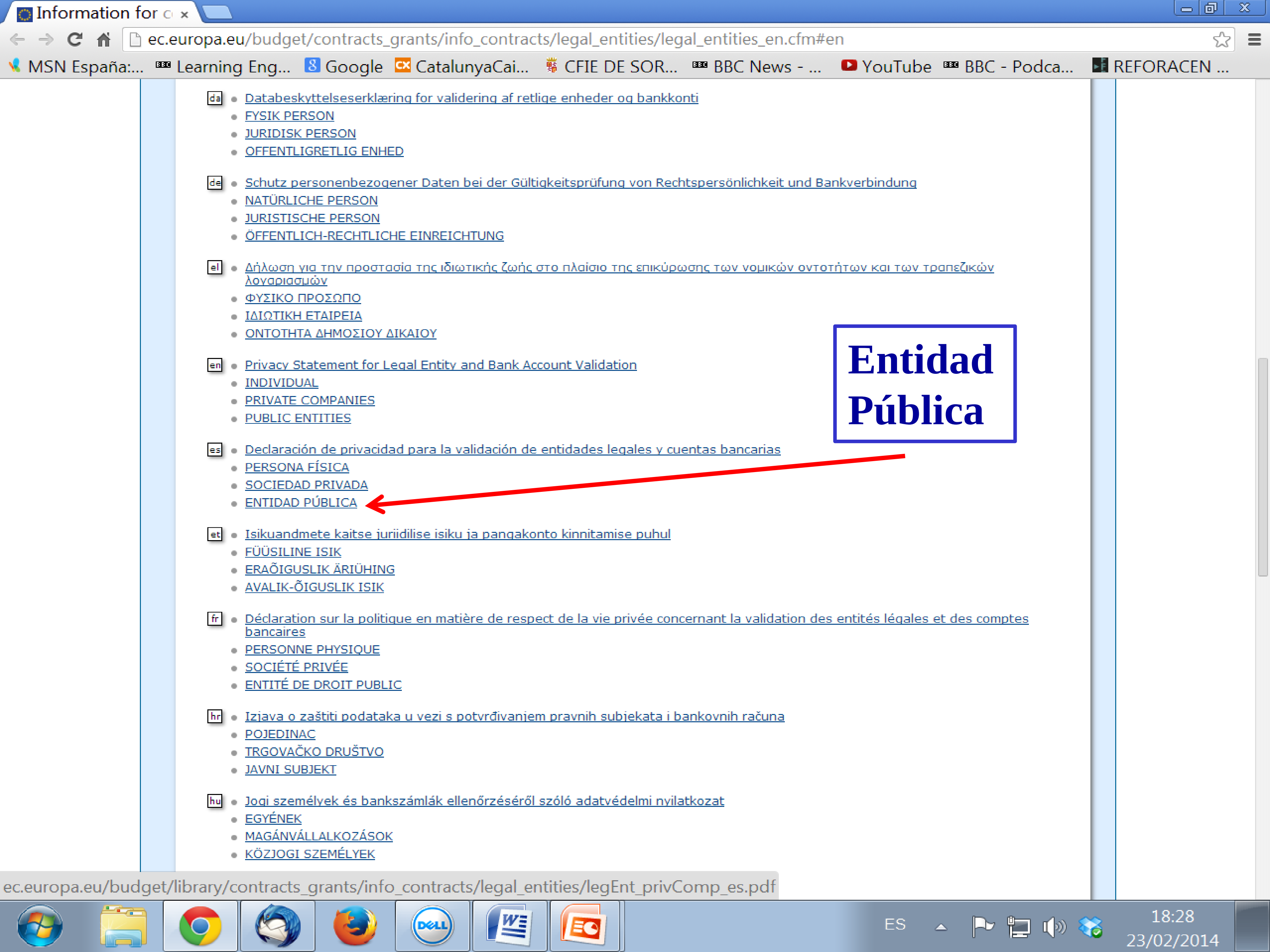
If you do not have this software, please

- print this form
- fill it in manually
- **sign it**

bg
- Декларация за поверителността на личните данни при валидиране на правни субекти и на банкови сметки
- ЧАСТНО ЛИЦЕ
- ЧАСТНО ДРУЖЕСТВО
- СУБЕКТ НА ПУБЛИЧНОТО ПРАВО

cs
- Oznámení o ochraně osobních údajů pro ověřování právnických osob a bankovních účtů
- FYZICKÁ OSOBA
- SOUKROMÁ SPOLEČNOST
- VEŘEJNOPRÁVNÍ SUBJEKT

da
- Databeskyttelseserklæring for validering af retlige enheder og bankkonti
- FYSIK PERSON
- JURIDISK PERSON
- OFFENTLIGRETLIG ENHED


Information for c
ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en
MSN España:...
Learning Eng...
Google
CatalunyaCai...
CFIE DE SOR...
BBC News - ...
YouTube
BBC - Podca...
REFORACEN ...
ES
18:28
23/02/2014

da
- Databeskyttelseserklæring for validering af retlige enheder og bankkonti
- FYSIK PERSON
- JURIDISK PERSON
- OFFENTLIGRETLIG ENHED

de
- Schutz personenbezogener Daten bei der Gültigkeitsprüfung von Rechtspersönlichkeit und Bankverbindung
- NATÜRLICHE PERSON
- JURISTISCHE PERSON
- ÖFFENTLICH-RECHTLICHE EINREICHTUNG

el
- Δήλωση για την προστασία της ιδιωτικής ζωής στο πλαίσιο της επικύρωσης των νομικών οντοτήτων και των τραπεζικών λογαριασμών
- ΦΥΣΙΚΟ ΠΡΟΣΩΠΟ
- ΙΔΙΩΤΙΚΗ ΕΤΑΙΡΕΙΑ
- ΟΝΤΟΤΗΤΑ ΔΗΜΟΣΙΟΥ ΔΙΚΑΙΟΥ

en
- Privacy Statement for Legal Entity and Bank Account Validation
- INDIVIDUAL
- PRIVATE COMPANIES
- PUBLIC ENTITIES

es
- Declaración de privacidad para la validación de entidades legales y cuentas bancarias
- PERSONA FÍSICA
- SOCIEDAD PRIVADA
- ENTIDAD PÚBLICA

Entidad Pública

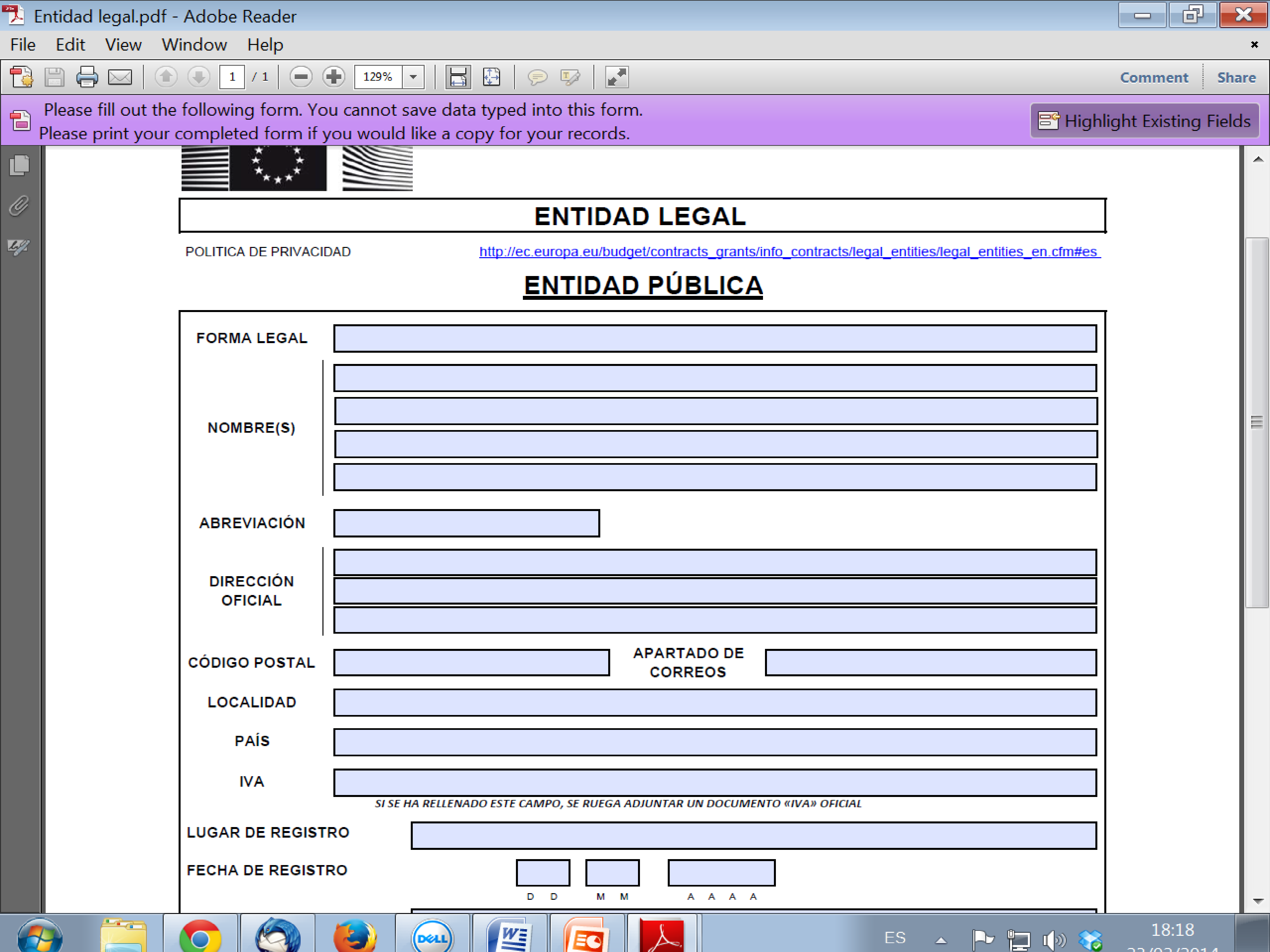
et
- Isikuandmete kaitse juriidilise isiku ja pangakonto kinnitamise puhul
- FÜÜSILINE ISIK
- ERAÕIGUSLIK ÄRIÜHING
- AVALIK-ÕIGUSLIK ISIK

fr
- Déclaration sur la politique en matière de respect de la vie privée concernant la validation des entités légales et des comptes bancaires
- PERSONNE PHYSIQUE
- SOCIÉTÉ PRIVÉE
- ENTITÉ DE DROIT PUBLIC

hr
- Izjava o zaštiti podataka u vezi s potvrđivanjem pravnih subjekata i bankovnih računa
- POJEDINAC
- TRGOVAČKO DRUŠTVO
- JAVNI SUBJEKT

hu
- Jogi személyek és bankszámlák ellenőrzéséről szóló adatvédelmi nyilatkozat
- EGYÉNEK
- MAGÁNVÁLLALKOZÁSOK
- KÖZJOGI SZEMÉLYEK

ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_es.pdf


Entidad legal.pdf - Adobe Reader
File
Edit
View
Window
Help
1
/ 1
129%
Comment
Share
Highlight Existing Fields
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CÓDIGO POSTAL

APARTADO DE CORREOS

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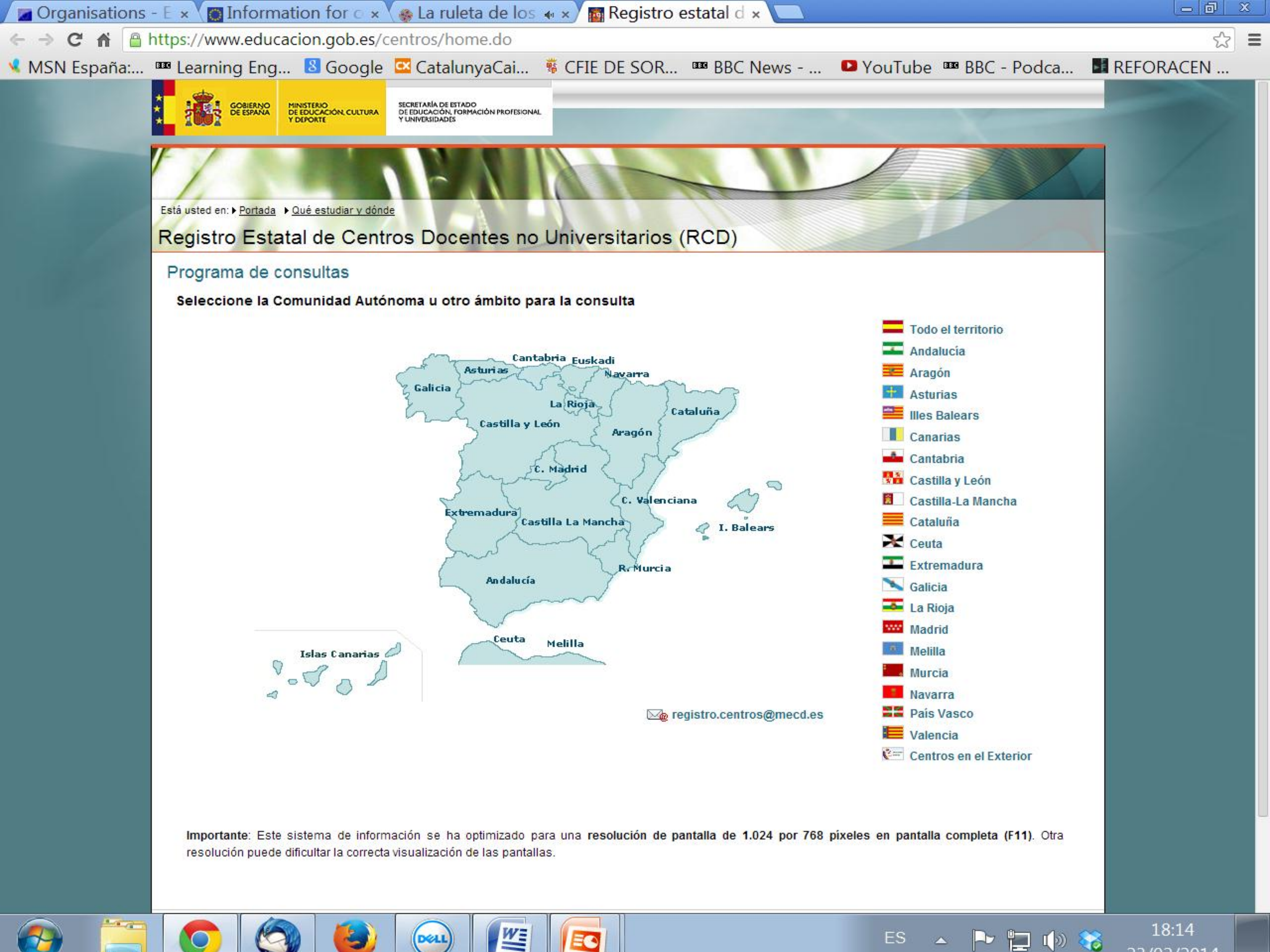
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Euskadi
Asturias
Navarra
Galicia
La Rioja
Cataluña
Castilla y León
Aragón
C. Madrid
C. Valenciana
Extremadura
Castilla La Mancha
I. Balears
R. Murcia
Andalucía
Ceuta
Melilla
Islas Canarias
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Está usted en: Portada ▸ Qué estudiar y dónde

Registro Estatal de Centros Docentes no Universitarios (RCD)

Programa de consultas

Seleccione la Comunidad Autónoma u otro ámbito para la consulta

- Todo el territorio
- Andalucía
- Aragón
- Asturias
- Illes Balears
- Canarias
- Cantabria
- Castilla y León
- Castilla-La Mancha
- Cataluña
- Ceuta
- Extremadura
- Galicia
- La Rioja
- Madrid
- Melilla
- Murcia
- Navarra
- País Vasco
- Valencia
- Centros en el Exterior

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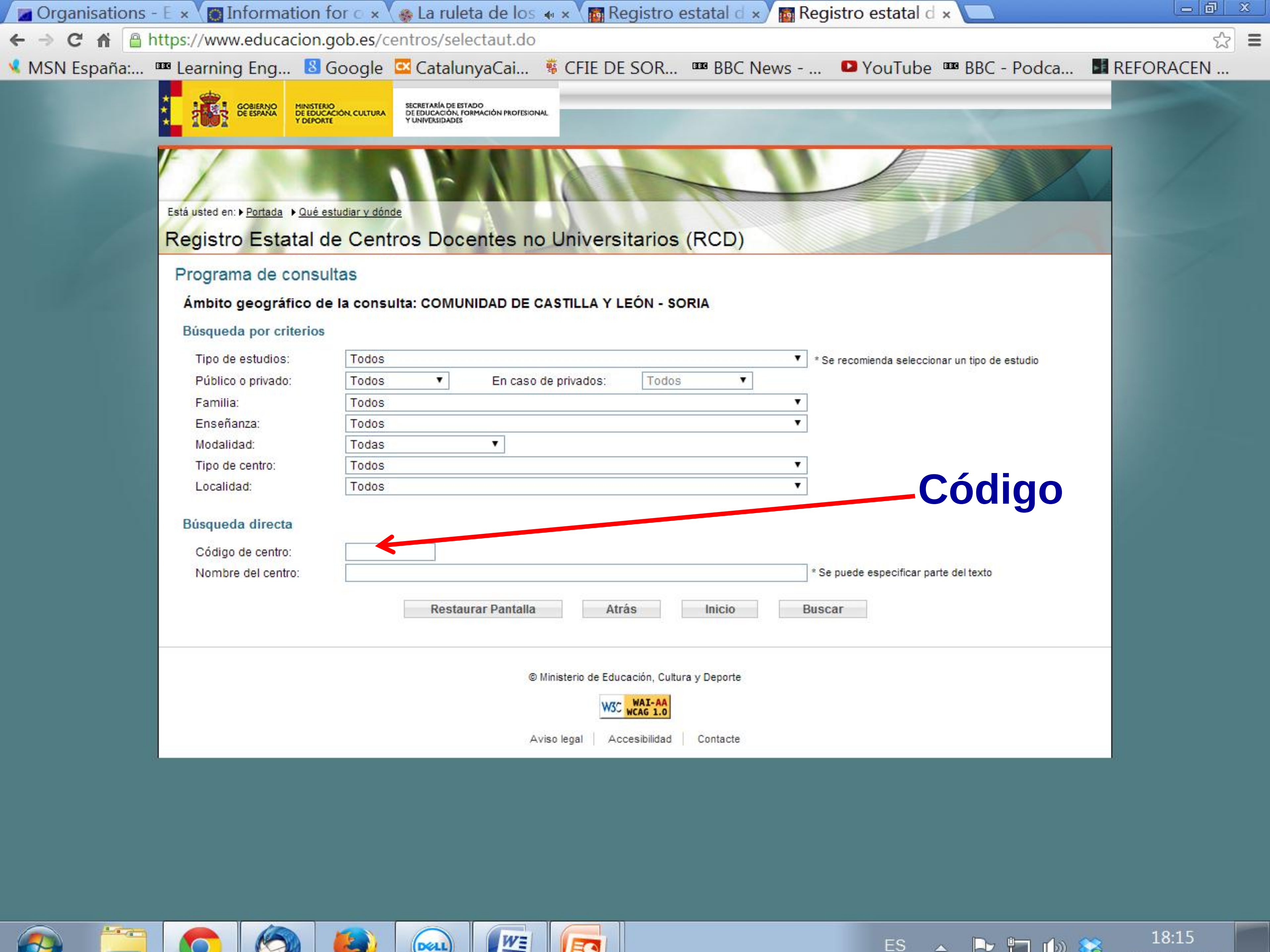
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Registro Estatal de Centros Docentes no Universitarios (RCD)

Programa de consultas

Ámbito geográfico de la consulta: COMUNIDAD DE CASTILLA Y LEÓN - SORIA

Búsqueda por criterios

Tipo de estudios: Todos * Se recomienda seleccionar un tipo de estudio
Público o privado: Todos En caso de privados: Todos
Familia: Todos
Enseñanza: Todos
Modalidad: Todas
Tipo de centro: Todos
Localidad: Todos

Búsqueda directa

Código de centro:
Nombre del centro: * Se puede especificar parte del texto

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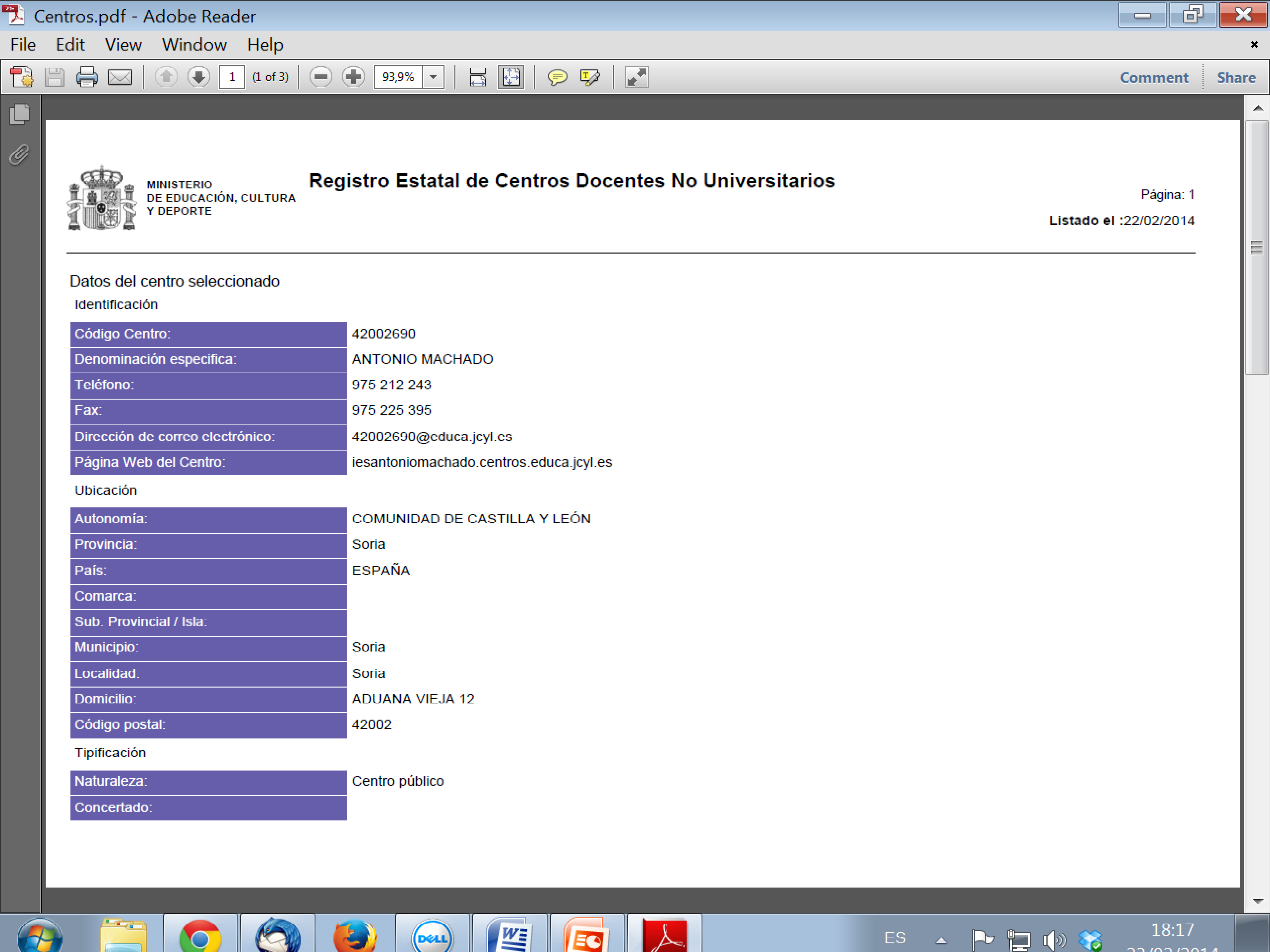
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Y DEPORTE

Registro Estatal de Centros Docentes No Universitarios

Página: 1

Listado el :22/02/2014

Datos del centro seleccionado

Identificación

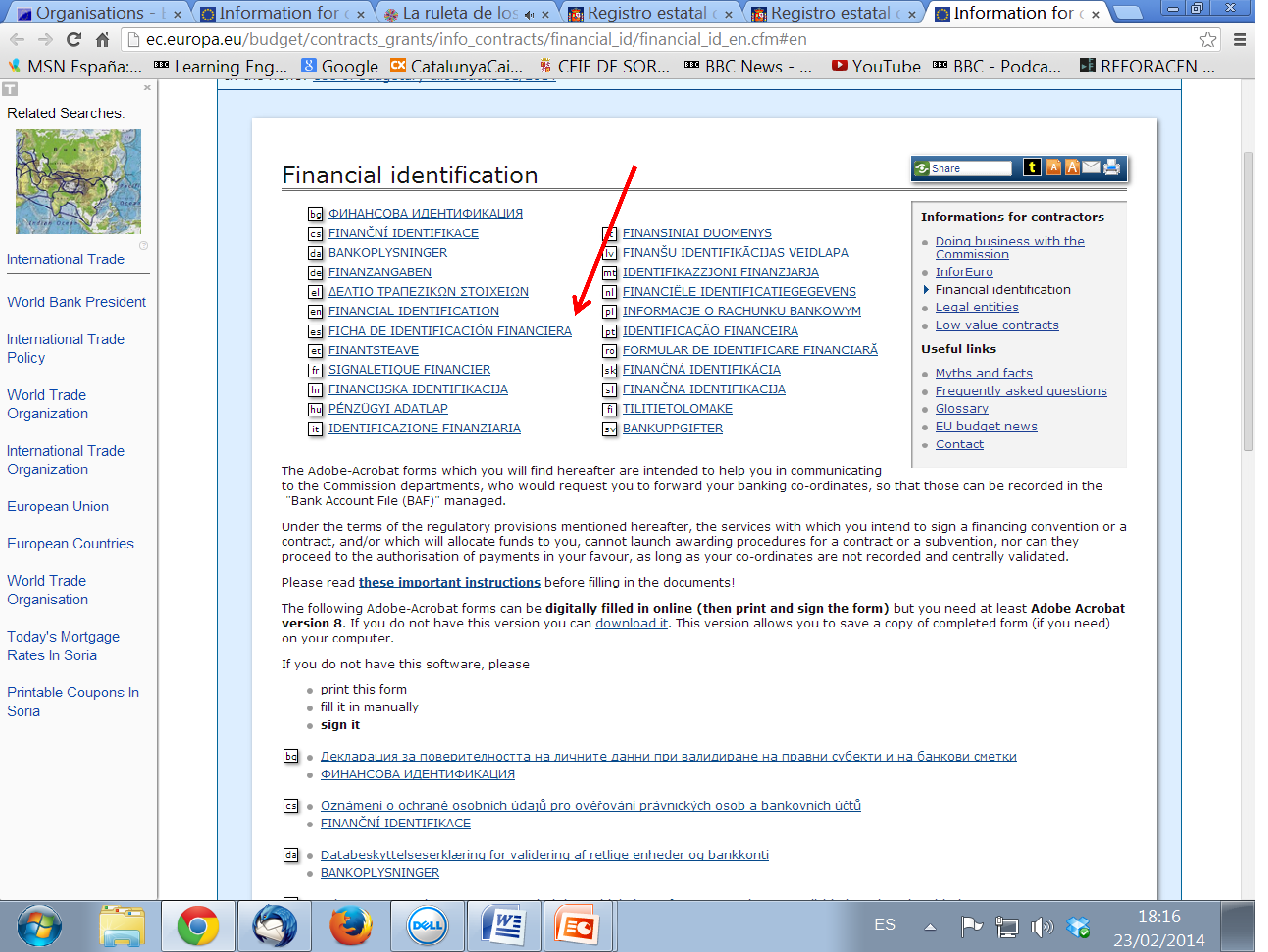
Código Centro:	42002690
Denominación especifica:	ANTONIO MACHADO
Teléfono:	975 212 243
Fax:	975 225 395
Dirección de correo electrónico:	42002690@educa.jcyl.es
Página Web del Centro:	iesantoniomachado.centros.educa.jcyl.es

Ubicación

Autonomía:	COMUNIDAD DE CASTILLA Y LEÓN
Provincia:	Soria
País:	ESPAÑA
Comarca:	
Sub. Provincial / Isla:	
Municipio:	Soria
Localidad:	Soria
Domicilio:	ADUANA VIEJA 12
Código postal:	42002

Tipificación

Naturaleza:	Centro público
Concertado:	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Financial identification

- bg ФИНАНСОВА ИДЕНТИФИКАЦИЯ
- cs FINANČNÍ IDENTIFIKACE
- da BANKOPLYSNINGER
- de FINANZANGABEN
- el ΔΕΛΤΙΟ ΤΡΑΠΕΖΙΚΩΝ ΣΤΟΙΧΕΙΩΝ
- en FINANCIAL IDENTIFICATION
- es FICHA DE IDENTIFICACIÓN FINANCIERA
- et FINANTSTEAVE
- fr SIGNALETIQUE FINANCIER
- hr FINANCIJSKA IDENTIFIKACIJA
- hu PÉNZÜGYI ADATLAP
- it IDENTIFICAZIONE FINANZIARIA
- lt FINANSINIAI DUOMENYS
- lv FINANŠU IDENTIFIKĀCIJAS VEIDLAPA
- mt IDENTIFIKAZZJONI FINANZJARJA
- nl FINANCIËLE IDENTIFICATIEGEGEVENS
- pl INFORMACJE O RACHUNKU BANKOWYM
- pt IDENTIFICAÇÃO FINANCEIRA
- ro FORMULAR DE IDENTIFICARE FINANCIARĂ
- sk FINANČNÁ IDENTIFIKÁCIA
- sl FINANČNA IDENTIFIKACIJA
- fi TILITIETOLOMAKE
- sv BANKUPPGIFTER

Informations for contractors

- Doing business with the Commission
- InforEuro
- Financial identification
- Legal entities
- Low value contracts

Useful links

- Myths and facts
- Frequently asked questions
- Glossary
- EU budget news
- Contact

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Under the terms of the regulatory provisions mentioned hereafter, the services with which you intend to sign a financing convention or a contract, and/or which will allocate funds to you, cannot launch awarding procedures for a contract or a subvention, nor can they proceed to the authorisation of payments in your favour, as long as your co-ordinates are not recorded and centrally validated.

Please read **these important instructions** before filling in the documents!

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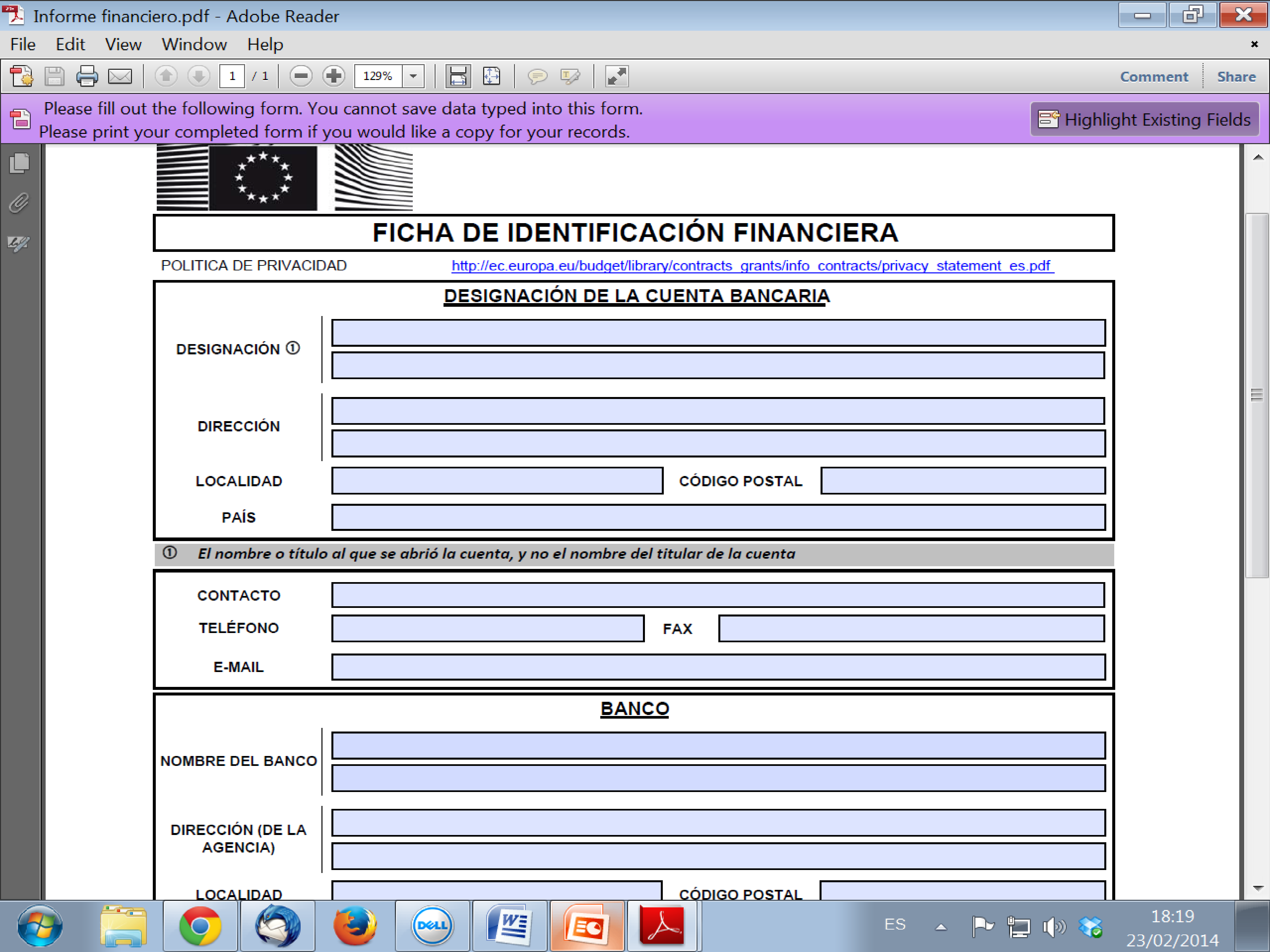
- ФИНАНСОВА ИДЕНТИФИКАЦИЯ

cs
- Oznámení o ochraně osobních údajů pro ověřování právnických osob a bankovních účtů
- FINANČNÍ IDENTIFIKACE

da
- Databeskyttelseserklæring for validering af retlige enheder og bankkonti
- BANKOPLYSNINGER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DESIGNACIÓN DE LA CUENTA BANCARIA

DESIGNACIÓN ①

DIRECCIÓN

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① *El nombre o título al que se abrió la cuenta, y no el nombre del titular de la cuenta*

CONTACTO

TELÉFONO **FAX**

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