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(<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>)



LEGAL ENTITY

PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PUBLIC LAW BODY ①

OFFICIAL NAME ②	CENTER OF EXCELLENCE IN EDUCATION		
ABBREVIATION	CEE		
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY CAIRO	COUNTRY	EGYPT
DATE OF MAIN REGISTRATION	26 DD	04 MM	2013 YYYY
VAT NUMBER	697506002		
OFFICIAL ADDRESS	87 AL MAQRIZI, MANSHEYA EL-BAKAY HELIOPOLIS, CAIRO GOVERNORATE		
POSTCODE	446011	P.O. BOX	
CITY	CAIRO		
COUNTRY	EGYPT		
PHONE			
E-MAIL	CEE@EDU.ASU.EDU.EG		

DATE

SIGNATURE OF AUTHORISED REPRESENTATIVE

Ahmed
15/8/2023

STAMP



PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- ① Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- ② National denomination and its translation in EN or FR if existing.
- ③ Registration number in the national register of the entity.

DECLARATION OF CONSENT TO THE EU FUNDING & TENDERS PORTAL TERMS AND CONDITIONS

(This document will be automatically generated by the Participant Register once all the information required for the LEAR appointment will have been filled in. You should print it on your organisation's letter-headed paper, have it signed by the legal representative and then upload it in the Participant Register with the rest of the documents. Originals should be kept on file for controls.

Subject	PIC	883017385
	Legal entity name	Center of Excellence in Education at Faculty of Education, Ain Shams University (CEE)


I, **Ahmed Swailam** in my capacity as **Director of Center of Excellence in Education** and authorised to legally represent my organisation agree to:

- **use of the EU Funding & Tenders Portal electronic exchange system** for managing the EU grants, procurements and prizes of my organisation.
- under the terms and conditions set out in the EU Funding & Tenders Portal Terms & Conditions

I acknowledge that each time my organisation uses the electronic exchange system, we reaffirms acceptance of the then-current Terms & Conditions.

SIGNATURE

For Center of Excellence in Education at Faculty of Education, Ain Shams University (CEE)

Signature: 

Ahmed Swailam (Director of Center of Excellence in Education)

DATE

.....

STAMP

.....



LEAR APPOINTMENT LETTER

(This document will be automatically generated by the Participant Register once all the information required for the LEAR appointment will have been filled in. You should print it on your organisation's letter-headed paper, have it signed by the legal representative and then upload it in the Participant Register with the rest of the documents. Originals should be kept on file for controls. you would like to consult other language versions, please refer to templates & forms section of the Portal Reference Documents page.)

Subject	PIC	883017385
	Legal entity name	Center of Excellence in Education at Faculty of Education, Ain Shams University (CEE)

AS APPOINTMENT

I, Mr/Ms/Mrs/Miss Safaa Shehata, in my capacity as **Dean of Faculty of Education- Ain Shams University** and authorised to legally represent my organisation, have **appointed** as our legal entity appointed representative (LEAR):

First name : Ahmed

Last name : Swailam

Gender :M

Postal address (street, postcode, city and country) : 87 El Maqrizi Street, Heliopolis Cairo ,
Egypt

Email : aswailam@edu.asu.edu.eg

Telephone: +20 01007158772

Mobile phone (optional)¹: +20 01007158772

¹ The activation of the LEAR account requires the log in with a PIN code. If you provide a mobile phone number, this PIN code can be sent by SMS. Otherwise we have to send it by post. The number will be used exclusively for sending the PIN code.

DECLARATION OF HONOUR FOR BENEFICIARIES (DoH)

I, the undersigned:

☐ for natural persons: in my own name

or

☒ for legal persons¹: representing the following entity:

AIN SHAMS UNIVERSITY

RAMSES STREET

ABASSYIA CAIRO 11566

Egypt

hereby confirm

that (subject to the additional declarations below):

- 1 — The **information** provided for action **101129440** — **WEntre** is **correct** and **complete**.
- 2 — The information concerning the legal status in the Participant Register for me/my organisation is correct and complete.
- 3 — I/my organisation commit to comply² with the **eligibility** criteria and all other conditions set out in the call conditions — for the entire duration of the action.
- 4 — I/my organisation:
 - are committed to participate in the action
 - have stable and sufficient sources of funding to maintain the activities throughout the checking action and to provide any counterpart funding necessary
 - have or will have the necessary resources needed to implement the action
 - acknowledge to be fully responsible for my affiliated entities which participate in the action
 - for research actions: are committed to comply with the highest standards of ethical principles and research integrity and confirm that the work is free of plagiarism
 - for actions involving EU classified information (EUCI): acknowledge that any sensitive information or material that qualifies as EU classified information under Commission

¹ This includes 'entities without legal personality' under Article 197(2) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1).

² 'Commit to comply' means complying now and for the duration of the grant.

Decision 2015/444³ must be handled in accordance with specific rules and follow the instructions given by the EU

- for coordinators of multi-beneficiary actions: are committed to act as the coordinator for this action.

5 — For applicants from non-EU countries: I/my organisation

- undertake to comply with the obligations under the agreement and to:
 - respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
 - for the submission of financial certificates under the agreement: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC
 - for controls under the agreement: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the granting authority, the European Anti-Fraud Office (OLAF), the European Prosecutor's Office (EPPO) and the European Court of Auditors (ECA) and any persons mandated by them
- and confirm that:
 - we can be subject to the jurisdiction of the Belgian courts.

6 — I/my organisation:

- are NOT subject to an **administrative sanction** (i.e. exclusion or financial penalty decision)⁴

I/my organisation (or persons with unlimited liability for debts):

- are NOT in one of the following **exclusion situations**⁵:
 - **bankrupt**, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
 - in breach of **social security** or **tax** obligations

I/my organisation (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action):

- are NOT in one of the following **exclusion situations**⁶:

³ See Commission Decision 2015/544/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

⁴ See Article 136 EU Financial Regulation.

⁵ See Articles 136 and 141 EU Financial Regulation.

⁶ See Articles 136 and 141 EU Financial Regulation.

3 — Personal data submitted or otherwise collected by the EU will be subject to the Funding & Tenders Portal Privacy Statement¹¹.

4 — Payments under the grant are done at consortium-level, through the coordinator, and that payments will be automatically lowered if one of the consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset in accordance with the conditions set out in the grant agreement.

SIGNATURE

For the applicant:

Shahira Zaki with ECAS id n00945lk signed in the Participant Portal on 03/10/2023 at 20:38:31 (transaction id SigId-77950-Ujs3FlnFMomEj37d8A4aT9yPGUdkMORKAToeKie3QzkNDupzZugJ2fxtnNtUtv4MVaTrS5X0j8eFNKdq3yMOQt-yntOf97TTHqRJFZWtlb6m-rSV6DGNfSiGjHvhErjr9Ga3aXCuZ0qK9P1YifZj5Ual4x8mHHsCPdaJNHuCufSwzmg7NVyohg2xCklUpmC0zQ2). Timestamp by third party at 2023.10.03 20:38:38 CEST

¹¹ Available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>.

ROLES AND DUTIES OF LEAR

1. What is a LEAR?

LEAR stands for **legal entity appointed representative**.

For organisations (i.e. not individuals), this is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of their organisation, as part of its participation in EU funded grants, procurements and prizes that are managed via the EU Funding & Tenders Portal - the EU's dedicated website for funding and tenders

Individuals automatically have the role of LEAR.

2. What can LEAR do?

As a LEAR you can :

- **view** your organisation's legal and financial data in the Portal's Participant Register
- ask to validate **updates of** this information where necessary
- monitor whether or not this information is **validated**, and when
- monitor all uses made of your organisation's **participant identification code (PIC)**.

3. What must you do?

As a LEAR you have certain formal obligations:

- **provide** up-to-date legal and financial data (including - on request - supporting documents) on your organisation.
- maintain and **update** this data (*i.e. enabling it to be used for contracting and other transactions & between your organisation and the EU*). This means you must **regularly check** that the data is correct and immediately request changes.
- enter and update the names of the colleagues authorised to act as **legal representatives and signatories** for your organisation. These are people who are able to commit your organisation legally by signing grant agreements or contracts and authorising amendments to them.

You must also **revoke** this assignment for any colleague who no longer has these powers.

- enter and update the names of any colleagues authorised to **sign financial statements or invoices** on behalf of your organisation.

You must also **revoke** this assignment for any colleague who no longer has this authorisation.

- **share** your organisation's **PIC code** with colleagues who might need it for dealings with the EU (e.g. to submit proposals for funding or tenders via the *Funding & Tenders Portal*).

! All tasks must be done directly in the Participant Register.

4. Delegating your rights and duties to others

You can delegate any of the rights and obligations listed in sections 2 and 3 above to one or more colleagues, who will act as **account administrators**.

To do so, you must nominate them for this role using the identity and access management module in the Participant Register.

These account administrators can NOT then delegate these rights/obligations further, to other people.

SIGNATURES

for the legal entity

[signature]

[date]

[stamp]

مفاد احمد



for the LEAR

[signature]

[date]

Ahmed / 2023



Supporting documents to be also uploaded:

1. Declaration of consent to the EU Funding & Tenders Portal Terms and Conditions.
2. Legal documents proving the legal representative's identity (copy of valid identity card, passport or similar)
3. Legal documents proving that the legal representative is entitled to sign on behalf of the organisation
4. Legal documents proving the LEAR's identity (copy of valid identity card, passport or similar)