

Please read these important instructions before filling in the documents!

The PDF 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 and, if necessary, banking co-ordinates so that those can be recorded in the "Legal Entity File (LEF)" and/or in the "Bank Account File (BAF)" managed both by the Accounting Officer of the Commission. 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 authorization of payments in your favour, as long as your co-ordinates are not recorded and centrally validated.

Identification of the entity

As regards "Legal Entities" three distinct categories of entities were defined: "Public law bodies", "Private law bodies (private companies)" and "Individuals". The "Legal Entity" form to fill out is distinct for each one of these three categories: according to your legal statute, you will thus have to complete and sign only one of the three versions of this form.

Notification of the banking co-ordinates

To communicate your banking co-ordinates only one document is available which is valid whatever your legal statute is: a distinct document will have to be provided however for each single bank account which you will communicate to the Commission. As regards bank accounts it is very important to make sure that the denomination (title) and the address of the account that you will mention on the form are exactly in conformity with what is recorded at your bank.

Supporting documents

In support of these forms, which must be signed, dated and forwarded by you to the Commission department which requested them, this department will invite you to transmit additional supporting documents: for example a copy of a bank statement (amounts hidden, if necessary) to be annexed to the bank account identification form, an extract of the trade register or a copy of the passport to be joined to the "Legal Entity" form.

Single notification except change

As a general rule you will have to fill out these documents and submit them to the Commission only once: before requesting you to provide them with these documents, the Commission departments are indeed obliged to check that your co-ordinates do not appear already in the central databases. However, in the event of change of your co-ordinates compared to what is already recorded, you will be required to provide to the service which requests you to do so a new form completed and signed, accompanied if necessary by adequate supporting documents.

Regulatory provisions

Article 63 of Commission Delegated Regulation (EU) 1268/2012 of 29 October 2012 amending Regulation 2342/2002 of 23 December 2002 laying down detailed rules of application of Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298 of the 26/10/2012) states the following provisions:

[Article 63 - Legal Entities Files](#) (Article 68 of the Financial Regulation)

1. The accounting officer may make payments by bank credit transfer only if the payee's bank account details and information confirming the payee's identity, or any modification, have first been entered in a common file by institution.

Any such entry in the file of the payee's legal and bank account details or modification of those details shall be based on a supporting document, the form of which shall be defined by the accounting officer.

2. With a view to payment by bank credit transfer, authorising officers may enter into a commitment towards a third party on behalf of their institution only if that third party has provided the documentation required for its entry in the file.

Authorising officers shall inform the accounting officer of any change in the legal and bank account details communicated to them by the payee and shall check that these details are valid before a payment is made.