

Ministry of Education and Science  
of Ukraine



Міністерство освіти і науки  
України

**Kharkiv National  
Automobile and Highway  
University**

25 Yaroslava Mudrogo Str., Kharkiv,  
61002, Ukraine  
Tel.: +380 57 7003865, +380 57 7073770  
Fax : +380 57 7003855  
E-mail: tgi@khadi.kharkov.ua  
www. khadi.kharkov.ua

**Харківський національний  
автомобільно-дорожній  
університет**

вул. Ярослава Мудрого 25, Харків,  
61002, Україна  
Тел.: +380 57 7003865, +380 57 7073770  
Факс: +380 57 7003855  
E-mail: tgi@khadi.kharkov.ua  
www. khadi.kharkov.ua

04.09.19 № 2635/01  
На \_\_\_\_\_

### LEAR APPOINTMENT LETTER

**Subject:** PIC: 934032110

**Legal entity name:** Kharkiv National Automobile and Highway University

I, Mr. Anatoliy Turenko, in my capacity as Rector of Kharkiv National Automobile and Highway University and authorised to legally represent my organisation, have **appointed** as our **legal entity appointed representative (LEAR)**:

First name: Georgiy

Last name: Tokhtar

Title: Mr

Gender: Male

Postal address (street, postcode, city and country): Str. Yaroslava Mudrogo, 25,  
International Department room 207, 61002, Kharkiv, Ukraine

e-mail: tgi@khadi.kharkov.ua

Telephone: +(38057) 7003865

Fax: +(38057) 7003855

Mobile Phone (optional): +(38067) 7558151

SIGNATURE

For the legal entity

Anatoliy Turenko, Rector


September 4, 2019

## ROLES AND DUTIES OF LEARS

### 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 his/her organisation, as part of its participation in EU funded grants, procurements and prizes that are managed via the Participant Portal electronic exchange system — the EU's dedicated (secure) website for funding and tenders. Individuals automatically have the role of LEAR.

Individuals automatically have the role of LEAR.

### 2. What can a LEAR do?

As a LEAR you can:

- **view** your organisation's legal and financial data in the 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** 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 Participant 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**.

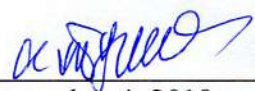
To do so, you must nominate them for this role using the identity and access management module in the Participant Register.

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


#### SIGNATURES

For the legal entity  
Anatoliy Turenko

For the LEAR  
Georgiy Tokhtar

  
September 4, 2019



  
September 4, 2019