

## ANNEX 3 to the Terms of Reference

### LEGAL ENTITY FORM

To be downloaded, depending on the partner's nationality and legal form, from the following addresses:

For individuals:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_indiv\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf)

For private companies:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_privComp\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf)

For public entities:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_public\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_public_en.pdf)

For languages different than English:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm#en](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en)

Please read these important instructions before filling in the form:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/instructions\\_fich\\_le\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf)

The legal entity form shall be supported by a copy of each of two certifications (for some countries single certification provides both pieces of information) one to certify the registration number of the entity and the other one to certify the VAT number (or exemption of a VAT number).

The legal entity form will involve the recording and processing of personal data. Such data will be processed in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. For further detailed information on the processing of your personal data, please read the privacy statement available at the following address:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf)