**<Letterhead of the contracting authority>**

<Date>

<Contact name

Organisation

Address

City

Country>

**Our ref: <Publication reference/contract number** >  
Dear <[Mr] [Ms] contact name*>,*

Please find enclosed three originals of the [contract] [addendum to the contract] mentioned above. I would be grateful if you could sign and date all three originals, retain one for your records and return the other two to the following address:

<contact address of the contracting authority>

Please use a reliable courier service or registered mail to avoid any delays or loss of the documents.

Your attention is drawn to the fact that the contracting authority will not be obliged to honour the signed [contract] [addendum] in the event of any of the following:

- the [contract] [addendum] is not returned to the above address within 30 days of the date of this letter, duly signed and dated by a signatory authorised to represent you;

- any modifications to the text of the [contract] [addendum] or its annexes; or

- [the financial guarantee[s] required under the contract and to be approved by the contracting authority is [are] missing]

[The legal entity number which has been attributed to you is: <insert reference>[[1]](#footnote-1)]

The European Commission external action DGs (DG INTPA, DG NEAR, FPI) are migrating the management of their contracts to an online portal based on a register of organisations participating in EU calls for tenders or proposals. This online register will apply the "once only" principle: data related to an organisation needs to be submitted only once. In the future, this portal will be used as a communication platform for the management of your contract(s). Since you are in the process of signing a contract financed by DG INTPA, DG NEAR or FPI, it is strongly recommended to register now in the Commission’s Participant register. This Participant Register will act as an entry point to the new contract management portal. On registering you will obtain a Participant Identification Code (PIC, 9-digit number) which will act as your unique identifier. Registration is free of charge. Not registering your organisation might create technical difficulties with the migration of your contract. Not registering might negatively impact the future management of your contract which you are about to sign.

In order to register your organisation, please follow this link:[*https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)*.*

[The following must only be included in case of direct management, unless this information was already included in the applicable instructions to tenderers or guidelines for applicants:

You and, in case of legal entities, persons who have powers of representation, decision-making or control over you, are informed that, should you be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, your personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System, and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract. ]

<Add any special instructions as appropriate>

Yours sincerely,

< Name >

**[Annex <…>]**

1. Insert only where the European Commission is the contracting authority or will make payments under the contract to be signed. [↑](#footnote-ref-1)