**<Letterhead of the contracting authority>**

<Date>

<Contact name

Organisation

Address

City

Country>

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

[**Blue-ink signature procedure:** The following must only be included if there is no electronic contract management system (OPSYS) in place and neither the contractor nor the Contracting Authority can sign the contract/addendum electronically:

Please find enclosed [two] [three] originals of the [contract] [addendum to the contract] mentioned above. I would be grateful if you could sign and date all originals using a hand-written signature, retain one for your records and return the other [one] [two] hand-written signed original(s) by post 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.]

[**Both parties can sign with QES:** The following must only be included if there is no electronic contract management system (OPSYS) in place and both the Contracting Authority and the contractor/beneficiary can use QES:

Please find enclosed an original pdf version of the [contract] [addendum to the contract] mentioned above, which has been already signed by the Contracting Authority, using the qualified electronic signature (QES). I would be grateful if you could sign it by applying a valid Qualified Electronic Signature[[1]](#footnote-1) and return it by email only to the following email address:

<email address of the contracting authority>

Keep in mind that since both sides can sign using QES there is no need to send paper documents by post.

Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> to check the validity of a certificate by indicating the number and type of valid signatures in a document.

- Adobe Acrobat Reader: <https://helpx.adobe.com/be_en/acrobat/using/validating-digital-signatures.html>

- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser*.*]

[**Hybrid procedure (1): The Contracting Authority signs in QES, the contractor/beneficiary signs on paper.** The following must only be included if there is no electronic contract management system (OPSYS) in place.

Please find enclosed an original pdf version of the [contract] [addendum to the contract] mentioned above, which has been already signed by the Contracting Authority, using the qualified electronic signature (QES). I would be grateful if you could sign and date the original(s) using a hand-written signature, retain one for your records and return the other [one] [two] hand-written signed original(s) by post 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.]

[**Hybrid procedure (2): The Contracting Authority signs on paper, the contractor/beneficiary signs with QES.** The following must only be included if there is no electronic contract management system (OPSYS) in place. The Contracting Authority will print out and provide the [two] [three] originals with a hand-written signature. One of the signed originals will be sent to the contractor/beneficiary. The Contracting Authority will keep an original for archiving purposes.

Please find enclosed the signed original(s) of the [contract] [addendum to the contract]. I would be grateful if you could sign it by applying a valid Qualified Electronic Signature[[2]](#footnote-2) and return it to the following email address:

<email address of the contracting authority>

Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> to check the validity of a certificate by indicating the number and type of valid signatures in a document.

- Adobe Acrobat Reader: <https://helpx.adobe.com/be_en/acrobat/using/validating-digital-signatures.html>

- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser*.* ]

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>[[3]](#footnote-3)]

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. By 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 on 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. Οnly the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-1)
2. Οnly the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-2)
3. Insert only where the European Commission is the contracting authority or will make payments under the contract to be signed. [↑](#footnote-ref-3)