LEAR appointment revocation process

Why to revoke the appointment of a LEAR?

Within the DOME Marketplace, the Legal Entity Appointed Representative (LEAR) of a Company is a central role: it is granted full powers of representation of the Company within the DOME Marketplace, and she/he can delegate those powers to other individuals. That means that the LEAR has the power to legally bind with her/his deeds the Company.

A company may want to revoke the designation of an individual as its LEAR for several reasons (e.g., loss of confidence, resignation or dismissal of the individual, change of the individual's responsibilities iwhtin the corporation, etc.).

Therefore, when a company does not want to be represented by a given LEAR within the DOME Marketplace anymore, it should promptly proceed to the revocation of the appointment.

However, since the LEAR has been formally appointed by the Company, the revocation must also be done in a formal manner.

How to proceed with the revocation of a LEAR?

To revoke the appointment of a LEAR the Company must fill in the LEAR appointment revocation form, and send it to legal.helpdesk@dome-marketplace.org clearly indicating in the subject line of the email "**LEAR appointment revocation request**".

The revocation form must be signed by a Legal Representative of the Company.

If the Company has a valid qualified Digital Certificate in the sense of the eIDAS Regulation (Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014) you will need to submit only this revocation form signed with the digital certificate.

However, if the Company **does not have a valid qualified company digital certificate** in the sense of the eIDAS Regulation, the revocation form must be accompanied by **official documentation showing** that the person signing the form is actually a **Legal Represtative** of the Company, such as a certified copy of the power of attorney or another document evidencing the source of the power of representation of the legal representative acting on behalf of the Company.

If the official documentation provided is not written in English, you will have to submit a **sworn translation into English** of the documentation as well.

After checking the documentation submitted, you will receive an email either confirming that the revocation request is going to be processed or that further information is required or that the documentation submitted must be amended.

Once every document is correctly sent to legal.helpdesk@dome-marketplace.org, you will be notified that the revocation request is being processed.

Important Note: please, be advised that if the revocation form is altered (safe for the fields to be completed by the company) the revocation request may not be processed.

Important Note: even though we struggle to process any revocation request as fast and diligently as possible, the actual processing time of the request may take several days. Until the revocation is implemented, the to-be-revoked LEAR can still validly act on behalf of the company she/he represents. In the meantime, companies may wish to take internal controls and measures to avoid that the to-be-revoked LEAR can act on behalf of the company while the request is under processing.

You will be notified when the revocation process has been completed.

What to do after the revocation of the LEAR

As mentinoed above, the LEAR is a central role in the DOME Marketplace. Every Company must have at least one active appointed LEAR at every time. Therefore, if you have only one appointed LEAR in the DOME Marketplace, before or at the same time you are revoking such LEAR you should be appointing a new one.

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