

# Obtaining a body code

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Every potential beneficiary (lead beneficiary/beneficiary) needs to have a "body code" in the MIS. It could be the case that the beneficiary is already in the system and has already a body code from the previous programming period. The potential beneficiary is advised to check both the system and the list of bodies/beneficiaries provided in the website of the Programme, in order to find its body code. In case the potential beneficiary needs to acquire a new body code, the following instructions must be followed to obtain one:

1. The potential beneficiary needs to fill in its required details in the excel file: [Body\\_Code\\_Request\\_2014-2020.xls](#). A print screen of this excel file is shown in Picture 1;
2. The completed excel file is send via e-mail to the following email address: [jts\\_grbg@mou.gr](mailto:jts_grbg@mou.gr);
3. The same form should be completed, in case the beneficiary would like to update / change / complete data concerning body details.

If there is no response to a submitted form within ten (10) calendar days, it is recommended to send a reminder to the following email address: [jts\\_grbg@mou.gr](mailto:jts_grbg@mou.gr) .

In case the non-government body is registered on another register (e.g. NGOs), please mention the register and the respective reference code.

CODE	FULL NAME	NURS INTITL	FULL NAME greek	NURS INTITLA greek	GEOGRAPHIC CATEGORY			CODE	LEGAL CATEGORY			TAX IDENTIFICATION NUMBER	BODY CONTACT DATA						JOINT MINISTERIAL DECISION FOR BODY ESTABLISHMENT/NO DIFICATION	LEGAL REPRESENTATIVE DATA			SUPERVISING BODY DATA				OBLIGATION TO UPLOAD ON DIAVGEIA	COMMENTS
					CODE	DESCRIPTION	NOTE		CODE	CATEGORY	PRIORITY MAKING LEGAL PERSONS		UNDER PUBLIC SECTOR	ADDRESS (STREET, NO.)	CITY	P.C.	TEL	FAX		E-MAIL	WEBSITE	TITLE	NAME	FULL NAME	DATE OF ASSUMPTION AND TERMINATION	SUPERVISING BODY CODE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	
	Ministry of European Integration	MEI			Thess.	Albania				Ευρωπαϊκό Υπουργείο	Komiti	Sheshi	Thessalonika	1001	220545	286267	info@mei.gov.gr	www.mei.gov.gr		Secretary General	Daniela	Cikani						

Σελίδα 1

Σελίδα 2

Σελίδα 3

Σελίδα 4

This form shall be sent to the MAVB if the body is not codified and we request its codification.  
 Σημειώνεται ότι ο φορέας είναι κωδικοποιημένος ή φέρει υποδείξεις όταν υπάρχουν αλλαγές στο στοιχείο (Να μη γίνει εισαγωγή χωρίς πιστοποίηση κλπ)

**Completion instructions**

(1) Fill in the body code, if any (in case of changes - updates)  
 (2) Fill in the body's full name as mentioned on the Legalizing Documents for the establishment of the Body (e.g. Special Service for the IIS)  
 (3) Fill in the body initials (e.g. S'OP'S)  
 (4) - (5) Fill in the Body Geographic Data (Code & Description of the Municipality of the body's registered office)  
 (6) - (7) Fill in the body's legal data according to the Public Accounting (Law 4270/2014) and the additional available categories (see Legal Persons categories)  
 (8) Fill in YES/NO depending on whether the body is a profit or non-profit organization. **Greek only**  
 (9) Fill in YES/NO depending on whether the body belongs to the Public Sector **Greek only**  
 (10) Fill in the body's Tax Identification Number (the tax identification number used by the body for its transactions). If the body is from overseas mention the country and the country of the body's registered office.  
 (11) - (17) Fill in the body's registered office contact data.  
 The body's contact data should include the body's general data (e.g. telephone exchange, central email and no. of lines), the email of the project manager or the body's legal representative)  
 (18) Fill in the data of the body's Legalizing Documents (e.g. Law/Joint Ministerial Decision/Ministerial Decision for the Establishment, Statute, etc.)  
 If the documents have been published on the Official Gazette, please mention the Volume, Number and year of the Official Gazette. Otherwise please send attached the relevant documents. A reference to the body's relevant documents should be made.  
 (19) - (21) Fill in the data of the body's Legal Representative. More specifically, on column (19), fill in its title (e.g. Minister, Secretary General, President of the Board of Directors, etc.)  
 (22) Fill in the taking up of duties by the body's Legal Representative and the likely date of termination of duties (as it results from the relevant instrument of appointment)  
 (23) - (26) Fill in the data of the bodies in charge of supervising the body's operation  
 (27) Fill in YES/NO depending on whether the body is obliged or not to upload documents on DIAVGEIA. **Greek only**  
 (28) Fill in comments and remarks about the body.  
 If the body requesting the password is the result of a merger, renaming of bodies etc. please mention the bodies or the body's initial name  
 In case the non-government body is registered on another register (e.g. NGOs), please mention the register and the respective reference code

Picture 1