

1.	Name of service	Issuance of a License to Organize Gaming
2.	Recipients of service	Legal persons
3.	Type of service: electronic/ non-electronic	electronic/ non-electronic
3.1.	Link to electronic service	https://www.epaslaugos.lt/portal/service/84422/13221?searchId=69e4b382-b76f-4fa1-a5e6-68a07da9975a
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 30 calendar days
5.	Fees of service	1271 EUR
6.	Cross-border payment measures and procedure	Beneficiary of the state fee – State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania. The fee shall be paid to the budget revenues collection account
7.	Description of process for obtaining a service	<ol style="list-style-type: none"> 1. The legal person shall apply to the Control Authority by submitting an application of established form. 2. The received documents shall be submitted to the director of the institution for information and for commitment to the service manager to assess the documents. 3. The service manager shall commission the service provider to examine the submitted documents. 4. Having examined the documents the service provider draws up a conclusion and a decision to issue the license. 5. The documents shall be submitted to the service manager. 6. Having evaluated the submitted documents, service manager shall forward them to the director of the institution. 7. Director of the institution signs the decision to issue the license. 8. Administrator of the Legal, Staff and General Affairs Division shall register the decision. 9. After registration of the decision, the informing letter shall be sent to the legal person within 3 working days.
8.	List of documents to be submitted to obtain a permit	<p>In order to obtain license for organizing gaming, the legal entity shall submit:</p> <ol style="list-style-type: none"> 1. Copies of documents of incorporation of the company (articles of association, memorandum of incorporation or deed of incorporation).

		<p>2. Financial statements for the last and current years together with the auditor's report (if the gaming activity is intended to be carried out by an operating company) and the company's balance sheet (if the gaming activity is intended to be carried out by a new established and before non-operating company).</p> <p>3. Information whether the company is a founder or member of other companies.</p> <p>4. Documents proving the formation, payment and disposition of the authorized capital:</p> <p>4.1. Copies of purchase or sale of shares or other agreements and payment documents for the shares;</p> <p>4.2. Copies of bank transfers and bank statements; in the case of non-cash contributions for shares - a copy of the deed of transfer of assets to the company.</p> <p>5. Information on the shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer, indicating their names, surnames, personal identification numbers, name and address of the company (if the shareholder is a legal entity), the amount of the company's capital, participation in management of other companies:</p> <p>5.1. Copies of shareholders' registration book or / and account statements of the account managers, proved with signatures of the chief executive officer and the chief financial officer of the company and stamp of the company;</p> <p>5.2. A certificate signed by the chief executive officer and the chief financial officer stating the names, surnames, personal identification numbers shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer, name and address of the company (if the shareholder is a legal person), the amount of the company's capital, participation in the management of other companies;</p> <p>5.3. Copies of identity documents (passports, identity cards or other identity documents) of shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer.</p> <p>If the shareholder of the company is a legal person, information on the controlling persons (name, code, registered office and copies of the identity documents of the controlling</p>
--	--	---

		<p>natural persons (passports, identity cards or other identity documents) shall be provided.</p> <p>6. Documents and information on the origin of the funds of the founders and shareholders of the company used to acquire the registered shares of the company:</p> <p>6.1. Copies of the declarations specified in the Law on the Declaration of the Property of the Residents of the Republic of Lithuania or other legal acts;</p> <p>6.2. Other documents which may certify the origin of the funds used for the purchase of the registered shares of the company (gifts, purchase-sale contracts, etc.).</p>
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>1. Chief Specialist, acting temporarily as Head of Division, Karolina Mlečkaitė Phone No +370 5 233 6246, e-mail karolina.mleckaite@lpt.lt;</p> <p>2. Chief Specialist Vitalija Liaukevičienė Phone No +370 5 233 6246, e-mail vitalija.liaukeviciene@lpt.lt;</p> <p>3. Chief Specialist Martynas Vosylius Phone No +370 5 233 6246, e-mail martynas.vosylius@lpt.lt</p>
10.	Information concerning available remedies	In accordance with the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania, the decision can be appealed to the Supreme Administrative Disputes Commission or the Vilnius Regional Administrative Court within one month from the receipt of the decision.
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	-