

1.	Name of service	Supplementing a Permit to Open Gaming Machine Halls, Bingo Halls or Gaming Establishments (Casinos)
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/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961
3.2.	Link to online application form (<i>when electronic service unavailable</i>)	-
4.	Timeframe of service	Within 10 calendar days
5.	Fees of service	287 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 supplement a permit . 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 supplement a permit.

		<p>8. Administrator of the Legal, Staff and General Affairs Division shall register the decision.</p> <p>9. After registration of the decision, the informing letter shall be sent to the legal person within 3 working days.</p>
8.	List of documents to be submitted to obtain a permit	<p>A company, wishing to supplement a permit to open gaming machine halls, bingo halls or gaming establishments (casinos), shall submit:</p> <ol style="list-style-type: none"> 1. Application; 2. Gaming regulation supplements or amendments draft (2 copies) and its comparative version (1 copy) in print and electronic format (stored in computer media in doc, docx formats). Mentioned documents shall be provided if the gaming rules of games to be operated are not described in the gaming regulation of appropriate type, approved by the Control Authority. When ordering an e-service, the gaming regulation draft shall be provided only in an editable electronic format. 3. Description of gaming devices (type, modification, manufacturer, year and month of manufacture, series and numbers of each gaming device to be operated); 4. Documents certifying the ownership of the gaming devices to be used by the company or copies of the leasing agreements for the purchase of these gaming devices: <ol style="list-style-type: none"> 4.1. copies of the contract of sale or other document certifying the ownership of the gaming machine or its acquisition by the company; 4.2. extract from the company's accounting documents or other documents certifying the purchase, payment and disposal of the devices (copies of customs declarations, waybills, bank orders, cashier's orders, other documents); 6. The application of established form to enter new gaming devices, to be operated at the gaming location, in the Lithuania gaming devices register.
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<ol style="list-style-type: none"> 1. Chief Specialist, acting temporarily as Head of Division, Karolina Mlečkaitė Phone No +370 5 233 6246, e-mail karolina.mleckaite@lpt.lt; 2. Chief Specialist Vitalija Liaukevičienė Phone No +370 5 233 6246, e-mail vitalija.liaukeviciene@lpt.lt; 3. Chief Specialist Martynas Vosylius Phone No +370 5 233 6246, e-mail martynas.vosylius@lpt.lt
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	
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