

**2 priedas. Kompetentingos institucijos pateikiamų duomenų apie administracines paslaugas forma (anglų kalba)**

1.	Name of service	<b>Amending a Permit to Open Gaming Establishment (Casino), Gaming Machine Hall, Bingo Hall when gaming devices specified in the permit are replaced by other devices of the same type at the same gaming location</b>
2.	Recipients of service	Legal persons
3.	Type of service: electronic/ non-electronic	electronic/ non-electronic
3.1.	Link to electronic service	<a href="https://www.epaslaugos.lt/portal/service/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961">https://www.epaslaugos.lt/portal/service/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961</a>
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 10 calendar days
5.	Fees of service	56 EUR
6.	Cross-border payment measures and procedure	<p>The fee shall be paid to the budget revenues collection account optionally:            Payment Code – 5779.</p> <p>Account No            LT24 7300 0101 1239 4300,            Bank AB „Swedbank“;            Bank Code 73000;            SWIFT Code HABALT22;</p> <p>Account No            LT74 4010 0510 0132 4763,            Bank AB „Luminor Bank“;            Bank Code 40100;            SWIFT Code AGBLLT2X.</p> <p>Account No            LT05 7044 0600 0788 7175,            Bank AB „SEB“;</p>

		<p>Bank Code 70440; SWIFT Code CBVILT2X.</p> <p>Account No LT32 7180 0000 0014 1038, Bank AB „Šiaulių bankas“; Bank Code 71800; SWIFT Code CBSBLT26</p> <p>Account No LT42 7230 0000 0012 0025, Bank UAB „Medicinos bankas“; Bank Code 72300; SWIFT Code MDBALT22.</p> <p>Account No LT78 7290 0000 0013 0151, Bank AB „Citadelė“; Bank Code 72900; SWIFT Code INDULT2X.</p> <p>Beneficiary of the state fee – State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, legal entity code 188659752</p>
7.	Description of process for obtaining a service	<ol style="list-style-type: none"> <li>1. The legal person shall apply to the Control Authority by submitting an application of established form.</li> <li>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.</li> <li>3. The service manager shall commission the service provider to examine the submitted documents.</li> <li>4. Having examined the documents the service provider draws up a conclusion and a order to amend a permit to open gaming establishment (casino), gaming machine hall, bingo hall when gaming devices specified in the permit are replaced by other devices of the same type at the same gaming location</li> <li>5. The documents shall be submitted to the service manager.</li> <li>6. Having evaluated the submitted documents, service manager shall forward them to the director of the institution.</li> <li>7. Director of the institution signs the decision to amend the permit.</li> <li>8. Administrator of the Legal, Staff and General Affairs division shall register the decision.</li> <li>9. After registration of the decision, the informing letter shall be sent to the legal person within 3 working days.</li> </ol>

8.	List of documents to be submitted to obtain a permit	Application, detailing company name, code, registered office, telephone and / or fax numbers, address of the gaming locations where additional gaming devices are to be located, telephone number, types of gaming to be organized, the date and number of the gaming license (in case a gaming permit to amended to the company having a gaming license), the position, name, surname of the director of the company or his authorized representative (in which case a letter of authorization is attached), who has submitted and signed the application, date of the application, the list of documents accompanying.
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>Head of Licensing and Permission Division Ingrida Žaldarienė, Phone No +370 5 233 6246, e-mail <a href="mailto:ingrida.zaldariene@lpt.lt">ingrida.zaldariene@lpt.lt</a></p> <p>Chief Specialist Karolina Drozd, Phone No +370 5 233 6246, e-mail <a href="mailto:karolina.drozd@lpt.lt">karolina.drozd@lpt.lt</a>;</p> <p>Chief Specialist Vitalija Liaukevičienė, Phone No +370 5 233 6246, e-mail <a href="mailto:vitalija.liaukeviciene@lpt.lt">vitalija.liaukeviciene@lpt.lt</a>;</p> <p>Chief Specialist Martynas Vosylius, Phone No +370 5 233 6246, e-mail <a href="mailto:martynas.vosylius@lpt.lt">martynas.vosylius@lpt.lt</a>;</p> <p>Chief Specialist Giedrė Čeikienė, Phone No +370 5 233 6246, e-mail <a href="mailto:giedre.ceikiene@lpt.lt">giedre.ceikiene@lpt.lt</a></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 Lithuanian 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	-