

1.	Name of service	Permit to Establish Betting and Totalisator Office
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/24846/13221?searchId=78f69cd9-8553-44ba-8df1-ee24510561ed
3.2.	Link to online application form (<i>when electronic service unavailable</i>)	-
4.	Timeframe of service	Within 20 working days
5.	Fees of service	613 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 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 issue the 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>1. Totalisator or betting regulation draft (2 copies) of the company in print and electronic format (stored in computer media in doc, docx formats), prepared in accordance with the Article 18 of the Gaming Law of the Republic of Lithuania, with the detailed description of gaming organization and operation (If the company does not have an approved gambling regulation). When ordering an e-service, the gaming regulation draft shall be provided only in an editable electronic format.</p> <p>2. Certificate stating that the totalizator or betting cards are registered with the Territorial State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, except when these cards are distributed using the online communication system.</p> <p>3. Examples of cards used in totalizator or betting, rules of cards numbering and accounting, also description of their protective measures.</p> <p>4. Information on the compliance of the gambling location with the requirements set out in Article 10 of the Gaming Law (detailed floor plan of premises purchased or rented, based on cadastral data showing the planned layout of the working places of the staff and gaming devices with explanation letter).</p> <p>5. Copies of the documents certifying the purchase or lease of the premises for totalizator or betting station (purchase-sale, rental or leasing of premises, gift or other transaction) and the relevant certificate of the State Enterprise Center of Registers. Transactions confirming the acquisition or rental of premises for the establishment of a totalizator or betting station must be registered in the public register in the manner prescribed by law.</p> <p>6. Provisional lists of names, surnames and personal identification numbers of manager of the betting station, his deputies, cashiers (if such positions are foreseen in organizing the activities of the totalizator or betting station), bookmakers and other gambling service staff, approved by the manager of the Company.</p> <p>7. If gaming devices are used in the operation of the totalizator or betting, additional documentation shall be provided to certify the compliance of these devices with the requirements set by the Control Authority.</p>
9.	Contact details of the authority providing a service (position of responsible)	<p>1. Chief Specialist, acting temporarily as Head of Division, Karolina Mlečkaitė Phone No +370 5 5 233 6246, e-mail karolina.mleckaite@lpt.lt;</p>

	employee, name and surname, e-mail, phone no.)	<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	-