

1.	Name of service	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
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 (when electronic service unavailable)	-
4.	Timeframe of service	Within 10 calendar days
5.	Fees of service	48 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 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 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.

		<p>7. Director of the institution signs the decision to amend the permit.</p> <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	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>1. Chief Specialist, acting temporarily as Head of Division, Karolina Mlečkaitė Phone No +370 5 2336246, 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 2336246, 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	-