

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

| | | |
|------|---|--|
| 1. | Name of service | Issuance of a License to Organize National Lotteries or Local Lotteries |
| 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/84423/13221?searchId=ceca9a41-f66a-48e8-a3ba-cdbce7e52f8d |
| 3.2. | Link to online application form (when electronic service unavailable) | - |
| 4. | Timeframe of service | Within 30 calendar days |
| 5. | Fees of service | 1404 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“; 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 | <p>1. The legal person shall apply to the Control Authority by submitting an application of established form, specifying the particular type of license applied for.</p> <p>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.</p> <p>3. The service manager shall commission the service provider to examine the submitted documents.</p> <p>4. Within three working days, the Control Authority shall apply to the manager of the Register of Legal Entities with a request for the company's incorporation documents, a list of the company's participants, all members of the company's control and management bodies, controllers (if a participant is a legal entity).</p> <p>Upon receipt of the submitted documents and particulars, the Control Authority shall carry out their assessment no later than within 7 working days from the date of receipt of the license application and, having ascertained that all the duly completed mandatory documents and particulars have been provided, shall send an acknowledgment of receipt of these documents and particulars to the company applying for the license and indicate the deadline for the issue of the license. If the application for the license or the accompanying documents contain incorrect data or not all the required documents and particulars have been provided, the company shall be notified of the identified deficiencies no later than within 7 working days</p> |

| | | |
|--|--|--|
| | | <p>from the date of receipt of the license application and shall be given a period to rectify them of the maximum of 10 working days and it shall be indicated that the term for issuing the license shall be calculated from the date of receipt of all the duly executed documents by the Control Authority.</p> <p>5. Within 3 working days of receipt of all the relevant documents and particulars, the Control Authority shall be required to:</p> <ol style="list-style-type: none">1) apply to the manager of the Register of Suspects, Accused and Convicts in order to verify whether the company wishing to obtain a license complies with the criteria of impeccable reputation established in paragraphs 1 and 2 of Article 16 of Law on Lotteries of the Republic of Lithuania (hereinafter – Law on Lotteries);2) apply to the State Security Department of the Republic of Lithuania requesting for conclusions as to whether the company complies with the criteria of impeccable reputation established in paragraph 4 of Article 16 of Law on Lotteries and its activities do not endanger state security;3) apply to the Financial Crime Investigation Service to the Ministry of the Interior of the Republic of Lithuania regarding the submission of available negative information about the persons specified in points 3 and 4 of paragraph 2 of Article 11 of Law on Lotteries. <p>The said authorities shall forward their conclusions and information to the Control Authority no later than 20 days after the receipt of the documents and information.</p> <p>6. When issuing a license, the Control Authority shall also coordinate the draft lottery rules submitted by the company, which comply with the requirements established in paragraphs 3 and 4 of Article 30 of Law on Lotteries.</p> <p>7. The license shall be issued or a written reasoned refusal to issue a license shall be provided within 30 days from the date of receipt by the supervisor authority of the documents referred to in paragraphs 1, 2 and 3 of Article 11 and the conclusions and information of the authorities referred to in paragraph 5 of this Article 11. If incomplete, incorrectly completed documents or incorrect particulars are submitted, the 30-day period shall be calculated from the date of receipt of all or supplemented (revised) documents.</p> <p>Failure to issue a license or failure to provide a reasoned refusal to issue a license within 30 days shall not be considered as the issuance of the license.</p> <p>8. Having examined the documents the service provider draws up a conclusion and a decision to issue the license.</p> <p>9. The documents shall be submitted to the service manager.</p> |
|--|--|--|

| | | |
|----|--|---|
| | | <p>10 Having evaluated the submitted documents, service manager shall forward them to the director of the institution.</p> <p>11 Director of the institution signs the decision to issue the license.</p> <p>12. Administrator of the Legal, Staff and General Affairs Division shall register the decision.</p> <p>13. 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>In order to obtain license for organizing National lotteries or Local lotteries, license application shall be accompanied by:</p> <p>1) documents providing evidence of the formation, payment and disposal of equity capital and the origin of the funds from which the equity capital has been formed. A company wishing to operate a Local lottery and having no equity by law shall provide a financial guarantee from the credit institution;</p> <p>2) a list of the controllers of the participant of the company (if the participant of the company is a legal person), indicating the names and codes of the legal persons and the names, surnames and personal identification codes of the natural persons;</p> <p>3) a list of data on the chief accountant (accountant) and other persons who may manage the company's accounting in accordance with the Law on Accounting, as well as the deputy head of the company, indicating the names, personal identification numbers, legal entity name, code and registered office address (if the company's accounts are kept by a legal entity);</p> <p>4) copies of the identity documents of the natural persons and participants of the company referred to in paragraphs 2 and 3, members of all control and management bodies of the company and the head of the company. If the application for a license is filed by a public limited liability company, only copies of the identity documents of the shareholders who are in control of the company shall be submitted to the Control Authority;</p> <p>5) draft lottery rules compliant with the requirements established in paragraphs 3 and 4 of Article 30 of Law on Lotteries;</p> <p>6) documents and particulars established by the Control Authority, which attest to the compliance with the control procedures applied during the printing of lottery tickets with the requirements established in paragraph 6 of Article 23 of Law on Lotteries.</p> |
| 9. | Contact details of the authority providing a service (position of responsible) | <p>Head of Licensing and Permission Division Ingrida Žaldarienė, Phone No +370 5 233 6246, e-mail ingrida.zaldariene@lpt.lt</p> |

| | | |
|-----|---|--|
| | employee, name and surname, e-mail, phone no.) | <p>Chief Specialist Karolina Drozd, Phone No +370 5 233 6246, e-mail karolina.drozd@lpt.lt;</p> <p>Chief Specialist Vitalija Liaukevičienė, Phone No +370 5 233 6246, e-mail vitalija.liaukeviciene@lpt.lt;</p> <p>Chief Specialist Martynas Vosylius, Phone No +370 5 233 6246, e-mail martynas.vosylius@lpt.lt;</p> <p>Chief Specialist Giedrė Čeikienė, Phone No +370 5 233 6246, e-mail giedre.ceikiene@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 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 | - |