

1.	Name of service	<b>Issuance of a License to Organize National Lotteries</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/84423/13221?searchId=ceca9a41-f66a-48e8-a3ba-cdbce7e52f8d">https://www.epaslaugos.lt/portal/service/84423/13221?searchId=ceca9a41-f66a-48e8-a3ba-cdbce7e52f8d</a>
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 30 calendar days
5.	Fees of service	1271 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	<p>1. The legal person shall apply to the Control Authority by submitting an application of established form.</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 of submission of all necessary documents, the Control Authority shall submit copies thereof to the State Security Department, the Financial Crime Investigation Service under the Ministry of the Interior (hereinafter - the Financial Crime Investigation Service) and the Police Department under the Ministry of the Interior (hereinafter – Police Department) for conclusions of the company's activities, the shareholders of the company, and the company's supervisory board, board members, chief executive officer, his deputy, chief financial officer.</p> <p>The supervisory authority shall also submit copies of these documents and information to the territorial state tax inspectorates and territorial offices of the State Social Insurance Fund Board according to the company's</p>

		<p>registered office within 3 working days of receipt thereof for conclusions whether the company has tax arrears to the state budget of the Republic of Lithuania, municipal budgets or state money funds to which taxes are administered by the State Tax Inspectorate under the Ministry of Finance (hereinafter - State Tax Inspectorate), or owe to the State Social Insurance Fund budget (except for cases when the company has deferred payment of taxes, interest or there is a tax dispute over these fees, interest, penalties).</p> <p>The said authorities shall forward their conclusions to the Control Authority no later than 20 days after the receipt of the documents and information.</p> <p>In case the special services provide no data on which the Control Authority would not be able to issue a license to organize National lotteries, a permit to organize National lotteries shall be issued by decision of the director of the Control Authority.</p> <p>5. Having examined the documents the service provider draws up a conclusion and a decision to issue the license.</p> <p>6. The documents shall be submitted to the service manager.</p> <p>7. Having evaluated the submitted documents, service manager shall forward them to the director of the institution.</p> <p>8. Director of the institution signs the decision to issue the license.</p> <p>9. Administrator of the Legal, Staff and General Affairs Division shall register the decision.</p> <p>10. 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, the legal entity shall submit:</p> <p>1. Copies of documents of incorporation of the company (articles of association, memorandum of incorporation or deed of incorporation). In case the application is submitted by the public limited company, copy of incorporation report shall be submitted additionally.</p> <p>2. Documents proving the formation, payment and disposition of the authorized capital:</p> <p>2.1. Copies of purchase or sale of shares or other agreements and payment documents for the shares;</p> <p>2.2. Copy of the shareholders meeting decision to sell shares;</p> <p>2.3. Copies of bank transfers and bank statements; in the case of non-cash contributions for shares – a copy of the documents certifying the acquisition and ownership of the property, copy of the property valuation report</p>

		<p>complying with the requirements of the Law on Companies of the Republic of Lithuania;</p> <p>2.4. a copy of the deed of transfer of property to the company;</p> <p>2.5. Copy of the shareholders meeting decision on valuation of property contribution;</p> <p>2.6. copies of the property registration documents (if the property is registered in a public register).</p> <p>3. Details of the company's members, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer (accountant):</p> <p>3.1. A list approved by the chief executive officer of the company, which shall include information about the members of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer (accountant) stating their data: name, surname, personal identification code, declared place of residence; name, code and registered office of the legal entity (if the participant is a legal entity).</p> <p>If the member of the company is a legal person, information about the persons controlling it (copies of the identity documents of the controlling natural persons (passports, identity cards or other identity documents)) shall be provided.</p> <p>3.2. Copies of shareholders' registration book or / and account statements of the account managers, proved with signatures of the chief executive officer and the chief financial officer of the company and stamp of the company.</p> <p>4. Copies of the identity documents (passports, identity cards or other identity documents) of the natural persons referred to in point 3.</p>
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 5 233 6246, e-mail <a href="mailto:karolina.mleckaite@lpt.lt">karolina.mleckaite@lpt.lt</a>;</p> <p>2. 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>3. 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>
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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