

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

1.	Name of service	<b>Issuance of a License to Organize Gaming</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/84422/13221?searchId=69e4b382-b76f-4fa1-a5e6-68a07da9975a">https://www.epaslaugos.lt/portal/service/84422/13221?searchId=69e4b382-b76f-4fa1-a5e6-68a07da9975a</a>
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 30 calendar days
5.	Fees of service	1279 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	<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 decision to issue the license.</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 issue the license.</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	<p>In order to obtain license for organizing gaming, the legal entity shall submit:</p> <ol style="list-style-type: none"> <li>1. Copies of documents of incorporation of the company (articles of association, memorandum of incorporation or deed of incorporation).</li> <li>2. Financial statements for the last and current years together with the auditor's report (if the gaming activity is intended to be carried out by an operating company) and the company's</li> </ol>

		<p>balance sheet (if the gaming activity is intended to be carried out by a new established and before non-operating company).</p> <p>3. Information whether the company is a founder or member of other companies.</p> <p>4. Documents proving the formation, payment and disposition of the authorized capital:</p> <p>4.1. Copies of purchase or sale of shares or other agreements and payment documents for the shares;</p> <p>4.2. Copies of bank transfers and bank statements; in the case of non-cash contributions for shares - a copy of the deed of transfer of assets to the company.</p> <p>5. Information on the shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer, indicating their names, surnames, personal identification numbers, name and address of the company (if the shareholder is a legal entity), the amount of the company's capital, participation in management of other companies:</p> <p>5.1. 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>5.2. A certificate signed by the chief executive officer and the chief financial officer stating the names, surnames, personal identification numbers shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer, name and address of the company (if the shareholder is a legal person), the amount of the company's capital, participation in the management of other companies;</p> <p>5.3. Copies of identity documents (passports, identity cards or other identity documents) of shareholders of the company, members of the supervisory board, board of directors, chief executive officer, his deputy, chief financial officer.</p> <p>If the shareholder of the company is a legal person, information on the controlling persons (name, code, registered office and copies of the identity documents of the controlling natural persons (passports, identity cards or other identity documents) shall be provided.</p>
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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	-