

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

1.	Name of service	<b>Supplementing a Permit to Open Gaming Machine Halls, Bingo Halls or Gaming Establishments (Casinos)</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/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961">https://www.epaslaugos.lt/portal/service/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961</a>
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 10 calendar days
5.	Fees of service	294 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 supplement a permit .</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 supplement a permit.</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>A company, wishing to supplement a permit to open gaming machine halls, bingo halls or gaming establishments (casinos), shall submit:</p> <ol style="list-style-type: none"> <li>1. Application ;</li> <li>2. Gaming regulation supplements or amendments draft (2 copies) and its comparative version (1 copy) in print and electronic format (stored in computer media in doc, docx formats). Mentioned documents shall be provided if the gaming rules of games to be operated are not described in the gaming regulation of appropriate type, approved by the Control Authority. When ordering an e-service, the gaming regulation draft shall be provided only in an editable electronic format.</li> <li>3. Description of gaming devices (type, modification, manufacturer, year and month of manufacture, series and numbers of each gaming device to be operated);</li> <li>4. Documents certifying the ownership of the gaming devices to be used by the company or copies of the leasing agreements for the purchase of these gaming devices: <ol style="list-style-type: none"> <li>4.1. copies of the contract of sale or other document certifying the ownership of the gaming machine or its acquisition by the company;</li> <li>4.2. extract from the company's accounting documents or other documents certifying the purchase, payment and disposal of the devices (copies of customs declarations, waybills, bank orders, cashier's orders, other documents);</li> </ol> </li> <li>5. The application of established form to enter new gaming devices, to be operated at the gaming location, in the Lithuania gaming devices register.</li> </ol>
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	<p>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.</p>
11.	Contact details of organisations from which providers or	-

	recipients can obtain practical assistance	
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