

## SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue, supplement, update, suspension, suspension cancellation, revocation of the local lottery operation licences
2.	Service recipients	Business entities Foreigners
3.	Service type: electronic/ non-electronic service	Non-electronic service
3.1.	Reference to e-service ( <i>in the case of an electronic service</i> )	-
3.2.	Reference to the application form(s) ( <i>in the case of a non-electronic service</i> )	<a href="https://www.marijampole.lt/go.php/lit/Licencijos-organizuoti-mazasias-loterijas-idavimas-patikslinimas-licencijos-galiojimo-panaikinimas">https://www.marijampole.lt/go.php/lit/Licencijos-organizuoti-mazasias-loterijas-idavimas-patikslinimas-licencijos-galiojimo-panaikinimas</a>
4.	Service provision term	Licence issue decision – 20 business days Licence update decision – 5 business days
5.	Service price	Issue of the local lottery operation licence – <b>EUR 1158</b> Update of the local lottery operation licence – <b>EUR 14</b>
6.	Methods and procedure of payment for the service ( <i>including the possibility of payment for foreigners</i> )	<p>Payment requisites:  <b>Payee:</b> State Tax Inspectorate under the MF RL  <b>Entity code:</b> 188659752  <b>Payment code:</b> 53018</p> <p><b>Payee's bank name:</b> AB „Citadele“ bankas  <b>Account number:</b> LT78 7290 0000 0013 0151;  SWIFT code – INDULT2X</p> <p><b>Payee's bank name:</b> AB SEB bankas  <b>Account number:</b> LT05 7044 0600 0788 7175;  SWIFT code – CBVILT2X</p> <p><b>Payee's bank name:</b> Akcinė bendrovė Šiaulių bankas  <b>Account number:</b> LT32 7180 0000 0014 1038;  SWIFT code – CBSBLT26</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT74 4010 0510 0132 4763;  SWIFT code – AGBLLT2X</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT12 2140 0300 0268 0220;  SWIFT code – NDEALT2X</p> <p><b>Payee's bank name:</b> „Swedbank“, AB  <b>Account number:</b> LT24 7300 0101 1239 4300;  SWIFT code – HABALT22</p> <p><b>Payee's bank name:</b> UAB Medicinos bankas  <b>Account number:</b> LT42 7230 0000 0012 0025;  SWIFT code – MDBALT22</p>
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, preparation of the order, issue of the licence through the Information System of Licences

8.	Information and documents to be submitted by the person	<p>For the issue of the license the company shall submit:</p> <ol style="list-style-type: none"> <li>1. The application;</li> <li>2. The power of attorney when documents are submitted by an authorised person.</li> <li>3. Documents demonstrating the formation, payment and disposal of equity capital. A legal entity that applies for operating a small lottery and has no equity capital according to laws shall provide a financial guarantee of a credit institution.</li> <li>4. The list of data about the legal entity's participants, members of the supervisory board and board, the head of administration, his deputy, the chief accountant (accountant) containing the following data: forenames and surnames, personal identification numbers, declared place of residence; the legal entity's name, code and head office address (where the participant is a legal entity). Where the legal person's participant is a legal entity, the data about its controlling entities shall be provided.</li> </ol> <p>For the update of the license the company shall submit:</p> <ol style="list-style-type: none"> <li>1. The application to update the licence.</li> <li>2. The power of attorney when documents are submitted by an authorised person.</li> <li>3. The document demonstrating the change of data of the licence.</li> </ol> <p>For the revocation of the licence or cancellation of its suspension the company shall submit:</p> <ol style="list-style-type: none"> <li>1. The application;</li> <li>2. The power of attorney when documents are submitted by an authorised person.</li> <li>3. Documents demonstrating the rectification of infringements of regulated activities</li> </ol>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	<p>Dana Makauskienė, the Chief Specialist of the Public Order Division  Phone: +370 343 90 023, 8 610 40 415  e-mail: <a href="mailto:dana.makauskiene@marijampole.lt">dana.makauskiene@marijampole.lt</a> or <a href="mailto:prekyba@marijampole.lt">prekyba@marijampole.lt</a></p>
10.	The procedure of appealing against acts (omissions) of the service provider	According to the procedure established by legal acts
11.	Contact details of the organisations ( <i>if any</i> ) that can provide the necessary information or practical assistance to service recipients	-