

## SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Registration of a tractor, self-propelled or agricultural machinery and their trailers, change of registration data, issue of a duplicate registration certificate, deregistration
2.	Service recipients	Natural persons Business entities
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 specialist shall generate the application by means of the information system <a href="https://www.vic.lt/registruotiems-naudotojams/">https://www.vic.lt/registruotiems-naudotojams/</a>
4.	Service provision term	10 business days
5.	Service price	Registration of a new tractor – EUR 17.00 Registration of a used tractor – EUR 15.00 Issue of the registration certificate's duplicate – EUR 7.50 Issue of the registration number plate – EUR 10.00
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;</p> <p><b>Payee's bank name:</b> AB SEB bankas  <b>Account number:</b> LT05 7044 0600 0788 7175;</p> <p><b>Payee's bank name:</b> Akcinė bendrovė Šiaulių bankas  <b>Account number:</b> LT32 7180 0000 0014 1038;</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT74 4010 0510 0132 4763;</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT12 2140 0300 0268 0220;</p> <p><b>Payee's bank name:</b> „Swedbank“, AB  <b>Account number:</b> LT24 7300 0101 1239 4300;</p> <p><b>Payee's bank name:</b> UAB Medicinos bankas  <b>Account number:</b> LT42 7230 0000 0012 0025;</p>
7.	Service provision process description	Generation of the application by means of the information system, registration of agricultural machinery, issue of registration certificate, registration number plate

8.	Information and documents to be submitted by the person	<p>1. For the registration the application shall be accompanied by: The personal identity document; the document confirming representation when the registration is carried out by the owner's representative; the document confirming previous registration; documents confirming the fact of ownership (documents on the basis of which tractors are registered shall be submitted in the Lithuanian language); documents confirming technical data and technical conformity when a new tractor is registered; the policy of compulsory insurance of civil liability in respect of the use of motor vehicles; documentary evidence of paid charge.</p> <p>2. For the change of data in the register the application shall be accompanied by (when the owner or rights in rem of the tractor change): the personal identity document; the document confirming representation when the registration is carried out by the owner's representative; documents attesting the fact of ownership, the policy of compulsory insurance of civil liability in respect of the use of motor vehicles; documentary evidence of paid charge.</p> <p>3. For the issue of a duplicate of the registration document the application shall be accompanied by: the personal identity document; the document confirming representation when the registration is carried out by the owner's representative; a written explanation of the loss of the document.</p> <p>4. For the deregistration the application shall be accompanied by: the personal identity document; the document confirming representation when the deregistration is carried out by the owner's representative; the registration document and the registration number plate</p>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	Algirdas Juškevičius, the Chief Specialist of the Division of Agriculture Phone: +370 343 91290, +370 611 42169 e-mail: <a href="mailto:algirdas.juskevicius@marijampole.lt">algirdas.juskevicius@marijampole.lt</a>
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	-