

## SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue, extension, change of data, issue of a duplicate, suspension, cancellation of suspension, revocation of the license to engage in carriage of passengers by buses by commuter routes
2.	Service recipients	Natural persons Business entities
3.	Service type: electronic/ non-electronic service	Electronic service Non-electronic service
3.1.	Reference to e-service ( <i>in the case of an electronic service</i> )	<a href="https://www.epaslaugos.lt/portal/service/43642/23640">https://www.epaslaugos.lt/portal/service/43642/23640</a>
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-verstis-keleiviu-vezimu-autobusais-vietinio-susisiekimo-marrutais-iencijos-galiojimo-panaikinimas">https://www.marijampole.lt/go.php/lit/Licencijos-verstis-keleiviu-vezimu-autobusais-vietinio-susisiekimo-marrutais-iencijos-galiojimo-panaikinimas</a>
4.	Service provision term	Licence issue/extension, revocation – 30 days Data change – 5 business days Duplicate issue – 5 business days
5.	Service price	Issue EUR 68.00 Extension EUR 68.00 Replacement after change of data entered in it EUR 10.00 Issue of a duplicate EUR 7.20
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> 52718</p> <p><b>Payee's bank name:</b> Swedbank, AB  <b>Account number:</b> LT247300010112394300</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number :</b> LT744010051001324763</p> <p><b>Payee's bank name:</b> AB SEB bankas  <b>Account number:</b> LT057044060007887175</p> <p><b>Payee's bank name:</b> AB Šiaulių bankas  <b>Account number:</b> LT327180000000141038</p> <p><b>Payee's bank name:</b> AS „Citadele bankas“  <b>Account number:</b> LT787290000000130151</p> <p><b>Payee's bank name:</b> UAB Medicinos bankas  <b>Account number:</b> LT427230000000120025</p> <p><b>Payee's bank name:</b> Luminor Bank AB  <b>Account number:</b> LT122140030002680220</p>
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, preparation of the order, issue/extension of the licence

8.	Information and documents to be submitted by the person	<p>The carrier who applies for a licence or for its extension shall submit:</p> <ol style="list-style-type: none"> <li>1. The application of the established form;</li> <li>2. The personal identity document or its copy when the licence applicant is a natural person;</li> <li>3. The professional competence certificate of the carrier's transport manager or its copy confirmed by the carrier;</li> <li>4. Documentary evidence of the appropriate financial status of the carrier: <ol style="list-style-type: none"> <li>4.1. legal persons or limited and unlimited civil liability – the annual balance sheet or its copy confirmed by the carrier;</li> <li>4.2. entities of public sector – the annual financial report or its copy confirmed by the carrier;</li> <li>4.3. natural persons – statement on equity of the form established in the annex to the road transport activities licensing rules;</li> </ol> </li> <li>5. certificate(s) of good repute specified in Article 19 of Regulation (EC) No 1071/2009 of the transport manager or head of the carrier who used to reside in another Member State of the EU;</li> <li>6. the employment contract of transport manager appointed according to Article 4(1) of Regulation (EC) No 1071/200 or the contract concluded with the person entitled to carry out duties of the transport manager, or their copy confirmed by the carrier;</li> <li>7. Documents attesting the right to the parking site of used road transport vehicles and the plan of the parking site or their copies confirmed by the carrier;</li> <li>8. Documents attesting the right to the centre of management of the carrier where the centre of management of the carrier is different from the place of establishment or residence of the carrier who is a natural person (hereinafter – the establishment).</li> </ol> <p>The carrier who applies for the change of data specified in licences (copies of licences) shall submit:</p> <ol style="list-style-type: none"> <li>1. The application of the established form;</li> <li>2. The reason for the change of data specified in the licence (in the copies of licences);</li> </ol> <p>The carrier who applies for a duplicate of the licence (or of the licence copy) shall submit:</p> <ol style="list-style-type: none"> <li>1. The application of the established form;</li> <li>2. The explanation of loss of the licence (or of its copy)</li> </ol>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	<p>Aurika Pielikienė, the Chief Specialist of the Environmental Management and Infrastructure Division  Phone: + 370 343 90052,  e-mail: <a href="mailto:aurika.pielikiene@marijampole.lt">aurika.pielikiene@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	-
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