



PROVISION OF THE LIST OF
PARTICIPANTS OF THE CHARITY
AND SPONSORSHIP FUND TO THE
INFORMATION SYSTEM OF LEGAL
ENTITIES PARTICIPANTS

USER
MANUAL

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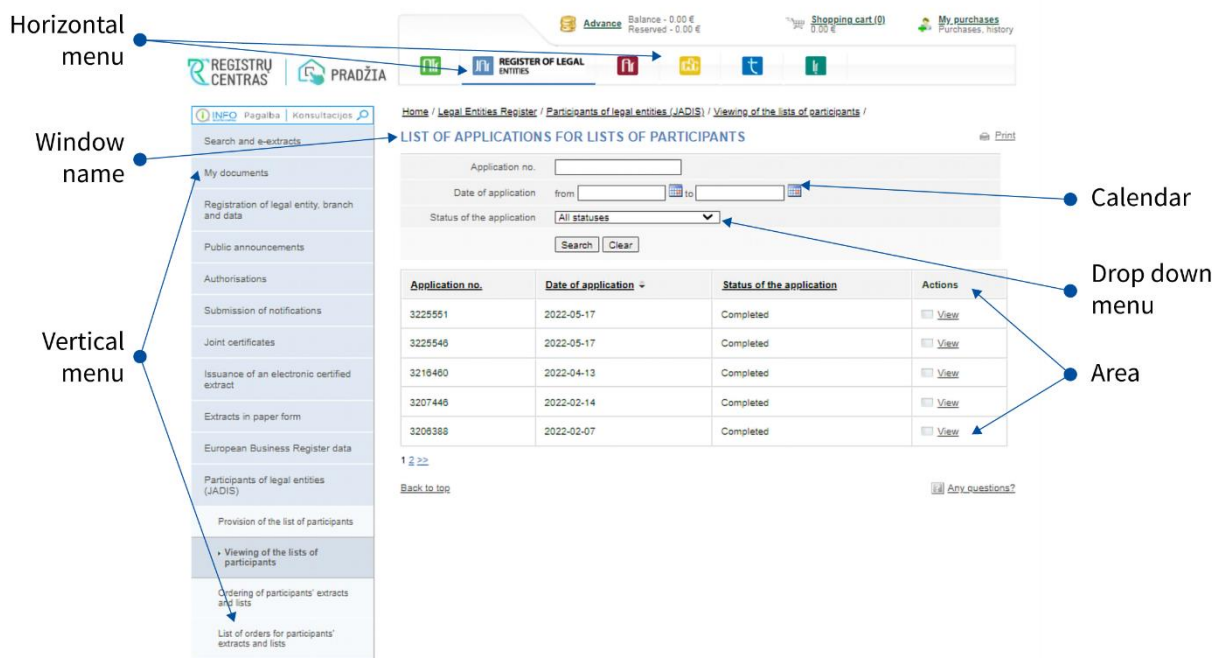
1. General information

This user manual (hereinafter - the user manual) describes the submission of the list of participants of the Charity and Sponsorship Fund (non-governmental organisation) to the Information System of Legal Entities Participants (hereinafter – the JADIS).

1.1. Terms used in the user manual:

Term	Meaning
JADIS	Information System of Legal Entities Participants
JAR	Register of Legal Entities
JAREP	Electronic service for registration of legal entities
JA	Legal entity
LPF	Charity and Sponsorship Fund (non-governmental organisation)

In describing the display windows of the system, the following terms are used:



1.2. Logging in to JADIS

1.2.1. Login at www.registrucentras.lt/self-service.

The self-service window of the Centre of Registers opens.

1.2.2. Click on **Self-Service**.

User authentication window opens.

1.2.3. Enter the e-signature data (signing/provision of the list of participants via e-banking will not work).

The welcome window opens.

1.2.4. Choose an authentication method based on the identification tools you have been issued.

The system requests you to enter a password/PIN.

1.2.5. From the horizontal menu select



1.2.6. From the left vertical menu select **Participants of Legal Entities (JADIS)**.

2. Submission and management of the list of part-owners of a Charity and Sponsorship Fund

2.1. Applying for registration of the list of part-owners for the first time

In order to submit the list of part-owners, please follow these steps:

2.1.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Provision of the list of participants**. A window opens up for entering data.

REGISTRU CENTRAS | HOME

REGISTER OF LEGAL ENTITIES

Home / Legal Entities Register / Participants of legal entities (JADIS) / Provision of the list of participants /

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS [Print](#)

Entering of data | Signing of documents

The person providing the list of participants is responsible for the accuracy of the documents and data provided and their timely submission.

LEGAL ENTITY

Legal status
Name
Code
Registered office

Part-owners information:

- You are providing data about part-owners of the charity and sponsorship fund for the first time.
- Only today's relevant data is provided.

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
Total			

[Add a part-owner](#) [Add part-owners when the rights belong under the right of common ownership](#) [?](#)

LIST OF CHANGES

No	Part-owner	Change	Date	Contribution

[Save](#) [Continue>>](#)

[Back to top](#) [Any questions?](#)

Figure 1. Applying for registration of part-owners of Charity and Sponsorship Fund for the first time

Note. If the Charity and Sponsorship Fund is not registered as a "non-governmental organisation" in the Register of Legal Entities, the system will not allow you to submit a list of part-owners.

2.1.2. Enter the information (you may do the following):

- add a part-owner;
- change the amended data;
- complete data entries;
- upload an electronic document;
- sign documents with electronic signature and submit

Both natural persons and legal entities may be part-owners in the Charity and Sponsorship Fund. To add a general or limited partner and enter their details, follow these steps:

2.2. Adding a part-owner

2.2.1. In the data fill window (Fig. 1) click on **[Add part-owner]**.

An additional window opens to add general or limited partner's data.

1. PART-OWNER

Part-owner	Address
<input type="text"/>	
<input type="button" value="Search for a person"/>	

2. CHANGE (select required)
2.1. ACQUISITION OF RIGHTS

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.

Value of the contribution	Date of change/acquisition
<input type="text"/> Eur	<input type="text"/> <input type="button" value="⌵"/>

Figure 2. Part-owner data entry window

2.2.2. Click **[Person's search]**.

A person's search window opens allowing you to search/select a part-owner.

SEARCH FOR A PERSON

Type of selection Natural person of the Republic of Lithuania Legal entity of the Republic of Lithuania Foreign natural person Foreign legal entity

Personal code *

First name *

Surname *

Figure 3. Search window for a person, when the part-owner type is a natural person of the Republic of Lithuania

2.2.3. Please indicate the type of person to which the part-owner belongs. Depending on the selected type, the system provides information fields to be filled.

2.2.4. Enter accurate information of a person.

Note: You may choose to enter data only in Latin characters (without Lithuanian letters) and ignore the capital/lowercase letters.

2.3.1.5. Click **[Search]**.

If the data is correct and the system is able to find it, the results will be shown in the table.

If the system does not find a person based on the specified data, a relevant information message/link will be provided at the top of the window.

2.2.6. If the system does not find a foreign natural person/legal entity, click on the link provided above *Enter a new natural person / legal entity* and fill in the necessary information. The system displays a window to information of a new person (Fig. 5).

SEARCH FOR A PERSON

Type of selection Natural person of the Republic of Lithuania Legal entity of the Republic of Lithuania Foreign natural person Foreign legal entity

First name *

Surname *

Date of birth*

Country which has issued the document*

Figure 4. Search window for a new foreign natural person

SEARCH FOR A PERSON [Close](#)

First name*	KARMEN
Surname*	BILIS
Date of birth*	1988-11-09
Country which has issued the document*	Spain
Registered office*	<input type="checkbox"/> Search for address in the Republic of Lithuania <input type="checkbox"/> Entering of foreign address
Personal code	

Figure 5. Data entry window for a new foreign natural person

2.2.6.1. Please enter the details of the person.

2.2.6.2. Click [**Save**]. System adds details into the window for adding a part-owner (Fig. 6).

2.2.7. If the system has found the person based on the data you entered, click on the link with the personal data. The system enters data in the acquisition of rights as a part-owner window.

1. PART-OWNER

Part-owner	Address
<input type="button" value="Remove"/>	
<input type="button" value="Change"/>	

2. CHANGE (select required)

2.1. ACQUISITION OF RIGHTS

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.

Value of the contribution	Date of change/acquisition
<input type="text" value=""/> Eur	<input type="text" value=""/> <input type="button" value="Calendar"/>

Figure 6. Entry window for the acquisition of rights as a part-owner

2.2.8. Specify the amount of the part-owner's contribution and the date of change.

2.2.9. After you have entered the required information, click [**Save**].

The system stores data on the general partners.

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
1	<input type="button" value="Change the data"/> <input type="button" value="Enter the change"/> <input type="button" value="Change the amount of contribution"/>		Eur
Total			Eur

LIST OF CHANGES

No	Part-owner	Change	Date	Contribution
1	<input type="button" value="Change"/> <input type="button" value="Remove"/>	Acquisition of rights	:	Eur

Figure 7. Saving details of a part-owner

2.3. Adding a part-owner under the right of joint ownership

2.3.1. In order to add part-owners where the contribution is jointly owned, the button [**Add part-owners when contribution is jointly owned**] must be selected in the JADIS participant list filling window.

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
Total			1 010,00 Eur

Figure 8. Window for entering details on general or limited partners under the right joint ownership

2.3.2. Click on **[Search for a person]** when the PART-OWNER UNDER JOINT OWNERSHIP RIGHTS data filling window opens. In the person search window, you need to specify the type of person to which the part-owner belongs (natural person, legal entity, etc.) and click **[Search]** after entering the personal data. If the details are correct, the system finds them and after you click on the search results, the part-owner is added to the list.

1. PART-OWNER (CO-OWNERSHIP RIGHT)

Authorised person	Date of appointment of authorized person	Part-owner	Address
<input type="button" value="Search for a person"/>			

2. CHANGE (select required)
2.1. ACQUISITION OF RIGHTS

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.

Value of the contribution	Date of change/acquisition
<input type="text"/> Eur	<input type="text"/>

Figure 9. Window for entering details on part-owners under the right joint ownership

2.3.3. When submitting the data, it should be indicated which of the part-owners is authorised by the notary to represent the rights of part-owners and the date of their appointment, the amount of the contribution and the date of acquisition of the rights as the part-owner.

1. PART-OWNER (CO-OWNERSHIP RIGHT)

Authorised person	Date of appointment of authorized person	Part-owner	Address
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>	<input type="text"/>

2. CHANGE (select required)
2.1. ACQUISITION OF RIGHTS

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.

Value of the contribution	Date of change/acquisition
<input type="text"/> Eur	<input type="text"/>

Figure 10. Window for entering details on part-owners under the right joint ownership

2.4. Changing the amended data

To change the data you have just entered, follow these steps:

2.4.1. In the entry window for the application data click on **Change**.

LIST OF CHANGES

No	Part-owner	Change	Date	Contribution
1	Change <input type="button" value="Remove"/>	Acquisition of rights		Eur

Figure 11. List of changes

2.4.1.1. If **{Change}** field is the *Acquisition of rights*, you can change the date of acquisition of rights and the contributions.

CHANGE

Part-owner
Change <input type="text" value="Acquisition of rights"/>

Value of the contribution	Date of change
<input type="text" value="10,00"/> Eur	<input type="text" value="2023-03-01"/>

Figure 12. Data change window

- 2.4.1.2. If **{Change}** field is the *Transfer of rights*, you can only change the date of transfer of rights.
 2.4.1.3. After you have entered the required information click **[Save]**.
 The system stores the specified information.

2.5. Completing data entry

To indicate that the data entry is finished, follow these steps:

- 2.5.1. Click **[Save]**.

The system stores data on the part-owners of the Charity and Sponsorship Funds.

- 2.5.2. When all the necessary information is entered, select **[Continue]**.

The *Document signing* window opens; here the additional electronic documents can be uploaded and all signed with an e-signature (Chapter 2.7)

2.6. Uploading the electronic document

If there are foreign natural persons among the part owners, an additional document must be uploaded (a copy of a passport, identity card or other document issued by a foreign country, the form and content of which can be verified in the Public Register of Authentic Identity and Travel Documents on the Internet (PRADO)). If there is a foreign legal entity, an excerpt from the register or other document certifying that the legal entity has been registered must be uploaded (if the foreign legislation does not require an excerpt). If there are part owners who own the contributions under joint ownership, a power of attorney, certified by a notary must be uploaded with authorisation to represent the rights of the part owners acquired by joint ownership. You can also upload a document that has already been signed with an e-signature. Such a document does not need to be signed a second time. In order to submit an electronic document, follow these steps:

- 2.6.1. In the document signing window under the documents list, click  **UPLOADING OF DOCUMENT**

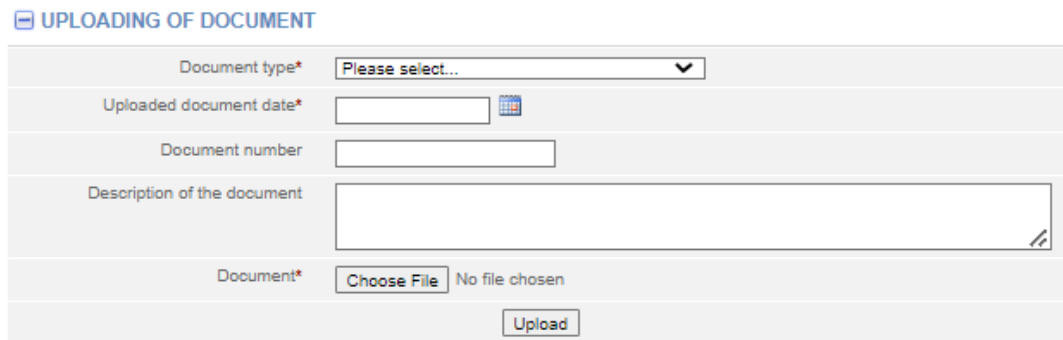


Figure 13. Document upload field

- 2.6.2. Enter the document details.

- 2.6.3. Select **[Browse...]** and select the document from the computer.


Note: You can only upload PDF documents.

- 2.6.4. Select **[Upload]**.

The document is uploaded to the system and shown in the list of documents.

 **Print**

 **Document uploaded successfully.**

- 2.6.5. In order to save and view the contents of the uploaded document click on **[Download]**. If you only want to view the contents of the document in the field **{[Uploaded document]}**, click on  next to the document name. The system displays the image of the uploaded document.

2.7. Signing documents with an electronic signature and submitting

In order to sign documents with an electronic signature, please make sure that:

- All the necessary software is installed on the computer. For more information, refer to the Centre of Registers website at <http://www.elektroninis.lt/lt/paruosti-kompiuteri>;
- An electronic signature medium is ready for use.

In order to sign a document with an electronic signature, follow these steps:

2.7.1. In the document signing window, choose the unsigned document from the list and in the Actions column, click **[Sign]**.

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS Print

Entering of data
Signing of documents

LEGAL ENTITY

Application no.
Legal status
Name
Code
Registered office

No.	Document	Status	Actions
1.	List of partners of the charity and relief foundations	Unsigned	<input type="checkbox"/> Sign <input checked="" type="checkbox"/> Download

UPLOADING OF DOCUMENT

Signature data

Timestamp
Apply

Document to be signed

PDF document
 [List of partners of the charity and relief foundations.pdf](#)

Signing method

Please select

Fig 14. Document signing window

2.7.2. Choose the signing method:

- To sign the document using an electronic signature via the USB key or chip card, select **[Sign using stationary digital signature]**;
- To sign using a mobile phone, select **[Sign using mobile digital signature]**.

2.7.3. Select **[Sign]**.

A window opens for entering password.

2.7.4. Enter your password and click **[OK]**.

The system displays a note that the signing of the document was successful. Status of the document changes to “Signed”.

2.7.5. Click on **[Submit]**.**WARNING**

Click the Submit button to submit the application to the Legal Entities Participants Information System.
Click the button Back to add additional documents. Remember to submit your application once you have attached the documents.

If at least one of the participants is a foreign natural person, the system checks whether their data is validated in the JAR. If the foreign person's data has not been validated, the status of the application remains “Under execution”, and the system only allows to view the data being submitted. If the details of the part owner are correct and validated, the status of the application changes to “Completed”.

2.8. Submitting an updated list of part-owners

The system allows you to submit changes related to details of part-owners and/or other changes (transfer of rights). Make sure that the data is correct before you provide the updated list of part-owners as it will not be possible to make corrections after it is submitted in the system.

In order to submit an amended list of general/limited partners, follow these steps:

2.8.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Provision of the list of participants**. The list of general/limited partners shows the list of general and limited partners provided in the Limited Partnership during the previous application.

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS Print

Entering of data
 Signing of documents

The person providing the list of participants is responsible for the accuracy of the documents and data provided and their timely submission.

LEGAL ENTITY

Legal status
Name
Code
Registered office

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
1	<input type="button" value="Change the data"/> <input type="button" value="Enter the change"/> <input type="button" value="Change the amount of contribution"/>	2022-11-01	500,00 Eur
2	<input type="button" value="Change the data"/> <input type="button" value="Enter the change"/> <input type="button" value="Change the amount of contribution"/>	2022-11-01	500,00 Eur
Total			1 000,00 Eur

LIST OF CHANGES

No	Part-owner	Change	Date	Contribution
<input type="button" value="Save"/> <input type="button" value="Continue>>"/>				

Figure 15. Window view when the application has already been submitted

Note. Only newly added changes are shown in the **Change List** table. Changes made to previous lists of part-owners are not displayed.

2.8.2. Enter the information (here you can do the following):

- 2.8.2.1. Add a part-owner;
- 2.8.2.2. Change the amended data;
- 2.8.2.3. Change part-owners address – refer to section *Changing the part-owner's address*;
- 2.8.2.4. Change the amount of the part-owners contribution;
- 2.8.2.5. Finish filling in the data;
- 2.8.2.6. Upload an electronic document – refer to section *Uploading an electronic document*;
- 2.8.2.7. Sign with electronic signature refer to section *Signing documents with an electronic signature and submitting*;
- 2.8.2.8. Enter the transfer of rights details.

2.9. Changing the part-owner's (natural person) address

- 2.9.1. The system automatically imports the address from the Population Register. To change the address of the part-owner or if the address of the part-owner is not listed, follow these steps:
- 2.9.2. Next to the details of the part-owner, click the link [Change the data].

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
1	Change the data <input type="checkbox"/> Enter the change <input type="checkbox"/> Change the amount of contribution	2022-11-01	500,00 Eur
2	Change the data <input type="checkbox"/> Enter the change <input type="checkbox"/> Change the amount of contribution	2022-11-01	500,00 Eur

Figure 16. General and limited partner's details

- 2.10.3. The *Real property object search* window opens.

SEARCH FOR A REAL PROPERTY OBJECT

Limited partner

Address

Address in Lithuania

Municipality	<input type="text"/>	House no.	<input type="text"/>
Residential settlement	<input type="text"/> (nominative case, e.g. Vilnius)	Apartment No.	<input type="text"/>
Street	<input type="text"/> (genitive case, e.g. Savanorių)		

Foreign address

The state	<input type="text" value="Afghanistan"/>
Address (no state)	<input type="text"/>

Figure 17. Search for a real property object window

- 2.9.4. Enter an address and click on **[Search]**. To enter a foreign address of a part-owner click on **[Enter]**.
- 2.9.5. In the results table, click the on the selected property. The system changes the part-owner's address.
- 2.9.6. Select **[Save]** and the system will save the amended details.

2.10. Changing the amount of the part-owner's contribution

In order to change the amount of part-owner's contribution, follow these steps:

2.10.1. In the part-owners' list submission window (Fig. 15), select [Change the amount of contribution](#)

Change of the contribution amount window opens;

2.10.2. Enter the total amount of the contribution and the date of change.


2.10.3. Click **[Save]**.

The system saves the amended details.

1. PART-OWNER

Part-owner	
------------	--

2. CHANGE (select required)

2.3. CHANGE OF THE AMOUNT OF CONTRIBUTION 

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.

After decrease or increase in the amount of contribution, enter the total held amount of contribution for the specified date of change.


Value of the contribution	Date of change
<input type="text"/> Eur	<input type="text"/> 

Figure 18. Input window for changing the amount of contribution

2.11. Entering the details on the transfer of rights

In order to submit a change (transfer of rights) for a part-owner, follow these steps:

2.11.1. In the application data fill in window (Fig. 15), view the list of part-owners.


2.11.2. Next to the part-owner's data, select [Enter the change](#) 

2.11.3. When a part-owner is selected, a window opens, where only the date of the transfer of rights can be entered.

1. PART-OWNER

Part-owner	Address
<input type="text"/>	<input type="text"/>

2. CHANGE (select required)

2.2. TRANSFER OF RIGHTS 



Value of the contribution	Date of change
<input type="text" value="500.00"/> Eur	<input type="text"/> 

Figure 19. The entry window for the date of transfer of rights

2.11.4. When the rights are transferred to a new part-owner, you have to add a new part-owner and enter the amount of the contribution acquired and the date of change (**refer to section 2.2. Adding a part-owner**).

2.11.5. When the rights of a part-owner are transferred to one of the existing part-owners, select the part-owner who acquires the transferred rights from the list of part-owners in the data filling window, click on the **[Change contribution amount]** link. In the 'Change Contribution Amount' window, enter the changed contribution amount, i.e. add to the existing contribution the value of the part-owner's contribution by entering the total value of the contributions, and the date of the change (see section **2.4. Changing the amended data**).

2.11.6. To undo the change you have just entered, select  [Remove](#)

2.11.7. To continue the submission of the participant's list, select **[Save]**.

The system stores the changed data and provides it in the list of changes.

3. Managing the list of participants

The system allows you to submit and view a list of participants, and submit an amended list. The steps outlined in this section are applicable to Private Limited Liability Company (UAB), small partnership (MB), Public Establishment (VšĮ), Agricultural company (ŽŪB), Cooperative Company (KOB), Charity and Sponsorship Fund (LPF) which is a non-governmental organisation, and Limited partnership or General partnership (KŪB and TŪB).

3.1. Document status and possible actions

The actions that you can perform with the selected list of participants depend on the type of legal entity, such as Private Limited Liability Company (UAB), Small partnership (MB), Public Establishment (VšĮ), Cooperative company (KOB), Agricultural company (ŽŪB), Charity and Sponsorship fund (LPF) which is a non-governmental organisation, Limited (KŪB) or General partnerships (TŪB) as well as its status (registered, liquidated, etc.) and status of the application. Possible actions based on the status of the application:

Status of the application	Possible actions
Being filled in	View, continue filling in or remove
Pending signature	View, continue filling in or remove
Under execution	View
Completed	View
Cancelled	View
Rejected	View or continue filling in
Delayed due to incomplete information	View, refuse, change data

3.2. Status and actions of the Legal entity

Depending on the legal status of the legal entity, the following restrictions apply to the submission and viewing of the list of participants:




Status of the Legal entity	Possible actions
Deregistered	The head of the company or an authorized person may not view nor submit a list of participants.
In liquidation	The list of participants can be submitted / viewed only by the liquidator, the person authorized by the liquidator, but not by the head of the company nor their authorized person.
In bankruptcy	The list of participants can be viewed only by the bankruptcy administrator or by a person authorized by the bankruptcy administrator.
Bankrupt	The list of participants can be viewed only by the bankruptcy administrator or by a person authorized by the bankruptcy administrator.
Other status	The list of participants can be viewed and managed by the head of the company, an authorised person or a procurator, depending on the status of the list of participants and possible actions.

3.3. Finding and viewing the list of participants

To find and view the list of participants, follow these steps:

3.3.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**. A window opens up with a list of all applications that have ever been filled in.

LIST OF APPLICATIONS FOR LISTS OF PARTICIPANTS Print

Application no.	<input type="text"/>
Date of application	from <input type="text"/>  to <input type="text"/> 
Status of the application	<input type="text" value="All statuses"/> 
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

<u>Application no.</u>	<u>Date of application</u> ↓	<u>Status of the application</u>	<u>Actions</u>
3213940	2022-03-29	Completed	<input type="button" value="View"/>
3213692	2022-03-28	Completed	<input type="button" value="View"/>
3185725	2022-02-25	Completed	<input type="button" value="View"/>


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Figure 20. Window with the list of applications for the lists of participants

3.3.2. Enter the data of the application you are searching for and select **[Search]**.

The system provides a list of applications that meet the search criteria.

3.3.3. To view the current list of participants, click on near the most recent application with status "Completed".

Note: The current list of participants is the one where the relevant participants are listed, i.e. participants which do not have the change end date.

3.4. Continuing filling in the list of participants

In order to continue filling in a list of a previously saved but not yet submitted list of participants, follow these steps:

3.4.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**.

A window opens up with a list of all applications that have ever been filled in.

3.4.2. Enter the data of the application you are searching for and select **[Search]**.

The system provides a list of applications that meet the search criteria.

3.4.3. Next to the list of participants you wish to continue working on, select in the action column.

The system opens up the application at the place at which it was stopped previously.

3.4.4. Continue filling in or updating the participant list.

For more information, refer to section *Submission and management of the list of part-owners of the Charity and Sponsorship Fund*.

3.5. Removing the application

The removal of the application is allowed as long as the status of the application is "Being filled in" or "Pending signature".

In order to remove a list of participants, follow these steps:

3.5.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**.

A window opens up (Fig. 20) with a list of all applications that have ever been filled in.

3.5.2. To remove an application, select  Remove . Window confirming this action opens up.

3.5.3. Click on **[OK]**. The system removes the document.