



PROVISION OF THE LIST OF
PARTICIPANTS OF THE GENERAL
PARTNERSHIP TO THE
INFORMATION SYSTEM OF LEGAL
ENTITIES PARTICIPANTS

USER
MANUAL

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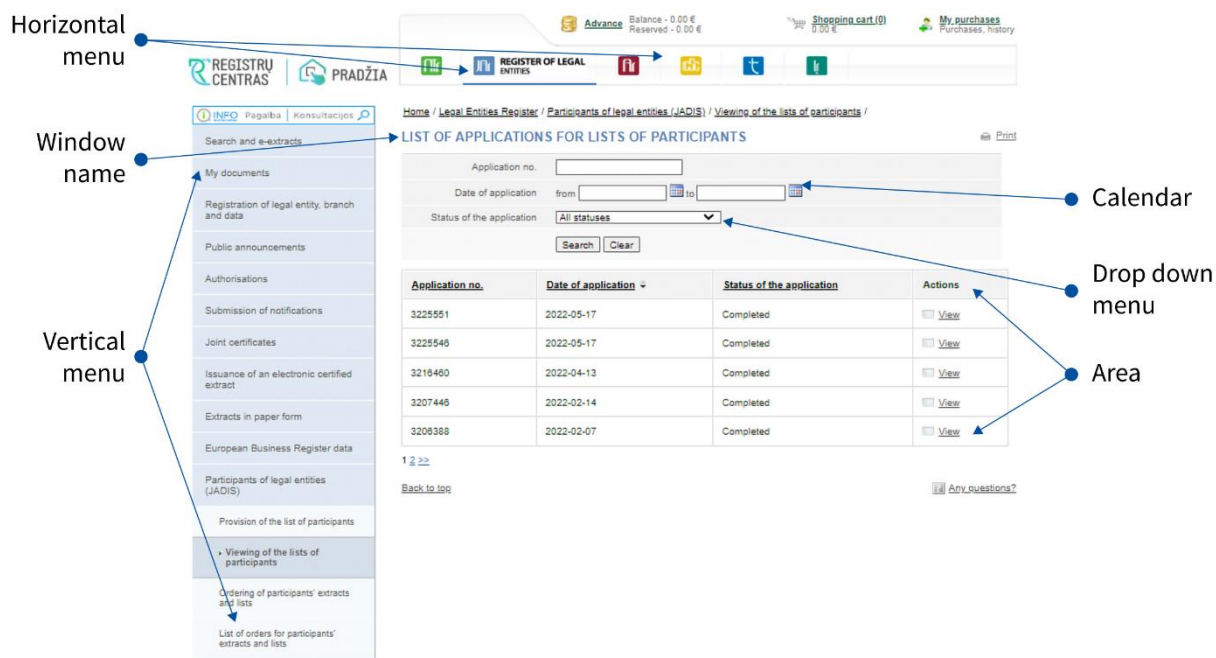
1. General information

This user manual (hereinafter - the user manual) describes the submission of the list of participants of the General Partnership 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
TŪB	General Partnership

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 **(JADIS)**.



Participants of Legal Entities

2. Submission and management of the list of general partners of a General Partnership

2.1. Applying for registration of the list of general partners for the first time

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

2.1.1. For General Partnerships registered before 24 February 2022:

2.1.1.1. When accessing JADIS via self-service, the data filling window shows the general partners transferred from the Register of Legal Entities.

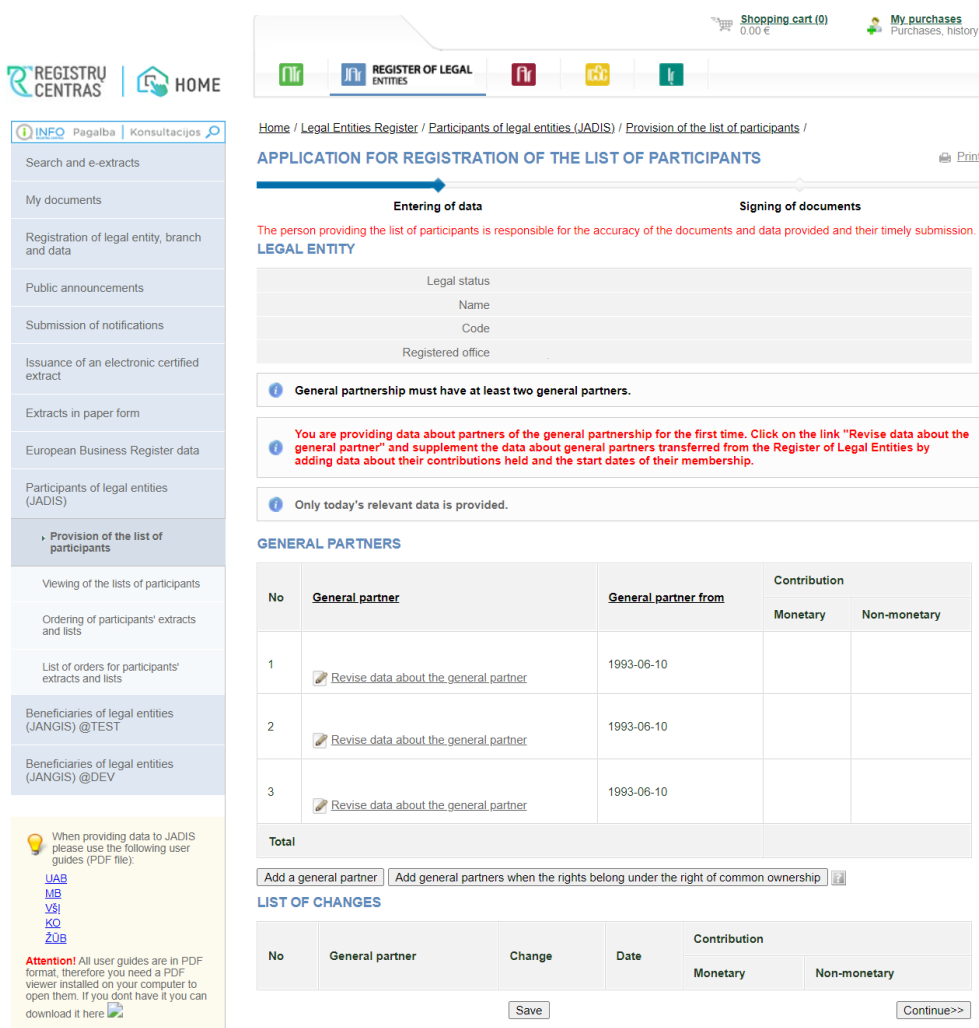
2.1.1.2. Enter the information you wish to update (you can do the following):

- update the details of a general partner;
- add a general partner;
- change the amended data;
- complete data entries;
- upload an electronic document;
- sign documents with electronic signature and submit

2.1.1.3. Under the participant details there is a selection to 'Adjust details of a general partner'.

1	 Revise data about the general partner
---	---

Figure 1. Selection 'Adjust the details of a general member'






The screenshot shows the 'APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS' window. The interface includes a navigation menu on the left, a main content area with a progress bar, and a table of general partners.

LEGAL ENTITY

Legal status
Name
Code
Registered office

GENERAL PARTNERS

No	General partner	General partner from	Contribution	
			Monetary	Non-monetary
1	 Revise data about the general partner	1993-06-10		
2	 Revise data about the general partner	1993-06-10		
3	 Revise data about the general partner	1993-06-10		
Total				

LIST OF CHANGES

No	General partner	Change	Date	Contribution	
				Monetary	Non-monetary
<input type="button" value="Save"/> <input type="button" value="Continue>>"/>					

Figure 2. Window view for adjusting the details of a general member

2.1.1.4. Clicking on 'Adjust details of a general partner' requires you to enter the date on which they started their membership in the general partnership and the amount of their existing contribution.

2.2. Newly registered General Partnership

To add a general partner and save their data, follow these steps:

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

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS Print

Progress bar: Entering of data (active) | 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

General partnership must have at least two general partners.

You are providing data about partners of the general partnership for the first time. Click on the link "Revise data about the general partner" and supplement the data about general partners transferred from the Register of Legal Entities by adding data about their contributions held and the start dates of their membership.

Only today's relevant data is provided.

GENERAL PARTNERS

No	General partner	General partner from	Contribution	
			Monetary	Non-monetary
Total				

[Add a general partner](#) [Add general partners when the rights belong under the right of common ownership](#)

LIST OF CHANGES

No	General partner	Change	Date	Contribution	
				Monetary	Non-monetary
Save Continue>>					

Figure 3. Window view when applied for registration of the general partners in General Partnership for the first time

2.3. Adding a general partner

2.3.1. When submitting the list of General Partnership participants for the first time.

2.3.1.1. in the data fill window (Fig. 1) click on **[Add general partner]**.

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

1. GENERAL PARTNER

General partner	Address
<input type="text" value="Search for a person"/>	

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/>
Non-monetary	<input type="text"/> Eur	

Figure 4. General partner data entry window

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

A person's search window opens allowing you to search/select a general partner.

SEARCH FOR A PERSON

Type of selection	<input checked="" type="radio"/> Natural person of the Republic of Lithuania <input type="radio"/> Legal entity of the Republic of Lithuania <input type="radio"/> Foreign natural person <input type="radio"/> Foreign legal entity
Personal code *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Figure 5. Search window for a person, when the general partner type is a natural person of the Republic of Lithuania

2.3.1.3. Please indicate the type of person to which the general partner belongs. Depending on the selected type, the system provides information fields to be filled.

2.3.1.4. 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.

2.3.1.6. 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

Close

No people were found based on the given data. [Enter a new natural person.](#)

Type of selection	<input type="radio"/> Natural person of the Republic of Lithuania <input type="radio"/> Legal entity of the Republic of Lithuania <input checked="" type="radio"/> Foreign natural person <input type="radio"/> Foreign legal entity
First name *	<input type="text" value="karmen"/>
Surname *	<input type="text" value="Bilis"/>
Date of birth *	<input type="text" value="1989-11-09"/>
Country which has issued the document *	<input type="text" value="Spain"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Figure 6. Search window for a person, when the member type is defined as a foreign natural person

SEARCH FOR A PERSON

Close


First name *	<input type="text" value="KARMEN"/>
Surname *	<input type="text" value="BILIS"/>
Date of birth *	<input type="text" value="1989-11-09"/>
Country which has issued the document *	<input type="text" value="Spain"/>
Registered office *	<input type="checkbox"/> Search for address in the Republic of Lithuania <input checked="" type="checkbox"/> Entering of foreign address <input type="text"/>
Personal code	<input type="text"/>
<input type="button" value="Save"/>	

Figure 7. Data entry window for a new foreign natural person


2.3.1.6.1. Please enter the details of the person.

2.3.1.6.2. Click **[Save]**. System adds details into the window for adding a general partner (Fig. 8).

1. GENERAL PARTNER

General partner	Address
 Remove	
<input type="button" value="Change"/>	

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP 

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

Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/>
Non-monetary	<input type="text"/> Eur	<input type="text"/>







Figure 8. Entry window for the start of the membership of the general partner's rights


2.3.1.8. Specify the amount of the general partner's contribution (it can be monetary and/or non-monetary) and the date of acquisition/change.

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

The system stores data on the general partners.

GENERAL PARTNERS

No	General partner	General partner from	Contribution	
			Monetary	Non-monetary
1	 Change the data  Enter the change   Change the amount of contribution   Remove			
Total			Eur	



LIST OF CHANGES



No	General partner	Change	Date	Contribution	
				Monetary	Non-monetary
1	 Change  Remove	Beginning of membership			

Figure 9. Saving details of a general partner

2.3.2. Adding general partner when the list of General Partnership is submitted for the second time
When accessing JADIS via self-service, the data filling window shows the general partners that were submitted to JADIS with the first list of participants (Fig. 15). To enter the details of a new general partner, click on [Add general partner] and enter the date on which it became the general partner in the General Partnership and the amount of its contribution.

You can also add co-owners of a General Partnership by clicking on the [Add general partners when contribution is jointly owned] button. The addition of co-owners must be accompanied by a power of attorney, certified by a notary, stating which of the general partners is the person authorised to represent the co-owners.

2.4. Adding general partners under the right of joint ownership

2.4.1. In order to add general partners where the contribution is jointly owned, the button **[Add general partners when contribution is jointly owned]** must be selected in the JADIS participant list filling window.

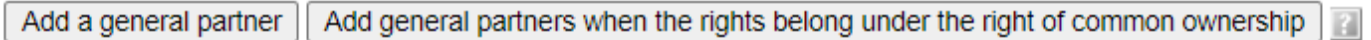


Figure 10. Window for entering details on general partners under the right joint ownership

2.4.2. Click on **[Search for a person]** when the GENERAL PARTNER (JOINT OWNERSHIP RIGHTS) data filling window opens. In the person search window, you need to specify the type of person to which the general partner 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 general partner is added to the list.

1. GENERAL PARTNER (CO-OWNERSHIP RIGHT)

Authorised person	Date of appointment of authorized person	General partner	Address
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2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/>
Non-monetary	<input type="text"/> Eur	

Figure 11. Window for entering details on general partners under the right joint ownership

2.4.3. When submitting the data, it should be indicated which of the general partner's is authorised by the notary to represent the rights of the general partners and the date of their appointment, the amount of the contribution (monetary and/or non-monetary) and the date of commencement of membership of the general partner.

1. GENERAL PARTNER (CO-OWNERSHIP RIGHT)

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

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/>
Non-monetary	<input type="text"/> Eur	

Figure 12. Window for entering details on general partners under the right joint ownership

2.5. Changing the amended data

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

LIST OF CHANGES

No	General partner / Limited partner	Change	Date	Contribution	
				Monetary	Non-monetary
1	Limited Partner Change Remove	Transfer of the amount of contribution	2023-03-01	1,00 Eur	

2.5.1. In the entry window for the application data click on [Change](#).

Figure 13. List of changes

2.5.1.1. If **{change}** field is the *Start of the membership*, you can change the start date and the contributions.

2.5.1.2. If **{change}** field is the *End of membership*, you can change the end date of membership and the contributions.

CHANGE

General partner / Limited partner		
Change		Transfer of the amount of contribution
Contribution	Value of the contribution	Date of change
Monetary	<input type="text" value="1,00"/> Eur	<input type="text" value="2023-03-01"/>
Non-monetary	<input type="text"/> Eur	<input type="text"/>

Figure 14. Data change window

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

The system stores the specified information.

2.6. Completing data entry

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

2.6.1. Click **[Save]**.

The system stores data on the general partners in the General Partnership.

2.6.2. 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)

2.7. Uploading the electronic document

If there are foreign natural persons among the general or limited partners, 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 general partners who own the contributions under joint ownership, a power of attorney, certified by a notary, must be uploaded to represent the contributions of the general partners acquired under the right of joint ownership. A document already signed with an e-signature may also

be uploaded. Such a document does not need to be signed a second time. In order to submit an electronic document, follow these steps:

2.7.1. In the document signing window (Fig. 11) under the documents list, click  UPLOADING OF DOCUMENT

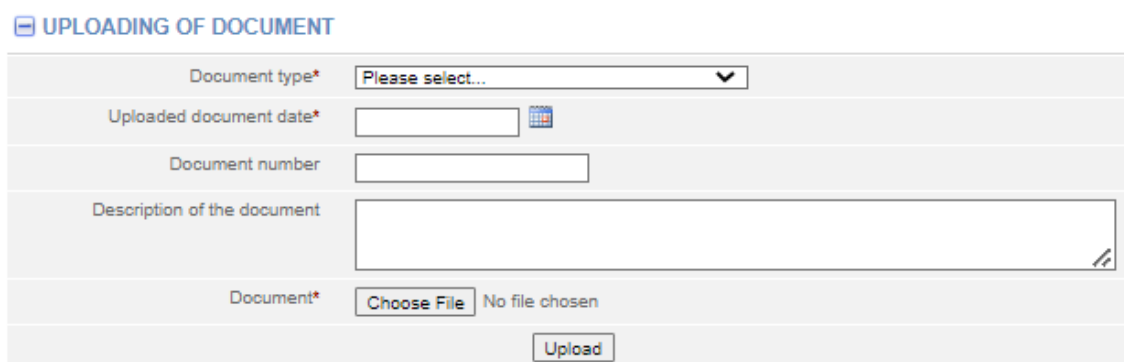


Figure 11. Document upload field

2.7.2. Enter the document details.

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


Note: You can only upload PDF documents.

2.7.4. Select **[Upload]**.

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

 Print



2.7.5. 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.

2.8. 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:

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

Note. Adding of a new general partner or co-owners and saving this data results in the generation of a list of participants, the generation of a JAR-1-E form and the calculation of a registration fee.

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 general partners and limited partners of the limited partnerships	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download
2.	Application for Registration in the Register of Legal Entities	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download

Signature data

Timestamp
Apply

Document to be signed

PDF document
 [List of general partners and limited partners of the limited partnerships.pdf](#)

Signing method

Please select

Sign using stationary digital signature »

Sign using mobile digital signature »

Application for registration of the list of participants (Application no. 3295707) - 4.15 Eur

Fig 16. Document signing window

2.8.2. 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]**.

2.8.3. Select **[Sign]**.

A window opens for entering a password.

2.8.4. 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".

2.8.5. 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 general partner are correct and validated, the status of the application changes to “Completed”.

2.9. Submitting an updated list of general partners

The system allows you to submit changes related to details of general partners of General Partnerships and/or other changes (start and end of membership). Make sure that the data is correct before you provide the updated list of general partners 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 partners, follow these steps:

2.9.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Provision of the list of participants**. The list of general partners shows the list of general partners provided in the general 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

General partnership must have at least two general partners.

GENERAL PARTNERS

No	General partner	General partner from	Contribution	
			Monetary	Non-monetary
1	Change the data <input type="checkbox"/> Enter the change ? <input type="checkbox"/> Change the amount of contribution ?			
Total			Eur	

[?](#)

LIST OF CHANGES

No	General partner	Change	Date	Contribution	
				Monetary	Non-monetary
<input type="button" value="Save"/> <input type="button" value="Continue>>"/>					

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

Figure 17. 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 general partners are not displayed.

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

2.9.2.1. Add a general partner;

2.9.2.2. Change the amended data;

2.9.2.3. Change general partner's address – refer to section *Change the general partner's address*;

2.9.2.4. Change the amount of the general partner's contribution;

2.9.2.5. Finish filling in the data;

2.9.2.6. Upload an electronic document – refer to section *Uploading an electronic document*;

2.9.2.7. Sign with electronic signature refer to section *Signing documents with an electronic signature and submitting*;

2.9.2.8. Enter the transfer of rights details.

2.10. Changing the general partner's (natural person) address

2.10.1. The system automatically imports the address from the Population Register. To change the address of the general partner or if the address of the general partner is not listed, follow these steps:

2.10.2. Next to the details of the general partner, click the link [Change the data].

GENERAL PARTNERS

No	General partner	General partner from	Contribution	
			Monetary	Non-monetary
1	<input type="button" value="Change the data"/> <input type="button" value="Enter the change"/> <input type="button" value="Change the amount of contribution"/>	2023-01-02	1,00 Eur	
Total			1,00 Eur	

Figure 15. General 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 House no.

Residential settlement * (nominative case, e.g. Vilnius) Apartment No.

Street * (genitive case, e.g. Savanorių)

Foreign address

The state

Address (no state)

Figure 19. Search for a real property object window

2.10.4. Enter an address and click on [**Serach**]. To enter a foreign address of a general partner, click on [**Enter**].

2.10.5. In the results table, click the on the selected property. The system changes the participant's address.

2.10.6. Select [**Save**] and the system will save the amended details.

2.11. Changing the amount of the general partner's contribution

In order to change the amount of member's contribution, follow these steps:

2.11. 1. In the general partner's list submission window, select Change of the contribution amount window opens;

2.11.2. Enter the total amount of the contribution (indicating in the appropriate fields whether it is monetary or non-monetary) and the date of change.

2.11.3. Click [**Save**].

The system saves the amended details.

1. GENERAL PARTNER

General partner

2. CHANGE (select required)

2.5. 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.

Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	

Figure 20. Input window for changing the amount of contribution

2.12. Entering the details on the end of membership

In order to submit a change (end of membership) for a member, follow these steps:

2.12.1. In the application data fill in window (Fig. 15), view the list of general partners.

2.12.2. Next to the general partner's data, select  [Enter the change](#).

When a general partner is selected, a window opens, where only the end date of the membership can be entered.

1. GENERAL PARTNER

General partner	Address


2. CHANGE (select required)

2.2. END OF MEMBERSHIP 

Contribution	Value of the contribution	Date of change
Monetary	1,00 <input type="text"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	

Figure 21. The entry window for the end of membership details

2.12.3. Enter details of the end date (change) of the membership.

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

2.12.5. 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), Charity and Sponsorship fund (LPF), and limited partnership or general partnership.

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 or general partnerships 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
Canceled	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	All statuses		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Application no.	Date of application	Status of the application	Actions
3295042	2023-03-03	Being filled in	<input type="button" value="View"/> <input type="button" value="Continue"/> <input type="button" value="Remove"/>
3283016	2023-01-12	Completed	<input type="button" value="View"/>
3245443	2022-08-25	Rejected	<input type="button" value="View"/>

Figure 22. 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 general partners of the General Partnership*

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 members, 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 . Window confirming this action opens up.

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