



PROVISION OF THE LIST OF
PARTICIPANTS OF THE
AGRICULTURAL COMPANY TO THE
INFORMATION SYSTEM OF LEGAL
ENTITIES PARTICIPANTS

USER
MANUAL

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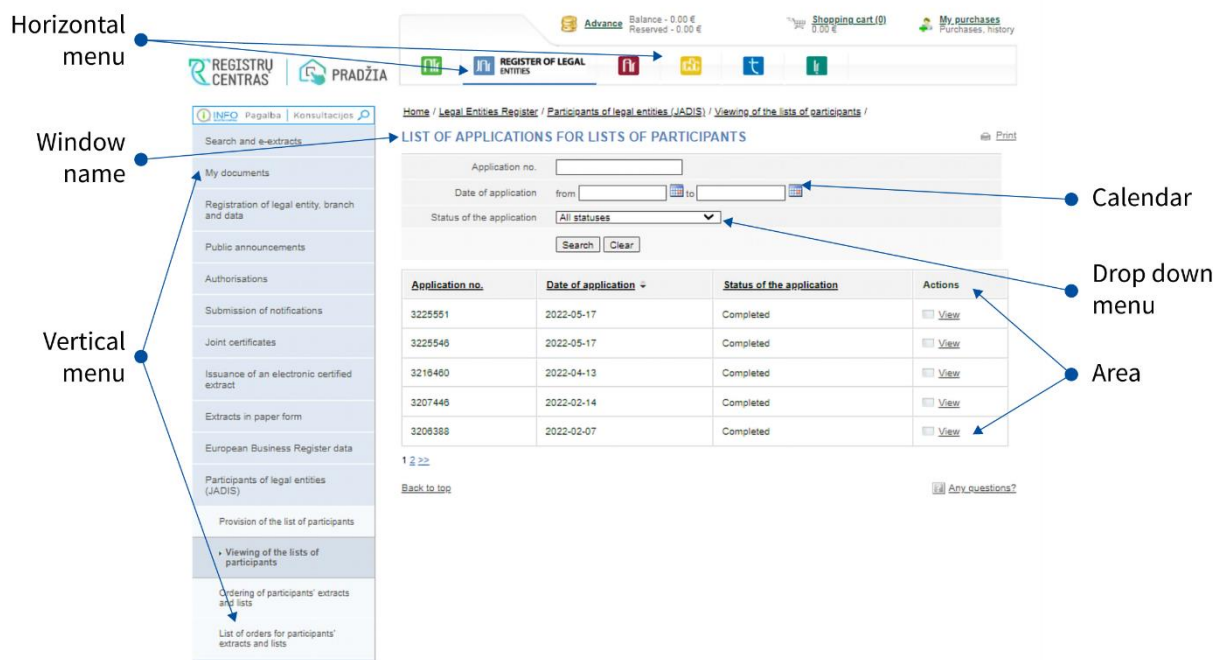
1. General information

This user manual (hereinafter - the user manual) describes the submission of the list of participants of the Agricultural company to the Information System of Legal Entities Participants (hereinafter – the JADIS).

1.1. Terms used in the user manual:

The 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
ŽŪB	Agricultural company

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**.

The User authentication window opens.

1.2.3. Enter the e-signature data (signing/provision 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 members and shareholders of an Agricultural company

2.1. Applying for registration for the first time

In order to submit a list of members, 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.

[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	Under Liquidation
Name	Širvintų r. žemės ūkio bendrovė "Alionių agroservisas"
Code	178237350
Registered office	Širvintų r. sav., Alionių kaimiškoji sen., Alionių I k.

 Agricultural company must have at least 2 members.


MEMBERS

No	Member	Member from	Contribution	
			Monetary	Non-monetary
Total			1 150,00 Eur	



PARTICIPANTS

No	Participant	Participant from	Contribution	
			Monetary	Non-monetary
Total			1 300,00 Eur	



LIST OF CHANGES

No	Member / participant	Change	Date	Contribution	
				Monetary	Non-monetary

Figure 1. A window image when the KO's application to register members is submitted for the first time

2.1.2. Enter the information.

Here you can do the following:

- add a member;
- change the amended data;
- change the amount of contribution;

- complete data entries;
- upload an electronic document;
- sign documents with an electronic signature and submit them.

2.2. Adding a member

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

2.2.1. In the data fill in window (Fig. 1), under the table called 'Members', click **[Add a member]**.

An additional window opens to add member data (Fig. 2).

Members of an Agricultural company may be:

- a natural person of the Republic of Lithuania;
- a legal entity of the Republic of Lithuania;
- a foreign natural person;
- a foreign legal entity.

2.2.2. Click **[Add]**.

1. MEMBER

Member	Address
--------	---------

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

Enter the amount of contribution in euros, irrespective of the membership start date.

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

Figure 2. Member data entry window

2.2.3. A search window opens allowing you to search for a person/entity (Fig. 3) and to select a member type. Depending on the selected type, the system provides information fields to be filled.

SEARCH FOR A PERSON

[Close](#)

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 3. Search window for a person, when the member type is a natural person of the Republic of Lithuania

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.

2.2.5. 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 has found a person/entity according to the specified data, click on the link with personal data. If the system has not found a person/entity, check that you have entered the data correctly. 2.2.6. If the system does not find a foreign person according to the specified data, a relevant information message will be provided at the top of the window: “No people were found based on the criteria entered. Enter a new natural person” (Fig. 4). In this case, click on the link above [Enter a new natural person](#) and fill in the necessary information. This only works for a foreign person. After entering the data on a foreign person, click on the **[Save]** button (Fig. 5).

SEARCH FOR A PERSON

SEARCH FOR A PERSON

i No people were found based on the given data. [Enter a new natural 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 4. Search window for a person, when the member type is defined as a foreign natural person

SEARCH FOR A PERSON Close

First name*

Surname*

Date of birth*

Country which has issued the document*


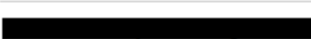
Registered office* [Search for address in the Republic of Lithuania](#) [Entering of foreign address](#)

Personal code

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

2.2.7. The system adds data to the data entry window on the beginning of membership (Fig. 6).

1. PARTICIPANT

Participant	Address
	

 Remove

Change

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION

Enter the amount of contribution in euros, irrespective of the date of payment of the share contribution amount.

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"/>

Save Cancel

Figure 6. Entry window for the beginning of membership data

2.2.8. Specify the amount of the member's contribution and the date of the change (Fig. 6).

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

The system stores data on the members of the Agricultural company.

2.3. Adding a shareholder

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

2.3.1. In the data fill in window, in the table called 'Shareholders', click **[Add a shareholder]**.

An additional window opens to enter shareholder's data. Shareholders of an Agricultural company may be:

- a natural person of the Republic of Lithuania;
- a legal entity of the Republic of Lithuania;
- a foreign natural person;
- a foreign legal entity.

2.3.2. Click **[add]**.

A search window opens allowing you to search and select a shareholder.

1. PARTICIPANT

Participant	Address
-------------	---------

Search for a person

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION

Enter the amount of contribution in euros, irrespective of the date of payment of the share contribution amount.

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"/>

Save Cancel

Figure 7. Entry window for shareholder's data

2.3.3. Specify the type of persons that the shareholder belongs to. Depending on the type selected, the system provides to fill in relevant information fields.

SEARCH FOR A PERSON [Close](#)

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

2.3.4. 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.

2.3.5. 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 has found a person/entity according to the specified data, click on the link with personal data. If the system has not found a person/entity, check that you have entered the data correctly.

2.3.6. If the system does not find a foreign person according to the specified data, a relevant information message will be provided at the top of the window: *“No people were found based on the criteria entered. Enter a new natural person”* (Fig. 4). In this case, click on the link above [Enter a new natural person](#) and fill in the necessary information. This only works for a foreign person. After entering the data on a foreign person, click on the **[Save]** button (Fig. 5).

2.3.7. The system enters data in the window for the payment of the contribution (Fig. 8).

1. PARTICIPANT

Participant	Address
<input type="text"/>	<input type="text"/>
<input type="button" value="Remove"/>	
<input type="button" value="Change"/>	

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION ?

Enter the amount of contribution in euros, irrespective of the date of payment of the share contribution amount.

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

Figure 9. Data window for the payment of the contribution


2.3.8. Specify the amount of the shareholder's contribution and the date of the change.

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

The system stores data on the shareholders of the Agricultural company.

2.4. Changing the amended data

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

2.4.1. In the entry window for the application data, on the *list of Changes* click on  **Change** .

CHANGE



Member / participant		
Change Transfer of share 		
Contribution	Value of the contribution	Date of change
Monetary	<input type="text" value="1 000,00"/> Eur	<input type="text" value="2022-07-11"/> 
Non-monetary	<input type="text"/> Eur	

Figure 10. Window for changes to the saved data changes

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

2.4.1.2. If **{change}** field is the *End of membership*, you can only change the end date of membership.

2.4.1.3. If **{change}** field is the *Payment of the contribution*, you can change the date and amount of the contribution.

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

The system stores the specified information.

2.4. Completing data entry

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

2.5.1. Click **[Save]**.

The system stores data on the Agricultural company's members and shareholders.

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

The *Document signing* window opens; here the additional electronic documents (copy of a foreign national's personal document, etc.) can be uploaded and all together be signed with an e-signature. For more information on this, refer to chapter 2.7. Signing of documents with an electronic signature and submitting them.

2.6. Uploading an electronic document

If there are foreign persons among the members whose data is not verified in JAR, an additional document (a scanned copy of the passport/personal card or a foreign register excerpt) is required.

A document already signed by an e-signature may be uploaded. There is no need to sign a document for a second time.

Note: The name and place of residence or address of a natural person of a foreign state for correspondence and the name, legal form, registered office of a legal entity of a foreign state, the name of the register in which the foreign legal entity is registered shall be submitted transliterated in Latin letters.

If the documents are submitted in a language other than the official language, they must be accompanied by translations certified by the translator's signature.

When providing data on a foreign legal entity, excerpt of the register or another document confirming that the legal entity is registered, it shall be submitted in a legal format in accordance with the Procedure of Legalization and Approval of Documents (Apostille) approved by the resolution of the Government of the Republic of Lithuania.

In order to submit an electronic document, follow these steps:

2.6.1. In the document signing window (Fig. 11) under the documents list, click

 UPLOADING OF DOCUMENT

UPLOADING OF DOCUMENT


Document type*	<input type="text" value="Please select..."/>
Uploaded document date*	<input type="text"/> 
Document number	<input type="text"/>
Description of the document	<input type="text"/>
Document*	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload"/>	

Figure 11. Document upload field

2.6.2. Enter the document details.

2.6.3. Select **[Choose File]** 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. To view the contents of the uploaded document, click  Sign and  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, 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 (Fig. 12), choose the unsigned document from the list and in the *Actions* column, click  Sign .

Document uploaded successfully.

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS

Entering of data

Signing of documents

LEGAL ENTITY

Application no.
Legal status Under Liquidation
Name
Code
Registered office

No.	Document	Status	Actions
1.	Foreign person's passport	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download <input type="checkbox"/> Remove
2.	List of the members and shareholders of an agricultural company	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download

UPLOADING OF DOCUMENT

Signature data

Timestamp
Apply

Document to be signed

PDF document



Foreign_person's_passport.pdf

Fig 12. 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]**.

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS

Print

Entering of data
Signing of documents

LEGAL ENTITY

Application no.	
Legal status	Under Liquidation
Name	
Code	
Registered office	

No.	Document	Status	Actions
1.	List of the members and shareholders of an agricultural company	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download

Signature data

Timestamp
Apply

Document to be signed

PDF document

List of the members and shareholders of an agricultural company.pdf

Signing method

Please select

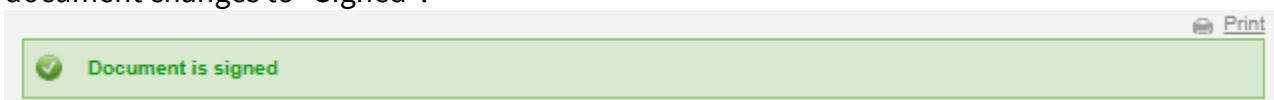
Figure 13. The document signing window

2.6.3. Select **[sign]**.

A window opens for entering a password.

2.6.4. 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".



2.6.5. To submit an application, click on **[Submit]**.

2.7.5. If you wish to submit the application, select **[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.

Submit >>

Back

If at least one of the participants is a foreign person, the system checks whether their data is validated by 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 list of members are correct and validated, the status of the application becomes “Completed”.

2.8. Submitting an updated list of members

The system allows you to submit changes related to member or shareholders’ data and/or other changes (end of membership). Make sure that the data is correct before you provide the list of participants because it will not be possible to make corrections after it is submitted.

In order to submit an amended list of members, follow these steps:

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

Application no.	3238345
Legal status	Under Liquidation
Name	Širvintų r. žemės ūkio bendrovė "Alionių agroservisas"
Code	178237350
Registered office	Širvintų r. sav., Alionių kaimiškoji sen., Alionių I k.

Agricultural company must have at least 2 members.

MEMBERS

No	Member	Member from	Contribution	
			Monetary	Non-monetary
1	Members when the rights belong under the right of common ownership Person authorised by co-owners: <input type="checkbox"/> Change the data <input type="checkbox"/> Change representative Other co-owners: <input type="checkbox"/> Change the data <input type="checkbox"/> Enter the change <input type="checkbox"/> Change the amount of contribution	2022-03-21	100,00 Eur	
Total			1 150,00 Eur	

PARTICIPANTS

No	Participant	Participant from	Contribution	
			Monetary	Non-monetary
1	<input type="checkbox"/> Change the data <input type="checkbox"/> Enter the change <input type="checkbox"/> Change the amount of contribution	2022-03-18	100,00 Eur	
Total			1 300,00 Eur	

LIST OF CHANGES

No	Member / participant	Change	Date	Contribution	
				Monetary	Non-monetary

Fig. 14 Window view when the application has already been submitted

2.8.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Provision of the list of participants**. The table called ‘List of changes’ only shows the newly added changes.

2.8.2. Here you can do the following:

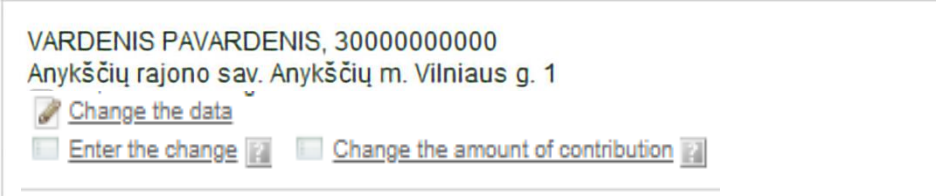
- add a member;
- add a shareholder;
- change the amended data;
- change the member's data;
- change the amount of the member's contribution;
- change the amount of the shareholder's contribution;
- upload an electronic document;
- sign with electronic signature;
- enter the end of membership details.

2.9. Changing the member / shareholder's address

2.9.1. The system automatically takes the address from the Population Register. To change the address of the participant or if the address of the participant is not listed, follow these steps:

2.9.2. If you need to specify the address of the participant:

2.9.2.1. Select  [Change the data](#) .



VARDENIS PAVARDENIS, 30000000000
 Anykščių rajono sav. Anykščių m. Vilniaus g. 1

Figure 15. Member's information

The *Real property object search* window opens.

2.9.2.2. For address in Lithuania, select the Lithuanian address. The foreign address will become greyed out. Enter the address and select **[search]**.

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

SEARCH FOR A REAL PROPERTY OBJECT

[Close](#)

Member	
Address	

Address in Lithuania

Municipality	Vilnius m. sav.	House no.	<input type="text" value="9"/>
Residential settlement	<input type="text" value="Vilnius"/>	Apartment No.	<input type="text"/>
Street	<input type="text" value="Gedimino bul."/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Records found: 3

Reg. No.	Object	Unique no.	Address
122441/10	Non-residential building	1094-0082-3010	Vilnius, Gedimino bul. 9
28754/1	Land parcel	0101-0041-0067	Vilnius, Gedimino bul. 9
28918/1	Land parcel	0101-0041-0070	Vilnius, Gedimino bul. 9

Foreign address

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

Figure 16. Window display for an address entry in Lithuania

2.9.3. If you wish to specify the address of the participant abroad:

2.9.3.1. To enter a foreign address, make the appropriate selection Foreign address

The Lithuanian address will be greyed out. Enter the address and click **[Enter]**.

The system changes the participant's address.

SEARCH FOR A REAL PROPERTY OBJECT

[Close](#)

Member	
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)		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Foreign address

The state	<input type="text" value="Afghanistan"/>
Address (no state)	<input type="text" value="street 3-4"/>
<input type="button" value="Enter"/>	

Figure 17. Window display for an address entry abroad

2.9.4. In the application to register the list of participants, select **[Save]**.

The system saves the changed data. If no more data in the list of participants needs to be changed, you can submit the list. For more information on this, refer to chapter 2.7. *Signing documents with an electronic signature and submitting.*

2.10. Changing the amount of the member's contribution

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

2.10. 1. In the participants' list submission window, select [Change the amount of contribution](#)
Change of the contribution amount window opens (Fig. 18).

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

2.10.3. Click **[Save]**.

The system saves the amended data. If there will not be any additional changes to the list of participants, you can submit the list. For more information on how to accomplish that, refer to chapter 2.7. *Signing documents with an electronic signature and submitting.*

1. MEMBER



Member		
2. CHANGE (select required)		
2.3. CHANGE OF THE AMOUNT OF CONTRIBUTION 		
Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Figure 18. Input window for changing the amount of member's contribution

2.11. Changing the amount of the shareholder's contribution

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

2.11. 1. In the participants' list submission window (Fig. 15), near shareholder, select [Change the amount of contribution](#)

Change in the contribution amount window opens (Fig. 19).

2.11.2. Enter the total amount of the contribution present and the date of change.

2.11.3. Click **[Save]**.

The system saves the amended data. If there will not be any additional changes to the list of participants, you can submit the list. For more information on how to accomplish that, refer to chapter 2.7. *Signing documents with an electronic signature and submitting.*

1. PARTICIPANT



Participant		
2. CHANGE (select required)		
2.5. CHANGE OF THE AMOUNT OF CONTRIBUTION 		
Enter the amount of contribution in euros, irrespective of the contribution payment date. If the amount of contribution has decreased or increased enter the amount of contribution available on the change date.		
Contribution	Value of the contribution	Date of change
Monetary	<input type="text"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Figure 19. Input window for changing the amount of shareholder's contribution

2.12. Entering the end of membership details

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. 10), view the list of members.

2.12.2. Next to the member data, select [Fiksuoti pakeitima](#).

When a member is selected, a window opens (Fig. 20), where only the end date of the membership can be entered.

1. MEMBER

Member	Address
<input type="text"/>	<input type="text"/>


2. CHANGE (select required)

2.2. END OF MEMBERSHIP

Contribution	Value of the contribution	Date of change
Monetary	<input type="text" value="100.00"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Figure 20. 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. If there will not be any additional changes to the list of participants, you can submit the list. For more information on how to accomplish that, refer to chapter 2.7. *Signing documents with an electronic signature and submitting.*

2.13. Entering the transfer of shares details

In order to submit a change (transfer of shares) for a shareholder, follow these steps:

2.13.1. In the application data fill in window (Fig. 14), view the list of members.

2.13.2. Next to the member data, select [Enter the change](#).

When a member is selected, a window opens (Fig. 21), where only the end date of the transfer of shares can be entered.

1. PARTICIPANT

Participant	Address


2. CHANGE (select required)

2.4. TRANSFER OF SHARE 

Contribution	Value of the contribution	Date of change
Monetary	<input type="text" value="100,00"/> Eur	<input type="text"/> 
Non-monetary	<input type="text"/> Eur	

Figure 21. Window for entering data on the transfer of shares

2.13.3. Enter details of the date (change) of transfer of shares.

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

2.13.5 Select **[Save]**.

The system stores the changed data and provides it in the list of changes. If there will not be any additional changes to the list of participants, you can submit the list. For more information on how to accomplish that, refer to chapter 2.7. *Signing documents with an electronic signature and submitting.*

3. Managing the list of participants

The system allows you to submit and view a list of participants, and submit an amended list.

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 (Private Limited Liability Company (UAB), Small partnership (MB), Public enterprise (PE), Agricultural company (ŽŪB), Cooperative company (KO), etc.), 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 JA, 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 authorized 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.

Home / [Legal Entities Register](#) / [Participants of legal entities \(JADIS\)](#) / [Viewing of the lists of participants](#) /

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>
3238269	2022-07-15	Being filled in	View Continue Remove
3227809	2022-05-26	Rejected	View
3218137	2022-04-22	Completed	View
3217670	2022-04-20	Completed	View
3188231	2022-01-19	Completed	View

Figure 16. 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 [View](#) 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 [Continue](#) 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 chapter 2.2. *Submission and management of the list of members of a Cooperative company.*

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 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.