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

USER MANUAL

REGISTRŲ CENTRAS

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1. General information

This user manual (hereinafter - the user manual) describes the provision of the list of participants of the Cooperative companies 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
KO	Cooperative company (Cooperative)

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

2. Submission and management of the list of members of a Cooperative 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	No legal proceedings
Name	
Code	
Registered office	

ℹ Cooperative society must have at least 5 members.

MEMBERS

No	Member	Member from	Contribution	
			Monetary	Non-monetary
Total			3 100,00 Eur	

[Add a member] [Add members when the rights belong under the right of common ownership] ℹ

LIST OF CHANGES

No	Member	Change	Date	Contribution	
				Monetary	Non-monetary

[Save]   [Continue>>]

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), in the table called 'Members', click **[Add a member]**.
An additional window opens to enter member's data (Fig. 2).
Members of a Cooperative 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 **[Search for a person]**. A search window opens up allowing you to search for a person/entity (Fig. 3) and to select a member type.

Figure 2. Member data entry window

2.2.3. Specify the type of persons that the member belongs to (a natural person of the Republic of Lithuania, legal entity of the Republic of Lithuania, etc.). Depending on the above, the system provides to fill in relevant information fields.

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. 4).

SEARCH FOR A PERSON

Figure 4. Search window for a person, when the member type is defined as a foreign natural person

SEARCH FOR A PERSON

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).

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 Cooperative company.

2.3. Changing the amended data

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

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

Figure 7. Window for changes to the saved data changes

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

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

2.3.2. 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:

2.4.1. Click **[Save]**.

The system stores data on the Cooperative company's members.

2.4.2. 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 *2.6. Signing of documents with an electronic signature and submitting*.

2.5. 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:

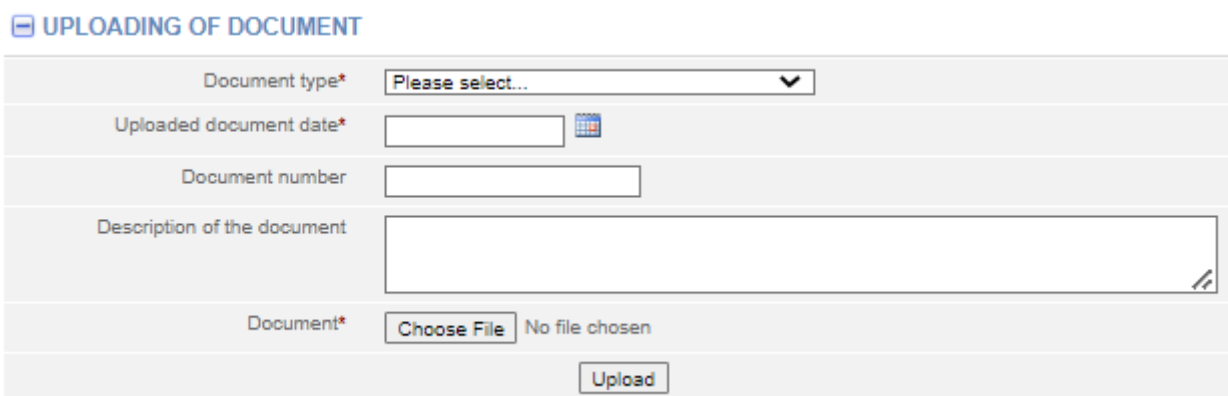2.5.1. In the document signing window (Fig. 8) under the documents list, click ⊞ UPLOADING OF DOCUMENT

Figure 8. Document upload field

2.5.2. Enter the document details.
2.5.3. Select **[Choose File]** and select the document from the computer.
Note: You can only upload PDF documents.
2.5.4. Select **[Upload]**.
The document is uploaded to the system and shown in the list of documents.

🖨 Print

✅ Document uploaded successfully.

2.6. 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:
2.6.1. In the document signing window (Fig. 9), choose the unsigned document from the list and in the *Actions* column, click ☐ Sign .

Fig 9. Document signing window

2.6.2. 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]**.

2.6.3. 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".
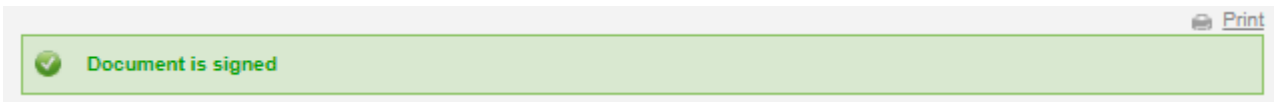
2.6.5. To submit an application, click on **[Submit]**.

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".

2.7. Submitting an updated list of members

The system allows you to submit changes related to members' 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:

2.7.1. From the vertical menu select Participants of Legal Entities (JADIS) *> Provision of the list of participants*.

2.7.2. Here you can do the following:

2.7.2.1. add a member;

2.7.2.2. change the amended data;

2.7.2.3. change the member's data;

2.7.2.4. change the amount of the member's contribution;

2.7.2.5. upload an electronic document;

2.7.2.6. sign with electronic signature;

2.7.2.7. enter the end of membership details.

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

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS

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LEGAL ENTITY

Legal status	No legal proceedings
Name	
Code	.
Registered office	

ⓘ Cooperative society must have at least 5 members.

MEMBERS

No	Member	Member from	Contribution	
			Monetary	Non-monetary
1	☐ Enter the change ? ☐ Change the amount of contribution ?	2022-03-23	100,00 Eur	
Total			3 100,00 Eur	

[Add a member] [Add members when the rights belong under the right of common ownership] ?

LIST OF CHANGES

No	Member	Change	Date	Contribution	
				Monetary	Non-monetary

[Save] [Continue>>]

Figure 10. Window view when the application has already been submitted

2.8. Changing the member's address

2.8.1. 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:

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

2.8.2.1. Select 🖉 Change the data .

VARDENIS PAVARDENIS, 30000000000
Anykščių rajono sav. Anykščių m. Vilniaus g. 1
🖉 Change the data
☐ Enter the change ? ☐ Change the amount of contribution ?

Figure 11. Member's information

The *Real property object search* window opens.

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

2.8.2.3. In the results table, click the on the correct property (Fig 13).

The system changes the participant's address.

Figure 12. Window display for an address entry in Lithuania

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

2.8.3.1. To enter a foreign address, make the appropriate selection

The Lithuanian address will be greyed out. Enter the address and click **[Enter]** (Fig. 13).

The system changes the participant's address.

Figure 13. Window display for an address entry abroad

2.8.4. 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*.

2.9. Changing the amount of the member's contribution

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

2.9. 1. In the participants' list submission window, select ☐ Change the amount of contribution
Change of the contribution amount window opens (Fig. 14).
2.9.2. Enter the total amount of the contribution present and the date of change.
2.9.3. Click **[Save]**.
The system saves the amended data.

Figure 14. Input window for changing the amount of member's contribution

2.10. Entering the end of membership details

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

2.10.1. In the application data fill in window (Fig. 10), you can view the list of members.

2.10.2. Next to the member data, select ☐ Enter the change .

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

1. MEMBER

Member	Address

2. CHANGE (select required)
2.2. END OF MEMBERSHIP 🖼

Contribution	Value of the contribution		Date of change
Monetary	100,00	Eur	
Non-monetary		Eur	

Save Cancel

Figure 15. The entry window for the end of membership details

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

2.10.4. To undo the change you have just entered, select ⊗ Remove

2.10.5. 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.

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.

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.

3.5.3. Select **[OK]**.

The system removes the document.