



PROVISION OF THE DATA OF PART-
OWNERS OF THE PUBLIC
INSTITUTION TO THE
INFORMATION SYSTEM OF LEGAL
ENTITIES PARTICIPANTS

USER
MANUAL

Table of contents

1. General information	2
1.1. Terms used in the user manual:.....	2
1.2 Logging in to JADIS	2
2. Provision and management of the list of part-owners of a public institution.....	3
2.1. Applying for registration of the list of part-owners for the first time	3
2.2 Adding a part-owner	3
2.3. Changing the amended data	6
2.4. Completing data entry	6
2.5. Uploading an electronic document.....	6
2.6. Signing documents with an electronic signature and submitting	7
2.7. Submitting an updated list of part-owners.....	9
2.8. Changing the part-owner's (natural person) address.....	10
2.9. Changing the amount of the part-owners's contribution	12
2.10. Entering the transfer of rights details	13
3. Managing the list of participants	14
3.1. Document status and possible actions	14
3.2. Status and actions of the Legal entity	14
3.3. Finding and viewing the list of participants	15
3.4. Continuing filling in the list of participants	15
3.5. Removing the application.....	16

1. General information

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
VŠĮ	Public institution

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

Horizontal menu

Window name

Vertical menu

Calendar

Drop down menu

Area

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/submitting 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. Provision and management of the list of part-owners of a Public institution

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

When providing the list of part-owners for the first time, you must specify both the data of the part-owner or part-owners of the public institution from the date of registration of the public institution in the Register of Legal Entities, as well as related changes (acquisition of rights).

In order to provide a list of part-owners, 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 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	- - -

PART-OWNERS

No	Part-owner	Part-owner from	Contribution
Total			260,00 Eur

[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>>](#)

Figure 1. A window image when the PI's application to register part-owners is submitted for the first time

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

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

2.2 Adding a part-owner

Both natural and legal persons can be part-owners of the Public Institution.

To add a part-owner and save their data, follow these steps:

2.2.1. In the data entry window (Fig. 1), click **[Add a part-owner]**.

An additional window opens to enter the part-owner's data.

1. PART-OWNER

Part-owner	Address
<input type="text" value="Search for a person"/>	
2. CHANGE (select required)	
2.1. ACQUISITION OF RIGHTS	
<small>Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.</small>	
Value of the contribution	Date of change
<input type="text"/> Eur	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 2. Part-owner data entry window

2.2.2. Click **[Add]**.

A search window opens up allowing you to search and select a part-owner.

SEARCH FOR A PERSON [Close](#)

Type of selection Natural person of the Republic of Lithuania Legal entity of the Republic of Lithuania
 Municipality of the Republic of Lithuania 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. Specify the type of persons that the part-owner belongs to.

Depending on the above, the system provides to fill in relevant information fields.

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 does not find a person according to the specified data, a relevant information message/link will be provided at the top of the window.

2.2.6. If the system was not able to find a natural or legal person, click on the link [Enter a new natural/legal person](#) displayed at the top of the window and fill in the necessary information.

The system opens up a window for entering data of a new person (Fig. 5).

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
Municipality of the Republic of Lithuania Republic of Lithuania Foreign natural person Foreign legal entity

Personal code *

First name *

Surname *

Figure 4. Search window for a new 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

2.2.6.1. Enter the person's data.

2.2.6.2. Click [**Save**].

The system adds data to the part-owner's entry window (Fig. 6).

2.2.7. If the system found a person according to the specified data, click on the link with personal data.

The system adds the data to the acquisition of rights window.

1. PART-OWNER

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

2. CHANGE (select required)

2.1. ACQUISITION OF RIGHTS **i**

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


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

Figure 6. Window for entering data on the acquisition of rights


2.2.8. Indicate the value of the part-owner's contribution and the date of change.

2.2.9. After entering the information, click **[Save]**.

The system saves data on the part-owners of the public institution.

2.3. Changing the amended data

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

2.3.1. In the entry window for the application data, click on  **Change** near the change.

LIST OF CHANGES



No	Part-owner	Change	Date	Contribution
1	 Change  Remove	Acquisition of rights	2022-07-12	1 000,00 Eur

Figure 7. List of Changes window

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

CHANGE

Part-owner VARDENIS PAVARDENIS, 40000000001	
Change Acquisition of rights	
Value of the contribution	Date of change
<input type="text" value="1 000,00"/> Eur	<input type="text" value="2022-07-12"/> 
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 8. Window for changing the entered change

2.3.1.2. If **{Change}** field is the *Transfer of rights*, you can only change the date of transfer of rights.

2.3.1.3. 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 public institution part-owners.


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

The *Document signing* window opens; here the additional electronic documents (Fig. 10) can be uploaded and all together be signed with an e-signature (Chapter 2.6).

2.5. Uploading an electronic document

If there are foreign natural persons among the part-owners whose data is not verified in JAR, an additional document (a scanned copy of the passport/personal card) 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. In order to submit an electronic document, follow these steps:

2.5.1. In the document signing window (Fig. 10) 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 9. 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.

2.5.5. 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.

2.6. 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. 10), choose the unsigned document from the list and in the *Actions* column click [Sign](#) .

[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

LEGAL ENTITY

Application no.
Legal status No legal proceedings
Name
Code
Registered office



No.	Document	Status	Actions
1.	List of part-owners of public institutions	Unsigned	<input type="checkbox"/> Sign  Download

Signature data

Timestamp
Apply

Document to be signed

PDF document

  [List of part-owners of public institutions.pdf](#)

Signing method

Please select

Sign using stationary digital signature »
Sign using mobile digital signature »

Fig 10. Document signing window

2.6.2. Choose the signing method:

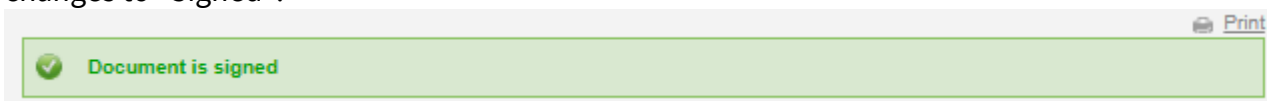
- To sign the document using an electronic signature via the USB key or chip card, select [**Sign using stationary digital signature**];
- To sign using a mobile phone, select [**Sign using mobile digital signature**].

2.6.3. Select [**Sign**].

A window opens for entering a password.

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

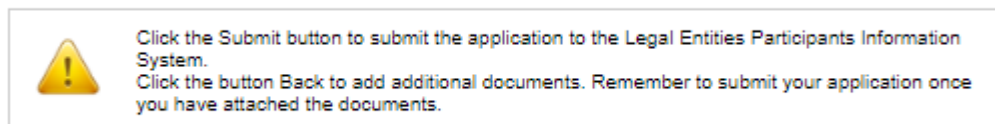
The system displays a note that the signing of the document was successful. Status of the document changes to “Signed”.



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

2.6.5. If you wish to submit the document, click **[Submit]**.

WARNING



Submit >>

Back

If at least one of the participants is a foreign natural person, the system checks whether their data is validated by the JAR. If the foreign natural 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 part-owners are correct and validated, the status of the application changes to “Completed”.

2.7. Submitting an updated list of part-owners

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

In order to submit an amended list of part-owners, follow these steps:

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

The list of part-owners shows the list of part-owners provided by the public institution in 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	No legal proceedings
Name	
Code	
Registered office	

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 ?	2022-01-04	100,00 Eur
Total			260,00 Eur

[?](#)

LIST OF CHANGES

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

Figure 11. Window view when the application has already been submitted

Note. In the **List of Changes** table you can see only the newly made changes. Changes made in previous part-owners lists are not displayed.

2.7.2. Enter the information (you can do the following):

2.7.2.1. add a part-owner;

2.7.2.2. change the amended data;

2.7.2.3. change the part-owner's address – refer to *Changing the part-owner's address*;

2.7.2.4. change the amount of the part-owner's contribution;

2.7.2.5. finish inputting the information;

2.7.2.6. upload an electronic document - refer to *Uploading an electronic document*;

2.7.2.7. sign with electronic signature – refer to *Signing documents with an electronic signature and submitting*;

2.7.2.8. enter the transfer of rights data.

2.8. Changing the part-owner'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

 Fiksuoti pakeitima Keisti inašo dvdi

Figure 12. Part-owner'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.

[Close](#)

SEARCH FOR A REAL PROPERTY OBJECT

Member																
Address																
<input checked="" type="radio"/> Address in Lithuania																
<table border="1"> <tr> <td>Municipality</td> <td>Vilniaus m. sav.</td> <td>House no.</td> <td><input type="text" value="9"/></td> </tr> <tr> <td>Residential settlement</td> <td><input type="text" value="Vilnius"/></td> <td>Apartment No.</td> <td><input type="text"/></td> </tr> <tr> <td>Street</td> <td><input type="text" value="Gedimino bul."/></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </td> </tr> </table>	Municipality	Vilniaus 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"/>			
Municipality	Vilniaus 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																
<table border="1"> <thead> <tr> <th>Reg. No.</th> <th>Object</th> <th>Unique no.</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>122441/10</td> <td>Non-residential building</td> <td>1094-0082-3010</td> <td>Vilnius, Gedimino bul. 9</td> </tr> <tr> <td>28754/1</td> <td>Land parcel</td> <td>0101-0041-0087</td> <td>Vilnius, Gedimino bul. 9</td> </tr> <tr> <td>28918/1</td> <td>Land parcel</td> <td>0101-0041-0070</td> <td>Vilnius, Gedimino bul. 9</td> </tr> </tbody> </table>	Reg. No.	Object	Unique no.	Address	122441/10	Non-residential building	1094-0082-3010	Vilnius, Gedimino bul. 9	28754/1	Land parcel	0101-0041-0087	Vilnius, Gedimino bul. 9	28918/1	Land parcel	0101-0041-0070	Vilnius, Gedimino bul. 9
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28754/1	Land parcel	0101-0041-0087	Vilnius, Gedimino bul. 9													
28918/1	Land parcel	0101-0041-0070	Vilnius, Gedimino bul. 9													
<input type="radio"/> Foreign address																
<table border="1"> <tr> <td>The state</td> <td><input type="text" value="Afghanistan"/></td> </tr> <tr> <td>Address (no state)</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Enter"/> </td> </tr> </table>	The state	<input type="text" value="Afghanistan"/>	Address (no state)	<input type="text"/>	<input type="button" value="Enter"/>											
The state	<input type="text" value="Afghanistan"/>															
Address (no state)	<input type="text"/>															
<input type="button" value="Enter"/>																

Figure 13. 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

Foreign address

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

The system changes the participant's address.

SEARCH FOR A REAL PROPERTY OBJECT [Close](#)

Member

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 14. 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 2.6. *Signing documents with an electronic signature and submitting.*

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

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

2.9. 1. In the participants' list submission window (Fig. 11), select [Change the amount of contribution](#)

Change in the contribution amount window opens.

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


2.9.3. Click **[Save]**.

The system saves the amended data.

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.
If the amount of contribution has decreased or increased enter total amount of contribution available on the change date.


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

Figure 15. Input window for changing the data on the amount of contribution

2.10. Entering the transfer of rights details

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

2.10.1. In the application data entry window (Fig. 11), you can see the list of part-owners.

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

2.10.3. When a part-owner is selected, a window opens, where only the end date of the transfer of rights can be entered. Enter the date of the transfer of part-owner rights in the area "Date of change".

1. PART-OWNER

Part-owner	Address

2. CHANGE (select required)


2.2. TRANSFER OF RIGHTS

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

Figure 16. The entry window for the date of transfer of rights

2.10.4. When the part-owner's rights are transferred to a new part-owner, you must add a new member and enter the amount of the contribution to be acquired and the date of the change (see chapter **2.2. Adding a part-owner**).

2.10.5. When the part-owner's rights are transferred to one of the existing part-owners, in the data entry window, select the part-owner who acquires the transferred rights from the list of part-owners, by clicking on **[Change contribution amount]** link. In the window for changing the amount of the contribution, enter the changed amount, i.e. add the value of the contribution of the part-owner who has transferred the rights to the existing contribution, recording the total value of the contributions, as well as the date of change (see Chapter **2.3. Changing the amended data**).

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

2.10.5. To continue providing the list of participants, click **[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 provide 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 Institution (PI), Agricultural company (ŽŪB), Cooperative company (KO)), 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 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.

Date of application from  to 

Status of the application 










Application no.	Date of application 	Status of the application	Actions
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 17. Window with the list of applications related to 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 the lists of participants**.

A window opens up (Fig. 16) 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 on this, refer to chapter called *Provision and management of the list of part-owners of a Public institution* (page 3).

3.5. Removing the application

The removal of the application is allowed only if 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 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.