



PROVISION OF THE LIST OF
PARTICIPANTS OF THE SMALL
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 Small partnerships 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
MB	Small partnership

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

The screenshot shows the 'LIST OF APPLICATIONS FOR LISTS OF PARTICIPANTS' page. The interface includes a horizontal menu at the top with logos for 'REGISTRU CENTRAS' and 'PRADŽIA', and a 'REGISTER OF LEGAL ENTITIES' button. A vertical menu on the left lists various services, with 'Viewing of the lists of participants' selected. The main content area features a search form with fields for 'Application no.', 'Date of application' (with a calendar icon), and 'Status of the application' (with a drop-down menu). Below the form is a table of application records, each with a 'View' button. Annotations point to these elements: 'Horizontal menu' points to the top navigation bar; 'Window name' points to the page title; 'Vertical menu' points to the left sidebar; 'Calendar' points to the date selection icon; 'Drop down menu' points to the status selection menu; and 'Area' points to the table of application records.

Horizontal menu

Window name

Vertical menu

Calendar

Drop down menu

Area

Application no.	Date of application	Status of the application	Actions
3225551	2022-05-17	Completed	View
3225548	2022-05-17	Completed	View
3218460	2022-04-13	Completed	View
3207448	2022-02-14	Completed	View
3208388	2022-02-07	Completed	View

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  .

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)**.

1.3 Types of Small partnerships

1.3.1. Different types of Small partnerships:

- a meeting of members and one member of MB;
- a meeting of members and one or more members of MB;
- a head of the small partnership and one member of MB;
- a head of the small partnership and one or more member of MB.

1.3.2. The data entry of members into JADIS depends on the type of Small partnership:

- in the first two cases, member data is registered in the JAR, therefore, when providing the list of participants, make sure that the member data registered in the JAR and the member data in the participant list being filled match;
- in the third case the participant list can be submitted only with one member of MB; in the fourth case – with one or several members of MB.

2. Provision and management of the list of members of a Small partnership

2.1. Applying for registration for the first time

When providing the list of members for the first time, indicate the data of the member(s) of the Small partnership from the date of partnership registration in the Register of Legal Entities and other data related to the member(s) of the Small partnership (start of membership).

In order to provide 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 Reformation
Name	
Code	
Registered office	

MEMBERS

No	Member	Member from	Contribution	
			Monetary	Non-monetary
Total			1 500,00 Eur	



LIST OF CHANGES

No	Member	Change	Date	Contribution	
				Monetary	Non-monetary

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

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

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

2.2 Adding a member

Only natural persons can be members of the Small partnership.

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

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

An additional window opens to enter member's data.

1. MEMBER

Member	Address	
<input type="button" value="Search for a person"/>		
2. CHANGE (select required)		
2.1. BEGINNING OF MEMBERSHIP ⓘ		
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 2. Member data entry window

2.2.2. Click **[Add]**.

A search window opens up allowing you to search and select a member.

SEARCH FOR A PERSON

Type of selection	<input checked="" type="radio"/> Natural person of the Republic of Lithuania <input type="radio"/> Foreign natural person
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

2.2.3. Specify the type of persons that the member 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 (Fig. 4).

2.2.6. If the system was not able to find a natural person, click on the link [Enter a new natural person](#) displayed on 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. 4).

SEARCH FOR A PERSON

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

Type of selection Natural person of the Republic of Lithuania Foreign natural person

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 member's data entry window (Fig. 2).

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

The system adds data to the member's data entry window

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](#).

LIST OF CHANGES

No	Member	Change	Date	Contribution	
				Monetary	Non-monetary
1	Change Remove	End of membership	2022-07-18	1 000,00 Eur	

Figure 6. List of Changes window

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

CHANGE		
Member		
Change Beginning of membership		
Contribution	Value of the contribution	Date of change
Monetary	100,00 Eur	2022-07-04
Non-monetary		

Save Cancel

Figure 7. Window for changing a saved change

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 Small partnership's members.

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

The *Document signing* window opens; here the additional electronic documents (Fig. 8) can be uploaded and all together be signed with an e-signature.

2.5. Uploading an electronic document

If there are foreign natural persons among the members 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. 9) under the documents list, click UPLOADING OF DOCUMENT

UPLOADING OF DOCUMENT

Document type* Please select...

Uploaded document date*

Document number

Description of the document

Document* Choose File No file chosen

Upload

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.


2.5.5. 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. 9), 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 Under Reformation
Name
Code
Registered office

No.	Document	Status	Actions
1.	List of the members of small partnership	Unsigned	<input type="checkbox"/> Sign <input type="checkbox"/> Download

Signature data

Timestamp
Apply

Document to be signed

PDF document

[List of the members of small partnership.pdf](#)

Signing method

Please select

Sign using stationary digital signature »

Sign using mobile digital signature »

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”.

Print

✔ Document is signed

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

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

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 Reformation
Name	
Code	
Registered office	

MEMBERS

No	Member	Member 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"/>	2022-03-31	1 000,00 Eur	
Total			1 500,00 Eur	

LIST OF CHANGES

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

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

Note. In the **List of Changes** table (see Fig. 6) you can see only the newly made changes. Changes made in previous member lists are not displayed.

2.7.2. Enter the information (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. finish inputting the information;
- 2.7.2.6. upload an electronic document;
- 2.7.2.7. sign with electronic signature;
- 2.7.2.8. enter the end of membership details.

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 .

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

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.

[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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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 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 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 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 (Fig. 10), 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. 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"/> <input type="button" value="📅"/>
Non-monetary	<input type="text"/> Eur	

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 (fact of the end of membership) for a member, follow these steps:

2.10.1. In the application data fill in window (Fig. 10), you can see 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	<input type="text"/> 
Non-monetary	Eur	<input type="text"/>

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

2.10.3. Enter details of the end date 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 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.

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"/>	



Application no.	Date of application	Status of the application	Actions
3238269	2022-07-15	Being filled in	<input type="button" value="View"/>  <input type="button" value="Continue"/>  <input type="button" value="Remove"/>
3227809	2022-05-26	Rejected	<input type="button" value="View"/>
3218137	2022-04-22	Completed	<input type="button" value="View"/>
3217670	2022-04-20	Completed	<input type="button" value="View"/>
3188231	2022-01-19	Completed	<input type="button" value="View"/>

Figure 16. 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 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  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 *Submission and management of the list of members of a Small partnership* (page 2).

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 members, 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.