



PROVISION OF THE LIST OF
PARTICIPANTS OF THE LIMITED
PARTNERSHIP 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. Submission and management of the list of general and limited partners of a Limited Partnership | 3 |
| 2.1. Applying for registration of the list of general and limited partners for the first time | 3 |
| 2.2. Adding a general and/or limited partner | 5 |
| 2.3. Adding general and/or limited partners under the right of joint ownership | 88 |
| 2.4. Changing the amended data | 10 |
| 2.5. Completing data entry | 10 |
| 2.6. Uploading the electronic document..... | 11 |
| 2.7. Signing documents with an electronic signature and submitting | 111 |
| 2.8. Submitting an updated list of general and/or limited partners..... | 13 |
| 2.9. Changing the general/partner partner's (natural person) address..... | 14 |
| 2.10. Changing the amount of the general and/or limited partner's contribution | 15 |
| 2.11. Entering the details on the end of membership | 15 |
| 2.12. Enter data on the limited partner's transfer of contribution | 16 |
| 3. Managing the list of participants | 17 |
| 3.1. Document status and possible actions | 17 |
| 3.2. Status and actions of the Legal entity | 17 |
| 3.3. Finding and viewing the list of participants | 17 |
| 3.4. Continuing filling in the list of participants | 18 |
| 3.5. Removing the application..... | 18 |

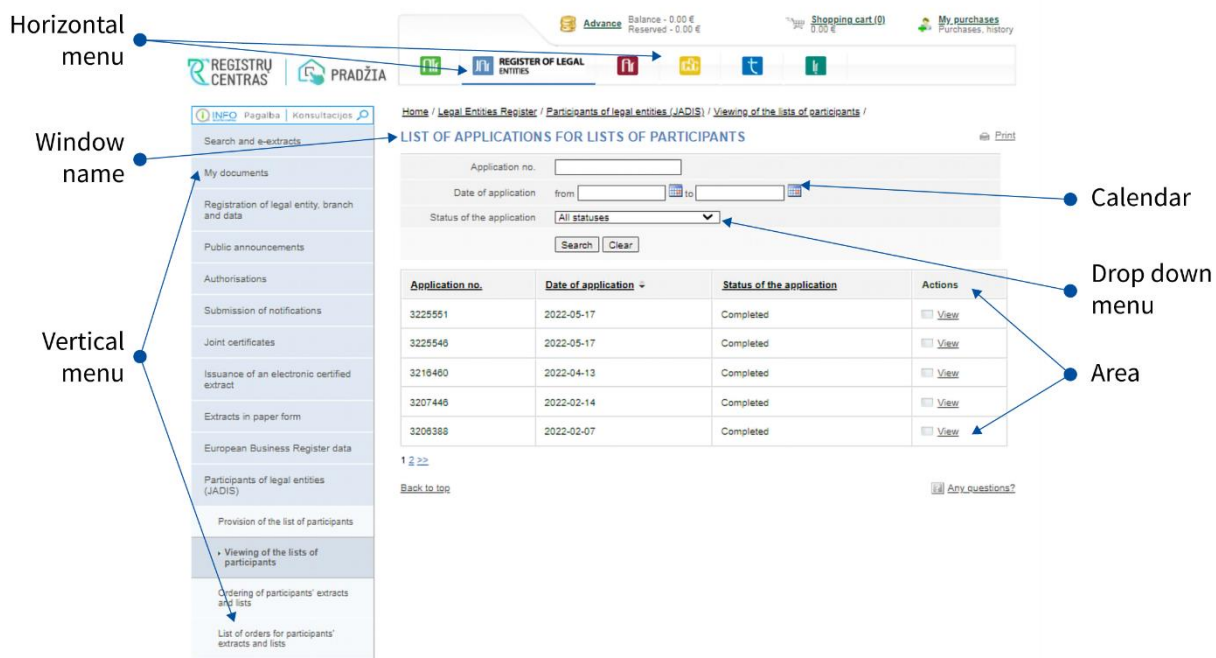
1. General information

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

1.1. Terms used in the user manual:

| Term | Meaning |
|-------|---|
| JADIS | Information System of Legal Entities Participants |
| JAR | Register of Legal Entities |
| JAREP | Electronic service for registration of legal entities |
| JA | Legal entity |
| KŪB | Limited Partnership |

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



1.2. Logging in to JADIS

1.2.1. Login at www.registrucentras.lt/self-service.

The self-service window of the Centre of Registers opens.

1.2.2. Click on **Self-Service**.

User authentication window opens.

1.2.3. Enter the e-signature data (signing/provision of the list of participants via e-banking will not work).

The welcome window opens.

1.2.4. Choose an authentication method based on the identification tools you have been issued.

The system requests you to enter a password/PIN.

1.2.5. From the horizontal menu select



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

2. Submission and management of the list of general/limited partners of a Limited Partnership

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

2.1.1. For new Limited Partnerships' submissions

In order to submit the list of general and limited partners, please follow these steps:

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

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS Print

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 Limited partnership must have at least one general partner and at least one limited partner.

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

i Only today's relevant data is provided.

GENERAL PARTNERS

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

LIMITED PARTNERS

| No | Limited partner | Limited partner from | Contribution | |
|-------|-----------------|----------------------|--------------|--------------|
| | | | Monetary | Non-monetary |
| Total | | | | |

LIST OF CHANGES

| No | General partner / Limited partner | Change | Date | Contribution | |
|----|-----------------------------------|--------|------|--------------|--------------|
| | | | | Monetary | Non-monetary |

Figure 1. Applying for registration of general and limited partners in Limited Partnership for the first time

2.1.1.2. Enter the information (you may do the following):

- add a general partner;
- add a limited partner;
- add general/limited partners when contribution is jointly owned
- change the amended data;
- complete data entries;
- upload an electronic document;
- sign documents with electronic signature and submit

Both natural persons and legal entities may be general and limited partners in the Limited Partnership.

To add a general or limited partner and enter their details, follow these steps:

2.1.2. Submitting details of participants of Limited Partnership when the participants' data is registered in the Register of Legal Entities

When accessing JADIS via self-service, the data filling window shows the transferred general and limited partners (if they were registered in the Register of Legal Entities). Below the participants' details, there are links 'Adjust details of a general partner' or "Adjust details of a limited partner'.

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

Figure 2. Link to Adjust details of a general partner

| | | | | |
|---|---|------------|--|--|
| 1 |  Revise data about the limited partner | 2000-12-22 | | |
|---|---|------------|--|--|

Figure 3. Link to Adjust details of a limited partner

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

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

Print

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS

Entering of data
Signing of documents

The person providing the list of participants is responsible for the accuracy of the documents and data provided and their timely submission.

LEGAL ENTITY

| |
|-------------------|
| Legal status |
| Name |
| Code |
| Registered office |


i Limited partnership must have at least one general partner and at least one limited partner.

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


i Only today's relevant data is provided.

i Please provide an updated list of participants as the participant's details have changed.

GENERAL PARTNERS

| No | General partner | General partner from | Contribution | |
|--------------|---|----------------------|--------------|--------------|
| | | | Monetary | Non-monetary |
| 1 |  Revise data about the general partner | 2000-12-22 | | |
| Total | | | | |

LIMITED PARTNERS

| No | Limited partner | Limited partner from | Contribution | |
|--------------|---|----------------------|--------------|--------------|
| | | | Monetary | Non-monetary |
| 1 |  Revise data about the limited partner | 2000-12-22 | | |
| Total | | | | |

LIST OF CHANGES

| No | General partner / Limited partner | Change | Date | Contribution | |
|----|-----------------------------------|--------|------|--------------|--------------|
| | | | | Monetary | Non-monetary |

Figure 4. Window view of 'Adjust details of a general partner' and 'Adjust details of a limited partner'

When submitting data to JADIS on general and limited partners, a list of participants is generated and a notification of deregistration of a limited partner (if it is on the list) is generated. Once the list of participants has been submitted to JADIS, the limited partner is deregistered from the Register of Legal Entities and subsequently the data on limited partners is only submitted and stored in JADIS.

2.2. Adding a general and/or limited partner

2.2.1. In the data fill window (Fig. 1) click on **[Add general partner]** and/or **[Add limited partner]**. An additional window opens to add general or limited partner's data.

1. GENERAL PARTNER

| | |
|-----------------|---------|
| General partner | Address |
|-----------------|---------|

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

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

Figure 5. General partner data entry window

1. LIMITED PARTNER

| | |
|-----------------|---------|
| Limited partner | Address |
|-----------------|---------|

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE 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="text"/> |

Figure 6. Limited partner data entry window

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

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

SEARCH FOR A 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 7. Search window for a person, when the general/limited partner type is a natural person of the Republic of Lithuania

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

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.

2.3.1.5. Click [**Search**].

If the data is correct and the system is able to find it, the results will be shown in the table.

If the system does not find a person based on the specified data, a relevant information message/link will be provided at the top of the window.

2.2.6. If the system does not find a foreign natural person/legal entity, click on the link provided above [Enter a new natural person / legal entity](#) and fill in the necessary information. The system displays a window to information of a new person (Fig. 9).

The screenshot shows a web interface titled "SEARCH FOR A PERSON" with a "Close" button in the top right. A message box at the top states: "No people were found based on the given data. [Enter a new natural person.](#)" Below this, there are radio buttons for "Type of selection": "Natural person of the Republic of Lithuania", "Legal entity of the Republic of Lithuania", and "Foreign natural person" (which is selected). There are also radio buttons for "Foreign legal entity". The form fields are: "First name*" with "karmen", "Surname*" with "Bilis", "Date of birth*" with "1989-11-09" and a calendar icon, and "Country which has issued the document*" with a dropdown menu showing "Spain". At the bottom are "Search" and "Clear" buttons.

Figure 8. Search window for a new foreign natural person

The screenshot shows the "SEARCH FOR A PERSON" window with a "Close" button in the top right. The form fields are: "First name*" with "KARMEN", "Surname*" with "BILIS", "Date of birth*" with "1989-11-09", and "Country which has issued the document*" with "Spain". Below these are two checkboxes: "Search for address in the Republic of Lithuania" and "Entering of foreign address", both of which are checked. There is an empty text input field below the checkboxes. At the bottom is a "Personal code" field and a "Save" button.


Figure 9. Data entry window for a new foreign natural person

2.2.6.1. Please enter the details of the person.


2.2.6.2. Click [**Save**]. System adds details into the window for adding a general partner (Fig. 10) or limited partner (Fig. 11).

2.2.7. If the system has found the person based on the data you entered, click on the link with the personal data. The system will add the data to the data window on the acquisition of rights as a general or limited partner.

1. GENERAL PARTNER

| General partner | Address |
|--|---------|
|  Remove | |

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP 

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




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

Figure 10. Entry window for the acquisition of rights as a general partner

1. LIMITED PARTNER

| Limited partner | Address |
|--|---------|
|  Remove | |

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION 


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

Figure 11. Entry window for the acquisition of rights as a limited partner

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

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

The system stores data on the general partners.

GENERAL PARTNERS

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

LIMITED PARTNERS

| No | <u>Limited partner</u> | <u>Limited partner from</u> | 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 | 2023-01-02 | 0,00 Eur | |
| Total | | | Eur | |

LIST OF CHANGES

| No | General partner / Limited partner | Change | Date | Contribution | |
|----|--|--|------------|--------------|--------------|
| | | | | Monetary | Non-monetary |
| 1 | Limited Partner <input type="checkbox"/> Change <input type="checkbox"/> Remove | Transfer of the amount of contribution | 2023-03-01 | 1,00 Eur | |
| 2 | Limited Partner <input type="checkbox"/> Change <input type="checkbox"/> Remove | Date of payment of the contribution | 2023-03-01 | 1,00 Eur | |

Figure 12. Saving details of a general or limited partner

2.3. Adding general and/or limited partners under the right of joint ownership

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

Figure 13. Window for entering details on general or limited partners under the right joint ownership

2.3.2. Click on **[Search for a person]** when the GENERAL PARTNER (JOINT OWNERSHIP RIGHTS) or LIMITED PARTNER (JOINT OWNERSHIP RIGHTS) data filling window opens. In the person search window, you need to specify the type of person to which the general or limited partner belongs (natural person, legal entity, etc.) and click **[Search]** after entering the personal data. If the details are correct, the system finds them and after you click on the search results, the general/limited partner is added to the list.

1. GENERAL PARTNER (CO-OWNERSHIP RIGHT)

| Authorised person | Date of appointment of authorized person | General partner | Address |
|--|--|-----------------|---------|
| <input type="button" value="Search for a person"/> | | | |

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

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

Figure 14. Window for entering details on general partners under the right joint ownership

1. LIMITED PARTNER (CO-OWNERSHIP RIGHT)

| Authorised person | Date of appointment of authorized person | Limited partner | Address |
|--|--|-----------------|---------|
| <input type="button" value="Search for a person"/> | | | |

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION

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

Figure 15. Window for entering details on limited partners under the right joint ownership

2.3.3. When submitting the data, it should be indicated which of the general and limited partner is authorised by the notary to represent the rights of the general or limited partners and the date of their appointment, the amount of the contribution (monetary and/or non-monetary) and the date of acquisition of the rights as the general or limited partner.

1. GENERAL PARTNER (CO-OWNERSHIP RIGHT)

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

2. CHANGE (select required)

2.1. BEGINNING OF MEMBERSHIP

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

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

Figure 16. Window for entering details on general partners under the right joint ownership

1. LIMITED PARTNER (CO-OWNERSHIP RIGHT)

| Authorised person | Date of appointment of authorized person | Limited partner | Address |
|----------------------------------|--|-----------------|---------|
| <input checked="" type="radio"/> | 2022-03-01 | Remove | |
| <input type="radio"/> | | Remove | |

2. CHANGE (select required)

2.2. DATE OF PAYMENT OF THE CONTRIBUTION

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

Figure 17. Window for entering details on general partners under the right joint ownership

2.4. Changing the amended data

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

LIST OF CHANGES

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

Figure 18. List of changes

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

CHANGE

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

Figure 19. Data change window

- 2.4.1.3. After you have entered the required information click [**Save**].
 The system stores the specified information.

2.5. Completing data entry

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

- 2.5.1. Click [**Save**].

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


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

The *Document signing* window opens; here the additional electronic documents can be uploaded and all signed with an e-signature (Chapter 2.7)

2.6. Uploading the electronic document

If there are foreign natural persons among the general or limited partners, an additional document must be uploaded (a copy of a passport, identity card or other document issued by a foreign country, the form and content of which can be verified in the Public Register of Authentic Identity and Travel Documents on the Internet (PRADO)). If there is a foreign legal entity, an excerpt from the register or other document certifying that the legal entity has been registered must be uploaded (if the foreign legislation does not require an excerpt).

If there are general or limited partners who own the contributions under joint ownership, a power of attorney, certified by a notary must be uploaded with authorisation to represent the rights of the general or limited partners acquired by joint ownership. You can also upload a document that has already been signed with an e-signature. Such a document does not need to be signed a second time. In order to submit an electronic document, follow these steps:

2.6.1. In the document signing window under the documents list, click  **UPLOADING OF DOCUMENT**

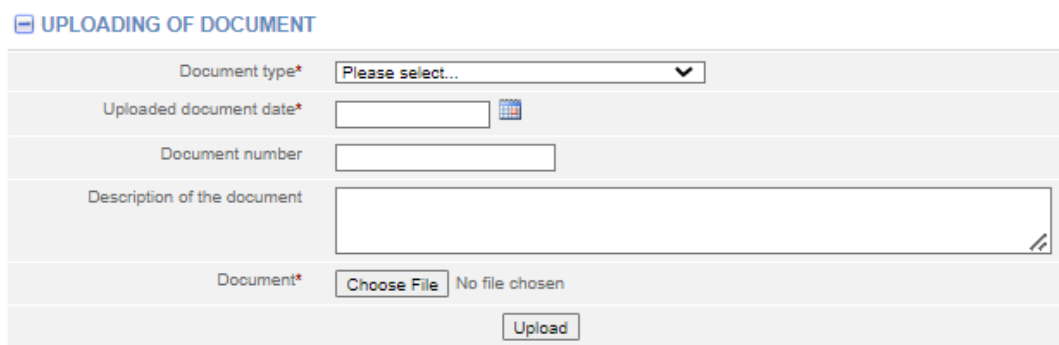


Figure 20. Document upload field

2.6.2. Enter the document details.


2.6.3. Select **[Browse]** 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. In order to save and view the contents of the uploaded document click on **[Download]**. If you only want to view the contents of the document in the field **[[Uploaded document]]**, click on  next to the document name. The system displays the image of the uploaded document.

2.7. Signing documents with an electronic signature and submitting

In order to sign documents with an electronic signature, please make sure that:

- All the necessary software is installed on the computer. For more information, refer to the Centre of Registers website at <http://www.elektroninis.lt/lt/paruosti-kompiuteri>;
- An electronic signature medium is ready for use.

In order to sign a document with an electronic signature, follow these steps:

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

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

Entering of data
Signing of documents

LEGAL ENTITY

| |
|-------------------|
| Application no. |
| Legal status |
| Name |
| Code |
| Registered office |

| No. | Document | Status | Actions |
|-----|---|----------|---|
| 1. | List of general partners and limited partners of the limited partnerships | Unsigned | <input type="checkbox"/> Sign <input type="checkbox"/> Download |
| 2. | Application for Registration in the Register of Legal Entities | Unsigned | <input type="checkbox"/> Sign <input type="checkbox"/> Download |

Signature data

Timestamp
Apply

Document to be signed

PDF document
 [Komanditiniu ukiniu bendriju tikruju nariu ir komanditoriu sarasas.pdf](#)

Signing method

Please select

Sign using stationary digital signature »

Sign using mobile digital signature »

Application for registration of the list of participants (Application no. 3295710) - 4.15 Eur

Fig 21. 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]**.

2.7.3. Select **[Sign]**.

A window opens for entering a password.

2.7.4. 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".

 **Dokumentas pasirašytas**

2.7.5. Click on **[Submit]**.**WARNING**

Click the Submit button to submit the application to the Legal Entities Participants Information System.
Click the button Back to add additional documents. Remember to submit your application once you have attached the documents.

If at least one of the participants is a foreign natural person, the system checks whether their data is validated in the JAR. If the foreign person's data has not been validated, the status of the application remains “Under execution”, and the system only allows to view the data being submitted. If the details of the general partner are correct and validated, the status of the application changes to “Completed”.

2.8. Submitting an updated list of general and/or limited partners

The system allows you to submit changes related to details of general/limited partners of Limited Partnerships and/or other changes (transfer of rights). Make sure that the data is correct before you provide the updated list of general/limited partners as it will not be possible to make corrections after it is submitted in the system.

In order to submit an amended list of general/limited partners, follow these steps:

2.8.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Provision of the list of participants**. The list of general/limited partners shows the list of general and limited partners provided in the Limited Partnership during the previous application.

APPLICATION FOR REGISTRATION OF THE LIST OF PARTICIPANTS Print

→
Entering of data
→
Signing of documents

The person providing the list of participants is responsible for the accuracy of the documents and data provided and their timely submission.

LEGAL ENTITY

| |
|-------------------|
| Application no. |
| Legal status |
| Name |
| Code |
| Registered office |

i **Limited partnership must have at least one general partner and at least one limited partner.**

GENERAL PARTNERS

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

?

LIMITED PARTNERS

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

?

LIST OF CHANGES

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

Figure 22. Window view when the application has already been submitted

Note. Only newly added changes are shown in the **Change List** table. Changes made to previous lists of general/limited partners are not displayed.

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

2.8.2.1. Add a general partner;

- 2.8.2.2. Add a limited partner;
- 2.8.2.3. Change the amended data;
- 2.8.2.4. Change general partner's address – refer to section *Change the general partner's address*;
- 2.8.2.5. Change general partner's address – refer to section *Change the general partner's address*;
- 2.8.2.6. Change the amount of the general partner's contribution;
- 2.8.2.7. Change the amount of the limited partner's contribution;
- 2.8.2.8. Finish filling in the data;
- 2.8.2.9. Upload an electronic document – refer to section *Uploading an electronic document*;
- 2.8.2.10. Sign with electronic signature refer to section *Signing documents with an electronic signature and submitting*;
- 2.8.2.11. Enter the transfer of rights details.

2.9. Changing the general/limited partner's (natural person) address

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

2.9.2. Next to the details of the general/limited partner, click the link [Change the data].

GENERAL PARTNERS

| No | General partner | General partner from | Contribution | |
|-------|---|----------------------|--------------|--------------|
| | | | Monetary | Non-monetary |
| 1 | Change the data Enter the change Change the amount of contribution | 2023-01-02 | 1,00 Eur | |
| Total | | | 1,00 Eur | |

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

LIMITED PARTNERS

| No | Limited partner | Limited partner from | Contribution | |
|-------|---|----------------------|--------------|--------------|
| | | | Monetary | Non-monetary |
| 1 | Change the data Enter the change Change the amount of contribution | 2023-01-02 | 1,00 Eur | |
| Total | | | 1,00 Eur | |

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

Figure 23. General and limited partner's details

2.10.3. The *Real property object search* window opens.

SEARCH FOR A REAL PROPERTY OBJECT

Limited partner

Address

Address in Lithuania

Municipality House no.

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

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

Foreign address

The state

Address (no state)

Figure 24. Search for a real property object window

2.9.4. Enter an address and click on **[Search]**. To enter a foreign address of a general or limited partner, click on **[Enter]**.

2.9.5. In the results table, click the on the selected property. The system changes the general or limited partner's address.

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

2.10. Changing the amount of the general and/or limited partner's contribution

In order to change the amount of general/limited partner's contribution, follow these steps:

2.10. 1. In the general/limited partner's list submission window (Fig. 23), select [Change the amount of contribution](#) Change of the contribution amount window opens;

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


2.10.3. Click **[Save]**.

The system saves the amended details.

1. GENERAL PARTNER

General partner

2. CHANGE (select required)

2.5. CHANGE OF THE AMOUNT OF CONTRIBUTION 

Enter the amount of contribution in euros, irrespective of the date of acquisition of rights.
After decrease or increase in the amount of contribution, enter the total held amount of contribution for the specified date of change.


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

Figure 25. Input window for changing the amount of contribution

2.11. Entering the details on the end of membership

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

2.11.1. In the application data fill in window (Fig. 23), view the list of general partners.

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

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

1. GENERAL PARTNER

| General partner | Address |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

2. CHANGE (select required)

2.2. END OF MEMBERSHIP 



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

Figure 26. The entry window for the end of membership details

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

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

2.11.5. Select **[Save]**.

The system stores the changed data and provides it in the list of changes.

2.12. Enter data on the limited partner's transfer of contribution

To enter a change (transfer of contribution) to a limited partner, follow these steps:

2.12.1. In the application data fill in window (Fig. 20), view the list of limited partners.

2.12.2. Next to the limited partner's detail click on [Change the amount of contribution](#).

When a limited partner is selected, a window opens, where only date of the transfer of contribution can be entered.

1. GENERAL PARTNER (CO-OWNERSHIP RIGHT)

| | | |
|-----------------|--|--|
| General partner | | |
|-----------------|--|--|

2. CHANGE (select required)

2.5. CHANGE OF THE AMOUNT OF CONTRIBUTION


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

After decrease or increase in the amount of contribution, enter the total held amount of contribution for the specified date of change.

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

Figure 27. The data entry window for the transfer of contribution

2.12.3. Enter details of the transfer (change) of contribution.

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

2.12.5. Select **[Save]**.

The system stores the changed data and provides it in the list of changes.

3. Managing the list of participants

The system allows you to submit and view a list of participants, and submit an amended list. The steps outlined in this section are applicable to Private Limited Liability Company (UAB), small partnership (MB), Public Establishment (VŠĮ), Agricultural company (ŽŪB), Cooperative Company (KOB), Charity and Sponsorship fund (LPF) which is a non-governmental organisation, and Limited partnership or General partnership.

3.1. Document status and possible actions

The actions that you can perform with the selected list of participants depend on the type of legal entity, such as Private Limited Liability Company (UAB), Small partnership (MB), Public Establishment (VŠĮ), Cooperative company (KOB), Agricultural company (ŽŪB), Charity and Sponsorship fund (LPF) which is a non-governmental organisation, Limited (KŪB) or General partnerships (TŪB) as well as its status (registered, liquidated, etc.) and status of the application. Possible actions based on the status of the application:

| Status of the application | Possible actions |
|---------------------------------------|-------------------------------------|
| Being filled in | View, continue filling in or remove |
| Pending signature | View, continue filling in or remove |
| Under execution | View |
| Completed | View |
| Cancelled | View |
| Rejected | View or continue filling in |
| Delayed due to incomplete information | View, refuse, change data |

3.2. Status and actions of the Legal entity

Depending on the legal status of the legal entity, the following restrictions apply to the submission and viewing of the list of participants:

| Status of the Legal entity | Possible actions |
|----------------------------|--|
| Deregistered | The head of the company or an authorized person may not view nor submit a list of participants. |
| In liquidation | The list of participants can be submitted / viewed only by the liquidator, the person authorized by the liquidator, but not by the head of the company nor their authorized person. |
| In bankruptcy | The list of participants can be viewed only by the bankruptcy administrator or by a person authorized by the bankruptcy administrator. |
| Bankrupt | The list of participants can be viewed only by the bankruptcy administrator or by a person authorized by the bankruptcy administrator. |
| Other status | The list of participants can be viewed and managed by the head of the company, an authorised person or a procurator, depending on the status of the list of participants and possible actions. |

3.3. Finding and viewing the list of participants

To find and view the list of participants, follow these steps:

3.3.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**. A window opens up with a list of all applications that have ever been filled in.

LIST OF APPLICATIONS FOR LISTS OF PARTICIPANTS Print

| | |
|--|---|
| Application no. | <input type="text"/> |
| Date of application | from <input type="text"/> to <input type="text"/> |
| Status of the application | All statuses |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | |

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

Figure 28. Window with the list of applications for the lists of participants

3.3.2. Enter the data of the application you are searching for and select **[Search]**. The system provides a list of applications that meet the search criteria.

3.3.3. To view the current list of participants, click on near the most recent application with status "Completed".

Note: The current list of participants is the one where the relevant participants are listed, i.e. participants which do not have the change end date.

3.4. Continuing filling in the list of participants

In order to continue filling in a list of a previously saved but not yet submitted list of participants, follow these steps:

3.4.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**.

A window opens up with a list of all applications that have ever been filled in.

3.4.2. Enter the data of the application you are searching for and select **[Search]**. The system provides a list of applications that meet the search criteria.

3.4.3. Next to the list of participants you wish to continue working on, select in the action column.

The system opens up the application at the place at which it was stopped previously.

3.4.4. Continue filling in or updating the participant list.

For more information, refer to section *Submission and management of the list of general and/or limited partners of the Limited Partnership*

3.5. Removing the application

The removal of the application is allowed as long as the status of the application is "Being filled in" or "Pending signature".

In order to remove a list of members, follow these steps:

3.5.1. From the vertical menu select **Participants of Legal Entities (JADIS) > Viewing of the lists of participants**.

A window opens up (Fig. 25) with a list of all applications that have ever been filled in.

3.5.2. To remove an application, select . Window confirming this action opens up.

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