

SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue of licences to heat suppliers who supply less than 10 GWh per year
2.	Service recipients	Business entities
3.	Service type: electronic/ non-electronic service	Electronic service Non-electronic service
3.1.	Reference to e-service (<i>in the case of an electronic service</i>)	https://www.epaslaugos.lt/portal/service/42525/23640
3.2.	Reference to the application form(s) (<i>in the case of a non-electronic service</i>)	https://www.marijampole.lt/06-07-silumos-tiekimo-licencijos-isdavimas-keitimas-dublikato-isdavimas-ar-galiojimo-panaikinimas-e/780
4.	Service provision term	Licence issue (change) – within 30 calendar days after receipt of required documents
5.	Service price	Heat supply licence issue – EUR 376 Heat supply licence replacement, update or issue of a duplicate – EUR 20
6.	Methods and procedure of payment for the service (<i>including the possibility of payment for foreigners</i>)	Payment requisites: Payee: State Tax Inspectorate under the MF RL Entity code: 188659752 Payment code: 53018 Payee's bank name: AB „Citadele“ bankas Account number: LT78 7290 0000 0013 0151; SWIFT code – INDULT2X Payee's bank name: AB SEB bankas Account number: LT05 7044 0600 0788 7175; SWIFT code – CBVILT2X Payee's bank name: Akcinė bendrovė „Artea“ bankas Account number: LT32 7180 0000 0014 1038; SWIFT code – CBSBLT26 Payee's bank name: Luminor Bank AB Account number: LT74 4010 0510 0132 4763; SWIFT code – AGBLLT2X Payee's bank name: Luminor Bank AB Account number: LT12 2140 0300 0268 0220; SWIFT code – NDEALT2X Payee's bank name: „Swedbank“, AB Account number: LT24 7300 0101 1239 4300; SWIFT code – HABALT22 Payee's bank name: UAB Medicinos bankas Account number: LT42 7230 0000 0012 0025; SWIFT code – MDBALT22
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, preparation of the order, issue of the licence
8.	Information and documents to be submitted by the person	1. The application of the established form; 2. The copy of the company's articles of association confirmed by signature of the company's manager or of

		the person authorised thereby and seal, if the company is required to have a seal; 3. The obligation to fulfil the licensed activity conditions; 4. The list of licences and permits established by legal acts related to activities in the heat sector held by the company; 5. Documents demonstrating the ownership right or lawful management of heat production facilities and/or heat transmission networks; 6. The report on audit of the legal person's activities of the past 2 years (where activities were carried out for less than 2 years – of the past year) and sets of annual financial statements. This requirement shall not apply to companies which had not engaged in activities before submission of the application; 7. Copies of certificates issued by the State Energy Regulatory Council to engage in operation (maintenance) of heat facilities confirmed by seal if the person is required to have the seal.
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	Gintautas Bulkevicius, the Chief Specialist of the Environmental Management and Infrastructure Division Phone: +370 343 90042, e-mail: gintautas.bulkevicius@marijampole Andrius Juška, the Chief Specialist of the Environmental Management and Infrastructure Division Phone: +370 343 90042, e-mail: andrius.juska@marijampole.lt
10.	The procedure of appealing against acts (omissions) of the service provider	According to the procedure established by legal acts
11.	Contact details of the organisations (<i>if any</i>) that can provide the necessary information or practical assistance to service recipients	-