

SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Agricultural holdings' registration, renewal, deregistration, change of data after the holding owner's death in the Register of agricultural and rural business holdings of the Republic of Lithuania or deregistration of a business partner from the agricultural holding
2.	Service recipients	Natural persons 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/43648/23640
3.2.	Reference to the application form(s) (<i>in the case of a non-electronic service</i>)	A specialist shall generate the application by means of the information system
4.	Service provision term	On the same day
5.	Service price	Free of charge service
6.	Methods and procedure of payment for the service (<i>including the possibility of payment for foreigners</i>)	-
7.	Service provision process description	Generation of the application by means of the information system. Registration, update or deregistration of a holding
8.	Information and documents to be submitted by the person	1. The personal identity document. 2. The power of attorney when the application and documents are submitted by an authorised person. The information including: 1. Data on the immovable object registered in the Real Property Register (hereinafter – the RPR). 2. Data on the principal economic activity being developed. 3. Data on quantities of organic and mineral fertilisers applied to the household area during a year
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	Zina Prajarienė, the Chief Specialist of the Division of Agriculture Phone: +370 343 91443, +370 618 39702, e-mail: zina.prajariene@marijampole.lt Rasa Brusokienė, the Specialist of Gudeliai (and Igliauka) Neighbourhood Phone: +370 343 37235, e-mail: rasa.brusokiene@marijampole.lt Vaidas Karpavičius, the Specialist for Agriculture of Liudvinavas Neighbourhood, Phone: +370 343 20502, e-mail: vaidas.karpavicius@marijampole.lt

		Rita Tamulevičienė, the Specialist for Agriculture of Sasnava Neighbourhood, Phone: +370 343 28788, e-mail: rita.tamuleviciene@marijampole.lt Ilona Plečkaitienė, the Specialist for Agriculture of Marijampolė (and Šunskai) Neighbourhood, Phone: +370 343 50628, e-mail: ilona.pleckaitiene@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	-