

APPROVED  
by Order No. 1B-234 of Director  
General of Customs Department under  
the Ministry of Finance of the  
Republic of Lithuania of 24 March  
2017

(Revision of Order No. 1B-937 of  
Director General of Customs  
Department under the Ministry of  
Finance of the Republic of Lithuania  
of 16 October 2019)

**RULES ON PROVISION OF CUSTOMS  
ELECTRONIC SERVICES  
SECTION I  
GENERAL PROVISIONS**

1. The Rules on Provision of Customs Electronic Services (hereinafter referred to as the Rules) shall establish conditions and procedures for providing electronic services of the Customs of the Republic of Lithuania (hereinafter referred to as the Customs), specified in Annex 1 to the Rules.

2. The following definitions and abbreviations are used in the Rules:

2.1. **A person** means a natural person, a legal person and any association of persons, who is not a legal entity, but is recognized as capable of performing legal actions under the law of the European Union or national law. The provisions of the Rules for legal persons shall also apply to associations of persons.

2.2. **Means for authentication** means the tools unambiguously confirming the identity of the user of customs electronic services that enable him to access and use the customs electronic services.

2.3. **BAP** – Common user management portal – means a part of a common user management system, in interaction with the customs external user registration and administration system, providing the service of registering the account of the recipient of services, the service of the authentication of the representatives of the recipient of services, and the service of managing the access of the representatives of the recipient of services to the customs electronic services.

2.4. **CSR** means a Certificate Signing Request, generated by the computer of the representative of the recipient of services, for creating a digital certificate issued by the Customs.

2.5. **Delegation Agreement** means the delegation, registered by BAP means, of the rights of the recipient of services to another recipient of services.

2.6. **Electronic data** means all data processed using the tools of information technologies.

2.7. **EORI code** means the code of registration and identification of economic operator, i.e. a unique identification code within the Customs territory of the European Union, provided by the Customs to the economic operator or other person by registering him for customs purposes.

2.8. **Integrated Customs Information System** means the entirety of information subsystems interconnected by logical connections and exchanging the data designed for the operation, management of the information processed using the tools of information technology as well as infrastructure required

to perform the functions of the Customs of the Republic of Lithuania established by the legislation of the Republic of Lithuania and the European Union.

2.9. **Customs electronic services** means Customs services remotely rendered, using a variety of information technology and communication channels and customs information systems` tools, to the recipient of services upon his request.

2.10. **Customs electronic services user** means the administrator of the recipient of services or another representative of the recipient of services, entitled to use the customs electronic services on his behalf or on behalf of the recipient of services under the powers granted.

2.11. **Customs Information Systems** means the Integrated Customs Information System, registers and other information systems used for the provision of customs electronic services.

2.12. **User Identification Number** means a unique number generated by BAP means and assigned to the customs electronic service user.

2.13. **Recipient of services** means a person, to whom the account of the recipient of services has been created and activated by BAP means, and at least one of his representatives has been granted access to the customs electronic services.

2.14. **Administrator of the recipient of services** means a natural person who has registered a person as a service user, or another representative of the recipient of services, who has been granted the rights of the administrator of the recipient of services.

2.15. **Representative of the recipient of services** means a natural person, who represents the person and to whom the recipient of services granted in the procedure prescribed by the Rules the rights of the recipient of services and authorized to represent him using the customs electronic services. The recipient of services – natural person – shall be represented by the natural person himself.

2.16. **Delegation of the rights of the recipient of services** means granting another natural or legal person by the recipient of services the right, entitling him to represent the recipient of services in dealing with the Customs by using the customs electronic services.

2.17. **Digital certificate** means a digital certificate issued by the Customs and complying with the X.509 standard, used to identify the representative of the recipient of services.

2.18. **Activity profile** means the rights granted to the recipient of services to perform actions within the Customs Information System by means of which the electronic customs service is provided.

2.19. **SIRIP** means a platform of interoperability of the state information resources.

3. Other definitions used in the Rules comply with the definitions used in Regulation (EU) No 952/2013 of the European Parliament and of the Council of 9 October 2013 laying down the Union Customs Code (OJ 2013 L 269, p. 1-101), Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 supplementing Regulation (EU) No 952/2013 of the European Parliament and of the Council as regards detailed rules concerning certain provisions of the Union Customs Code (OJ 2015 L 343, p. 1), Commission Implementing Regulation (EU) 2015/2447 of 24 November 2015 laying down detailed rules for implementing certain provisions of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code, last amended by Commission Regulation (EU) 2017/989 (OJ 2017 L 149, p. 19), Commission Implementing Regulation (EU) 2019/1026 of 21 June 2019 on technical arrangements for developing, maintaining and employing electronic systems for the exchange of information and for the storage of such information under the Union Customs Code (OJ 2019 L 167, p. 3), Order No DĮ-251/1B-779 “On the rules on filling, submitting and accepting of Intrastat statistical reporting forms and confirming the Intrastat statistical reporting forms dispatch (UPS-01) and arrival (UPS-02)” of Director General of Statistics Lithuania and Director General of the Customs Department of 30 October 2014, Law on the Customs of the Republic of Lithuania, Law on Electronic Signature of the Republic of Lithuania, Law on Public Administration of the Republic of Lithuania, Law on Management of State Information Resources of the Republic of Lithuania, Law of the Republic of Lithuania on Legal Protection of Personal Data of the Republic of Lithuania.

4. Access to the customs electronic services shall be managed by BAP means.
5. The data properly submitted by the recipient of services electronically shall be equated to those submitted in writing.
6. The recipient of services shall be responsible for the accuracy of electronically submitted data and documents and timeliness of their submission.
7. The Customs Department under the Ministry of Finance of the Republic of Lithuania shall be the steward of personal data processed by BAP means.

## **SECTION II**

### **CONDITIONS FOR PROVISION OF CUSTOMS ELECTRONIC SERVICES**

8. The customs electronic services shall be provided at the Internet addresses, specified in Annex 1 to the Rules, in accordance with the provisions of the Rules and, if applicable to the customs electronic service, under specific conditions prescribed in Annex 1 to the Rules. Descriptions of the services provided by the Customs and information on EORI are available at <https://www.lrmuitine.lt>.

9. The customs electronic services, specified in Annex 1 to the Rules, may be provided, when the account of the recipient of the customs electronic services (hereinafter referred to as the service recipient account) is created and activated for the recipient of services.

10. All default activity profiles of the customs electronic services, specified in Annex 1 to the Rules, shall be assigned to the activated service recipient account, and the recipient of services shall receive the rights specified in the activity profile to use the customs electronic services.

11. The service recipient account shall be managed by BAP means at the address <https://bap.lrmuitine.lt>.

12. The functionality of BAP shall enable the user of the customs electronic services to do the following:

12.1. to submit electronically an application for the registration of the service recipient account;

12.2. to confirm the identity on accessing the Customs Information Systems providing the customs electronic services;

12.3. to submit CSR, to generate and download a digital certificate;

12.4. to manage the service recipient account:

12.4.1. to process the data of the recipient of services;

12.4.2. to manage the list of representatives of the recipient of services;

12.4.3. to administrate the rights of the representatives of the recipient of services.

12.5. to conclude and manage Delegation Agreements.

13. The customs electronic services user shall be identified by a digital certificate issued by the Customs and registered by BAP, or by SIRIP means, enabling to confirm his identity through external systems by using an identity card with an integrated qualified digital certificate, the online banking systems of commercial banks, a personal qualified digital certificate or a mobile signature.

14. A legal person shall be registered as a recipient of services in BAP by a natural person, who is the head of the legal person or another representative, authorized to represent the legal person. The registration of the legal person as a recipient of services shall create the accounts of the legal person and the natural person having registered it as a recipient of services. The service recipient account shall be created for the natural person only if he is not yet the recipient of the customs electronic services.

15. The natural person who registers the service recipient account shall be assigned a user identification number generated by BAP means, and he shall become an electronic customs service user and an administrator of the registered recipient of service.

16. The recipient of services may delegate his rights to receive the customs electronic services to another person registered as a recipient of services by concluding a Delegation Agreement by BAP means.

17. The administrator of the recipient of services shall manage the service recipient account, shall conclude and manage the Delegation Agreements of the recipient of services.

### **SECTION III**

#### **CREATION, ACTIVATION, SUSPENSION AND DEACTIVATION OF ACCOUNT OF RECIPIENT OF CUSTOMS ELECTRONIC SERVICES**

18. A person, who wishes to use the customs electronic services (hereinafter referred to as the Applicant), has to submit to the customs an application to register him as the recipient of customs electronic services (hereinafter referred to as the Application).

19. A natural person who submits the Application to the customs in his own name or on behalf of a legal person must:

19.1. submit documents proving the person`s identity and legal person`s authorization, if the Application is submitted on behalf of the legal person, in case it is not possible to confirm by means of SIRIP his identity or the legal person`s authorization granted to him;

19.2. submit a CSR file upon request from the customs.

20. The Application shall be submitted by BAP means at the address <https://bap.lrmuitine.lt>. The persons, whose identity and legal person`s authorisation granted to them may be confirmed by SIRIP means, shall submit the Applications by confirming by means for authentication their identity and legal person`s authorization granted to them.

21. Where the identity of the natural person, who submitted the Application, has been identified using the SIRIP means for identification, his identity shall be considered authenticated. Otherwise, the identity of the natural person, who submitted the Application, shall be verified in accordance with the provisions of paragraphs 29-33 of the Rules and, once the customs has established his identity and/or the legal person`s authorization granted to him, he shall be issued a digital certificate to confirm his identity on accessing the Customs Information Systems providing the customs electronic services.

22. The Application for registration of a natural person as a recipient of customs electronic services must contain the following data:

22.1. name, surname of the natural person;

22.2. personal identification code (personal identification number and/or value added tax (VAT) identification number, if the person is a VAT payer. Persons engaged in activities regulated by the customs legislation shall indicate EORI code). In case the foreign citizen does not have a personal identification number, the code of the passport or other identity document shall be indicated;

22.3. domicile address;

22.4. contact details: telephone number(s) and e-mail address;

22.5. The number of the Certificate of professional qualification of the person providing customs brokerage services in the territory of the Republic of Lithuania, issued by the customs (if any) to the representative of the recipient of services.

23. The Application for registration of a legal person as a recipient of customs electronic services must contain the following data of the legal person:

23.1. data, specified in paragraph 22 of the Rules, of the natural person submitting the Application on behalf of the legal person, i.e. the head of the company or his authorized representative, if the natural person is not registered as a recipient of services;

23.2. name of the legal person;

23.3. a legal entity code (hereinafter referred to as JAR code), and/or VAT identification number, if the person is a VAT payer. Persons engaged in activities regulated by the customs legislation shall indicate EORI code;

23.4. registered office address of the legal person;

23.5. contact details: telephone number(s) and e-mail address;

23.6. the method and address for receipt of system messages, which will be used to send the information related to the execution of electronic services:

23.6.1. e-mail address to which the messages will be sent shall be indicated; or

23.6.2. address of universal information source (URL) of web service description (WSDL) shall be indicated.

24. A natural person submitting the Application shall confirm by ticking the relevant box of the BAP application form that he has read the Rules and agrees to observe their conditions. Thus expressed consent of the person to observe the provisions of the Rules shall have the same legal power as the consent approved by the signature of the person.

25. If the Application submitted by BAP means is completed in accordance with the requirements of paragraphs 22 and/or 23 of the Rules, it contains all the particulars required and no discrepancy between the data submitted and the data stored in the Customs Information Systems has been detected by automated means, the persons indicated in the Application shall be automatically registered as the recipients of services and the service recipient accounts shall be created for them. Each service recipient account shall be automatically assigned a unique service recipient account's registration identification number. The natural person having submitted the Application shall be assigned a user identification number and shall be automatically appointed as the administrator of the recipient of services.

26. If the Application has not been completed in accordance with the requirements of paragraphs 22 and/or 23 of the Rules, not all the required data have been submitted and/or discrepancies between the data submitted and the data stored in the Customs Information Systems have been detected by automated means, or the person has already been registered in BAP, then the Application shall be refused. The Customs shall inform of it the person having submitted the Application to the e-mail address, specified in the Application, by indicating the reasons for refusal.

27. Before submitting the Application repeatedly, the person has to eliminate the discrepancies and weaknesses identified.

28. The created service recipient account shall be activated automatically, if the Application has been submitted by a natural person, whose identity and authorizations have been confirmed by SIRIP means in the procedure prescribed by the Rules. Otherwise, the service recipient account shall be activated only after the Customs satisfy itself that the data contained in the Application are correct.

29. Having received the Application for the registration of a person as a recipient of services from a natural person, whose identity and/or authorisation have not been confirmed by SIRIP means, the Customs:

29.1. within 2 working days from the receipt of the Application shall contact by e-mail address, specified in the Application, the person, who submitted the Application, for the submission of documents and/or copies thereof, confirming the person's identity and authorization to represent the

legal person, if the Application has been submitted on behalf of the legal person;

29.2. within 5 working days from the receipt of the documents, confirming the identity and/or authorisations of the natural person, shall verify:

29.2.1. whether the data provided in the submitted documents confirming the identity correspond to the data indicated in the Application;

29.2.2. whether the natural person having submitted the Application has the authorization to represent the legal person, if the Application has been submitted on behalf of the legal person.

30. If the person having submitted the Application is unable to provide the documents and/or copies thereof, required for verification, within 4 working days from the date, on which the person having submitted the Application was contacted by the Customs for the submission of the documents and/or copies thereof, confirming the person`s identity and authorization to represent the legal person, in case the Application has been submitted on behalf of the legal person, the said person shall be entitled to request the Customs to extend the time limit for the receipt of the documents, but not more than for 10 working days.

31. Having received the request to extend the time limit for the receipt of the documents, the Customs shall, within not more than 2 working days, decide whether to extend the time limit for the receipt of the documents, and shall inform of it the person having submitted the Application.

32. Having examined and found no discrepancies between the data indicated in the Application and in the submitted documents and/or copies thereof, specified in sub-paragraph 29.1 of the Rules, the Customs shall activate the service recipient account no later than within 2 working days. Upon submission by the Applicant of a CSR file, the Customs shall generate and submit to the natural person having submitted the Application to the Customs a digital certificate, and the Applicant shall be granted the rights, specified in paragraph 10 of the Rules, to use the customs electronic services.

33. Having examined and identified discrepancies in the data specified in the Application and in the documents and/or copies thereof, specified in sub-paragraph 29.1 of the Rules, or in case the Applicant fails to submit the documents and/or copies thereof, specified in sub-paragraph 29.1 of the Rules, within 10 working days, the Customs shall make a decision not to satisfy the Application and shall remove within 1 working day from the date of the decision made the service recipient accounts, created by BAP means, of the Applicant and natural person having submitted the Application on its behalf. In the case when the Application has been submitted on behalf of a legal person by a natural person to whom the service recipient account has been activated, only the Applicant`s account shall be removed.

34. If the recipient of services desires to be entitled to use other customs electronic services than those specified in paragraph 10 of the Rules, he must submit to the Customs an Application (Annex 2), signed by the head of the recipient of services or his authorized representative, for access to customs electronic services.

35. It shall be indicated in the Application the name(s) of the desired customs electronic service(s) from the List of customs electronic services and activity profiles applicable to them (Annex 1), and, if specific conditions for access to the service apply, other information indicated in the specific conditions for the receipt of the customs electronic service shall be attached.

36. After examining the Application of the recipient of services, specified in paragraph 34 of the Rules, within 2 working days or, where specific conditions apply, any other time limit set in the specific conditions for the receipt of the customs electronic service, the Customs shall grant the recipient of services additional rights and shall inform of it by e-mail the administrator(s) of the recipient of services.

37. The service recipient account shall be deactivated upon submission by the recipient of services of the Application to the Customs or by the decision of the Customs. A person who wishes to deactivate his service recipient account shall submit to the Customs the Application for action to manage

account of recipient of customs electronic services (Annex 3), signed by the natural person of the recipient of services or by the head of legal person and/or his authorized representative, where he shall select (tick) the section of the Application for deactivating the account of the recipient of services. The person may request to remove his account by submitting to the Customs the Application signed by the service recipient's natural person or the head of legal person and/or his authorized representative, where he shall select (tick) the Application's section "To remove the account of the recipient of services."

38. Having received from the recipient of services the Application for deactivating his account, the Customs shall deactivate the account within 2 working days.

39. Upon deactivation by a decision of the Customs of the service recipient account, the administrator of the recipient of services shall be informed by e-mail of the decision taken, by indicating the date of entry into force of such decision, the reason for it and the person's right to appeal in accordance with the procedure prescribed by legal acts.

40. The deactivation of the service recipient account shall cancel all links between the recipient of services and the representatives of the recipient of services, and shall terminate all Delegation Agreements.

41. The deactivated service recipient account may be re-activated.

42. Any person wishing to re-activate his service recipient account shall submit to the Customs an Application, specified in paragraph 37 of the Rules and signed by the service recipient's natural person or the head of legal person and/or his authorized representative, where he shall select (tick) the section of the Application for activating the service recipient account.

43. When submitting to the customs the Application, specified in paragraph 37 of the Rules, the following shall be indicated:

43.1. name, surname and personal identification number, if the Application is submitted on behalf of a natural person;

43.2. name of a legal person and a legal entity code, if the Application is submitted on behalf of the legal person.

44. A legal person wishing to re-activate its service recipient account shall submit, if necessary, in the procedure prescribed in paragraphs 58-59 of the Rules the Application to replace the administrator of the recipient of services together with the Application specified in paragraph 37 of the Rules.

45. The representative of the recipient of services shall lose access to the customs electronic services provided to the recipient of services after his deletion from the list of representatives of the recipient of services. The deletion of the representative of the recipient of services shall be effected by the administrator of the recipient of services by BAP means or by the Customs in the case when the recipient of services submits to the Customs a signed Application, specified in paragraph 37 of the Rules, by ticking the section "To manage the list of representatives of the recipient of services."

46. The section on managing the representatives of the recipient of services contained in the Application, specified in paragraph 37 of the Rules, shall be completed by indicating:

46.1. name, surname of the recipient of services and user identification number;

46.2. the requested actions.

47. In case the recipient of services wishes to process the data of more than one representative, on submitting the Application, specified in paragraph 37 of the Rules, "according to the list" shall be entered in the section on managing the representatives of the recipient of services, and the list of representatives of the recipient of services, containing their names and surnames, a user identification number of each of them and requested actions to be taken, shall be enclosed.

48. The customs shall have the right to suspend the access to the service recipient account or to the customs electronic services in case of technical interruptions of operation of the Customs

Information Systems used for the provision of the customs electronic services, as well as in the event of data security threats, works related to rearrangement of infrastructure, having informed of such fact on the customs website <https://www.lrmuitine.lt>.

49. If the recipient of services or its representatives fail to comply with the requirements of the Rules, access to the customs electronic services may be suspended for all its representatives, including the representatives of the authorized recipients of services, by informing of it and the reason for suspension the service users by e-mail addresses indicated in the service recipient account.

50. Upon suspension of the access by the recipient of services to the customs electronic services, the links between the recipient of services and the representatives of the recipient of services shall not be cancelled, the Delegation Agreements shall not be terminated.

51. The access for the users of the customs electronic services shall be restored, when the reasons for suspension are no longer present or the customs takes a decision to return access to the recipient of services.

## **SECTION IV**

### **MANAGEMENT OF ACCOUNT OF RECIPIENT OF CUSTOMS ELECTRONIC SERVICES**

52. The administrator of the recipient of services shall be granted access to the service recipient account.

53. Using BAP means, the administrator of the recipient of services shall be entitled:

53.1. to process the data of the recipient of services;

53.2. to manage the list of representatives of the recipient of services;

53.3. to register the delegation of the rights of the recipient of services to another recipient of services (hereinafter referred to as the authorized recipient of services) by BAP means by concluding with him a Delegation Agreement;

53.4. to manage the Delegation Agreements of the recipient of services.

54. The recipient of services can be represented by one or more representatives of the recipient of services.

55. Any natural person for whom his service recipient account has been created and activated (hereinafter referred to as the BAP registered natural person) may be included in the list of representatives of the recipient of services.

56. The administrator of the recipient of services, when managing the list of representatives of the recipient of services, shall be entitled to:

56.1. include/delete a BAP registered natural person to/from the list of representatives of the recipient of services;

56.2. provide the representative of the recipient of services with the rights of administrator;

56.3. manage the access of the representatives of the recipient of services to the customs electronic services by assigning to them or deleting the customs electronic service activity profiles provided to the recipient of services.

57. The administrator of the recipient of services shall be responsible for the customs electronic service activity profiles assigned to the representatives of the recipient of services, and for the access granted to them to the Customs Information Systems for receiving the customs electronic services.

58. A legal person who wishes to replace the administrator of the recipient of services that



was appointed, following the provisions of paragraph 25 of the Rules, shall submit to the Customs the Application, specified in paragraph 37 of the Rules and signed by the head of the recipient of services or his authorized representative, wherein he shall tick the section “To manage the list of representatives of the recipient of services” and shall complete it according to the provisions of paragraphs 45-47 of the Rules.

59. If it is necessary to delete the automatically appointed administrator of the recipient of services from the list of representatives of the recipient of services or to withdraw the administrator's rights granted to him, the name, surname and user identification number of the automatically appointed administrator of the recipient of services shall be indicated additionally in the Application, specified in paragraph 37 of the Rules, and the requested action of managing the service recipient account shall be ticked.

60. The appointment of the new administrator of the recipient of services shall take place no later than the next working day following the day of the registration of the Application.

61. If the administrator of the recipient of services is unable to manage the data of the recipient of service by BAP means, he shall submit to the Customs the signed Application, specified in paragraph 37 of the Rules, by ticking the section “To process the data of the recipient of services”, and shall enter therein those data of the recipient of services, which have been requested to be changed.

## **SECTION V**

### **DELEGATION OF RIGHTS OF RECIPIENT OF SERVICES**

62. The recipient of services shall delegate his rights to receive the customs electronic services to another recipient of services, having a legal basis for assuming the rights delegated to him and the obligations arising from their exercise (hereinafter referred to as the authorized recipient of services), by registering with him the Delegation Agreement by BAP means.

63. The administrator of the recipient of services shall register the delegation of the rights of the recipient of services to the authorized recipient of services and shall process the data of the Delegation Agreements.

64. The Delegation Agreement can be concluded only with a person for whom the service recipient account has been created and activated by BAP means, and at least one of his representatives has been granted access to the customs electronic services.

65. The administrator of the recipient of services shall create by BAP means the Delegation Agreement, wherein he shall indicate:

65.1. identification data of the authorized recipient of services:

65.1.1. JAR and/or EORI code and/or VAT identification number, when the rights are delegated to a legal person;

65.1.2. personal identification number and/or EORI code and/or VAT identification number as well as the name, surname and registration number of the service recipient account, when the rights are delegated to a natural person;

65.2. validity period of the Delegation Agreement;

65.3. delegated activity profiles of the recipient of services;

65.4. way of representation (direct, indirect).

66. The Delegation Agreement shall enter into force after its approval by BAP means by the representatives of the recipient of services and the authorized recipient of services. The rights delegated by the Agreement to the recipient of services shall be automatically assigned to all its representatives.

67. By registering by BAP means the delegation of the rights of the recipient of services to

the authorized recipient of services, the administrator of the recipient of services shall certify that the recipient of services, on entitling the authorized recipient of services to represent him in dealing with the customs, agrees regarding the transfer of data to the authorized recipient of services and his representatives.

68. If the administrator of the recipient of services is unable to perform by BAP means the actions, specified in paragraph 65 of the Rules, he shall submit to the customs a signed Application for registration/management of Delegation Agreement (Annex 4). The action requested and data, specified in paragraph 65 of the Rules, shall be indicated in the Application.

69. Upon receipt of the Application, specified in paragraph 65 of the Rules, the customs shall take action no later than within 2 working days from the date of the registration of the submitted Application.

70. After the withdrawal by the customs of the rights of access of the recipient of services to the customs electronic services, all links between the recipient of services and the representatives of the recipient of services shall be cancelled as well as all Delegation Agreements shall be terminated.

## **SECTION VI**

### **MEANS OF ACCESS GRANTED BY CUSTOMS TO REPRESENTATIVE OF THE RECIPIENT OF SERVICES**

71. On accessing by BAP means the service recipient account or the information systems providing the customs electronic services, the representative of the recipient of services can confirm his identity by a digital certificate, if he has been issued a digital certificate generated by Customs` BAP means and registered by BAP means.

72. The digital certificate shall be generated and issued by BAP means after the representative of the recipient of services logs in to his, BAP registered natural person`s, service recipient account.

73. In the case when the representative of the recipient of services has no possibility to generate by BAP means and download the digital certificate, he shall submit to the Customs the Application, specified in paragraph 37 of the Rules, wherein he shall tick the box “To issue a digital certificate” and shall indicate the user identification number. Upon receipt from the recipient of services the Application for issue of a digital certificate, the Customs shall generate it and submit it to the representative of the recipient of services no later than within 5 working days.

74. To ensure the security of the digital certificate of the representative of the recipient of services, the representative of the recipient of services, when submitting the request for a digital certificate, must submit a CSR file generated by his computer.

75. The Customs shall have the right to require to replace the digital certificate of the representative of the recipient of services by another one after informing of it the recipient of services in writing prior to 15 calendar days.

## **SECTION VII**

### **RIGHTS AND DUTIES OF RECIPIENT OF SERVICES AND HIS REPRESENTATIVE(S)**

76. Using the customs electronic services, the recipient of services shall undertake:

76.1. to provide correct and relevant electronic data and electronic documents;

76.2. to ensure the security and confidentiality of used authentication and signing means, to neither transfer nor disclose these means to third parties. In the event of a threat that a third party can become aware of the means for authentication, or they become known to third parties, the recipient of services must immediately inform the Customs Information Technology Service Centre by the phone (+370 5) 236 2302 or e-mail [ITPC@lrmuitine.lt](mailto:ITPC@lrmuitine.lt). Upon receipt of such information by the recipient of services, the customs shall immediately invalidate the digital certificate of the representative of the recipient of services;

76.3. to ensure that each representative of the recipient of services, who has been granted access to the customs electronic services, uses only a digital certificate owned by him;

76.4. in accordance with the provisions of paragraph 59 of the Rules, to submit an Application for the replacement of the administrator of the recipient of services;

76.5. no later than the next working day, to update by BAP means the changed data of the recipient of services or to submit an Application of a prescribed form to perform the management actions of the service recipient account;

76.6. to have appropriate organizational means, hardware, software and/or other technical equipment necessary for the secure use of the relevant customs electronic services. The recipient of services shall be responsible for the security and efficiency of the hardware, software, technical or other equipment used by the representative of the recipient of services.

77. The representatives of the recipient of services must:

77.1. familiarise with the Rules and observe their requirements;

77.2. use access to the Customs Information Systems providing the customs electronic services within the scope permitted by the rights granted to them;

77.3. refrain from any actions on purpose to alter, disrupt or otherwise impair the functioning of the Customs Information Systems used for the provision of the customs electronic services.

78. The recipient of services and the representatives of the recipient of services shall comply with the Customs Information System Data Security Policy as referred to in the Customs Information System Data Security Regulations approved by order No. 1B-791 of the Director General of the Customs Department under the Ministry of Finance of the Republic of Lithuania of 15 October 2015 on the approval of the Customs Information System Data Security Regulations, which are publicly available in the Register of Registers and Information Systems at the address <https://registrai.lt/management/objects/view/10152>.

## **SECTION VIII**

### **PROCESSING OF PERSONAL DATA**

79. Personal data shall be processed on enabling persons to use the customs electronic services. The processing of the personal data by BAP means shall provide access to the customs electronic services.

80. Personal data shall be processed in the framework of Article 3-5 and 9 of the Decision No 70/2008/EC of the European Parliament and of the Council of 15 January 2008 on a paperless environment for customs and trade, Article 16 of Regulation (EU) No 952/2013 of the European Parliament and of the Council of 9 October 2013 laying down the Union Customs Code, 21 November 2014 Electronic Customs Multi-Annual Strategic Plan (MASP), Resolution No 1086 of 10 July 2002 of the Government of the Republic of Lithuania on the foreign trade and the value added tax data collection procedure, on providing persons with access to the customs electronic services.

81. The following data shall be processed by BAP means:

- 81.1. name, surname;
- 81.2. personal identification number;
- 81.3. address;
- 81.4. e-mail address;
- 81.5. phone number.

82. On providing the customs electronic services, personal data shall be obtained directly from a person or from information systems confirming his identity.

83. Personal data may be transferred to the managers and/or administrators of state registers and state information systems, state and municipal authorities, bodies, organizations and other persons, to whom the customs is obligated by laws or other legal acts to provide personal data, or to whom personal data are submitted by the customs in exercising its functions in the procedure prescribed by legal acts.

84. The data steward shall ensure appropriate technical and organizational means for the protection of personal data with a view to protecting the personal data against accidental or unlawful destruction, alteration, disclosure as well as against any other unlawful processing.

85. Personal data shall be stored for no longer than it is necessary for the purposes, specified in paragraph 80 of the Rules.

86. Personal data submitted shall be stored in the Customs Information Systems providing the electronic services as long as the person submits the Application for withdrawal of access to customs electronic services, or such access is withdrawn on the initiative of the customs.

87. Persons shall exercise their rights related to the protection of personal data in accordance with Order No 1B-545 of the Director General of the Customs Department under the Ministry of Finance of the Republic of Lithuania of 9 July 2018 on the approval of the description of the implementation of the data subjects rights at the Customs of the Republic of Lithuania.

## **SECTION IX**

### **FINAL PROVISIONS**

88. The customs shall create for the recipients of services conditions to receive the customs electronic services by using the Customs Information Systems and shall be responsible for the technical maintenance of the Customs Information Systems.

89. The customs shall be responsible for the security and storage of data and documents submitted by the recipient of services electronically according to the procedures prescribed by legal acts.

90. The customs shall record and keep records on the actions taken by service users, when they use the customs electronic services. These records can be used in the procedure prescribed by legal acts to prove the submission or receipt of data or instructions electronically.

91. The customs shall not be responsible for the fact that the recipient of services will not be able to connect to BAP and the Customs Information Systems, by means of which the customs electronic services are provided, due to the application software used by the recipient of services or telecommunications networks and other failures of non-customs information systems, or the data or documents submitted electronically will be lost or corrupted as a result of such failures.

92. The customs shall not be responsible for the correctness of the data and documents submitted to it.

93. The customs shall have the right to require changing a digital certificate of the recipient

of services to another one, having informed the recipient of services in writing prior to 15 calendar days.

94. The customs shall not be responsible for the losses of the recipient of services resulting from the suspension (termination) or cancellation of suspension (termination) of the use of the customs electronic services, if the Customs acted in accordance with the conditions laid down in the Rules.

95. All Applications, with the exception of the Application by a person to be registered as a recipient of customs electronic services, shall be submitted to the Customs Information Technology Services Center by email address [ITCP@lrmuitine.lt](mailto:ITCP@lrmuitine.lt).

96. The customs shall have the right to change the scope and content of electronic services provided by the customs as well as the methods of implementation. Different scope and content of the electronic services provided by the customs as well as methods of implementation may vary depending on the Customs Information Systems used for the provision of the customs electronic services. A person can find the information on amendment and supplement to the terms and conditions of customs electronic services on the customs website <https://www.lrmuitine.lt>.

97. Documents containing personal data and received in the procedure prescribed by the Rules shall be stored in the procedure prescribed by Order No. V-100 of the Chief Archivist of Lithuania of 9 March 2011 on the approval of the Index of retention periods of general documents.

**LIST OF CUSTOMS ELECTRONIC SERVICES AND ACTIVITY PROFILES APPLICABLE TO THEM**

<b>1. Acceptance and approval of Intrastat reports</b>			
<b>Address for service provision</b>	<a href="https://intrastat.lrmuitine.lt/">https://intrastat.lrmuitine.lt/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
System for collection and processing of data on the trade flows of the Republic of Lithuania with the European Union member states (IDAIS)	INTRASTAT_PRIEVOLININKAS	Submission and management of Intrastat reports designed for Intrastat liable person	Yes
	INTRASTAT_TARPININKAS	Submission and management of Intrastat reports designed for broker, who was authorized by Intrastat liable person to submit them	Yes
<b>2. Submission of applications to issue customs permits, included in the Customs Decision System, management of applications and permits</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/tpui-cdms-web/">https://customs.ec.europa.eu/tpui-cdms-web/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Customs Decisions Management System (MSVS)	CUST_CONSULTATIVE	Review of data of applications and permits	Yes
	CUST_ADMINISTRATIVE	Processing of data of applications and permits	Yes
	CUST_EXECUTIVE	Processing and management of data of applications and permits	Yes

<b>3. Submission of applications for binding tariff information (BTI) decision, and management of data related to BTI decisions</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/gtp/">https://customs.ec.europa.eu/gtp/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
European Binding Tariff Information (EBTI) system	EBTISTP_CONSULTATIVE	Review of data	Yes
	EBTISTP_EXECUTIVE	Review, entry of data, and provision of information	Yes
<b>4. Submission of applications for AEO status, management or applications and authorisations</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/gtp/">https://customs.ec.europa.eu/gtp/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
EOS Economic Operator System, AEO part, (EOS-AEO)	AEO_MANAGE_SUBM_APPL	Submission of Applications for AEO status	Yes
	AEO_MANAGE_APPL	Management of Applications for AEO status	Yes
	AEO_MANAGE_AUTH	Management of AEO authorisations	Yes
<b>5. Data management of UCC Information Sheets (INF) for Special Procedures</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/gtp/">https://customs.ec.europa.eu/gtp/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
UCC Information Sheets (INF) for Special Procedures	INFSTP_EXECUTIVE	Submission of data elements for creation of Information Sheets (INF), review and	Yes

		management of that data by the holder of an authorization to use the relevant special procedure or his authorized representative	
<b>6. Submission of queries and requests related to taxes administered by the customs authorities of the Republic of Lithuania, and payment of taxes</b>			
<b>Address for service provision</b>	<a href="https://makis.lrmuitine.lt">https://makis.lrmuitine.lt</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Tax accounting and control information system (MAKIS)	MAKIS	Payment of customs duties and taxes, queries and requests relating to customs duties and taxes.	Yes
<b>7. Transit e-services</b>			
<b>Address for service provision</b>	<a href="https://ntks.lrmuitine.lt">https://ntks.lrmuitine.lt</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
National transit control system (NTKS)	TRANSIT	Data exchange of electronic transit declarations (including TIR procedures) with the customs of Lithuanian. Monitoring the progress of the customs clearance of transit declarations.	Yes
<b>8. Submission of application for Registered exporter (REX) status and data management with the REX status</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/gtp/">https://customs.ec.europa.eu/gtp/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Registered Exporter System	REXSTP_EXECUTIVE	Data view, enter and submission of information	Yes



(REX System)	REXSTP_CONSULTATIVE	Data view	Yes
<b>9. Submission of applications by means of Customs Authorisations System and application/authorization management</b>			
<b>Address for service provision</b>	<a href="https://mls.lrmuitine.lt">https://mls.lrmuitine.lt</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Customs Authorisations System (MLS)	MLS_READ	Data view	Yes
	MLS_MANAGE	Data view, enter and submission of information	Yes
	MLS_EORI	Data view, enter and submission of information of EORI	Yes
<b>10. Data management of the UCC entry summary declaration</b>			
<b>Address for service provision</b>	System-to-system service		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Import Control System 2 (ICS2)	CUST_EXECUTIVE	Managing data of an entry summary declaration	Yes
<b>11. Service for registration in the Unified User Management and Digital Signature Information System of certificates to be used in the European Commission`s central systems</b>			
<b>Address for service provision</b>	<a href="https://customs.ec.europa.eu/taxud/uums/admin-ext/">https://customs.ec.europa.eu/taxud/uums/admin-ext/</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Unified User Management and Digital Signature Information System (UUMDS)	BP_MANAGE	Management of the certificated of services recipient used in the European Commission`s central systems	Yes

<b>12. Single window information system electronic services</b>			
<b>Address for service provision</b>	<a href="https://vls.lrmuitine.lt">https://vls.lrmuitine.lt</a>		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Single window information system (VLS)	VLS_Internal	Status review of customs declaration and permits/licenses issued by customs and competent authorities	Yes
<b>13. Declaration of low value consignments</b>			
<b>Address for service provision</b>	<a href="https://imdass.lrmuitine.lt">https://imdass.lrmuitine.lt</a> and system-2-system service		
<b>Specific conditions to receive service</b>	No		
<b>Information system</b>	<b>Activity profile</b>	<b>Rights granted</b>	<b>Default</b>
Smart Customs declaration processing system (iMDAS)	iMDAS_LVC	Data exchange of electronic low value consignment declarations with Lithuanian Customs and monitoring of their customs clearance	Yes

Annex 2 to the Rules on  
Provision of Customs Electronic  
Services

\_\_\_\_\_  
*(name and surname or company name of the recipient of services)*

\_\_\_\_\_  
*(personal identification code or company code)*

**APPLICATION FOR ACCESS TO CUSTOMS ELECTRONIC SERVICES**

I would like to ask to grant me access to the following customs electronic services (to specify the name(s) of the customs electronic service(s)):

1. \_\_\_\_\_.
2. \_\_\_\_\_.

\_\_\_\_\_  
*(position)*

\_\_\_\_\_  
*(name and surname)*

\_\_\_\_\_  
(name and surname or company name of the recipient of services)

\_\_\_\_\_  
(personal identification code or company code)

**APPLICATION FOR ACTION TO MANAGE ACCOUNT OF RECIPIENT OF  
CUSTOMS ELECTRONIC SERVICES**

**To process the data of the recipient of services:**

Company name or name and surname \_\_\_\_\_

VAT payer`s code \_\_\_\_\_

EORI code \_\_\_\_\_

Address:

Street \_\_\_\_\_, house number \_\_\_\_, apartment number \_\_\_\_,  
postcode \_\_\_\_\_, city \_\_\_\_\_, eldership \_\_\_\_\_,  
municipality \_\_\_\_\_, country \_\_\_\_\_.

Person`s, providing customs brokerage services in the territory of the Republic of Lithuania,  
professional qualification certificate No. \_\_\_\_\_.

Contact data:

Mob. tel. number \_\_\_\_\_;

Tel. number \_\_\_\_\_;

E-mail address \_\_\_\_\_.

Reply-to address \_\_\_\_\_

(e-mail address or address of web service description (URL))

**To manage the list of representatives of the recipient of services:**

Name, surname and user identification number \_\_\_\_\_

To include into the list of representatives of the recipient of services:

To assign activity profiles \_\_\_\_\_  
(list of activity profiles)

To delete activity profiles \_\_\_\_\_  
(list of activity profiles)

To grant the rights of administrator

To withdraw the rights of administrator

To delete from the list of representatives of the recipient of services

**To issue a digital certificate**

user identification number \_\_\_\_\_

**To deactivate the account of the recipient of services**

**To activate the account of the recipient of service**

**To remove the account of the recipient of services**

---

*(position)*

*(signature)*

---

*(name and surname)*

\_\_\_\_\_  
(name and surname or company name of the recipient of services)

\_\_\_\_\_  
(personal identification code or company code)

**APPLICATION FOR REGISTRATION / MANAGEMENT OF DELEGATION  
AGREEMENT**

**To register the Delegation Agreement:**

Name, surname or company name of the person to whom the rights are delegated \_\_\_\_\_

\_\_\_\_\_  
Identification number of the person to whom the rights are delegated \_\_\_\_\_

(personal identification number, company code, EORI code, VAT payer`s code)

Registration identification number of the service recipient account of the person, to whom the  
rights are delegated \_\_\_\_\_

Name of the Delegation Agreement \_\_\_\_\_

Description of the Delegation Agreement \_\_\_\_\_

\_\_\_\_\_  
Valid from \_\_\_\_\_ to \_\_\_\_\_

Way of representation:  direct,  indirect

List of assigned activity profiles \_\_\_\_\_

**To manage the Delegation Agreement:**

Number of the Delegation Agreement \_\_\_\_\_

To approve the Delegation Agreement

To terminate the Delegation Agreement

To change the validity period of the Delegation Agreement \_\_\_\_\_

To assign activity profiles: \_\_\_\_\_

To delete activity profiles: \_\_\_\_\_

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name and surname)