**The alien is the manager of the company and their purpose of arrival is to work in that company (Article 45 Part 1 Point 2 of the Law on the Legal Status of Aliens)**

**** [**The determined form request to issue the temporary residence permit in the Republic of Lithuania**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=2052)**.** *The request is submitted via the Lithuanian Migration Information System (MIGRIS);*

** Valid travel document (passport);**

** Business plan;**

** Documents affirming that the company *for no less than the last 6 months* prior to submitting the petition regarding the issuance of the temporary residence permit in accordance to the business plan is performing the activity in the Republic of Lithuania indicated in the establishment documents. These documents may affirm the activity of the company:**

* **Documents regarding the head office of the company (e.g., lease agreement of premises);**
* **No more than 10 agreements affirming the economic-commercial activity of the company\*;**
* **If permits or licenses are needed for the company to perform its activity, then these permits;**
* **Documents substantiating the company’s economic operations and economic events (e.g., this company’s bank account extract, invoices, cash receipts and petty cash authorization);**
* **Company’s economic operations and economic events accounting registers (e.g., general ledger, operation journal);**
* **other.**

 **Employment contracts affirming that the citizens of the Republic of Lithuania, other member state of the EU or EFTA, or aliens, who are permanent residents of the Republic of Lithuania, are working full-time at the company and their monthly wages in total are at least 2 times the average monthly gross wage in the national economy published by the Lithuanian Department of Statistics for the last calendar year (including the data on wages of individual enterprises);**

 ***If one financial year has not went by from the day of establishing the company:* documents affirming that the value of *equity* capital of the company (in the case of public or private limited liability companies - assets) is no less than *twenty-eight thousand euros* (e.g., company’s interim financial report (*balance or changes in equity capital report*));**

** Document affirming that the purpose of the alien’s arrival is working in the company (employment contract);**

**** [**Document affirming that the alien has sufficient funds and/or receives regular income, which is sufficient in order to live in the Republic of Lithuania**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=1195), ***e.g., employment contract.* The value of subsistence funds is one minimum wage per month. There should be enough funds for the whole duration of the requested temporary residence permit or for at least one year;**

**** ***An undertaking (confirmation) by the alien when completing the application via MIGRIS* that he/she will declare his/her place of residence in an accommodation with a living area of at least 7 square metres for each adult person declaring his/her residence there;**

** Certificate(s) issued by the competent institution(s) of the foreign country (countries), wherein prior to arriving in the Republic of Lithuania the alien was living or is living for the last 2 years (save for those cases, when living in the foreign country lasted less than 6 months within 12 month period) affirming, that the alien was not sentenced in this (these) country (countries) (certificate confirming the absence of any criminal record), which must be issued *no sooner than 6 months before* the day of accepting the request to issue the temporary residence permit. If the alien was sentenced, the criminal record must indicate when and for which criminal activity they were sentenced, what sentence was awarded and whether it was served\*\*;**

 **Health insurance, which guarantees the payment for emergency health care services expenses and expenses that may occur, due to the return of the alien to the foreign country for health-related reasons (transportation, including, the escort of personal health care specialist(s)) and the insurance must be valid for the whole duration of the requested temporary residence permit or for at least one year\*.**

**Health insurance is not needed, if compulsory health insurance instalments will be paid (are paid) for the alien.**

**The alien may submit the health insurance at their own choosing:**

* **By filling-out the request via ‘MIGRIS’;**
* **By arriving at the booked visitation time to the Migration Department in order to submit documents and biometric data.**

** *If another person paid the public fees for the alien*: the extended form of the payment order of the paid public fees, wherein the name(s), surname(s), personal identification number or date of birth of the alien, for whom the payment was made, is indicated.**

**These documents must be submitted to SE “Center of Registers”:**

** Company’s articles of association (constitution);**

**** Documents thatthe value of company’s equity capital (in the case of public or private limited liability companies - assets) is *no less than 28 thousand euros* (company’s financial reports (*balance, change in equity capital report*)), if one financial year has passed from the day of establishing the company;**

** Documents that the alien is the manager of the company.**

I have checked whether all of the necessary documents in regards to the issuing of the temporary residence permit were submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (Citizenship, name(s), surname(s) and date of birth of the alien)

and I have accepted/not-accepted them:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name(s) and surname(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice. After arriving at the booked time at the Migration Department, the presence of the alien in Lithuania must be lawful.**

**\* Documents issued abroad must be translated in to Lithuanian and the translations must be affirmed by the person or institution having the right to testify the translation from one language to another. Document affirming health insurance may be submitted written in original English language or an English language translation from another language may be submitted, which is affirmed by the person or institution having the right to testify the translation from one language to another.**

\*\* **Criminal record, wherein it is stated that the alien was not sentenced, may be submitted written in original English language or an English language translation from another language may be submitted, which is affirmed by the person or institution having the right to testify the translation from one language to another**.

 **Criminal record, which is not written in original English language, or which states when and for which criminal activity the alien was sentenced, the sentence awarded and whether it was served, must be translated to Lithuanian language and the translation must be affirmed by the person or institution having the right to testify the translation from one language to another.**

 **Criminal record must be legalized or certified (*Apostille*) in accordance to the Government determined procedure, save for the criminal record issued:**

* **In Ukraine, Russia, Estonia, Latvia or Moldova;**
* **By the diplomatic agency or consular institution of the foreign country residing in the Republic of Lithuania;**
* **By the diplomatic agency or consular institution of the foreign country residing abroad and accredited along with the other country for the Republic of Lithuania.**