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THE RADIO AND TELEVISION COMMISSION OF LITHUANIA

DECISION

ON APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR PROVISION OF INFORMATION ON BROADCASTERS, RE-BROADCASTERS OF RADIO, TELEVISION PROGRAMMES, PROVIDERS OF ON-DEMAND AUDIOVISUAL MEDIA SERVICES AND SERVICES OF DISSEMINATION OF TELEVISION PROGRAMMES AND/OR INDIVIDUAL PROGRAMMES VIA THE INTERNET

9 September 2015 No. KS-167

Vilnius

Following paragraph 14 of the Article 33 of the Law on the Provision of Information to the Public of the Republic of Lithuania (version of the law No. XII-1731 as of 21 May 2015), the Radio and Television Commission of Lithuania hereby decides the following:

1. To approve the description of the procedure for provision of information on broadcasters, re-broadcasters of radio, television programmes, providers of on-demand audiovisual media services and services of dissemination of television programmes and/or individual programmes via the Internet (enclosed).

2. To establish that:

2.1. this decision shall come into force on 1 October 2015.

2.2. The possibility to submit information and documents to the Commission in electronic form on the website of the the Radio and Television Commission of Lithuania, which is provided in paragraph 4 of the description of the procedure for provision of information on broadcasters, re-broadcasters of radio, television programmes, providers of on-demand audiovisual media services and services of dissemination of television programmes and/or individual programmes via the Internet, shall be implemented from 1 July 2019.

Amendments to the paragraph:

No. [KS-220](#), 21/12/2016, published in the Register of Legal Acts on 23/12/2016, ID 2016-29293

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

3. To acknowledge the decision No. KS-170 On Approval of the Procedure for Provision of Data on Activities of Broadcasters, Re-broadcasters of Radio, Television Programmes, Providers of On-demand Audiovisual Media Services adopted by the Radio and Television Commission of Lithuania on 10 October 2012 as void.

Chairman

Edmundas Vaitekūnas

APPROVED

by the decision of the Radio and
Television Commission of Lithuania
No. KS-167 as of 09 September 2015

**DESCRIPTION OF THE PROCEDURE FOR PROVISION OF INFORMATION ON
BROADCASTERS, RE-BROADCASTERS OF RADIO, TELEVISION PROGRAMMES,
PROVIDERS OF ON-DEMAND AUDIOVISUAL MEDIA SERVICES AND SERVICES OF
DISSEMINATION OF TELEVISION PROGRAMMES AND/OR INDIVIDUAL
PROGRAMMES VIA THE INTERNET**

**CHAPTER I
GENERAL PROVISIONS**

1. The description of the procedure for provision of information on broadcasters, re-broadcasters of radio, television programmes, providers of on-demand audiovisual media services and services of dissemination of television programmes and/or individual programmes via the Internet (hereinafter - the Description) regulates the form of notification on the beginning of unlicensed activity of broadcasting, re-broadcasting radio and/or television programmes, provision of services of dissemination of television programmes and/or individual programmes via the Internet and on-demand audiovisual media services to the users of the Republic of Lithuania, the form, contents and periodicity of the financial statements that are submitted by the persons carrying out the activities of broadcasting and/or re-broadcasting of radio and/or television programmes, provision of services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services to the Commission, provision of the Commission with information on compliance of television programmes broadcast, re-broadcast and/or disseminated via the Internet and/or individual programmes with the requirements laid down in the Law on the Provision of Information to the Public of the Republic of Lithuania (hereinafter - the Law), to the rules approved by the Radio and Television Commission of Lithuania (hereinafter - the Commission) regarding the compilation of television programme packages and to the adopted decisions, sets the terms, scope and form of provided information.

2. In the Description, information shall mean notifications, reports, data, explanations, etc. submitted by the broadcasters, re-broadcasters of radio, television programmes, by the persons providing the services of dissemination of television programmes and/or individual programmes via the Internet or providers of on-demand audiovisual media services to the users of the Republic of Lithuania (hereinafter - the Persons) that are necessary for the exercise of the functions of the Commission as prescribed by the legal acts.

Amendments to the paragraph:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

3. When confidential information is submitted, it must be specified by the Persons in the accompanying document by providing explanations on confidentiality thereof and, under request of the Commission, any documents justifying confidentiality thereof.

4. Information must be provided by the Persons to the Commission in writing or in electronic form via the website of the Commission with secured access. Technical means to log in to the website of the Commission with secured access shall be prepared by the Commission not later than within 10 days from the day when the Person submits to the Commission a request to provide conditions for presentation of information via the website of the Commission with secured access.

CHAPTER II PROVISION OF INFORMATION

5. Before commencement of unlicensed activity of broadcasting and/or re-broadcasting of radio and/or television programmes in the Republic of Lithuania, provision of services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services to the users of the Republic of Lithuania, the Persons shall provide the Commission with the Notification on the Commencement of Unlicensed Activity of Broadcasting and/or Re-broadcasting of Radio and/or Television Programmes, Provision of Services of Dissemination of Television Programmes and/or Individual Programmes via the Internet or On-demand Audiovisual Media Services to the Users of the Republic of Lithuania (hereinafter - the Notification); the form thereof is provided in the Annex no. 1 to the Description. The form of Notification provided in the Annex No. 1 to the Description may be different from the electronic form provided on the website of the Commission with secured access.

6. The Notification must specify one or several activities of unlicensed broadcasting and/or re-broadcasting of radio and/or television programmes, provision of services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services that are intended to be engaged in.

7. The Persons must inform the Commission about any changes of the Notification specified in the Annex No. 1 to the Description, forms provided in the Annex No. 2 and/or No. 3 to the Description in writing or in electronic form not later than within 10 working days from the day of occurrence of such changes. Under justified request of the Commission, the Persons must clarify the data presented in the Notification specified in the Annex No. 1 to the Description, forms provided in the Annex No. 2 and/or No. 3 to the Description within the period of time set by the Commission which may not be shorter than 5 working days.

Amendments to the paragraph:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

8. The notification on any changes of data provided in the form of the Annex no. 2 of the Description and/or information on any changes of the shareholders of the person who has submitted the Notification, of other persons who may exert direct or indirect control over the person who has submitted the Notification and who have the power to exercise the voting rights or who are entitled to appoint members of the supervisory board, the board shall be provided respectively in the forms of the Annex No. 2 and/or No. 3 to the Description within the terms and in the procedure prescribed in paragraph 7 of the description; any other changes of data specified in the Notification as well as in the form of the Annex no. 3 to the Description shall be notified to the Commission by providing a notification of free form.

Amendments to the paragraph:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

9. The Persons must inform the Commission about any changes of incorporation documents of a legal person, authorised representative as well as address for correspondence and telephone number in writing or in electronic form not later than within 10 working days from the day of occurrence of such changes and provide the Commission with copies of amended documents.

10. Before termination of the activity of unlicensed broadcasting and/or re-broadcasting of radio and/or television programmes, provision of services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services, the Person must provide the Commission with notification thereof in writing or in electronic form via the website of the Commission with secured access by specifying the date of termination of activity.

11. Every calendar quarter but not later than until the day 30 of the first month of the next

quarter, the Persons must provide the Commission with the information on gross income received from audiovisual commercial communication, advertising, subscription fee and other activities relating to broadcasting, re-broadcasting of radio and/or television programmes, services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services which is necessary for setting the amount of contribution to finance the activities of the Commission, preparation of an analytical survey on the implementation of Lithuania's audiovisual policy, the development of audiovisual media services that are submitted to the Seimas. Information on financial results shall be provided to the Commission by filling-in the Report on Financial Results; its form is provided in the Annex No. 4 to the description.

12. Under the Commission's request, the Persons must provide, not later than within 15 days, the Commission with the requested information on compliance of television programmes broadcast, re-broadcast and/or disseminated via the Internet and/or individual programmes with the requirements laid down in the Law, with the rules approved by the Commission regarding the compilation of television programme packages and with the adopted decisions.

13. Under justified request of the Commission, the Persons must, within the reasonable period of time set by the Commission which may not be shorter than 5 working days, provide other information requested by the Commission which is specified in paragraph 12 of the Description and which is justified, in proportional and objective manner, for the following purposes:

13.1. systemic or single inspection to verify compliance of the Person with the provisions of the Law on the Provision of Information to the Public of the Republic of Lithuania and other legal acts relating to payment of contributions to finance the activities of the Commission as well as contributions to the state budget relating to the issuance of licences of broadcast and re-broadcast content;

13.2. in the case of specific inspection to verify compliance of the Persons with the legal acts regulating the conditions for activities of licensed or unlicensed activity of broadcasting, re-broadcasting radio and/or television programmes, provision of services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services or the conditions of licences of broadcast, re-broadcast content;

13.3. procedures for issuance of licences of broadcast, re-broadcast content and assessment of applications to issue licences of broadcast, re-broadcast content;

13.4. clearly defined statistical purposes including the information which is necessary for the Commission for international cooperation with the exception of the information where submission and use thereof might disclose confidential information of the economic subject;

13.5. other information which is necessary for the exercise of the functions of the Commission as prescribed by laws.

CHAPTER III FINAL PROVISIONS

14. The Commission guarantees confidentiality of the information provided by the Persons which is considered as commercial (industrial) or professional secret.

15. The Persons guarantee that the information provided to the Commission is correct, accurate and complete. In case the inspection of the Person's activity or other circumstances reveal that the information provided to the Commission is incorrect, inaccurate and/or incomplete, the Persons must provide the Commission with clarified information immediately but not later than within 5 working days from the day of occurrence of such circumstances. Clarification of information shall not release from liability for provision of incorrect information.

Amendments to the paragraph:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

16. The Persons who have violated the provisions of the Description shall be liable in the procedure prescribed by the Law, the Code of Administrative Offences of the Republic of Lithuania and other laws of the Republic of Lithuania.

Amendments to the paragraph:

No. [KS-220](#), 21/12/2016, published in the Register of Legal Acts on 23/12/2016, ID 2016-29293

Annex No. 1 to the
Description of the Procedure for Provision
of Information on Broadcasters, Re-broadcasters
of Radio, Television Programmes, Providers
of On-demand Audiovisual Media Services
and Services of Dissemination of Television Programmes
and/or Individual Programmes via the Internet

(name, registration number, registered address of a legal person)

(telephone, fax, e-mail address, website of a legal person)

To the Radio and Television Commission of Lithuania
Šeimyniškių g. 3A, 09312 Vilnius

NOTIFICATION

NOTIFICATION ON THE COMMENCEMENT OF UNLICENSED ACTIVITY OF OF BROADCASTING AND/OR RE-BROADCASTING OF RADIO AND/OR TELEVISION PROGRAMMES, PROVISION OF SERVICES OF DISSEMINATION OF TELEVISION PROGRAMMES AND/OR INDIVIDUAL PROGRAMMES VIA THE INTERNET OR ON-DEMAND AUDIOVISUAL MEDIA SERVICES TO THE USERS OF THE REPUBLIC OF LITHUANIA

(date)

1. Carrying out of activity of unlicensed broadcasting of radio and/or television programmes	I. Activity: Carrying out of activity of unlicensed broadcasting of radio programmes: broadcasting of radio programmes in the Republic of Lithuania without using radio frequencies (channels) provided for in the plan for the assignment of radio frequencies for broadcasting and transmission of radio and television programmes that are assigned for terrestrial radio other <hr/> Carrying out of activity of unlicensed broadcasting of television programmes:
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	<p>broadcasting via websites, webpages in the Republic of Lithuania</p> <p>broadcasting via apps in the Republic of Lithuania</p> <p>other means</p> <hr/>
	<p>II. Description of activity:</p> <hr/> <hr/>
	<p>III. Information on terminal equipment and/or other means that allow reception of television programmes broadcast via the information society media (websites, webpages, etc.):</p> <p>means of conditional access</p> <hr/>
	<p>software</p> <hr/>
	<p>address of website used for broadcast</p> <hr/>
	<p>name of apps</p> <hr/>
	<p>special purpose terminal equipment</p> <hr/>
	<p>IV. Information on radio, television programmes:</p> <p>radio programme to be broadcast</p> <p>television programme to be broadcast</p> <p>Short description of a programme: _____</p>
	<p>V. Detailed information on planned radio, television programmes is presented by filling-in the Form of Data on Broadcast Radio, Television Programmes provided in the Annex No. 2 to the Description.</p>

<p>2. Carrying out of activity of unlicensed re-broadcasting of radio and/or television programmes</p>	<p>I. Activity:</p> <p>re-broadcasting of radio programmes in the Republic of Lithuania without using radio frequencies (channels) provided for in the plan for the assignment of radio frequencies for broadcasting and transmission of radio and television programmes</p> <p>re-broadcasting of television programmes in the Republic of Lithuania without using radio frequencies (channels) provided for in the plan for the assignment of radio frequencies for broadcasting and transmission of radio and television programmes</p> <p>re-broadcasting of individual programmes (radio) in the Republic of Lithuania without using radio frequencies (channels) provided for in the plan for the assignment of radio frequencies for broadcasting and transmission of radio and television programmes</p> <p>re-broadcasting of individual programmes (television) in the Republic of Lithuania without using radio frequencies (channels) provided for in the plan for the assignment of radio frequencies for broadcasting and transmission of radio and television programmes</p> <p>II. Description of activity:</p> <hr/> <hr/> <p>III. Information on radio, television programmes:</p> <p>Radio programme to be re-broadcast</p> <p>Television programme to be re-broadcast</p> <p>short description of a programme: _____</p> <p>IV. Detailed information on radio, television programmes to be broadcast shall be submitted, not later than within one month from the date of commencement of activity in the Republic of Lithuania, by filling-in the Form of Data on Television Programmes, Individual Programmes Re-broadcast and Disseminated via the Internet as provided in the Annex No. 3 to the Description.</p> <p>V. Information on re-broadcast television programme packages (their description and conditions for dissemination):</p> <p>Website address providing public information on television programme packages, their descriptions and conditions for dissemination (information on structure and price of the main package):</p> <hr/> <p>Description of television programme packages and conditions for their dissemination (to be filled-in only if the website providing public information on television programme packages is not specified):</p> <hr/>
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<p>3. Provision of services of television programmes and/or individual programmes via the Internet</p>	<p>I. Activity: provision of services of dissemination of television programmes via the Internet to the users of the Republic of Lithuania provision of services of dissemination of individual programmes via the Internet to the users of the Republic of Lithuania</p> <p>II. Description of services: _____ _____</p> <p>III. Information on terminal equipment and/or other means that allow reception of television programmes and/or individual programmes disseminated via the Internet: means of conditional access _____ software _____ website address _____ name of apps _____ special purpose terminal equipment _____</p> <p>IV. Description of television programmes to be disseminated via the Internet _____</p> <p>V. Detailed information on television and/or individual programmes to be disseminated via the Internet shall be submitted, not later than within one month from the date of commencement of the provision of services to the users of the Republic of Lithuania, by filling-in the Form of Data on Television Programmes, Individual Programmes Re-broadcast and Disseminated via the Internet as provided in the Annex No. 3 to the Description.</p> <p>VI. Information on disseminated television programme packages (their description and conditions for dissemination): Website address providing public information on television programme packages, their descriptions and conditions for dissemination (information on structure and price of the main package): _____ Description of television programme packages and conditions for their dissemination (to be filled-in only if the website providing public information on television programme packages is not specified): _____</p>
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4. Provision of on-demand audiovisual media services	<p>I. Activity: Provision of on-demand audiovisual media services</p> <p>II. Description of services: _____</p> <p>III. Information on provided services: means of conditional access _____ website address _____</p>
5. Planned commencement of activity or provision of services	
6. Territory where activity shall be carried out or services shall be provided	
7. Electronic communications networks used for activity	<p>I. Types of electronic communications networks: 1. _____ 2. _____ _____</p> <p>II. Technical information on transmission of signals of radio, television programmes to the terminal equipment analogue digital with conditional access without conditional access</p> <p>III. Re-broadcasting via satellite transmission Names of artificial Earth satellites for re-broadcasting of radio, television programmes and their location in orbit _____ Numbers of satellite receivers - transmitters, radio frequencies for programme transmission, address and operator of terrestrial station of satellite service of broadcasting, radio frequencies, address and operator of fixed satellite service _____ countries where radio, television programmes will be received _____</p>

8. Management bodies of legal persons, their members, shareholders (unitholders)	I. Management bodies of legal person and their members (position, name, surname, personal ID number (registration number of legal person), residence, registered office): _____				
	II. Data on shareholders, other persons who may exert direct or indirect control over the legal person and who have the power to exercise the voting rights or who are entitled to appoint members of the supervisory board, the board:				
	Ref. No.	Name / name, surname of shareholder (unitholder)	Owned or managed part of property, number of shares	Share of votes (percentage)	Personal ID number, registration number of a shareholder (unitholder)
9. Data on authorised person (representative)	Name, surname _____ position _____ telephone _____ fax _____ e-mail address _____				
10. Annexes to notification	1. Document certifying authorisation to sign the notification, ____ pages. 2. Copy of incorporation documents of a legal person (incorporation agreement (deed), articles of association (regulations), certificate of registration) or personal identification document (in case a notifier is a natural person), ____ pages. 3. Declaration of a notifier, ___ pages. 4. _____				

(position)

(signature)

(name, surname)

Amendments to the annex:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

Annex No. 2 to the
Description of the Procedure for Provision
of Information on Broadcasters, Re-broadcasters
of Radio, Television Programmes, Providers
of On-demand Audiovisual Media Services
and Services of Dissemination of Television Programmes
and/or Individual Programmes via the Internet

(Sample form of data on broadcast radio, television programmes)

(name, registration number, registered address of a legal person)

(telephone, fax, e-mail address, website of a legal person)

To the Radio and Television Commission of Lithuania
Šeimyniškių g. 3A, 09312 Vilnius

DATA ON BROADCAST RADIO, TELEVISION PROGRAMMES

(date)

Ref. No.	Name of radio, television programme	Nature (format) of radio, television programme and short description	Source and additional languages for broadcasting (subtitling) radio, television programme	Additional services (possibility to choose language and/or subtitles, etc. of television programme)

(position)

(signature)

(name, surname)

Amendments to the annex:

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

Annex No. 3 to the
Description of the Procedure for Provision
of Information on Broadcasters, Re-broadcasters
of Radio, Television Programmes, Providers
of On-demand Audiovisual Media Services
and Services of Dissemination of Television Programmes
and/or Individual Programmes via the Internet

(Sample form of data on radio, television programmes broadcast and disseminated via the Internet, individual programmes)

(name, registration number, registered address of a legal person)

(telephone, fax, e-mail address, website of a legal person)

To the Radio and Television Commission of Lithuania
Šeimyniškių g. 3A, 09312 Vilnius

DATA ON RADIO, TELEVISION PROGRAMMES BROADCAST AND DISSEMINATED VIA THE INTERNET, INDIVIDUAL PROGRAMMES

(date)

Ref. No.	Name of radio, television programme, individual programme	Name, registered address of a broadcaster	Jurisdiction of a broadcaster (state whose competent authority shall supervise activity of a broadcaster)	Source and additional languages for re-broadcasting (subtitling) radio, television programme	Additional services (possibility to choose language and/or subtitles, etc. of television programme)

(position)

(signature)

(name, surname)

Amendments to the annex:

No. [KS-220](#), 21/12/2016, published in the Register of Legal Acts on 23/12/2016, ID 2016-29293

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

Annex No. 4 to the
Description of the Procedure for Provision
of Information on Broadcasters, Re-broadcasters
of Radio, Television Programmes, Providers
of On-demand Audiovisual Media Services
and Services of Dissemination of Television Programmes
and/or Individual Programmes via the Internet

(Sample form of a report on financial results)

(name, registration number, registered address of a legal person)

(telephone, fax, e-mail address, website of a legal person)

To the Radio and Television Commission of Lithuania
Šeimyniškių g. 3A, 09312 Vilnius

REPORT ON FINANCIAL RESULTS

for _____ quarter of the year _____

Ref. No.	Name of indicator	Amount
1.	Gross income received from audiovisual commercial communication, advertising, subscription fee and other activities relating to broadcasting, re-broadcasting of radio and/or television programmes, services of dissemination of television programmes and/or individual programmes via the Internet or on-demand audiovisual media services, in total, EUR (excl. VAT)	
1.1.	Out of which, income from audiovisual commercial communication and advertising, EUR (excl. VAT)	
2.	Total number of subscribers, users of services	

(position)

(signature)

(name, surname)

Annex No. 5 to the
Description of the Procedure for Provision
of Information on Broadcasters, Re-broadcasters
of Radio, Television Programmes, Providers
of On-demand Audiovisual Media Services
and Services of Dissemination of Television Programmes
and/or Individual Programmes via the Internet

(Sample form of data on shareholders, other persons who may exert direct or indirect control over the legal person and who have the power to exercise the voting rights or who are entitled to appoint members of the supervisory board, the board)

(name, registration number, registered address of a legal person)

(telephone, fax, e-mail address, website of a legal person)

To the Radio and Television Commission of Lithuania
Šeimyniškių g. 3A, 09312 Vilnius

DATA ON SHAREHOLDERS, OTHER PERSONS WHO MAY EXERT DIRECT OR INDIRECT CONTROL OVER THE LEGAL PERSON AND WHO HAVE THE POWER TO EXERCISE THE VOTING RIGHTS OR WHO ARE ENTITLED TO APPOINT MEMBERS OF THE SUPERVISORY BOARD, THE BOARD

(date)

Ref. No.	Name / name, surname of a shareholder (unitholder)	Owned or managed part of property, number of shares	Share of votes (percentage)	Personal ID number, registration number of a shareholder (unitholder)	Registered address, place of residence, telephone, fax number, e-mail address of a shareholder (unitholder)

(position)

(signature)

(name, surname)

Amendments to the annex:

No. [KS-220](#), 21/12/2016, published in the Register of Legal Acts on 23/12/2016, ID 2016-29293

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

Amendments:

1.

Radio and Television Commission of Lithuania, Decision

No. [KS-220](#), 21/12/2016, published in the Register of Legal Acts on 23/12/2016, ID 2016-29293

Regarding the Decision of the Radio and Television Commission of Lithuania No. KS-167 On Approval of the Description of the Procedure for Provision of Information on Broadcasters, Re-broadcasters of Radio, Television Programmes, Providers of On-demand Audiovisual Media Services and Services of Dissemination of Television Programmes and/or Individual Programmes via the Internet dated 9 September 2015

2.

Radio and Television Commission of Lithuania, Decision

No. [KS-30](#), 23/05/2018, published in the Register of Legal Acts on 28/05/2018, ID 2018-08486

Regarding the Decision of the Radio and Television Commission of Lithuania No. KS-167 On Approval of the Description of the Procedure for Provision of Information on Broadcasters, Re-broadcasters of Radio, Television Programmes, Providers of On-demand Audiovisual Media Services and Services of Dissemination of Television Programmes and/or Individual Programmes via the Internet dated 9 September 2015