

Form approved by  
 Order No 1R-300 of 27 December 2013  
 of the Minister of Justice of the Republic of  
 Lithuania

**(Form of the Annual Income and Property Declaration to Receive Secondary Legal Aid)**

\_\_\_\_\_

(full name, surname)

to \_\_\_\_\_ state-guaranteed legal aid service

**ANNUAL INCOME AND PROPERTY DECLARATION TO RECEIVE SECONDARY LEGAL AID**

\_\_\_\_\_ 20 \_\_

Reporting period from \_\_\_\_\_ 20 \_\_ to \_\_\_\_\_ 20 \_\_<sup>1</sup>

**I. INCOME**

The amount of income less the income tax, state social insurance contributions and compulsory health insurance contributions as well as other taxes established in the laws on taxes shall be indicated. Income (except for the state social security old-age pension) shall be based on the documents which are legally binding or transactions finalised under the procedure prescribed by laws.

Item No.	Period of receipt	Type of income <sup>2</sup>	Received income (LTL)
<b>Total:</b>			

<sup>1</sup> 12 months before the month of the submission of the annual income and property declaration to receive secondary legal aid.  
<sup>2</sup> Income indicated in paragraph 4 of the instructions for filling out the form of the Annual Income and Property Declaration to Receive Secondary Legal Aid shall be declared.

## II. IMMOVABLE PROPERTY

The property owned in the Republic of Lithuania or another foreign country at the end of the reporting period shall be indicated.

The state-guaranteed legal aid services shall determine the value of immovable property on the basis of the average market value established in the Real Property Register. An applicant who believes that the average market value does not correspond to the actual market value of immovable property may indicate the actual purchase price or the actual market value at the end of the reporting period as the market value. These data shall be based on the documents which are legally binding or transactions finalized under the procedure prescribed by laws.

Item No	Type of property <sup>3</sup>	Location (address)	Property value (LTL) (to be filled out if the applicant does not wish that the value of immovable property is determined on the basis of the average market value established in the Real Property Register)
<b>Total:</b>			

## III. OTHER PROPERTY

(to be filled out only when the applicant owns the property of such a type)

Item No	Type of property	Property value (LTL)
1.	Movable property subject to compulsory registration owned at the end of the reporting period <sup>4</sup> (please specify):	
	1.1.	
	1.2.	
	1.3.	
2.	Securities, works of art, jewellery owned at the end of the reporting period <sup>5</sup>	
3.	Funds possessed at the end of the reporting period <sup>6</sup>	
4.	Loans granted during the reporting period <sup>7</sup>	
5.	Loans received during the reporting period <sup>8</sup>	

<sup>3</sup> In case the land is indicated as a type of property, its size shall be also indicated.

<sup>4</sup> For example, road vehicle and movable property subject to compulsory registration indicated in Item 12.1 of the instructions for filling out the form of the Annual Income and Property Declaration to Receive Secondary Legal Aid.

<sup>5</sup> Where the total value of securities exceeds LTL 2,000 and the unit value of works of art, gemstones, jewellery, noble metals exceeds LTL 2,000.

<sup>6</sup> Funds exceeding LTL 2,000.

<sup>7</sup> Where their total amount exceeds LTL 2,000.

6.	Other (please specify):	
	<b>Total:</b>	

Additional documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.

The service shall be entitled to receive the information possessed by the public and municipal authorities, state registers, other information systems of the public and municipal authorities, natural or legal entities in compliance with the procedure laid down in the laws of the Republic of Lithuania in order to determine whether the data provided in the applicants' annual income and property declarations to receive secondary legal aid and documents enclosed therein are correct.

The data received from the public and municipal authorities, state registers, other information systems of the public and municipal authorities, natural or legal entities in compliance with the procedure laid down in the laws of the Republic of Lithuania and contained in the form of the annual income and property declaration to receive secondary legal aid and documents enclosed therein may be handled with the purpose of the provision of secondary legal aid.

Persons shall be subject to administrative liability in the event of the provision of incorrect data.

I hereby confirm that the data indicated herein are comprehensive and correct.

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

\_\_\_\_\_  
(full name)

---

<sup>8</sup> Where the total amount exceeds LTL 2,000.

Annex to  
the Annual Income and  
Property Declaration to  
Receive Secondary  
Legal Aid

## **INSTRUCTIONS FOR FILLING OUT THE ANNUAL INCOME AND PROPERTY DECLARATION TO RECEIVE SECONDARY LEGAL AID**

### **I. GENERAL PROVISIONS**

1. The instructions for filling out the annual income and property declaration to receive secondary legal aid (hereinafter – the Declaration to Receive Secondary Legal Aid) (hereinafter – the Instructions) shall set annual income and property to be declared and the procedure for filling out the Declaration to Receive Secondary Legal Aid.

2. The definitions for the purpose of the Instructions correspond to the definitions defined in the Law on State-Guaranteed Legal Aid of the Republic of Lithuania (*Official Gazette*, 2000, No 30-827; 2013, No 54-2675).

3. Income received by the applicant during the reporting period and property owned at the end of the reporting period shall be indicated in the Declaration to Receive Secondary Legal Aid. The reporting period of this declaration is the last 12 months preceding the month when it is intended to submit the application for the provision of legal aid. The last day of the month shall be indicated as the end of the reporting period preceding the month when it is intended to submit the application for the provision of legal aid (for example, the applicant submits the application for the provision of state-guaranteed legal aid on 15 October 2013. Thus the last 12 months preceding October shall be referred to as the reporting period in the Declaration to Receive Secondary Legal Aid. In this case the beginning of the reporting period shall be 1 October 2012 and the end thereof shall be 30 September 2013 (the last day of the last month preceding the month of submission of the application). In cases where the applicant has declared property owned and income received for a period of one year (12 last months) and three months or less between the end of the declared reporting period and the month preceding the month of submission of another application for the provision of state-guaranteed legal aid, it shall not be required to declare property (including received income) anew.

### **II. DECLARATION OF INCOME**

4. Income shall include:

4.1. income related to the employment or service (including daily allowances, rent, money allowance for food, other income and termination payments);

4.2. royalties;

4.3. pensions and/or pension payments, social allowances, except for direct compensations with respect to nursing or healthcare costs (aid) and direct bonuses;

4.4. dividends and interests;

4.5. income of an owner of an individual business received from the taxed profit of this company and/or income of the members of small partnerships, full members of partnerships or limited partnerships and amounts of funds received from such businesses for the purpose of personal needs;

- 4.6. self-employment income received while engaged in the activity under business licenses or self-employment certificates;
- 4.7. self-employment income received while engaged in other activities;
- 4.8. income from individual sporting activities;
- 4.9. income from individual performer's activities;
- 4.10. income from agricultural activities (except for income from land in use the total area whereof does not exceed 1 ha) and a portion of income, which exceeds LTL 6,000 in the current calendar year, received when providing the agricultural and forestry services under the voucher of agricultural and forestry services, where the provision of such services is established in the Law on the Provision of Agricultural and Forestry Services under the Service Voucher (hereinafter – the Law on the Provision of Agricultural and Forestry Services under the Service Voucher);
- 4.11. payments for agricultural activities;
- 4.12. income of social nature (except for single payments and/or benefits paid from the state budget, budgets of the State Social Insurance Fund or municipalities, subsidies to support employment paid from the state or municipal budgets, European Union structural funds and European Globalisation Adjustment Fund, as well as single payments and/or benefits paid by an employer, and monthly income of social nature: compensations for transport costs to the disabled; compensations to donors; assistance in cash paid under the Law on Social Services of the Republic of Lithuania, benefits for children paid under the Law on Benefits for Children of the Republic of Lithuania);
- 4.13. monetary funds to maintain a child (adopted child) (alimony);
- 4.14. payments from the Children's Maintenance Fund;
- 4.15. charity in a form of monetary donations the total amount whereof exceeds 4 state-supported income amounts;
- 4.16. received monetary funds subject to gifts and heritage received abroad or from a foreign country or otherwise actually received monetary funds (except for monetary funds used to compensate incurred costs and those related to documented work for the common good (voluntary work, etc.) as well as charity in a form of monetary funds);
- 4.17. monetary funds received abroad or from a foreign country;
- 4.18. sickness, professional rehabilitation, maternity, paternity and maternity (parental) benefits, allowances paid to civil servants in posts (officials) and soldiers of the national defence system during sick leave, pregnancy and childbirth leave, maternity/paternity leave or parental leave;
- 4.19. compensation for the material and non-material damage (including a single disability compensation);
- 4.20. payments with respect to the immovable property proceeds or other transfer of ownership;
- 4.21. payments with respect to the proceeds of the movable property subject to compulsory registration or other transfer of ownership;
- 4.22. income from the property proceeds or other transfer of ownership;
- 4.23. income from the lease of movable or immovable property;
- 4.24. winnings in lotteries or other games, prizes;
- 4.25. grants of all types (except for grants and other material support provided to students of higher education establishments of first-stage, second-stage studies and integrated studies and study programmes which do not award a degree (except for students of resident studies) who study under the full-time, continual and extended forms of study programmes (except for persons who repeatedly study according to a study programmes of the same or lower cycle and study programmes which do not award a degree, if they have acquired more than a half of the credits of that study programme with the state budget funds), and grants as well as other material support

provided to students of vocational schools who study according to the vocational training programme aimed at acquisition of the first qualification);

4.26. other actually received income.

5. Income referred to in paragraph 4 of the Instructions shall include income less the income tax, state social insurance contributions and compulsory health insurance contributions as well as other taxes (provided they were paid) established in the tax legislation as defined in the Law on Tax Administration of the Republic of Lithuania (Official Gazette, 2004, No 63-2243). Income (except for the state social security old-age pension) shall be based on the documents which are legally binding or transactions finalised under the procedure prescribed by laws (for instance, the employer's statement on income, statement from the authority which pays benefits, etc.).

6. Income or benefits received by the applicant's children and handled by the applicant under the usufructuary right shall not be included in income referred to in paragraph 4 of the Instructions.

7. Monetary funds paid for the child's maintenance (alimony) shall not be included in the payer's income. The applicant shall substantiate the payment of such monetary funds by submitting the certifying documents.

### **III. DECLARATION OF IMMOVABLE PROPERTY**

8. Immovable property includes:

8.1. construction works, including such construction works which are not completely constructed:

8.1.1. apartment in a dwelling (a part thereof);

8.1.2. residential house (a part thereof, semi-detached housing);

8.1.3. garden house;

8.1.4. other.

8.2. land:

8.2.1. allotment;

8.2.2. agricultural;

8.2.3. occupied by a forest;

8.2.4. occupied by a water body;

8.2.5. household;

8.2.6. other.

8.3. other property which is movable by nature and recognised as immovable by the laws.

9. Where the declared immovable property is owned partly or jointly, the value of a part of the property owned by the applicant shall be indicated.

10. The state-guaranteed legal aid services shall determine the value of immovable property on the basis of the average market value established in the Real Property Register. An applicant who believes that the average market value does not correspond to the actual market value of immovable property may indicate the actual purchase price or the actual market value at the end of the reporting period as the market value. These data shall be based on the documents which are legally binding (for instance, a property valuation report, etc.) or transactions finalised under the procedure prescribed by laws.

11. Property owned by the applicant's children and handled by the applicant under the usufructuary right shall not be included in immovable property indicated in paragraph 7 of the Instructions.

### **IV. DECLARATION OF OTHER PROPERTY**

12. Other property includes:

12.1. movable property subject to compulsory registration owned at the end of the reporting period:

12.1.1. road vehicle;

12.1.2. firearm;

12.1.3. potentially hazardous equipment;

12.1.4. agricultural equipment;

12.2. securities held at the end of the reporting period where their total amount exceeds LTL 2,000, and works of art, gemstones, jewellery, noble metals the unit value whereof exceeds LTL 2,000;

12.3. funds possessed at the end of the reporting period exceeding LTL 2,000;

12.4. loans granted during the reporting period where their total amount exceeds LTL 2,000;

12.5. loans granted during the reporting period where their total amount exceeds LTL 2,000 (except for state loans granted to students of higher education institutions or state-supported loans, credits for housing renewal (modernisation), if the owners of the dwelling apartments have implemented or are implementing the state- and/or municipality-supported dwelling renewal (modernisation) project, and loans for the purchase (construction) of immovable property or the purchase of property (other property), where such immovable property or assets (other property) are declared following the procedure laid down in Chapters III to IV of the Instructions;

12.6. other.

13. Where the declared other property is owned partly or jointly, the value of a part of the property owned by the applicant shall be indicated.

14. The actual purchase price or the actual market value at the end of the reporting year (reporting period) shall be referred to as the value of other property (it shall be indicated where the property purchase price is absent or where an applicant believes that the purchase price significantly differs from the market value).

15. Property owned by the applicant's children and handled by the applicant under the usufructuary right shall not be included in other property indicated in paragraph 11 of the Instructions.

## V. FINAL PROVISIONS

16. The applicant's income and property referred to in Chapters II to IV of these Instructions shall be indicated in the Declaration to Receive Secondary Legal Aid. The person shall be held liable for the correctness of the data provided in the Declaration to Receive Secondary Legal Aid under the procedure prescribed by laws.

17. The filled out Declaration to Receive Secondary Legal Aid shall be submitted to the state-guaranteed legal aid service with an application for the provision of secondary legal aid.

18. The state-guaranteed legal aid service shall be entitled to receive the information possessed by the public and municipal authorities, state registers, other information systems of the public and municipal authorities, natural or legal entities in compliance with the procedure laid down in the laws of the Republic of Lithuania in order to determine whether the data provided in the applicants' Declaration to Receive Secondary Legal Aid income and documents enclosed therein are correct.

19. The security of data provided in the Declaration to Receive Secondary Legal Aid shall be ensured by the Law on Legal Protection of Personal Data of the Republic of Lithuania (*Official Gazette*, 1996, No 63-1479; 2008, No 22-804).

---

