

Provision of information on the issues within the competence of the CPMA

Contacting the CPMA regarding provision of information	
Ways of providing information	<p>Information is provided to individuals on the issues within the competence of the CPMA:</p> <ul style="list-style-type: none"> - directly upon arrival at the CPMA; - by phone 370 5 251 4400; - by e-mail info@cpva.lt; - on websites www.cpva.lt, www.esinvesticijos.lt, www.norwaygrants.lt / www.eeagrants.lt, www.esukonferencija.lt by leaving a feedback.
Oral application for provision of information	<p>To obtain information or documents (including certificates and copies, extracts, transcripts, etc.), a person contacts the CPMA and submits an application. The application may be made orally or in writing.</p> <p>Oral applications for provision of information by phone or at the CPMA may be filed in cases where:</p> <ul style="list-style-type: none"> - the person wishes to receive an oral reply to the application filed by him or her or to have access to a document without requesting a copy of that document; - the application can be answered immediately, without violating the provisions of legal acts. <p>Applications filed orally (by phone or at the CPMA) must be as precise and clear as possible.</p> <p>If it is not possible to reply immediately, the person shall be given the opportunity to make an application in writing (in free form).</p>
Written application for provision of information	<p>A written application shall be filed if the person is not satisfied with the information or advice provided orally or if it cannot be provided orally immediately. The application can be written in free form, sent by post or by e-mail to info@cpva.lt.</p> <p>In addition, all applications (except for certificates and copies, extracts, transcripts, etc. of archival documents) can be registered on the websites www.cpva.lt, www.esinvesticijos.lt, www.norwaygrants.lt / www.eeagrants.lt, www.esukonferencija.lt by filling in the feedback form.</p> <p>The application shall contain:</p> <ul style="list-style-type: none"> - the name of the person or the name of the company (if applying on behalf of a legal person); - contact details; - the content of the information or advice you expect; - Method of receiving a reply from the CPMA.
Examination of an application for provision of information	<p>The CPMA shall examine the request within 20 days (this term may be extended in cases and within the time limits set out in the Law on Public Administration of the Republic of Lithuania) and shall take a decision to satisfy the application, to reject the application or to ask the person to supplement the application.</p> <p>The person is informed of the decision made in the manner indicated in the application: orally (by phone or by direct arriving at the CPMA), in</p>

| writing or by e-mail.