

**DESCRIPTION OF THE PROCEDURE
FOR PURCHASING THE SETS OF 500 AND 1 000 LITAS BANKNOTES OF THE 1991
ISSUE AND OF 100 LITAS BANKNOTES OF THE 1994 ISSUE
BY SUBMITTING AN ORDER TO THE BANK OF LITHUANIA BY E-MAIL**

1. Buyers can order the sets of 500 and 1 000 litas banknotes of the 1991 issue and of 100 litas banknotes of the 1994 issue (hereinafter – the sets) by submitting orders to the Bank of Lithuania by e-mail (numizmatika@lb.lt).
2. The buyer ordering the sets by e-mail must provide the following information:
 - 2.1. in the case of a natural person: the forename, surname, date of birth, delivery address or pick-up point, contact phone, e-mail, and number of ordered sets;
 - 2.2. in the case of a legal person: the name, code, delivery address or pick-up point, contact phone, e-mail, and number of ordered sets.
3. Orders accepted by the Bank of Lithuania shall be entered in the queue in the chronological order in the information system of orders according to the time of receipt of the orders in the Bank of Lithuania.
4. Within 3 (three) working days of receiving the order by e-mail in the Bank of Lithuania, the Bank of Lithuania shall send to the buyer, who has submitted an order by e-mail, the notification regarding:
 - 4.1. the acceptance of the order by e-mail and shall specify the sales price, payment methods, sending and insurance costs, if any, of the sets;
 - 4.2. the rejection of the order by e-mail and shall specify the reasons for which the order by e-mail has been rejected.
5. The buyer shall pay to the Bank of Lithuania for the sets ordered by e-mail:
 - 5.1. by payment order to the account of the Bank of Lithuania;
 - 5.2. in cash or by payment card when the ordered sets are picked up at the cash offices of the Bank of Lithuania.
6. The buyer shall pay to the Bank of Lithuania for the sets ordered by e-mail no later than within five working days, calculating from the day of sending to the buyer the acknowledgement of acceptance of the order.
7. The order accepted by the Bank of Lithuania by e-mail shall be deemed to be invalid and shall be cancelled if the buyer fails to pay for the ordered sets within the time limit specified in paragraph 6.
8. Fees charged by credit institutions in relation to the execution of a payment order, including the cases referred to in subparagraph 10.5 and paragraph 12, shall be paid by the buyer.
9. Sets shall be delivered to the buyer to the address indicated thereby via a provider of services of postal items, making payment for dispatch and insurance costs during validity of the e-mail order by payment order to the account of the Bank of Lithuania or by picking them up free of charge at the cash offices of the Bank of Lithuania in Vilnius, Žirmūnų g. 151, or in Kaunas, Maironio g. 25.
10. The procedure of delivery of sets to the address indicated by the buyer via a provider of services of postal items:
 - 10.1. the buyer shall undertake to accept the sets himself or via an authorised person and to produce:
 - 10.1.1. a valid personal identity document with the person's photo and signature;
 - 10.1.2. when picking up the sets purchased in the name of another natural person, the personal identity document of the person who picks them up with the photo and signature as well as the power of attorney which may be generated by information technology means and registered in the Register of Powers of Attorney, or written on paper (in that case, the paper version of the power of attorney in the Lithuanian and English language signed by the legal person's manager shall be produced);

10.1.3. the sets of a legal person may be picked up by the legal person's manager or the natural person authorised thereby (in that case, the personal identity document of the person who picks them up with the photo and signature as well as the paper version of the power of attorney in the Lithuanian and English language signed by the legal person's manager shall be produced);

10.2. the sets shall be dispatched to the buyer within 10 (ten) working days calculating from the next working day following the day on which the payment was received by the Bank of Lithuania;

10.3. the sets dispatched via a provider of services of postal items shall be delivered together with a VAT invoice (which shall also serve as a consignment note);

10.4. the delivery of the sets shall be carried out in accordance with terms and conditions established by the provider of services of postal items;

10.5. if the provider of services of postal items fails to find the addressee (after at least two attempts, submitting the supporting documents), the items shall be returned to the Bank of Lithuania. The Bank of Lithuania shall notify the buyer by the e-mail specified by the buyer. The buyer shall pay a fine of 20 % calculated from the sales price of the sets and shall reimburse additional costs incurred by the Bank of Lithuania, if any, which shall be deducted from the sales price of the sets. The remaining part of the sales price of the sets shall be transferred to the buyer's account from which the payment for the sets was made to the Bank of Lithuania.

11. The procedure for picking up of the sets at cash offices of the Bank of Lithuania:

11.1. at cash offices of the Bank of Lithuania, the buyer shall produce a valid personal identity document of with the person's photo and signature and say the number of the order;

11.2. when picking up the sets purchased in the name of another natural person, the collecting person's personal identity document with the photo and signature as well as the power of attorney which may be generated by means of information technology and registered in the Register of Powers of Attorney, or written on paper (in that case, the paper version written power of attorney in the Lithuanian and English language signed by the principal shall be produced);

11.3. the items of a legal person may be picked up by the legal person's manager or the natural person authorised thereby (in that case, the personal identity document of the person who picks them up with the photo and signature as well as the paper version of the power of attorney in the Lithuanian and English language signed by the legal person's manager shall be produced);

11.4. the buyer shall collect the sets when he pays for them at the cash offices of the Bank of Lithuania or when the payment for them is received by the Bank of Lithuania; however, no later than within 20 (twenty) working days calculating from the day on which the payment for the ordered sets is received by the Bank of Lithuania;

11.5. at the buyer's request, cash offices of the Bank of Lithuania shall issue a VAT invoice.

12. The buyer may refuse the ordered sets for which the payment was made, by submitting a written request to the Bank of Lithuania. The Bank of Lithuania shall refund the money paid by the buyer by payment order to the buyer's account indicated to the Bank of Lithuania within 5 (five) working days calculating from the day on which the request is received by the Bank of Lithuania.

13. The buyer shall have the right to return the set ordered by e-mail, by withdrawing from the purchase and sale agreement within 14 (fourteen) calendar days of the day on which the set is received and notify the Bank of Lithuania by e-mail: numizmatika@lb.lt, specifying the number of the order. The buyer must return the sets to the Bank of Lithuania within 14 (fourteen) calendar days, calculating from the day on which the notification of withdrawal from the purchase and sale agreement is sent to the Bank of Lithuania.

14. The right provided for in paragraph 13 of the Description may be exercised only by the buyer who is recognised to be a consumer in accordance with provisions of the Law of the Republic of Lithuania on Consumer Protection, i.e. a natural person who seeks to conclude contracts for a purpose which can be regarded as being outside his business, trade or profession (consumption purposes).

15. The buyer who returns the sets must fulfil the following conditions:

15.1. the sets being returned must be in their original and orderly packaging;

15.2. the sets being returned must be not damaged by the buyer and must not have lost their general appearance (the provision of this paragraph shall not apply in the cases when the sets of poor quality are returned);

15.3. the sets being returned must be of the same composition as they were received by the buyer;

15.4. when returning the sets their purchase documents must be submitted.

16. The Bank of Lithuania shall have the right to refuse accepting the sets returned by the buyer, if the buyer fails to fulfil the conditions of return of sets specified in paragraph 15 of the Description.

17. The buyer, who returns the sets in the case referred to paragraph 13 of the Description, shall be refunded to the account specified by him the amount of money for which the buyer had purchased the sets and paid delivery and insurance charges. The costs of return of the sets shall be borne by the buyer.
